

ANNUAL REPORT

AY 2015-2016

*Safety and Emergency Preparedness Committee*

University of North Alabama  
Florence, Alabama

Michael Gautney  
*Committee Chair*

**10/20/2021**  
Date submitted

Submitted to: Dr. Kimberly Greenway/ Vice President for Student Affairs

Date received: 10/21/2021

cc: Chair, Shared Governance Executive Committee

UNIVERSITY OF NORTH ALABAMA  
SAFETY AND EMERGENCY PREPAREDNESS COMMITTEE  
ANNUAL REPORT

I. Executive Summary

The members of the Safety and Emergency Preparedness Committee (SEPC) for the xxxxxxxx academic year were as follows:

Ms. Teresa Dawson  
Dr. Suzanne Duvall-Zurinsky  
Mr. Michael Gautney  
Chief Kevin Gillilan  
Dr. Kevin Jacques  
Dr. Donna Lefort  
Mr. Randall Phifer  
Mr. Stephen Putman  
Dr. Chong Qiu  
Mr. David Shields  
Mr. Mike Thompson  
Dr. Ping Zhao

II. The Committee's 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

III. The Committee met on the following dates:

- September 17, 2015
- January 20, 2016
- February 17, 2016
- April 20, 2016

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

- To continually review the university's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters
  - Work continued on identifying and training Building Coordinators
- To develop and edit the University Safety and Health Manual
  - Efforts continued to create a centralized Health & Safety 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
  - Discussed adding Parking Garage signage and mirrors
  - Discussed adding recording capability for the police dispatch phones to record incoming calls for clarity, reference, and business record
  - Discussed new alert notification technologies for campus
- To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.
  - Bicycle and Personal Transportation Devices Policy
  - Recommended adding a Director of Environmental Health & Safety
- To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"
  - No recommendations were made for this topic.
- To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC

- The committee recommended that Item 7 be revised to state that the final report be sent to the VPSA since that is who the group reports to. The submission of this report satisfies this committee charge.

IV. What were the Committee's formal recommendations?

- A. The Committee recommended the University hire a Director of Environmental Health & Safety.

V. What does the Committee plan to accomplish

- In the coming year?  
The SEPC plans to continue the work not completed in AY2015-2016, including purchasing internal lockdown devices to barricade offices, and continuing to work toward implementation of the Building Coordinator program.
- In future years?  
No recommendations have been made for this topic.

VI. What are the Committee's weaknesses?

- What can the Shared Governance Committee help you do to address the weaknesses?  
The SEPC has no recommendations for changing this committee

VII. Comments

The SEPC would like to thank the SGEC for their timely communication.