

**Minutes: Safety & Emergency Preparedness Committee**  
**Wednesday, Jan. 12, 2022, 3 p.m. via Zoom**

- I. Chair Les Jackson called the meeting to order at 3 p.m. via Zoom. Those present were Aaron Benson, Sheena Burgreen, Cindy Conlon, George Grabryan, Dr. Kimberly Greenway, Tiffani Hill-Patterson, Randall Phifer, and Jennifer Sutton.
- II. Due to lack of a quorum, today's agenda and the minutes from the Dec. 8, 2021, meeting will be approved at the next meeting.
- III. Business
  - a. COVID-19 update – Dr. Greenway reported that cases have increased, as expected with the return to campus. As of Wednesday morning, University Health Services had seen 86 positive cases on campus. UHS has served 450-500 patients this week and is at capacity. Dr. Greenway also noted that CDC and ADPH were continually updating guidance.
  - b. [2021-2022 Progress chart](#) – Chief Jackson noted that the group is now at 50 percent completion for fire drills and 100 percent for Emergency Manual completion.
  - c. Residence Hall Emergency Evacuation Maps installation – Ms. Sutton reported that 95 percent are installed with a few still out for corrections due to the use of old architectural drawings during the process.
  - d. Health & Safety Manual update – Angela Zwissler was unavailable.
  - e. Fire Drill action items list – Chief Jackson sent the evaluation forms to Building Coordinators after the November drills with notes on what needs to be addressed. That action items list was then sent to Facilities so it can track and resolve issues. Dr. Greenway suggested setting a timeline for resolution and adding the action items to the SEPC Progress Chart so that the group can ensure they are completed. She and Chief Jackson will prioritize the items and forward the list to Facilities officials.
  - f. Tornado Shelter emergency protocols document – Chief Jackson reported that this document is still a work in progress and that a few questions remain. Mr. Grabryan noted that he reviewed it and that it looks good.
  - g. Chief Jackson and Mr. Grabryan will meet soon to put together a drill for the SEPC Tabletop Exercise set for the April meeting.
  - h. Chief Jackson had no update on the study of video cameras for parking lots.
- IV. The meeting adjourned at 3:15 p.m.