ANNUAL REPORT

AY 2018-2019

Safety and Emergency Preparedness Committee

University of North Alabama
Florence, Alabama

Dr. Wayne Bergeron ___________________________ 10/20/2021
Committee Chair                              Date submitted

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 2018-2019 academic year were as follows:

   Dr. Aaron Benson
   Dr. Wayne Bergeron
   Dr. Lisa Ann Blankinship
   Dr. Greg Carnes
   Ms. Cindy Conlon
   Ms. Teresa Dawson
   Mr. Michael Gautney
   Chief Kevin Gillilan
   Dr. Kimberly Greenway
   Mr. Ethan Humphres
   Dr. Leshan Kimbrough
   Mr. Randall Phifer
   Ms. Jennifer Sutton
   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:
• September 12, 2018
• October 10, 2018
• February 13, 2019
• April 24, 2019

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
  o Work continued on identifying and training Building Coordinators
  o Work continued on a Business Continuity Plan
  o Work continued on UNA Emergency Manual

• To develop and edit the University Safety and Health Manual
  o 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
  o Discussed adding fire extinguisher training
  o Jacksonville State University group invited to campus to share tornado experience and emergency information
  o Discussed marketing of UNA Blue Light app and POM device
  o EC members attended an Emergency Preparedness Workshop

• To propose changes in the university’s emergency/disaster preparedness plans and in other policies and procedures on allied safety and health matters.
  o UNA Emergency Operations/Family of Plans

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

• UNA should consider the hiring of a consultant to develop a comprehensive UNA Safety & Emergency Preparedness Guide/Framework (family of plans/policies) to include the following: Emergency/Incident Management, Continuity of Operations, Business Continuity, Health and Safety, Medical/ Health Readiness, Hazard Mitigation, and Risk Management/Mitigation

• UNA should consider consolidating functions such as Security, Policing, Emergency Management, Health and Safety, etc. under a single unit or entity with dedicated leadership (Director, Associate VP, etc.) and administration with responsibility for overseeing and coordinating the following functions: compliance; risk management; public safety; law enforcement and investigation; fire protection; environment, health and safety; emergency management and incident response; hazard mitigation; protection of minors; and enterprise risk management, etc. This entity should have a separate reporting chain to the University President as necessary.

• UNA needs to establish a trained and dedicated Incident Management Team (IMT) and Emergency Operations Center (EOC) that can be activated in times of crisis or emergency to coordinate University response functions, continuity of operations, and recovery activities. All university units and functions should be represented as needed with trained and dedicated representatives. This team should be organized in accordance with the National Incident Management System (NIMS) and the Incident Command System (ICS) and should train and exercise annually. Such an asset could also deploy as needed to provide mutual aid and assist peer and neighboring institutions as necessary in times of crisis and disaster.

V. What does the Committee plan to accomplish

• In the coming year?
The SEPC plans to continue the work not completed in AY2018-2019, including editing the Health & Safety manual and Emergency Plan, working on a Business Continuity Plan, 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.