

Ted Witryk  
University Registrar  
Stratton Administration Center Rm 115  
Chairperson of Administrative Council  
Kutztown University

Ted,

The following was reported at the Administrative Council meeting on Friday 9/27/19 and at your request I am submitting this document as well as the attached report from Chief Dillon. We have not met as yet this semester, fall 2019, and we are hoping to provide time for student representatives to be identified.

Report of the Safety and Security Council Committee

Chairperson: Duane A. Crider, PhD. Department of Sport Management and Leadership Studies

This report is related to the April 11, 2019 (agenda attached) committee scheduled in the Emergency Management Center in order to be familiar with the location of emergency operations on campus. Primary reports (attached) were made by the Department of Public Safety, the office of Environmental Health and Safety, and the Emergency Management Team.

In addition to these reports, additional information shared included that six (6) students were certified during the spring semester in CPR PRO/AED for the Professional Rescuer and (2) students were certified in Emergency Medical Responder. There was a course offered over the summer for Emergency Medical Responder certification that did not receive enough participants to warrant the class to run.

This semester, fall 2019, Alan Swartz of the Department of Public Safety provided instructor level assessment skills and assisted the course instructor by training/assessing CPR Pro/AED certification. Thirty (30) students from two Risk Management and Emergency Care sections successfully passed this level of training.

The Safety and Security Council Committee anticipates that future meetings will include a follow-up discussion to evaluate the implementation of the LYNX system and that should include feedback.

If you have any questions regarding this report, please contact me.

Sincerely,

*Duane A. Crider*

Duane A. Crider, PhD  
Professor of Sport Management and  
Leadership Studies

Kutztown University

Safety Committee

September 24, 2019

#### Report from the Department of Public Safety

The Department of Public Safety currently has three officer vacancies that are being filled. We still have one additional vacancy that has been placed on hold due to the budget. Public Safety has recently completed interviews for the three vacancies and is now conducting background investigations. Successful candidates will be hired in the upcoming weeks and will then undergo the agencies Field Training Program.

The Clery Report Team has completed work on the 2019 Annual Security Report as required by the Clery Act. The Annual Security report was published on September 25 2019 prior to the October 1<sup>st</sup> deadline. The entire report can be found at <https://www.kutztown.edu/clery>

#### Office of Environmental Health and Safety

The Office of EHS has completed the spring fire evacuation drills for the semester and are currently doing the fall fire drills. The Office of Environmental Health and Safety also published the 2019 Annual Fire Report for 2019 which is also a part of the Clery requirements. This was also released on September 25<sup>th</sup> 2019 and can also be accessed from <https://www.kutztown.edu/clery>.

#### Emergency Management Team

With the departure of Mr. Jerry Silberman, John Dillon has assumed the role as Emergency Management Coordinator and Mr. Terry Brown has been appointed as Deputy Coordinator replacing Mr. Dillon.

The EMT convened a committee that has also completed and examined 3 safety alert systems that would enhance the safety of employees by allowing their computer to become an emergency notification platform. They have selected the Lynx System for implementation campus wide. The new panic software is network based and every University staff computer will have either an icon or function keys that will be able to activate an emergency alert. The system has been placed into service.

Selected members of the EMT are currently updating the University Emergency Operations Plan. Once the update is complete, the entire team will review the plan.

