

Safety and Emergency Preparedness Committee  
October 9, 2019  
GUC Faculty/Staff Commons

Minutes

1. Chair Sutton called the meeting to order at approximately 3:00 p.m. Present were Mr. Aaron Benson, Dr. Wayne Bergeron, Ms. Cindy Conlon, Ms. Teresa Dawson, Dr. Kimberly Greenway, Mr. Ethan Humphres, Mr. Jarrod Russell (proxy for Mr. Randall Phifer), and Ms. Angela Zwissler.
2. Approval of Agenda and Minutes from February 13, 2019 - the committee approved the agenda and minutes by consensus.
3. Old Business
  - A. Subcommittee Reports – Both the Health & Safety Subcommittee and Emergency Response Subcommittee are continuing to revise/edit their respective manuals.
  - B. Business Continuity Plan – Ethan Humphres will bring the plan that was submitted several years ago back to the committee for review.
4. New Business
  - A. Elect Vice Chair – Ms. Zwissler agreed to be the vice chair and was approved by consensus.
  - B. Building Coordinator Program – the Executive Council has asked that this program be revived. Chair Sutton will share the training developed for the Resident Assistants as possible training for the building coordinators. Primary and secondary coordinators would be optimal. The Emergency Response Subcommittee will look at putting this program together. Discussion included producing a training video and regular meetings with building coordinators once they are identified.
  - C. Consultant company for an Emergency “Family of Plans” – Dr. Bergeron will send a recommendation to the President and Provost.
  - D. Incident Management Team – Dr. Bergeron will send a recommendation to the President and Provost.
  - E. Evacuation Chairs – following discussion, it was determined that evacuation chairs may provide a liability in an emergency if not properly used; therefore, it is not in the best interest of the University to provide them.
  - F. Fire Emergency Procedures – the committee recommended that fire drills should take place in each building. Dr. Greenway will find out what we are currently doing and see if we can implement drills.
  - G. Mane Safety – the intent of the mane safety webpage was to provide a “one-stop” site for all emergencies. The committee recommended that steps be taken to make this happen.
  - H. Parking Deck Phones – Mr. Russell reported that the 42 phones in the parking deck are outdated and some of them do not work. Replacement costs are \$2,000 per phone.
  - I. Device for EMA Dispatch – IT is securing a device that will connect the Send Police icons on University computers to the Lauderdale EMA Dispatch Center.

5.     Announcements  
The next meeting of the SEP Committee is scheduled for Wednesday, November 13, 2019, at 3 p.m. in the Wesleyan Hall Conference Room.
6.     Adjournment – The meeting adjourned at 4:20 p.m.

Health & Safety Subcommittee

Angela Zwissler, chair  
Aaron Benson  
Michael Gautney  
Leshan Kimbrough  
Lisa Ann Blankinship  
Greg Carnes

Emergency Response Subcommittee

Kevin Gillilan, Chair  
Cindy Conlon  
Teresa Dawson  
Wayne Bergeron  
Randall Phifer  
Ethan Humphres  
Jennifer Sutton