

Agenda: Safety & Emergency Preparedness Committee
Wednesday, Sept. 8, 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, Ms. Cindy Conlon, Ms. Teresa Dawson, Mr. George Grabryan, Dr. Kimberly Greenway, Ms. Tiffani Hill-Patterson, Mr. Ethan Humphres, Mr. Randall Phifer, Dr. Chunsheng Zhang, and Ms. Angela Zwissler.
- II. Ms. Zwissler motioned, Ms. Dawson seconded, and the group voted to approve [minutes from the April 14, 2021](#) meeting.
- III. Business
 - a. Vice Chair nominations/election – Ms. Dawson made a motion and Dr. Becraft seconded and the group voted to conduct the election via e-business.
 - b. COVID-19 update – Dr. Greenway reported that CRTF continues to monitor the data. Hospitals remain overwhelmed and many are halted elective surgeries. UNA had 26 cases on campus the previous week. The mask requirement will remain in effect and will be reviewed within 30 days.
 - c. [2020-2021 Progress chart](#) – The group would like to update the progress chart Ms. Zwissler created last year and continue to use it for this year's projects.
 - d. [Maine Safety page](#) – Ms. Hill-Patterson reported that the revised page is now live.
 - e. Family of Plans
 - i. Ms. Dawson had no updates on the Communicable Disease / Pandemic Plan draft.
 - ii. Ms. Conlon stated that she has initiated a department-by-department risk management assessment through the audit department. The plan is to identify and rate risks, the likelihood of it happening and the impact.
 - f. Residence Hall Emergency Evacuation Maps installation – Ms. Sutton was unavailable for this meeting.
 - g. SEP Manuals update
 - i. Emergency Manual – Chief Jackson stated that the Building Coordinators section has now been updated. Another update will be made before the October meeting.
 - ii. Health & Safety Manual – Ms. Zwissler updated Chapter 10: Personal Protective Equipment of the manual. Ms. Conlon motioned, Ms. Dawson seconded and the revision was approved by the committee.
 - h. Fire Drill update and schedule – Chief Jackson noted that UPD will coordinate with the Florence Fire Department to conduct the drills with support buildings being done in the fall and academic buildings in the spring. Residence halls go through drills every year.
 - i. [Building Coordinator Program](#) update – Ms. Zwissler gave an overview of the recently revised program for the new committee members. [Coordinators](#) are the first point of

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contact for building-wide communications initiated by Facilities, such as a utility outage, or in an emergency situation.

- j. Tabletop Drills – Chief Jackson suggested combining a Tabletop exercise with a Lion Alert or Lockdown to coordinate a test of the alert system with a talk-through drill. Dr. Greenway will take this suggestion to EC for feedback. Chief Jackson and Mr. Grabryan will work on possible dates.
 - k. AED Policy and Inspections – Ms. Zwissler reviewed the current AED policy and noted that inspections have decreased in quality over the past three years.
 - i. The committee discussed moving to a system similar to fire extinguisher inspections.
 - ii. Mr. Grabryan pointed out that UNA needs to be sure that any nonworking AEDs be removed. He will also check with EMA's inspection company and get back with us.
 - iii. Ms. Conlon and Ms. Zwissler will work on rewriting the AED policy, including removing the requirement that SEP approve any AED purchase.
- IV. After a motion by Ms. Zwissler and a second by Mr. Phifer, the committee voted to adjourn the meeting at 3:45 p.m.