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 ʹ 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