

DRAFT will be submitted for approval at the June 10, 2020 meeting

Safety and Emergency Preparedness Committee  
May 13, 2020  
Microsoft Teams

Minutes

- I. Vice Chair Angela Zwissler called the meeting to order at approximately 3 p.m. through Zoom, a virtual meeting platform. Present were Dr. Wayne Bergeron, Dr. Lisa Ann Blankinship, Ms. Cindy Conlon, Ms. Teresa Dawson, Mr. Michael Gautney, Mr. George Grabryan, Dr. Kimberly Greenway, Mr. Ethan Humphres, and Chief Les Jackson.
- II. Approval of Agenda and Minutes from April 8, 2020 - the committee approved the agenda and minutes by consensus.
- III. Business
  - A. Update on COVID-19 – Dr. Greenway reported that a COVID Recovery Task Force (CRTF) was appointed by the President to recommend actions and procedures for the eventual reopening of the University. Several of the members of the SEP Committee are serving on the CRTF. A phased approach to reopening has been recommended. The current operation strategy whereby most employees are working remotely is considered Phase I. In Phase II, supervisors will return to prepare offices for social distancing, and Facilities will disinfect spaces and move furniture if necessary.
  - B. Nominations for 2020-2021 Committee Chair – Chief Les Jackson accepted the nomination to chair the committee beginning in the fall 2020 semester. The committee approved by acclamation.
  - C. Family of Plans RFP – Ms. Dawson made a motion for Ms. Conlon to move forward with hiring Mr. Roger Woodruff to prepare a Family of Plans for the University. Dr. Bergeron seconded and the motion carried.
  - D. Emergency Evacuation Maps – Ms. Zwissler has been in contact with Annie Carol Gautreau and has received a quote and contract for preparing the maps for the residence halls. Housing & Residence Life will assume the costs flipchart

for print. Dr. Bergeron made a motion to recommend the printing of 750 flipcharts for use by all University personnel. The quote for printing 750 copies is \$3,032.25. Chief Jackson seconded and the motion carried. (A source for the

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funding will need to be identified.) Dr. Greenway will take this recommendation  
to the Executive Council.

- G. SEP Manual – The SEP Exec will review the manual with the intent of completing and combining the Safety Manual with the Emergency Prepared (I)2.6 ( needs)1.9 s