

**8 December 2017**

**Minutes | Disaster Prevention & Response Committee Meeting**

**Present:** C. Erik Wilkinson (Odessa); Terri Wilson (Amarillo); Tara Allison, Barbara Ballew, Peggy Edwards, Andrew Escude, Stephanie Shippey (Lubbock)

Erik recognized two new members, Andrew and Peggy.

Erik gave update on his attendance of SCAMEL Disaster Preparation Committee (took place during fall SCC Annual Conference). There will be two upcoming virtual meeting, one winter, one spring. Goal is to assure consistency and best practices among member libraries.

Andrew took the floor to discuss COOP (Continuation Of Operations Plan) via the new TTUSReady.com portal. The university wishes for departments to begin updating their respective information by February. Per Andrew, please contact Kyle Gunn to get set-up in system and/or if you have any questions.

Erik then called upon the group to give updates on their respective sections.

Future Planning: With evaluation season getting in full-swing, the committee agreed that the next meeting should be delayed until Friday, February 2<sup>nd</sup>.