

Safety & Emergency Preparedness Committee
Minutes of the Meeting of May 9, 2018
GUC 207

The Safety & Emergency Preparedness (SEP) Committee met on May 9, 2018, in the GUC 207 Conference Room. The following members were present: Mr. Aaron Benson, Dr. Wayne Bergeron, Ms. Teresa Dawson, Dr. Leshan Kimbrough, Mr. Randall Phifer, Dr. Ping Zhao, Mr. David Shields, 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 February 14, 2018

Today's agenda and the February 14, 2018 minutes were approved by acclamation.

Old Business

A. Subcommittees

1. Health and Safety

- Review/Edit Health & Safety Manual – the draft of the first chapter is completed. Will continue reviewing subsequent chapters.
- Safety Equipment Needs – Ms. Zwissler will forward the AED Policy for review by committee members. AEDs are on campus and ready for installation.
- Building/Facility Emergency Procedures – no report

2. Emergency Preparedness

- Review/Edit UNA Emergency Manual – in progress
- Building/Facility Emergency Procedures – Chief is still trying to determine the best route to take regarding Building Coordinators and Floor Leaders.
- CERT Program – Dr. Bergeron has no update to the proposal that a CERT course be instituted, tuition-free, so that students may take it, regardless of major, stipulating that they serve on the team for one year.
- PA System – Chief Gillilan has not completed testing of the system.
- Lockdown Devices – 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. Business Continuity Plan – Dr. Bergeron suggested that the committee review the Jacksonville State University's "Lessons Learned" briefing released following the March 2018 tornado that damaged multiple buildings on their campus.

Adjournment

A motion was made and seconded to adjourn at approximately 3:35 p.m.

Submitted by,
Kelly Ford
Committee Recorder