

Environmental Health & Safety Committee Minutes

February 15, 2017 – Walker Library

Members Present: Alan Parker, Joe Whitefield, Doug Brinsko, Shelia Knight, Ron Malone, Buddy Peaster, Vicki Eastham, Terry Logan, Charlie Gregory, Kara Hooper, Halley Plunkett, Sondra Wade, Jimmy Hart, Barbara Draude, Fatima Adeyemo, Greg Van Patten, Broedy Stucky, Kathy Musselman, and Connie Hagberg

Campus Safety Handbook Discussion

- Brief overview of all changes made to Chapter 18.
 - Edit Ch.18 Section General 2.&3. Change the spelling of principle to principal.
- Changes to Appendix E.
 - Alan proposed the addition of the Principal Faculty/Sponsor Responsibility For Minors in Research Laboratories sheet. Committee read and reviewed this sheet and approve adding it to the appendix.
 - Barbara and Greg would like a checklist added to the Appendix and referenced in Chapter 18 that states the steps taken if there is a minor in a lab. Committee approved adding this checklist. Checklist to be created by EH&S and added to the dropbox and EH&S website when EH&S does their website form update.
- Committee questioned whether the Campus Safety Handbook addressed individuals in lab that aren't minors, faculty or staff. EH&S will research this.
- Motion was made by Kara Hooper to approve the Campus Safety Handbook as amended. 2nd motion was made by Charlie Gregory. 4 – 0 vote yes and motion was approved.
- Kathy made a comment that MTSU Volunteer release forms are to be filled out for minors and sent to HRS and HRS sends them to the State of TN.
- Alan discussed the need for additional chapters and reorganization to the handbook and asked if the committee knew of any other needs.
 - Sections to be added are Lab Safety, Hazard Communication, Bio Safety, and Safety Training
- MTSU Emergency Operations Plan presentation was presented by Terry Logan. The accreditation process recommends this plan be a standard instead of a policy. Terry presented a briefing of the plan. Terry recommends the committee take the NIMS training ICS-100, ICS-200, ICS-700, and ICS-800.
- Meeting was adjourned.

The next meeting is scheduled for Wednesday, March 15, 2017 from 1:30 -2:30 p.m. in the Walker Library, Room 475

**Environmental Health and Safety Committee
Meeting Agenda**

February 15, 2017 – 1:30PM

Walker Library, Room 475

- Welcome – Alan Parker
- Changes to Campus Safety Manual – Alan Parker
 - Brief review of Chapter 18 changes from last meeting
 - Review of Appendix E – Principal Faculty Sponsor Responsibility Acknowledgement Form
 - Vote to approve changes to the Handbook
- Preview of upcoming changes/additions to the CSH – Alan Parker
 - Lab Safety chapter
 - Hazard Communication chapter
 - Bio Safety chapter
 - Safety Training chapter revisions
 - Re-organization of Handbook formatting and hyperlinking
- Introduction to the MTSU Emergency Operations Plan – Terry Logan
- **Next meeting: March 15, 2016 in the Walker Library, Room 475**

*- Minors Policy Meeting -
2-3 pm, Thurs. SUB #201*

APPENDIX E
PRINCIPAL FACULTY/SPONSOR RESPONSIBILITIES
FOR MINORS IN RESEARCH LABORATORIES

- Review the MTSU Policy (I:01:07) on Programs Involving Minors.
- Inform the minor's parent/guardian regarding all potential risks associated with proposed activities.
- Ensure the minor is adequately trained in safe work practices for all proposed experiments.
- Provide lab minor(s) with written protocols describing potential hazards and necessary precautions.
- Instruct and train the minor(s) in practices and techniques required to ensure safety, and procedures for dealing with accidents. All minors must be directly supervised at all times by a qualified sponsor.
- Supervise the minor(s) to ensure that the required safety practices and techniques are employed.
- Correct work errors or conditions that may result in the release of hazardous materials.
- Ensure the integrity of physical containment (e.g. biological safety cabinet, chemical fume hood).
- Provide personal protective equipment (PPE) required to prevent exposure to hazardous materials.
- Adhere to University emergency plans for handling accidental spills and personnel contamination.
- Verify lab minor(s) have completed the required trainings before starting work in the laboratory (e.g. Laboratory Safety, General Biological Safety, Hazardous Waste).

Responsibilities While Conducting Experiments Involving Minors

- Submit any subsequent experimental changes to the Department Chair and all other applicable representatives, departments or divisions for review and approval or disapproval.
- Remain in communication with all parties involved in the project review and approval throughout the duration of the project (e.g. notify all parties if the designated project timeline must be amended).
- Report any significant problems pertaining to the operation and implementation of practices and procedures, violations of safety or compliance requirements, or any significant research-related accident or illness to the EHS Laboratory Safety Manager (via email) with 48 hours of the incident.

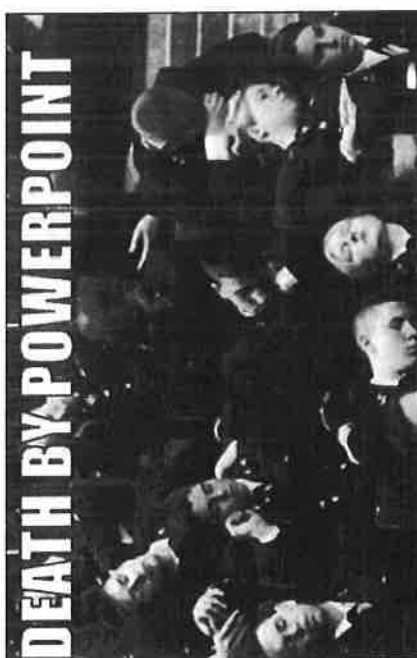
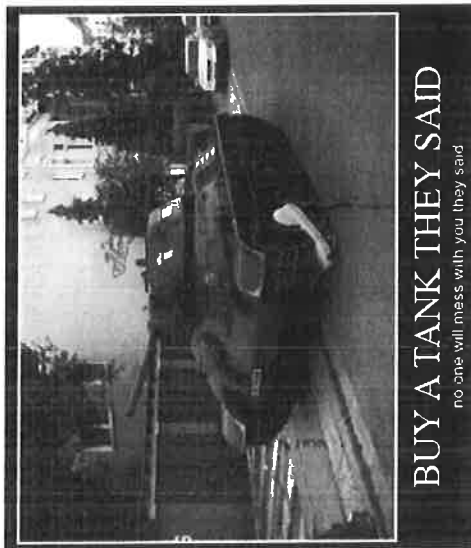
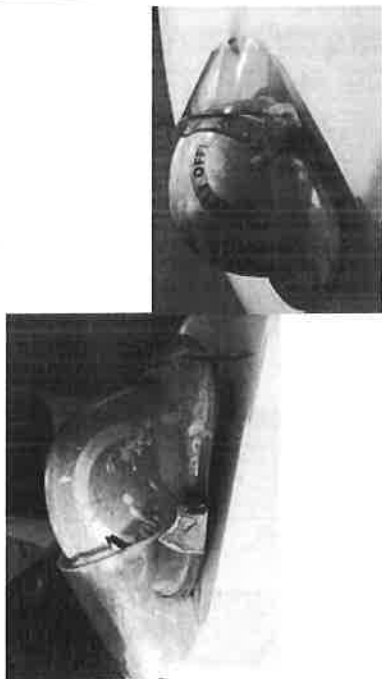
By signing below, I agree to fulfill all the Principal Faculty/Sponsor's responsibilities as stated above, and I assume complete responsibility for the safety and oversight of minor(s) in my lab.

Principal Faculty/Sponsor Name (Print)

Principal Faculty/Sponsor Signature

Date

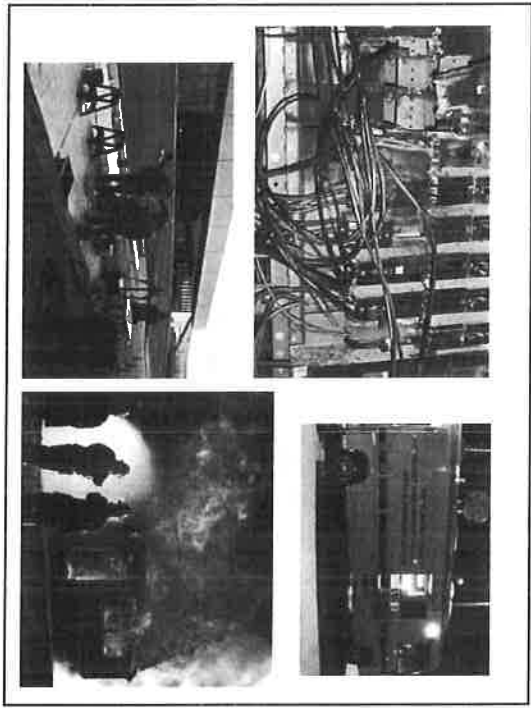
IRONY?



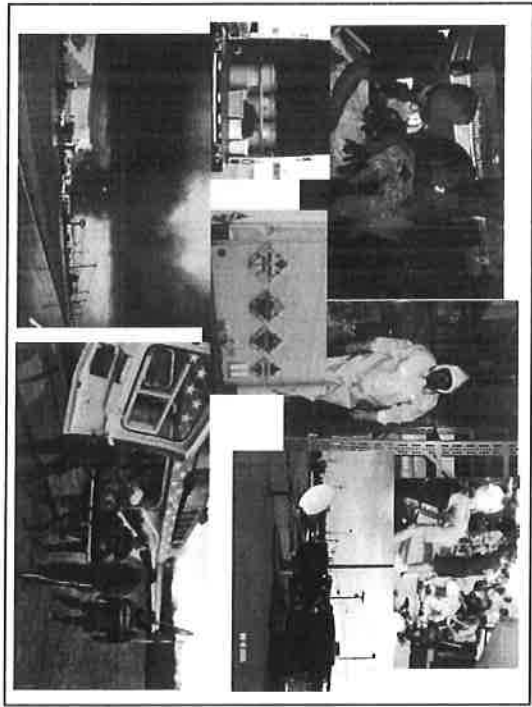
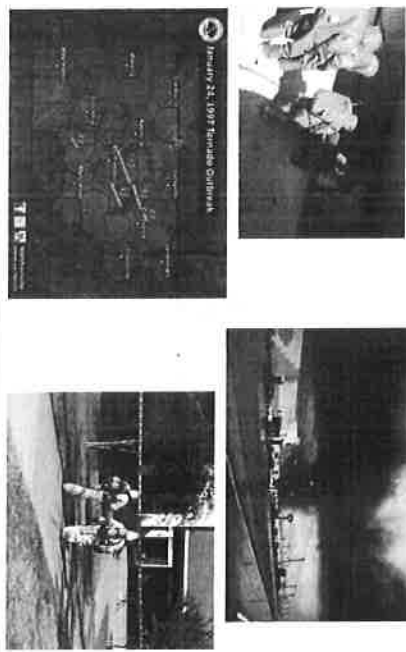
THANK YOU!



HEED WARNINGS!



CAN IT HAPPEN HERE?!
(Chances are, it already has...)



State or National:

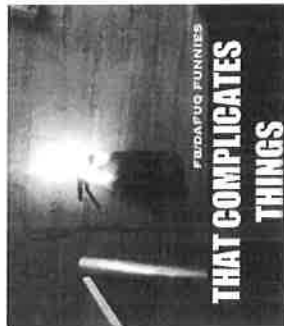
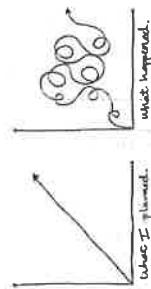
- Emergencies that occur anywhere in the United States that disrupt normal campus operations



or endanger the safety, health, and well being of the campus community.

Expect the Unexpected!

The Plan is going to modified on the fly to deal with unforeseen conditions. Therefore it must be flexible!



KNOW THE RULES!



KNOW THE RULES!



There are three general types of
Emergency situations:

▣ Natural Disasters

▣ Terrorism

▣ Civil Disturbance

▣ Hazardous Materials Spill

▣ Fire or Explosion

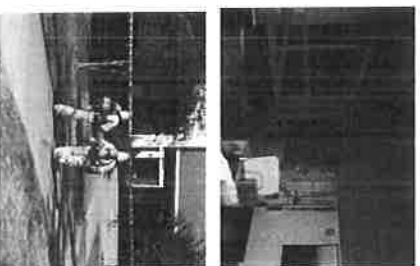
University Facility

Community

State or National

University Facility:

- Emergencies that disrupt normal campus operations or endanger the safety, health, and well being of the campus community within the confines of the MTSU campus or involved MTSU facility;



Community:

- Emergencies that occur in the Murfreesboro-Rutherford County area that disrupt normal campus operations or endanger the safety, health, and well being of the campus community.



Recovery: Four Key Components

- Physical/structural repair
- Disaster recovery
- Restoration of academic learning
- Psychological / emotional recovery



Definition

A Crisis:

- Is any event that affects the emotional stability of students and/or staff and disrupts the educational process.
- Ranges in scope and intensity from incidents that directly or indirectly affect a single student to ones that impact the entire campus community.
- Can happen before, during, or after hours; on or off campus.

❑ Death

❑ Suicide

❑ Health Issues

❑ Accidents

❑ Intruders

❑ Acts of Violence/Crime



Definition

An Emergency:

- Is a situation which poses and IMMEDIATE risk to health, life, property or the environment.
- Requires swift action to prevent the situation from getting worse.
- Can happen before, during, or after hours; on or off campus.

Emergency Communications: Key Messages

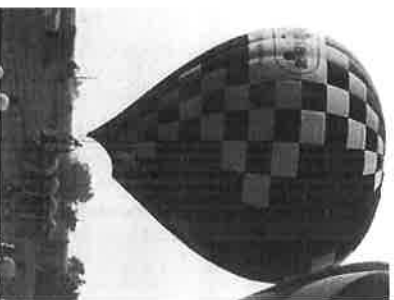
- Determine the current state of local emergency communications equipment and training—make recommendations for improvement
 - Develop and maintain a written Emergency Communications Plan that is consistent with NIMS/ICS requirements (*FEMA document 501-5*)
 - Develop and improve communication skills and networks
 - Consider multi-modal systems including high tech and low tech
- IACLEA: Strengthening Communications Between Campus Public Safety and Federal State & Local Emergency Responders 10/06

All-Hazard Campus Emergency Communications System

Key Requirements of Alert System:

1. Alert as many people as quickly as possible in normal conditions
 2. Alert as many people as quickly as possible without power and phone service
 3. Constantly deliver alerts to specific groups of people in different locations
 4. Ability to serve disabled and special needs persons on campus
- Study and Demonstration of Emergency Communications Systems for Florida University and Community Colleges 2/06

Timely Information Management is Critical!

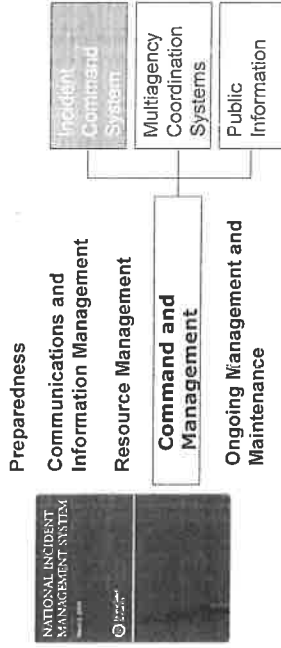


**“An aircraft
crashed into
several MTSU
buildings today.”**

Warnings Must Be Relevant!



NIMS Components & ICS



Additional Information:
www.fema.gov/emergency/nims

NIMS & ICS Mandates

- Hazardous Materials Incidents
 - Superfund Amendments and Reauthorization Act (SARA) – 1986
 - Occupational Safety and Health Administration (OSHA) Rule 1910.120 (q)(3)(i) requires all institutions and employers having hazardous materials to use ICS at incidents

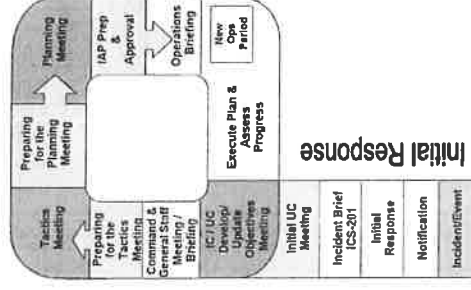


Incident Command and Control

- Identify WHO will be involved in the campus emergency response.
- Recruit and form a Campus Emergency Management Team based on the Incident Command System Model.
- Establish a campus Emergency Operations Center and assign responsibilities.



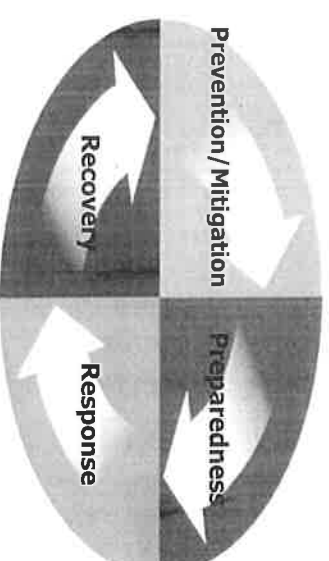
The Incident Command and Control Process



Objective

**Update the campus
Emergency Operations
Plan that addresses all
four phases of emergency
planning and takes an all-
hazards approach.**

Phases of Emergency Management



An Emergency Operations Plan That:

- ✓ Is developed collaboratively with community partners
- ✓ Is based upon sound data and information [risk, vulnerability, consequence]
- ✓ Is tailored to existing conditions on the MTSU campus, facilities, and offices.
- ✓ Is exercised on a regular basis.

An Emergency Operations Plan That:

- ✓ Addresses "special needs" students
- ✓ Addresses Emerging Issues.
- ✓ Is continually reviewed and updated.
- ✓ Includes a command structure coordinated with first responders and aligned with the *National Incident Management System (NIMS)*

Briefing Rules

This is only a briefing and intended to give you food for thought. It is not a comprehensive discussion of all of the issues we may face.

Emergency Planners

**IMAGINING THE UNIMAGINABLE
&
THINKING ABOUT THE UNTHINKABLE.**

Briefing Goals

- Recognize that emergency planning for campus is community-based and continuing.
- Identify types of hazards that present the highest risk for MTSU and their potential damage (risk assessment).

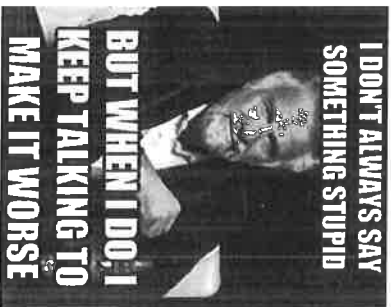
EHS Goals

- Assemble a planning team.
- Revise the campus all-hazard emergency operations plan (EOP).
- Develop and implement a strategy for training and testing the plan.
- Revise the EOP based on lessons learned from exercises and/or actual emergencies.

Emergency Operations Planning Briefing



Briefing Rules



Terry Logan

Emergency Operations Manager
Environmental Health & Safety

Briefing Rules

PLEASE!
Don't shoot the
messenger!

**Environmental Health Safety Meeting
February 15, 2017**

Name	Division/Dept.	Telephone
TERRY LOGAN	EHS	5784
Eroede Stucky	UPD	3477
NOUG BRINSKO	EHS	x 7725
Shelia Knight	EHS	8 8708
Alan Parker	FSD	2392
Greg Van Patten	CHEMISTRY	2956
Barbara Drane	ITD	8383
BUDDY PEASTER	UNIVERSITY POLICE	2424
Joe Whitefield	FSD	8400
Hallie Plunkett	FSD	2309
Kara Hasper	CUS	8693
RON MALONE	E&T	5373
Vicki Eastman	Campus Planning	5528
Fatima Adeyemi	EHS	5831
SONDRA WADE	OUC	2025
Kathy Musselman	HR	5743
Charlie Gregory	Campus Rec	2109
Connie Hagberg	FSD	2119