

## **Safety and Emergency Preparedness Committee Meeting**

### **Minutes**

**October 14, 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. George Grabryan, Dr. Kimberly Greenway, Mr. Ethan Humphres, Chief Les Jackson, and Dr. Michael Stocz. Others in attendance included Ms. Sheena Burgreen. Quorum present.
- II. The September 9, 2020, minutes were approved by acclamation.
- II. Business
  - A. Family of Plans – After much discussion, the group decided to create a subcommittee to refocus the project. It will start with getting an RFP on a Communicable Diseases plan from the company who did Jacksonville State University's Family of Plans.
    - i. For reference, Ms. Dawson shared a link to the University of Houston's plans at <https://www.uh.edu/emergency-management/planning-and-response/emergency-management-plan/>
  - B. Emergency Evacuation Maps – Ms. Zwissler noted that an invoice from Annie Carroll had been received for the dorm maps, but she had not had any feedback on the final product.
  - C. Tornado Information – Ms. Zwissler will order 74 signs and schedule time with maintenance for installation.
  - D. Emergency Response Flip Charts – Because so few offices have picked up their manuals, Dr. Greenway said student groups can deliver them. Dr. Greenway and Tiffani will get a list of buildings where flip charts need to be sent.
  - E. SEP Manual Update – Chief Jackson said his subcommittee will meet to review and make changes to reflect what is in the updated flip charts. Ms. Zwissler reminded the group about the updated Health & Safety manual policies on Canvas.
  - F. Parking Deck Phones – Mr. Ethan Humphres did not yet have an update on swapping signage to show updated locations of phones.
  - G. Building Coordinator Program – Five employees volunteered for the program after a request in the digest. Mr. Humphres recommended that Director-level employees in each building be designated by position as Building Coordinators, possibly adding it to job descriptions. Dr. Greenway said that stipulation could be added to the plan and then the full plan recommended for approval by EC. Mr. Humphres and Mr. Michael Gautney will review the list of coordinator possibilities sent last year to ensure they are appropriate for the position; Tiffani will forward the list of volunteers to them.

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- H. Tabletop Exercises/Training – Chief Jackson said he would set up another subcommittee and start with a small-scale exercise. Mr. Grabryan said SEPC could be used as a test and then the exercise moved up to the level we need.
- I. Fire Drill Update and Schedule – Ms. Jennifer Sutton was unable to attend today; a drill schedule was requested from her. Dr. Greenway will talk with EC about timing and whether classes will dismiss or continue after a drill. Ms. Zwissler created a critique form using the City of Florence form as a guide.
- IV. Announcements/Reminders
  - The next meeting of the SEP Committee is scheduled for November 11, 2020.
- V. Adjournment – The meeting adjourned at 4:15 p.m.