Safety & Facilities Committee Meeting Minutes

Location: AB-5 #210
Meeting Date: January 8, 2014
Time: 3:00 – 4:30 p.m.

Present: Tom Mayo, (Co-Chair), Director, Facilities Planning
Pat O’Connor-Benson, Academic & Event Technology
Ruth Rodriguez, Director, Campus Reservations
Michael Sudler, Student Government Representative
Dr. Margaret Banyan, Faculty Representative
Jim Hehl, Director, Physical Plant
William Blood, Assoc. Director, Athletics
Rhonda Holtzclaw, Director, Environmental Health and Safety
Betsy Dillingham, Representative, Staff Advisory Council
Dr. Richard Behr, Faculty Representative
Joe McDonald, Assistant V.P., Administrative Services

APPROVAL OF DECEMBER 2013 MEETING MINUTES

• Dr. Behr moved to approve, Ruth Rodrigues seconded. All approved.

ACTIVE PROJECT SUMMARY

• Tom Mayo provided a status summary of active construction projects.

EMERGENCY EVACUATION PLANS

Dr. Toll and Dr. Rollo suggested that Cori Bright-Kerrigan share the ADA Committee proposal for Emergency Notification Options with SFC for a recommendation that the options and SFC comments be shared with the PBC. Tom Mayo emailed the proposal, as received from Cori, to committee members for review and comment at the January meeting.

Discussion of the proposal included clarification that the 3 action items outlined, are actually already in progress, in some limited form, as many buildings already have egress maps posted at elevator locations. EH&S has already begun making updates to their web site, linking to more useful and up-to-date information.

Rhonda Holtzclaw noted that there is a variety of terminology used on campus and in documentation to describe what should accurately be called “Areas of Refuge.” She suggested the correct terminology should be used by all, as we seek to communicate proper instruction for evacuation during emergencies. An Area of Refuge is a stairway location in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Most typically the closest stairway landing, occupants can wait there until rescued or relieved by firefighters.
Dr. Banyan noted that while she would be willing to provide evacuation information to classes at the beginning of each semester, she disagreed the course syllabus is the place for this information. There are many statements that are already required to be posted on course syllabi, and with each new posting requirement, the original purpose of a syllabus becomes secondary to all the required notices.

The ADA proposal notes that continued implementation of the 3 action items, if mandated, will not result in additional cost to the university. However, Jim Hehl pointed out there are costs associated with the posting of additional signage.

SPACE NEEDS REPORT

- Ruth Rodriguez reported that the update to the Triangle Report (Space Needs Report) is ongoing, and could be available by the next SFC meeting in February.

BUCKINGHAM PLANNING

- Buckingham Planning now has the advantage of efforts led by a subcommittee of both – the SFC and ESC – committees. Marguerite Forest and Margaret Banyan are members of this subcommittee, which launched its Buckingham Survey on January 6, 2014. Early responses are not available yet. The survey will remain available through Spring Break.

Dr. Banyan requested that the SFC hear student presentations of the Buckingham Planning projects completed in the spring.

LIBRARY SPACE RE-NUMBERING

- A summary of the duplicate numbering scheme was shared with the committee. Since there is a substantial cost associated with making any changes to room signs, it was suggested such a change might logically occur with the next expansion of the Library, when comprehensive renumbering would need to be considered at that time anyway.

Currently, calls or alarms initiated by any of the building or phone systems will display precise locations to Physical Plant for emergency services. Calls made from cell phones by people who communicate their location by looking at nearby numbered signs are the only likely source of incomplete information. Additional verbal description of surroundings may supplement room number information and be adequate for determining which “half” of the library a person is calling from. It was agreed that Chief Moore should weigh in on whether or not sign changes should be made now or with the next expansion.

MERWIN HALL RE-NUMBERING

- It was stated by Dr. Banyan space numbering in the building is confusing and should be simplified. After discussion it was concluded that while this may be the case, there are not duplicate room numbers to present a potential first-responder’s issue as in the Library. It was
suggested that the existing signage be considered for replacement the next time a renovation is carried out within the building.

FURNITURE REPLACEMENT GUIDELINES

- Draft #2 was shared with the committee for review. Billy Blood suggested the verbiage which describes eligibility requirements include the word “and” between some of the descriptors, or otherwise be rewritten to prevent replacement requests based on only one criterion, which could be subject to opinion.

Ruth Rodrigues agreed to edit the document and present it again at next month’s meeting.

In the meantime, two instances of broken furniture were passed along to Physical Plant, to see if chairs in the worst condition could be replaced by other older chairs until such time a total replacement is possible.

NEXT MEETING

- February 12, 2014, 3:00 – 4:30 pm, EH - 210