**Environmental Health & Safety Committee Minutes**

**May 18, 2016 - Walker Library**

**Members Present:** Alan Parker, Joe Whitefield, Doug Brinsko, Fatima Adeyemo, Terry Logan, **C**arol Boraiko, Barbara Draude, Jimmy Hart, Rick Chapman, Kathy Musselman, Ben Jones, Ron Malone, Erika Austin, Brian Holley, Arthur Reed.

**Fire Drills**

Two documents were distributed to the Committee, which included a Fire Drill Evaluation Report and a flyer regarding best shelter areas in buildings in the event of a tornado. Discussion included the need for annual fire drills in academic buildings in order to meet State and Federal code requirements.

A plan needs to be prepared to comply with these requirements. Information will be sent to building occupants to review the floor plan, including primary and alternative exists.

Faculty and staff need to help students/building occupants to exit in the right direction in the event of fire or a fire drill.

Communication will be forwarded to the campus with the procedure and process on the date of the drill. This communication will include that the drill is a requirement to meet code. Each building group will need to assign a Fire Drill Coordinator and two runners, depending on the size of the building. The intent for the runners is to ensure the procedures are being followed and observe whether they are happening as planned. The drill is for performance evaluation. After a fire drill, the Fire Drill Coordinator will complete the Fire Drill Evaluation Report for review. EH&S will keep an electronic version of the Fire Drill Evaluation Report on file in order to meet code requirements.

Alan Parker stated that the Fire Drill Evaluation Report would be an attachment to an e-mail. Then appropriate parties will be familiar with this form before the drill. For those buildings that do not have alarms, such as Midgett Building, the Coordinator will communicate to building occupants/students regarding when they may re-enter the building. A news release will also be prepared regarding the fire drill.

A suggestion was stated that more information is needed on the evaluation report regarding the runners, such as telephone number and email address. In addition, wording should be added regarding buildings that do not have pull stations.

Drills will be performed during the Fall and Spring Breaks.

Discussion included the need for faculty to ask students in their classes on whether anyone needs special assistance during an emergency situation, especially for individuals in wheel chairs. Possibly someone in the class could be designated to assist these individuals to a stairwell or out of the building. In new buildings, it is best to take disabled individuals to stairwells, and they can be taken without his/her wheel chair. Newer buildings also have telephones in stairwells, on every landing, which connect directly to University Police. Fatima Adeyemo checks the phones weekly.

**State Risk Management Department**

Kathy Musselmen reported that as of July 1, injured employees who have been on work release should be put back to work, even if with restrictions. It will be each department’s responsibility to find work that meets the restrictions of the person. Efforts should be made to find meaningful work that meets the restrictions. If the person does not want to perform the chosen task, then the employee will be paid at fifty percent (50%).

When an employee has an accident, parties should call the 1-800 hotline to report the injury. The employee and his/her supervisor should place this call together. If the situation is life threatening, call 911 and the paperwork will be prepared at a later time. EH&S needs to get a copy of all accident reports to review and address any issues. TN OSHA can access Corvell information for state employees.

**Tornado Safe Places on Campus**

The committee reviewed the ALERT4U page, with 4 links of general information under “Tornado”. A question was presented on whether the language should be re-worded regarding the campus’ “safest places.” Options were presented on whether the list of “safest places” should be removed or keep the list but include a disclaimer that MTSU does not guarantee the safety of any building occupants in the event of a tornado. To summarize, Committee stated to keep the list and add the disclaimer message. Also, change the wording of “safest places” to “Recommended Tornado Shelter Locations.”

Tornado flyers have previously been posted in classrooms. A suggestion was voiced that a review should be made to ensure the tornado posters are still located in building classrooms. Tornado warnings are communicated through Accu-weather (an automated announcement); not MTSU. There are no communications about a tornado watch, unless there is a special event and communication is then sent through e-mail.

**Next meeting is scheduled for Wednesday, June 15, 2016 from 1:30 – 2:30 p.m. in the Walker Library, Room 475.**