Health Sciences Center
Safety Committee
Meeting Notes

Thursday, October 24, 2013

1:30-2:30PM

Attended:
- Stephanie Graham-Sims  - Brad Fansler
- Kimberly Bryner        - Frank Ali
- Philip Hurst           - Pat Callery
                         - Matthew Fike
                         - Smitha Rayadurg
                         - Lana Bunner
                         - Radiation Safety
                         - Angela Lemmon (Recording Secretary)

New Business:

Stephanie Graham-Sims: (Safety Office)

- Meeting began at 1:30PM.
- Freight elevator is operating for freight transport only. Campus wide email went out. Signs are being made to indicate elevator usage. Replacement and installation of a new freight elevator is in being planned. Freight elevator can be used for animal transport. Stephanie sent out a HSC Campus wide email detailing elevator transport rules. She has requested FM to create and post signs indicating elevator transport rules.
- Stephanie noted that rather than placing the WVU HSC Campus Emergency Response Quick Reference Guide in each classroom, the Safety Office will add the emergency contact numbers to each phone in each classroom.
- Reminder to ensure that individuals working in labs are approved and have adequate training to have access to labs and equipment.
- Patient kicked out Family Medicine entrance window.
- State Fire Marshal visit this Wed (date) and will be in for final walk through on Monday, October 28th, 2013.
• Stephanie attended the WVU Parking and Transportation Committee meeting. She suggested a good website to review regarding campus construction: http://construction.wvu.edu
• WVU HSC is collaborating with WVUHospitals and local emergency planning officials in planning an Active Shooter Drill for second week of November. The active shooter drill will take place in the Health Sciences Center on the ground floor in the cafeteria.

**Active Shooter Drill Logistics**

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<tr>
<th>Active Shooter Drill Logistics</th>
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<tr>
<td>Scheduled for November, 13, 2013 from 2:00-6:00p.m.</td>
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<tr>
<td>contained to HSC Cafeteria, John Jones and outdoor area between HSC and Ruby</td>
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<tr>
<td>1st Responders will meet at a pre-determined area near campus prior to drill</td>
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<tr>
<td>WVUH Safety Director will conduct a table-top with administrators from WVUH and WVU HSC prior to drill</td>
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**HSC ACTIVE SHOOTER DRILL GOALS:**

• Support/provide WVUH/Mon General & MECA logical location for the drill
• Educate HSC Campus faculty, staff and students on how to respond to an active shooter threat
• Use event as a springboard to update/implement HSC Campus Emergency Response
• Learn from the experience of this drill to plan future table top and actual drills for HSC (have already discussed with University Police)
• Develop & enhance partnerships with local emergency responders and campus partners via participation in this drill.

• Pat Callery suggested the drill information be posted on Sole in addition to the house wide emails.

**Pat Callery:** (School of Pharmacy)

• No new business.

**Philip Hurst:** (Safety Office)

• Working on lab audits and fume hood checks.

**Matthew Fike:** (Research and Graduate Studies)

• No new business

**Lana Bunner:** (WVU Hospitals)

• WVUH opening new clinics.
Smitha Rayadurg: (Biosafety)

- AFA Facility – Standard operating procedures working group is working on SOP for facility operations.
- ALAC – IBC protocols

Frank Ali: (OLAR)

- AFA substantial completion is Thursday, October 31, 2013 which will allow for training and equipment start up. Facility should be in operation January, 2014. Fire Marshall final walk through is scheduled.

Kim Bryner: (Safety Office)

- No new business

Brad Fansler: (Dentistry)

- No new business

(Radiation Safety)

- Radiation Safety will be moving to a new temporary location soon. They will be located former Biomedical Communications area until the permanent location is completed.

The meeting concluded at 2:00PM. No meetings are scheduled for November and December, 2013. The next scheduled meeting is Thursday, January 23, 2014.

Old Business:

Stephanie Graham-Sims: (Safety Office)

- Meeting began at 1:30PM.
- Freight elevator is still not operating. Parts must be fabricated in order to repair the elevator. Use the #5 service elevator for animals or chemicals. Replacement and instillation of a new freight elevator is in being planned.
- WVU HSC is collaborating with WVU Hospitals and local emergency planning officials in planning an Active Shooter Drill for second week of November. The active shooter drill will take place in the Health Sciences Center on the ground floor in the cafeteria. More details will be provided campus-wide.
- Updated Emergency Response plan and information regarding active shooter response can now be found on website.
- In response to a request from the School of Pharmacy, Stephanie developed an Emergency Response Guide for students that can be included on syllabi or on faculty webpages.
• ADA – if departments have employees or students that need disability support or assistance, please let the HSC Safety Office know as soon as possible, so an Individualized Emergency Response Plan can be developed.

• AFA is scheduled for substantial completion October 31, 2013. Once completed, the commissioning process will begin. Those admitted entry to the facility will need background checks and pre-approval.

• HSC Safety Office has been involved in many Medical Monitoring meetings to improve the program and support ALLAC accreditation.

• HSC Safety Office has been involved in supporting ALLAC accreditation efforts.

• HSC Safety Office provided emergency response information for the School of Medicine accreditation.

• NIH conducted a site visit on September 13, for the AFA.

• Indoor Air Quality – There was an issue on the 3rd floor Biomedical Research Facility. HSC Safety is investigating.

• Stephanie reminded everyone if researchers in their department are to contact the HSC Safety Office for lab close out as soon as they are aware of the departure and prior to the researcher leaving.

Smitha Rayadurg (Biosafety)

• Biosafety – On Monday she worked on two protocols.

• Custodians – coordinated training date for HSC personnel.

• Will be doing a biosafety orientation for dentistry classes

Frank Ali (OLAR)

• Elevators – all elevators need upgraded and operating. Information needs to be sent to everyone from upper administration letting them know what elevators to use for animal transport. Concerned there may be violations occurring. Necessary signs are not on the elevators.

• Need a plan for animal transport until elevators are fixed.

• Also concerns of animal transport to Eye Institute.

• AFA still under construction.

Kim Bryner (Safety)

• Introduced Philip Hurst, Program Assistant II (Mountaineer Temp.) who is now working in the HSC Safety Office to the Safety Committee members.

• Annual safety shower and eyewash testing will begin soon. There will be new dates on the tags. If inspections are needed more than one time a year due to accreditation, please call the Safety Office.

• There was an anonymous report about eating and drinking occurring in a pharmacy lab. Kim has investigated the situation and Pat Callery was aware of the issue.

• Kim noted that elevator issues were discussed at ACUC
Nina Clovis (Orthopedics)  
- Orthopedics may be moving some labs to the 5th floor.

Matthew Fike (Research and Grad Studies)  
- No new business

Michael Cain (Facilities)  
- Chemical inventories being done for Facilities Management shops in HSC.

Pat Callery (Pharmacy)  
- Thanked Stephanie for help with Students Emergency Response Plan information.

Darwin Malley (Cancer Center)  
- No new business

Brad Fansler (SOD)  
- Suncrest Town Center being finished. The SOD is not sure what they are going to be with the vacant space in the HSC. Room expansion being discussed.

Philip Hurst (Safety)  
- Helping with chemical inventories and fire extinguishers.

Stephanie Graham-Sims (Safety Office)  
- Next meeting scheduled for October 24, 2013. The meeting was adjourned at 2:15PM.

Next meeting scheduled for Thursday, October 24, 2013, at 1:30PM.