

**Safety & Emergency Preparedness Committee**  
Meeting on September 17, 2015  
GUC 207

The Safety & Emergency Preparedness Committee (SEP) met on September 17, 2015, in the Student Affairs Conference Room, GUC 207. The following members were present: Dr. Suzanne Duvall-Zurinsky, Chief Kevin Gillilan, Dr. Kevin Jacques, Dr. Donna Lefort, Mr. Randall Phifer, Mr. Stephen Putman, Dr. Chong Qiu, Mr. David Shields, Mr. Mike Thompson, and Dr. Ping Zhao.

**Call to Order**

Mr. Michael Gautney, committee chair, called the meeting to order at approximately 3:00 p.m.

**Approval of Agenda**

Mr. Phifer made a motion to accept the agenda. Mr. Jacques seconded and the motion carried.

**Approval of Minutes**

Mr. Putman moved to accept the minutes from March 18, 2015. Chief Gillilan seconded and the motion carried.

**Review of Committee Charge**

Mr. Gautney reviewed the charge with the committee. The committee recommended that Item 7 be revised to state, "To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs, with a copy sent to the Chair of the SGEC." This change is necessary as the committee reports through the VPSA, not the VPAA.

**Old Business**

- a. UNA Health & Safety Manual Update – Chair Gautney stated that he is continuing the efforts that have been ongoing for the past several years and that a centralized manual should be completed this year and disseminated to the campus. Other goals are to update signage and nomenclature for chemical storage.
- b. Building Coordinators – need to be identified and trained on what that role entails and how to train the employees in their buildings to respond to crises. This must be a priority for the committee.
- c. Areas of Refuge – these areas are identified by signage. Calls from those areas go to the UNA Police Dispatch.
- d. Recording capability for the police dispatch phone number to record incoming calls for clarity, reference, and business record. (Hold for discussion under New Business)
- e. Request for committee to discuss new alert notification technologies available for use on campus – Chief Gillilan discussed the proposed collaboration with the local EMA to centralize dispatch operations. As the local EMA has a similar alert notification system, we would be able to use theirs, saving the cost of supporting a separate system.

**New Business**

- a. Campus Safety Task Force Recommendations – Chair Gautney shared the recommendations with committee members for review. The issue was tabled until the October meeting.
- b. Recording capability for the police dispatch phone number to record incoming calls for clarity, reference, and business record (item d. under new business) – Mr. Putman reported that the vendor is no longer selling or supporting the VOIP system that UNA is currently using, so we have to purchase a new system by May 2016. He also stated that AT&T provides 911 pinpoint locations at this time, but with a new system,

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this will not be included, and he needs to know how this will affect emergency responding. He and Chief Gillilan will discuss the ramifications of this issue and report back to the committee.

**Announcements**

The committee decided to meet on the third Wednesday of each month at 3:30 p.m.; therefore, the next meeting will be held on October 21, at 3:30 p.m. in the Student Affairs Conference Room (GUC 207).

**Adjourn**

The meeting adjourned at approximately 4:15 p.m.