ANNUAL REPORT

AY 2017-2018

Safety and Emergency Preparedness Committee

University of North Alabama
Florence, Alabama

__________________________  10/20/2021
Kevin Gillilan  Date submitted
Committee Chair

Submitted to:  Dr. Kimberly Greenway/ Vice President for Student Affairs

Date received:  10/21/2021

cc:  Chair, Shared Governance Executive Committee
I. **Executive Summary**

The members of the Safety and Emergency Preparedness Committee (SEPC) for the 2017-2018 academic year were as follows:

- Dr. Aaron Benson
- Dr. Wayne Bergeron
- Ms. Cindy Conlon
- Ms. Teresa Dawson
- Mr. Michael Gautney
- Chief Kevin Gillilan
- Dr. Donna Lefort
- Mr. Randall Phifer
- Mr. David Shields
- Ms. Jennifer Sutton
- Dr. Ping Zhao
- Ms. Angela Zwissler

II. **The Committee’s Charge**

1. To serve as an advisory committee on the university’s emergency/disaster preparedness and other safety and health matters

2. To continually review the university’s emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters

3. To develop and edit the University Safety and Health Manual

4. To gather information about the university’s emergency/disaster preparedness plans and on other allied safety and health matters, and assess university performance in these areas in light of the information obtained

5. To propose changes in the university’s emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters

6. To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”

7. To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC
III. The Committee met on the following dates:
- November 8, 2017
- January 10, 2018
- February 14, 2018
- May 8, 2018

IV. What were the Committee’s actions and accomplishments this year relative to each of the items of the charge?

- To continually review the university’s emergency/disaster preparedness plans and other policies and procedures on allied safety and health matters
  - Work continued on identifying and training Building Coordinators
  - Reviewed and began editing UNA Emergency Manual

- To develop and edit the University Safety and Health Manual
  - Efforts continued to create a centralized Health & Safety manual

- To gather information about the university’s emergency/disaster preparedness plans and on other allied safety and health matters, and assess university performance in these areas in light of the information obtained
  - AED installation approved
  - Lion Alert contract extended
  - Internal lockdown barricade devices installed

- To propose changes in the university’s emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.
  - AED policy
  - CERT program proposal
  - Proposed a Business Continuity subgroup

- To handle any proposals the committee may make affecting university policy according to section C.2 “Shared Governance Procedure for Policy Change Recommendations”
  - No recommendations were made for this topic.

- To submit a final written report electronically by the first day of the fall semester to the
Vice President for Student Affairs with a copy sent to the Chair of the SGEC
  o  The submission of this report satisfies this committee charge.

IV. What were the Committee’s formal recommendations?

  A.  There were none.

V. What does the Committee plan to accomplish?

  •  In the coming year?
  The SEPC plans to continue the work not completed in AY2017-2018, including installing AEDs, editing the UNA Emergency Manual, and working toward implementation of the Building Coordinator program.

  •  In future years?
  No recommendations have been made for this topic.

VI. What are the Committee’s weaknesses?

  •  What can the Shared Governance Committee help you do to address the weaknesses?
  The SEPC has no recommendations for changing this committee

VII. Comments
  The SEPC would like to thank the SGEC for their timely communication.