

**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.