

**Agenda: Safety & Emergency Preparedness Committee**  
**Wednesday, Nov. 10, 2021, 3 p.m. via Zoom**

- I. Chair Les Jackson called the meeting to order at 3 p.m. via Zoom. Those present were Dr. Eric Becraft, Mr. Aaron Benson, Ms. Sheena Burgreen, Dr. Butler Cain (proxy for Dr. Chunsheng Zhang), Ms. Cindy Conlon, Ms. Teresa Dawson, Mr. George Grabryan, Dr. Kimberly Greenway, Ms. Tiffani Hill-Patterson, Mr. Ethan Humphres, and Ms. Angela Zwissler.
- II. The agenda was approved by acclamation.
- III. Minutes from the Sept. 8, 2021, and Oct. 13, 2021, meetings were approved by acclamation.
- IV. Business
  - a. COVID-19 data continues to trend in a good direction. Dr. Greenway reported that campus will move to “masks recommended” guidance instead of “masks required” beginning Dec. 9 and that will remain for Spring 2022. Additionally, CRTF will likely be dissolved at the end of the fall semester as the group has fulfilled its duty and charge.
  - b. Ms. Zwissler updated the [2021-2022 Progress chart](#) – currently SEPC projects are at 24 percent completion overall.
  - c. There were no updates on the Risk Management or Pandemic Plans.
  - d. There was no update on the Residence Hall Emergency Evacuation Maps installation. Also, a building coordinator has requested an evacuation map for their specific building. Ms. Zwissler will check into UNA resources as well as the vendor who drew the Housing and Residence Life maps.
  - e. SEP Manuals update
    - i. [Emergency Manual](#) – Chief Jackson made updates and the manual is located in Canvas for committee review. Send any questions or changes to Chief Jackson and Ms. Hill-Patterson. SEPC will vote whether to approve it at next month’s meeting.
    - ii. Health & Safety Manual [Respiratory Protection Program](#) – Angela Zwissler made updates and the document is located in Canvas for committee review. SEPC will vote next month whether to approve it.
  - f. Fire Drills in support buildings, except Rogers Hall and the Guillot University Center, will take place on Thursday, Nov. 11 at 10 a.m.

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- g. A Tabletop Exercise will take place April 13. Mr. Grabryan noted that this date will work for EMA as well.
  - h. The committee approved the updated [AED Policy](#) with Ms. Dawson and Chief noting that it looked good and that they had no concerns. Ms. Zwissler will add the revision to the web page.
  - i. Tornado Shelter emergency protocols – Dr. Greenway is reviewing a draft put together by Ms. Zwissler
  - j. Chief Jackson opened a discussion on adding video cameras to parking lots that are not currently covered. UPD will do a study on which lots have coverage and which do not and the number of incidents in each and bring the report back to the committee.
  - k. Chief Jackson reported that UPD has created [Visitor Alert Stickers](#) to be placed around campus to give visitors access to emergency notifications and timely warnings via text and email. Locations for the stickers include Norton Auditorium, Flowers Hall, Collier Library, the Lion Habitat, Visitor Map at the Fountain, and at the Emergency Pole at the Visitor Parking Lot A.
- V. The meeting adjourned at 3:38 p.m.