



G. SEP Manuals Update

- i. Ms. Zwissler discussed the need for subcommittee volunteers. Dr. Greenway encouraged everyone to choose at least one subgroup to serve on.
- ii. Chief Jackson said his subcommittee will meet in December to work on the Emergency Management manual.
- iii. Ms. Zwissler noted that she is working on Chapter 5 of the Health & Safety manual.
- iv. Ms. Zwissler asked how the University ensures that staff reads and understands policy updates. Dr. Greenway said the Policy Environment Task Force is working to implement an acknowledgment form to be signed by employees.

H. Parking Deck Phones – No update.

- I. Building Coordinator Program – Ms. Zwissler and Mr. Gautney will review the plan to discuss whether it should be added to the hiring process and who should be in these positions. Mr. Gautney will forward the names of potential coordinators to the committee for review.

- J. Tabletop Exercises/Training – The committee will participate in its first Tabletop exercise at its Dec. 9 meeting, which will run from 3-5 p.m. at the Culinary Center on East Campus. Ms. Conlon made a motion, Dr. Stocz seconded, and the full committee approved doing the Tabletop exercise at the Dec. 9 meeting.

- K. Fire Drill Update and Schedule – The committee decided to do a test run in December with support buildings first. Academic buildings will be done at a later time. Ms. Zwissler reminded everyone that the dates and times of the drills need to stay within the committee and not be announced.

IV. Announcements/Reminders