Chancellor’s University Safety Committee (CUSC) Meeting
Tuesday, March 21, 2017   -   3:00-4:00 p.m.
Nebraska East Union
OPEN FORUM MEETING
Call-in @ 2:50 p.m.: (888) 820-1398, Code 3646181#
(*0=operator help, *6=mute/unmute own line)

AGENDA

1. Introductions & Welcome          Kyle Hansen

2. Open Forum

3. Old Business
   A. Heads Up! Marketing Plan development     Kyle Hansen
   B. Reports on progress toward CUSC Goal
   C. Other old business

4. New Business
   A. Emergency planning & preparedness update Mark Robertson
   B. Safety Committee resource sharing - Libraries Michael Straatman
   C. Other new business

5. Adjourn                      Kyle Hansen

Upcoming Meetings (at UNLPD, 300 N. 17th St. unless otherwise specified):
• May 16, 2017   (Injury/Illness & Safety Audit reports (January-March 2017)
• July 18, 2017   (Injury/Illness & Safety Audit reports (April-June 2017)

Goal FY 2016-17:

Develop, review, maintain lines of safety communication with the purpose of engaging the campus community, in particular by encouraging all to recognize and report “near misses.”
The meeting was convened by Chair, Kyle Hansen (Campus Rec). Attendees introduced themselves.

Members: Eileen Bergt (Landscape Services), Mark Robertson (UNLPD), Mike Livingston (Agronomy & Horticulture), Beth Whitaker (School of Biological Sciences), John Re (BSM), Lynn Doser (Sheldon Museum of Art), Sara Frizzell (Research Compliance), Gayle Schanou (Risk Management), Loren Swanson (Utilities), Michael Straatmann (Libraries), Brent Freeman (Nebraska City Union), Casadi Johnson (UAAD), Kim Phelps (University Services), Brenda Osthus (EHS), Betsy Howe (EHS support) – attending remotely: Jody Wood (Office of Institutional Equity & Compliance)

Safety Committee Chairs: Alan Boldt (BSE), Whitney Fritzinger (VDC), -attending remotely: Tamra Jackson-Ziems (Plant Pathology), Tanner Hilzer (Landscape Services).

OPEN FORUM

There were no attendees from the campus community.

OLD BUSINESS

Heads Up! Marketing Plan

Kyle Hansen developed and distributed a marketing plan for the “Heads Up!” campaign. The four graphics commissioned were included with a suggested range of months to highlight each for consistency in message across UNL. The campaign also includes:

- Three short statements that members can use to raise awareness of safety issues related to distracted walking/bicycling/driving.
- Three questions to stimulate discussion on this topic through personal communications, within safety committee or management team settings, for periodic “safety talks,” through written communications such as newsletters or listservs, or elsewhere within the CUSC/safety committee members' spheres of influence.
- Six links to useful resources.

CUSC members suggested that the list be included within the EHS listserv and posted to the CUSC area of the EHS web site, and distributed to CUSC members.
Mark Robertson and Kyle have been working with the digital signage group. UCOMM and UNL Police will also assist with social media postings.

**Progress toward the CUSC Goal**

*Goal: Develop, review, maintain lines of safety communication with the purpose of engaging the campus community, in particular by encouraging all to recognize and report “near misses.”*

No reports on this topic. Committee member efforts currently are to promote the “Heads Up!” campaign.

There was no other Old Business.

**NEW BUSINESS**

**Emergency Planning & Preparedness Update**

Mark Robertson, UNL Emergency Preparedness Coordinator, told the group that Hardin Hall and University Health Center are each conducting a tornado drill during the statewide Severe Weather Awareness Week, March 27-31. All areas are encouraged to consider conducting a drill either that week or at another time to determine readiness of their area to respond in the event of a real tornado warning.

Both the UNL Alert and the *Alertus* notification systems will be tested during the Severe Weather Awareness week. *Alertus* is an app installed on desktops/laptops of departments opting in. When the emergency notification system is activated, *Alertus* displays a pop-up on computers where installed. Once viewed, the user may check a box to close the application.

UNL is testing a system to track who is working on a disaster and where they are specifically located.

**Safety Committee Resources**

Michael Straatmann, University Libraries, provided handouts of the Table of Contents from two extensive documents developed by their Emergency and Disaster Group. These documents address a variety of emergency situations across the many library buildings and shared sites. The goal is to have a living document that addresses both preparedness and response policies. Michael stated that most of the material is general in nature, however specific outdoor gathering locations are listed for employees in the event evacuation of an area/building becomes necessary.

The documents provide a two-pronged focus:

- How to manage people and collections immediately and in the short term, e.g., how to stabilize collections.
• How to proceed long term. Often long-term plans involve third party vendors with specific relevant areas of expertise.

Mark Robertson suggested that emergency planning committees might consider determining an indoor gathering place as an additional option or instead of an outdoor gathering place in the event an evacuation. Weather in Nebraska often is not conducive to outdoor gathering. If parking areas are selected as a gathering location, those likely will be unavailable for gathering as emergency vehicles arrive on scene.

Mark requested that departments/buildings/facilities share their emergency plans with UNL Emergency Planning and Preparedness, preparedness@unl.edu. While the UNL Police department has made available a “Building Emergency Action Plan” template, that specific form need not be used/submitted. Once a plan is submitted, selected information, such as key personnel, is added to the GIS system to be available to emergency responders.

**Spring Safety Colloquium**

Betsy Howe reminded the group of the upcoming Safety Colloquium which will occur on April 12, 2017, at two locations for the convenience of attendees. Environmental Health and Safety (EHS) and the Office of Research and Economic Development (ORED) have sponsored a safety colloquium twice a year since fall of 2005.

The topic of the spring 2017 safety colloquium is **“Chemical Hazard Assessment and Risk Minimization”** and is applicable to those who conduct chemical reactions or work with varied and numerous hazardous chemicals.

**Visitor Policy Inquiry**

Michael Livingston, Agronomy & Horticulture, asked if any department or UNL has a visitor policy or visitor release form. Gayle Schanou, Risk Management, indicated that those interested in this topic could contact her office. There are templates available addressing visitors on campus.

There was no other New Business.

**CLOSING REMARKS**

The next meeting is May 16, 2017, from 3:00 – 4:00 p.m. at the UNL Police Department conference room. Adobe Connect will be available for remote attendees rather than the call-in number. The meeting was adjourned by Chair Kyle Hansen shortly before 4:00 p.m.
The challenge with getting this message to people is that they may dismiss it as common sense. "Yea, pay attention."

When you are moving about campus, or the city please pay attention to your surroundings!

Stack the odds in your favor by avoiding accidents or not causing them in the first place.

When we are walking, running, cycling, or driving we can all do a better job of reducing our distractions (phones, tablets, radios, etc) in route to our destinations. Remind your friends to avoid distractions that limit what they may hear or see.

Possible questions that may open discussion in a meeting or group setting to raise the group's awareness around the topic of campus mobility:

A) What are things you can do that make you predictable when (driving, walking, cycling?)
B) Share with the group what you believe are the most hazardous intersections around campus and what can be done to reduce your personal risks when in this area?
C) Share a personal story or a time you saw someone be or almost become injured due to being distracted while moving around campus.

Did you know (resources):

UNL has a Distracted Driver Policy - failure to follow the policy means removal of your driver's authorization.

Obvious Facts about walking around Campus

Pedestrian Safety to avoid injuries

How to be predictable on a bike

Bike-safety UNL

Study reveals a 'Wild West' with rules of the biking road
Heads Up, Huskers.
What's worse than missing a text? Hitting send and a car.

A message from the Chancellor's University Safety Committee

Nov-March

Heads Up, Huskers.
Forget your FOMO. Heads up. Phones down.

A message from the Chancellor's University Safety Committee

Aug-Nov
March to June

June-Aug (will Pokemon make a comeback?)
Safety Committee

Resource Sharing

University Libraries

Michael Straatmann
University Libraries Summary

- 9 Buildings/5 shared sites
- 140 Faculty/Staff
- 200 Student Employees
- 700k individuals using facilities/year
- Varying hours (up to 24/7)
University Libraries Training

• EHS Core – IIPP/Emergency Preparedness
• CPR/AED
• Fire Extinguisher
• Run/Hide/Fight – Active Shooter
• Fire/Evacuation Drills
• Disaster Response/Recovery
University Libraries Planning

Safety Committee/Planning
and
Disaster Committee/Planning
University Libraries Policies and Manuals

Divided into 2 components
• Emergency and Disaster Preparedness
• Emergency and Disaster Response
University Libraries Disaster Preparedness

• Team Structure (Safety and Disaster)
• Human/Print/Electronic
• Emergency Response Plans
  • Building Plans/Alarms
  • Evacuation/Shelter Information
  • Contact Details
University Libraries Disaster Response

- Immediate v. Short term v. Long term
- Detailed Action Procedures
  - Type of Damage
  - Type of Media
- High Density Storage Issues
- Salvage and Collection Priorities
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Foreword

The University of Nebraska-Lincoln Libraries have collections of over 3 million volumes and over 2 million microforms. All types of formats are found in the collections—sound recordings, CD-ROMS, scores, archival materials, slides, etc. This disaster preparedness plan is one means of helping prevent serious damage to the collections if the Libraries should experience a disaster. It includes names and telephone numbers of the Disaster Response Team, directory information, and basic guidelines for response in the event of a disaster.

This plan consists of two parts:

- Disaster Preparedness and Emergency Response Actions
- Disaster Recovery

The first part deals with disaster preparedness and preparation and is used by the libraries as a manual in routine disaster preparedness and prevention activities. It contains:

- Information on collection area checks for potential disasters
- Policy and actions to assist in the management of the Library's collection disaster preparedness strategies
- Disaster preparedness and response personnel

This section also contains the immediate response to various emergencies that might occur at the UNL Libraries. The focus of these scenario responses are the personnel of the libraries and of the University community. These responses include but are not limited to:

- Natural emergencies
- Campus Emergencies
- City or Statewide Emergencies

The second part is intended for use by those responsible for managing and responding to a disaster, and primarily focuses on the collections and holdings of the University Library.

Copies of this Disaster Plan should be kept both on-site and off-site. Each member of the disaster team, as well as the Dean of Libraries and the University Archivist, will have a personal copy of the full plan to be kept at home. Department chairs will have copies of the plan and will make staff members aware of the plan, train them in its use, and discuss with them any revisions to it. A current electronic copy will be on the library’s intranet.

Updates

The writers of this manual understand that key personnel, vendors, locations, and phone numbers are constantly changing, and updated information has been included in nearly every area covered within this February 2017 edition of the manual's contents. As better ideas, new information, and improved methods of procedure emerge, the contents of this manual will be updated to continue its current relevancy. Comments from all readers are both welcomed and encouraged. Suggested changes should be forwarded to the Disaster Response Manager.
University of Nebraska – Lincoln Libraries

Emergency and Disaster Response Manual

FOR INTERNAL USE ONLY

Updated
February 2017
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