

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**

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 Sta  
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