

ANNUAL REPORT  
Date Due: August 19, 2020

*Safety and Emergency Preparedness Committee*

University of North Alabama  
Florence, Alabama

Jennifer Sutton and Angela Zwissler  
*Committee Chair and Vice Chair*

May 29, 2020  
Date submitted

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

Date received: \_\_\_\_\_

# UNIVERSITY OF NORTH ALABAMA

## ANNUAL REPORT

### I. Executive Summary

The members of the Safety and Emergency Preparedness Committee (SEPC) for the 2019-20 academic year were as follows:

Mr. Aaron Benson (Art faculty, 2020)  
Dr. Wayne Bergeron (Faculty at large, 2020)  
Dr. Lisa Ann Blankinship (Biology faculty, 2021)  
Dr. Greg Carnes (Council of Academic Deans, 2020)  
Ms. Cindy Conlon (by position)  
Ms. Teresa Dawson (by position)  
Mr. Michael Gautney (by position)  
Mr. George Grabryan (non-voting, Laud Co EMA)  
Dr. Kimberly Greenway (non-voting, by position)  
Mr. Ethan Humphres (by position)  
Chief Les Jackson (by position)  
Dr. Leshan Kimbrough (Chemistry & Industrial Hygiene faculty, 2022)  
Mr. Randall Phifer (by position)  
Ms. Jennifer Sutton (by position)  
Ms. Angela Zwissler (by position)

During the AY 2019/2020 term, Ms. Jennifer Sutton served as Committee Chair and Ms. Angela Zwissler served as Vice Chair. The SEPC has two subcommittees: the Emergency Response Manual Subcommittee, chaired by Chief Les Jackson and the Health and Safety Manual Subcommittee, chaired by Ms. Angela Zwissler.

The SEPC's work focused on activities related to enhancing University personnel's response capabilities before, during and after an emergency. The following focus areas account for the majority of the SEPC's time:

- Conduct Table Top Exercises/Training with the Executive Council
- Ensure that fire drills take place in each building
- Publish an updated Emergency Response Flip Chart
- Create training materials for actions in the event of a tornado
- Develop and launch the Building Coordinator Program
- Create emergency evacuation map drawings for campus buildings
- Ensure that Emergency Response and Health and Safety Policies are current and accurate
- Develop a Family of Plans for emergency recovery following a disaster

- Ensure that emergency phones in the Parking Deck work

Work on these focus areas will continue during AY 2020/2021. Some of these items would have been close to or complete, but the University shifted focus due to the COVID-19 situation. The SEPC will meet during June-August to continue work on these important topics.

II. The Committee’s Charge (from the Shared Governance Document 04-21-20 revised version):

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

The Committee met on the following dates:

Meeting 1: 10-09-19	Meeting 5: 03-11-20
Meeting 2: 12-11-19	Meeting 6: 04-08-20
Meeting 3: 01-08-20	Meeting 7: 05-13-20
Meeting 4: 02-12-20	

III. What were the Committee’s actions and accomplishments this year relative to each of the items of the 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
  - The Emergency Response Manual subcommittee met to discuss revisions to the Emergency Response Manual. The update is near completion.
  - In response to a request from the Executive Council to develop training materials for actions in the event of a tornado, a training poster has been created and a video script developed. The video will be created during the summer of 2020.
  - The SEPC decided that there was value in developing a “family of plans” for response following an emergency. These plans could include elements such as emergency management, continuity of operations, business continuity, health and safety, medical/health readiness, and hazard mitigation. Possible consultants are being researched to develop a cost estimate.
  - The SEPC agreed that it made sense to keep some emergency phones in the Parking Deck. A scope was developed to keep a limited number of phones in place.

3. To develop and edit the University Safety and Health Manual

The current edition of the UNA Health and Safety Manual is dated 03-07-03. The Health and Safety Manual Subcommittee completed the revision of the following chapters, Chapter 1- Program Management, Chapter 3-Fire Safety Plan, Chapter 4-Means of Egress, and Chapter-15 Use of Powered Industrial Trucks. The following chapters are in the process for review by the SEPC: Chapter 7-Hazardous Waste Management and Chapter 11-Hearing Conservation. This work will continue in AY2020-21.

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
  - A schedule for conducting fire drills was developed. The Florence Fire Dept. will participate in several to provide coaching as we build our skills.
  - Table Top Exercise options for the Executive Council were discussed and

UNA can determine the scenario for the exercise. Mr. George Grabryan and other representatives from the Lauderdale County Emergency Management will host a table top drill when normal operations return.

- The SEPC reviewed options for communicating Emergency Procedures. The current wall-hanging “flip chart” was the preferred method of communication. These procedures will mirror the information in the online version. The individual Emergency Procedures have been updated and will be sent for printing when funds are secured.
  - The SEPC is working toward the development of emergency evacuation maps in campus buildings. The plan is to begin in residence halls and then move to other campus buildings. A recent UNA graduate is developing a quote to prepare these maps. A request for funding will follow.
5. To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.
- The SEPC was asked by the Executive Council to revive the Building Coordinator Program. The Emergency Response Subcommittee volunteered to work on developing training which was shared with the SEPC. A subcommittee was formed to work on developing the program.
6. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
- No proposals were made during this term.
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
- The submission of this report satisfies this committee charge.

IV. What were the Committee’s formal recommendations?

- a. Continue with the development and launching of the Building Coordinator Program.
- b. Conduct fire drills in all campus buildings.
- c. Include the Emergency Management Manual and Health and Safety Manual on the Mane Safety Page, combined into one manual, the Safety and Emergency Preparedness Manual.

- d. Conduct Table Top Exercises in conjunction with the Emergency Operations Team.
- e. Move forward with placing Emergency Evacuation Maps in campus buildings.
- f. Move forward with the Family of Plans.
- g. Disseminate tornado information to campus in a variety of formats to include a video called "What to do now" and a poster/infographic.
- h. Keep emergency phones in the parking deck
- i. Require all SEPC members to be certified in the National Incident Management System sections 100, 200, 700, and 800.

V. What does the Committee plan to accomplish

A. In the coming year?

The SEP committee plans to continue the work started in AY2019/2020.

B. In future years?

Further developing the Building Coordinator Program, related training, and maintaining personnel as changes occur.

VI. What are the Committee's weaknesses?

None identified.

- i. What can the Shared Governance Committee help you do to address the weaknesses?

VII. Comments.

The SEP committee would like to thank the SGEC for their timely communication throughout AY 2019/2020.