

**UNIVERSITY SAFETY AND SECURITY COMMITTEE
MINUTES
March 3, 2005**

Members Present: Lorraine Alexander, Laurie Charest, Carolyn Elfland, Leslie Marson, Jeff McCracken (for Derek Poarch), John Olsen, Christopher Payne (for Margaret Jablonski), Peter Reinhardt, Michael Roller, Nancy Suttentfield, Tony Waldrop, Marie Zeldin

Members Absent: Bruce Runberg, Gene Scarborough, Leslie Strohm

Guests: Rich Miller, Billy Mitchell

1. Emergency Notification System

Pete Reinhardt provided an update on the continuing process of looking for an emergency notification system for the campus. It has been determined that with the limitation on trunk lines from Bell South to the campus, it would take 41 minutes to send an emergency telephone message to all students (on and off campus) and employees. This is not an acceptable period of time for a true emergency situation, such as a tornado. In addition, the cost would be about \$7,500. An alternate communication strategy, including sending the emergency telephone message to the emergency warning committee, building emergency coordinators, human resources facilitators, and residence hall community directors would take a total of 4 minutes, and cost about \$200. The Committee felt that this alternate list of persons to receive the telephone messages would cover the employee population, but wondered how students would be informed. Not all students live on campus, and those that do may not be in their residence halls when an emergency arises. Suggestions made to reach students included sending the telephone message to classroom coordinators in each department, and working with the registrar's office to identify the best way to make notifications to classes in session. The Committee expressed its appreciation for the work done to date, and asked Pete Reinhardt to explore options for student notification and report back to the group.

2. Policy on Egress and Life Safety

Pete Reinhardt and Billy Mitchell presented a draft policy on egress and life safety. In short, this policy would give the University Fire Marshal the authority to remove items, surplus or functional, from hallways after repeated attempts to have building occupants remove the items have failed. The Committee felt that the policy was necessary to comply with OSHA requirements and improve building life safety. Concerns were expressed, however, that in some buildings, primarily laboratory buildings, it is literally impossible to contain all required furniture and equipment within the rooms. Reasonable exceptions would need to be made. The Committee also felt that an education program was needed in advance of policy enforcement, and suggested that it may be more feasible to implement the policy on a building or area basis rather than campuswide. It was noted that some buildings are being designed with file cabinets to be located in hallways, and the University's Design Guidelines need to include a prohibition against this practice. The Committee asked that the draft policy be revised based on its comments at this meeting, and presented again at the next meeting.

3. Update on the Environmental Affairs Program

Rich Miller presented an update on the environmental affairs program, including staffing, programs, accomplishments, and future plans.

There being no further business, the meeting was adjourned.