

## TIMOTHY RUHNKE

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**From:** Melvin Jones  
**Sent:** Friday, April 05, 2013 11:25 AM  
**To:** TIMOTHY RUHNKE  
**Cc:** Chief Joseph Saunders; porterwh@wvstateu.edu; Dr. Brian O'Harold Hemphill  
**Subject:** SHIP- Locations Review

Dr. RUHNKE

We have visited all the location that we received input on. The locations were as described in the various emails. I have listed below the corrective action taken or planned.

- 1) Work order turned in to repair HVAC switch in Hamblin Hall – Work completed
- 2) Reorder all supplies for each SHIP location – schedule for April 2013
- 3) Identify one room in Cole Complex as the SHIP location - schedule for April 2013
- 4) Publish revised WVSU, Emergency Procedures Guide/Safety Manual – Under finial Review
- 5) Publish revised WVSU Emergency Response Guide/ Shelter-in-place Procedures - Under finial Review
- 6) Walk thru with outside advisor – all SHIP locations - May,2013
- 7) Any other item as required – June 2013

Thanks

*Melvin Jones, M.B.A., C.P.A.*  
*Vice President for Business and Finance*  
*Mjones55@wvstateu.edu*  
*304-766-3362 office*  
*304-610-1358 cell*