

Safety & Emergency Preparedness Committee
Minutes of the Meeting of November 8, 2017
GUC 207

The Safety & Emergency Preparedness (SEP) Committee met on November 8, 2017, in the GUC 207 Conference Room. The following members were present: Dr. Aaron Benson, Dr. Wayne Bergeron, Ms. Cindy Conlon, Ms. Teresa Dawson, Mr. Michael Gautney, Dr. Donna Lefort, Mr. Randall Phifer, Dr. Ping Zhao, Ms. Angela Zwissler, and Ms. Jennifer Sutton.

Call to Order and Introductions

Chief Gillilan, committee chair, called the meeting to order at approximately 2 p.m. and asked members to introduce themselves.

Approval of Agenda and Minutes from April 26, 2017

The agenda and minutes from the April 26, 2017 meeting were approved by acclamation. Chair Gillilan provided the following updates:

- AEDs in Buildings – Ms. Zwissler forwarded a list of vendors to Mr. Gautney and VP Evan Thornton. Chair Gillilan asked Mr. Gautney to follow up with VP Thornton as to the availability of funds to implement installation of the defibrillators.
- Implementation of Lockdown Devices – Chair Gillilan will send a list of preferred installation sites to Mr. Gautney, who will determine if they can be installed at those sites and oversee their installation.
- PA System – Chair Gillilan will add a test notification to the carillon system and institute a scheduled time for sending tests so that the campus will become familiar with the notification system.
- Life Scan Fingerprinting – The UNA Police Department was approached about implementing fingerprinting services on campus, but the vendor has not followed through so the service is not available.

Review of Committee Charge

Chief Gillilan reviewed the committee charge and recommended that the committee be divided into two subcommittees to satisfy all the points in the charge. The committee voted by acclamation to approve the creation of the two subcommittees. They are:

1. Health and Safety
 - Review/Edit Health & Safety Manual
 - Determine Safety Equipment Needs
2. Emergency Preparedness
 - Review/Edit UNA Emergency Manual
 - Building/Facility Emergency Procedures
 - CERT Program

Meeting Schedule

The Committee determined that the second Wednesday of each month at 3 p.m. is the best time to meet. Therefore, the next meeting will be December 13, 2017, at 3 p.m., in the GUC 207 Conference Room. (This meeting was subsequently cancelled.)

Adjournment

The committee adjourned at approximately 2:45 p.m.

Submitted by,

Kelly Ford
Committee Recorder