

**ANNUAL REPORT
2008-09**

Safety and Emergency Preparedness Committee

**University of North Alabama
Florence, Alabama**

Dr. Brent Olive
Committee Chair

September 21, 2009
Date submitted

Submitted to: Mr. David Shields
Vice President for Student Affairs

September 21, 2009
Date received

UNIVERSITY OF NORTH ALABAMA

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I. Executive Summary

The members of the Safety and Emergency Preparedness (SEP) Committee for the 2008-09 academic year were as follows:

- Ms. Cindy Conlon (by position)
- Mr. Bob Freeman (by position)
- Mr. Michael Gautney (by position)
- Mr. Jim Glasso (by position)
- Mr. Randall Horn (by position)
- Mr. Scott Infanger (2011)
- Mr. Kevin Jacques (by position)
- Ms. Tammy Jacques (by position)
- Mr. Alan Kinhead (by position)
- Dr. Andrew Luna (Cncl of Deans, 2011)
- Ms. Audrey Mitchell (by position)
- Dr. Brent Olive (2010)
- Ms. Megan Pinch (2011)
- Dr. Don Roush (2009)
- Mr. David Shields (by position)
- Mr. Mike Thompson (by position)
- Ms. Catherine White (by position)
- Ms. Cindy Wood (by position)
- Mr. Josh Woods (by position)

Dr. Brent Olive served as Committee Chair for 2008-09. Kim Greenway served as Vice Chair and is assuming the position of Chair for the 2009-10 academic year. During 2008-09, the SEP Committee focused on addressing the University's Annual Action Plan Item 3 for 2008-09, which was "Implementation of the Campus Safety Plan". The major areas of focus were upgrades to UNA's Emergency Notification System, preparation of a Pandemic Influenza Preparedness Plan, and updating the University Safety and Health Manual. In addition to updating existing disaster/emergency preparedness and health/safety plans, implementation of the Campus Safety Plan will require an organized effort to disseminate the information contained within these plans to faculty, staff, and students. The committee recommends upgrading and adding to our existing security poles and implementing a campus wide online training program whereby each individual will receive training specific to their needs, and where completion of the training and comprehension of the material is documented.

II. The Committee's Charge

To serve as an advisory committee on the University's emergency/disaster preparedness and other safety and health matters

To continually review the University's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters

To develop and edit the University Safety and Health Manual

To gather information about the University's emergency/disaster preparedness plans and on other allied safety and health matters and assess University performance in these areas in light of the information obtained

To propose changes in the University's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matter

III. Committee meetings were held on the following dates: October 23, November 6, and December 4, of 2008, and January 29, February 12, and April 23, of 2009. In addition, online access to the Campus Safety Plan allowed revisions and comments to be distributed via email.

A. A quorum was present for the following meeting dates: October 23, 2008; November 6, 2008; December 4, 2008; January 29, 2009. A quorum was not present at the February 12, 2009 and April 23, 2009 meetings, and at least one other meeting was cancelled when replies to the emailed meeting announcement revealed that a quorum would not be present.

B. The minutes of these committee meetings were recorded by Melissa Pennington who at the time served as Administrative Secretary for University Police. Minutes were reviewed by the chair and forwarded to the committee via email before each meeting.

IV-V. What were the committee's actions and accomplishments this year relative to each of the items of the charge? What were the committee's formal recommendations?

Charge: In relation to emergency and disaster preparedness plans, the charge of this committee is to review and propose changes to the current plans.

Actions: Several updates to UNA's Emergency Notification System were implemented during the 2008-2009 academic year. The emergency poles (blue poles) were serviced and checked to assure that the speaker systems were functioning properly. Bids were obtained for new emergency pole units and for upgrading existing units. The University gained permission to use the Florence

AM radio system for emergency notification purposes. The notifications would cover a five-mile radius around the University campus. The Lion Alert system was implemented during the 2008-2009 academic year whereby students, faculty, and staff that are enrolled in this service receive voice and text alerts to phone number(s) of their choice in addition to email alerts. In addition, a draft Pandemic Influenza Preparedness Plan was submitted to the committee for review.

Recommendations: The committee recommends installation of electronic warning signs at major campus entrance points which would alert commuters to tune to the appropriate AM station to get news updates in an emergency situation. This would help to cover those not participating in the Lion Alert System and are traveling to campus. In addition, although bids were submitted for additional security poles and for upgrading existing poles, this work has not been authorized. The committee strongly recommends that this work be completed in a timely manner.

Charge: In relation to the University Health and Safety Manual, the charge of this committee is to edit the contents of that manual.

Actions: One of the priority initiatives in the 2008-2009 University Annual Action Plan was “Implementation of the Campus Safety Plan”. At the first meeting of the academic year, the committee discussed the fact that the University Health and Safety Manual needed reviewing and updating before implementation could take place. The Health and Safety Manual is a 187-page document divided into 14 chapters. Several chapters were reviewed and edited by the committee. The initial focus was primarily chapters that affect the majority of campus (e.g., emergency preparedness, fire safety) versus chapters that are applicable to only a few workers (e.g., confined space entry, lock-out/tag-out). The original electronic version of the manual did not lend itself to editing, but the format has been changed so that the updated version can be posted online.

Recommendations: The remaining chapters of the Health and Safety Manual should be reviewed and edited by the SEP Committee, and then a plan to disseminate this information to the campus should be implemented. A formal survey will be conducted at the beginning of the fall 2009 semester, but it is the belief of this committee that the majority of faculty and staff are not familiar with the content of UNA’s existing emergency/disaster and health/safety plans, nor would the majority of individuals know how to quickly access the information if needed.

The University does not have the staff necessary to conduct training for all faculty, staff, and students. Although we have a Campus Safety Officer, this is simply part of the job description for our Assistant Director for Facilities Administration and Planning and not a full-time committed position. Following the model that many industrial facilities have chosen, the committee recommends that a comprehensive online training program be implemented. This program

would require faculty and staff to complete job appropriate online training modules regarding health and safety, and would require all faculty, staff, and students to complete online disaster and emergency response training. The online training system should have the capability of documenting all completed training exercises as well as delivering annual refresher training for faculty and staff when necessary.

Two companies that offer online training services have been contacted as a step towards implementation of this plan. New Media Learning, LLC has provided online training to UNA personnel in the past, specifically in the area of sexual harassment training. Their training modules have the capability of being customized to UNA specific policies, can determine trainee comprehension of the material by delivering a series of questions, and can track individuals who have and have not completed the required training. Although the training provided by this company met our needs in regards to sexual harassment training, they have informed us that they do not offer the health and safety training modules that we need.

The second company that was contacted is PureSafety. PureSafety's corporate headquarters is in Nashville, TN and we have worked with them in the past through a UNA alumnus that is employed there. PureSafety currently gives our industrial hygiene faculty and students in our program free access to their library of environmental health and safety online modules in an effort to show the latest trends in health and safety training. PureSafety has a library of over 600 existing training modules that can be used for occupational safety and health, emergency preparedness, human resources, employment liability (such as harassment, workplace violence prevention, diversity valuing, etc.), and others. They offer customization as far as building the course content from scratch, or can use an existing module and change graphics, etc. so that it is tailored to UNA. They have options for purchasing one-time use of modules or allowing the client to purchase the customized courses so that they can be administered an unlimited number of times at no extra cost. Their software is compatible with Banner and Angel Learning. All training is documented and each person entered into the system receives automatic reminders when additional training is due. Certainly the training needs of UNA employees are different. Maintenance workers will need training in areas such as hearing conservation, confined space entry, fall protection, etc. that most will not need. In addition, there are current training requirements that can be incorporated into this system such is Information Security. The committee recommends that a list of our specific training needs be compiled and that PureSafety be allowed to submit a bid for providing these services.

VI. What does the Committee plan to accomplish:

In the coming year?

The SEP Committee will continue to review and update existing UNA policies regarding emergency and disaster preparedness. Updates to the remaining chapters in the Health and Safety Manual will be completed and posted online. Faculty and Staff will be surveyed to assess the current level of employee familiarity with existing emergency/disaster preparedness and health/safety plans. The committee will provide recommendations on specific actions to be taken to insure that UNA is providing a safe and healthy workplace, not only through the existence of written policies, but through dissemination of that information and documentation of such.

In future years?

With our SACS reaffirmation approaching, the SEP Committee will play a vital role this year, and in future years, in assuring compliance verification in certain areas, specifically C.S. 3.11.2 Institutional Environment:

“The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.” (SACS Resource Manual 2008 interim edition)

“An institution has an ethical responsibility to provide a healthy, safe, and secure environment for all campus constituents. A healthy, safe, and secure environment enhances the accomplishment of the institution’s mission and contributes to more effective risk management.” (SACS Resource Manual 2005 edition)

VII. What are the Committee’s weaknesses?

One weakness is difficulty in achieving quorum. This committee is relatively large and several members serve on other active Shared Governance committees. In addition, a “majority” has evidently been defined as two-thirds rather than 51%, although it is uncertain where this has been documented.

VIII. What actions will be taken next year to address the weaknesses?

Members of the committee will be surveyed at the beginning of the fall semester to determine the best meeting time. A regular monthly meeting will be scheduled at this time and all meeting dates announced at the beginning of the fall semester.

IX. What can the Shared Governance Committee help you do to address the weaknesses?

One recommendation is that a simple majority (>50%) of members present be considered as a quorum.