

**Disaster Planning & Response Committee  
Minutes**

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02/02/2018

**AGENDA:**

Overview:	Erik
Approval of minutes	Group
COOP/TTUSReady.com	Andrew
Assigned section Updates/Reports:	Group
Future planning/Timeline:	Group
Wrap-up:	Group

**Attendees:**

Amarillo-Terri Wilson

Odessa- C. Erik Wilkinson, Sylvia DeLoera

Lubbock- Andrew Escude, Barbara Ballew, Stephanie Shippey, Tara Allison, Peggy Edwards

Erik- In speaking to Dr. Nollann the plan is to go forward on COOP system and get all updated. Has spoken to Victor, our safety Director, will be ongoing annotations and suggestions from him.

Andrew- suggestion to visit the site( move cursor and it will show subject) mid to late February will be reviewing and advising everyone on what to expand on, is not clear at this time exactly what they want.

Erik-will be transferring info into COOP, and will set a time with our Safety Director, Victor, for meetings and relay what he suggests. Dr. Nollan suggests a copy for everyone, a living document, and a meeting perhaps once a year to update. Group discussed meeting in Lubbock next meeting March 9<sup>th</sup>?

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Erik- thanks to Stephanie and Barbara for sections.  
Other sections, updated, section assignment. Any questions?

Tara- will work on adding and uploading.

Terri- has emergency systems checklist.

Erik-Don't have a lot to add, will be working on it more.

Barbara-Word document and Google Drive, needs time to convert to flow charts.

Stephanie- Early closing per weather looks the same, will check to see if any revisions are needed.

Peggy- Will additionally help with one of Tara's lists, recovery services.

Action items:

- 1) Work on COOP by March 9<sup>th</sup> have as much moved over as possible.

Terry requested deleting some of older and duplicates in Google Drive, Erik said he will clean up folder.

- 2) Talk to Dr. Nollan after finished with COOP, about meeting. Possibly in June.
- 3) Continue to update Google Drive as we go down the road.
- 4) Also possibly putting together a pocket guide.

\*Next meeting March 9<sup>th</sup> at 10:00am.

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