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Interdepartmental Correspondence  
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## UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE MEETING MINUTES

February 11, 2009 1:00-2:30 pm – UW Club, Lower Level Conference Room

### In Attendance

Leslie Anderson (1)  
Paul Zuchowski (3)  
Rich Lee (4)  
Megan Amen (5)  
Ken Jones (7)  
Michael McMillan (8)  
Jack Herndon (9)  
Larry Sommers (SEIU  
Local 925)  
Elizabeth Dahl (Ex-O,  
AGO)  
Denis Sapiro (EH&S)  
Steve Charvat (UWEM)  
Paul Bentson (WFSE  
1488)

### In Attendance

Pete Federici (2)  
Barbara Lovseth (4)  
Chuck Treser (4)  
Tracy Harvey (6)  
Stephen Costanti (8)  
Michael Glidden (9)  
David Zuckerman<sup>10</sup>  
Rick Gleason (Faculty  
Senate)  
Bill Armstrong (Ex-O,  
FS)  
David Leonard (EH&S)  
Michael Merrill (EH&S)  
Carol Garing (Crtv  
Com)

### Not Present

Connie Bartlett (1)  
Ron Fouty (2)  
Diane Hanks (3)  
Bob Ennes (4)  
Peter Rackers (5)  
Jan Whittington (5)  
Sherri Huber (6)  
Wendy Winslow-Nason  
(Ex-O, RM)  
John Freudenthal (UAW  
Local 4121)  
Ray Hartman (11)  
Deborah Conley Staerk (7)  
Margery Cooper (10)  
  
Kristian Haapa-aho (11)  
Barbara McPhee EH&S)

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### Agenda

1. Call to order
  2. Minutes Approved
  3. Presentation: UW Emergency Management Update – Steve Charvat
  4. Group and Union Reports
  5. Alternative meeting locations
  6. EH&S Report – L&I inspections
  7. Adjournment
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Recorded: by Michael Merrill

**1. Meeting was called to order by Vice Chair, Jack Herndon**, for Ron Fouty who was ill. Denis introduced Rick Gleason, our first representative from the Faculty Senate. Bill Armstrong introduced his two guests from Facilities Services: new Director of Organization Resources & Relations, Patty Colaizzo, and HR Specialist, Anne Marshall.

**2. There being a quorum, January Minutes were approved as amended.**

**3. Presentation: Emergency Management Update: Steve Charvat, Director UWEM.** Steve began his presentation with a hilarious 4 minute video of a “fire drill” portrayed by the cast/set of the TV show, “Office” (this video may be found at: <http://www.youtube.com/watch?v=8zssH3wsGTc>). The rest of Steve’s presentation:

### **What’s New?**

- A new location for the UW Emergency Operations Center (EOC) is currently being considered - possibly to the C-1 level of the UW Tower (the floor below the data center). If approved, the move from the Bryant Building could occur as soon as late December.
- The annual EOC Disaster Response and Recovery Drill will take place on Thursday, April 30<sup>th</sup> from 1:00 to 4:00 pm. The scenario is a secret, but we know it WON’T be an earthquake, chemical spill, power outage or pandemic influenza. The drill is for EOC responders only, at the Bryant Building, and is expected to test the primary system and internal operations. However, there will be some interruptions to regular campus activities.

### **Ongoing:**

- A re-invigorated focus this year is planned for student training in residence halls and Greek life. Training for staff will continue as needed for individuals, work groups and operational departments/units.
- Leadership skills will continue to be developed at the Cabinet and EOC level.
- Brown bag lunches will address “Who Depends on You?” issues for family and loved ones during suspended operations.
- A 5-Year Strategic Plan was recently completed for the campus-wide emergency management activities (2009-2014). This strategic plan isn’t just for the UWEM – it involves all of us! Over 200 changes have been made. The Plan online is very visual. See it at: [http://www.washington.edu/emergency/files/2009-2014\\_UWEM\\_Multi-Year\\_Strategic\\_Plan.pdf](http://www.washington.edu/emergency/files/2009-2014_UWEM_Multi-Year_Strategic_Plan.pdf).

### **Budget Realities:**

- UW Emergency Management is refining its core activities:
  - What UWEM does (the types of services it provides)
  - And what UWEM doesn’t do (and who does instead)
- UWEM does not have the primary responsibility for handling emergencies (other than coordinating and activating the campus EOC).
- UWEM is not a 24/7 organization, such as FOMS or the UW Police
- Relocation of the EOC is being accelerated – possibly to the UW Tower.
- Business Continuity planning is being postponed for the next 5 years.
- The CERT Program has been eliminated along with Scott Preston’s position (CERT=Campus Emergency Response Teams).

- UWEM services need to be “marketed” more accurately to the campus (there are similar services in other depts.)
- Self-sustainment must be encouraged
- “We must do more with less!”

### **UW Internal Grant Program:**

Funds from the UW annually provide a total of \$100,000 for short-term, one-time emergency management grants to improve overall emergency preparedness. UW departments and operating units, only, are eligible to apply for these funds to address key vulnerabilities in their operations. The deadline is September 1<sup>st</sup>. Tips: think small and focus on management. For more information, see:

<http://www.washington.edu/emergency/resources/>.

### **Outside Funding and Grants:**

- Padelford garage will begin earthquake retrofitting this summer.
- Burke Museum is scheduled for ~\$1million seismic retrofit of special collections.
- Supplemental Federal and foundation grants are being sought to continue programs previously funded by US and State grants that have expired.

### **UW Alert:**

As of yesterday, there were 13,611 employees subscribed to UW Alert (out of ~80,000+ people who currently have a \*.washington.edu address). The UW wants to increase this number by 10% per year. Recent activations include:

- Suspended operations due to snow and ice
- Bank robbery suspect at UWMC/Health Sciences Building
- Red Square suicide
- Quarterly tests, which are required by subscriber policy

### **Upgrades to communication tools:**

- UW website – orange banners on key pages alert to emergency blog information.
- Campus “blue phones:” new public address speakers and more (and more visible) locations
- Assessment of technologies increasingly used by the public (Face Book, Twitter, MySpace, etc.) – “e-mail is for dinosaurs!”

### **Pending Budget Realities:**

- Training and planning are the real “bread and butter” programs.
- Expenditures such as safety fairs will be discontinued for the time being.

**Q:** During recent events, not everyone received an alert that should have.

**A:** Efforts continue to make the Alert system faster and to activate more devices.

- Since the message goes to thousands of people, the system may try to handle an alert as “spam” – we are working with vendors on this problem.
- Media Relations is the entity that sends out the message – not the UWPD.
- Pagers won’t alert until the web blog is functionally in place.
- UW Information Hotline is still being used (1-866-UWS-INFO or 206-UWS-INFO).

## **4. Group Reports – Union Reports**

**Group 1, Administration/Other Academic Programs:** Leslie Anderson reported going over the new OARS. Andy Ward presented on “SEMOC,” the Special Event Mobile Operations Center vehicle, “red” phones, and UW Alert systems. The Group plans to tour the SEMOC this spring. Discovery: there are no red phones in the UW Tower.

**Group 2, Finance and Facilities:** Pete Federici reported his committee hasn’t met yet.

**Group 3, Student Affairs:** Paul Zuchowski reported discussing safety bulletin board postings and changes to the emergency information poster.

**Group 4, Health Sciences/Hospitals:** Barbara Lovseth reported having a presentation by Bob Ennes on the hexane spill in the HSB BB tower. The lab folks did all the right things. It was very positive. An event in the Dental School involved white powder coming out of an envelope received in the mail. The surrounding area was closed down for a hazmat investigation. Tests concluded that the powder, probably talcum, was non-hazardous. Rene Lucas from Public Health reported on a tabletop disaster drill.

**Group 5, Built Environments:** Meegan Amen reported that an earthquake drill is being prepared by Bob Freitag.

**Group 6, Arts & Sciences:** Tracy Harvey reported there were no OARS reports for their January meeting. The group reviewed which departments haven’t sent in “back pages” to their health and safety plans. All College of Arts & Sciences safety coordinators were invited to meet and discuss their safety plans, but there was weak response.

**Group 7, UW Bothell:** Ken Jones reported discussing a few nagging works in progress. One (minor) OARS report was reviewed. Dave Leonard gave an energizing PowerPoint presentation on the EH&S organization and its responsibilities.

**Group 8, UW Tacoma:** Michael McMillan reported their meeting is scheduled for tomorrow. They didn’t meet in January. Their upcoming safety fair is about 75% planned. The group also discussed safety bulletin boards.

**Group 9, Engineering:** Jack Herndon reported they will meet tomorrow.

**Group 10, Forest Resources:** David Zuckerman reported reviewing a couple of (minor) OARS reports in their January meeting. They are ever so close to completing their Evacuation Warden training. Possible laboratory safety topics were brainstormed for committee meetings in 2009. Forest Resources was awarded a \$75,000 grant to control the wetland noxious weed, Garden Loosestrife. Due to successful trappings, there is now 90 fewer nutria to cause the UW damage.

**Group 11, Ocean & Fishery Science:** not present.

**WFSE 1488:** Paul Bentson asked where the UW is regarding the 70E NFPA Fire Code hazard assessment for all campuses – and when it is expected to be complete. Denis Sapiro will contact Paul to discuss the details with him.

**UAW 4121:** John Freudenthal not present.

**SEIU 925:** Larry Sommers reported no safety issues at the moment.

**Faculty Senate:** Rick Gleason was informed about the opportunity this reporting procedure offers him in future U-Wide meetings.

### **5. Alternative Meeting Locations Needed for March, May and September:**

Suggestions from members included:

- Tour HMC “short stairwell” in the old firehouse.
- Gould Hall has space available in September
- Tour the UW Tower (high rise building)
- Question: can we schedule a distant meeting earlier in the day?
- Schedule HMC for the closest date, March 11<sup>th</sup> (will check with Ron/Jack).
- Guided tour of the new Arboretum Garden – meet in the “big room” of the Graham Visitor’s Center.

### **6. EH&S Report – L&I Inspections:**

Denis Sapiro reported:

- New Director of EH&S, Jude Van Buren, starts May 11<sup>th</sup>. She comes to us from the State Department of Health.

Lots of L&I activity to report for last month:

- L&I is inspecting Facilities Services Alterations after an electrical accident in the AERB in the old shop room #13. An electrician was hospitalized for 7 days with 3<sup>rd</sup> degree burns to his arm from an arc flash while he was testing a circuit. His other arm, face, neck and chest received 1<sup>st</sup> and 2<sup>nd</sup> degree burns. Facilities Services held a safety emphasis meeting, a “stand down,” yesterday for all electricians in Maintenance & Alterations to discuss:
  - Training and Lockout-Tagout procedures
  - Hazard assessment and PPE or clothing requirements for the task
  - Training for the job. Supervisors are responsible that only trained employees do the work.

There is one person remaining to be interviewed by L&I (Union reps can attend).

- L&I compliance inspection for HMC for Public Safety Officer hazards is still in the appeal process. Settlement conferences continue. The Attorney General’s Office is working hard on the case. It will either be settled or a date set for a hearing.
- A phone-FAX complaint at HMC was investigated for L&I by EH&S. Six issues dealt with metal detection and X-ray screening system setup in the main W. lobby entrance to the ER. One electrical plug has been repaired, two new anti-fatigue mats were purchased and a setup diagram was made for display. One metal detector moveable cart needed some repair.
- L&I closed inspection of plumber safety entering labs/animal research areas in the HSB. There were no violations but better communication was recommended.
- Asbestos labeling required by L&I has made fantastic progress. Labeling is complete in Schmitz Hall, Johnson Annex, Kinkaid Hall, and the HSB T-Wing. The BB Tower and Guthrie Annex are underway and we are working with HMC and UWMC. Dormitories follow them.

University-Wide Health & Safety Committee  
February 11, 2009

OSHA Form 300A's were distributed and posted (see back of handout). Bureau of Labor Statistics (BLS) surveys were completed for the UW, HMC, and all UW employees in Oregon. Risk Management data was used because of the OARS Version 2 conversion. There was one death in 2008.

**7. Meeting was adjourned early by Vice Chair, Jack Herndon.**