

Safety & Emergency Preparedness Committee
Minutes of the Meeting of October 24, 2016
GUC 207

The Safety & Emergency Preparedness Committee (SEP) met October 24, 2016, in the Student Affairs Conference Center (GUC 207). The following members were present: Ms. Cindy Conlon, Ms. Teresa Dawson, Dr. Suzanne Duvall-Zurinsky, Mr. Michael Gautney, Kevin Jacques, Dr. Donna Lefort, Mr. Randall Phifer, Mr. Stephen Putman, VP David Shields, and Mr. Mike Thompson.

Call to Order

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

Approval of Agenda and Minutes

The agenda and the September 21, 2016, minutes were approved by acclamation.

Old Business

- a. Building Coordinators and Floor Leaders List – Chief Gillilan will create a job description for these voluntary positions.
- b. Evacuation Chair – an evacuation chair was never purchased.
- c. Phone Numbers in Lion Alert – Mr. Putman reported that the University's phone system cannot support the addition of all of the campus numbers into the Lion Alert system.
- d. 9-1-1 Addresses – Chief Gillilan will work with Facilities and Information Technologies to establish correct campus addresses and make sure the list is shared in the national system. Mr. Thompson has a fire alarm spreadsheet that will be useful.

New Business

- a. AEDs in Buildings – Chief Gillilan reported that the cost of each unit is between \$800 and \$1200. It was suggested that the SEP Committee should benchmark the standards of practice for AEDs and develop a policy to include maintenance schedules, physician oversight, etc. Dr. Lefort stated that the HPER staff would be willing to assist with the creation of the policy. Chief and Mr. Thompson will put together a priority list of locations for the AEDs to forward through VP Shields. Mr. Thompson will also check with the people who maintain the campus fire extinguishers to see if they would also perform the necessary checks on the AEDs.

Announcements

The next meeting will be scheduled through email.

Adjourn

The meeting adjourned at approximately 1:55 p.m.

Submitted by,

Kelly Ford
Committee Recorder