

Safety and Emergency Preparedness Committee Meeting

Minutes

November 11, 2020, 3 p.m. – via Zoom

- I. Chair Angela Zwissler called the meeting to order at 3 p.m. via Zoom. Those present were Mr. Aaron Benson, Ms. Cindy Conlon, Ms. Teresa Dawson, Mr. Michael Gautney, Mr. George Grabryan, Dr. Kimberly Greenway, Mr. Ethan Humphres, Chief Les Jackson, Mr. Randall Phifer, Dr. Michael Stocz, Ms. Jennifer Sutton, Dr. Chunsheg Zhang. Others in attendance included Ms. Sheena Burgreen. Quorum present.
- II. The October 14, 2020, minutes were approved by acclamation.
- III. Business
 - A. COVID-19 Update – Dr. Greenway gave an update on the University’s situation and recovery plan. Highlights included:
 - i. CRTF is revising the fall guidance document for spring and will update the website as well.
 - ii. Spring break dates will remain the same.
 - iii. CRTF continues to meet regularly and monitor the data.
 - B. Progress Tracking Chart (*will link to it in Canvas*) – Ms. Zwissler gave an overview of the spreadsheet that will be used to keep ongoing projects moving forward.
 - C. Family of Plans – Ms. Zwissler, Ms. Conlon, Ms. Burgreen, and Chief Jackson agreed to be on the subcommittee to refocus the project. Ms. Conlon discussed the need to organize and review the current plans to see where the gaps are before seeking a bid or spending money.
 - i. Ms. Dawson aims to have a Communicable Disease/Pandemic plan draft ready for review in January.
 - D. Emergency Evacuation Maps – Ms. Sutton said the project has been completed and the drawings approved. HRL’s assistant director is getting quotes on printing and installation of the maps. The goal is to have them installed over the holiday break.
 - E. Tornado Information – Ms. Zwissler noted that the signs are in and that she is working through campus drawings to note locations for exact site placement. She will request that maintenance install the signs next week.
 - F. Emergency Response Flip Charts
 - i. Student Affairs student workers have delivered flip charts to most buildings. Only the downtown spaces and The Generator are left.
 - ii. The UPD webpage will be updated to reflect the content in the Flip Charts.
 - iii. Dr. Greenway will talk to EC about a plan to have supervisors and department heads review the Emergency Procedure manual with their staff.
 - iv. The group briefly discussed designating gathering places and adding evacuation assembly locations to the flip charts’ “Building Specific Plans” page.

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- G. SEP Manuals Update (*will link to it in Canvas*)
- i. Ms. Zwissler discussed the need for subcommittee volunteers. Dr. Greenway encouraged everyone to choose at least one subgroup to serve on.
 - ii. Chief Jackson said his subcommittee will meet in December to work on the Emergency Management manual.
 - iii. Ms. Zwissler noted that she is working on Chapter 5 of the Health & Safety manual.
 - iv. Ms. Zwissler asked how the University ensures that staff reads and understands policy updates. Dr. Greenway said the Policy Environment Task Force is working to implement an acknowledgment form to be signed by employees.
- H. Parking Deck Phones – No update.
- I. Building Coordinator Program (*will link to it in Canvas*) – Ms. Zwissler and Mr. Gautney will review the plan to discuss whether it should be added to the hiring process and who should be in these positions. Mr. Gautney will forward the names of potential coordinators to the committee for review.
- J. Tabletop Exercises/Training – The committee will participate in its first Tabletop exercise at its Dec. 9 meeting, which will run from 3-5 p.m. at the Culinary Center on East Campus. Ms. Conlon made a motion, Dr. Stocz seconded, and the full committee approved doing the Tabletop exercise at the Dec. 9 meeting.
- K. Fire Drill Update and Schedule (*will link to it in Canvas*) – The committee decided to do a test run in December with support buildings first. Academic buildings will be done at a later time. Ms. Zwissler reminded everyone that the dates and times of the drills need to stay within the committee and not be announced.
- IV. Announcements/Reminders
- The next meeting of the SEP Committee is scheduled for December 9, 2020, 3-5 p.m., at the [Culinary Center](#) on East Campus. Enter from the door that faces Tune Avenue. There's a small sign that says "Culinary Center."
- V. Adjournment – The meeting adjourned at 3:48 p.m.