

Acadia JOHSC Minutes

June 22, 2016

Present: Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep
Suzanne Stewart, KCIC Environmental Center, SEIU Representative
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep
James Sanford, Senior Director, Student Affairs, Administration Rep
Derek Parker, General Manager, Physical Plant
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep
Sue Conlan, Instructor, Nutrition, AUFA Rep
Patrick Difford, Operations Manager, Safety and Security
Rosie Hare, Executive Assistant, Office of VP Administration and Finance
Bob Caisie, Office of Advancement

Regrets: Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep
Marcel Falkenham, Director of Facilities
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College
Jay Rees, Occupational Health and Safety Officer, Sodexo
Christine Moreau, ASU Equity Officer
Teri Gullon, Instructor, Chemistry, AUFA Rep
Matthew Guy, Manager, Residence Life

1. The meeting was called to order by Garry McIver at 9:36 a.m.
2. Approval of past minutes of May 18th, 2016 meeting moved by Sue and seconded by Richard. Minutes approved.

Garry welcomed Suzanne Stewart, the alternate JOHCS member for SEIU, to the meeting.

3. Approval of the Agenda:

Garry asked that one item to be added to the agenda. He met recently with NS Security Services and Wanda Baltzer is their Safety Service Manager which is the equivalent of Mike Carter's position. Garry would like someone from the company to be invited to a JOHSC meeting to discuss services they might offer the campus. An assessment would be at no cost to Acadia. This item will be added to New Business.

There were no other additions and the agenda was approved as amended.

3. **Business arising from previous minutes**

First Aid Course Budget funding: Richard reported that he had not yet followed up on this.

Incident Reporting to JOHSC Co-Chairs: Greg had placed a service request to Terry Aulenbach under Sue Conlan's name. Sue noted that she had heard nothing from Terry yet but it was felt that there may not have been any incident reports. Greg will follow up.

Macro Agenda program: Garry noted that the item identified for the June meeting was the Workplace Violence Prevention Program. James was on this sub-committee and agreed to bring information back to JOHSC. The results of the questionnaire were collated before Mike Carter left.

ACTION: Patrick will work with James and bring information on the Work Place Violence Prevention program back to JOHSC.

Signing of JOHSC Minutes and uploading to the Website: Rosie reported that all previous minutes had now been signed and that Greg had uploaded them to the website. James suggested that a note be added to the website to state that signed copies of the minutes were available from the JOHSC Recording Secretary.

4. **New Business**

Emergency Management Planning Presentation:

Bob Caissie and James Sanford provided a presentation on the Emergency Management program at Acadia. He described the development of the Plan under a previous President and Kevin Cleary. Bob noted that he and James alternate on a weekly basis to serve as Emergency Management Coordinator (EMC) and noted that they work closely with the Town of Wolfville and with the County of King's. The Province also assisted Acadia with the development of the program and its structure.

Bob stated that the Province had now moved to a First Responder Model to structure their organization and that this structure did not work in an Acadia setting. He noted that there were a number of arrangements in place with the Town of Wolfville to provide mutual aid in situations such as a major snow storm. This allowed Acadia to request help from the Town and County in getting staff to Acadia on those occasions. Acadia's priority was always to keep the campus running because there were about 1500 students living-in and there was also an unwritten obligation to be responsible for those students that had elected to live off campus.

In a large scale emergency those students would be brought on campus, fed and sheltered.

Bob stated that the Town of Wolfville and the County were looking for Acadia to provide warming centers during weather related emergencies. Because Acadia had a commitment to its own large population of students, this was not really feasible. He felt that if it really became necessary, the University would find a way to make this happen.

Bob pointed out that when a town declares a state of emergency it is a formal process and at that point they can take over facilities if they need to. He noted that this would not work well in Wolfville and said that the Town recognized this fact.

Bob stated that operationally they have set up six working groups: food, housing, transportation, communications, student health and security. All of these areas have a committee and a Chair, have been audited, and have identified deficiencies in the system and are presenting recommendations and solutions to those challenges. He noted that the dining Hall has back up power but not full back up power which means that propane cannot be used for cooking in the case of an emergency.

Meetings will be held later in the summer with each group. He noted that the EMC also provide weather briefings and receive updates from Environment Canada and the Province. Two to three days before a weather event the EMC will meet with other interested stakeholders on campus to be as proactive as possible. Staff are sometimes put up on campus overnight in order to be available in the morning of an event.

Bob circulated an organizational tree for the EMC (attached to the minutes) and explained reasons for departments appearing where they did on the organizational tree. He noted that Anna Kieffe and Brian Wilson were the two Academic Liaison individuals for the Academic Sector. In 2004 research was lost because freezers in labs were not known about and the power outage was extensive.

James Sanford noted that in the event of large scale vaccination clinics being required for e.g. H1N1 or for Meningitis, agreements were in place with the Western Health Authority to make use of the Acadia facilities for large scale medical procedures.

Bob noted that Universities represented a high risk because of a higher number of students and faculty travelling abroad.

Garry asked about training that could be available for Emergency Management certification.

Bob responded that any training offered by the Province was under the Incident Command System (ICS) which would not apply to Acadia because it was a very hierarchical command system. Universities across the Province were being encouraged to get together to talk about the concept of emergency preparedness planning. A training program for universities was being considered.

Bob felt that Emergency Management was an extension of the Business Continuity Plan which focused on how quickly the University could open up after an emergency. Although universities across the country were not mandated to do this, they recognized that they need to do this and to be prepared.

Patrick now presented information and a video that demonstrated how to prepare the campus for having an active shooter on campus. Kevin Cleary had started this initiative. An existing video prepared by the University of Alberta is available for licensing and Acadia will be able to change the beginning and the end.

Patrick circulated printed information and also stated that there would be a PPT presentation in addition to the video being available on campus. This will be presented this fall to student leaders, RAs, Safety and Security, Deans and Directors, Manager's Meetings and anyone else that is interested.

Patrick noted that the information was comprehensive and took the committee through the PPT presentation discussing the content of each slide. There was a one-time charge of \$1500.00 to license the video for Acadia. The committee then watched the video.

After the video Patrick explained that Police are now trained to engage a shooter straight away upon arrival. He described what would happen to survivors of an active shooter event and asked for comments from the committee members. Patrick noted that a number of other universities across Canada were choosing to make use of this video.

Patrick expected that by mid-September everyone would be able to view the video and that Human Resources would provide the information to any new faculty members. He appreciated that the video was sufficiently generic and did not look as though it was filmed at Acadia.

Patrick expected that changes would be made to the start of the video and also changing the credits at the end. Patrick had shown the videos to others who had felt that the definitions were too wordy and that the introduction was rather too long. Most members of the committee felt that it was OK.

Sue felt that having someone from the Acadia campus could have more impact.

Patrick felt that the current ASU President could provide the introduction and that this could be changed each year as the individual changed.

Bob felt that having ASU involvement would be a bonus and have more impact.

Richard Johnson did not feel that it was necessary to have the PPT and then repeat the information in the video.

Bob felt that the PPT could be on the website.

James pointed out that the PPT was filled with detail in order to review the process whereas the video provided the visual impact.

Suzanne noted that people learn and absorb in different ways and that some people would find the text resonated more strongly. She noted that people tend to need to see a message three times before it really resonates.

Patrick felt that the video could be moved up to an earlier point in the presentation and the PPT used as a review of the video.

James felt that people could decide what they wanted to do when they held these presentations.

Bob felt that if a Building Manager was showing this they would run the video, give out some handouts and have an open discussion afterwards. This would not need to take a long time.

Greg felt that it might be possible to measure the number of views of the video.

Patrick felt that if meeting with students there would be more of an opportunity to make the discussion of the PPT much more interactive by looking at and assessing the room that they were currently sitting in etc.

Garry thanked Patrick and Bob for their presentations.

Ennis Security Services visit to campus:

Garry noted that this company do offer health and safety expertise and that in the absence of Mike Carter this could be something to consider. Garry suggested having a fully

qualified representative speak to the JOHSC at one of the meetings in the future. The company had offered to carry out an assessment of Acadia without charge.

Greg asked who would approve this.

Garry felt that the company would carry out the assessment and that JOHSC could then determine the extent of the needs, possibly for an ad-hoc service similar to what Mike Carter did on a part time basis. Garry noted that a request for approval would need to go to the senior administration.

Greg agreed that help was needed.

Ennis Security Services won a tender to provide Safety and Security at Acadia and were in the second year of their remit.

Bob felt that this would represent added value to Acadia.

Garry noted that team members from the company held equivalent certifications to those that Mike Carter held.

Suzanne asked whether St. John's Ambulance was currently used for First Aid training at Acadia. She had met with the Director of the organization to arrange for first aid training for staff at the KCIC. She noted that he was an Acadia graduate and also offers mental health services to institutions.

Greg cautioned that there were certain obligations to offer first aid at the right level in different locations across the campus but that there were other important areas such as the Workplace Violence Prevention Program on campus that the JOHSC were legislated to cover in their responsibilities.

Greg noted that JOHSC needed to be compliant.

ACTION: Ennis Security Services will be invited to provide a presentation at the August JOHSC meeting.

6. Incident Reports:

There were none to report.

7. Summary of Actions and Results Timetable arising from this meeting:

ACTION: Patrick will work with James and bring information on the Work Place Violence Prevention program back to JOHSC.

ACTION: Ennis Security Services will be invited to provide a presentation at the August JOHSC meeting.

The next meeting will be held on Wednesday, August 10th, 2016 at 9:30 in the KCIC Seminar Room.

There being no further business, the meeting was adjourned at 11:00 a.m.

Garry McIver, Co-Chair

Date

Sue Conlan, Co-Chair

Date

