1. Approval of the Agenda
   Motion: to approve the agenda. Carried.

2. Approval of the Minutes
   Motion: to approve the minutes from October 31, 2023. Carried.

   Rob summarized the tuberculosis (TB) case on campus and Student Wellness continues to lead our
   response working closely with Island Health. Andy noted the university’s communicable disease
   prevention plan broadly encompasses this type of risk. Nicole advised that the screening clinic is being
   held this week. Island Health has identified any people who may need to be screened.

   EP continues to work on winter weather communication planning for response to snow and ice. Rob
   reported that fire drills have been completed for 2023 and that EP also participated in a province-wide
   emergency exercise on November 15. This exercise also included power-outage scenarios which is
   timely as a large power outage occurred on campus last month. The impact of this power outage and
   actions required for going forward is under review.

   Rob noted there have been ongoing demonstrations on campus in regards to the conflict in the
   Middle East. Jess reported that CSEC has been on-hand to assist and offer a sense of safety for the
   campus community.

   Rob is looking for new volunteers to join emergency teams at UVic. The teams include the Emergency
   Call Centre, Emergency First Aid Unit, and Amateur Radio team. There are no updates to report
   regarding COVID-19.

4. Business Arising - none

5. New Business
   a. Consultation topic: Emergency Preparedness & Response
      Andy advised the consultation document provides an overview of regulatory requirements
      that employers must conduct as per WorkSafeBC for specific emergency response hazards, in
      addition to our campus-wide planning and response procedures.
Darryl Huculak in FMGT maintains procedures on high angle work and confined spaces/underground work at the university.

Rob reviewed emergency procedures, fire safety and campus evacuation. He advised that EP will be reviewing campus evacuation plans as well as increasing awareness on what to do in the event of a major emergency. Topics on emergency preparedness training continues to be available by the EP team. Rob is also working on a self-study emergency procedures course for faculty members. There are 7 emergency teams at the university which include the Emergency Operations Centre (EOC), Site Response Team, Executive Policy Group, UC&M Emergency Communications, FMGT Operations Centre, Emergency Call Centre and Rapid Damage Assessment Team.

Kane and Leigh expressed kudos to Rob for his initiatives in training, quality of the EP program and general well-being he provides that the campus is capable of responding to emergencies. Well done and thank you Rob!

6. WorkSafeBC
   a. October claims report
      Elizabeth reviewed the 2 health care and 2 time loss claims submitted to WSBC.

7. Other Business - none

Meeting adjourned at 3:05pm
Next meeting will be: Tuesday, December 19, 2023
Location: BEC 402