

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 2020-21 academic year were as follows:

Mr. Aaron Benson (Art faculty, 2020)
Dr. Lisa Ann Blankinship (Biology faculty, 2021)
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)
Dr. Michael Stocz (faculty at large, 2023)
Ms. Jennifer Sutton (by position)
Dr. Chunsheng Zhang (Council of Academic Deans, 2023)
Ms. Angela Zwissler (by position)

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 Academic Affairs and Provost with a copy sent to the Chair of the SGEC

III. The Committee met on the following dates:

- Meeting 1: 09-09-20
- Meeting 2: 10-14-20
- Meeting 3: 11-11-20
- Meeting 4: 12-09-20
- Meeting 5: 01-13-21
- Meeting 6: 02-10-21
- Meeting 7: 03-10-21
- Meeting 8: 04-14-21

IV. 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
 - The SEPC agreed that there was value in keeping some emergency phones in the Parking Deck. A limited number of phones were updated to the latest technology and are in the following locations: 1A is on the ground floor across from Stevens Hall; 3A is at the crosswalk to Stevens Hall; 3B is at the Pine Street entrance; 4B is at the crosswalk to the Student Rec Center; 8B is on the open-air top level
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 nearing completion.
 - 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 response to a pandemic, continuity of operations, business continuity, health and safety, medical/health readiness, and hazard mitigation. A Communicable Disease/Pandemic Plan draft is being developed by SEPC members and is estimated to be 80% complete.

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

The SEPC completed the revision of the following chapters, Chapter 5, Laboratory Safety, Chapter 6, Hazard Communication Program, Chapter 7 Hazardous Waste Management, Chapter 8 Bloodborne Pathogens Exposure Control Plan, and Chapter 11 Hearing Conservation. Chapter 10 Personal Protective Equipment was created and is ready for a motion to approve. This work will continue in AY2020-21.

<https://www.una.edu/facilities/environmental-health-and-safety/policies/index.html>

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

- Four fire drills were conducted in academic/support buildings on campus in conjunction with the Florence Fire Dept.
- One Table Top Exercise was conducted with the SEPC by representatives from the Lauderdale County Emergency Management. A Table Top Exercise was planned with the EOC.

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 Building Coordinator Program was launched. Assignments for each building have been made, building resources (lists of building occupants) are being generated, and an email distribution list was created.
- Shelter Area (severe weather/tornado events) signs were installed on campus.
- Emergency Procedures (wall charts) were distributed to campus personnel.
- Emergency evacuation maps have been developed for residence halls. Most are complete and the plan is to finalize installation during the summer of 2021.
- Signage was developed ("Building Specific Emergency Signs) for each building which identifies: the name of the Building Coordinator, the external assembly area, the internal shelter area, the closest Automated External Defibrillator (AED), and the number to call in the event of an emergency. The plan is to install them when Building Coordinators are complete with their onboarding process.

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 recommendations were made for this topic.

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. Approve the revision of 5 Health and Safety policies.
- b. Approve the Building Coordinator Program proposal.

V. What does the Committee plan to accomplish

A. In the coming year?

The SEPC plans to continue the work not completed in AY2020/2021, Launch the Mane Safety Page, work with HR to ensure that Safety and Emergency information is communicated during the onboarding process for new employees, and install Building Specific Emergency Signs.

B. In future years?

No recommendations have been made for this topic.

VI. What are the Committee’s weaknesses?

i. 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 throughout AY 20/21.