

Safety and Emergency Preparedness Committee
April 8, 2020
Microsoft Teams

Minutes

- I. Vice Chair Angela Zwissler called the meeting to order at approximately 3 p.m. through Microsoft Teams, a virtual meeting platform, in response to Gov. Ivey's "shelter-in-place" mandate issued on April 3, 2020, in an attempt to stem the spread of the COVID-19 virus. Present were Mr. Aaron Benson, Dr. Wayne Bergeron, Ms. Teresa Dawson, Dr. Kimberly Greenway, Mr. Ethan Humphres, Dr. Leshan Kimbrough, Chief Les Jackson, and Ms. Jennifer Sutton. Ms. Susan Breer attended, representing UNA Dining Services.
- II. Approval of Agenda and Minutes from March 11, 2020 - the committee approved the agenda and minutes by consensus.
- III. Business
 - A. Update on COVID-19 – Dr. Greenway reported that the University's Executive Council (EC) is meeting each Monday at 9 a.m., followed by a COVID-19 Advisory Task (CAT) Force at 10:30. After the CAT meeting, the EC reconvenes to address any issues raised. She also reported that many of the recommendations made by this (SEP) committee are being used in the University's response to the pandemic. Dr. Bergeron suggested documenting response initiatives and also conducting a "Lessons Learned" event once the crisis abates. He volunteered to assist with the event.
 - B. Family of Plans – tabled
 - C. Emergency Evacuation Maps – The chair and vice chair will proceed with hiring alumna Annie Carol Gautreau on a contract basis to prepare emergency evacuation maps for campus buildings, beginning with the residence halls.
 - D. Fire Drill Code Update and Schedule – the drills have been postponed indefinitely due to the COVID-19 pandemic.
 - E. Tornado Information – Once the Mane Safety website has been revised, the video created to disseminate emergency information about tornadoes will be posted, along with the instructional tornado video on "what to do now." The infographic created by University Communications & Marketing (UCM) has been revised. Dr. Greenway reiterated that her area will continue to work on the tornado initiatives.
 - F. Emergency Response Flip Charts – The committee reviewed questions that Ms. Ford had on changes needed for the flipchart. She will make the proposed revisions and submit to UCM for the design and will get a quote from the Print Room for the committee to review. Once a draft design is ready, the committee will review prior to printing.
 - G. SEP Manual – The Safety & Emergency Preparedness Manual will continue to be revised through a subcommittee consisting of: Dr. Bergeron, Ms. Dawson,

Chief Jackson, Ms. Sutton, and Ms. Zwissler. Ms. Ford will assist. The goal is to have the manual completed by the end of the semester.

- H. Parking Decking Phones – Mr. Humphres will move forward with removing non-working phones and placing working phones in designated areas. He will also follow up with Mr. Michael Gautney about repair to the places where the non-working phones are removed and signage directing people to the new phone placement.
- I. Tabletop Exercises/Training – The tabletop exercises have been postponed until the pandemic crisis is over.
- J. Building Coordinator Program – Ms. Zwissler will take the lead in bringing the subcommittee together throughout the summer to develop a program to be implemented in the fall 2020. Michael Gautney will also be asked to participate on this subcommittee.

IV. Announcements

- NIMS – Sections 100, 200, 700, and 800 to be completed by **June 1**. Certificate of Completion should be submitted to Dr. Greenway.
- The next meeting of the SEP Committee is scheduled for Wednesday, May 13, 2020, at 3 p.m. It is anticipated that virtual meetings will still be necessary.

V. Adjournment – The meeting adjourned at 3:55 p.m.