Members Present:

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<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Andrew Stewart</td>
<td>TAPS</td>
<td>Ken Mueller</td>
<td>Physical Plant</td>
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<tr>
<td>Beiwei Tu</td>
<td>EH&amp;S</td>
<td>Paul Richardson</td>
<td>CHASS</td>
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<tr>
<td>Cassandra Greenawalt</td>
<td>EH&amp;S</td>
<td>Richard Rycraw</td>
<td>Risk Management</td>
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<td>Dave Forman</td>
<td>Architects &amp; Engineers</td>
<td>Russell Vernon</td>
<td>EH&amp;S</td>
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<td>Delma Lee</td>
<td>Alumni &amp; Constituent Rel.</td>
<td>Scott Corrin</td>
<td>EH&amp;S</td>
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<td>Gustavo Plascencia</td>
<td>Housing Services</td>
<td>Scott Nicholl</td>
<td>Communication Services</td>
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<td>Janette Ducut</td>
<td>EH&amp;S</td>
<td>Tori Bateman</td>
<td>CHASS</td>
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<tr>
<td>Jason Day</td>
<td>UCPD</td>
<td>Uma Ramasubramanian</td>
<td>Communication Services</td>
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Review/Approve February 2015 minutes
Russell Vernon
Minutes were approved with no changes.

Update on the Fire at the Human Resources Building
Lisa Martin
Lisa shared an HR Building Fire Video, which contained pictures from the incident, incident response, and personal item recovery. Lisa provided an overview of accidental electrical fire. Successes from the incident include: Successful emergency activation (Emergency notification system, EOC staffing, briefings, transitions, media and campus updates), Building activities (site security, access to building, insurance adjusters, multi-department support) and Human Resources operations (minimal down time, no loss of documents, relocation, department preparedness, technical recovery (BAS-IT C&C, Telecom), and decision making by the management team).

Areas for Improvement include: Emergency Operations Center (Roles & responsibilities - identification, training, and exercising of staff; Infrastructure enhancements) Communication (delay with Scotmail, information flow (Site, EOC and department), Department should know – network backup, personal items; and Recovery activities), and the Building Site (Incident Action Plan and Site Safety Plan). The incident serves as a reminder that personal items are not covered by University insurance.

UCI Emergency Operation Center Exercise
Lisa Martin
UC Irvine conducted its annual functional exercise on March 16, 2015. Lisa participated in the exercise, which involved the Emergency Operations Center (EOC) and Department operations centers (EH&S, Facilities, and Housing). The 2 day exercise involved 5 locations and was sponsored by UCPD. Activity objections surrounded: operational coordination, operational communications, situational assessment, and mass care. The scenario for this incident was a water main break which involved major flooding, housing impacts, gas leak, and student/staff evacuations. Lisa observed the EOC and Department Operation Centers. The EOC was staffed by EOC team members and management team. Roles and responsibilities were clearly defined. Department Operation Centers had full participation and WebEOC availability. Departments are responsible for activating their operation centers. Lisa noted that the exercise was well run and well executed, most likely because it occurs annually.

Automated External Defibrillator (AED) Program Status
Scott Corrin
Scott provided an AED Program refresher. AED’s were introduced to the campus in 2000. Currently there are 37 AED units in service on campus (UCPD -6, Campus buildings – 15, Off-site locations – 3). There are trained personnel in 11 locations; however, training documentation needs to be verified.
Program noncompliance elements are: vacancy of Medical director of the program, training documentation verification, Emergency Response/Action Plan. Actions to restore compliance include: Establish program Medical Director (in-house or outsource), fill vacant trained AED personnel locations/refresher training, establish training documentation baseline, and develop the required written internal emergency response plan.

Projected program costs include: possible outsourced oversight (Annual), an in-house program director (TBD), new AED units ($3,000 - 8 year), training renewal (Bi-Annual), enhanced training ($15,000 - Bi-Annual), inspection (Annual), and the cost of pads (Bi-Annual)/batteries (4 year). Training should meet the requirements of American Red Cross or American Heart Association (CPR and AED specific). The campus is an AED provider as currently defined in the statute. Because the University is providing the system, it should provide at least one person trained (who works regularly in the space) for each AED in service. If you have more than 5 AED in a building, more people should be trained. According to the statute, anyone who uses an AED should be trained.

OSHA Inspections – What to Expect
Bewei Tu
A campus employee’s finger was amputated last week. The incident was reported as a serious injury to OSHA. As a result, the campus may be inspected by Cal/OSHA. Beiwei provided a “Cal/OSHA Inspections” fact sheet to provide information regarding the inspections. Topics discussed were: what to do if an inspector shows up to department/lab, what happens during an inspection, how to obtain inspection results, and follow up procedures. The fact sheet can be accessed here: http://www.ehs.ucr.edu/resources/CalOSHA.pdf.

Standing Topics (All)
   An acquaintance rape was reported earlier this week. Suspect is known and was booked into jail.
   Campus event (HEAT) was a success. Sobering center operations were well-run. The same night, there was a vehicle vs motorcycle accident near the Bannockburn/Getaway Café entrance.

2. Traffic (TAPS)
   Ken Mueller will follow up with TAPS regarding the crosswalk near Bannockburn; the crosswalk notification for the visually impaired is not working.

3. Fire/Life Safety (EH&S – Russell Vernon) - Aside from meeting presentations, there are no updates to report.

4. Emergency & Continuity Management (EH&S – Lisa Martin) – Aside from meeting presentations, there are no updates to report.

5. Physical Safety (Physical Plant – Ken Mueller)
   Increase in traffic associated with EH&S project on Linden Street (near the Corp Yard). Underground work should be finished before next quarter. Physical Plant will undertake projects during spring break when campus is less busy; no planned outages.

6. Architects & Engineers (A&E – David Forman)
   David discussed the initiation of paperwork process for Flood Water Management. Consultants will be involved. Richard Rycraw suggested that Risk Management be included in the process.
   ADA mitigation planning: (300-400 specific items to be addressed); associated budgets and deadlines will be identified. The project is very involved – including thousands of line items. The University is required to have a transition plan.

Roundtable (all)
On March 27-28, “Odyssey of the Mind” will take place on campus. 3,000 participants are expected. Event seems to be well organized. Russ will continue to research Safety Fairs hosted by other campuses. A subcommittee for the event will be formed to coordinate the Safety fair efforts.