

Minutes: Safety & Emergency Preparedness Committee
Wednesday, Oct. 13, 2021, 3 p.m. via Zoom

- I. Chair Les Jackson called the meeting to order at 3 p.m. via Zoom and asked each attendee to introduce themselves. Those present were Dr. Eric Becraft, Mr. Aaron Benson, Ms. Sheena Burgreen, Ms. Cindy Conlon, Mr. George Grabryan, Dr. Kimberly Greenway, Ms. Tiffani Hill-Patterson, Mr. Ethan Humphres, Mr. Brian Wilcox, and Ms. Angela Zwissler. Others attending included Mr. Heath Bennett of the Florence-Lauderdale EMA.
- II. Approval of minutes from Sept. 8, 2021, meeting was tabled until the next meeting due to lack of quorum.
- III. Business
 - a. Chair Jackson welcomed Ms. Conlon as Vice Chair after the committee approved her selection via e-business last month.
 - b. COVID-19 update – Dr. Greenway reported that statewide data is improving, with the positivity rate below 10 percent. CRTF continues to monitor data weekly. Health Services is now offering flu vaccine, while COVID-19 vaccine remains available at community providers. Dr. Greenway also noted that noncompliance with University guidance has increased and she asked everyone on the committee to be vigilant in following it and to encourage others to do the same. Noncompliance reports for employees are going to Human Resources, and reports for students are going to Student Conduct.
 - c. 2020-2021 Progress chart – Ms. Zwissler updated the progress chart and both Chair Jackson and Dr. Greenway said they felt it was a good way to track the committee's work.
 - d. Family of Plans – Cindy Conlon / Teresa Dawson – Ms. Conlon noted that the group is transitioning to a Risk Management Plan instead of a Family of Plans. The Business and Finance Office will go through the process first and work out any kinks. Department chairs will be notified when their area is scheduled. The risk management team will meet with the department and outline the process.
 - e. Residence Hall Emergency Evacuation Maps installation – Jennifer Sutton reported via Ms. Hill-Patterson that all maps have been installed except Olive Hall; corrections to those should be made and maps posted by next month's Health & Safety checks.
 - f. SEP Manuals update
 - i. Emergency Manual – Chief Jackson sent out an [updated version](#). A cell phone number for the emergency notification phone tree and a point of contact in Lion Protocol are the only things to be added. He also noted that UPD offers ALICE training to learn how to respond to an active shooter. The classes are free. Email aljackson@una.edu if you are interested.
 - ii. Health & Safety Manual – Ms. Zwissler is currently editing the Respiratory Protection Program chapter.
 - g. Fire Drill update and schedule – Chief Jackson reported that Sgt. Ken Richey will coordinate the fire drills for fall with Facilities and the Florence Fire Department. The exercises will take place the first or second week of November in seven support buildings: Coby Hall, Self Field House, Grounds, Environmental, GUC, SRC, and the weight room.
 - h. Tabletop Drills – The group agreed that spring would be a good time for the Tabletop Exercise. As April 13 is a regular meeting day, it might work for this process.

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- i. AED Policy and Inspections – Ms. Zwissler [revised the current policy](#) for the committee to review. Chief Jackson would like the University to consider equipping four UPD cars with AEDs as well.
- j. Tornado Shelter usage – Chief Jackson stated that UPD checks that shelters are open when inclement weather is imminent, but they do not open supply closets. Ms. Zwissler is working on a document outlining emergency protocols for tornado shelters to make sure equipment and supplies are accessible.

IV. The meeting adjourned at 3:34 p.m.