

**Safety & Emergency Preparedness Committee**  
Minutes of the Meeting of January 21, 2015  
BG Room 126

The Safety & Emergency Preparedness Committee (SEP) met on January 21, 2015, in Room 126 of Bibb Graves Hall. The following members were present: Ms. Cindy Conlon, Mr. Michael Gautney, Mr. Kevin Jacques, Dr. Donna Lefort, Chief Mark Parker, Mr. Randall Phifer, Mr. Stephen Putman, Dr. Chong Qiu, Mr. David Shields, Dr. Isaac Sleadd, and Mr. Mike Thompson. Ethan Humphres also attended.

**Call to Order**

Dr. Lisa Ann Blankinship, committee chair, called the meeting to order at approximately 3:05 p.m. A quorum was present.

**Approval of Agenda and Minutes**

The agenda and the November 19, 2014 minutes were approved by consensus.

**Old Business**

- a. SEP Committee Position Recommendations – no information
- b. The University Health and Safety Manual Updates – revisions ongoing
- c. Hepatitis B Vaccine – still waiting on funding approval
- d. Building Coordinators – no update
- e. Evacuation Policy – no update

**New Business**

- a. Business Continuity Committee Proposal – Ethan Humphres discussed the importance of developing a plan for the business of the University to continue in the event of a disruption. The committee agreed the development of a plan is paramount and the chair was instructed to submit their recommendations to the President as follows:
  - 1. The SEP committee is in agreement that the proposed Business Continuity (BC) committee should remain outside of shared governance, thus allowing the BC committee to work year round.
  - 2. The SEP committee recommends that the BC committee should be quickly formed and move rapidly to develop a concrete plan of action as disasters can occur at any time.
  - 3. The SEP committee recommends that once the BC committee has developed a document/ plan in place that the document/ plan is updated regularly such as by yearly audits.
  - 4. The SEP committee recommends that the BC committee be involved with/included in annual disaster preparedness (disaster and emergency) drills.
  - 5. Due to the high workload of coordination, organization, and enforcement of the Business Continuity Plan, the SEP committee recommends that an additional position be created or designated.
  - 6. The SEP committee recommends that the BC committee be a small committee (3-4 people) and work with the 11 areas suggest in the proposal. This will allow the BC committee to move forward more quickly.
  - 7. Because there is a great deal of overlap between the potential product of the BC committee and

other already established committees, the SEP committee recommends that the BC committee clearly explain how their product/deliverable provides information not available from other committees currently in place.

8. The SEP committee asks that the task of insurance coverage evaluation be added to the charge of the BC committee so that the proper forms and coverage can be updated as needed. These insurances would include physical damage as well as cyber damage.
- b. Campus Safety Task Force Report – the Shared Governance Executive Committee considered and discussed the Report and requested feedback on the recommendations made therein. The SEP committee decided to table this item, until a permanent chief of police is named.

### **Announcements**

The next meeting is scheduled for Wednesday, February 18, 2015, at 3 p.m., in BG 126. (Cancelled due to inclement weather.)

### **Adjourn**

The meeting adjourned at approximately 3:55 p.m.