

Safety and Emergency Preparedness Committee
December 11, 2019
GUC Faculty/Staff Commons

Minutes

- I. Chair Sutton called the meeting to order at approximately 3:00 p.m. Present were Mr. Aaron Benson, Mr. George Grabryan, Dr. Wayne Bergeron, Ms. Teresa Dawson, Dr. Kimberly Greenway, Mr. Ethan Humphres, Chief Les Jackson, Mr. Mike Nelson (proxy for Ms. Cindy Conlon), Mr. Randall Phifer, and Ms. Angela Zwissler.
- II. Approval of Agenda and Minutes from October 9, 2019 - the committee approved the agenda and minutes by consensus.
- III. Business
 - A. Building Coordinator Program – Dr. Bergeron made a motion to recommend that the University move forward with a program based on the proposal that Chair Sutton created (see Attachment A). Ms. Zwissler seconded and the motion carried.
 - B. Table Top Exercises/Training – These events will be planned in conjunction with the Emergency Operations Team that is mandated in the Emergency Manual. This team will begin to meet in the spring 2020, as approved by the University's Executive Council. Mr. Grabryan has access to people who can assist with the tabletop exercises whenever we want to hold them. The county is planning a cyber security exercise in late spring. Planning will begin in January. Dr. Greenway will ask the Executive Council to commit to one table top exercise per semester.
 - C. Education and Practical Application (i.e., Fire Safety and Drills) – The committee approved by consensus the recommendation that the University have drills for 10-15 buildings per semester, which would cycle through 80 buildings over a five year period. Chair Sutton will provide a date for spring drills to Dr. Greenway prior to the first January Executive Council meeting.
 - D. Emergency Response Flip Charts/Posters – Kelly Ford, Committee Recorder, will scan the January 1997 flipchart and send to committee members for revisions. Once it has been revised, it will be printed in-house and distributed throughout campus.
 - E. Emergency Evacuation Maps – Dr. Bergeron will determine if these maps could be updated through a paid internship in the Geography Department and will report back in January.
 - F. Manuals – Dr. Greenway reported that the University's Counsel, Amber Fite-Morgan, is concerned that we have an emergency manual that we are not following. The committee discussed whether the University's Safety & Emergency Manual should be one document or two separate manuals – one for emergency response and one for health and safety. Mr. Grabryan suggested having one comprehensive document for internal use and another, more broad, document for publication. It was decided that the manuals should remain separate at this time, but the webpage, Mane Safety, should be revised to provide links to all current safety and emergency procedures, as has been done with the policies page.

- G. Family of Plans – Dr. Bergeron will get a cost estimate for the January meeting. Mr. Grabryan said that Ben Farmer of Farmer and Associates developed a hazard mitigation plan for the county that cost \$52,000.
- H. Parking Decking Phones – Chief Jackson will determine what phones are needed in the parking deck, if any, and Dr. Greenway will take that information to the Executive Council.
- I. Charge of Committee, Revise/Update – this item was tabled until the January meeting.

IV. Announcements

The next meeting of the SEP Committee is scheduled for Wednesday, January 8, 2020, at 3 p.m. in the Wesleyan Hall Conference Room.

V. 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

Les Jackson, Chair
Cindy Conlon
Teresa Dawson
Wayne Bergeron
Randall Phifer
Ethan Humphres
Jennifer Sutton