

**ANNUAL REPORT**  
**Date Due: August 19, 2015**

*Safety and Emergency Preparedness Committee*

**University of North Alabama**  
**Florence, Alabama**

**Lisa Ann Blankinship**  
*Committee Chair*

**6.12.15 LAB**  
Date submitted

Submitted to: David Shields/ Vice President of Student Affairs  
Title/Committee (if applicable)

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Date received

# UNIVERSITY OF NORTH ALABAMA

## ANNUAL REPORT

### I. Executive Summary

The Safety and Emergency Preparedness committee made three recommendations during AY 2014/2015. These recommendations focused on the proposed creation of a Business Continuity committee, the creation of a new Environmental Health and Safety (EHS) officer position, and an add-on to the UNA police dispatch phone that will allow for the recording of incoming emergency calls. The Committee began an extensive review of the Health and Safety Manual which needs extensive modification/ complete rewrite due to changes in University positions and policy. This work will continue during AY 2015/2016. The Committee has begun to address updates to building coordinators and proposed evacuation drills for each building on campus.

### II. The Committee's Charge (from the Shared Governance Document) 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 Academic Affairs and Provost with a copy sent to the TJ 0 8.9(o)2(U910.9(S/9(



The committee reviewed chapters 1- 7 of the Health and Safety Manual. The current edition of the UNA Health and Safety Manual is dated 03.07.03 which is over ten years out of date. The committee came to the conclusion

- b. The SEP committee also supported the creation of a new position (Environmental, Health, and Safety Officer [EHS]) as suggested by the Department of Chemistry and Industrial Hygiene to meet their ABET accreditation requirements and help with the new Global Harmonization Program for chemicals.
  
- c. The SEP committee recommended that the purchase of a currently available recording capability of phone calls placed to the dispatch phone in the UNA police department be investigated. The SEP committee understood that the recording of dispatch calls was routine with many police departments and allowed for clarification of statements between the dispatch officer and the

committee's request to review the SEP committee membership and voting privileges.