Members Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Group</th>
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<tbody>
<tr>
<td>Paul Richardson</td>
<td>CHASS Facilities Management</td>
<td>Richard Rycraw</td>
<td>Risk Management</td>
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<tr>
<td>Cassandra Greenawalt</td>
<td>EH&amp;S</td>
<td>Tim Willette</td>
<td>Planning &amp; Budget</td>
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<tr>
<td>Uma Ramasubramanian</td>
<td>Capital Planning</td>
<td>Lisa Martin</td>
<td>EH&amp;S</td>
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<tr>
<td>James Wright</td>
<td>UCPD</td>
<td>Jennifer Enoki</td>
<td>EH&amp;S</td>
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<td>Andrew Stewart</td>
<td>TAPS</td>
<td>Beiwei Tu</td>
<td>EH&amp;S</td>
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<tr>
<td>Frances Holzer</td>
<td>Botany &amp; Plant Sciences</td>
<td>Russell Vernon</td>
<td>EH&amp;S</td>
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<td>Debbie Manlongat</td>
<td>TAPS</td>
<td>Dave Forman</td>
<td>Architects &amp; Engineers</td>
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<td>Greg Lynch</td>
<td>UCPD</td>
<td>Gustavo Plascencia</td>
<td>Dining Services</td>
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<tr>
<td>Kevin Warner</td>
<td>UNEX</td>
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Review/Approve November 2014 minutes
Russell Vernon
Minutes were approved with two changes.

CHOG Exercise
Russell Vernon
Russ reviewed the CHOG exercise that was held yesterday, 12/17/14. EH&S hosted the event for approximately 100 participants from local hazardous operations groups, including: March Air Force Base, City of Riverside Fire Department, FBI, City of Riverside Bomb Squad, Hazardous Device Team; UCR participants included Physical Plant, UCPD, and Risk Management. The exercise was comprised of three simultaneous events (Propane Tank Farm, Irradiator, Laboratory tours) in four locations. In the propane tank experience, attendees were provided with information regarding the use of the tank, safety features, hazard approach, and incident action plan development. At the irradiator, they learned about relative risk, radiation, and had hands-on experience in finding hidden sealed sources. After being distributed personal protective equipment (lab coats and safety glasses) participants were given tours of approximately seven laboratories and various laboratory equipment in the chemical sciences building. EH&S received positive feedback from participants through collection of post-exercise evaluation forms.

Goal Setting
Russell Vernon
Russ Vernon invited the group to share and discuss possible committee goals for the upcoming year. The following goals were identified:

1. safety.ucr.edu website (Russell Vernon)
   Update and maintain the website; refer people to it.

2. Safety committees (Beiwei Tu)
   Identify and exchange best practices and minimum standards for org. unit subcommittees

3. Risk-focused items (Tim Willette)
   Once identified, risk-focused items should be pushed to senior management via communication through committees such as the Enterprise Risk Working Group (ERWG) and the Ethics, Compliance, Audit, Controls committee (ECRAC)

4. Policies & Procedures (Tim Willette)
   Policies and procedures with safety aspects should be reviewed and updated, as necessary

5. Campus wide safety fair (Paul Richardson)
Explore the idea of hosting a campus wide safety fair, which would appeal to students, faculty, and staff. The committee should define possible objectives, resources, and funding sources, and engage student affairs. In addition, the committee should investigate what other campuses have hosted similar events.

## Standing Topics (All)

1. **Security (UCPD – Greg Lynch & James Wright)**
   
   UCR had a successful fall quarter. Although there were no major incidents to report, bike theft continues to be one of the largest campus problems. Greg informed the group that UCRPD has a crime mapping application which can be accessed through the campus safety webpage. The crime map is updated daily and includes area that are patrolled by UCRPD, the University Neighborhood Enhancement Team and the City of Riverside Police Department. Officer James Wright will be attending CSC meetings on behalf of the Police Department.

2. **Traffic (TAPS – Andy Stewart)**
   
   - Lot 32 has been closed. Currently, the overflow parking lot is not needed; if capacity is reached, it may be reopened in January 2015. New gates have been installed; they will remain shut for the holiday closure.
   - Lots 26 and 30 have been closed for the campus holiday closure. During this time, lights 2-5 will be deactivated in lot 30.
   - As a follow-up from last meeting, TAPS investigated the lighting issue on Linden. Although all lights are functioning, it appears that they do not provide enough lighting for the entire sidewalk (from Lot 21 to Canyon Crest). TAPS will continue to look into possible solutions to this issue.

3. **Fire/Life Safety (EH&S – Russell Vernon)**
   
   No updates at this time.

4. **Emergency & Continuity Management (EH&S – Lisa Martin)**
   
   - Lisa emphasized Russell’s announcement about the CHOG experience and the exercise’s success
   - The department hopes to hire and introduce a new Emergency Manager soon.
   - Progress on the Business Continuity tool continues. Currently, the group is working on the development and a stakeholder analyses.

5. **Physical Safety (Physical Plant – Beiwei Tu)**
   
   During the holiday closure, there will be a coil replacement project at the Genomics building. Monday – Wednesday (December 22 – December 24) there will be a crane at the loading area. In addition to the loading dock closure at Entomology and Genomics, the building should not be occupied at this time. Occupants will receive notices that the building will not have supply, exhaust, or air conditioning, and that no hazardous processes should be conducted during this time.

6. **Architects & Engineers (A&E – David Forman)**
   
   - During a department staff meeting, concerns were raised regarding the safety of General contractors in enclosed areas on campus. How can general contractors in enclosed areas be notified of emergencies through the mass notification systems? Lisa Martin will explore the ways in which the contractors (and parents of students) can opt into the emergency notification systems.
   - University village staff members are interested in learning more about how their unique (‘off-campus’) location effects emergency response and preparedness planning. Russell Vernon will connect with these effected departments’ leadership to discuss this.

7. **Facility and Safety Managers Committee (Russell Vernon)**
   
   The Safety and Facility Managers subcommittee has met twice now. The group is highly interested in emergency management and emergency response procedures.

## Roundtable (all)

- As follow up to last month’s meeting, Uma, Tim, Beiwei, and Jennifer met to discuss the temporary signage policy. Revisions and additions will be sent to Susan Marshburn and Todd Wingate. The policy will provide guidance regarding signage with respect to vision impaired individuals and complying with ADA guidelines.