

Safety and Emergency Preparedness Committee
February 12, 2020
Wesleyan Hall Conference Room

Minutes

- I. Vice Chair Angela Zwissler called the meeting to order at approximately 3:05 p.m. Present were Mr. Aaron Benson, 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 January 8, 2020 - the committee approved the agenda and minutes by consensus.
- III. Business
 - A. Family of Plans Cost – Dr. Greenway received approval from the University's Executive Council to pursue quotes for an agency to prepare a family of plans for the University. Ms. Conlon will begin working on an RFP. In the interim, Ms. Dawson found a template on the FEMA website that could be used on an interim basis. The link to that template will be shared with committee members.
 - B. Emergency Evacuation Maps – no update.
 - C. Fire Drill Code Update and Schedule – Dates have been set for April 1 and 2, with raindates scheduled for April 7 and 8. Dr. Greenway will share the list of buildings that are on the schedule and assign committee members to prepare those buildings for the drills. Those members will also be asked to help assess the response to the drill.
 - D. Tornado Information – the video that was created to disseminate emergency information about tornadoes is not exactly what we need right now. It was decided to use videos from
 1. Chair Sutton talked to Michelle Eubanks about developing a marketing plan and distributing the information by **February 1**. Dr. Bergeron volunteered to assist.
 2. Housing & Residence Life purchased weather radios for residents in University Apartments and plans to bring meteorologist Brad Travis to campus in February or March to show them how to program the radios. It was suggested that this would be a good opportunity for the entire campus.
 3. Mr. Grabryan said the National Weather Service StormReady Community offers a lot of good information online, and UNA is designated as a StormReady University.
 4. On March 3 at 6 p.m., there will be a storm-spotter class on East Campus, led by Lauderdale County EMA. Mr. Grabryan will send us a flyer to market the class to students.
 5. The committee discussed creating a one-minute video, or “elevator message” to instruct campus on emergency procedures.

- E. Emergency Response Flip Charts/Posters – Chair Sutton asked that the revisions be submitted to Kelly Ford by Monday, January 13, so that they may be compiled and submitted for design, then printed for publication by **March 1**.
 - F. Manuals – Chair Sutton clarified with the committee that the intent is to have one comprehensive manual containing both Health & Safety and Emergency Preparedness for internal use and another, more broad, summary document for publication. The manual name will include elements from both areas.
 - G. NIMS – Included in the committee's charge is the requirement that all members be certified in sections 100, 200, 700, and 800 of the National Incident Management System. The committee agreed to complete this requirement by **June 1**. Dr. Bergeron will send the link to to access the NIMS website to Kelly Ford for distribution to members. Members should send their certificates of completion to Kelly Ford.
 - H. Parking Decking Phones – Ms. Conlon and Ms. Zwissler will find out if our insurance carriers have requirements for the number of telephones available in the parking deck, while Mr. Phifer and Chief Jackson will pursue quotes on both analog and VOIP systems.
 - I. Charge of Committee, Revise/Update – this item was tabled until further notice.
 - J. Building Coordinator Proposal – this item was also tabled until a more thorough plan of action can be proposed.
 - K. Future Project – the committee discussed the possibility of developing a health and safety video that could be required of employees on an annual basis, either online, as part of the onboarding process, or as part of small-group meetings.
- IV. Announcements
- Mr. Grabryan reported that the Mayor is concerned about under-reporting of students in the upcoming census. Low census numbers could result in loss of revenue and congressional representation for the state, and for north Alabama in particular. Dr. Greenway said that SGA is preparing a census marketing plan for students and the she (Dr. Greenway) is preparing a plan for employees. Dr. Greenway said that UNA is partnering with Mayor Holt on the census participation effort.
 - The next meeting of the SEP Committee is scheduled for Wednesday, February 12, 2020, at 3 p.m. in the Wesleyan Hall Conference Room.
- V. Adjournment – The meeting adjourned at 4:15 p.m.