

Safety and Emergency Preparedness Committee
March 11, 2020
Wesleyan Hall Conference Room

Minutes

- I. Chair Jennifer Sutton called the meeting to order at approximately 3 p.m. Present were Mr. Aaron Benson, Dr. Wayne Bergeron, Dr. Lisa Ann Blankinship, Ms. Sheena Burgreen, Dr. Greg Carnes, Ms. Cindy Conlon, Mr. George Grabryan, Dr. Kimberly Greenway, Mr. Ethan Humphres, Dr. Leshan Kimbrough, Chief Les Jackson, Mr. Randall Phifer, and Ms. Angela Zwissler. Executive Chef, Ed Homskie, attended to represent Dining Services.
- II. Approval of Agenda and Minutes from February 12, 2020 - the committee approved the agenda and minutes by consensus.
- III. Business
 - A. Family of Plans Cost – Ms. Conlon has found three highly-qualified companies that could create the plans we need. She is putting together the RFP, but may need some assistance in crafting it. It was mentioned that we already have some plans in place that the companies will need to review.
 - B. Emergency Evacuation Maps – The SEP Exec met with Annie Carol Gautreau, who graduated from UNA in December with a degree in Interior Design. She has autocad experience and is willing to create the maps for us. She designed one for review and will meet with the SEP Exec again next week to finalize her contract. Dr. Bergeron reported that Paul Graham, GIS/Facilities Information Manager, is working on a larger mapping project and may be a resource for this project.
 - 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 created to disseminate emergency information about tornadoes will be edited to include an introduction and follow-up by Chief Jackson. A video from NOA, may also be updated to provide additional information. An infographic created by University Communications & Marketing (UCM) was shared. Recommendations were made to revamp the graphic. Fifty have been printed that can be used, but it will be changed per the recommendations of the committee. Dr. Greenway said that her area will continue to work on the tornado initiatives.
 - E. Emergency Response Flip Charts/Posters – Once the shelter areas are finalized for all buildings, the text will be sent to UCM for design and then printed.
 - F. Manuals – the Safety & Emergency Preparedness Manual continues to be revised with a tentative completion date by the end of this semester.

- G. Parking Decking Phones – Mr. Humphres will move forward with removing non-working phones and placing working phones in designated areas. Signage will need to be created indicating where the signage should be.
 - H. Tabletop Exercises/Training – Mr. Grabryan pulled the University's emergency responses from the past few years and created a list of topics for the exercises. He presented an outline for the event and asked that he be able to meet with the tabletop subcommittee. That subcommittee will consist of: Wayne Bergeron, Les Jackson, Angela Zwissler, Jennifer Sutton and Teresa Dawson (or Sheena Burgreen). He will attend the next SEP Exec meeting to further discuss. The date selected for the exercise is April 22 beginning at 1 p.m.
 - I. Building Coordinator Program – a subcommittee was created to work on the program consisting of Aaron Benson, Angela Zwissler, Les Jackson, Cindy Conlon, and Jennifer Sutton. The program should be ready for implementation in the fall of 2020.
 - J. Additions to Committee – the committee agreed that it would be beneficial to have a representative from Dining Services and Educational Technology as members. This will be to the April agenda to be voted on.
- IV. Announcements
- Mr. Humphres reported that many of the TVs on campus use ScreenCloud for dynamic digital signage content. IT is working to combine the individual subscriptions into a single license to allow for broadcast messages and possible cost savings. Smart TVs or those that have firestick capability already use ScreenCloud will be included in this transition. Any new requests for dynamic content on a TV will be directed through ScreenCloud.
 - NIMS – Sections 100, 200, 70, 800 to be completed by June 1.
 - The next meeting of the SEP Committee is scheduled for Wednesday, April 8, 2020, at 3 p.m. A larger location will be determined prior to the meeting.
- V. Adjournment – The meeting adjourned at 4:15 p.m.