ANNUAL REPORT

Date Due: July 31, 2022

Safety and Emergency Preparedness Committee

University of North Alabama
Florence, Alabama

Les Jackson, Chief of Police
Committee Chair

July 29, 2022
Date submitted

Submitted to: Ross Alexander, Provost & Executive VP
Title/Committee (if applicable)

Date received

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT
2021-2022

I. Executive Summary

The members of the Safety and Emergency Preparedness Committee (SEPC) for the 2021-22 academic year were as follows:

Dr. Eric Becraft (Biology faculty, 2024)
Mr. Aaron Benson (VisArts & Design faculty, 2023)
Ms. Cindy Conlon (by position)
Ms. Teresa Dawson (by position)
Ms. Sheena Burgreen (by position; replaced Teresa Dawson)
Mr. George Grabryan (non-voting, LaudCo EMA)
Dr. Kimberly Greenway (non-voting, by position)
Mr. Ethan Humphres (by position)
Mr. Les Jackson (by position)
Dr. Leshan Kimbrough (Chem & OHS fac, 2022)
Dr. Gary Padgett (Education, faculty, 2023)
Mr. Randall Phifer (by position)
Ms. Amber Sandvig (SGA student representative)
Ms. Jennifer Sutton (by position)
Dr. Chunsheng Zhang (COAD, 2023)
Ms. Angela Zwissler (by position)

During the AY 2021-2022 term, Chief Les Jackson served as the Committee Chair and Ms. Cindy Conlon served as the Vice Chair. The SEPC consisted of two subcommittees: The Emergency Response Manual Committee, chaired by Chief Les Jackson, and the Health and Safety Manual Subcommittee, chaired by Ms. Angela Zwissler.

II. The Committee's Charge (from the Shared Governance Document)

1. To serve as an advisory committee on the university's emergency/disaster preparedness and other safety and health matters

2. To continually review the university's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters

3. To develop and edit the University Safety and Health Manual

4. To gather information about the university's emergency/disaster preparedness plans and on other allied safety and health matters, and assess university performance in these areas in light of the information obtained

5. To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters

6. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"

7. To submit a final written report electronically by the first day of the fall semester to the Executive Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC

III. The Committee met on the following dates:

Meeting 1: 9/8/2021
Meeting 2: 10/13/2021
Meeting 3: 11/10/2021
Meeting 4: 12/8/2021
Meeting 5: 1/12/2022
Meeting 6: 2/10/2022
Meeting 7: 3/10/2022
Meeting 8: 4/20/2022

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

1. To serve as an advisory committee on the university's emergency/disaster preparedness and other safety and health matters

- Coordinated with IT Services and the SGA to get funding for new video cameras for several parking lot areas. New areas covered are Appleby Residence Hall parking lot, the pedestrian crossing at Wood Avenue, The Outdoor Adventure Center, and replacement of cameras in the Parking Deck.
- The University received an automatic CPR device through Lauderdale County Emergency Management Agency. The device was provided by the Lauderdale County Commission through a Community Development Block Grant for COVID. Training and support will be provided by the Zoll Corporation at a later date.

2. To continually review the university's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters

    - The committee voted to approve revisions and updates to the Emergency Manual during the December 08, 2021, meeting.

    - The Storm Shelter emergency protocols document was approved during the March 10, 2022, meeting by the SEPC and will be added as an appendix to the Emergency Manual.

    - The committee approved revisions to the AED policy on Nov. 10, 2021.

3. To develop and edit the University Safety and Health Manual

    - The SEPC completed and approved revision of the following chapters: Chapter 10 Personal Protective Equipment; Chapter 15 Use of Powered Industrial Trucks; and Chapter 16 Respiratory Protection Program.

4. To gather information about the university's emergency/disaster preparedness plans and on other allied safety and health matters, and assess university performance in these areas in light of the information obtained

    - 12 fire drills were conducted in academic/university buildings during the Fall 2021 and Spring 2022 semesters.

    - Residence Hall Emergency Evacuation Map installation is at 95% complete. A few maps remain out for corrections due to the use of old architectural drawings during the process.

    - A Table Top Exercise was conducted with the SEPC by representatives from the Lauderdale County Emergency Management Agency in April 2022. Table Top Exercise participants also included University Police Department, Shoals Ambulance Director Charles Dalton, Florence Schools Director of Federal Programs Casey Reed, Lauderdale 911 Center Manager Melissa Hearn, and Lauderdale EMA Deputy Director Heath Bennett.

5. To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.

    - Visitor Alert Stickers were placed around campus to give visitors access to emergency notifications and timely warnings via text and email. Locations for the stickers include the Lion Habitat, visitor map at the fountain area, and emergency blue pole at the visitor parking Lot A.

Future locations include Norton Auditorium, Flowers Hall, and Collier Library.

6. To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"

    - No recommendations were made for this topic.

7. To submit a final written report electronically by the first day of the fall semester to the Vice President for Academic Affairs and Provost with a copy sent to the Chair of the SGEC.

    - The submission of this report satisfies this committee charge.

V. What were the Committee's formal recommendations?

1. Approved revisions and updates to the Emergency Manual
2. Approved the Storm Shelter Emergency Protocols Document
3. Approved the revision of 3 Health and Safety chapters
4. Approved revisions to the AED policy

VI. What does the Committee plan to accomplish

A. In the coming year?

The SEPC will continue to work on items not completed in AY 2021-2022.

B. In future years?

No recommendations have been made for this topic

VII. What are the Committee's weaknesses?

None identified.

A. What can the Shared Governance Committee help you do to address the weaknesses?

The SEPC has no recommendations for changing this committee.

VIII. Comments

The SEPC would like to thank the SGEC for their timely communication throughout AY 2021-2022.