

**Safety and Emergency Preparedness Committee**  
**Tabletop Exercise Notes**  
**April 11, 2023, 2 p.m. – UNA Culinary Center, East Campus**

I. Ms. Cindy Conlon, chair of the Safety & Emergency Preparedness Committee, welcomed everyone to the Tabletop Exercise to walk through the University's response to an emergency. Those present were Mr. Andre Barnes, Mr. Aaron Benson, Ms. Sheena Burgreen, Dr. Butler Cain, Mr. George Grabryan, Mr. Ethan Humphres, Chief Les Jackson, Dr. Humayun Kabir, Dr. Gary Padgett, Mr. Randall Phifer, Ms. Jennifer Sutton, Dr. KC White, all from the SEPC. Other attendees included members of the University Police Department and IT department, members of the Florence-Lauderdale Emergency Management Agency, and officials from the Florence Police Department, the Florence Fire Department, the Lauderdale County Sheriff's Office, Florence City Schools, and Florence Utilities.

II. Mr. George Grabryan of Florence-Lauderdale EMA gave an overview of the Tabletop Exercise as a way to ensure the functionality of the policies and procedures developed by the Safety and Emergency Preparedness Committee. This exercise is a way to help the University anticipate problems and communicate with the campus community to keep it safe.

III. To begin, Mr. Grabryan discussed concurrent responses by local emergency entities – who would come to the scene following a call to 911, what information is needed by 911 dispatchers in order to send the appropriate help, and how calls are farmed out.

IV. Mr. Grabryan also encouraged those in attendance to be familiar with Incident Command Systems (ICS) courses, particularly, 100, 200, 700, and 800.

V. Officials from Florence Fire, Florence Police, and Florence Electricity Department gave an overview of the issues they faced during the past month's storm events.

VI. Main scenario discussion: Tornado strikes buildings on campus.

A. How would 911 handle a call reporting that windows were blown out at the art building?

1. Ms. Melissa Hearn gave an overview of the 911 response.

2. Florence Fire Chief Tim Anerton gave an overview of his department's likely response and noted that physical injuries would likely be superficial and those people affected would likely feel anxious and fearful.

B. What would happen if a tornado struck Rivers Hall?

1. Ms. Sutton noted that students would be sheltered on the mezzanine, which is on the second floor.

2. Likely issues would include windows blown out, the trouble alarm sounding, elevators getting stuck, and power outage. The generator powers emergency lights and fire alarms.

C. Local agencies would provide mutual aid.

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1. Florence Police Department would likely provide crowd control to keep families away from the building while emergency officials handle the scene.
  2. An extraction/reunification area and a triage area for ambulances would be set up.
  3. If there were more than six victims, local hospitals would be notified.
  4. Neighboring cities' emergency agencies would be called upon to assist.
- D. What would happen on Days 2-3?
1. Law enforcement would continue to provide perimeter control.
  2. Building Department and University administration would determine if/when the building was safe to return to.
  3. Students would want to gather their belongings.
  4. Plan to feed and shelter affected students would be activated.
- E. How would families get information about their children?
1. A phone bank could be set up for information regarding students
- VII. The exercise concluded at 3:45 p.m., and the group completed feedback forms to assess the exercise design and note any strengths and weaknesses in the University's response.

Submitted by Tiffani Hill-Patterson

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