

**Chancellor's University Safety Committee (CUSC) Meeting**  
**March 22, 2022 - 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 Straatmann
2. Open Forum (3:05 – 3:10 p.m.)
3. Old Business
  - A. Heads Up! Yard sign update (3:10 – 3:15 p.m.) Jody Wood
  - B. Plan Ahead project update (3:15 – 3:20 p.m.) Martha Morton
  - C. Other Old Business (3:20– 3:25 p.m.)
4. New Business
  - A. Nominations - Vice Chair (May vote) (3:25 – 3:30 p.m.)
  - B. Emergency planning & preparedness (3:30 – 3:35 p.m.) Mark Robertson
  - C. Goal Review (3:35 – 3:40 p.m.)
  - D. Resource (3:40 – 3:55 p.m.) Lynn Doser
  - E. Other new business (3:55 – 4:00 p.m.)
5. Adjourn Michael Straatmann

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

- May 17, 2022 (Injury/Illness & Safety Audit reports January-March 2022)
- July 19, 2022 - (Injury/Illness & Safety Audit reports April-June 2022)

Goal FY 2021-2022:

*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**  
**OPEN FORUM Meeting Minutes**  
**March 22, 2022 • 3:00 - 4:00 p.m.**

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

## **INTRODUCTIONS**

All attendees provided the name of the department/facility they represent. Michael welcomed new members Marla Nissen and Rick Campos.

**Members In Attendance:** Martha Morton (Chemistry), Deb Royal (VDC), Jacob Sharrer (Utilities), Kyle Hansen (CREC), Mike Livingston (Agronomy & Horticulture), Jeremy Hiller (SNR), Beth Whitaker (School of Biological Sciences), Ron Bacon (Custodial Services), Jo Bialas (Business Operations & Risk Management), Rick Campos (Facilities, Planning & Capital Programs), Eileen Bergt (Landscape Services), Lynn Doser (Sheldon Museum of Art), Marla Nissen (UNOPA), Brenda Osthus (EHS), and Elizabeth (Betsy) Howe (EHS support).

**Safety Committee Chairs:** Logan Dana (Haskell Ag Lab), Brent Morgan (Libraries), Erin Bauer (Entomology), Kyle Broderick (Plan Pathology), Joel Haman (UNMC), Kees Uiterwaal (Physics & Astronomy), Randi Houghtelling (NCTA), and Adam Eakin (University Museum).

**Open Forum.** There was no one from the campus community with questions/concerns for the committee.

## **OLD BUSINESS**

**Heads Up! Yard Signs.** Jody Wood, Chair of this committee, submitted a report by email. Jody stated that she is working with Printing Services to get yard signs produced. Jody will complete the process of requesting specific times and spaces to display these yard signs.

### **Plan Ahead Campaign**

Martha Morton, Chair, reported that the project is complete. The new graphics were displayed on the CUSC SharePoint site. She thanked Betsy Howe for all the support she provided for this project, in particular, the UCOMM connections to facilitate this project.

### **Other Old Business**

There was no other old business.

## **NEW BUSINESS**

### **Nominations for Vice Chair**

Michael Straatmann reminded the group that in May it would be two years since Michael Livingston was elected Vice Chair. Michael Livingston will move into the position of CUSC Chair after the May meeting. Therefore, in May the group will need to elect a new Vice Chair. Michael S. encourage members to think about their willingness to serve and nominate themselves or think about another member they would like to nominate. Anyone who wants further information on the position of Vice Chair should contact Michael S. or Michael L. directly. Nominations should be sent to either Michael S. or Michael L. Voting for a new Vice Chair will occur at the May meeting.

### **Emergency Planning & Preparedness**

Mark Robertson was not able to attend.

### **Annual Goal Review**

The current CUSC Goal is:

*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 indicated that the Plan Ahead project helps the CUSC get closer to meeting this goal. Brenda Osthus said there has been a large increase in the number of near misses reported. Also, by and large, those submitting a near miss report have already taken steps to remedy the situation that led to the near miss. When asked about more specifics, Brenda mentioned that, as an example, near miss reporting has led to a departmental re-evaluation of their undergraduate lab policy. In other instances, a mitigation step by the department was reteaching tasks.

Those present determined that there is more that can be done to implement this goal and so it will continue to be the CUSC goal for the 2022-2023 year.

### **Resource: The Sheldon’s Emergency Procedures**

Lynn Doser talked about emergency procedures at The Sheldon Museum of Art. Key components are:

- An Emergency Plan that is customized to The Sheldon and its operations and is continually being updated as changes occur or additional potential areas to address are identified.

- A Flipchart that serves as a quick reference is printed on hot pink paper for high visibility. All full-time staff have a copy and there are copies posted in different areas of the building.
- A monthly “security snapshot” newsletter is published, covering personal interest items related to individual staff, highlighting security or emergency topics, and providing information on security issues and news from the broader art world.

Lynn indicated all staff at The Sheldon are regularly trained on the Emergency Plan, along with a re-training on relevant topics such as periodic EHS Hands-On Fire Extinguisher training so staff can put into practice information learned in the EHS web-based Fire Extinguisher training course. Lynn pointed out that their procedures and training take into account that there routinely are visitors on site at The Sheldon Museum of Art.

Lynn provided a PDF of her presentation to be included with the Minutes. Her presentation shows Sheldon-specific information. Lynn’s goal in providing the Sheldon’s plan is to inspire other committee members to develop/update their own emergency procedures.

### **Other New Business**

Dr. Kees Uiterwaal, Physics & Astronomy, asked about how to get more information about a recent incident in Jorgenson Hall that led to emergency personnel on site and an evacuation of the building. As the Safety Committee Chair, personnel at Jorgensen contacted him. Dr. Uiterwaal felt the explanation by emergency personnel on site was not comprehensive enough.

Brenda Osthus told attendees that EHS is collaborating with BSM to identify gas sensor locations and identify strategies to ensure proper use, maintenance, and alarm protocols.

The incident in Jorgensen resulted from a failed sensor. The building evacuation alarm was manually activated after an initial investigation was unsuccessful in positively identifying the cause of the sensor alarm. Rick Campos offered to provide additional information to Dr. Uiterwaal that he can share with building occupants regarding this particular incident.

### **CLOSING REMARKS**

Michael Straatmann adjourned the meeting at 4:00 p.m. The next meeting will be on May 17, 2022, from 3:00 – 4:00 p.m. in the EHS Training Room, Warehouse 1, 3630 East Campus Loop and via Zoom for those who need to attend remotely.

# EMERGENCY PROCEDURES @ THE SHELDON

**Emergency Plan:** It is currently being updated. Earlier version is a boiler plate version meant to fit any institution. Updated version is being written specifically for the museum.

**Emergency Procedures Flipchart:** Quick reference that all full-time staff have a copy. There are also copies hanging in different areas of the building where staff are working. The flipchart is highly visible.

**Sheldon Security SnapShots:** It's a monthly security newsletter.

- First section: staff personal information What are their personal interests etc.
- Second section: information about security or emergency procedures.
- Third section: Bits & Pieces: Security Issues and News in the Art World



# STAFF TRAINING

Participate in monthly tornado drills

Annual fire drills with staff.

Monthly, at a staff meeting, one emergency procedure will be reviewed.

Security staff train for a minimum of 40 hours with continuing training after.

Security manual is available to all staff. They are encouraged to read the manual.

Every department has a personal copy of the emergency plan.

## Sheldon Security SnapShots

Newsletter and Fun Stuff.

March 2022



Lynn enjoys silversmithing and photography among other artistic endeavors.

Her favorite medium is working in glass. She likes looking through quilting patterns for inspiration.

*L Dream Catcher R Charlotte's Web*  
Artist, Lynn Doser.

### Security Procedures:

**R** **Realize** Security at the Sheldon Museum of Art performs a dual function. The  
**E** **every** primary function is the security of the building and collections. The  
**S** **single** secondary role is public relations. Security staff along with the VSAs are  
**P** **person** the only members of the staff most visitors will interact with during  
**E** **expects** their visit to the museum. It is very important this impression is a  
**C** **courteous** positive one.  
**T** **treatment**

- Greet each visitor as they come into the building or as they come into the galleries.
- This is common courtesy and will be appreciated by the visitor.
- From a security standpoint, it is letting the person know you are aware of who is entering the building or the galleries, which may deter any security problems. Sounds simple, but it does work.

### Physical Proximity to Visitors

There is a fine line of carrying out your duty of monitoring the galleries and making visitors uncomfortable with your presence. Obvious, you must monitor the galleries, but you need to be sensitive to the fact that your presence and how you present yourself could make a visitor uncomfortable. When the galleries are full you will probably not be noticed as you rove from gallery to gallery. However, on slow days you will be noticed.

You should be working as a team with the guard at the security station viewing the monitors. This guard is a set of eyes that can see into all the galleries. Unless there is a legitimate reason for you to be staying in a gallery with the only visitors in the museum, you should be roving from gallery to gallery, coming back to the occupied gallery frequently but not following the visitors from room to room. When doing the loop through the galleries, rely on the guard watching the monitors to let you know if you need to go back to the room with the visitors.

Don't sit down when there are visitors in the museum. This gives the impression that you aren't attentive. If a visitor walks into the museum and you're sitting, stand up and begin roving through the galleries.

### Protection of the art collection

A security guard's primary responsibility is the care of and protection of the collections and building. Suspicious behavior by visitors or staff should be noted and reported to the lead guard and/or building operations manager.

When you are working your shift:

- as a roving guard, make your presence known in the galleries. Greet the visitors.
- when working the monitors, keep track of guests when they are moving from gallery to gallery and make announcements as needed. Keep in contact with the roving guard.
- If needed, roving guard will ask guest to stop unwanted behavior.
- If the behavior is serious and the visitor doesn't comply, notify the lead guard or building operations manager, who will ask visitor to leave, if needed.

### Bits & Pieces: Security Issues and News in the Art World

#### As Russia's Invasion of Ukraine Intensifies, Artists and Institutions React to an Uncertain Future

As [Russia's](#) invasion of [Ukraine](#) intensifies, with the latter's capital Kyiv now under siege, Ukrainian artists, both at home and abroad, face an uncertain future.

The situation in Ukraine has the potential to disrupt the country's participation at the Venice Biennale, the world's biggest art exhibition, which is set to open in April. This week, the organizers of the Ukrainian Pavilion said they had been forced to suspend preparation for their exhibition, which was set to feature the work of [Pavlo Makov](#). "We are not in immediate danger, but the situation is critical and changes every minute."

<https://www.artnews.com/art-news/news/russia-ukraine-invasion-artists-museums-react-1234620180/>

#### Ukraine museum reportedly burns down in Russian invasion, destroying 25 works by folk artist Maria Prymachenko



(R) Maria Prymachenko in 1970.

The Museum of Local History in the town of [Lvankiv](#), Kyiv region, has burned down during Russia's invasion, Ukraine's Ministry of Foreign Affairs said today on Twitter. A small museum, it held within its collection 25 works by the Ukrainian folk artist Maria Prymachenko, all of which have reportedly been destroyed.

The museum, which was established in 1981, was reportedly set on fire by invading Russian forces on Sunday. Videos circulating on Twitter and Telegram show what is claimed to be the museum building burning down. The video has not been verified by *The Art Newspaper*.

Born to a peasant family, Prymachenko, who died aged 88 in 1987, spent her whole life in a village near [Lvankiv](#). One of the country's best known painters, [Prymachenko's](#) work drew from local mythology and folklore and was notable for depicting fantastical beasts, many of which came to her in dreams.

[https://ar9defense.com/v3V\\_https://groups.google.com/d/msgid/museum\\_security\\_network/CAf211Fp6uZ1\\*3DnTyw\\*3D8HClly@ejshNfD\\_W8p9x45V0q\\*2B\\*4f@mail.gmail.com?utm\\_medium=email&utm\\_source=footer\\_j5UJ011PvXueq24s8B2p-UJX07a3066pV8aT05vNsaA7pcAGovVMWJ\\_E6TsQuD117jaZelc0m0LrBz7m385](https://ar9defense.com/v3V_https://groups.google.com/d/msgid/museum_security_network/CAf211Fp6uZ1*3DnTyw*3D8HClly@ejshNfD_W8p9x45V0q*2B*4f@mail.gmail.com?utm_medium=email&utm_source=footer_j5UJ011PvXueq24s8B2p-UJX07a3066pV8aT05vNsaA7pcAGovVMWJ_E6TsQuD117jaZelc0m0LrBz7m385)

# SHELDON

## MUSEUM OF ART

### Emergency Procedures

	<b>UNL phone</b>	<b>Non-UNL phone</b>
<b>Fire/Ambulance</b>	<b>911</b>	<b>911</b>
<b>UNL Police</b>	<b>2-2222</b>	<b>402-472-2222</b>
<b>Facilities Management</b>	<b>2-1550</b>	<b>402-472-1550</b>

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This has been designed as a quick reference for some of the emergencies we may face at the Sheldon Museum of Art. In addition to the material provided here, please read and become familiar with the emergency preparedness manual. Copies of the manuals are located in the main office, north entrance security station, building operations office, visitor service, and have been distributed to several of the full-time staff. Keep your personal copy of the manual available in your vehicle or at home.

With any emergency, the safety of people in the building is taken care of first. The building will be evacuated if necessary. It is your responsibility to be familiar not only with your immediate work area but the entire building and all possible exits from each area. Your life could depend on it.

Inform the Building Operations Manager of your current address, phone numbers and emergency notification information. If you expect to stay somewhere other than your home in an emergency, be sure to give this information to the Building Operations Manager.

The Associate Director, being in contact with the Director, will be the person all department heads will be reporting to. In the event of an emergency building closure, please call the following staff in the order listed for current information.

Name	Position	Business	Personal
Susan Kriz	Associate Director		
Wally Mason	Director		
Lynn Doser	Building Operations Manager		

Only call the director, if he is not traveling and out of the office.

**UNL Alert**

Sign up for the university's emergency notification system. During an emergency subscribers receive notifications on registered devices. UNL Alert is a free service. Sign up for UNL alert at:

<http://emergency.unl.edu/unlalert>

Once a year, double check contact information and update phone numbers and email addresses to be sure notification priorities are current.

**Media**

With any incident or emergency happening at the museum, it could become a news story. It is important that staff don't give out any information to bystanders, family, or media. If asked about an incident, refer all questions to the Associate Director.

**Phone Call**

Fill out the bomb threat form as you are taking the call.  
If a number comes up on your phone display, write it down.

**Notify Appropriate Staff**

Call 911 to report the threat. UNL Police and LFR will respond.  
Notify Building Operations Manager (472-3387)

**Staff**

Remain quiet about the threat and wait for instructions from UNL Police.  
Do not alarm museum visitors.

**Emergency Personnel**

UNL Police, in cooperation with LFR will order the building evacuated.

**Search**

UNL Police & LFR will conduct the search of the building.  
Sheldon staff may be asked to assist in the search.  
The search should be conducted as quietly as possible.  
Look for suspicious objects or packages in all the public spaces in the building.  
If anything is found, don't touch it. Report it to the officer in charge.

**Evacuation (Make the following announcement twice)**

*May I have your attention. Due to a situation in the building, we need to evacuate the building immediately. Please follow the instructions of the museum staff. We will be gathering at Hamilton Hall, which is located north of the museum across the parking lot.*

Staff will help security evacuate the building.  
Security will lock the exterior doors, if emergency personnel aren't using them.  
Meet at Hamilton Hall, north of the parking lot. Report any missing people to Building Operations Manager.

**Building Operations Manager**

If emergency personnel request the exterior doors remain unlocked, the Building Operations Manager will assign a security guard to watch each door from a safe distance.  
Notify UNL Police of any missing people.

**Explosion**

Evacuate the building, gathering at Hamilton Hall. Follow UNL Police instructions.

**Recovery**

Building Operations Manager: Write up incident report. CC: Director, Assoc Director.  
If needed: Work with Facilities Management on building repairs  
Work with UNL Police to arrange building security.  
Registrar: If needed, assess and coordinate conservation of damaged artwork.  
Assoc. to the Director: If needed, arrange for counseling: EAP: 402-472-3107.

*If the phone # comes up on your phone display, write it down!*

Instructions: Be calm and courteous. Listen, don't interrupt the caller. Notify the Building Operations Manager immediately after hanging up. 911 will be called immediately and the incident reported. UNL Police and Lincoln Fire & Rescue will respond.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

**Exact words of threat**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions to ask caller**

When is the bomb set to explode?

\_\_\_\_\_

Location of the bomb?

\_\_\_\_\_

What kind of bomb is it?

\_\_\_\_\_

What does it look like?

\_\_\_\_\_

Why did you place it?

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**Circle as appropriate**

**Caller Identity**

Male Female Adult Juvenile

**Accent**

Local Not local Regional Foreign

**Language Skill**

Excellent Good Fair Poor

**Manner**

Calm Angry Rational Irrational

Coherent Incoherent Deliberate Emotional

Righteous Laughing Intoxicated

**Voice**

Loud Soft Fast Slow

Distinct Distorted High Pitch Deep

Raspy Pleasant Stutter Nasal

Slurred Lisp Familiar

**Noises**

Office Factory Trains Animals

Quiet PA System Music Party

Voices Mixed Airplanes Street

TV/Radio Cell phone Long Distance

**Additional Information**

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Safety of visitors and staff will be taken care of first. Call staff with 1st aid training. Once this care is being given, other staff will begin taking care of building and collection needs.

**Revolving Door**

Call 911 if a person is trapped in the revolving door with cracked or shattered glass panels. Do not move the door. Wait for 1st responders.

**Window(s)**

If a window is cracked or shattered, keep everyone away from the area, in case the window is unstable.

**Medical**

if you haven't already called 911, do so and give the dispatcher the nature of the emergency. Stay on the phone until the dispatcher tells you to hang up.

**Building Operations Manager**

Call Building Systems Maintenance (BSM) 472-1550.

BSM will call the necessary personnel and outside contractor to begin the recovery process of the building.

Call staff to help with the clean up process. If this happens outside normal business hours, call the Associate Director, Associate to the Director and Registrar. Make a decision if more staff should be called in, depending on the situation.

**Type of Problem**

Glass cracked: Will need to be stabilized or a decision to take the glass completely down will be made and executed.

Glass broken: Clean up the broken glass.  
BSM and an outside contractor will enclose the window casing with plywood.

**Collection**

The Registrar and staff will inspect the art pieces in the area for any damage. Appropriate actions will be taken for stabilizing or recovering any damaged artwork.

**Building Security**

If building security is compromised due to the damage of the window and/or door(s), an armed off-duty police officer and a member of the security staff will remain in the building during closing hours until the broken glass is replaced and building security restored.

2020

Civil disorder is an activity arising from a mass act of civil disobedience (such as a demonstration, riot, or strike) in which the participants become hostile toward authority, and authorities incur difficulties in maintaining order.

*The Building Operations Manager and Associate Director should be notified immediately.*

If the situation looks threatening in anyway, UNL Police will be called and/or panic alarm activated.

**If the situation is outdoors:**

Avoid the area of the disturbance. Staff and visitors should stay in the building.

Security will lock the exterior doors. Security and staff will isolate everyone in a safe location in the building. For most cases, best location: auditorium, which has access to emergency exit or high security area (if necessary).

Lock office doors to keep anyone involved in the disturbance out of these areas.

Stay out of the Great Hall.

The auditorium doors should be closed with staff ready to lock the doors, if necessary.

**If the situation is in the building**

Leave the area. Lock yourself in a room or leave the building.

**Immediately following**

Staff: Cooperate with police. Anyone trained in 1st Aid will take care of any medical needs until emergency personnel arrive.

Area of incident will not be disturbed. If UNL police aren't on scene, Building Operations Manager will post a security guard or staff member in this area to direct any curious onlookers away from the area.

**Associate Director**

Make the decision whether to close the building.

Promptly notify University Administration of the incident.

**Registrar**

Supervise the collection and exhibition staff in checking artwork for damage.

Report any art damager to the Director and Building Operations Manager ( for inclusion in the incident and police reports).

**Building Operations Manager**

Coordinate with UNL Police, 472-2222, for building security, if needed.

Coordinate with BSM, 402-472-1550, to assess building damage and repair.

Complete the incident report including a copy of police report. CC: Director/Assoc. Director.

Send copy of incident report to UNL Police.

**Associate to the Director**

Coordinate purchase of supplies, food etc for the cleanup phase of this incident.

If needed, arrange counseling for staff. Contact EAP, 402-472-3107.

2020

Confrontations are inevitable. How the confrontation is handled will be the difference if it escalates or defused.

If the individual is attempting to steal or vandalize artwork, or assaulting a person, UNL Police will be called. If it will escalate the situation making a call to UNL Police, activate the silent alarm at the security station, visitor center, or first desk in the main office. Also call UNL Police to give specifics, if possible.

#### General Guidelines

- Remain calm.
- Listen carefully to the person.
- Explain the museum's position and suggest realistic alternatives.
- Leave a plausible way out for the person. Let him/her save face.
- Ask if he/she would like to talk to the Building Operations Manager or Associate Director.
- Call UNL Police, 402-472-2222, if necessary. **Never bluff about calling police.**

#### Asking a visitor to leave the museum

Report any problems to the Building Operations Manager, who will handle the situation, either asking the person to leave or calling UNL Police to handle situation.

#### Reasons for asking a visitor to leave

- Under the influence of alcohol or drugs.
- Refusal to follow directions from staff.
- Being found in a non-public, high security area. **(Police will be called immediately.)**
- Disruptive behavior
- Assault **(Police will be called immediately.)**
- Continual violation of museum policies
- Attempted theft or vandalism. **(Police will be called immediately.)**

#### After the incident

- Document the confrontation. Write an incident report.
  1. Be as detailed as possible.
  2. Original copy: Building Operations Manager
- CC: Director and Associate Director

2020

While on public display, a piece of artwork is damaged. Do not touch it! Only collection staff is allowed to handle artwork. The following steps should be taken:

Call the Building Operations Manager (472-3387) and Registrar (472-2599).  
If not in their offices, call their cells.

#### Security

Security will remain in the area where the damaged artwork is located, keeping visitors out of the area until the damaged artwork is removed.

#### Building Operations Manager (if not available, Lead Security Guard)

Coordinate closing the gallery. Putting up stanchions and ropes to block the entrances.

Coordinate with the Custodian or Custodial Services for any building cleanup once the object has been removed. If the Custodian is not available and the clean up is minor, the Building Operations Manager or a security guard will do this.

Inform the Director, Associate Director and Associate Curator of Exhibitions, if not already notified.

Write up an incident report. CC: Director, Associate Director, Associate Curator of Exhibitions and Registrar

#### Registrar (if not available, collection staff)

Inspect the damaged piece.

Take photographs to document the condition of the object.

Coordinate the removal of the damaged object from public view.

Coordinate any object treatment and conservation to the damaged artwork.

Write up a condition report. CC: Director, Associate Director, Associate Curator of Exhibitions and Building Operations Manager

2020

## Damaged Artwork

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The University of Nebraska-Lincoln is in a moderate earthquake hazard zone. Earthquake injuries usually result from falling debris. Disruption of communication lines, light and power lines, sewer and water mains can be expected.

#### If you are inside "Drop, Cover, and Hold on"

Stay inside. Drop onto your hands and knees before the earthquake drops you.

Stay away from windows and mirrors. Watch out for falling objects.

Crawl under a desk or table and hold on. If this isn't possible, get against an interior wall and protect your head and neck with your arms.

If you are in the Great Hall, leave this area if you can.

In a wheelchair, lock the wheels and remain seated. Cover head and neck.

#### If you are outdoors

Stay outdoors. Move to an open area away from buildings, trees and power lines.

Drop, cover, and hold on. If forced to stand near a building, watch for falling debris.

#### If you are in a vehicle

Stop in the nearest open area. Don't stop under a bridge, underpass or power lines.

Stay in the vehicle until the shaking stops. Once the shaking stops, proceed with caution, avoiding roads, bridges, or ramps that may be damaged.

#### After the tremor

Be prepared for aftershocks. Leave your work area, taking a flashlight with you.

Open doors carefully, watching for falling objects. Do not open a door if it's hot or there are signs of smoke.

Check immediate area for injured people who need assistance.

Don't move seriously injured people unless there's danger from fire, building collapse etc.

Exit the building and meet on the far side of the parking lot on the north side of the building.

Use phones for emergency purposes only.

#### Trapped

Don't move about or kick up dust. Tap on a pipe or wall so rescuers can locate you.

If you have a cell, use it to call or text for help. 911 or UNL Police 472-2222.

#### Building Operations Manager

Report any injuries or missing people to UNL Police 402-472-2222.

Coordinate with UNL Police for security of the building, if needed.

Coordinate with Fac. Mgt, 402-472-1550 to assess building damage and repair.

#### Registrar

Supervise staff checking artwork for damage once allowed back into the building.

See Recovery section of the Emergency Procedures manual for more details.

2020

## Earthquake

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If one of the elevators should fail for any reason, it won't fall but may slowly descend to the lowest level.

#### **Elevator Entrapment**

Remain calm and assist others in the car to remain calm.  
Don't try to force the doors open or get out of the elevator on your own.  
Activate the emergency button on the control panel of the elevator. It will sound a bell to notify staff there is a problem in the elevator.  
Activate the emergency phone on the control panel, which will connect you to UNL Police, give the the following information:

Name

Location: Sheldon Museum of Art, 12th and R Streets

The police dispatcher will call Electech to dispatch a tech.

#### **Staff**

If the police dispatcher calls the museum, transfer to Building Operations Manager.

#### **Security**

Call UNL Police (402-472-2222) if a call hasn't already been made.

Notify the Building Operations Manager

If not available, notify the Associate Director.

#### **Building Operations Manager**

Go to the floor the elevator is stuck on and talk to the people trapped.

Monitor the situation until the elevator is opened.

Write up an incident report. CC: Director & Associate Director

2020

#### **Explosion Occurs**

Pull the nearest fire pull station or call 911 on cell as you are leaving the building.

Give the following information:

1. Your name
2. Nature of emergency
3. Location: Sheldon Museum of Art, 12th & R Streets
4. Possible injuries and location of the injured people

Quickly leave your work area, taking a flashlight and personal belongings, if possible.

Assist people in immediate danger and evacuate the building.

1. Be prepared for possible additional explosions.
2. Open the doors carefully. Watch for falling objects. Before opening a door, touch it near the top with the back of your hand. If the door is hot or smoke is visible, do **not** open the door. Use an alternate route out of the building.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
4. Assume any smoke and/or fumes is hazardous.
5. Only use elevators if you are in a wheelchair or can't climb stairs.

You won't be able to return to the building until emergency personnel and Facilities Management have given the ok. Gather at Hamilton Hall, north of the Sheldon parking lot.

#### **Missing People**

Report any missing people to the Building Operations Manager.

Building Operations Manager: Report to the fire department any missing people and their possible locations.

#### **Injuries**

Do **not** move persons with serious injuries unless their lives are in imminent danger.

Staff trained in first aid will help the injured until emergency medical personnel arrive.

#### **Building Operations Manager**

Will assign security staff to watch all exterior doors for unauthorized persons entering the building. Work with UNL Police for building security and Facilities Management for any building repairs.

#### **Registrar**

Asses the artwork for any damage, arrange for repairs and storage, if necessary.

2020



### University Wide Closing

The decision to close or change the hours of the university will be made by the Chancellor. Radio, television stations will be notified and texts through the campus emergency alert will be sent out. If the campus is closed, deans, directors, and department heads will be notified.

There are two alternatives:

- 1 Classes and events are canceled and all offices and clinics are closed. Scheduled performing and athletic events may not be affected by this announcement. Essential personnel are required to report for work.
- 2 All classes, non-athletic events and clinics are cancelled but all other business will be conducted as usual. All personnel will report for work.

### Building Closing by Director or Associate Director

The Director/Associate Director will make the decision to close the building. Once the decision is made, the PR/Marketing Manager, (if not available, Graphic Designer) will be notified.

The PR/Marketing Manager or Graphic Designer will post an announcement on the website and other social media outlets. If a decision is made to delegate this task, the social media team will be notified and given a scripted announcement.

### Cancellation of Special Events

If the university is completely closed or the museum is closed, scheduled events will either be postponed or cancelled.

#### Event Operations Manager

Will notify the event's contact person the university is closed and their event is postponed to an alternative date or cancelled. The contact person is responsible for contacting catering, florists and rental companies.

#### PR/Marketing Manager

Will post on social media, if the scheduled event is a public event.

#### Assitant Curator of Engagement

Will notify contact person for any scheduled tours.

2020

### WHEN THUNDER ROARS, GET INDOORS

No place outdoors is safe near a thunderstorm.

#### Tours

If the weather looks like it could get stormy, the Assistant Curator of Engagement will make the decision to keep outdoor tours indoors. If docents are already outdoors with groups, and it starts to thunder, they will immediately bring the groups back to the museum. If lightning is present, they should seek shelter in the nearest building.

#### Indoors

Stay indoors.

Stay away from open doors, windows, metal pipes, sinks and electrical objects.

#### Outdoors

Seek shelter in a building, if possible.

1. Avoid the highest object in the area.
2. Avoid being the highest object in the area.
3. If you are wearing or carrying anything metal, get rid of it.

If you feel an electrical charge (hair stands on end or skin tingles), lightning is about to strike you.

1. Drop to your knees and bend forward, putting your hands on your knees.
2. Do not lay on the ground.

#### Assisting a lightning strike victim

Persons struck by lightning do not carry an electrical charge and can be handled safely.

They will probably have severe burns and may need to be revived by CPR.

Call 911 and give the following information

1. Name
2. Location
3. Nature of the emergency

Call staff trained in first aid to assist the victim until the first responders arrive.

Notify the Building Operations Manager.

#### Equipment Malfunction

Report any office equipment malfunction to the Associate to the Director.

#### Building

Report any building damage to the Building Operations Manager.

#### Outdoor Sculptures

Report any damage to the outdoor sculptures to the Registrar.

2020

**Locations of first aid kits are the prep area, catering kitchen, security station (AED).**

Injuries requiring medical attention, call staff trained in first aid.

**Minor injuries**

**Visitor** Give appropriate first aid and make the person as comfortable as possible.  
Offer to call someone for the injured person. *We can not transport a visitor due to a liability issue to the museum and university.*

**Staff** Same as above. Staff may choose to see his/her physician, Bryan West Minor Emergency Services or LinCare.

Transportation can be provided, if needed. Any doubt, call 911.

**Serious Injury or illness**

Call staff trained in first aid.

Call 911 and give the dispatcher your name, location, and nature of the emergency.

Do not move the injured person unless in imminent danger.

Give any appropriate first aid assistance.

Make the person as comfortable as possible.

Have bystanders stand back unless assisting. Give the person quiet assurances.

**Informing relatives of injury or illness**

The Associate Director will call relatives of staff or guests visiting the museum. If not available, Building Operations Manager or Associate to the Director.

**Incident and accident reports**

**Visitors:** Security will fill out an incident report, with copies to the Associate Director, Director, and Building Operations Manager.

**Staff:** Building Operations Manager will investigate the accident and fill out an accident report.

Appropriate university paperwork will be completed by person injured.

**Notification of Risk Management**

The Building Operations Manager will notify Risk Management of any accidents that occur in the museum.

2020

**Medical Emergency**

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### Assault in the building

Activate the silent alarm and call UNL Police 402-472-2222, if possible to give details. Intervene only if it is safe to do so. Do not put yourself at risk. This won't help and could cause additional problems.

### After the assault

Provide privacy and comfort to the victim, if the victim is not seriously injured. Do not move the victim if he/she is seriously injured. Call 911 for 1st responders, if medical care is needed. Call staff trained in first aid to provide aid while waiting for first responders.

### Security

Protect the crime scene. Do not let staff or visitors into the area. Police will make decision when the area can be re-opened.

Identify the witnesses and suspects.

Name  
Address  
Phone Number

### Witnesses

Write down the details of the incident, being as detailed as possible. Description and possible identity of the perpetrator. Answer the questions, who, what, where, when and how.

### Weapons

Security will secure the weapon(s) for the police if it was left behind. Don't pick up the weapon unless absolutely necessary and then only with cotton or latex gloves.

### Building Operations Manager

Meet with police and provide any assistance needed. View footage of the assault with police. UNL Police will archive the assault. Write up an incident report with police report, witness accounts, and photographs. CC: Director and Associate Director Notify Risk Management of the incident by the next business day and provide appropriate paperwork. Coordinate with the custodian or Custodial Services to any cleanup that is needed. Coordinate with Facilities Management if any building repairs are needed.

### Registrar

If artwork is damaged during assault, the Registrar will assess the object(s) and take appropriate action for restoration.

2020

Emergency lighting is installed throughout the building, which should provide adequate lighting to safely leave your work area and exit the building, if necessary.

### Short-term

Leave your work area, only if you have a flashlight or there is adequate lighting. Check the area for other staff members or visitors who need assistance. Gather in the Great Hall and determine if any staff members are missing. Ask visitors if everyone in their party is accounted for.

1 Report any missing persons to security.

### Building Operations Manager

Check the surrounding buildings to see if outage is confined to the museum or is campus wide. Call BSM (472-1550) to determine the anticipated length of time for the outage. Coordinate with UNL Police for the security of the building, if it becomes necessary.

### Security Staff

Security will do a building check, looking for missing people. Check and close gallery spaces. Bring any visitors to the Great Hall. Unplug electrical equipment that could pose a fire hazard when the power is restored. Check and close (if needed) storage rooms. Do not open the doors, this could compromise the temp and humidity in the room with the electricity off.

### Decision to Close

Director, Associate Director or Building Operations Manager (in this order)

Make the decision to:

- 1 Close the building to the public.
- 2 Send staff home, if it is anticipated the outage will last for any length of time.

### AFTER POWER IS RESTORED

### Building Operations Manager

With BSM, identify any mechanical issues with its systems and coordinate repairs.

### Registrar

Check the artwork and storage rooms for any issues due to the outage.

2020

How you react could be the difference if you survive or not. Post-event research has shown in most cases people don't panic, will try to help others and make rational decisions.

#### Shooter on Campus

After receiving information of a shooter on city campus, the building will immediately be closed/secured, with staff and visitors remaining in a secured area of the building until the situation has been resolved.

#### Building Operations Manager

Coordinate with security staff to lock down the building.  
Direct staff and visitors to the basement security area.  
Monitor the public areas via the camera system.

#### Security

Lock all exterior doors and direct visitors to the basement security area.

#### Staff

Take your cell phone but turn it off. Even on vibrate, the cellphone will make noise. Help direct visitors to the basement security area.

#### During Incident

Stay calm.  
Do not leave the building unless you hear the shooter in the building. If it is safe, leave the area. Know all possible exits from the area and use the one that will be the safest.

#### Shooter in the Building (RUN, HIDE, FIGHT)

Get out of the building, if you can do so safely. Don't wait for others to validate your decision. Leave your belongings behind.

Don't go where you can be seen. If you are in your office and you can't leave safely, close and lock your door. HIDE! And look for an object you can use as a weapon.

If you can safely call 911, do so. Don't assume someone else has called.

Give the following information: description and how many shooters. Location of the shooter(s) and the number and types of weapons carried by the shooter(s).

#### Keeping out the Shooter

Lock the door, if possible. Block the door with heavy furniture even if the door is locked. If the shooter is nearby, just quietly lock the door and be absolutely quiet. Turn off lights, radios and other noise producing sources. Turn off your cellphone. If there is more than one person in the room, spread out to give yourselves options. Keep calm and do whatever is necessary to stop the threat by distracting, rushing the shooter and use a hard object as a weapon to defend yourself.

Escape the building, if possible. Help others escape also.

If the police have been called, there will be a full response in the immediate area.

When police enter the building, keep your hands in view and do what the officers demand. They will not attend wounded until the shooter is apprehended.

## Shooter on Campus

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#### A package or letter is suspicious if it:

Smells, you feel wires, stained, leaking fluids, powders, or making any kind of noise.

Has been mis-addressed, has no return address, or has one that can't be verified.

Postmark doesn't match the return address.

Has excessive postage.

Poorly typed addresses or misspelling of common words.

Restrictive marking such as confidential, personal, etc.

Doesn't come through normal channels such as UNL Postal Service, UPS, FedEx, etc.

Any package found under or by one of the exterior doors.

#### What should you do

Notify the Building Operations Manager

#### Building Operations Manager

Notify UNL Police, 402-472-2222.

Give information on:

type of package or letter

location of the package

name, location and telephone number

#### Biological agents

If you open a package or letter and there is any type of power:

Immediately and gently set it down at the location where you are.

Carefully cover it with a cloth or paper to prevent any powder from circulating.

Move to an area that will minimize your exposure to others.

Avoid contact with other people and remain in that area.

Advise a co-worker in the immediate area what has happened and have him/her call the Building Operations Manager.

Do not allow others to enter the immediate area.

If anyone enters, he/she must remain in the area until instructed to leave by police or medical responders.

#### Do not

Pass the letter, note or package around for others to see.

Disturb the contents. Handling the letter, note, or package may only spread the substance inside and increase the chances of it getting into the air.

Ignore the threat! It must be treated as real until properly evaluated.

All UNL mail is screened at US Postal Services and UNL Mail Services before it is disseminated on campus.

UNL police suggests all "junk" mail not be opened and thrown away. If you aren't aware of who the sender is, do not open it.

2020

## Suspicious Package or Letter

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#### During the incident

Do not put yourself in danger by trying to apprehend the perpetrator.

#### Security

Activate the silent alarm or call 472-2222.

The silent alarm will let the police there is a situation at the museum happening at the museum and to come prepared with guns drawn, if necessary.

Contact the Building Operations Manager, if it is safe to do so.

After the suspect(s) have left, security will close the area to protect the crime scene.

#### Witnesses

Witnesses will write down the details of the incident without discussing it with others.

Description of perpetrator and accomplices.

How the perpetrator leaves (on foot, type of vehicle, plate #, etc.)

Description of the weapon used, if any.

Answer the questions, who, what, where, when and how.

Witnesses will give statements to the responding officers.

#### After the incident

Notify the Building Operations Manager if he/she hasn't already been notified.

He/she will meet with police about the incident.

#### Building Operations Manager

Contact the Director and Associate Director, if they haven't been notified.

With police, view the digital footage of the incident.

Write up an incident report

- 1 Attach any photos of the crime scene, involved artwork, and copy of the police report. CC: Director, Associate Director

#### Building Damage

Building Operations Manager will contact Facilities Management, 402-472-1550.

#### Artwork Involved

Contact the Registrar.

#### Registrar

Will provide photos, estimated value, and any other information to UNL Police.

Collection and exhibition staff will handle any artwork involved.

2020

## Theft or Vandalism

page 21

You need to act quickly to get yourself and visitors to safety. The average time from warning to tornado strike is 3 to 5 minutes.

#### Warning systems

Civil defense siren (outdoors) will be activated by County Civil Defense. The building internal warning system is an audio pre-recorded announcement by the university.

#### Hearing the siren or pre-recorded announcement

##### Security:

Take the emergency backpack, along with their cellphones and lock the Great Hall doors.

Direct visitors to shelter areas.

##### Staff:

Take cellphones and flashlights. Direct visitors to the shelter areas.

Avoid the Great Hall, if possible.

#### Shelter areas

Auditorium tunnel (primary location)

Basement office area.

Basement vestibule (area outside the public restrooms).

#### What to do during the storm

Stay close to the floor and cover your upper body and head with your arms.

Stay in the shelter area until the all-clear signal is given by radio.

#### Do not

Go outdoors when the warning has been issued.

Leave the shelter area prior to the all-clear signal.

Open the exterior doors. This doesn't help and may cause additional damage.

#### If you are outdoors

Seek indoor shelter, if possible.

Do not use a parked vehicle for shelter, as a vehicle is not safe.

If there isn't time or an indoor shelter isn't available, lie flat in an indented area.

If you are on flat ground and are caught in the path of the tornado, always move at a right angle to the funnel cloud.

#### After the storm

Leave the shelter area. Three possible exits: auditorium, stairwell, and tunnel emergency exit (which is a direct route to outdoors).

Move the injured only if there is imminent danger of structural damage.

#### Building Operations Manager

Will report missing or injured persons and structural damage to the building to:

UNL Police, 402-472-2222 or UNL emergency operator, 402-472-1198

Coordinate with UNL Police to secure the building.

Telephone usage is restricted to emergency purposes only.

## Tornado

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For a small scale water problem, it is not necessary to close the building. With a large scale flood, the Director or Associate Director will make the decision to close the building which will allow the entire staff to participate in the building/collection salvage operation.

#### **Staff**

Report any water immediately to the Building Operations Manager. This includes standing or running water around the exterior of the building, any puddles or standing water anywhere in the building, or hear water running but can't see the source. Do not walk in any standing water that covers an electrical outlet, or has any submerged cords.

#### **Small Scale**

##### Building Operations Manager

Notify the Registrar if the water is located in the storage rooms, galleries or other areas of the building where artwork could be damaged.

Work with Facilities Management for appropriate personnel to remedy any issue causing the water source.

Coordinate with custodian for water cleanup.

Coordinate any removal and salvage of furniture, files etc. in the affected area.

Document the area with the problem with an incident report and photos.

##### Registrar

Supervise the relocation of affected artwork to a secure area in the building or offsite warehouse.

Conduct object assessment and stabilization of damaged objects.

#### **Large Scale**

##### Director or Associate Director

Make the decision to close the building during recovery process.

##### Building Operations Manager

Task Lead Security Guard to coordinate available guards to work during emergency.

Coordinate with UNL Police for extra security needs for the building and police escort if artwork need to be moved offsite.

Coordinate with Facilities Management for building repairs, equipment needs for salvage operation and environmental controls.

Coordinate with Information Service for radio rentals.

##### Graphic Designer

Document the recovery process with photographs.

##### Registrar

Supervise the relocation of the affected artwork into a secure area away from the water threat.

Manage any salvage operation of collection.

##### Associate to the Director

Coordinate personnel needs for everyone working the clean up.

## **Water Intrusion**

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Revised: 2020

When a thunderstorm drops a massive amount of rain in a short time period, flooding will occur within the city limits. You need to be prepared for this.

#### **Stay informed**

Monitor local radio and television (including NOAA Weather Radio), internet and social media for information and updates.

#### **If you are at work when the flash flood warning occurs**

Have the latest information on the flash flooding and areas affected.

Before driving home, think about your route home, avoiding low areas or areas that flood during heavy rainfall.

#### **Get to higher ground**

Get out of areas subject to flooding and get to higher ground immediately

#### **Obey evacuation orders**

If told to evacuate, do so immediately. Be sure to lock your home as you leave. If you have time, disconnect utilities and appliances.

#### **Practice electrical safety (at work and/or home)**

Don't go into a lower level, or any room, if water covers the electrical outlets or if cords are submerged. If you see sparks or hear buzzing, crackling, snapping, or popping noises, get out! Stay out of water that may have electricity in it.

#### **Avoid flood waters**

Do not walk through flood waters. It only takes 6 inches of moving water to knock you off your feet. If you are trapped by moving water, move to the highest point and call 911 for help.

Don't drive into flooded roadways or around a barricade; turn around, don't drown. Water may be deeper than it appears can hide many hazards (i.e. sharp objects, washed out road surfaces, electrical wires chemicals, etc.) A vehicle caught in swiftly moving water can be swept away in a matter of seconds. Twelve inches of water can float a car or small SUV and 18 inches of water can carry away large vehicles.

2020

## **Flash Flood**

page 24

Uncontrolled bleeding is the #1 cause of preventable death from trauma. In Lincoln, the response time for 1st responders is 6 to 7 minutes. A person can bleed out in 3 to 5 minutes. Bleeding from a wound is considered life threatening if blood is spurting from the wound, you see a lot of blood either pooled on the floor, soaked into the injured's clothing, won't stop or if the injured is confused or unconscious. You will know!

Before you offer help, you must ensure your own safety. If at any time your safety is threatened, attempt to remove yourself (and injured, if possible) from danger and find a safe location. Protect yourself from blood-borne infections by wearing latex gloves.

#### ABCs of Bleeding

- A Alert** Call 911 or if available, have a 2nd person call. Give the dispatcher your name, location, and type of emergency.
- B Bleeding** Find the source of the bleeding. Open or remove clothing over the wound so you can clearly see it. Look for and identify the life threatening bleeding.
- C Compress** Apply pressure to stop the bleeding by:
  1. Cover the wound with a clean cloth and apply pressure by pushing directly on wound with both hands, pushing down as hard as you can. Hold pressure until 1 responders arrive and take over medical care.
  2. Use a tourniquet from the emergency backpack. Tighten until the bleeding stops. Use only on limbs. Applying a tourniquet hurts but will save a life. Once applied you don't take it off. Position it above the wound but not on a joint.
  3. Pack the wound with gauze or clean cloth and then apply pressure with both hands. If hemostatic (bleeding control) is available, use it and then apply continuous pressure by pushing down hard with both hands.
  4. Immobilize the injured body part as much as possible, if you can.
  5. While waiting for 1st responders, keep the injured person calm.

Once the 1st responders arrive, give them information about how long it took you to stop the bleeding, how the injured person has been interacting with you, and any other information that will give them an idea of the condition of the injured.

If the Building Operations Manager isn't in the building, call and report the incident. Fill out an incident report, answering who, what, when, where and how. Leave the report on the Building Operations Manager's desk.

Building Operations Manager: Call the Director and Associate Director and inform them of the incident. Inform Risk Management the next business day.

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### Life Threatening Bleeding

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