

**Safety and Emergency Preparedness Committee
Meeting Minutes
September 17, 2009**

Members Present: Ms. Chiong-Yiao Chen, Ms. Cindy Conlon, Mr. Bob Freeman, Dr. Kimberly Greenway, Mr. Randy Horn, Mr. Scott Infanger, Mr. Alan Kinkead; Dr. Andrew Luna, Ms. Audrey Mitchell, Mr. Brent Olive, Mr. David Shields, Mr. Mike Thompson, and Ms. Cindy Wood.

The meeting was called to order at 3:05 p.m.

Dr. Greenway welcomed new members and asked all members to introduce themselves. Two additional members, Dr. Roush and Mr. Pastula were appointed to the committee after initial appointments were made and will join the committee at its next meeting.

The agenda was approved as presented

Dr. Greenway presented the committee charge as follows:

1. To serve as an advisory committee on the University's emergency/disaster preparedness and other safety and health matters
2. To continually review the University's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters
3. To develop and edit the University Safety and Health Manual
4. 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
5. To propose changes in the University's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matter

This committee reports to the President through the Vice President for Academic Affairs and Provost

As had been discussed in previous Safety and Emergency Preparedness (SEP) Committee meetings, Dr. Greenway suggested that the Health and Safety Manual be revised to include all of the current information regarding required safety standards and guidelines, but that a smaller, more usable emergency manual be produced as well. The Manual review process was included under new business.

Cindy Wood had previously sent out the most updated version of the Pandemic Plan, which had also been reviewed by last year's SEP Committee. She updated the committee on the latest revisions and responded to questions. Committee members indicated that they believed the plan was a viable working document and decided to amend the agenda to vote on it under Old Business.

In response to a request from the College of Nursing, Dr. Greenway updated committee members on the current TB testing procedures for international student attending UNA. All international students are required to have a TB test before being allowed to attend class. Audrey Mitchell and Cindy Wood indicated that international students are no longer required to stay in local hotels before being tested, but can now reside in the residence halls and are tested within 48 hours of arrival.

Bent Olive, last year's Chair of the SEP Committee, had previously sent committee members the Committee Annual Report for 2008-09. It was noted that the recommended new blue emergency poles had not been installed due to costs. After discussion regarding the priority of the poles and additional discussion about purchasing emergency training software to be used with faculty and staff, committee members took an informal vote to approve the report with the noted changes. Brent Olive will make the noted changes and forward the report appropriately.

Under New Business, nominations were entertained for the Vice Chair Position. Bob Pastula, University Chief of Police, was the only nomination, so the vote carried by acclamation.

During discussion regarding the position, Dr. Greenway solicited input on the idea of recommending to the Shared Governance Committee that the University Chief of Police position be designated as the permanent Chair of the committee. Committee members expressed agreement. David Shields indicated that the Shared Governance Committee is evaluating committee charges and membership, so the SEP committee members asked that the item be put on a future agenda for discussion with possible recommendations to follow.

Approval of 2009-2010 meeting dates passed unanimously. The dates are as follows:

- Thursday, September 17
- Thursday, October 15
- Thursday, November 19
- Thursday, December 17
- Thursday, January 21
- Thursday, February 18
- Thursday, March 18
- Thursday, April 15
- Thursday, May 20

The previously discussed recommendation that the Health and Safety Manual be revised to include all of the current information regarding required safety standards and guideline, but that a smaller, more usable emergency manual be produced as well was approved by unanimous vote. Dr. Greenway recommended that sub-committees be formed and that each one be assigned designated sections of the manual to review. She volunteered to assign committees members to sub-committees by Friday, September 25th and asked that members email her before then if they prefer to work on specific sections.

Under Old Business, Brent Olive made a motion to amend the agenda and approve the Pandemic Plan presented by Cindy Wood. The motion was seconded by Cindy Conlon and passed unanimously.

Under Discussion, David Shields suggested that the SEP Committee consider making a recommendation to the Shared Governance committee that a member of the Lauderdale County Emergency Management System be added to the SEP committee. He indicated that the Student Affairs Crisis Team is working closely with the agency and that they had expressed an interest in also working with SEP Committee.

Mr. Shields also recommended that the SEP Committee consider participating in an Alert, Lockdown, Inform, Counter, Escape (ALICE) training session. The committee agreed that it would be beneficial, and Mr. Shields agreed to set it up.

Dr. Greenway brought forth a request from the 2008-09 Faculty/Staff Welfare Committee regarding the Universities policies for Hepatitis B vaccines. She indicated that the Biology department had brought forth a concern to the Faculty-Staff Welfare Committee and that, in response, the Faculty/ Staff Welfare Committee had investigated other university's policies. In the process, it was discovered that UNA actually has a policy but that it may not currently be practiced. Mike Thompson and Cindy Wood agreed to figure the estimated costs associated with re-implementing the policy and bring them to the next SEP meeting.

It was noted that the online emergency training module discussed in the annual report should be put on a future agenda.

There was no other business and the meeting adjourned at 4:15 p.m.