APPROVED November 19, 2014

Safety & Emergency Preparedness Committee
Minutes of the Meeting of October 15, 2014
GUC Room 200

The Safety & Emergency Preparedness Committee (SEP) met on October 15, 2014 in Room 200 of the
Guillot University Center. The following members were present: Dr. Kyrel Buchanan, Mr. Michael Gautney, Mr.
Kevin Jacques, Dr. Donna Lefort, Mr. Bob Pastula, Mr. Randall Phifer, Mr. Stephen Putman, Dr. Chong Qiu, and Mr.
David Shields.

Call to Order

 Dr. Lisa Ann Blankinship, committee chair, called the meeting to order at approximately 2:05 p.m. A
quorum was present.

Approval of Agenda and Minutes

The agenda and the September 12, 2014, minutes were approved by consensus.

Old Business

a. Voting by Email – Chair Blankinship received permission from the Shared Government Executive
Committee (SGEC) to conduct the business of the SEP Committee by email in the event that a
quorum cannot be reached.
b. Committee Membership – Mr. Gautney has not been able to meet with the SGEC Chair to discuss
revising the SEP Committee membership.
c. The University Safety and Health Manual –Chair Blankinship reviewed the section pertaining to
biology and found it to be sufficient. Dr. Qiu reviewed those pertaining to chemistry and suggested
that the term, MSDS, be replaced with the newly-revised SDS (Safety Data Sheet) and that the
functions of the “lab supervisor” should include more specific details. He also recommended that
Chapter 6 be revised. Dr. Figueroa and Dr. Olive will be invited to attend the next meeting to
discuss the findings from their recent accreditation visit as they pertain to these issues.
d. Hepatitis B Vaccine – Dr. Buchanan has communicated with Human Resources about vaccinating
employees that may be at risk by manner of their positions. She has not received a response to
date.
e. Building Coordinators – Chief Pastula will work with Mr. Gautney and Dr. Greenway to develop a
list of building coordinators.

New Business

a. Protocol for Removing Persons with Disabilities from Buildings – Chief Pastula said that there is a
plan in place that has been coordinated with local fire departments and emergency responders.

Announcements

Adjourn

The meeting adjourned at approximately 2:40 p.m.