

Safety & Emergency Preparedness Committee
Minutes of the Meeting of April 20, 2016
GUC 207

The Safety & Emergency Preparedness Committee (SEP) met April 20, 2016, in the Student Affairs Conference Center (GUC 207). The following members were present: Ms. Teresa Dawson, Dr. Suzanne Duvall-Zurinsky, Chief Kevin Gillilan, Dr. Kevin Jacques, Dr. Donna Lefort, Mr. Randall Phifer, Dr. Chong Qiu, VP David Shields, and Mr. Mike Thompson.

Call to Order

Mr. Michael Gautney, committee chair, called the meeting to order at approximately 3:35 p.m. A quorum was present.

Approval of Agenda and Minutes

The agenda and the February 17, 2016, minutes were approved by acclamation.

Old Business

- a. Bicycle and Personal Transportation Devices Policy – Chief Gillilan met with SGA, who passed a resolution accepting this policy, with a revision to the requirement for bicycle registration. Chief Gillilan will forward the revised copy to committee members electronically.
- b. Building Coordinators and Floor Leaders List – Because of the turnover among faculty and staff, it was determined that the coordinators and floor leaders should be assigned by position, and possibly assigned to the administrative assistant positions as they are usually present, and there is not as much turnover. This list could include names and the responsibility of keeping the names current could reside with the building coordinators. Chair Gautney will work on a new draft and distribute electronically.
- c. Campus Safety Task Force Recommendations – Chair Gautney has submitted the committee's recommendations to the Shared Governance Executive Committee and will forward the minutes from the February 17, 2016, meeting (that were approved today) showing the approval of these recommendations.

New Business

- a. Internal Lockdown Device Sample Review – Chief Gillilan researched devices that could be used to lock down offices and classrooms in the event of an emergency. He demonstrated product from the Barracuda Intruder Defense System which only requires one hole be drilled in the floor. The cost of this device is \$40 per unit. A video could be used to demonstrate how to deploy the devices and the devices could be stored in each room. The company also supplies a mechanism to defeat the device in the event the device should fall into the wrong hands. VP Shields stated that we will pursue the purchase and implementation of these devices as soon as possible.

Announcements

- This is the last regularly scheduled meeting for the 2015-2016 academic year. If necessary, a meeting may be called over the summer. (No meeting was necessary.)
- Ms. Dawson has been added to the Alabama Department of Public Health Emergency Preparedness Team. They are having an exercise on May 11.
- Chief Gillilan, his department, and the CERT Team are assisting with a student-led project to run a tornado disaster simulation at the West Annex.

Adjourn

The meeting adjourned at approximately 4:25 p.m.

Submitted by,

Kelly Ford
Committee Recorder