

Safety & Emergency Preparedness Committee
Minutes of the Meeting of September 12, 2013
GUC Room 207

The Safety & Emergency Preparedness Committee (SEP) met on September 12, 2013 in Room 207 of the Guillot University Center. The following members were present: Dr. Kyrel Buchanan, Mr. Michael Gautney, Mr. Kevin Jacques, Mr. Alan Kinkead, Mr. Terry Pace, Mr. Randall Phifer, Dr. Chong Qiu, and Mr. David Shields.

Call to Order

Dr. Kimberly Greenway, committee chair, called the meeting to order at approximately 1:05 p.m. There was not a quorum present.

Approval of Agenda and Minutes

The agenda was approved by members present. Minutes from previous meetings were not available.

Review of Committee Charge

Dr. Greenway reviewed the charge with the committee and emphasized two points:

1. The need to review the University's safety and emergency plans and policies for consistency and timeliness
2. The need to develop a comprehensive training plan to instruct faculty and staff in responding to emergency situations.

Old Business

- a. Chief Pastula will be asked to provide an update on the blue emergency poles.
- b. Chair Greenway will determine if there is still a plan to install electronic signs on perimeter of campus to alert commuters on how to obtain information in emergency situations (radio stations, etc.).

New Business

- a. Election of Vice Chair – Chair Greenway will send an email to committee members requesting nominations for vice chair.
- b. Selection of Meeting Day and Time – Members present decided that the third Wednesday of each month at 1 p.m. works best for the majority. Once a meeting location has been reserved, a schedule will be sent to members. It has been difficult to obtain a quorum at past meetings; therefore, the committee will review the committee membership and provide specific recommendations to the Shared Governance Executive Committee.

Announcements

- Next Meeting – October 16, 2013, Stone Lodge (upper level)
- IT is working with an outside vendor to address data security
- Community Emergency Response Team (CERT) training begins tonight at 6 p.m. in the GUC Loft

Adjourn

The meeting adjourned at approximately 1:35 p.m.