

**Minutes**  
**Safety & Emergency Preparedness Committee**  
**Wednesday, September 18, 2024, 3 p.m., SGA Chambers**



- I. Chair Dr. Wayne Bergeron called the meeting to order at 3 p.m. Other members present included Heath Bennett, Oliva Britton, Stacy DeMorse (proxy for Sheena Burgreen), Ethan Humphres, Chief Les Jackson, Dr. Humayun Kabir, Randall Phifer, Parkerson Seward, Jennifer Sutton, Dr. KC White, and Angela Zwissler. Others attending were Sgt. Greg Kirby.
- II. The agenda and minutes from [April 17, 2024](#), meeting were approved by acclamation.
- III. The committee reviewed its charge:
  - a. *To serve as an advisory committee on the university emergency/disaster preparedness and other safety and health matters.*
  - b. *To continually review the university's emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters.*
  - c. *To develop and edit the University Safety and Health Manual.*
  - d. *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.*
  - e. *To propose changes in the university's emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.*
  - f. *To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations."*
  - g. *To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the chair of the SGEC.*
- IV. Dr. White suggested that SEP's final report be reviewed by the Vice President for Business and Financial Affairs since the University Police Department is now part of that portfolio.
  - a. Dr. Bergeron will discuss how to go about making that change within SGEC rules with Ms. Renee Vandiver.
- V. Chief Jackson volunteered to take on the Vice Chair role. He was confirmed by the committee.
- VI. Annual task review
  - a. Chief Jackson and Ms. Zwissler will work on a list of dates and buildings for Evacuation Drills for both fall and spring semesters. Building coordinators will be informed so that they can review proper procedures. Dr. Bergeron suggested that all committee members also participate in an ALICE drill that UPD runs periodically.
  - b. The emergency preparedness and assessment subcommittee will review and edit the emergency procedures flip chart and UNA Emergency Manual.
    - i. Dr. Bergeron noted that the University needs a position that oversees Emergency Management.

**Minutes**  
**Safety & Emergency Preparedness Committee**  
**Wednesday, September 18, 2024, 3 p.m., SGA Chambers**



- c. Ms. Zwissler gave an overview of her role as related to the Building Coordinator program and noted that updates are done annually.
  - i. Mr. Humphres asked that Building Coordinators update phone numbers with IT when someone moves offices as phone numbers are tied to specific office locations with 9-1-1.

**VII. New business**

- a. Lion Alert notification system – The group discussed other, more flexible and up-to-date systems that UNA could implement.
- b. Dr. White gave an overview of the Accident/Injury Report protocol and raised the question of who should “own” this xxxx.
  - i. Currently, the assistant to the Vice President for Student Affairs is the primary recipient.
  - ii. Cases are created from the incident reports in Maxient, assigned to the assistant, and closed.
  - iii. What is the expectation for following up on these reports?
- c. FEMA ICS certificates – Everyone except new members should have completed 100 and 200 last year. Course 700 should be completed by end of semester.
- d. The group discussed doing a fall tabletop exercise on civil disturbances, and Dr. Bergeron said he would speak with the President’s Executive Council to see if they could participate.
- e. Dr. White noted that the Florence Police Department’s app is helpful and informative. Ms. Britton said that the Student Government Association could look into putting flyers in residence halls informing students about the app.
- f. Mr. Phifer and Mr. Humphres gave an overview of the Lynxicon “panic button” on campus computers. Double-clicking the green circle in the task bar will open a “Send Help” window. Click the “Send Police” icon to call UPD. The call can also be canceled in the same window. Further discussion will take place at the next meeting.
- g. Security camera subcommittee will propose recommending a \$75,000 budget. Mr. Phifer will send information to the committee before the next meeting.

**VIII. The meeting adjourned at 4:06 p.m.**

Submitted by:

Tiffani Hill-Patterson

Assistant to the Vice President for Student Affairs

And Recording Secretary