MEMORANDUM

TO:       Institutional Effectiveness Council
FROM:     Department of Emergency Preparedness
DATE:     1-25-2013
RE:       Executive Summary of Planning and Assessment Documents and Priorities for Emergency Preparedness

Accomplishments 2011-2012

2. Coordinated monthly emergency siren test with the City of Livingston.
3. Established policy for monthly inspection of emergency lighting, fire systems and AED’s, including adding four new AED’s.
4. Established emergency preparedness web site to assist students, faculty and staff.
5. Assisted in setting up electronic recycling.

Items Needing Action (Listed in Order of Priority)

1. Hire full time safety inspection employee to assist with monthly fire checks, AED inspection, emergency lighting inspections and other inspections as required.
   Cost: $20,800(salary) + $7,200 (benefits) = $28,000

2. Purchase and install five additional AED’s.
   Cost: $12,000

3. Implement an on-line Material Safety Data Sheet program for students, faculty and staff.
   Cost: $6,000

Total Cost: $46,000