

ANNUAL REPORT
Date Due: July 31, 2023

Safety and Emergency Preparedness Committee

University of North Alabama
Florence, Alabama

Cindy Conlon
Committee Chair

June 8, 2023
Date submitted

Submitted to: Dr. Kristy Oden
Chair, Shared Governance Executive Committee

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT

2022-2023

I. Executive Summary

The members of the Safety and Emergency Preparedness Committee (SEPC) for the 2022-23 academic year were as follows:

Mr. Andre Barnes (consultant for Police, 2023)
Dr. Eric Becraft (Biology faculty, 2024)
Mr. Aaron Benson (VisArts & Design faculty, 2023)
Ms. Sheena Burgreen (by position)
Ms. Rebekah Callahan (SGA, 2023)
Dr. Butler Cain (proxy for Dr. Zhang, COAD, 2023)
Ms. Cindy Conlon (by position)
Ms. Minnette Ellis (proxy for Dr. K.C. White)
Mr. George Grabryan (non-voting, LaudCo EMA)
Mr. Ethan Humphres (by position)
Mr. Les Jackson (by position)
Dr. Humayun Kabir (Chem & Physics faculty, 2025)
Dr. Gary Padgett (Education, faculty, 2023)
Mr. Randall Phifer (by position)
Dr. Sayeed Shohag (Engineering & Ind. Prof. faculty, 2025)
Ms. Jennifer Sutton (by position)
Dr. K.C. White (non-voting, by position)
Ms. Angela Zwissler (by position)

During the AY 2022-2023 term, Ms. Cindy Conlon served as the Committee Chair and Dr. Eric Becraft 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 SGENC

III. The Committee met on the following dates:

Meeting 1: 9/14/2022

Meeting 2: 10/12/2022

Meeting 3: 12/08/2022 – Subcommittee meetings

Meeting 4: 1/11/2023

Meeting 5: 1/20/2023 – Subcommittee Meetings

Meeting 6: 2/08/2023

Meeting 7: 3/07/2023

Meeting 8: 4/11/2023

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
 - Committee commissioned the Police and they agreed to test the Lion Alert System monthly to ensure timely and accurate release of emergency alerts.
 - Recommendations to improve the safety of pedestrians moving across Pine Street were documented and presented to the town-gown committee through Dr. Cain and to University Executive Council through Dr. White.
 - Mr. Barnes was approved to move forward with the setup of GETS/WPS on the mobile phones of key personnel who will need access to dedicated cellular services in the event of an emergency when normal cellular traffic is overwhelmed. Members of the Executive Council, ITS, Business Affairs, Facilities and Student Affairs were set up.

2. To continually review the university's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters
 - The committee reviewed procedures and found no additional updates were necessary at this time.
3. To develop and edit the University Safety and Health Manual
 - The Committee agreed to add an alternate to the Building Coordinator list updated annually for the purpose of sustaining better communication all year.
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
 - 10 fire drills were conducted in academic/university buildings during the Fall 2022 and Spring 2023 semesters.
 - A Table Top Exercise was conducted with the SEPC by representatives from the Lauderdale County Emergency Management Agency in April 2023. Table Top Exercise participants also included University Police Department, University IT Department, 911 dispatch personnel, and Officials from Florence Police Department, Florence Fire Department, and the Lauderdale County Sheriff's Office, Florence City Schools, and Florence Utilities. The exercise focused on disaster recovery of a direct hit to campus by a tornado.
5. To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.
 - It is recommended that a primary and secondary Command Center location be identified and communicated to local emergency departments to establish a pre-set location to organize.
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 does the Committee plan to accomplish

A. In the coming year?

- Final updates to the Building Coordinator list to include alternates;
- Establish primary and secondary Command Center locations that will support quick management of major disasters on campus.

B. In future years?

- Continue to review manual to include updated procedures, building locations, etc.
- Continue to work with City Officials to best support student safety.

VI. 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.

VII. Comments

The SEPC would like to thank the SGEC for their timely communication throughout AY 2022-2023.