

Westchester Administrative Staff Council
Meeting: March 2, 2018

Meeting Minutes:

Minutes from February 2nd meeting were approved.

Speaker – Brian Anderson, Director of Environmental Health & Safety
[Emergency Preparedness Training Presentation](#)

New team members:

- Dustin Williams, CPP, Director of Safety & Security
- Kit Lee-Demery, MPA, Assistant Director of Emergency Management & Fire Safety

Emergency Information – Reporting Dangerous Conditions or Injuries:

- NYC Campus, 1 Pace Plaza B-Level, 212-346-1800
- Pleasantville Campus, Alumni Hall Lobby, 914-773-3400
- School of Law WP, Preston Hall Lobby, 914-422-4300
- From a campus landline – Dial 777 or hit the “Security” button

Emergency Information – Reporting Building Issues to Facilities:

- NYC Campus - 212-346-1521
- Westchester Campuses – 914-773-2842

Pace Alerts – Emergency alert notification system:

- Sign up at ALERT.PACE.EDU
 - Types of notifications – standby, evacuation, shelter in place, campus and/or building closures

Types of emergency procedures and situations reviewed during the presentation:

- Evacuation information and assessments
- Fire prevention and response, fire safety (RACE), fire extinguisher classes and use (PASS), fire considerations and evacuations assessments
- Medical emergency
- Power outage
- Hazardous materials spill
- Earthquake
- Severe weather
- Suspicious person
- Suspicious object/package/letter
- Active shooter, prevention and recognizing signs of high-risk behavior, preparedness, active shooter video recommendations, how to respond (Avoid, Barricade, Confront), additional considerations

Link to the full presentation can be found either on the WASC page of the Pace University website at <https://www.pace.edu/wasc/presentations>. The Environmental Health and Safety department offers monthly Emergency Preparedness trainings and you can contact the department directly to schedule a training for your group or department. For more information please visit the Environmental Health and Safety page of the Pace University website at <http://www.pace.edu/admin-services/environmental-health-and-safety>.

Speaker – Ibi Yolas, VP of Facilities and Capital Projects
[Campus Updates Presentation](#)

Due to the inclement weather we had on March 2nd, Ibi Yolas and Aisha Moyla could not make the meeting. The campus updates presentation can be found on the WASC page of the Pace website at <https://www.pace.edu/wasc/presentations>.

Faculty Council update – Community meeting scheduled for March 21, 2018, open meeting, town hall style. Nothing new to report.

Picnic Committee – Picnic date confirmed and will be the first Wednesday in June, June 6, 2018; looking for volunteers. Set up will start at 10AM. Looking for prize donations.

Service Committee – Plans to do the food drive at the Picnic again this year.

New Security Committee update – At their last meeting they reviewed online crime stats and broke into committees. Discussed future trainings and fire drills. Next meeting in April. If you have any comments or concerns you would like brought to the next security committee meeting please contact Alyssa Estes.

Treasurer report - \$5535 remaining in budget.