

ANNUAL REPORT

AY 2018-2019

*Safety and Emergency Preparedness Committee*

University of North Alabama  
Florence, Alabama

Dr. Wayne Bergeron

*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 2018-2019 academic year were as follows:

Dr. Aaron Benson  
Dr. Wayne Bergeron  
Dr. Lisa Ann Blankinship  
Dr. Greg Carnes  
Ms. Cindy Conlon  
Ms. Teresa Dawson  
Mr. Michael Gautney  
Chief Kevin Gillilan  
Dr. Kimberly Greenway  
Mr. Ethan Humphres  
Dr. Leshan Kimbrough  
Mr. Randall Phifer  
Ms. Jennifer Sutton  
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:

- September 12, 2018
- October 10, 2018
- February 13, 2019
- April 24, 2019

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
  - Work continued on a Business Continuity Plan
  - Work continued on 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
  - Discussed adding fire extinguisher training
  - Jacksonville State University group invited to campus to share tornado experience and emergency information
  - Discussed marketing of UNA Blue Light app and POM device
  - EC members attended an Emergency Preparedness Workshop
- To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.
  - UNA Emergency Operations/Family of Plans
- 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?

- UNA should consider the hiring of a consultant to develop a comprehensive UNA Safety & Emergency Preparedness Guide/Framework (family of plans/policies) to include the following: Emergency/Incident Management, Continuity of Operations, Business Continuity, Health and Safety, Medical/ Health Readiness, Hazard Mitigation, and Risk Management/Mitigation
- UNA should consider consolidating functions such as Security, Policing, Emergency Management, Health and Safety, etc. under a single unit or entity with dedicated leadership (Director, Associate VP, etc.) and administration with responsibility for overseeing and coordinating the following functions: compliance; risk management; public safety; law enforcement and investigation; fire protection; environment, health and safety; emergency management and incident response; hazard mitigation; protection of minors; and enterprise risk management, etc. This entity should have a separate reporting chain to the University President as necessary.
- UNA needs to establish a trained and dedicated Incident Management Team (IMT) and Emergency Operations Center (EOC) that can be activated in times of crisis or emergency to coordinate University response functions, continuity of operations, and recovery activities. All university units and functions should be represented as needed with trained and dedicated representatives. This team should be organized in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS) and should train and exercise annually. Such an asset could also deploy as needed to provide mutual aid and assist peer and neighboring institutions as necessary in times of crisis and disaster.

#### V. What does the Committee plan to accomplish

- In the coming year?  
The SEPC plans to continue the work not completed in AY2018-2019, including editing the Health & Safety manual and Emergency Plan, working on a Business Continuity Plan, 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.