Event Protocols Subcommittee Meeting 6/6/2018

In attendance:

1. Shannon LeGault (Conferences & Events)
2. Emily Borders (Conferences & Events)
3. Martha Lewis (Development)
4. Jen Nolan (Emergency Management)
5. Jaimie Willadsen (SOM)
6. Jacki Scato (SOM)
7. Jen Castellon (Beinecke Library)
8. Tim Shea (SOM)

- Martha would like a run-through of shelter in place- other emergency mgt.
- Have an emergency plan for the most used spaces
- Use social tables for emergency exits
- Binder to include contract info/ plans for specific buildings

Goals:

1. Emergency plan / building
2. Website with info all together
3. Have shelter in place info
4. Set up a CPR training

*Make a list of venues that are used most*

Chair: Martha and Shannon

Subcommittee – August

Next meeting – October