

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