

**Chancellor's University Safety Committee (CUSC) Meeting**  
**OPEN FORUM**  
**March 27, 2018 - 3:00-4:00 p.m.**  
**Nebraska East Union**

**AGENDA**

1. Introductions & Welcome Kyle Hansen
  
2. Open Forum
  
3. Old Business
  - A. Reports on Progress:
    - i. CUSC goal – Use of Near Miss Reporter
    - ii. Heads Up! campaign
  - B. Other old business
  
4. New Business
  - A. Vice Chair Nominations by May
  - B. Emergency planning & preparedness update Mark Robertson
  - C. Meeting Room Trial at EHS
  - D. 2018-19 Meeting Dates – May Betsy Howe
  - E. Resource: School of Natural Resources Steve Thomas
  - F. Other new business
  
5. Adjourn Kyle Hansen

**Upcoming Meetings** (at UNLPD, 300 N. 17<sup>th</sup> St. unless otherwise specified):

- May 15, 2018 (Injury/Illness & Safety Audit reports (January-March 2018))

**Proposed Meetings for 2017-18**

- July 17, 2018 (Injury/Illness & Safety Audit reports (April-June 2018))

Goal FY 2017-18:

*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” or potentially unsafe practices with this information to be used for educational purposes university-wide.*

**Chancellor's University Safety Committee Meeting**  
**Meeting Minutes**  
**March 27, 2018 • 3:00 - 4:00 p.m.**  
**East Union**  
**OPEN FORUM**

The meeting was convened at 3:00 p.m. by Chair Kyle Hansen (CREC). Members attending introduced themselves.

**Members:** Beth Whitaker (School of Biological Sciences), Eileen Bergt (Landscape Services), Mark Robertson (UPD Emergency Management), Casadi Johnson (ITS), Christine Weitzel (UNOPA), Jolene Deinert (Custodial Services), Gabe Hampton (FMP- remotely), Alan Boldt (BSE), Michael Straatmann (Libraries), Barb McCain (Housing Dining), Sara Frizzell (Research Compliance), Brent Freeman (Nebraska Unions), Lynn Doser (Sheldon Museum of Art), Mike Livingston (Agronomy & Horticulture), Kim Phelps (University Services), Betsy Howe (EHS support)

**Remote attendance via Zoom:** Whitney Fritzinger (Veterinary Diagnostic Center), Gabe Hampton (FMP-BSM), Christine Weitzel (UNOPA)

**Safety Committee:** Donald Umstadter (Physics & Astronomy-remotely), Gary Brewer (Entomology)

**Guest:** Noah Johnson (Journalism Student)

**OPEN FORUM**

Noah Johnson introduced himself and indicated he would be recording parts of the meeting to do a report for a College of Journalism class assignment.

Beth Whitaker asked about who is responsible for getting AEDs on campus and how are they registered so people can see where there is an AED. Kyle answered that individual departments are responsible for purchasing an AED if they want one and then maintaining it. Betsy Howe reminded the group that EHS maintains a Safe Operating Procedure on the Automatic External Defibrillator (AED). That SOP indicates where to register the device. Recently registration is no longer through Lincoln Fire & Rescue, rather through PulsePoint, an application widely available.

The question was raised how to report issues such as ice patches or lights being out. Eileen Bergt said the correct procedure is to report such concerns to the Facilities Service Desk, 402-472-1550 or [servicedesk@unl.edu](mailto:servicedesk@unl.edu), and the concern would be appropriately routed.

Christine Weitzel raised a concern with box cutter use and safety. Jolene Deinert said that Custodial Services personnel have box cutters with a plastic "knife" to

decrease the risks of being cut. Christine suggested that individual departments be encouraged to purchase safer box cutters, either ones like Jolene mentioned or box cutters where the blade is guarded except when immediately in use.

## **OLD BUSINESS**

### **Report on Progress: CUSC Goal & *Heads Up!* Marketing Campaign**

*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" or potentially unsafe practices with this information to be used for educational purposes university-wide. "*

Beth Whitaker reported that she is distributing the business-card-size Near Miss/Student Injury reporting cards. She asked Betsy Howe to provide more cards for her use. Betsy will also bring cards to the next CUSC meeting for distribution once more.

Kyle Hansen will be speaking to a Health Educator group coming to campus on the topic of "Heads Up!" (distracted driving/bicycling/walking) as that is relevant to all at any location.

Betsy Howe has put together all four graphics in a legal-size document that she has been distributing at safety committees. Any member who would like the file can contact Betsy.

There was no other Old Business.

## **NEW BUSINESS**

### **Vice Chair Nominations for May Vote**

May 2018 is the final meeting with Kyle Hansen as Chair. Brent Freeman will move from Vice Chair to Chair for the July meeting. Nominations for Vice Chair are requested by Kyle in preparation for voting in a new Vice Chair in May. The position of Vice Chair is a four-year commitment, two as Vice Chair and two as Chair of the CUSC.

### **Emergency Planning & Preparedness Update**

Mark Robertson indicated implementation of Alertus in general purpose classrooms was scheduled to be completed over spring break. He reminded the group of the statewide test of the tornado warning system on Wednesday, March 28, 2018. For the drill, UNL Alert will activate, in turn activating Twitter, Digital signage, Alertus, the UNL website pop-up, etc. All are asked to report if alarms/voiceovers in their area do not activate during the drill. This is the only widespread test of the year.

Housing is providing UNL Alert to people who come to the UNL campus for camps. Camp counselors will be able to sign-up for UNL Alert for a seven-day period through text messages with a provided keyword.

Mark indicated that the Police Department-conducts presentations on emergency preparedness, one component of which is active shooter information. Typically the presentations are about 45 minutes long. The content is a reminder of what to do in a variety of natural and man-made emergency situations, boiled down into three words: Run, Hide, Fight. The training is designed to get listeners to think about what they would/should do and know, e.g., two components are escape route and tornado shelter location awareness.

The UNL Emergency Operations Center (EOC) team will participate in exercises in 2018 with scenarios that include an emergency at Memorial Stadium.

### **2018-2019 Meeting Room Trial**

The Zoom meeting conferencing application seems to be working well. Kyle suggested and the group agreed to have the May meeting in the EHS training room to consider that as a possible meeting venue. The EHS training room is optimized for Zoom meetings, has 27 seats (classroom style) with additional space around the room perimeter, and there are three "A" parking lots within 2 blocks.

### **2018-2019 Meeting Dates**

Members were asked to be prepared to review potential meeting dates for the 2018-19 fiscal year at the upcoming CUSC meeting in May. Items of consideration: keep the meetings the third Tuesday of every other month, over spring break move the meeting out a week, or other considerations.

### **Safety Committee Resource**

Steven Thomas was unable to attend and present at this meeting. Mark Robertson mentioned, in the context of the upcoming statewide tornado drill, that the Nebraska Unions had done a great job of coordinating with all partners in developing an Emergency Action Plan for East Union, City Union and the Gaughan Center. Their task was somewhat more complicated than that of other buildings on campus, even those occupied by various departments, as the Unions have tenants that are not part of UNL. It took 18 months to develop their plan and train all employees. The Unions/Gaughan Center conduct training every 6 months for new employees.

### **Other New Business**

Donald Umstadter, Physics and Astronomy, asked the committee if they were considering safety of nanoparticle research, in particular where particles might be

inhaled. He was not aware of any specific training available and a lot of research on campus involves nanoparticles. This might present a danger hidden from view. Kyle indicated that this question would be best addressed by EHS. Dr. Umstadter was going to contact EHS.

### **CLOSING REMARKS**

The next meeting will be on May 15, 2018, from 3:00 – 4:00 p.m. at the EHS Training Room. Chair Kyle Hansen adjourned the meeting at 4:00 p.m.