

May 23, 2006

MEMORANDUM

TO: Mary Bengtson, Medical Director of Student Health Services
David Bird, Chair, University Research Council
Barbara Carroll, Associate Vice Chancellor for Human Resources
Jack Colby, Assistant Vice Chancellor for Facilities Operations
Thomas Conway, Dean of Undergraduate Academic Programs
Steve Dempsey, Acting Assistant Vice Chancellor and University
Attending Veterinarian
Lloyd Fleisher, Vice Chair, IACUC
Tim Luckadoo, Co-Chair, Associate Vice Chancellor for Student Affairs
Ernie Murphrey, Associate Vice Chancellor for Financial Services
Keith Nichols, Director of News and Communications Services
Matt Ronning, Associate Vice Chancellor for Research Administration
David Rainer, Co-Chair, Associate Vice Chancellor for Environmental Health
and Public Safety
Greg Sparks, Director of Communication Technologies
Art White, Associate Vice Chancellor for Student Affairs
Tom Younce, Director of Campus Police

FROM: Charles D. Leffler, Vice Chancellor for Finance and Business
Larry A. Nielsen, Provost and Executive Vice Chancellor for Academic Affairs

SUBJECT: Ad Hoc Emergency Planning Committee

We shall appreciate your service to the campus community by serving on an Ad Hoc committee to make recommendations related to Emergency Planning. This committee is distinct from the Crisis Communication Team and Business Continuity and Disaster Recovery Oversight Committee although there may be cross representation among these committees.

NC State University like any other entity is potentially subject to natural and manmade incidents that could threaten our community and core academic mission. The Emergency Planning Committee is intended to provide input to executive officers to help assure that Emergency Planning practices are incorporated into all University processes. Pre-emergency planning includes issues such as:

1. Identifying and assessing risks to the campus mission from global, national or regional emergencies.

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2. Assuring that essential personnel processes and practices are identified and established that facilitate response to an emergency.
3. Establish and flow chart decision processes and endpoints that facilitate decision making in case of major emergency.
4. Provide recommendations to assure an integrated approach to communication and emergency planning by all University entities.

David Rainer and Tim Luckadoo will co-chair the committee. Environmental Health & Safety will provide administrative support. The committee chairs will determine meeting frequency and will report to us as necessary.

We shall appreciate receiving within two months of your first meeting a comprehensive work plan so we may review committee goals. We shall also like to receive written quarterly update reports and outlines of departmental, division and college plans by the end of June 2007.

Thank you for your participation.

cc: Chancellor Oblinger
Executive Officers