

ANNUAL REPORT
Date Due: August 31, 2024

Safety and Emergency Preparedness Committee

**University of North Alabama Florence,
Alabama**

Les Jackson
Committee Chair

August 12, 2024
Date submitted

Submitted to: Dr. Lee Renfroe
Chair, Shared Governance Executive Committee

Date received

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT 2021-2022

I. Executive Summary

The members of the Safety and Emergency Preparedness Committee (SEPC) for the 2023-24 academic year were as follows:

Mr. Andre Barnes (consultant for Police, Fall 2023)
Dr. Eric Becraft (Biology faculty, 2024)
Dr. Wayne Bergeron (faculty at large, 2026)
Ms. Sheena Burgreen (by position)
Ms. Cindy Conlon (by position)
Mr. George Grabryan (non-voting, LaudCo EMA)
Mer. Ethan Humphres (by position)
Mr. Les Jackson (by position)
Dr. Humayun Kabir (Chem & Physics faculty, 2025)
Mr. Randall Phifer (by position)
Madison Reese (SGA, 2024)
Parkerson Seward (VisArts & Design, 2026)
Dr. Sayeed Shohag (Eng. & Ind. Prof. fac. 2025)
Jennifer Sutton (by position)
Julie Taylor (COAD 2026)
Dr. KC White (non-voting, by position)
Ms. Angela Zwissler (by position)

During the AY 2023-2023 term, Chief Les Jackson served as the Committee Chair and Dr. Wayne Bergeron served as the Vice Chair. The SEPC consisted of two subcommittees: the Emergency Preparedness & Assessment Subcommittee, chaired by Ms. Cindy Conlon, and the Health and Safety Manual Subcommittee, chaired by Ms. Angela Zwissler.

II. The Committee's Charge (from the Shared Governance Document)

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 considering 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 Executive 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: 9/20/2023

Meeting 2: 10/06/2023 – subcommittee meeting (EPOC event)

Meeting 3: 10/18/2023

Meeting 4: 11/15/2023

Meeting 5: 1/24/2024

Meeting 6: 3/20/2024

Meeting 7: 4/17/2024

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 security camera subcommittee was created to present recommendations to the SEPC for changes in video monitoring or surveillance activities policy, which will then follow the Shared Governance process.
 - The emergency preparedness and assessment subcommittee met to discuss winter weather procedures and to conduct a debrief of the winter storm that made its way to the Shoals in mid-January. Recommendations were documented and presented to the SEPC committee.
 - Based on recommendations from Mr. Barnes, a primary and secondary Command Center location for quick management of major disasters was established for the University.
2. To continually review the University's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters

- A subcommittee was established of core members from the SEPC to meet year-round to review emergency preparedness and assess any changes that need to take effect prior to the start of a new academic year.
 - The emergency preparedness and assessment team made flip chart revisions. The group decided that revised pages should be printed and Building Coordinators update their department flip charts.
 - The emergency preparedness and assessment subcommittee did a debriefing and reviewed the response to a medical incident at a football tailgate and recommended ways to be better prepared. The group walked through the timeline of the event and recounted details and noted the time of response.
3. To develop and edit the University Safety and Health Manual
- The committee was updated on Human Resources implementing an emergency procedures video created by Ms. Angela Zwissler for new hire onboarding.
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
- Unannounced evacuation drills were conducted in 10 University buildings during the Spring 2024 semester. A summary of learning points from the evacuation drills were put together by Ms. Zwissler, Director of Environmental Health & Safety.
 - Several committee members observed or participated in the Anderson College of Nursing and Health Professions active shooter simulation that took place on November 27, 2023. This also included participants from surrounding emergency services.
 - A Table Top Exercise was conducted with the SEPC by representatives from the Lauderdale County Emergency Management Agency in April 2024. Table Top Exercise participants also included University Police Department, UNA Facilities, Florence Police Department, Florence Fire Department, Lauderdale County Sheriff's Office, Alabama Law Enforcement Agency, Lauderdale 911 Center, Lauderdale County EMA Director Brad Holmes, Lauderdale EMA Deputy Director Heath Bennett, and others from Lauderdale County EMA. The exercise addressed public demonstrations and protests along with the response to civil disturbances.

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 security camera subcommittee made recommendations for changes in the video monitoring and surveillance activities policy and recommended that it be re-evaluated annually.
 - Building Coordinator Alternates were added to the Building Coordinator plan.
 - The SEPC committee voted to give the security camera subcommittee the authority to move cameras as needed and move forward with revisions.
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.

V. What were the Committee's formal recommendations?

- No formal recommendations were made to SGEC.

VI. What does the Committee plan to accomplish?

A. In the coming year?

- The SEPC will continue to work on items not completed in AY 2023-2024.

B. In future years?

- Continue to work with city officials and area resources to best support student and campus community safety.

VII. What are the Committee's weaknesses?

None identified.

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

The SEPC has no recommendations for changing this committee.

VIII. Comments

The SEPC would like to thank the SGEC for their timely communication throughout AY 2023-2024.