UNIVERSITY-WIDE HEALTH AND SAFETY COMMITTEE
MEETING MINUTES

May 10, 2006 1:00-2:30 pm
University of Washington Club

Membership:
➢ =Present
★ =Alternates

Group 1
➢ Robin Wood
➢ Jon Organ

Group 2
Ric Carlson
Ron Fouty

Group 3
Diane Hanks
➢ Paul Zuchowski

Group 4
Debra Glanister
➢ Stephanie Steppe

Group 5
Penny Buffo
➢ Barbara Masaki
Lois Fink
Carole Davison

Group 6
Mary Pullen
➢ Sheri Huber

Group 7
➢ John Miller
Kelly Hudson

Group 8
Danette Rogers
Darren Bailey

Group 9
➢ Jack Herndon
Tracy Erbeck

Group 10
David Zuckerman
➢ Margery Cooper

Group 11
Laurie Bryan
Kathleen Newell
Charlotte Boynton
Thomas Pool

SEIU 925, AFL-CIO
➢ Larry Sommers

Ex-Officio:
➢ T.C. Richmond – Attorney General’s Office
➢ Anne Guthrie – Facilities Services
Andrew Faris – Risk Management
Kim Wheeler – Safety and Security, UWT
Other Attendees:  
- Denis Sapiro – Environmental Health & Safety  
- Carol Garing – Publication Services  
- Dave Leonard – Environmental Health & Safety  
  Michael Merrill – Environmental Health & Safety  
  Sharon Murphy – Environmental Health & Safety  
- Glenda Haynes – Environmental Health & Safety  
- Sandra Dedrick – Group 5, College of Architecture  
- Scott Preston – Office of Emergency Management  
- Ann Aumann – UWMC

Recorded by:  
Glenda Haynes (substituting for Michael Merrill)

Agenda
1. Call to order—Robin Wood
2. Business Continuity Plan—Steve Charvat & Scott Preston
3. WACUBO Lessons Learned—Robin Wood
4. Review and approval of minutes from April 12
5. Group Reports
6. EH&S Report—Denis Sapiro & David Leonard
7. New Business: CERT Training Update—Scott Preston
8. Adjournment

1. Call to order
Chair Robin Wood called the meeting to order. The order of agenda was changed, moving the review and approval of minutes to later in the meeting in hopes of having a quorum. She introduced special guests Steve Charvat and Scott Preston from the UW Office of Emergency Management.

2. Business Continuity Planning (BCP) Update
Steve Charvat, Director of the Office of Emergency Management (OEM), shared that OEM has been on campus for three years. Their mission is to promote campus disaster planning, mitigation, response and recovery. The OEM website can be found at www.washington.edu/admin/business/oem. The OEM is currently developing a UW Business Continuity Plan during a one-year pilot program. The OEM was awarded a $130,000 FEMA grant to pay for this BCP pilot project. The UW is like a business and government agency in one. Steve stressed the importance of UW having a BCP, so when a disaster comes the University can get up and running as soon as possible with minimal amount of impact.

Steve introduced Scott Preston, who is UW's Business Continuity Manager at OEM. Scott directs development and implementation of the business continuity plan. Scott explained the concept of a BCP, using a PowerPoint presentation, and outlined the goals of this year's pilot project.

Scott said the time to develop a BCP for a medium sized business is about 3 years. By comparison, developing business contingency plans in four UW departments is a large
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project for one year. The BCP steering committee selected four departments to take part in the pilot project, covering areas of research/medicine; academics; and operations. The four departments are Comparative Medicine, Evans School, Human Resources and Payroll.

UW BCP Pilot Project Goals
- Select four UW departments to take part in project
- Develop proof-of-concept model within each of the four departments
- Train four departments on BCP “best practices’
- Develop BCP website as a collection of information and resources

UW BCP Pilot Project – 2006 Timetable Summary
- Spring – Initiated and four departments selected
- Summer – Website Developed and on-line
- Fall – Symposium Offered to UW units
- Winter – Conclusion

BCP Concept
- BCP is an all-hazards approach to prepare for any type of disaster.
- Resource-oriented planning vs. event-oriented. (hospitals; police; technical, etc.)
- Triage! Get most important stuff first.
  Management by objective = adoptable prioritized action list.
  1. Outline steps for recovery of mission critical work.
  2. Keep steps flexible, to accommodate any type of disaster.
  3. Written at novice level so any employee can understand steps.
  4. Easy for all employees to find BCP in office.
  5. Keep information updated.
- Plans vs. Planning
  It’s the learning process of “planning” that is the key to preparation.
  “Luck is what happens when preparation meets opportunity” —Roman philosopher
- Understand how your organization works
  The Business Continuity Cycle:
  2. Understand the critical tasks of your business.
  3. Strategies to protect the business (BCM) and support infrastructure.
  4. Develop a response to fulfill critical tasks and job functions.
  5. Establish a continuity culture. Very important everyone is on-board with the concept of planning ahead for disaster.
  6. Table top exercise—go through drill to show areas of weakness.

3. WACUBO Lessons Learned—Robin Wood
Robin attended the annual meeting of the Western Association of College and University Business Officers (WACUBO) in Spokane, April 30-May 3, 2006. She reported on communication lessons learned from a recent disaster. A major point made was that cell phones did not work, with the exception of text messaging. Also, cell phones had limited use where there was no electrical power to recharge them. Robin mentioned that for those at the crisis, it was easier to keep up to date on events with on-line chat forums as opposed to radio and TV news broadcasts. She also described how electronic banking transactions can be interrupted in a crisis so it is important for businesses to have a plan in such an event.
4. Review and Approve Minutes from Previous Meeting
Minutes for the April 12 meeting were approved.

5. Group Reports

**Group 1, Administration/Other Academic Programs:** Jon Organ reported that Group 1 met on May 10. Charles Easterberg, EH&S, visited and spoke on pandemic flu and public health issues.

**Group 2, Executive Vice President:** Carol Garing reported for Ron. This group met April 13 and conducted CERT drills. The next meeting is May 11 and Denis Sapiro will speak to them about OARS.

**Group 3, Student Affairs:** Paul Zuchowski reported that Denis Sapiro and Stuart Cordts, EH&S, visited their last meeting on April 25.

**Group 4, Health Sciences/Hospitals:** Stephanie Steppe reported at the last meeting on April 25, accident/incident reports and the earthquake drill were reviewed. Karen VanDusen, Denis Sapiro and Andrew Faris are scheduled guests for the next meeting on May 23.

**Group 5, Architecture & Urban Planning:** Barbara Masaki reported the group has not met recently. Sandra Dedrick is visiting UWide today with concerns about enforcing the no animal policy. She asked questions relating to no animal signage and if UWPD are allowed to require proof of service dog status.

**Group 6, Arts & Sciences:** Larry Sommers said the last meeting was April 11.

**Group 7, UW Bothell:** John Miller reported that Group 7 met last month. He commented that when others are asked to do change their behavior—such as the new smoking rule and enforcing the no animal policy—that more education is needed to help committee members articulate the need effectively to others.

**Group 8, UW Tacoma:** No report.

**Group 9, Engineering:** Jack Herndon reported that Group 9 met on April 19 and discussed the emergency plan; OARS; The COE administrative office took part in the earthquake drill on April 6. All COE units have building evacuation plans. The group leader is collecting information on floor wardens. There is interest by some in the group to receive CERT training. Jack also mentioned that he is on the campus reactor decommissioning committee and available to answer any questions you might have about the project.

**Group 10, Forest Resources:** No report.

**Group 11, Ocean & Fishery Science:** No report.
6. EH&S Report

L & I update – April 2006: Denis Sapiro gave the following report.

Pending L & I University Actions—
- Plumber fume hood chemical contamination
  - Closing meeting held May 5, 2006
  - Expanded to lab sinks, short exhaust stacks on roofs – radiation releases – biohazard releases, custodians cleaning up spills, asbestos in chemical hoods
  - Corrections Training, following procedures, communication
  - No citation or fine to be issued!
- Asbestos Husky Den
  - Site visit for labeling and signs due week of May 16
  - Matter sent to Board of Industrial Insurance Appeals, next event 6/15
- Health Sciences T Wing Exposures
  - Consultant review
  - Final Draft of Evaluation
  - Letter to employees and students about exposure
  - Corrections training, communication, incident/near miss/accident reporting

L & I Warnings—
- Training – who is responsible, who is checking
- Incident reporting documentation
- Written manuals, programs, procedures, work plans, etc.


Lab Safety Manual being revised, we need input from users. Please contact Stuart Cordts, 616-3771 or Denis Sapiro, 221-4247.

Smoking Rule Update: David Leonard reported that designated smoking area locations will soon be on the EH&S website at [www.ehs.washington.edu/psosmoking/index.shtm](http://www.ehs.washington.edu/psosmoking/index.shtm). Urns will be placed at these locations with signage.

7. New Business – CERT Training
Scott Person, OEM, said the federal grant money that paid for CERT training on campus ended 3/15/06. Currently there are no UW funds to continue or expand CERT training. Many local fire departments offer CERT training. OEM is willing to coordinate CERT training for departments who want to sponsor or share the expense CERT training. The cost is $3,000 for instructors and food—for 2 full training days including 9 modules and a half day in-depth hands on training for 25-30 people.

8. Adjournment
Robin adjourned the meeting.