

Safety & Emergency Preparedness Committee
Minutes of the Meeting of January 10, 2018
GUC 207

The Safety & Emergency Preparedness (SEP) Committee met on January 10, 2018, in the GUC 207 Conference Room. The following members were present: Mr. Aaron Benson, Dr. Wayne Bergeron, Ms. Cindy Conlon, Dr. Leshan Kimbrough, Dr. Donna Lefort, Mr. Jarrod Russell (proxy for Mr. Randall Phifer), Mr. David Shields, Ms. Jennifer Sutton, and Ms. Angela Zwissler.

Call to Order

Chief Gillilan, committee chair, called the meeting to order at approximately 3 p.m.

Approval of Agenda and Minutes from November 8, 2017

Today's agenda and the November 8, 2017 minutes were approved by acclamation.

Old Business

A. Subcommittees

1. Health and Safety

- Review/Edit Health & Safety Manual
- Determine Safety Equipment Needs (i.e., AEDs in buildings)
Ms. Zwissler has the cost for leasing AEDs that includes maintenance. Since the installation of the AEDs has been approved, Ms. Conlon will assist with pushing the process forward. Ms. Zwissler and Ms. Dawson have studied campus to determine where the AEDs should be placed.
- Building/Facility Emergency Procedures

2. Emergency Preparedness

- Review/Edit UNA Emergency Manual
- Building/Facility Emergency Procedures (Building Coordinators and Floor Leaders)
- CERT Program
- PA System – Chief Gillilan is testing the system. When it is ready, he will institute a scheduled time for sending tests so that the campus will become familiar with the notification system.
- Lockdown Devices – The devices have been delivered to Facilities. Chief 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.

B. Lion Alert – The contract with SchoolCast has been extended an additional six months while the search continues for a system that will provide a multi-channel platform for emergency communications.

- C. VP Shields stated that, in addition to the Health and Safety and Emergency Preparedness Subcommittees, there needs to be a third entity – one that will focus on business continuity. Following committee discussion, Dr. Lefort made a motion for the committee to recommend that a consultant be engaged to assist in developing a business continuity plan. Ms. Conlon seconded and the motion carried.

Adjournment

A motion was made and seconded to adjourn at approximately 4:10 p.m.

Submitted by,
Kelly Ford
Committee Recorder