

**Minutes**  
**Safety & Emergency Preparedness Committee**  
**Wednesday, October 16, 2024, 3 p.m., Room 200**



- I. Chair Dr. Wayne Bergeron called the meeting to order at 3 p.m. Other members present included Heath Bennett, Oliva Britton, Sheena Burgreen, Jill Chambers (proxy for Julie Taylor), Chief Les Jackson, Dr. Humayun Kabir, Randall Phifer, Parkerson Seward, Dr. Sayeed Shohag, Jennifer Sutton, Dr. KC White, and Angela Zwissler. Others attending were Sgt. Greg Kirby.
- II. The agenda and minutes from [September 18, 2024](#), meeting were approved by acclamation.
- III. Discussion on “Send Help” link on computer desktop.
  - a. Tabled: Ethan Humphres was not present. Issues regarding the “Send Help” link will be addressed at the next meeting.
    - i. Laptops are tied to specific rooms, impacting the effectiveness of the link.
    - ii. Need to explore updating the software to improve GPS functionality.
- IV. Lion Alert system update
  - a. Chief is evaluating options for the Lion Alert system and has narrowed it down to three vendors: Red Flag, Rave and Everbridge.
  - b. Hollon McCullar is obtaining quotes; demos will follow once received.
  - c. The current contract has been renewed, allowing for a thoughtful selection process.
- V. Accident/Injury report protocol
  - a. Discussion on ownership and monitoring of reports.
  - b. Angela Zwissler is responsible for following up on staff injuries; Health Services is copied as well on the incoming accident reports.
  - c. Dr. Bergeron will discuss primary oversight with Evan Thornton and Cindy Conlon then update the Committee at the next meeting.
- VI. Fall Tabletop Exercise: Civil Disturbance Planning
  - a. Dr. White will meet with Evan Thornton in advance to prepare Executive Council regarding the Emergency Operation Center exercise.
  - b. Chief stated that it would take 2-3 weeks to set up a 30-minute exercise for the Executive Council member. This exercise is to build awareness and how to structure a response in the event of an emergency. Chief will meet with Ms. Conlon and will report back at the next meeting with a plan.
- VII. Security Camera Subcommittee Update
  - a. Randall Phifer discussed the proposed budget of \$75,000 for replacing old existing cameras over a three (3) year period and adding cameras to blind spots. This budget

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would be for UNA Cameras only. Eventually, down the line, to incorporate Housing/Residence Life and for their camera's to be updated.

- b. As a subcommittee camera updates/replacement/adding would be decided by the subcommittee with input from students and staff.
- c. Dr. Bergeron asked for a for a motion to make a recommendation up to SGEC. Randall Phifer motioned, seconded by Olivia. Motion passed.
- d. Randall Phifer will work on a proposal for SGEC with Dr Bergeron.
- e. Dr. Kabir noted that this should be a priority as it directly impacts campus safety.

VIII. Environmental Services and cleaning the outside of buildings.

- a. Dr. Kabir raised concerns about exterior maintenance (pests, landscaping).
- b. Facility & Infrastructure committee has a cleaning schedule in place.
- c. Angela Zwissler informed the Committee that Bohannon Pest control services are scheduled three Wednesday's every month. If there are specific requests, a work order can be processed through Facilities.

IX. Discussion on Emergency Management position within the University.

- a. Dr. Bergeron proposed sending a recommendation for an Emergency Management manager position.
- b. Angela Zwissler suggested drafting a job description; Dr. Bergeron will research comparable positions and their emergency plans at other universities.
- c. This will be revisited in the next meeting.

X. Other

- a. Olivia Britton asked if there would be an emergency button near new stadium as members of SGA were asking about it.
- b. Randall Phifer mentioned the decline in use of blue emergency poles in the past few years; they have been downsized due to cell phone prevalence. The old blue poles are being decommissioned. There will be no blue pole assigned to the new stadium.
- c. Olivia Britton will gather blue pole usage data from Dispatch/UNA PD to present at the next SGA meeting to address their concerns.

XI. Adjournment – The meeting was adjourned at 4:04 p.m.

Submitted by:  
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