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 – 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
needed improvements will be sent to building coordinators so they can review the proper procedures with occupants.

viii. Building coordinators should not announce Fire Drills.


g. Chief Jackson continues to work on a report regarding video cameras for parking lots, including the number of incidents in lots without devices.

IV. The meeting adjourned at 3:34 p.m.