

Minutes: Safety & Emergency Preparedness Committee
Wednesday, Sept. 20, 2023, 3 p.m., GUC 200

- I. Cindy Conlon (previous chair) called the meeting to order at 3 p.m. Others in attendance included Andre Barnes, Dr. Eric Becraft, Dr. Wayne Bergeron, Sheena Burgreen, Cindy Conlon, Heath Bennett of Florence-Lauderdale EMA, Ethan Humphres, Chief Les Jackson, Dr. Humayun Kabir, UPD Sgt. Greg Kirby, Randall Phifer, Parkerson Seward, Dr. Sayeed Shohag, Jennifer Sutton, Dr. KC White, Angela Zwissler.
- II. The group approved the agenda by acclamation.
- III. After a motion by Dr. White and a second by Ms. Burgreen, the minutes from [March 7, 2023](#), and [April 11, 2023](#), meetings were approved by the committee.
- IV. Ms. Conlon gave an overview of the committee charge and requirements for attendance.
- V. UPD Chief Les Jackson volunteered to be Chair and Dr. Wayne Bergeron volunteered to take on the role of Vice Chair. Both were unanimously approved.
- VI. Ms. Conlon gave an overview of annual tasks that the committee is responsible for.
 - a. Fire drills will be scheduled for fall and spring semesters. Mr. Barnes asked the group to keep in mind evacuation drills.
 - b. The Emergency Procedures manual and [online version](#) are updated as needed.
 - c. The UNA Emergency Manual was revised with Athletics facilities procedures.
 - d. The [Building Coordinator program](#) will be reviewed and Building Coordinators and alternates for each University building are posted on the [Facilities website](#).
- VII. Old Business
 - a. Pine Street update – University is continuing to work with the city to increase safety in the area, possibly taking it down to 3 lanes by using paint to restripe the road or using plastic barriers
 - b. HR is using the emergency procedures video created by Ms. Zwissler for new hire onboarding
 - c. Security camera replacement plan; working on rotation process to replace cameras
 - i. Subcommittee created upon motion by Dr. Bergeron, second by Ms. Zwissler and group approval and includes Mr. Phifer, Chief Jackson, Ms. Sutton, and Facilities.
 - d. Lion Alert – Should be tested each semester; encourage people to sign up
- VIII. New Business
 - a. Established a subcommittee of core members to meet year-round to review emergency preparedness and assess any changes that need to take effect prior to the start of a new academic year. This team has been recommended based on position:
 - i. Associate Vice President of Business / Facilities

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- ii. Chief of Police
 - iii. Director of Health and Well-Being
 - iv. Executive Director of IT
 - v. Director of Housing
 - vi. Director of Environmental Health and Safety
 - b. Building Coordinator Alternates have been added
 - c. NIMS Training is required to be in compliance with federal and state mandates
 - i. Mr. Barnes will send invitations to the group to enroll in and complete this training
 - d. Event Management Discussion
 - i. Traffic, parking, food, general campus conditions, awareness, etc.
 - ii. Notification process & communication
 - 1. Push through Facilities so the department will know when UPD and EVS is required
 - 2. Use Mazevo to reserve rooms and TMA work order system to notify Facilities
 - e. Campus Updates (generators, elevators, inspections, etc.) – Ms. Zwissler reported that elevator inspections had taken place.
 - f. Dr. Bergeron reported that the North Alabama Public Service Training Center is offering Stop the Bleed certification. The center is located on College Street in Florence.
- IX. There being no further business, Ms. Conlon made a motion to adjourn, Dr. Becraft seconded, and the group adjourned at 4:12 p.m.