PSS General Membership Meeting
Thursday April 25, 2013

Agenda
1. Welcome
2. Approval of minutes
3. Report of Chair
4. Report of Vice Chair
5. Guest Speaker : Jim Reger
6. Old/New Business
7. Adjournment
8. Attendance

Meeting Minutes

1. Welcome
Ann Marie welcomed everyone to the final meeting of this fiscal year.

2. Approval of Minutes
Ann Marie asked for the approval of minutes – The following minutes were posted on the PSS Website. April 26 - 2012, Sept 6, Oct 18, Nov 29, Jan 31 2013 , Feb 28, Mar 28, 2013. Minutes were approved, no discussions.

3. Report of the Chair
- Realizing UB 2020 – Open forums were held on South and North Campus on April 17 and 18th where the provost provided an update on the current version of the Realizing UB 2020 document. You can view the video presentation from 2nd forum online at the UB2020 website.
  The plan is to continue to gather ideas and feedback on the draft. By the close of business on May 3rd the feedback gathered will be looked at by the Campus Advisory Committee where they will try to take all the ideas and comments and provide a report from their area. Example: I will look at all the comments from staff and that will be brought to the CAC. The next step is where the CAC meets and looks at all the comments where they will write up an inclusive report to give the Provost around May 9th.
  Next steps - This summer will be a time for the prep work and structures to be put in place. Planning, processes, communications, strategies, budgets will all be looked at.
  Fall – this is the implementation phase where things will start changing.
  Ann Marie encourages all to read the draft and provide comments on the website. This is the time where your voice is important and your ideas are valued.

- Public Speaking Lunch Seminar – Tuesday April 30th. Presenter Cindy Kailburn from Toastmasters International will be leading a workshop on the importance of developing public speaking skills, tips on how to acquire the skills. Lunch is $10 and is from Zuppas.

- Senator Nominations –
  Nomination of new Senators is underway. Here are the number of senators needed by area:
  Area 1 – Health Sciences Academic Units needs 14
  Area 2 – Core Campus Academic Units needs 25
Area 3 – Student Support Services Units needs 11
Area 4 – University Support Service Units needs 5
Area 5 – University Admin and Operations Units needs 10

If you or you know someone who would like to become more involved with the Senate, please contact either the PS Senate office at 645-2003. More information is on the web site – www.pss.buffalo.edu

• Awards
  Outstanding Service Award has been awarded to:
  • Carol E Adler – Staff Associate /Resource Analyst in Resource Planning and Information Management
  • Anne Marie Swartz – Instructional Support Technician for the University Libraries, Law Library.

  Outstanding Service to the Professional Staff Senate Award:
  • Kathleen Kielar PhD – Training and Process Redesign Coordinator – HUB Support
SUNY Chancellors Award has been awarded to:
- Edward Brodka – Senior Career Services Associate
- John Wood – Senior Associate Vice Provost for International Education
- Jacqueline Hollins – Director of Academic Advisement
- William McDonnell – Senior Associate Dean in the School of Architecture and Planning
- Mary O’Brien – Curator of Education for UB Art Galleries

The PSS Annual Awards Celebration and Recognition Luncheon will be on June 6th at the Center for Tomorrow where we will recognize each of the winners. Please help me in congratulating these winners!!

4. Report of the Vice Chair
4th Annual PSS Pot luck BBQ – June 26th, noon-1pm. We looking for volunteers to help with setting up the arrangements, keep things rolling.

Clothing Drive – We are looking to provide professional clothing to help those in need and people who are rejoining the workforce. Last time we provided donated clothes to Haven House, YWCA, Every Woman Opportunity CenterInc and Workforce New York. There is a link on our website where you can sign up to join the committee as well as a sign up sheet on the back table. We would appreciate your involvement for a worthy cause and helping support the community.

5. Guest speaker:
Jim H. Reger, Emergency Manager, New York State University Police will present on Campus and Home Emergency Preparedness and Active Shooter.

Emergency Management: works and it works for a lot of reasons.
- After 9/11, develop a standard on how to communicate, common terminology
- Federal Government through Homeland Security
- Also directed to use ICS: Incident Command System: manage an incident or event; top down structure driven framework.
- In an emergency, you cannot function in a voting, democratic system. You have to have someone who is able to make quick decisions.

Emergency Planning Oversight Committee
- In existence for the past 7 years. It is a diverse group covering many departments across the campus.

Four Sectors of Emergency Management
- Response
- Recovery
- Preparedness
- Mitigation

Emergency training on campus
- Residence Life has staff trained
- University Communications has six teams that look at social media, how do we deliver the message, sending the same message
- Student Life has four teams, call center team to receive calls in Flickinger Court.
- Hospital team for athletics that go to the teams in any incident.
- Environmental Health and Safety
- HAZMAT response team - they also act in an advisory capacity

Continuity of Operations Planning organize the whole university on
- Threat assessment
- Criticality assessment
- Vulnerability assessment
- Risk assessment
- Planning
- Training
- Exercising
- Program management

Jim shared an example of payroll. What if something happened to the checks?
Name people three deep in your department who know your job.
What operations are important to you and your department

University Communications: Channels of Communications
- Has text messaging (sign up at emergency.buffalo.edu) -- used only in emergency
- email: send same message through UB Listserv; not everyone is accessing their email all the time
- buffalo.edu: in the event of an emergency, there will be a highlighted area with a link to emergency
- Facebook
- Twitter
- YouTube
- Proposal is in to use the VOIP phones as an emergency messaging system. Can isolate the message by floor, building, etc.

Local media: very quick in getting to an incident
Blue Light phones: 60% phones have a speaker on them; can make an announcement through these. Takes the text message and converts it to voice.

Jim shared an overview of the emergency website: emergency.buffalo.edu
- He specifically pointed out the active shooter section and played the video for the group.
- Run, hide, fight back: sometimes you may not have the opportunity to run or hide and you may have to fight back. Take appropriate action. It could mean the difference between life and death.

Lieutenant Scott Marciszewski talked about surviving an Active Shooter
- The quicker you move the better you will be able to save your life.
- What is an active shooter? Someone who wants to hurt and kill as many people as possible.
  - Sikh temple shooting
  - Aurora Theatre
  - Columbine: too about 45 minutes for the officers to assemble and enter the school.

At UB we do a rapid response. If there is an active shooter, officers will assemble and engage the person. We want to take that person out and stop him/her from hurting anyone else,
The shooter is not contained, is free to move about, and there is immediate risk

Mindset of the active shooter
- highly motivated
- desire is to kill and seriously injure without concern for personal safety or threat of capture
- Often has intended victims and ill search them out
- Most times, the active shooter will commit suicide when they have satisfied their goal.

Adopt a survival mindset
Comprised of three components
1) Awareness: minutes count, if you are in danger, get up and leave the building; take action quickly; you are responsible for yourself
2) Preparation: have a plan, be familiar with exits; do I run or do I shelter in place. Lock the doors, shut off the lights, close the blinds
If you run, you may become vulnerable to the shooter
3) Rehearsal: no plan is good unless you rehearse it. Get together with your work group and talk about what you would do. (barricading etc. ) Be on the same page. If you have not prepared, your life is at risk. If you are a supervisor, people will look to you.
4) The more you rehearse and plan, the better chance you have to survive.
5) Make sure you know where exits are in other places too, church, mall, etc.

Surviving and active shooter
- remain calm
- decide whether to run or seek shelter
- If you can remove yourself from the place, that's the bast thing you can do

University Police are the law enforcement agency on the campus, call at 645-2222 for emergencies. If you can't talk, hold the phone out. If you can talk, give as much information as possible. 645-2227 is for non-emergencies

How is UB improving safety and security
- additional lighting and cameras on the South Campus
- That technology will also be on the North Campus
- Upgrading of blue light phones on the South Campus
- Student Concern Committee through Student Affairs

Need to know if someone may pose a threat to the campus
Possible warning signs
- Fantasize about violence
- Behavioral issues
- Attraction to weapons
- Loner
- Police contact
- History of mental health issues
If you see a change, bring it to the attention of a supervisor or call the police. Let the supervisor know you are concerned.
When you pull a fire alarm, people are under the impression that there is a fire and you will bring a whole building out. They will not associate the alarm with an active shooter. Pulling the fire alarm may not be the best thing to do.

- If you say shooter in your calm the police will respond in a different manner.
- If you decide to shelter in your office, expect to be there for a significant amount of time. Once the area is safe, the police will do secondary searches of the building by going room to room to clear the building.

Lockwood incident: The University Police did a great job. A lieutenant arrived within 30 seconds. It was surprising to the police that people were showing up at the location. People were encroaching on the police.

How do you know when it is safe to leave? The police will come get you. They will be in uniforms, there will be radio traffic. It does take a lot of time.

The police communicate as quickly as possible but they would like to make sure the information is accurate. Process is that

- 5% of the incidents: need to notify people right away, many people are trained in sending the message
- 95% of the incidents:

Clery Act states that you have 30 minutes to get out communication about incidents.

What about people who work in other buildings, like the Jacobs building. They are looking at this now and developing a process on how to notify people.

Lt does the program in departments. Email him at sm44@buffalo.edu

History of active shooters

- clock tower at Texas A & M in 1966
- NYC police are looking 324 active shooter incidents and how to respond
- incidents are getting more and death rates are getting higher
- happening in many different places: movie theaters, schools, military bases

Research shows that the active shooter takes their life when they hear sirens or they hear someone trying to get into the building. Most of the time it ends in the shooter being dead; in some cases the shooter is subdued.

We are people of routine.

- commonplace
- repetitious character
- relating to, or being in accordance with established procedure

Terrorists and shooters study routine. Change your routine. Go out different exits. Find the fire exits. Take a different way home.

Boston Marathon: 26,839 people registered to run, attendance of over 500,000 spectators. 2700 law enforcement officers in the security and safety of the participants before the event occurred

- 2:50 pm explosion at the finish line
- 10 seconds later, the second explosion, 100 feet away
- 4 hours is the average time to complete
• 4 hours and 12 minutes
• It took 25 minutes for race officials
• 3:15 stopped the runners
• 4:12 pm: explosion at the JFK library
• 5:06 pm: police ordered cell phone service to be shut off (how will you communicate if the cell towers are down)

Could not prevent this from happening. If someone wants to cause harm, they will. Bombs were made out of ordinary items--simple bombs to make.

Are you ready?
• what are you going to do personally?
• plan on taking care of yourself for the first 48 hours.
• planning at your workplace.

See something, say something.

6) Old/New Business

7) Adjournment. Meeting adjourned at 4:25 pm.
2012-2013 PROFESSIONAL STAFF SENATORS
SIGN IN
April 25, 2013

AREA I – HEALTH SCIENCES

Jennifer Berryman
Fred Covelli (Alt.)
Matt Deck (EC)
Valerie Fatta
Shaun Hoppel
Theresa Kruse
Kimberly Kozemien
Vita Milisauskas
Candy Morris (EC)
Barbara Mulvenna
Jillian Reading
Sara Robinson

[Signatures]
AREA II – CORE CAMPUS ACADEMIC UNITS

Donna Banach (EC)
Michelle Chasse
Kate Doran
Ilene Fleischmann (Alt.)
Diane Holfeiner
Domenic Licata
William McDonnell
Joseph Muscarella
Stephen Pusztay
Katherine Trapanovski (EC)
Danielle Vegas

Michelle Chasse
Diane Holfeiner
William McDonnell
Joseph Muscarella
Stephen Pusztay
Katherine Trapanovski
Danielle Vegas
AREA III - STUDENT SUPPORT SERVICES

Elizabeth Colucci (Alt.)
Shanna Crump-Owens
Arlene Kaukus (EC)
Kathleen Kielar (EC)
Jeff Kujawa
Susan Mann Dolce
James Mauck
Eugene Pohancsek
James Ramsey
Laura Stevens
Amy Wlosinski
James Zielinski
AREA IV – UNIVERSITY SUPPORT SERVICES

Chris Cheung
Rita Ferri
David Foti
Jim Gordon (EC)
Janiece Jankowski (EC)
John Mondo
Amy Noworyta
Kathleen O'Brien (Alt.)
Pamela Rose
Cherie Williams

E. Chen
E. Ferri
J. Gordon
F. Jankowski
J. Mondo
A. Noworyta
K. O'Brien
P. Rose
C. Williams
AREA V – UNIVERSITY ADMINISTRATION

Lydia Conroy
Donna Czaja
Christopher Decker
Deborah Hard
Kelli Hennessy
Hugh Jarvis
Katherine Kulpa (Alt.)
Erin Lawless
Louise Lougen
Donna Malecki
Amy Myszka (EC)
Sandra Pfohman
Michael Randall
Michele Sedor (EC)
James Simon
Susan Steck

Lydia Conroy
Donna Czaja
Hugh Jarvis
Katherine Kulpa
Erin Lawless
Louise Lougen
Donna Malecki
Amy Myszka
Sandra Pfohman
Michael Randall
Michele Sedor
James Simon
Susan Steck
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Ezra Zubrow
Chair, Faculty Senate