Chancellor’s University Safety Committee (CUSC) Meeting  
Tuesday, March 18, 2014  
3:00-4:00 p.m.  
Nebraska East Union  
Call-in @ 2:50 p.m.: (888) 820-1398, Code 3646181#  
(*0=operator help, *6=mute/unmute own line)  

AGENDA  

1. Introductions  
   Beth Whitaker  

2. OPEN FORUM  
   Beth Whitaker  

3. Old Business  
   A. Emergency Planning update  
      Mark Robertson  
   B. Efforts w/in your sphere of influence to foster goal  
      Beth Whitaker  

4. New Business  
   Beth Whitaker  
   A. Review/accept 2014-15 meeting dates  
   B. July election for Vice Chair - nominees  
   C. Welcome (SCs) representatives – your SC?  
   D. Research Security Awareness Forum  
   E. Campus Safety Walk (Spring 2014)  
      Mark Robertson  

5. Adjourn  
   Beth Whitaker  

Upcoming Meetings (at UNLPD, 300 N. 17th St.):  
- May 20, 2014  (Injury/Illness & Safety Audit reports Jan-Mar 2014)  
- July 15, 2014  (Injury/Illness & Safety Audit reports Apr-Jun 2014)  

Goal FY 2013-14:  
To help foster UNL employee awareness of the individual’s role in their own personal safety, that of their co-workers, and safety/injury prevention in general at UNL. To foster completion of safety training by UNL employees, using the EHS Employee Training Needs Assessment, as a first step.  

Proposed dates 2014-15:  
- September 16, 2014  OPEN FORUM  Nebraska City Union  
- November 18, 2014  (Injury/Illness & Safety Audit reports (July-October 2014)  
- January 20, 2015  (Injury/Illness & Safety Audit reports (October-December 2014)  
- March 17, 2015  OPEN FORUM  Nebraska East Union  
- May 19, 2015  (Injury/Illness & Safety Audit reports (January-March 2015)  
The meeting was convened by Chair, Beth Whitaker (School of Biological Sciences). Attendees introduced themselves.

**Members:** Mark Robertson (UNLPD), Greg Maguire (Housing), Allan Henrichs (Shared Computing Services), Nancy Orsborn (UHC), Kyle Hansen (Campus Rec), Lynn Doser (Sheldon), Eileen Bergt (Landscape Services), Brenda Osthus (EHS), and Betsy Howe (EHS administrative support).

**Attending Remotely:** Karen Helberg (PREC), Cheryl Dunbar (ARDC), Damon Magnuson (Morrison)

**Safety Committee Chairs:** Alan Boldt (BSE), Dave Giraud (Nutrition & Health Science), Carol Caha (Agronomy & Horticulture), Bernice Goemann (SNR), Gustavo Delhon (VBS)

**Guests:** Jason Shaneyfelt (Daily Nebraskan)

**OPEN FORUM**

Dave Giraud, Nutrition & Health Sciences, had a question regarding the monthly emergency notification system testing. The timing is problematic for classes in session, so would it be possible to delay for 5-10 minutes sounding the siren/alarms so classes would be over?

Mark Robertson, UNL Emergency Preparedness Coordinator, explained the process. UNL participates in the Lancaster County emergency warning testing but the timing is not determined by UNL. Mark told the committee there will be a statewide test of the emergency warning system on April 2nd, including participation of UNL Alert, clearly noting that the Alert message is a test. Mark told the attendees that, should there be any chance of a tornado, the regularly scheduled test would not be held. Departments/classrooms are encouraged to respond as if the April 2nd warning were a real weather event to test emergency procedures.

**OLD BUSINESS**

**Emergency Preparedness Update**

Mark Robertson used the Open Forum question to segue into providing information on the Ready Campus event April 10, 2014, from 11:00 a.m. – 2:00 p.m. This is a student-sponsored event tying in with Federal Emergency Management Agency (FEMA) Campus Ready initiative. There will be booths staffed by a number of applicable groups/agencies: Red Cross, Emergency Management for Lancaster
County, Lincoln Fire & Rescue, and more. The committee decided to ask if the CUSC might have a booth to share UNL emergency preparedness information, e.g. the importance of signing up for UNL Alert, awareness of Emergency Preparedness web-based training, etc. Mark will provide Beth with contact information to request a booth. Beth & Betsy will determine handouts, to include the stickers used at Supplier Showcase last fall, “UNL Safety Awareness…Speak Out For Safety.” Volunteers from the CUSC will be recruited to staff the booth.

Efforts Within Spheres of Influence
Beth Whitaker read the CUSC goal:

To help foster UNL employee awareness of the individual’s role in their own personal safety, that of their co-workers, and safety/injury prevention in general at UNL. To foster completion of safety training by UNL employees, using the EHS Employee Training Needs Assessment, as a first step.

Beth encouraged everyone to focus before the next meeting on promoting the Injury and Illness Preparedness Plan and Emergency Preparedness web-based training required by all who get a paycheck at UNL. Brenda Osthus stated that the requirement to complete these two training courses has been driven by regulation in existence since the mid 1990’s. Despite extensive efforts by EHS to raise awareness of these “Core” or basic trainings, many within the campus community still seem unaware of the necessity to take these two training courses.

Brenda informed the committee that safety committees are regularly provided information by EHS staff on who in their department has completed training. EHS also provides departments without safety committees training records upon request.

NEW BUSINESS

2014-2015 Meeting Dates
Betsy Howe presented the following proposed meeting dates for the 2014-2015 year, continuing with meetings the third Tuesday of every two months, from 3:00 – 4:00 p.m.:

- July 15, 2014  (Injury/Illness & Safety Audit reports Apr-Jun 2014)
- September 16, 2014  OPEN FORUM Nebraska City Union
- November 18, 2014  (Injury/Illness & Safety Audit reports July-October 2014)
- January 20, 2015  (Injury/Illness & Safety Audit reports October-December 2014)
- March 17, 2015  OPEN FORUM Nebraska East Union
- May 19, 2015  (Injury/Illness & Safety Audit reports January-March 2015)
These dates were accepted, will be added to the UNL main calendar, and will be sent to membership as Outlook meeting invitations. Due to differing locations, multiple invitations will be made so that it will be easier for members to identify meeting location from the calendar appointment.

**Election of Vice Chair**
Beth opened nominations for Vice Chair of the CUSC, to take office after the May meeting when the current Vice Chair, Lynn Doser, becomes Chair. Kyle Hansen was nominated. A motion was made, seconded and passed that nominations cease and a unanimous ballot be cast for Kyle Hansen as Vice Chair.

**Safety Committee Chair Welcome & Resource Information.**
Beth welcomed the attending Safety Committee Chairs and asked if there was any support that the CUSC could provide for their committee. None of the attendees had a specific request. Beth encouraged them to ponder this question and attend future CUSC meetings or contact her directly.

EHS continually works on providing safety resources for the campus community, in particular safety committees, to facilitate committee efforts of safety awareness. Betsy Howe displayed seven new Laboratory Safety Posters that are available free of charge in any quantity to the campus community. Those who signed up to receive a specific number of each poster will get them through campus mail within the week. Betsy requested that members let her know if anyone has ideas of other posters that would be useful to their areas.

**Research Security Awareness Forum**
Brenda Osthus and Mark Robertson reported that this forum provided a great deal of useful information to attendees to help them think in different ways about “security”. Two particular points made were: there are common items that possibly may be diverted for illicit purposes and everyone should maintain situational awareness, which can be capsulized as “See Something, Say Something.” Attendees were encouraged to report anything that does not “feel right” and let the UNL Police investigate rather than waiting to be sure there is a problem, at which point options may be limited/damage may be done.

**Safety Walk**
The Spring 2014 Campus Safety Walk is scheduled for April 24, 2014, beginning from the 17th & R Parking Garage. Those interested in attending should contact Jeff Hohlen, UNLPD, who is in charge of this event. Attendees will be bused to areas identified as a possible problem or concern. If specific areas for review are not identified, those attending the Walk will start at one end of campus and walk to the other end, making their own evaluations. Such walks are held every 18 months, in the evening, to review both campuses with fresh eyes.
Members were interested in the report from the October 23, 2012, Safety Walk. That information is available in past Minutes and will be distributed with the Minutes of this meeting.

**CLOSING REMARKS**
Everyone was again encouraged by Beth to continue working on the CUSC Goal within their own spheres of influence. The next meeting will be held on May 20, 2014, from 3:00 – 4:00 p.m. at the UNL Police Department conference room. The meeting was adjourned by Chair Beth Whitaker.