

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 a temporary 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, as well.
  - 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 a video from NOA, with a customized intro and ending inserted by a UNA spokesperson. Kelly Ford, committee recorder, met with University Communications & Marketing (UCM) to have an infographic with the tornado information created that can be shared over social media and for posters, etc. Dr. Greenway said that her area will continue to work on the tornado initiatives.
  - E. Emergency Response Flip Charts/Posters – Kelly Ford, Committee Recorder, is working with University Communications & Marketing (UCM) to design the new flipchart. She has received most of the revisions necessary for the new edition.
  - F. Manuals – the Safety & Emergency Preparedness Manual is being revised with a tentative completion date of April 1.
  - G. Parking Decking Phones – Ms. Conlon and Ms. Zwissler found that there are no legal requirements for phones in the parking deck. Mr. Humphres said that UNA has six working analog phones, five of which they are planning to place in strategic points in the deck, with appropriate signage stating where they are located. The sixth phone will be used as a replacement.

- H. Tabletop Exercises/Training – the committee discussed beginning the exercises with a scenario relevant to what the University might experience, such as a weather event or gas leak. Mr. Grabryan said that his office will be happy to assist with the exercises. He will attend the next SEP Exec meeting to further discuss.
  - J. Building Coordinator Proposal – following a meeting with Mr. Gautney to discuss the building coordinator program, it was determined that it will take more to implement it than originally thought, so it will be introduced either late summer or early fall 2020.
- IV. Announcements
- Mr. Humphres reported that IT is testing the access control systems for closings and lockdowns. There will be another test on February 20. On Friday, February 21, the University is closed for winter break and IT will be upgrading the phone system, which may impact residents staying on campus that day. This will be relayed to students living on campus.
  - Ms. Dawson gave an update on the coronavirus, now known as COVID-19. The Health Center is closely monitoring the progression of the virus and have laid out their procedures if a case were identified on campus. They remain in close contact with ADPH. She has adapted a pandemic plan used by Vanderbilt that incorporates a stoplight method: Green – Yellow – Gold – Red.
  - Ms. Conlon said that her office conducts annual updates with vendors and they could ask about agreements we have with hotels about rooms for use by students who have been displaced from on-campus housing due to fire, water damage, are displaced. We have had these arrangements in the past, but are not sure if anyone makes periodic contact to keep them current.
  - The next meeting of the SEP Committee is scheduled for Wednesday, March 11, 2020, at 3 p.m. in the Wesleyan Hall Conference Room.
- V. Adjournment – The meeting adjourned at 4:15 p.m.