

**Safety & Emergency Preparedness Committee**

Minutes of the Meeting of March 18, 2015

BG Room 126

The Safety & Emergency Preparedness Committee (SEP) met on March 18, 2015, in Room 126 of Bibb Graves Hall. The following members were present: Ms. Cindy Conlon, Mr. Michael Gautney, Dr. Donna Lefort, Chief Mark Parker, Dr. Chong Qiu, Mr. David Shields, Dr. Isaac Sleadd, and Mr. Mike Thompson.

**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 January 21, 2015, minutes were approved by consensus.

**Old Business**

- a. The University Health and Safety Manual Updates – revisions ongoing
- b. Hepatitis B Vaccine – Funding has been approved. Human Resources will send a letter to those employees who should be vaccinated. University Health Services will administer the vaccines.
- c. Building Coordinators – no update

**New Business**

- a. Areas of Refuge - The committee recommended signage to indicate that calls can be made from Areas of Refuge located in the new residence halls, science building, and the Commons.
- b. Recording Capability for Police Dispatch - The committee recommended that the purchase of a currently available recording capability of phone calls placed to the dispatch phone in the UNA police department be investigated. We understand that the recording of dispatch calls is routine with many police departments and allows for clarification of statements between the dispatch officer and the caller or the caller and dispatch officer in emergency situations. (IT has investigated the price for the additional equipment from Adtran for this capability.)
- c. New Alert Notification System – Chief Parker is investigating new systems and will provide information at a future meeting.
- d. Environment, Health, and Safety Officer - The committee recommended that a permanent position be created for an environmental health and safety (EHS) officer to oversee any health and safety related issues on campus. The committee reviewed the campus organization and found the lack of a staff member specializing in health and safety issues. For example, although the Assistant Director of Facilities serves as Campus Safety Officer and fulfills an array of responsibilities, many of them are unrelated to health and safety (H&S). Also, the University Police Department does not necessarily have the expertise in laboratory safety. Currently, departments on campus are mostly “self-policed” without any oversight from the University, which can lead to duplicated efforts and wasted resources.

Having an EHS office is becoming a standard practice among US Higher Education institutions to avoid potential accidents (such as the tragedies that occurred at UCLA and Texas Tech University, resulting in severe injuries and death) and the consequential liabilities. The issue of lacking an EHS office was mentioned by ABET (accrediting body). The SEP committee also feels that the new EHS officer may work effectively with the proposed Business Continuity Committees to keep track of the proper documentation. To summarize, the SEP committee believes that the entire UNA campus will benefit significantly by having an EHS office.

**Announcements**

The next meeting is scheduled for Wednesday, April 15, 2015, at 3 p.m., in BG 126. (There was not a quorum at the April 15, 2015 meeting so the minutes could not be approved.)

**Adjourn**

The meeting adjourned at approximately 4:05 p.m.