



Safety and Emergency Preparedness Committee

Name:	Safety and Emergency Preparedness Committee (SEPC)
Purpose:	The Safety and Emergency Preparedness Committee (SEPC) exists to facilitate a safe environment for the campus community. The SEPC helps create, facilitate, and manage safety and security policies and protocols, identify and mitigate risk, and respond to issues by recommending corrective actions and interventions.
Status:	Active
Membership:	<ul style="list-style-type: none"> • Associate Dean of Student Success & Dean of Students • Director of Residence Hall • IT Representative • Director of Communications • Lab Safety Officer • KHMC Plant Engineering Manager • KMC Security Manager • Faculty Representative • Ollie Davis Representative
Appointment:	By position
Term:	As long as personnel is in defined role
Chair:	Associate Dean of Student Success & Dean of Students
Meeting Frequency:	Quarterly
Minutes:	Recorded and distributed by a voted member
Input From:	Executive Council, Administrative Council, College Council
Reports To:	Executive Council
To Act:	<ol style="list-style-type: none"> 1. Implement tactics based on risk assessment and requirements 2. Implement tactics to be prepared for emergencies 3. Review and approve requests for safety procedures 4. Review annual safety report as required by Clery Act 5. Set up annual drills (fire, tornado, active shooter, etc.) 6. Assess effectiveness of emergency software (Alertus) 7. Work with fire marshal for safety of buildings 8. Coordinate with Kettering Medical Center Safety Committee on policies and procedures 9. Perform safety check-offs for state, county, and city requirements 10. Create proposals to improve safety and security 11. Review feedback from annual surveys
To Recommend:	<ol style="list-style-type: none"> 1. Institutional safety policies and procedures 2. Software and technology to improve safety and security 3. Responsibilities of key personnel regarding safety and security
Committee Procedures:	<ol style="list-style-type: none"> 1. Keep official, committee-approved minutes and archive them electronically per college policy. 2. Review committee charter annually 3. Provide yearly report to General Assembly



Date of Origin:	10/7/2020
Last Reviewed:	07/09/2024
Replaces:	12/20/2022
Approved By:	College Council
Effective Date:	10/05/2023