

Safety and Emergency Preparedness Committee Meeting

Minutes

September 9, 2020, 3 p.m. – via Zoom

- I. Chair Angela Zwissler called the meeting to order at 3 p.m. via Zoom. Members introduced themselves. Those present were Mr. Aaron Benson, Ms. Sheena Burgreen, Ms. Cindy Conlon, Ms. Teresa Dawson, Mr. Michael Gautney, Dr. Kimberly Greenway, Chief Les Jackson, Dr. Michael Stocz, and Dr. Chunsheng Zhang.
- II. The May 13, 2020, minutes were approved by acclamation.
- II. Business
 - A. Committee Nominations – Ms. Conlon made a motion to approve the selection of Chief Jackson as Vice Chair for 2020-2021, and Mr. Benson seconded and the motion carried.
 - B. COVID-19 Update – Dr. Greenway updated the committee on the COVID-19 Recovery Task Force.
 - i. Because the semester is going well, CRTF has moved to meeting biweekly while still monitoring data daily.
 - ii. The University's dashboard is reporting weekly cases, weekly trends, cumulative cases since the Aug. 19 semester start, and it will track percent of positive cases from sentinel testing, which started Sept. 9.
 - iii. Sentinel testing, designed to detect asymptomatic cases, will test 3 percent of campus weekly, including students and employees. Testing will take place on Wednesdays and Thursdays from 8:30 a.m. to 3:30 p.m. in GUC 209.
 - iv. Dr. Greenway noted that the CRTF feels good about the numbers, and that the semester is going better than some had expected.
 - C. Family of Plans – Ms. Conlon gave an update on the status of hiring Roger Woodruff to prepare the plans. An RFP has not yet been done because Mr. Woodruff has requested digital copies of our existing plans. Ms. Conlon also said they are looking into what can be submitted to FEMA for reimbursement regarding these plans.
 - i. Ms. Zwissler and Ms. Hill-Patterson will send the plans to Ms. Conlon so she can get them to Mr. Woodruff. Plans will also be sent to the full committee.
 - D. Emergency Evacuation Maps – Ms. Zwissler noted that the project is continuing. The recent grad who was hired for the project had completed 7 of 9 residence halls and hoped to be finished within the week. Mr. Gautney said he could help with getting her the floor plans needed for this project.
 - E. Tornado Information – Videos have been placed on the MANE Safety web page. The posters are ready for placement at the beginning of tornado season.
 - i. Ms. Zwissler will send the quote for "Tornado Shelter" signs to Ms. Conlon.
 - ii. Dr. Zhang suggested students could build an app that would show all "tornado safe spaces" on campus. Mr. Gautney said an app is a possibility.

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- F. Emergency Response Flip Charts – The committee decided to have each office come to Student Affairs at GUC 202 to pick up Flip Charts. Ms. Hill-Patterson will get a post in the digest, one chart per office suite. Ms. Zwissler will pick up Flip Charts for East Campus.
- G. SEP Manual – Ms. Zwissler said four chapters have been approved by the committee so far. Chief Jackson said UPD Emergency Response and Lion Protocols have been updated to reflect Flip Chart changes. Dr. Zhang would like to review these plans to ensure clarity for study abroad students and international students here; he will let the committee know if any additions are needed.
 - i. Ms. Zwissler will send a request to members to join one of the subcommittees charged with updating the Emergency Response Manual subcommittee and the Health and Safety Manual.
- H. Parking Deck Phones – Mr. Ethan Humphres and Mr. Randall Phifer were not able to attend the meeting so this item was carried over to the October meeting. Mr. Gautney said all phones except those at the main exits were removed.
- I. Building Coordinator Program – For new members, Ms. Zwissler gave a brief synopsis on the program, which is designed to make communication more efficient during an emergency and when building maintenance is needed. Ms. Conlon also noted the plan is clear on what a building coordinator is NOT responsible for. Ms. Dawson made a motion to approve the plan, Dr. Stocz seconded, and the motion carried. However, Mr. Benson suggested that the plan go through Shared Governance first. Dr. Greenway agreed to send information up through SGEC.
 - i. Dr. Greenway will also reach out to HR to include Building Coordinator information in future onboarding materials.
 - ii. Ms. Hill-Patterson will get information in the digest to request volunteers for the program.
- J. Tabletop Exercises/Training – Mr. George Grabryan was unable to attend, so Chief Jackson will contact him to see what options are available for this training.
- K. Fire Drill Update and Schedule – The committee decided to keep the schedule as previously set. Ms. Zwissler will talk with Casey Glover, the fire inspector. In the future, Ms. Zwissler would like central meeting areas for each building to be established.
 - i. Dr. Greenway will talk with EC about timing and whether classes will dismiss or continue after a drill. She will also ask HR to include Safety and Emergency information and expectations in onboarding materials.
 - ii. Housing and Residence Life has a plan to ensure that quarantined and isolated students remain separate from general population during fire drills.
 - iii. Correspondence needs to go out ensuring everyone wears face coverings and maintains physical distancing during all drills.

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- iv. Mr. Gautney stressed the need for everyone on campus to know the expectation is that they leave the building during a drill or that there will be consequences. The committee agreed that announcing the first drill and outlining expectations would be a good idea.
- v. Chief Jackson will reach out to the fire department to get information on how they gauge whether a drill is successful.

IV. Announcements/Reminders

- The next meeting of the SEP Committee is scheduled for October 14, 2020.
- Safety & Emergency Preparedness Committee Annual Report is available for review at <https://www.una.edu/sharedgovernance/task-committees/safety-emergency-preparedness/docs/SEPC%20Annual%20Report%202019-2020.pdf>.

V. Adjournment – The meeting adjourned at 4:21 p.m.