

Minutes of the Meeting of September 12, 2013
GUC Room 207

The Safety & Emergency Preparedness Committee (SEP) met on September 12, 2013 in Room 207 of the Guillot University Center. The following members were present: Dr. Kyrel Buchanan, Mr. Michael Gautney, Mr. Kevin Jacques, Mr. Alan Kinkead, Mr. Terry Pace, Mr. Randall Phifer, Dr. Chong Oiu, and Mr. David Shields.

Dr. Kimberly Greenway, committee chair, called the meeting to order at approximately 1:05 p.m. There was not a quorum present.

The agenda was approved by members present. Minutes from previous meetings were not available.

Dr. Greenway reviewed the charge with the committee and emphasized two points:

1. The need to review the University's safety and emergency plans and policies for consistency and timeliness
 2. The need to develop a comprehensive training plan to instruct faculty and staff in responding to emergency situations.
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- a. Chief Pastula will be asked to provide an update on the blue emergency poles.
 - b. Chair Greenway will determine if there is still a plan to install electronic signs on perimeter of campus to alert commuters on how to obtain information in emergency situations (radio stations, etc.).
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- a. Election of Vice Chair – Chair Greenway will send an email to committee members requesting nominations for vice chair.
- b. Selection of Meeting Day and Time –