

**Cabinet Summary**  
**(in lieu of Administrators' meeting)**  
**December 17, 2019**

Present: all

Crisis Team hot-wash (from Dec. 13 incident)– Chief Amico joined Cabinet for this conversation  
Lessons learned:

- Gaps:
  - Alertus is not connected to NY Alert (Everbridge).
  - Gaps in shelter in place execution (students walking around, some faculty continued to teach with the door open). Adjuncts are not aware of shelter in place protocol.
  - Some folks did not get the NY alert (public users did not get the initial shelter in place).
  
- Moving ahead:
  - Provide periodic updates with (some) additional information so people can better understand magnitude of event.
  - Moving forward, as soon as a NY Alert is initiated, Paul or the identified Alertus administrator should be notified to send the (Alertus) alert. Everbridge does have the capability to interface with Alertus. **The College will investigate this option.**
  - Investigate how to communicate with the outside community (i.e. Centro was still dropping students off) and then **create a communication protocol if there is a shelter in place** (i.e. NY Alert, website message, how often do we need to update campus community, what are the calls that need to be made, etc.)
  - Students, adjuncts, and part-time employees need to be trained on College protocol.
  - Should send regular communication out regarding signing up for NY Alert through the public portal (not sure to who).
  - Chief will arrange for a Crisis Team training for NY Alert and Alertus.
  - Chief will work with Franca on creating a Crisis Team for the Rome Campus.

Other

- Randy – Provided a brief update on the BOT executive session budget conversation; reviewed agenda for Friday 1/2 day retreat.
- Jill/Tom – Ajar: Send all folks working over the ajar period to Tania. She will create an overall spreadsheet including the administrator in charge for distribution.
- Franca – Library/auditorium area passed the radon test and will reopen for the spring semester; Values moment-shout out to Dawson for picking up class scheduling needs in Rome (in Steph Verostek's absence/retirement).
- Tom – contractors on campus today/this week installing interior signage.
- Jill – stop by the holiday pop-up party.