

**University-Wide Health and Safety Committee
Meeting Minutes**

January 14, 2015 1:00-2:30 pm
Foegen N130A

	Elected Membership		Appointed Membership		Guests
X	Leslie Anderson (1)		Paul Zuchowski (3)	X	Mark Murray
X	Ryan Hawkinson (1)		Bob Ennes (4)	X	Vince Collins
X	Paula Lukaszek (2)		Nadia Khan (4)-alternate		
	Sterling Luke (2)		Nicole Sanderson (7)		
X	Sara Jones (3)		Michael Glidden (9)		
	John Martin (6)	X	David Zuckerman (10)		
X	Ron Maxell (6)		Liz Kindred (12)		
	Paul Miller (6)	X	Rob Hinton (12)		
X	Charlotte Rasmussen (7)				
	Zachary Druce (8)				
X	Stephen Rondeau (8)				
X	Sonia Honeydew (9)				
	Roy Farrow (10)				
	Kathy Newell (10)				
	Rick Gleason (Faculty Senate)				
	Labor Representation		Ex Officio Membership		Support
X	Jim Bals WFSE Local 1488	X	Michelle Doiron Attorneys General Office	X	Jude Van Buren, Director, EH&S
X	Joel McCulloch SEIU Local 1199	X	Tracey Mosier Facilities Services	X	Katia Harb, Asst. Director, EH&S
	Laura Harrington SEIU 925		Wendy Winslow-Nason Risk Management		Sherry Baron, EH&S Technical
	Peter Johnston UAW 4121	X	Ron Fouty Capital Projects	X	Emma Alder, EH&S Technical
		X	Josh Kavanagh, Transportation Services		
*X= Present at meeting					

Agenda

1. Call to Order
 2. Approval of December Minutes
 3. Organizational Group Reports
 4. Union Reports
 5. Ex-Officio Reports
 6. Union Reports
 7. EH&S Board Update
 8. 2015 Planning
 9. EH&S Reports
 10. EH&S Fire Drill Assistance
 11. Adjourn
-

Recorded: by Emma Alder

1. **Call to Order:** Meeting called to order at 1:05 PM by Leslie Anderson.
2. **Approval of December Minutes:** Leslie requested for a motion to approve the December minutes as written. A change to the Group 8 organizational report was requested. A motion to approve the minutes as amended was put forward and seconded. The minutes were approved as amended.
3. **Organizational Group Reports:**
 - a. **Group 1:** Ryan Hawkinson reported that Group 1 met with Executive Sponsor Provost Cauce at their most recent meeting. They discussed communication issues regarding safety and strategies to educate faculty on Executive Order 55.
 - b. **Group 2:** Paula Lukaszek reported that about half the group met in January. Ron Fouty, who attended the January meeting, reported that the group discussed construction activities around campus.
 - c. **Group 3:** Sara Jones reported that Group 3 met in December with a small number of members. The group briefly discussed changes regarding EH&S assistance with fire drills but decided to table the discussion until their next meeting.
 - d. **Group 4:** No representatives present.
 - e. **Group 6:** Ron Maxell reported that Group 6 did not meet in December.
 - f. **Group 7:** Charlotte Rasmussen reported that Group 7 introduced their new Emergency Manager, Darren Branum. The group discussed safety as it relates to student employees in the Student Success Center. As a floor warden, Charlotte will be conducting a “pre-drill” to practice for an upcoming evacuation drill. This will be beneficial as many people have

been moving to new locations on the campus. The group also discussed the safety of students working in laboratories, a new shop in Discovery Hall, and traffic safety on campus.

- g. **Group 8:** Stephen Rondeau reported that Group 8 discussed holiday safety tips at their December meeting. The group also discussed strategies to encourage the reporting of near misses.
- h. **Group 9:** Sonia Honeydew reported that Group 9 met in December. Their group would like to determine what the policy is regarding the approval of agenda items when a quorum is not present. Specifically, whether or not the group can vote on items or conduct their meeting electronically.
- i. **Group 10:** David Zuckerman reported that they did not meeting in December.
- j. **Group 12:** Rob Hinton reported that Group 12 did not meet in December.
- k. **Faculty Senate:** No report.

4. Union Reports

- a. **SEIU Local 1199:** No report.
- b. **SEIU Local 925:** No representative present.
- c. **UAW 4121:** No representative present.
- d. **WFSE Local 1488:** Jim Bals reported that Facilities Services (FS) is piloting a Short Incident Report for near misses. He also reported that FS is reminding employees not to allow contractors to use FS equipment. Jim then requested an update on the legionella bacteria found in the UWMC cooling tower. Paula Lukaszek reminded the committee that there is still speeding on Walla Walla Rd. She suggested a speed gauge may be helpful to alert people of their speeds. Josh Kavanagh agreed to follow-up and ask UWPD if a speed gauge can be installed. He will also try to push for delineators to be placed before the next U-Wide meeting.

5. Ex-Officio Reports

- a. **Ron Fouty** – Ron reported that construction will soon pick up for multiple projects within the next month. Terry/Lander project is moving along and there are preparations to begin construction on the new nanotechnology building. There will also be upcoming changes to the traffic circle around Gerberding. Sonia Honeydew added that walkway from Health Sciences Building to Foege will be blocked soon. There will be changes to walkway across Pacific St. A map displaying these changes is posted in Foege.
- b. **Tracey Mosier** – Tracey discussed an electrical shock incident that happened recently in Facilities Services. A design flaw for fixtures in PACCAR Hall was discovered that can result in strain on the wiring over time. Similar fixtures were found in Dempsey Hall. Ron Fouty will attend an upcoming Facility Services meeting to discuss these lights.

6. **EH&S Board Update:** Sara Jones reported that there was movement on the smoke free campus discussion at the most recent EH&S Board meeting. A formal proposal was put forward and there was much discussion and feedback from the members. The next step is to submit the edited proposal to the Provost and President's Office to ensure there is support. If support is given, they will finalize and move forward with the proposal. If the campus adopts a smoke-free policy there will be smoking cessation programs available. Jude Van Buren gave a presentation on recent EH&S departmental restructuring.
7. **2015 Planning:** Leslie Anderson reminded the committee that this year is election year for the next safety committee term. Emma Alder will provide a timeline to distribute to the members outlining the election process. The committee will also be meeting in Bothell and Tacoma before the end of the current term.
8. **EH&S Reports**
 - a. **Accident Investigation Training:** Emma Alder reported that a new training has been developed for supervisors to assist them with accident investigations and root cause analysis. Emma will present this training at the February U-Wide meeting.
 - b. **L&I Update:** Katia Harb reported that a new phone-fax was resolved and closed. An on-site inspection opened last month regarding legionella bacteria in the UWMC cooling tower. Katia provided information about legionella and legionella in cooling towers. Sampling and maintenance was done. An EHS consultant was hired to provide guidance to UWMC on potential for exposure, safety procedures, and personal protective equipment for working around the towers. The inspector will return to conduct employee interviews.
9. **EH&S Fire Drill Assistance:** Ryan Hawkinson read a statement from the Group 1 committee outlining their concerns regarding recent changes to EH&S on-site assistance with fire drills. The statement also includes possible solutions to facilitate successful evacuation drills in the future. Ryan also referenced a recent fire drill in Mary Gates Hall that had some difficulties without on-site assistance. For the full statement from Group 1 and the e-mail regarding Mary Gates Hall, please see the documents attached to these minutes.

Jude Van Buren thanked the committee for their opinions. Jude explained that less available resources requires a prioritization of in resource allocation. While EH&S may not be able to provide on-site assistance for every building, we need to figure out what is possible. Jude then discussed Executive Order #55 as a starting point. She proposed that the U-Wide put together a subcommittee to work on the evacuation concerns. EH&S will need assistance.

Mark Murray explained to the committee how EH&S is managing support resources for that evacuation drills. The verbal communication regarding these services has not been consistent. EH&S looking for a solution to support clients without being on-site for the drills. This is done by phone consultation and web materials. There are several buildings that will need EH&S assistance on site for their initial drills.

Mark discussed how much FTE is needed to support evacuation drills for all buildings on the Seattle campus. EH&S will still offer evacuation warden and fire extinguisher training throughout the year. There is open enrollment for these trainings in order to give everyone the opportunity to participate in these courses. New buildings and increased dorms with other evacuation requirements have affected EH&S's ability to provide on-site assistance to all buildings on campus. There are still many groups that have not conducted drills. The goal is to find a way to train people how to effectively conduct these drills independently.

Ron Fouty commented that the transitions of employees can make it difficult to obtain consistent and efficient response for those who have been assigned the responsibility of conducting fire drills. For this reason, a one-time training may not be effective for very long. At times there can be the appearance that there is no one in charge. A subcommittee can be formed to find solutions for these issues.

The committee continued an open discussion into solutions for helping buildings successfully conduct fire drills. The committee discussed negative vs. positive reinforcement for participation, faculty involvement, and using Executive Order 55 to empower evacuation coordinators. The members discussed the fine line between enforcement and encouragement for compliance.

Leslie closed the discussion by stating that a subcommittee will form to determine long term solutions for successful building evacuations. Members who are interested in joining this subcommittee should e-mail either Leslie or Emma. Ron recommended that a subcommittee update should be added as a regular agenda item.

10. Meeting Adjournment: Leslie Anderson adjourned the meeting at 2:35 PM.

Attachment 1: Statement of Group 1 Health & Safety Committee

Attachment 2: E-mail Regarding Fire Drill in Mary Gates Hall

Attachment 3: EH&S Building and Fire Safety Section Talking Points Regarding Support for Evacuations Drills

Statement of Group 1 Health & Safety Committee

CONCERNS

- A change in policy regarding Environmental Health and Safety's Fire Prevention Specialist assistance with mandated annual fire drills was made without public comment or notice to community. This change, in which EH&S assistance with fire drills is no longer provided, is seen as problematic. Building Coordinators are ill-equipped to manage fire drills without support. We fear that this will put even more campus buildings into a state of non-compliance.
- We've noted that additional program assistance to building preparedness has also been curtailed. Live Fire Extinguisher Training outside of scheduled campus wide classes is no longer available, while scheduled classes have also been reduced. (just one class Autumn 2014 and that was scheduled for October 23).

Our Understanding of EH&S Issues

- Additional demand for EH&S resources (i.e. Environmental Health and Safety's Fire Prevention Specialist) has arisen from Housing and Food Services' dorm construction and changes to their quarterly drill scheduling policy. (Drills may now be conducted during the day).
- Ongoing UW capital projects construction resulting in an increase in the number of University buildings and the acquisition of the UW Tower also add to EH&S manpower shortages.
 - The UW was non-compliant in fire alarm drills prior to this added stress because it relied on building coordinators to request drills. EH&S assumes that organizations can conduct these drills independently with very little difficulty.

Our Understanding of Building Coordinator Issues

- Many buildings contain multiple agencies: Building Coordinators (BC) may not have relationships or the perceived authority with everyone to coordinate drills. Occupants ignore them, making the experience during a true emergency more precarious.
- When a BC tries to coordinate a drill often there is push back (particularly from faculty) not to have it interrupt their class, mid-term, finals, review, etc.
- Many BC's already have a role in an evacuation: how can they evaluate the drill and participate?
- Organizations such as ROTC and College of Built Environments that have need of Fire Extinguisher Training in large volumes are no longer allowed to request on-site classes. This results in compliance concerns.

Proposed Solutions for Discussion

- Zoned Fire Alarm Drills: Coordinating a drill among participants (Facilities, EH&S, UWPD, SFD) is time consuming. Conducting fire drills by zones scheduled 90 days in advance which would minimize prep work and commuting. Notify building coordinator and occupants of upcoming drill and have resources available to answer questions/provide assistance in advance of the drill. Send/schedule drills and notification similar to the Fire Alarm Shop's testing with time windows each when building will be tested. A Fire Safety Office representative could be present in each zone to coordinate communication and gather feedback to develop and after action report.
- Mandate annual earthquake or other natural disaster testing to flesh out evacuation locations.
- Schedule Fire Extinguisher Training with large organizations that could fill a class independent of campus-wide classes.
- Partner with organizations with larger conference rooms to host classes in alternate locations across campus to increase attendance. Invite them to open their class to larger UW community. Identify these groups and put them on the calendar annually without waiting for invitation.

Questions:

- Do some buildings share the same evacuation location and not know it? Needs to be determined.
- Can we identify unused locations that might be utilized for evacuation locations? (Western campus has lost many parking lots due to dorm construction)
- Can there be an online listing that shows all evacuation locations?

Communication/Feedback Loop for Potential EH&S Changes

- In the long term, EH&S could utilize the Health and Safety Committees as a sounding board to provide feedback/input on potential EH&S policy/service changes and how such changes could impact EH&S clients and the University community as a whole.
- Utilize the BC list (<http://www.washington.edu/facilities/fsworks/coordinators/list>) to receive community input on potential changes and/or communicate changes directly to BCs.

Attachment 2

From: Leslie F. Anderson
Sent: Wednesday, January 14, 2015 8:11 AM
To: Jude Van Buren; Katia Harb; Sherry Baron; Emma Alder
Cc: Ryan A. Hawkinson
Subject: For the UWide Meeting
Attachments: HSC1 Fire Drill Safety Training - Final.docx
Importance: High

Good morning –

Attached is the document from Group 1 that will be read to the UWide this afternoon. I thought it might be helpful for you to see it prior to the meeting.

Additionally, here is some information from one of the campus buildings with regard to their most recent evacuation drill outlining the problems that exist and all the potentialities:

Hi Leslie,

I am so glad to see this as it has been on my mind for some time. I am attaching an email that describes very well a scenario of our fire drill in Mary Gates Hall last April. Three key and serious issues came out of this:

1. No floor warden at the door of the building's main (North) entrance
2. The crowd gathered at the main entrance and did not proceed to the evacuation meeting spot
3. A student in a wheel chair was carried down the stairs
4. Occupants re-entered the building prior to proper notification

With this scenario you can see the very real things that will arise in our attempts to be prepared. Had this been a real emergency the immense crowding at the front door could have caused some panic or much worse. The student in the wheelchair could have been injured by those carrying her. People could have been in harm's way upon re-entering the building without proper authority.

In general I think Mary Gates Hall has a solid emergency plan in place. The iSchool and Undergraduate Education work well together and are good neighbors. The floor wardens are assigned and trained. Judi and Kathleen are excellent as the building coordinators. However, in the moment of real emergency we don't know who will actually be on the premises. Not everyone will know what to do and others will make their own best choices based on the immediate situation. However, I think this can illustrate the necessity for expert and well-trained assistance from those as EH&S.

We are talking about real people's lives here. The more prepared we can be the better we can deal with the unexpected.

All my best,
Carmen

Attachment 3

EH&S Building and Fire Safety Section
Talking Points Regarding Support for Evacuations Drills
January 11, 2015

1. EH&S Capacity and Campus Growth

The following is a reflection of now and then for UW fire safety:

- In 1988 EH&S employed three fire protection engineers and three fire safety professionals; today we have two of each, and one of the engineers serving as a unit manager.
- In 1988 the fire code was the size of a paperback book; today it is a large manual with 508 full size pages with very small font.
- In 1988, the UW consisted of the Seattle campus, the medical centers, and a handful of research stations. Since then the UW has grown to include three campuses: Sandpoint, SLU, and UW Tower; and dozens of buildings on the Seattle campus. We serve all sites with our fire safety program except UW Tacoma.
- In 1988 the Seattle Fire Department conducted annual fire safety inspections over every building. They identified hundreds of Notices of Violation. Today they rarely inspect our buildings; EH&S is the only third party assessing fire safety in most of our campus buildings. Our survey findings are not regarded in the same way as an agency violation.

Our job of providing fire safety services to the UW is very challenging and we have to make difficult choices on the services we provide.

2. EH&S Baseline Services for Emergency Preparedness *(all of these account for about ¼ FTE)*

- a. Promote building emergency preparedness and track progress (metrics)
- b. Evacuation warden training (10-12 courses/year)
- c. Maintain a model Emergency Evacuation and Operations Plan (EEOP) (a template for a building or department)
- d. Review, consult, and comment on completed EEOP's
- e. Develop Web materials to help departments plan, prepare, and conduct an evacuation drill
- f. Support and critique evacuation drills (when capacity allows)

3. If EH&S planned and facilitated all required evacuation drills for the UW it would require 1 FTE doing only that task.

Occupancy Class	Buildings	Drills Required/Year	Drills Total
Assembly occupancies	15	4	60
Residential	15	4	60
I occupancies	2	4	8
E occupancies	3	4	12
Business Occupancies	220	1	220
			360
Hours for planing, drill, fu			4
Total time required (hours)			1440

4. Only about 20% of our 170 major campus buildings are prepared for a building emergency. There are three steps to preparation: 1) develop a written plan, 2) appoint evacuation wardens and have them trained, and 3) conduct an evacuation drill.

- For the past several years, EH&S has been passive, supporting only the most proactive departments who call upon us for support and to facilitate their evacuation drills.
- There has been little to no progress in promoting these important programs in other buildings.
- Our employees have been very customer service oriented supporting those who call. But that leaves little time for the priority of making progress with bigger issues.
- We need to collaborate better on this goal with UWEM.

5. EH&S Web resources and warden training are clear regarding the responsibilities for planning and conducting evacuations drills.

Planning and conducting evacuations drills are the responsibility of the evacuation director (ED). EH&S plays a supporting role. Our goal is to train the trainer and, in this case, it is the ED who needs to take ownership for fire safety emergency preparedness at their building. Once a certain level of knowledge resides with the ED, EH&S must redirect its limited resources to others who need our coaching and mentoring--the 80%.

6. EH&S's responsibility is to identify and mitigate risk through our services. Promoting and supporting emergency preparedness in the 80% where few program elements are in place mitigates more risk than optimizing programs in the 20%.

- We have about 50 science buildings where fire and hazardous material spills and reactions are more likely than a fire in an administrative building.
- The UW has about 15 high-rise buildings where evacuation is not practical and where smoke can present much more risk than in low-rise buildings. Prompt response to fire in those building is very important.
- Many assembly buildings with students and the public, including elderly patrons, present more risk than some other buildings.

These are the priority for EH&S fire safety (realize we have about ¼ FTE to do it all).

7. THE EH&S Fire Safety Program has a broad charge. Darren's job assignment included the following:

A. Building & Fire Safety Surveys (45% fte)

- Building safety survey
- Property insurance liaison and escort

Darren was responsible to perform fire safety surveys for the entire University.

- Over 20M sf of space
- 280 buildings
- All sites (except UWT)

To accomplish this, 20 building-fire surveys per month are required. This work is not getting done. Even limiting our service with evacuation support, we are well below a best practice frequency to assure fire safety in our buildings.

This program identifies and evaluate risks, and provides risk reduction recommendations. This service is critically important. The Seattle Fire Department (SFD) rarely evaluates the UW campus, partly because they have broad responsibilities and limited resources, and partly because of the trusting relationship EH&S has developed with them over the years, and the understanding we will manage our own risk. This is a good place to be; UW operations are not adversely impacted or distracted by an outside agency that may not fully understand our unique buildings, uses, and hazards. We feel strongly that we need to maintain this as a priority program. Everyone benefits from what EH&S has achieved with the SFD over the past 20 years.

B. Fire Safety Promotion/Education and Training (45% FTE)

- Public event safety
 - Husky Football home games and associated events and activities
 - Select home basketball games
 - Commencement
 - Convocation
 - Dawg Days
 - Outdoor events and tent permits
- Training (23 fire ext., 4 compressed gas, and 12 evacuation warden annually)
- Outreach/newsletter/website
- Code consultation
- Promoting fire safety
- Lab Safety Seminar

- Housing residence advisor training
- Fire investigations and reports
- Special campus drills with UWEM
- Clery Act fire log / UW fire statistics
- Maintaining the Emergency Evacuation Plan template for use by departments
- Maintaining and authorizing about 15 evacuation exemptions in medical delivery areas of Health Sciences
- Coaching, mentoring, and critiquing fire evacuation drills when practical--this specific activity is at most 5% of the job.

C. SFD Liaison (10% FTE)

- Liaison to the local SFD reps from Station 17 and 38
- Process Notice of Violations
- Support during response
- Pre-fire planning
- New building orientations
- Maintain campus emergency responders map

D. Other Significant Duties

- Member of EH&S PEAT