

Work Team Annual Report Worksheet

Work Team: Building Emergencies Coordinators

Chair: Lyle E. Mourer Jr.

Date: 4/24/2017

Brief Narrative:

The Building Emergencies Coordinators group has been in place since 2001. Appointment has been by the Dean of FLITE, usually lasting for time of employment at FLITE, this year in late October Dean Garrison appointed Dorothy Hart to the group replacing Josie VanAvery. Dean Garrison as sponsor of the group did a “walk- through” of FLITE to review safety and security issues in case of an active shooter or other similar emergencies with Bruce Borkovich the Director of Public Safety. In December, we had a potential bomb in FLITE. The building was evacuated and staff assisted in getting us back in operation after the OK to return to FLITE. Public Safety complemented the FLITE Staff in the way we dealt with the situation. Campus wide meetings of all of the Building Emergencies Coordinators did not take place this year. The two goals that we did work on were 1. To encourage building partners to be active participants in the safety and Emergency preparedness activities in FLITE discussed that at meeting mentioned below. 2. We have touched on training in fire and tornado safety methods.

List of Activities, Projects; Relevance to Strategic Plan:

- Scott met with Library staff to go over his discussions with B. Bokovitch,
- BEC’s with assistance of Physical Plant conducted a fire drill.
- Scott met with BEC’s as follow-up to the December Bomb incident,
- Scott and the BEC’s met with building partners to discuss general emergency preparedness in FLITE as well as the bomb incident and the steps to follow in an active shooter situation.
- Lyle has sent follow-up e-mails out to FLITE Staff, encouraging staff to read .Mike McKay’ s emails regarding emergency procedures.
- Lyle did a PA announcement on Tornado awareness day indicating what would take place in an actual tornado.
- Lingfei and Lyle have worked with student employees regarding emergency procedures.

The activities of the BEC’s fall under Initiative 3: “Library policies, procedures, signage and communication are user-focused”.

Assessment:

No attempts have been made to assess the reaching of our goals as we have not had any meetings outside of the ones Dean Garrison has called.

Work Team Annual Report Worksheet

Work Team: Building Emergency Coordinators

Chair: Lyle E. Mourer Jr.

Date: 04/30/18

Brief Narrative:

In 1-2 paragraphs, please elaborate upon how the progress the work team has made in order to meet its goals over the past academic year.

Building Emergency Coordinators Team was not vary active this year. No Campus wide meeting was held and the Team only met once.

List of Activities, Projects; Relevance to Strategic Plan:

Please include all major and minor activities and projects undertaken during the past academic year. For each, list the specific area of the strategic plan in which the activity or project has helped fulfill.

1. The Team met once viewing an updated FLITE emergency phone list to determine who would call individual FLITE staff in the case of changes in FLITE's hours etc primarily due to weather.
2. Past member Josie VanAvery assisted Lyle in getting the First Aid Kits updated by the Health Center
3. Emergency preparedness training is ongoing with student employees in the Public Services area.,
4. Lyle Assisted the OMSS Office with FLITE Emergency Maps after they had Director of Public Safety Bruce Borkovich in to discuss the Active Shooter Video
5. Leah Monger approached Lyle indicating the need for a Library Bed Bug Policy. Mike McKay was contacted as to what happens else ware on campus. Procedures from ALA were found, MelCat Books ordered and other general research took place plans were to form a team composed of the Bec's and staff rom CAS that did not happen.

Activities of the BEC's fall under imitative 3"Library policies, procedures, signage and communication are user focused"

Assessment

Please relate how the work team has assessed its activities.

No attempts were made to access the reaching of goals.

Work Team Annual Report Worksheet

Work Team:

Building Emergency Coordinators

Chair:

Date:

6/19/19

Brief Narrative:

In 1-2 paragraphs, please elaborate upon how the progress the work team has made in order to meet its goals over the past academic year.

Advisory and Accountability Committee Statement:

Due to staff changes and a reconfiguration of the team to include membership from multiple units, this team reported no activity for the 2018-2019 Academic Year. This team was officially subsumed under the FLITE Safety Committee with AAC acceptance of its Charge on 6/19/19.

List of Activities, Projects; Relevance to Strategic Plan

Please include all major and minor activities and projects undertaken during the past academic year. For each, list the specific area of the strategic plan in which the activity or project has helped fulfill.

Assessment

Please relate how the work team has assessed its activities.

Work Team Annual Report Worksheet

Work Team

Building Emergency Coordinators

Chair

Date

2/4/20 (Early Annual Report Submission)

Brief Narrative

In 1-2 paragraphs, please elaborate upon how the progress the work team has made in order to meet its goals over the past academic year.

Advisory & Accountability Committee Statement:

The Building Emergency Coordinator team is no longer active and had no activity to report for the 2019/2020 Academic Year. This team was officially replaced by the FLITE Safety Committee with AAC acceptance of its Charge on 6/19/19 (refer to 2018/2019 AAC Annual Report statement for more details).

AAC team page contents may be considered for long-term archiving.

List of Activities, Projects; Relevance to Strategic Plan

Please include all major and minor activities and projects undertaken during the past academic year. For each, list the specific area of the strategic plan in which the activity or project has helped fulfill.

Assessment

Please relate how the work team has assessed its activities.