

ANNUAL REPORT
Date Due: August 19, 2015

Safety and Emergency Preparedness Committee

University of North Alabama
Florence, Alabama

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6.12.15 LAB
Date submitted

Submitted to: David Shields/ Vice President of Student Affairs
Title/Committee (if applicable)

Date received

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT

I. Executive Summary

The Safety and Emergency Preparedness committee made three recommendations during AY 2014/2015. These recommendations focused on the proposed creation of a Business Continuity committee, the creation of a new Environmental Health and Safety (EHS) officer position, and an add-on to the UNA police dispatch phone that will allow for the recording of incoming emergency calls. The Committee began an extensive review of the Health and Safety Manual which needs extensive modification/ complete rewrite due to changes in University positions and policy. This work will continue during AY 2015/2016. The Committee has begun to address updates to building coordinators and proposed evacuation drills for each building on campus.

II. The Committee's Charge (from the Shared Governance Document) Charge

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 matters
6. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
7. To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

(Reference: Shared Governance Document 12.01.14 revised version)

III. The Committee met on the following dates:

Meeting 1: 9.12.14

Meeting 2: 10.15.14

Meeting 3: 11.19.14

Meeting 4: 1.21.15

Meeting 5: 2.18.15 (canceled due to UNA closure for winter weather)

Meeting 6: 3.18.15

Meeting 7: 4.15.15

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

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

The SEP committee was asked by Dr. Thornell to review and comment on a proposed Business Continuity committee. The SEP committee provided the following feedback to Dr. Thornell regarding the proposed Business Continuity committee:

- a. The Business Continuity (BC) committee should remain outside of shared governance to allow the committee to work year round, not just during the academic year.
- b. The BC committee should be quickly formed and move to develop a concrete plan of action as a disaster could occur at any time.
- c. The BC committee's plan should be annual reviewed/ updated.
- d. The BC committee should be involved with/ included in annual disaster preparedness (disaster and emergency) drills.
- e. Due to the high workload of coordination, organization, and enforcement of the BC plan, an additional position should be created or designated.
- f. The BC committee should be made up of 3-4 people but work with each of the 11 areas suggested in the proposal. This will allow the BC committee to move forward quickly to accomplish the work with which they are tasked.
- g. Due to overlap between the proposed BC committee and the SEP committee, there should be a clear distinction between the BC committee's product/ deliverables that are unique to the BC committee and not being provided by other standing committees.
- h. The SEP committee asks that the BC committee consider the evaluation of insurance coverage for both physical and cyber damage that could result from an emergency at UNA.

The SEP committee also supported the recommendation made by the Chemistry and Industrial Hygiene Department for the creation of an Environment, Health, and Safety (EHS) Officer.

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

The committee meet to discuss revisions to the Health and Safety Manual (please see comments in number 3 below). The committee also received communication via Mr. Shields on Dr. Thornell's Infectious Disease Policy, updates on the Hepatitis B vaccine initiative (please see comments in number 4 below), evacuation policy from Chief Pastula regarding campus community members who need special assistance during evacuations, and calls made from areas of refuge in new buildings on campus.

3. To develop and edit the University Safety and Health Manual

The committee reviewed chapters 1- 7 of the Health and Safety Manual. The current edition of the UNA Health and Safety Manual is dated 03.07.03 which is over ten years out of date. The committee came to the conclusion that this manual should be rewritten to reflect changes in how the University operates and changes in chemical safety due to the Global Harmonization Program to take effect during 2015 (chapter 6). This task will be undertaken by the committee during AY 2015/2016.

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

Dr. Buchanan and Mr. Gautney provided updates as to Hepatitis B vaccines for University staff members that come in contact with blood (e.g., custodial staff, plumbers, etc.). Funding for this initiative has been secured and a Q& A session for the University Community is being planned by University Health Services.

5. To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.

The SEP committee has decided that the Health and Safety manual should be extensively updated to reflect changes in the University since 2003. This not only includes updated wording but also changes in chemical safety/ labeling/ disposal as well as updating the list of building coordinators and providing annual training for these positions, and scheduling annual evacuation drills for all buildings on campus, not just residence halls.

6. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

SEP committee proposed changes in the committee membership so that quorum could be met. The SGEC reviewed the proposed changes and elected to not make SEP committee changes as the proposed changes were not currently in use by other committees on campus.

7. To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

The submission of this report satisfies this committee charge.

8. What were the Committee’s formal recommendations?
 - a. The SEP committee supported the creation of the Business Continuity (BC) committee and suggested that this committee be a small (3-4 persons) committee outside of shared governance that would be quickly formed to write a business continuity plan, update the plan annual, and review insurance needs of the University (property damage, cyber damage) in the event of a University emergency.

- b. The SEP committee also supported the creation of a new position (Environmental, Health, and Safety Officer [EHS]) as suggested by the Department of Chemistry and Industrial Hygiene to meet their ABET accreditation requirements and help with the new Global Harmonization Program for chemicals.
 - c. The SEP committee recommended that the purchase of a currently available recording capability of phone calls placed to the dispatch phone in the UNA police department be investigated. The SEP committee understood that the recording of dispatch calls was routine with many police departments and allowed for clarification of statements between the dispatch officer and the caller or the caller and the dispatch officer in emergency situations. IT has investigated the price for the additional equipment from Adtran for this capability.
9. What does the Committee plan to accomplish
- A. In the coming year?
The SEP committee plans to update the Health and Safety Manual.

The SEP committee will evaluate the creation of a Campus Safety Task Force as requested by the SGEC. The delay was due to the hiring of a new police chief who may have additional input on the role of this proposed committee.
 - B. In future years?
The SEP committee would like to revise the list of building coordinators that help with planning and conducting evacuation of all buildings on campus. These persons will need training and annual drills for building evacuations will need to be conducted.
10. What are the Committee's weaknesses?
- Meeting quorum for voting purposes is difficult.
- i. What can the Shared Governance Committee help you do to address the weaknesses?
The SEP committee suggested a resolution to solve the voting issue by sharing votes between represented voting departments/ groups which was rejected by the SGEC. The SEP committee would be interested to know of ways that the SEP committee could resolve the issue of quorum that meets with acceptable SGEC guidelines.
11. Comments.
- The SEP committee would like to thank the SGEC for their timely communication throughout AY 2014/2015 and for considering the SEP

committee's request to review the SEP committee membership and voting privileges.