

Safety & Emergency Preparedness Committee
Minutes of the Meeting of February 14, 2018
GUC 207

The Safety & Emergency Preparedness (SEP) Committee met on February 14, 2018, in the GUC 207 Conference Room. The following members were present: Mr. Aaron Benson, Dr. Wayne Bergeron, Ms. Teresa Dawson, Dr. Donna Lefort, Mr. David Shields, Ms. Jennifer Sutton, and Ms. Angela Zwissler.

Call to Order

Chief Gillilan, committee chair, called the meeting to order at approximately 3 p.m.

Approval of Agenda and Minutes from January 10, 2018

Today's agenda and the January 10, 2018 minutes were approved by acclimation.

Old Business

A. Subcommittees

1. Health and Safety
 - Review/Edit Health & Safety Manual – in progress
 - Safety Equipment Needs – Ms. Zwissler has forwarded the lease agreement to Ms. Conlon for processing. She and Ms. Dawson have identified a list of locations for the AEDs based on risk, affected population, and vulnerability. This list includes sites for 13 devices, as well as the sites of the existing nine devices. It has been determined that the existing AEDs are not reliable as there has been no consistent maintenance. Chief Gillilan made a motion that the existing nine AEDs be replaced with new ones under the new lease agreement so that there will be consistent, dependable care. Dr. Lefort seconded and the motion carried. Chief Gillilan then made a motion that the oversight of all AEDs on campus should fall to one position for consistency and informational purposes. Ms. Zwissler agreed to accept that responsibility and the motion was unanimously approved.
 - Building/Facility Emergency Procedures – no report
2. Emergency Preparedness
 - Review/Edit UNA Emergency Manual – in progress
 - Building/Facility Emergency Procedures – Chief is still trying to determine the best route to take regarding Building Coordinators and Floor Leaders
 - CERT Program – Dr. Bergeron is proposing that a CERT course be instituted, tuition-free, so that students may take it, regardless of major, with the stipulation that they will serve on the team for one year.
 - PA System – Chief Gillilan has not completed testing of the system, but will do so prior to the March meeting.

- Lockdown Devices – The devices have been delivered to Facilities. Chief Gillilan will send a list of preferred installation sites to Mr. Gautney, who will determine if they can be installed at those sites and oversee their installation.

B. University Emergency Operations Manual – Dr. Bergeron suggested that there needs to be a single Emergency Operations Manual, addressing five critical areas:

1. Emergency Response Plan
2. Health and Safety Protocols
3. Pandemic Preparedness
4. Business Continuity Plan
5. Operations Continuity Plan

Adjournment

A motion was made and seconded to adjourn at approximately 4:00 p.m.

Submitted by,
Kelly Ford
Committee Recorder