



**Health Sciences Center
Safety Committee
Meeting Notes**

Thursday, January 23, 2014

1:30-2:30PM

Attended:

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|-------------------------|--------------------------------------|
| - Stephanie Graham-Sims | -Robyn Warbel |
| - Kimberly Bryner | -Frank Ali |
| - Philip Hurst | -Pat Callery |
| | -April Cukic |
| | -Travis Knuckles |
| | -Lana Bunner |
| | -Nina Clovis |
| | -Braynard Collins |
| | -Rena Bouchal |
| | -Kristen Daft |
| | -Angela Lemmon (Recording Secretary) |

New Business:

Stephanie Graham-Sims (Safety)

- Meeting called to order at 1:30PM.
- Introductions: There were two new additions to the HSC Safety Committee.
 - **April Cukic**
Assistant Dean
Professional Programs
School of Medicine
 - **Travis L. Knuckles, Ph.D.**
Research Assistant Professor
Department of Occupational and
Environmental Health Sciences
School of Public Health
- Freight elevator – the elevator is for freight and animal transport only. Construction for new elevator will begin this summer. With substantial completion projected for August.

- Water leak – Spill Response Room flooded as well as several other rooms due to the extreme temperatures and freeze and thaw.
- Active Shooter Drill at Ruby – done at the HSC South Cafeteria. HSC Administration is interested in conduction a table top drill and the HSC Safety Office is making preliminary plans.
- Active Shooter training – dates on webpage and intranet. Dates are 1/28/14; 2/5/14 and 2/13/14. Attendees will learn tools on what to do if situation arises.

There is also Emergency Response Information on the page relating to Active Shooter Scenarios such as:

Active Shooter Training & Information

Remember, these steps:

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter.

Call 911 when it is safe to do so

- **The Active Shooter Awareness - Options for Consideration video** was created to support training and exercise programs conducted by the Department of Homeland Security to raise awareness for the actions individuals should take in the case of an active shooter incident.

[View Video](#)

- WVU UPD Responding to an Active Shooter in your Vicinity Poster (<http://police.wvu.edu/r/download/85873>)
- WVU UPD Active Threat Template (<http://police.wvu.edu/r/download/12084>)
- The HSC Safety Office has partnered with the University Police Department to bring a 45 minute training session to the Health Sciences Center titled "*Shots Fired*" – *Guidance for Surviving an Active Shooter Situation*. HSC Campus employees are encouraged to attend one of the following training sessions:

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Kim Bryner (Safety)

- Chemical inventories – Will soon be sending the request for inventories out. They are due in the middle of March.
- In the process of updating/revamping the Chemical Hygiene Plan. Will send to departmental CHO's and place on website once finalized.
- Annual Laboratory Inspections have begun. HSC Safety Office is utilizing new inspection software. The HSC Safety Office provides this service to all HSC Campus laboratories yearly to determine compliance with OSHA, EPA and DEP standards and WVU policy. This information allows departments to correct deficiencies in order to protect the health and safety of employees, students and visitors and to minimize potential regulatory fines departments would receive for the deficiency. This year we are using a cloud-based inspection, assessment, and corrective actions application that simplifies the inspections and records management process called LabCliq. The inspection report will:
 - provide a full inspection report to Principal Investigators, Laboratory Managers, Chemical Hygiene Officers and the HSC Safety Office immediately upon inspection
 - describe corrective action needed and assigns a designated person the task of ensuring the deficiency is corrected
 - track the corrective actions
 - provide the regulatory standard that requires the corrective action

For example, if an eyewash needs repaired, this deficiency will be assigned to Facilities Management. If there is mixed chemical storage/compatibility issue in the laboratory, this will be assigned to either the Laboratory Manager, or Principle Investigator. The designated employee will receive an E-Mail message from LabCliq to log-on and set up a password to review the report. The CHO for the Department and the HSC Safety Office will receive all of the Departmental reports whether there are deficiencies listed or not.

This is our first year using the software and it is working well, but we appreciate patience if any minor issues/glitches arise. We will work to resolve them quickly. Please ensure all of the PIs and Laboratory Managers in your department know that we will be inspecting next week and that they can expect to receive a Labcliq inspection email report shortly thereafter.

Philip Hurst (HSC Safety)

No new business

Frank Ali (OLAR)

- The OLAR hallway to the morgue is being temporarily closed soon for asbestos abatement in preparation for the new freight elevator.
- The new Animal Facility Annex building is being validated and prepared for commissioning. Equipment being placed now. Animals to be moved by April.

Nina Clovis (Orthopedics)

- Email received concerning thefts in building. Picture was circulated of a man who was given a trespassing notice. In the past there having been unauthorized people in the building. Recently there have been security enhancements and that has been less of an issue. There was no evidence that the person trespassing was involved in the thefts. However, building occupants should be reminded to keep their valuables in a locked drawer.

Robyn Warbel (Nursing)

- No new business.

April Cukic (SOM)

- No new business.

Kristen Daft (Radiation Safety)

- No new business

Lana Bunner (WVUH)

- No new business

Travis Knuckles (School of Public Health)

- No new business

Patrick Callery (Pharmacy)

- No new business

Braynard Collins (Pathology)

- No new business

Rena Bouchal (Pathology)

- No new business

The meeting concluded at 1:50PM. The next meeting is scheduled for Thursday, February 27th at 1:30PM.

Old 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 instillation 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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| Scheduled for November, 13, 2013 from 2:00-6:00p.m. |
| contained to HSC Cafeteria, John Jones and outdoor area between HSC and Ruby |
| 1st Responders will meet at a pre-determined area near campus prior to drill |
| WVUH Safety Director will conduct a table-top with administrators from WVUH and WVU HSC prior to drill |

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.