

# **W** UNIVERSITY of WASHINGTON | TACOMA

UW Tacoma Health & Safety Committee Meeting  
Minutes  
June 11, 2009

**In attendance:** Carson Wright, Linda Dawson, Kim Davenport, Stephen Costanti, Bruce Metzger, Valerie Mediate-Urevig, Stephen Rondeau, Naarah McDonald, Jennifer Sundheim, Lia Wetzstein, Joe Chynoweth.

Guests Present: Dave Leonard

J. Chynoweth called the meeting to order at 1:14 p.m.

Agenda was adopted with the change that no Incident/Accident Reports had been received.

Minutes from the May meeting were approved with no changes.

## Report from UW-wide committee

S. Costanti provided a report from the UW-wide committee meeting:

- A Work Place Violence Prevention Train the Trainers was held. All staff will be required to attend the prevention training every 2 years. L. Wetzstein asked if faculty will be required to take this prevention training as well. It is believed that all employees, including faculty, will be required to attend the training. Dave Leonard noted that a video was shown that is the national standard for a campus shooter. A warning is provided prior to the video for those that may be particularly sensitive to the issue.
- L&I actions and inspections were wrapped up and covered items like making sure circuit covers were in place.

## Accident/Incident Reports

No reports had been received.

## Student Incidents

C. Wright listed several student incident reports: one diabetic issue, one heat exhaustion issue, and several flu cases with one possibly being the swine flu. No confirmation of swine flu has been received. There was one incident where a student tripped on uneven sidewalk in front of the Tioga Building. This has been uneven for a number of years. It was noted that Facilities should address this safety issue.

## Fire Drills

Tabled from May meeting. S. Wagshul-Golden was not present to provide comment.

J. Chynoweth suggested that drills not happen during the 4-6 weeks of the term, based on feedback faculty during his presentation to IAS faculty on the Faculty Safety Guide. It was also suggested that drills occur during the last 15 minutes of class. Faculty also requested that evacuation points for each room be posted in the class. These should be in classes by the end of

fall term. It would also be helpful to have the library and computer labs use the Faculty Safety Guide.

C. Wright noted that there were communication issues with the evacuation points. Some Evac Wardens did not bring their radios or were not at the evacuation point to communicate with those waiting. There were also issues with the retail spaces evacuating. It is a city fire code violation and the business can be cited by the fire department for not evacuating.

L. Wetzstein said that Science had concerns, because there are not enough radios, nor enough wardens to cover the multiple doors in the building. She would like to know when more radios will be issued.

J. Chynoweth noted that there is often no one stopping people from entering an evacuated building. C. Wright stated that Security is available during drills for this, but would not be available during a live action.

L. Dawson asked if there are ever active shooter drills on campus. C. Wright said there was once in Dougan many years ago. In a live active shooter scenario, three police officers would enter the building and would treat everyone as a suspect. The campus does not have a live shooter policy/procedure. L. Wetzstein noted that the campus has had only one actual lockdown and have not practiced the phone tree for a while.

#### Distress Calls to Security

K. Davenport raised the issue of a possible script for distress calls to Security, particularly for staff/faculty who might frequently work in isolation. D. Bailey replied that 'EDNA' was already in use as a distress word, but perhaps not all departments were aware of this. He agreed to ask S. Wagshul-Golden to communicate the distress policy to all departments.

#### Election of new secretary

N. McDonald volunteered and was unanimously elected to serve as the new secretary following K. Davenport's departure from the committee.

#### Round Table

J. Sundheim reported that D. Leonard provided a training called "Check, Call, Care" that covered basic first aid awareness and response to Library staff. There is also work being done on a code of conduct policy for public spaces like the library. Nationwide, institutions are cracking down on conduct issues.

L. Wetzstein reported that construction on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floors of Science will begin on July 1. She will be the point person for concerns, which she will pass on to the project manager.

C. Wright reported that there was a recall on the AED batteries. They have upgraded 6 of the batteries. They were not notified by the manufacturer and stumbled upon it. He also wanted to thank all those in Advancement who reported a man cleaning a gun on the retaining wall behind Pinkerton. They remained calm and contacted security immediately. It took Tacoma Police Department 10 minutes to arrive.

S. Rondeau reported that there is a need for training in lab environments – engineering, hot plates, drill, solder irons, safety glasses and gloves. Faculty do not seem to be adopting necessity

of training. J. Chynoweth noted that art faculty need training as well. L. Wetzstein has walk through safety sheets that she will share used for teaching labs and independent study as a requirement for students. She noted that there is a template on the EH&S web site for the walk through. Students must sign and also receive a copy. D. Leonard noted that there is a Lab Safety Seminar in Seattle prior to fall term, which is broken out by discipline. He will look into getting it down on this campus.

J. Chynoweth reported that there have been facility safety issues concerning the purchase of equipment through vendors, but not through official channels or brought from home. Any items found on campus that were not purchased through official channels will be confiscated and destroyed. L. Wetzstein also noted the space heaters are part of the confiscated list.

D. Leonard reported that vendors often come to campus to do work. On the Bothell campus, Verizon removed pay phones, but failed to secure the wires and left 270 volts of live wires hangout of conduits. He notes that importance of having vendors connect with Facilities.

Meeting was adjourned at 2:02 p.m.

Respectfully submitted,  
Naarah McDonald