

**Safety & Emergency Preparedness Committee**  
Minutes of the Meeting of September 21, 2016  
GUC 207

The Safety & Emergency Preparedness Committee (SEP) met September 21, 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. Stephen Putman, VP David Shields, and Dr. Ping Zhao. Also present were Susan Breer from UNA Dining.

**Call to Order**

Chief Gillilan, committee chair, called the meeting to order at approximately 2:10 p.m. A quorum was present.

**Review Committee Charge (from Strategic Plan Document, revised September 2016)**

The charge was provided for members to review at their convenience.

**Approval of Agenda and Minutes**

The agenda and the April 20, 2016, minutes were approved by acclamation.

**Old Business**

- a. Building Coordinators and Floor Leaders List – This list will be finalized when duties of coordinators/leaders has been defined.
- b. Internal Lockdown Device – see recommendation list below

**New Business**

- a. Set Committee Dates – a concrete meeting date and time was not determined.
- b. AEDs in Buildings – discussed as part of the recommendations list that follows
- c. Lockdown Discussion and Recommendations – Dr. Duvall Zurinsky shared a list of suggestions that her students compiled following the campus lockdown this morning due to a robbery in downtown Florence. Committee members generated a list of recommendations to send forward through VP Shields. The recommendations include:
  - 1. The purchase of lockdown devices. Chief Gillilan has obtained a grant that will cover the purchase of 150 devices. He is waiting for permission to move forward.
  - 2. Support a plan to prioritize the capability of electronic lockdown for the external doors of every building on campus.
  - 3. Enroll all University phones into the Lion Alert system and explore the possibility of using the Link Sky security system installed on University computers to send emergency messages.
  - 4. Program the chimes to send alert messages (the system has the capability but it needs to be set up).
  - 5. Research placing strobe lights on the blue emergency poles and incorporating a speaker system.
  - 6. Request that security measures are considered on the front end of all new construction.
  - 7. Add safety training to new employee orientation.
  - 8. Request a separate budget for campus-wide health, safety, and security initiatives.
  - 9. Increase health, safety, and security signage in every building.
  - 10. Address lighting issues on campus.

11. Place at least one AED in every building and make sure employees are comfortable with their use.

**Announcements**

The next meeting will be scheduled through email.

**Adjourn**

The meeting adjourned at approximately 3:25 p.m.

Submitted by,

Kelly Ford  
Committee Recorder