

Minutes: Safety & Emergency Preparedness Committee
Wednesday, Dec. 8, 2021, 3 p.m. via Zoom

- I. Chair Les Jackson called the meeting to order at 3 p.m. via Zoom. Those present were Dr. Eric Becraft, Aaron Benson, Sheena Burgreen, Cindy Conlon, Teresa Dawson, George Grabryan, Dr. Kimberly Greenway, Tiffani Hill-Patterson, Ethan Humphres, Randall Phifer, and Angela Zwissler.
- II. The agenda for this meeting and the minutes from the Nov. 10, 2021, meeting were approved by acclamation.
- III. Business
 - a. COVID-19 Spring 2022 Guidance is posted on the website update. A few cases were reported last week, but nothing out of the ordinary, Dr. Greenway noted.
 - b. [2021-2022 Progress chart](#) – Angela Zwissler reported that currently SEPC projects are at 24 percent completion overall.
 - c. Residence Hall Emergency Evacuation Maps installation is nearly complete; all that is missing are the Olive Hall revisions.
 - d. SEP Manuals update
 - i. After a motion by Dr. Greenway and a second by Dr. Becraft, the committee voted to approve revisions to [Emergency Manual](#) as put forth by Chief Jackson.
 - ii. After a motion by Dr. Greenway and a second by Ms. Dawson, the group voted to approve revisions to Health & Safety Manual [Respiratory Protection Program](#) section as put forward by Ms. Zwissler.
 - e. Chief Jackson [reviewed Fire Drills](#) that took place in spring and fall 2021, including some of the following issues:
 - i. Interior doors not shut during evacuation.
 - ii. Magnets on fire doors not working.
 - iii. Numerous fire doors propped open with wedges.
 - iv. Students not using nearest exits.
 - v. Some areas not having alarms or alarms not working properly.
 - vi. Improper storage in utility rooms, including debris blocking a fire panel and a breaker box in one area.
 1. Ms. Zwissler will work with Facilities to create/update policy to address storage as well as limit access to mechanical rooms.
 - vii. Based on identified issues, Chief Jackson will develop a list of action items for SEPC and track the progress toward correcting them. Notes on

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needed improvements will be sent to building coordinators so they can review the proper procedures with occupants.

viii. Building coordinators should not announce Fire Drills.

f. Tornado Shelter emergency protocols – Dr. Greenway and Ms. Hill-Patterson sent document edits to Ms. Zwissler for review.

g. Chief Jackson continues to work on a report regarding video cameras for parking lots, including the number of incidents in lots without devices.

IV. The meeting adjourned at 3:34 p.m.