

Safety Meeting  
Minutes  
December 14, 2006

Attendees: Darren Bailey, Danette Rogers, Gabi Crosby, Stephen Costanti, Kim Davenport, Alice Dixon, Linda Kachinsky, Tim Kapler, Carolyn Maxson, Naarah McDonald, Mike McMillan, James Woods, Lisa Tice, Anna Salyer

1. Minutes from previous meeting:

With corrections to misspelled names noted – approved by James Woods, 2<sup>nd</sup> by Naarah McDonald.

2. Update on Previous Issues

- a. Safety kits have arrived and are excellent. Danette will bring one to our next meeting.
- b. Letter to Alan Wood was accepted with the addition of “*some of the*” students are not getting this information.
- c. Germ – catchers – Joe C. is looking into the documentation about these products and the committee will re-visit this issue. A warning about using these types of products: too much use results in a build-up of intolerance.
- d. CERT Training- is a 3-day, 8 hours a day commitment. Please let Danette know by Dec 15<sup>th</sup> if you are willing to be trained as a 1<sup>st</sup> responder for all types of emergencies. Please look at the website for the Office of Emergency Management for more information:  
<http://www.washington.edu/admin/business/oem/> CERT info link is on the left hand column under the heading PREPARING.

3. New Business

- a. Gas Leak Evacuation. Many issues came up during the recent evacuation due to the gas leak including: communications, announcements (phone tree), directives (who’s responsible for what?), decision to evacuate, not all buildings have wardens and what if they weren’t here?, pull/don’t pull alarms, and confusion about which buildings were clear and then about re-entry into buildings.
- b. Ysabel Trinidad, Vice Chancellor of Administrative Services, visited and provided the committee with the following information and incident timeline: The Chancellor’s management team and facilities met to debrief on the incident and to discuss how to improve UWT’s response in future emergencies.

What we learned:

1. Need to determine (quickly) what has happened and how to proceed (which is often difficult to plan for since each situation will have unique circumstances). To our credit, a visiting Environmental

Health/Safety official determined that given the unusual nature of the incident, the campus responded well.

2. Establish incident command center and clearly identify who is responsible for particular actions.
3. Levels of communications and alert services. Re-activate the phone tree. Additional considerations include commercial tenants not controlled by UWT.
4. Campus wide training with policies/procedures/protocols and guidelines, emergency program development, and update of emergency plan will be given priority focus from the new Safety Director.
5. We need a workgroup to investigate broad emergency issues.
6. We need to obtain auto locks for all doors that can be activated remotely.
7. The 'utilidor' going up the hill needs to be addressed.
8. We need to take care of students and better assess when they are in need of medical attention. One student was later hospitalized although they had refused medical assistance at the time of the incident.

#### Incident Sequence

1. Fire Department called at 12:10; they arrived 12:15
2. First Response was to Court C, Cherry Parkes and the Mattress Factory. The Command Center was the Grand Staircase
3. Alarms were pulled in GWP and the Science building (which in this case was not a good thing as it shut down the HVAC which was needed to get the gas out of the buildings).
4. Puget Sound Energy could not determine the source of the leak and received calls from a broad area of downtown from 13<sup>th</sup> – 25<sup>th</sup> avenues. They are still investigating.
5. The 'utilidor' under campus has intake fans and was suspect in pulling fumes into campus buildings.
6. A 5 gallon propane tank was located by the recycling area but it was calculated that it would not have held enough gas to disperse over such a large area.
7. Campus boilers were also checked for leakage.
8. Re-entry into buildings at 2pm.

#### Discussion and Questions

Carolyn: there were no alarms and students did not want to leave. How do we get them out?

Trish: what happens if we hear alarms in other buildings? Who do we call?

Stephen is there a central number to call?  
Darren Call Safety or Facilities. Announcements can also be made from a peaker system in the MAT

Danette a phone tree is the best way to communicate  
Darren an ALL CALL system will be implemented. We are also looking into walkie-talkies for Building Wardens.  
\*\*Please add this as a future agenda item.\*\*

Naarah building wardens didn't know what to tell people  
Trish we need communication where the people are. This was a wake-up call – what do we need now?

Danette emergency items are up the hill in the parking lot at the Longshoreman's Hall and some items may need to be closer; however, they also need to be away from where the emergency might keep us from getting to them.

Darren this was the 1<sup>st</sup> event of being asked about who/where the incident commander was. Dave Leonard, the EH&S official rated UWT's response an A with gaps. However, everyone stepped up and did what was needed.

Naarah 1<sup>st</sup>/2<sup>nd</sup> floors of Dougan need floor wardens. I made DO NOT ENTER signs for the doors and will bring them to the next meeting.

Darren training for floor wardens provided every 8 months and he'll be scheduling more soon.

James Motion to purchase more vests, whistles, hats  
Trish 2<sup>nd</sup>  
Approved

Trish what else can we do as the Safety Committee?

Ysabel will bring back options for what we are missing, What is most critical. We are dealing with a lot of unknowns. What are our priorities? What are the appropriate uses of resources?

Tim Motion to Adjourn  
Steve 2<sup>nd</sup>

Adjourned 2:03

Respectfully submitted,  
Anna Salyer