

ANNUAL REPORT

AY 2017-2018

*Safety and Emergency Preparedness Committee*

University of North Alabama  
Florence, Alabama

Kevin Gillilan  
*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 2017-2018 academic year were as follows:

Dr. Aaron Benson  
Dr. Wayne Bergeron  
Ms. Cindy Conlon  
Ms. Teresa Dawson  
Mr. Michael Gautney  
Chief Kevin Gillilan  
Dr. Donna Lefort  
Mr. Randall Phifer  
Mr. David Shields  
Ms. Jennifer Sutton  
Dr. Ping Zhao  
Ms. Angela Zwissler

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 Student Affairs with a copy sent to the Chair of the SGEC

III. The Committee met on the following dates:

- November 8, 2017
- January 10, 2018
- February 14, 2018
- May 8, 2018

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
  - Reviewed and began editing UNA Emergency Manual
- 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
  - AED installation approved
  - Lion Alert contract extended
  - Internal lockdown barricade devices installed
- To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.
  - AED policy
  - CERT program proposal
  - Proposed a Business Continuity subgroup
- 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 submission of this report satisfies this committee charge.

IV. What were the Committee's formal recommendations?

A. There were none.

V. What does the Committee plan to accomplish?

- In the coming year?  
The SEPC plans to continue the work not completed in AY2017-2018, including installing AEDs, editing the UNA Emergency Manual, and working 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.