

Minutes: Safety and Emergency Preparedness Committee
February 10, 2021, 3 p.m. via Zoom

- Chair Angela Zwissler called the meeting to order at 3:01 p.m. Those present were Mr. Aaron Benson, Ms. Cindy Conlon, Ms. Teresa Dawson, Mr. George Grabryan, Dr. Kimberly Greenway, Mr. Ethan Humphres, Chief Les Jackson, Mr. Randall Phifer, Dr. Chunsheg Zhang. Others in attendance included Ms. Sheena Burgence.
- Minutes from January 13, 2021, were approved by acclamation.
- COVID-19 Update – Dr. Greenway informed the group that NAMC invited UNA to participate in a vaccination clinic this month. The hospital will have a limited number of vaccine doses for those who meet CDC and ADPH criteria. Dr. Greenway also noted that the state and Lauderdale and Colbert counties reported declines in cases, hospitalizations, and deaths.
- SEPC is at about 73 percent toward completion of this year's projects and reached its goal of completing fire drills. (*see scorecard here Canvas link*)
- Family of Plans RFP
 - Teresa Dawson gave an overview of the Communicable Disease/Pandemic Plan that she has drafted. She expects to have it out to the subcommittee within the next two weeks.
- Emergency Evacuation Maps in Residence Halls – Ms. Zwissler noted that progress continues on this project.
- Emergency Procedures Flip Charts
 - Dr. Greenway sent a campus communication highlighting the Emergency Procedures flip chart and its importance. She noted that EC has asked COAD members to pass it along to their departments.
 - An Emergency Procedures Checklist, the External Assembly Areas list, and a Bearacades guide has been sent for publication in the digest.
- Health & Safety Manual and Emergency Response Manual Updates
 - Chief Jackson informed the group that his subcommittee met and discussed streamlining the Emergency Response Manual by making Lion Protocol an appendix so it can be easily updated in the future, and by linking to other emergency plans instead of including them within the ERM. Chief Jackson, Ms. Conlon, and Mr. Grabryan, will discuss the purchase of new methods of communication since the satellite phones are no longer operational.
 - Ms. Zwissler reported that Chapter 5 of the Health & Safety Manual is being reviewed by the subcommittee. She also noted that Chapter 2 is redundant and Chapter 9 is not being followed so the group approved removal of both from the manual.
- Parking Deck Phones – Mr. Humphres noted that his group is working to coordinate with Certified Alarm to disconnect current alarms associated with the phones in the parking deck. He will notify campus via the digest when the phones will be out of service for this work to be completed.

- Building Coordinator Program – The subcommittee will merge the lists of possible coordinators received from Mr. Gautney and Bret Jennings, executive director of Student Affairs Auxiliary Programs. Dr. Greenway noted that EC and Catherine White in HR need to be given a heads-up on the list so members can share input.
- Fire Drill Update – Ms. Zwissler reported that the fire drills at East Campus, Facilities, 601 Cramer Way, and Collier Library went well. Egress was calm and timely, and most evacuees went to the correct assembly areas. Items that need improvement:
 - fire doors need repairs
 - a few people did not leave until they were told to
 - some people ignored Fire Department instructions
 - strobe lights are needed for those working in loud areas and for those with hearing impairments
- Building Specific Emergency Signs – Ms. Zwissler gave an overview of the emergency sign template she created. Dr. Greenway agreed it was a great tool. The group discussed the best location for the signs. It was suggested that each department / office receive a copy of the sign and complete the information specific to their building.
- Tabletop Drills – Dr. Greenway and Chief Jackson will work with Mr. Grabryan to schedule a Tabletop exercise with EC.
- Mane Safety Page – Dr. Greenway gave an overview of the Mane Safety webpage and opened discussion on what its purpose should be. The draf includes emergency information as well as campus safety resourse. The group liked the tiled version with icons, saying it looks accessible and easy to navigate. Chief Jackson asked that an active shooter tile be added. The mockup will be added to Canvas for review while work continues to update the page.
- Reminder: The next SEPC meeting is scheduled for March 10, 2021.
- Adjournment – 4 p.m.