
Campus Safety Handbook Discussion

- Brief overview of all changes made to Chapter 18.
  o Edit Ch.18 Section General 2.&3. Change the spelling of principle to principal.
- Changes to Appendix E.
  o 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.
  o 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. 2\textsuperscript{nd} 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.
  o 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
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

E-4
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!
community

MTSU Faculty:
Campus or involved
community within the
MTSU campus

Emergency:
Health, and well
being of the safety,
endanger the safety,

Emergencies that occur in the
Murfreesboro-Rutherford County

Community:

University Facility:

State or National

Community

University Facility

Emergency Situations:

There are three general types of

Fire or Explosion

Hazardous Materials Spill

Civil Disruption

Terrorism

Natural Disasters

2/15/2017
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.

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.
Warnings Must Be Relevant!

Timely Information

Key Messages:
Emergency Communications:

- Consider multi-modal systems including high tech and low tech
- Develop and improve communication skills and networks
- NIMS/ICS requirements (FEMA document 501-5)
- Develop and maintain a written emergency communications plan that is consistent with emergency management & training—make recommendations for improvement
- Determine the current state of local emergency communications equipment and training

Emergency Communications:

- Key Messages:

**Community Engagement**

- Review a clear comprehensive plan of action.
- Ensure collaboration with stakeholders.
- Communicate the plan to all stakeholders.
- Establish a clear process for implementation.

**Emergency Management is Critical**

- Building today, several MTSU crashes into an airport.
- Timely information is critical.
NIMS Components & ICS

- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance

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
Management System (NIMS) is aligned with the National Incident Management System and includes a command structure. It is continuously reviewed and updated, addressing emerging issues. Addressing special needs of students. Plan That:

An Emergency Operations Plan

- Is exercised on a regular basis.
- MTSU campus, facilities, and offices.
- Tailored to existing conditions on the campus.
- Information on risk, vulnerability, and consequence.
- Based upon sound data and community partners.
- Developed collaboratively with.

Plan That:

An Emergency Operations

- Hazards approach. Planning and takes all four phases of emergency operations. Plan that addresses all objectives.

Update the Campus
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.

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).

Emergency Planners

IMAGINING THE UNIMAGINABLE & THINKING ABOUT THE UNTHINKABLE.

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.
Don't shoot the messenger! Please!

Bribery Rules

Environmental Health & Safety
Emergency Operations Manager

Terry Logan

Bribery

Emergency Operations Planning
<table>
<thead>
<tr>
<th>Name</th>
<th>Division/Dept.</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Terry Logan</td>
<td>EHS</td>
<td>5784</td>
</tr>
<tr>
<td>Corrie Stucky</td>
<td>UFD</td>
<td>3477</td>
</tr>
<tr>
<td>Doug Bienisko</td>
<td>EHS</td>
<td>x 7725</td>
</tr>
<tr>
<td>Shelia Knight</td>
<td>CHS</td>
<td>8708</td>
</tr>
<tr>
<td>Alan Parker</td>
<td>FCP</td>
<td>2392</td>
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<tr>
<td>Greg Van Patten</td>
<td>Chemistry</td>
<td>2956</td>
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<tr>
<td>Barbara Drake</td>
<td>ITD</td>
<td>8383</td>
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<tr>
<td>Buddy Peaster</td>
<td>University Police</td>
<td>2424</td>
</tr>
<tr>
<td>Joe Whitefield</td>
<td>FSD</td>
<td>8400</td>
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<tr>
<td>Hallie Plunkett</td>
<td>FSD</td>
<td>2309</td>
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<tr>
<td>Kara Harper</td>
<td>CNS</td>
<td>8792</td>
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<tr>
<td>Ron Malone</td>
<td>EdT</td>
<td>5373</td>
</tr>
<tr>
<td>Nick Eastham</td>
<td>Campus Planning</td>
<td>5528</td>
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<tr>
<td>Fatima Ndeyema</td>
<td>EHS</td>
<td>5831</td>
</tr>
<tr>
<td>Sondea Wade</td>
<td>OUC</td>
<td>2025</td>
</tr>
<tr>
<td>Kathy Musselman</td>
<td>HE</td>
<td>5743</td>
</tr>
<tr>
<td>Charlie Gregory</td>
<td>Campus Rec</td>
<td>2109</td>
</tr>
<tr>
<td>Connie Hagberg</td>
<td>FSD</td>
<td>2119</td>
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