

DRAFT – will be submitted for approval at the June 10, 2020 meeting.

Safety and Emergency Preparedness Committee  
May 13, 2020  
Microsoft Teams

Minutes

- I. Vice Chair Angela Zwissler called the meeting to order at approximately 3 p.m. through Zoom, a virtual meeting platform. Present were Dr. Wayne Bergeron, Dr. Lisa Ann Blankinship, Ms. Cindy Conlon, Ms. Teresa Dawson, Mr. Michael Gautney, Mr. George Grabryan, Dr. Kimberly Greenway, Mr. Ethan Humphres, and Chief Les Jackson.
- II. Approval of Agenda and Minutes from April 8, 2020 - the committee approved the agenda and minutes by consensus.
- III. Business
  - A. Update on COVID-19 – Dr. Greenway reported that a COVID Recovery Task Force (CRTF) was appointed by the President to recommend actions and procedures for the eventual reopening of the University. Several of the members of the SEP Committee are serving on the CRTF. A phased approach to reopening has been recommended. The current operation strategy whereby most employees are working remotely is considered Phase I. In Phase II, supervisors will return to prepare offices for social distancing, and Facilities will disinfect spaces and move furniture if necessary.
  - B. Nominations for 2020-2021 Committee Chair – Chief Les Jackson accepted the nomination to chair the committee beginning in the fall 2020 semester. The committee approved by acclamation.
  - C. Family of Plans RFP – Ms. Dawson made a motion for Ms. Conlon to move forward with hiring Mr. Roger Woodruff to prepare a Family of Plans for the University. Dr. Bergeron seconded and the motion carried.
  - D. Emergency Evacuation Maps – Ms. Zwissler has been in contact with Annie Carol Gautreau and has received a quote and contract for preparing the maps for the residential halls. Housing & Residence Life will assume the costs for this project. Another source of funding will be identified when Ms. Gautreau is ready to begin work on other buildings.
  - E. Tornado Information – The committee approved the printing of 50 tornado posters, with Student Affairs covering the cost. Ms. Zwissler found Assembly Area signs to indicate where the shelter areas are. They are 7" x 10" and available in aluminum or plastic. Dr. Bergeron made a motion to recommend that the University purchase approximately 200 of the signs at a cost of approximately \$4 per sign. Ms. Conlon seconded and the motion carried. Dr. Greenway will take this recommendation to the Executive Council.
  - F. Emergency Response Flip Charts – Ms. Ford reported that the flipchart is ready for print. Dr. Bergeron made a motion to recommend the printing of 750 flipcharts for use by all University personnel. The quote for printing 750 copies is \$3,032.25. Chief Jackson seconded and the motion carried. (A source for the

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- G. SEP Manual – The SEP Exec will review the manual with the intent of completing and combining the Safety Manual with the Emergency Preparedness Manual as soon as possible.
- H. Parking Decking Phones – Mr. Humphres is developing a plan for signage directing people to the new phone placement and will get a quote for printing the signs once that plan is ready.
- I. Building Coordinator Program – Mr. Gautney has updated a list of potential building coordinators from a previous list. Ms. Zwissler will take the lead in getting the subcommittee together to begin work on the program.
- J. Tabletop Exercises/Training – The tabletop exercises have been postponed until we return to “normal” operations.
- K. Fire Drill Code Update and Schedule – the drills have been postponed until we return to “normal” operations. Volunteers for each building will need to be identified.

#### IV. Announcements

- NIMS – Sections 100, 200, 700, and 800 to be completed by **August 1**. Certificate of Completion should be submitted to Dr. Greenway.
- The next meeting of the SEP Committee is scheduled for Wednesday, June 10, 2020, at 3 p.m. It is anticipated that virtual meetings will still be necessary.

#### V. Adjournment – The meeting adjourned at 3:50 p.m.