



## Safety and Emergency Preparedness Committee

<b>Name:</b>	<b>Safety and Emergency Preparedness Committee (SEPC)</b>
<b>Purpose:</b>	The SEPC exists to create and facilitate a safe environment for the campus community.
<b>Status:</b>	Active
<b>Membership:</b>	Dean of Student Success, Director of Finance and Administration, Director of Information Technology or designee, Director of Marketing and Public Relations, Chemical Hygiene Officer, Ollie Davis Site Coordinator, Associate Director of Student Life, Faculty Representative, KHMC (Kettering Health Main Campus) Police and Security Representative, Plant Engineering Representative
<b>Appointment:</b>	By position
<b>Term:</b>	As long as personnel is in defined role
<b>Chair:</b>	Director of Finance and Administration
<b>Meeting Frequency:</b>	Monthly( Minimum 4 times per year)
<b>Minutes:</b>	Recorded and distributed by a voted member
<b>Input From:</b>	Executive Council, Administrative Council, College Council
<b>Reports To:</b>	Executive Council
<b>To Act:</b>	<ol style="list-style-type: none"> <li>1. Implement tactics based on risk assessment and requirements</li> <li>2. Implement tactics to be prepared for emergencies</li> <li>3. Review and approve requests for safety procedures</li> </ol>
<b>To Recommend:</b>	<ol style="list-style-type: none"> <li>1. Institutional safety policies and procedures</li> <li>2. Software and technology to improve safety and security</li> <li>3. Responsibilities of key personnel regarding safety and security</li> </ol>
<b>Committee Procedures:</b>	<ol style="list-style-type: none"> <li>1. Review annual safety report as required by Clery Act</li> <li>2. Set up annual drills (fire, tornado, active shooter, etc.)</li> <li>3. Assess effectiveness of emergency software (Alertus)</li> <li>4. Work with fire marshal for safety of buildings</li> <li>5. Coordinate with Kettering Medical Center Safety Committee on policies and procedures</li> <li>6. Perform safety check-offs for state, county, and city requirements</li> <li>7. Create proposals to improve safety and security</li> <li>8. Review feedback from annual surveys</li> <li>9. Review committee charter annually</li> <li>10. Provide yearly report to general assembly</li> </ol>
<b>Date of Origin:</b>	10/7/2020
<b>Last Reviewed:</b>	12/20/2022
<b>Replaces:</b>	April 2020 Charter Version
<b>Approved By:</b>	College Council
<b>Effective Date:</b>	12/20/2022