Chancellor’s University Safety Committee (CUSC) Meeting  
March 21, 2023   -   3:00-4:00 p.m.  
EHS Training Room & Zoom  
OPEN FORUM

AGENDA

1. Introductions & Welcome (Zoom mute) (3:00 – 3:05 p.m.) Michael Livingston

2. Open Forum (3:05 – 3:10 pm)

3. Old Business
   A. Update on ASUN publicity efforts/lighting concern (3:10– 3:15 p.m.)  
      Naren Narasimhan
   B. Is there a volunteer for outreach to Greeks [https://www.unl.edu/greek/](https://www.unl.edu/greek/) (3:15 – 3:20 pm)
      A. Other Old Business (3:20 – 3:25 p.m.)

4. New Business
   A. Emergency planning & preparedness (3:25 – 3:30 p.m.) Mark Robertson
   B. Utility Plant Tunnel Entry Safety (3:30 – 3:45 p.m.) Jacob Sharrer
   C. Other new business (3:45 – 3:50 p.m.)

5. Adjourn Michael Livingston

Meeting Schedule (EHS training room, Warehouse 1, East Campus and Zoom)

- May 16, 2023- (Injury/Illness & Safety Audit reports Jan-Mar 2023)
- July 18, 2023- (Injury/Illness & Safety Audit reports April-June 2023)

Goal FY 2022-2023:

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.
The meeting was convened at 3:00 p.m. by Chair, Michael Livingston.

INTRODUCTIONS

All attendees introduced themselves by name and the department/facility they represent.

Members In Attendance: Martha Morton (Chemistry), Ron Bacon (Custodial Services), Rick Campos (Facilities, Planning & Capital Programs), Eileen Bergt (Landscape Services), Jon Shields (Nebraska Unions), Alan Boldt (BSE), Barb McCain (Dining Services), Marla Nissan (UNOPA), Mark Robertson (UNL Police), Kyle Hansen (CREC), Deb Royal (Vet Diagnostic), Lynn Doser (The Sheldon), Stacie Ray (School of Education & Human Sciences), Samantha Link (ARD Greenhouse), Naren Narasimhan (ASUN), Sharleen Roth (Housing), Sara Quinn (Research Compliance), Brent Morgan (Libraries), Pete Hilsabeck (Scott Engineering Center), Jacob Sharrer (Husker Energy & Power), Tony Delaney (Nutrition & Health Sciences) Brenda Osthus (EHS) and Elizabeth (Betsy) Howe (EHS administrative support).

Safety Committee Chairs: Logan Dana (Haskell Ag Lab), Randi Houghtelling (NCTA)

OPEN FORUM

Tony Delaney indicated he had been asked by Dean of College of Education and Human Sciences to develop a building safety plan for selected CEHS buildings. Tony inquired about resources to develop such a plan. Michael Livingston referred the question to Mark Robertson.

Mark Robertson, UNL Emergency Management Director, reminded the group of the Building Emergency Action Plan template available through the SAFETY AT NEBRASKA (https://safety.unl.edu website). The template includes components OSHA would recommend for a safety plan. Once completed the document will go onto the GIS system so the UNL Police Department and Emergency Operations Center teams will have access to the submitted plan if needed. Mark is available to assist one-on-one and/or provide a Word doc.

OLD BUSINESS
Update by ASUN

Naren Narasimhan informed the group that ASUN had held a weeklong social media campaign to raise awareness of safe driving/walking/bicycling/skateboarding/scootering using a variety of platforms. The campaign included all the available Heads Up! graphics.

Naren could not report on the lighting concern from the last CUSC meeting. The person that brought that concern to Naren has been abroad.

Outreach to UNL Greek Organizations

Michael Livingston requested that any members interested in outreach to university Greek organizations to engage them in promotion of the Heads Up! campaign should contact him or Betsy Howe for information on contacts.

Other Old Business

There was no other old business.

NEW BUSINESS

Safety in Construction Area

Lynn Doser told the group about a near miss in a construction area on 10th Street and Q that occurred recently in the early morning. It was still dark, there was traffic on four lanes in the area of construction. A student in dark clothing was walking in the street looking at a device and almost was hit by a car. Lynn asked about signage indicating the walkway through construction. Mark Robertson hypothesized that temporary lighting might be possible. Rick Campos, Facilities, Planning and Capital Programs offered to contact the appropriate people to follow up.

Emergency Planning & Preparedness

Mark Robertson noted that there have been quite a number of presentations since the last CUSC meeting, in particular after the Michigan State University active shooter incident. The message Mark wishes to reiterate is that the best option in an active shooter situation is to sequentially Run, then Hide barricading yourself in if you cannot safely get away, and finally Fight as the last option. Preparedness is of primary importance. Watch for behaviors that seem to be “off” and could easily lead to a bad situation, reporting it at once. If anyone is interested in an informal safety awareness talk or a more formal PowerPoint presentation, Mark can facilitate.

The question arose about locks on all doors at UNL. A number of years ago there were a number of sexual assault cases at other universities that occurred behind locked classroom doors, leading to the university decision to have all locks removed.
Michael Livingston asked about the length of the recent Alertus siren that seemed excessive. Mark said the Alertus alarm can be set up for various durations. The minimal duration is 2 minutes of alarm with the ability to turn off the alarm after 1 minute if appropriate. The last Alertus alarm was set up to run for longer than 2 minutes. There is a statewide tornado test on Wednesday, March 29, 2023, which is the annual readiness test. It will be in the mid-morning presuming weather is not such that there might be a tornado. The Alertus system will be active for this event as will all the city outdoor sirens.

Resource: Utility Plant Tunnel Entrance Safety

Jacob Sharrer, Utility Training & Safety Coordinator, reviewed a near miss that occurred in a steam tunnel on City Campus last summer. The incident involved contractors working in a steam tunnel. One of them inadvertently opened a drain valve to a charged steam line. The resultant release of steam into the tunnel created an imminent safety hazard. Utility maintenance staff and emergency personnel from UNL and the city responded. The incident was resolved with no injuries.

Contributing factors of the incident were:
- Contractor did not notify Utilities of planned entry
- Lack of situational awareness by the contractor
- Lack of contractor oversight

Utilities was not notified of the number of personnel within the tunnel which led to a massive response to ensure all of the contractors had been able to exit the tunnel. Utilities personnel were able to quickly abate the leak.

Initial action items developed to mitigate this hazard identified:
- Update and enhance steam tunnel entry processes and procedures.
- Develop and install door signage at tunnel entrances indicating that authorization is required prior to entry.
- Develop and deliver steam tunnel safety training.

These action items led to development of improved safety processes in the areas of:

- Tunnel Permitting
- Awareness Training
- Tunnel Mapping
- Signage
- Access Keys

Documents developed, including maps of steam tunnels on both City and East Campuses, will be distributed to membership. Jacob requested that members contact him if they are from a department with buildings that have a steam tunnel entrance. This will facilitate the process of identifying the appropriate person with
whom to discuss access security and key control. Jacob provided a phone number (402.472.4076) and email (jacob.sharrer@unl.edu).

Other New Business

There was no other new business.

CLOSING REMARKS

Michael Livingston, Chair, adjourned the meeting at 3:38 pm. The next meeting will be on May 16, 2023.
Safety Bulletin
Husker Energy & Power
August 16th, 2022
City Campus Tunnel System at 16th & Vine (near Othmer Hall)

**Incident Description**

Contractors were working in the steam tunnel near Othmer Hall. During their work, one person inadvertently opened a drain valve to a charged steam line. This caused the release of steam into the tunnel creating an imminent safety hazard. The contractors immediately fled the tunnel and called 911. Lincoln Fire and Rescue, UNL PD, and UNL HEP Maintenance were dispatched to the scene where the leak was isolated upstream, and the steam subsided. Immediate communication as to how many people were in or not in the tunnel was incorrect. It was unclear for a while if a person(s) were still in danger. Emergency responders and UNL Maintenance staff checked the tunnel system in the vicinity to ensure everyone was accounted for.
Contributing Factors

HEP was not notified of the tunnel entry and therefore the contractors were not briefed on tunnel entry procedures which lead to a lack of situational awareness. The accidental valve positioning (kicking the valve handle) also demonstrates a lack of situational awareness of the surroundings and the potential hazards that exist. Contingencies were not discussed, and contractor oversight was insufficient. Not knowing the precise count of individuals who were either in or not in the tunnel led to a large escalation on LRF’s part. This could have been avoided if accurate head counts were available.
Actions to abate the incident

HEP must be notified of any and all tunnel entries made by contractors or UNL personnel where they would have been briefed on what to do if this situation occurred. A tunnel entry permit must be obtained from the City Campus Control Room prior to entry. Tunnel access keys that are checkout from the City Campus Control Room must be returned at the end of the workday. Potentially hazardous conditions were not mitigated as the contractors could have requested a Lockout of the valves in their work area during their work. Physical barricades can also be used to mitigate any inadvertent manipulations.
Actions that were taken during the incident
UNL HEP Maintenance responded and made a quick assessment on how to isolate the leak. Knowledge of the tunnel system was invaluable to LFR as it informed them of entrance locations and mapping which proved beneficial to ensuring no one remained in the system under duress.

Action Items
• Update and enhance steam tunnel entry processes and procedures.
• Develop and install door signage at tunnel entrances indicating that authorization is required prior to entry.
• Develop and deliver steam tunnel safety training.
“Contractors working inside the University of Nebraska-Lincoln's underground tunnel system Tuesday danced with but avoided injury after a steam valve opened, releasing 500-degree steam at pressures as high as 250 pounds per square inch, according to officials.”
Action Items

Tunnel Permitting
Awareness Training
Tunnel Mapping
Signage
Access Keys
Utility Services Tunnel Entry Permit

A minimum of two personnel is required for a tunnel entry

Name of First Entrant: __________________________________________________________
Name of Second Entrant: ______________________________________________________
Total number of your party: ____________________________________________________
Date of entry: ________________________________________________________________
Purpose of entry: _____________________________________________________________

This document must be retained in the Control Room of applicable campus upon entering tunnel.

Required Checklist Prior to Entry:

☐ Supervisor Notified: ________________________________________________________
☐ Control Office Notified CCUP 402-472-4017 or ECLIP 402-472-2400
☐ Bump Cap
☐ Flashlight
☐ Long Sleeves
☐ Gloves
☐ Safety Glasses with side shields
☐ Cell Phone # _______________________

Location and Time of Entry: __________________________________________________
Location and Time of Exit: ___________________________________________________
## Key Information

<table>
<thead>
<tr>
<th>2022 Data</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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</thead>
<tbody>
<tr>
<td>Number of permits</td>
<td>8</td>
<td>19</td>
<td>21</td>
<td>13</td>
<td>15</td>
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<tr>
<td>Average party size</td>
<td>3.7</td>
<td>2.5</td>
<td>2.8</td>
<td>2.2</td>
<td>2.4</td>
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<tr>
<td>Average time in tunnel system (h:mm)</td>
<td>2:55</td>
<td>2:15</td>
<td>1:59</td>
<td>1:14</td>
<td>2:20</td>
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<tr>
<td>UNL HEP vs. Contractors</td>
<td>55%</td>
<td></td>
<td></td>
<td>38%</td>
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### Work Locations
- Scott, Burnett, Nebraska Hall / Othmer 13, Scott door access, 16th & Vine / Othmer Bldg., Richards Hall to Old Father, Scott Engineering Door 17A, Hawks COB, 19th & Vine, Vine & 17th to Selleck, Vaults from CCUP to Devaney, 17th & Vine, Love Library, Andrews to East stadium, Military, N. Tunnel, 16th street, Love Library / East stadium, CCUP South Tunnel Business Services to CTES, Harper, Dinsdale Hatch #18, CCUP, 27, Lutheran Center / CCUP North tunnel, City Union, West Bridge Vault, 16th & S, HSS and HLT, Dinsdale Library, North of Keim Hall, ECUP, North of Health Center on 250 line, Niehardt, Brace Hall, Architecture Hall, Nebraska Hall

### Type of work
- String new conduit, Pulling Fiber, Electrical work, Inspection, Verify correct operation, Pickup supplies, Piping, Comm. Cables, Condensate and Steam Line Project Renew, Condensate leak, Steam work, Steam repair, Shut off steam, Tour, Shoring Install, Repairs, Leak Repair, Charge Steam
Action Items:

Awareness Training

✓ Safety Brief

☐ Training Video
**Tunnel Mapping**

Record work area(s), entry point, and time of entry. Print and attach map as necessary.

<table>
<thead>
<tr>
<th>Entry Location:</th>
<th>Time of Entry:</th>
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Location of Work Area(s):

<table>
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<tr>
<th>Location of Work Area(s):</th>
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Record exit time and location.

<table>
<thead>
<tr>
<th>Exit Location:</th>
<th>Time of Exit:</th>
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</table>
Action Items:

**Signage**

RESTRICTED ACCESS!
Entry Permit Required
Contact Utility Plant Control Room
402-472-2400
Action Items:

Access Keys must be checked out from the control room
Special thanks to...

HEP Maintenance Staff; Nate Donahoo & Dean Oberg for gathering GIS data, access point information, and signage installation.

HEP Operations staff for handling the new permitting process.

Rama Chereku for updating GIS with tunnel system details, tunnel access maps, and digital permit proof-of-concept.
Questions or Comments?

Jacob Sharrer
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