

Minutes
Safety and Emergency Preparedness Committee
January 13, 2021, 3 p.m. via Zoom

I. Chair Angela Zwissler called the meeting to order at 3:03 p.m. Those present were Mr. Aaron Benson, Ms. Cindy Conlon, Mr. George Grabryan, Dr. Kimberly Greenway, Mr. Ethan Humphres, Chief Les Jackson, Mr. Randall Phifer, Dr. Michael Stocz, Dr. Chunsheg Zhang. Others in attendance included Ms. Sheena Burgreen.

II. Minutes from November 11, 2020 were approved by acclamation.

III. Business

A. COVID-19 Update – Dr. Greenway informed the group that the COVID-19 Recovery Task Force has updated the guidance for spring semester, including an update on domestic travel.

<https://www.una.edu/reopening/>

1. The University is planning to hold its traditional spring events in-person, including Step Sing and the Miss UNA pageant. These events have plans to move online if the need should arise.

2. CRTF recommended that nursing students working in clinicals and who may be exposed to COVID-positive patients be considered health professionals per CDC guidelines. These students will be offered the vaccine and, as long as they wear appropriate PPE, will answer HealthChecks as if they have not had contact with COVID-positive patients.

3. Alabama is currently in Phase 1B of vaccine distribution. Dr. Greenway sent a campus email discussing the current state and University distribution plans. *(will upload email to Canvas)*

B. SEPC is at about 59 percent toward completion of this year's projects. *(see scorecard here Canvas link)*

C. Family of Plans RFP

1. Ms. Cindy Conlon said her subcommittee is working to gather and organize the plans the University currently has in order to find the gaps and eventually fill them in. The target date for completion will move to next year.

2. Chair Angela Zwissler updated the group on the progress of the Communicable Disease/Pandemic Plan. Teresa Dawson is about 80 percent through the draft and expects to have it out to the subcommittee within the next two weeks.

D. Emergency Evacuation Maps in Residence Halls – Dr. Tammy Jacques said more than half of the maps were installed over the holiday break and should be finished this semester.

E. Tornado Information – Ms. Zwissler had the Shelter Area signs installed throughout campus.

F. Emergency Procedures Flip Charts

1. Chief Les Jackson noted that the UPD webpage has been updated to reflect the information in the Flip Charts – only three areas are left to be revised: Building Coordinator, Fire & Explosion, and Wesleyan Annex information. The group discussed creating a QR code

(<https://www.qr-code-generator.com/>) to make it easier for campus to access the emergency procedures.

2. Dr. Greenway will present to EC the plan to have supervisors and department heads review the emergency procedures with their staff.

3. Ms. Zwissler urged each department to complete the AED location information in the Flip Chart.

4. The group discussed again adding evacuation assembly points for each building.

G. Health & Safety Manual and Emergency Preparedness Manual Updates

1. Chief Jackson informed the group that his subcommittee plans to meet to continue reviewing and revising the Emergency Preparedness Manual.

2. Ms. Zwissler reported that she revised another chapter in the Health & Safety Manual and sent it to her subcommittee for review.

H. Parking Deck Phones – Mr. Humphres and Mr. Phifer updated the group. IT and Facilities will coordinate to rewire and test one phone in the parking deck to gauge the time needed for completion. Dr. Greenway reminded that the campus community would need to know in advance when the work would take place. The plan is to have callboxes at every entrance/exit instead of throughout the parking deck. The callboxes will give more specific locations than the current setup.

I. Building Coordinator Program – Ms. Conlon suggested that more editing be done to the plan. She and Mr. Benson said they are OK with sending the current document to the full committee for review.

J. Tabletop Exercise – Chief Jackson reviewed the feedback the SEPC team gave to Florence EMA after the exercise. He would like to include a representative from each of the 15 functions within the UNA Emergency Manual in future Tabletop exercises to ensure proper coordination. Mr. George Grabryan of Florence EMA welcomed input and is amenable to conducting more exercises. Dr. Greenway suggested that Chief Jackson and Mr. Grabryan work on the next scenario, with SEPC participating in at least one exercise per semester, and EC and the Incidence Response Team working on one per year.

K. Fire Drill Update and Schedule – Dr. Greenway, Chief Jackson and Ms. Zwissler will meet to set the fire drill schedule.

III. Adjournment – 4 p.m.