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
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
February 2022

Newsletter and Fun Stuff.

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
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 move 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 moving 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 moving through the galleries.

Protection of the art collection

A security guard’s primary responsibility is the care 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 Ilya Kabakov. "We are not in immediate danger, but the situation is critical and changes every minute.


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

The Museum of Local History in the town of Ivankev, 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 1983, 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 Kyiv. One of the country’s best known painters, Prymachenko’s work drew from local mythology and folklore and was notable for depicting fantastical scenes, many of which came to her dreams.

SHELDON
MUSEUM OF ART
Emergency Procedures

Fire/Ambulance
UNL Police
Facilities Management

<table>
<thead>
<tr>
<th>UNL phone</th>
<th>Non-UNL phone</th>
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<tbody>
<tr>
<td>911</td>
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<tr>
<td>2-2222</td>
<td>402-472-2222</td>
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<td>2-1550</td>
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Table of Contents
1 Introduction
2 Staff Listing
3 Bomb Threat
4 Bomb Threat form
5 Broken/Damaged Window or Doors
6 Civil Disturbance
7 Confrontation
8 Damaged Artwork
9 Earthquake
10 Elevator Entrapment
11 Explosion
12 Fire
13 Incident Report form
14 Inclement Weather
15 Lightning
16 Medical Emergency
17 Assault
18 Power Outage
19 Shooter on Campus
20 Suspicious Package or Letter
21 Theft or Vandalism
22 Tornado
23 Water Intrusion
24 Flash Flooding
25 Life Threatening Bleeding

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Business</th>
<th>Personal</th>
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</thead>
<tbody>
<tr>
<td>Susan Krit</td>
<td>Associate Director</td>
<td></td>
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<tr>
<td>Wally Mason</td>
<td>Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lynn Doster</td>
<td>Building Operations Manager</td>
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</tbody>
</table>

Only call the director if he is not traveling 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.

page 1

Introduction
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 (472-3107)

Staff
Remain quiet about the threat and wait for instructions from UNL Police.
Do not alert 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 to repair building
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: 472-3107.

Bomb Threat
page 3
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 office 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.

Civil Disorder
Civil disorder is an act requiring 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, UNI 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 damaged 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.

Broken/Damaged Windows and Doors

Civil Disturbance
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, 402-472-3223, 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
  3. 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 stands and ropes to block the entrance.
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

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, 402-472-3350 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.

Damaged Artwork
page 8

Earthquake
page 9
If one of the elevators should fail for any reason, it won’t fail but may slowly descend to the lowest level.

**Elevator Entrapment**

- Remain calm and assist others in the car to remain calm.
- Do not 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 UNI Police, give the following information:
  - Name
  - Location: Sheldon Museum of Art, 12th and R Streets
- The police dispatcher will call ElectraTech to dispatch a tech.

**Staff**

- If the police dispatcher calls the museum, transfer to Building Operations Manager.
- Security
  - Call UNI Police (102-472-2222) if a call hasn’t already been made.
  - Notify 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

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**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 arrives.

**Building Operations Manager**

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

**Registrar**

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

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**Explosion**

page 11
Never ignore a fire alarm or assume it's a test. Always assume it's real.

Sighting a fire
Pull the nearest manual pull station or call 911 and report the fire.

Evacuate the building
Take your belongings if they are nearby and readily available.
Do not use the elevators. Staff should quickly check their immediate area for anyone who needs assistance. Help these people to the nearest exit.
Security staff will direct staff and visitors to nearest exit, bringing the emergency backpack
Once outdoors, gather at Hamilton Hall, north of the Sheldon parking lot.
Building Operations Manager will direct fire/police personnel to the fire.

Person in a wheelchair
Persons with disabilities, that can't use the stairs, should wait for 1st responders.
A person in a wheelchair may be carried to the 1st floor by staff and visitors.
1. A person should stand on both sides of the wheelchair
2. Put hands under the person, one under the knees and other under buttocks. Firmly grasp the other person's hands.
3. HC person should put arms around the shoulders of the people lifting.
4. Lift him/her out of the wheelchair and carry to safety.

Missing People
Report any missing people to the Building Operations Manager.
Building Operations Manager: Report missing people and possible locations to emergency personnel.

When to fight a fire
After calling 911, you may try to put out fire if is small and confined to immediate area
where it started. Don't put yourself in danger. When using a fire extinguisher remember to:
PASS: (P)ull the pin, (A)im the nozzle, (S)queeze the handle, (S)weep the area
When not to fight a fire
The fire has spread, is large or could block your escape route. You don't know how to
use an extinguisher or unknown materials are burning. If you have the slightest doubt
about whether or not to fight a fire, DON'T!

Building & Collection Security
Building Operations Manager will assign guards with radios near each exterior door. They
should be able to see the exit but out of danger and not block the 1st responders. They will be
watching for any unauthorized persons entering/exiting the building, which will be reported
immediately to UNI. Police and Building Operations Manager.

Fire

Date __________ Time ______ am/pm
Police
Case # __________ Office
Date Notified ________ Time ______ am/pm
Nature of the incident
( ) Fire
( ) Vandalism
( ) Maintenance Issue
( ) Theft
( ) Accidental Damage
( ) Illness/Injury

Photographs taken? Yes/No

People involved
Name

Address

Phone Number(s)

Details

Incident Report
Page 13
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 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 caterers, florists and rental companies.
PR/Marketing Manager
- Will post on social media, if the scheduled event is a public event.
Assistant Curator of Engagement
- Will notify contact person for any scheduled tours.

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.
- Avoid the highest object in the area.
- Avoid being the highest object in the area.
- If you are wearing or carrying anything metal, get rid of it.
If you feel an electrical charge (hair stands on end or slim 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.
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.
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 UNI 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 rooms 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

Power Outage
page 18
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 cell phone will make noise.
- 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 cell phone.
- 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.

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A package or letter is suspicious if:
- 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.
- 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 power 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.

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**Suspicious Package or Letter**

page 20
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 know 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.

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 sirens (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
does.
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 to 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
page 22
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 to secure 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 to 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

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, cracking, 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.
Uncontrolled bleeding is the 11th 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 spurring 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.

Life Threatening Bleeding