

Minutes
Safety & Emergency Preparedness Committee
Wednesday, November 20, 2024, 3 p.m., GUC 200



- I. Chair Dr. Wayne Bergeron called the meeting to order at 3 p.m. Those in attendance were Olivia Britton, Sheena Burgreen, Cindy Conlon, Ethan Humphres, Chief Les Jackson, Dr. Humayun Kabir, Sgt. Greg Kirby, Randall Phifer, Julie Taylor, Dr. KC White, Angela Zwiissler.
- II. Today's agenda and the minutes from the [October 16, 2024](#), meeting were approved by acclamation.
- III. SGEC requests self-evaluation and review of SEPC, its charge, membership, and reporting structure.
 - a. The group discussed the SGEC Qualtrics survey, [Shared Governance Committee Review](#), and Dr. Bergeron responded to each question based on the committee's answers.
 - i. The group agreed to keep the "by position/by department" members.
 - ii. It would like to add members from Athletics, Food Service, and at-large members from all academic colleges.
 - iii. The Emergency Manager position would also oversee administrative duties.
 - iv. The survey answers are in [Teams here](#).
- IV. Fall Fire Drills occurred in six campus buildings on November 6, 2024, Ms. Zwiissler reported. [See update here](#).
 - a. Most people evacuated, though some didn't know where to go.
 - b. Someone with hearing loss did not know about the alarm-strobe light was later installed in employee's office and wired into the system.
 - i. The group discussed ways to ensure those with hearing loss are alerted to evacuation alarms.
 1. Discuss with Human Resources adding information to onboarding documents regarding disabilities so that employees can request necessary assistive devices.
 - ii. Employees with disabilities are mentioned in the building coordinator program.
 - c. First Aid, and emergency evacuation point sections on the Mane Safety page have been updated.
- V. Discussion on "Send Help" link on computer desktops
 - a. Laptops are tied to specific rooms, impacting the effectiveness of the "Send Help" link when laptops are not in that room.
 - b. Need to explore updating the software to improve GPS functionality.
 - i. Mr. Humphres said one program would require a Bluetooth-based beacon within every building so software can connect to it via mobile devices.

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- ii. Another program is a mobile app to keep up with location of laptops.
- iii. Ms. Burgreen asked if a new Lion Alert system could fold in this capability?
- iv. The group discussed whether "Send Help" should it be uninstalled from laptops, but no decision was made.

VI. Lion Alert system update

- a. Chief Jackson gave an overview of quotes and capabilities from Red Flag, Regroup, Single Wire, Rave, and HighGround.
 - i. Alerts/panic buttons like "Send Help" button are included in several programs.
 - ii. Mr. Humphres asked how downtown dispatch would know a panic button had been pressed.
- b. The committee asked the Emergency Preparedness and Assessment Team (EPAT) to move forward with evaluating and making recommendations to the full committee on a platform that includes both a notification system and panic button by the January meeting.

VII. Accident/Injury report protocol discussion was tabled.

VIII. Fall Tabletop Exercise: Civil Disturbance planning was tabled until Spring semester.

IX. Security Camera Subcommittee update

- a. Mr. Phifer reported that the group is working on verbiage for the SGEC recommendation on the updated camera policy.

X. Discussion on Emergency Management position within the University

- a. Dr. Bergeron shared a draft of potential job description after research on comparable positions at other institutions.
 - i. The committee will continue the discussion at the December meeting.

XI. Meeting was adjourned at 4:06 p.m.

Submitted by:
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