Willamette University Safety Committee Minutes
Thursday January 15, 2015
Harrison Conference Room

Keep until 01/15/16

Members Present
Jim Ames, Facilities, x4237
Karen Arthur, AGSM, x6850
Leslie Coop, Co-Facilitator, Olin Science, x6734
Leslie Cutler, Eaton Hall, x6061
Rich Dennis, Campus Safety, x6907
SaVanna Huskey, Bishop Wellness, x6972
Katie Lahey, Human Resources, x 6210

Members Absent
Betsy Johnson, Facility Services, x6698
Sue Koger, Psychology Professor, x6341
Linda Lombard, Financial Affairs, x6728

Meeting convened at 10:05 a.m.
The minutes from December’s meeting were accepted and approved.

Old Business
Item 1: Co-Facilitator position
Leslie Coop was nominated for the Co-Facilitator position for 2015. The nomination was approved and Leslie Coop accepted the position, beginning immediately.

Item 2: Protestors on Campus – need for advance knowledge and protocols - Update
Rich, absent from the December, 2014 Safety Committee Meeting, addressed issues left unresolved at last month’s meeting, regarding the protest held on December 10, 2014.

According to Rich, who was present during the protest, there were also seven City of Salem Police Officers accompanying the protestors. Rich plans to speak with Hatfield staff tomorrow (January 16th) at which time he will address their concerns and questions directly. Rich indicated that the students accompanying the protestors on December 10, 2014 lost control of the situation when protestors were swiped into Hatfield Library, after Campus Safety locked Hatfield down and instructed the students that the protestors would not be allowed inside the library. Thankfully, the protestors, although loud, remained calm and the situation did not become violent.

Rich went on to answer questions left unanswered at last month’s meeting.

1. Are there different levels of lockdown? In other words, can Campus Safety lock building doors at different levels (i.e. a level where students can still swipe their cards vs a level where no ID cards will work)
   Yes, there are different levels. Rich indicated that should a protest occur in the future, where there is a possibility that the protestors may directly enter campus buildings and/or where a WU student may swipe protestors into locked campus buildings, Campus Safety will place the Campus on an Executive-level lockdown. At this level, only Campus Safety Officer’s cards will allow entrance into a building.

2. Should protesters such as these be allowed on Campus, and if yes, who will be the one(s) to evaluate each situation and grant approval?
   Only Willamette University student protestors are allowed on campus. However, since the campus is open to the public and in such close proximity to the State Capitol, non-Willamette University protestors are allowed to walk across Campus to get to the Capitol, but are not allowed to protest on Campus. In this particular instance, a student did call Rich and ask for permission. The protestors, however, deviated from the approved route they were given. At the College of Law’s request, Campus Safety lock downed the Law School in advance of the protest. As a precautionary measure, Waller Hall was locked down after the protestors made their way to the Dean of Campus Life’s Office in the University Center. Hatfield Library was not placed on lockdown initially as it was not a part of the approved route and should not have been a problem. As stated in the response to Question 1, if a protest such as this happens in the future, Campus Safety will place specific buildings and perhaps the entire campus under an Executive-level of lockdown so students cannot swipe protestors in to buildings.
   Should the campus be placed on lockdown during any future protests, campus members will be notified via phone and text, as with a regular lockdown.
3. Committee members are of the understanding that Campus Safety officers can be dispatched to watch situations like this, but are not allowed to interfere. If Campus Safety officers are not allowed to interfere, who would should things turn violent? Had this protest turned violent, would the Salem City Police officers accompanying the protestors have taken charge?

Rich indicated that Campus Safety officers are allowed to intervene, but would rather not if they do not have to. Had things become violent and/or gotten out of hand, Campus Safety Officers and the Salem Police Officers would have intervened.

New Business

**Item 1: Business & Legal Resources (BLR) Presentation: workplace safety management**

Chris Bernard, BLR Account Executive, gave a thorough web presentation on the tools BLR offers for workplace safety management and compliance information. Mr. Bernard presented a review of what a Willamette University home page would look like and the products it would contain. Some of the products and features presented and discussed were OSHA regulations and updates (Federal & Oregon specific), vendor safety guides, training and testing materials for English and Spanish speakers, training guides, and an “Ask the Expert” database created by BLR editors and FAQ’s from other BLR users. If you are interested in learning more about BLR and their services, please visit their website at http://www.blr.com/Products-Services.

Mr. Bernard is going to send a quote for services and some sample training documents to Leslie Coop who will forward the materials on to Human Resources for their perusal. Mr. Bernard will then follow-up with Leslie in one-month.

**Item 2: Building Safety Captains**

The subject of building Safety Captains was brought up. It was noted that some buildings have a Captain and some do not. An inquiry was also made as to if any individual can be forced to be a Safety Captain. Rich indicated that Captains are volunteers only; no one can be assigned or forced to act as one. He also indicated that Ross Stout is currently working on a list of Captains and Ross will follow-up with the Campus when a list has been completed.

**Item 3: Resumption of lockdown drills**

Rich reported that he will be attending a seminar in February pertaining to lockdown drills and will resume campus-wide drills once he has returned.

**Item 4: Large hole at the Bellevue entrance to the Sparks parking lot**

Rob and Chris reported that there is a large hole at the entrance to the Sparks parking lot, off of Bellevue. They are not sure if it is a pothole or a sinkhole. Rich will take a look at it and determine not only what type of hole it is but if the responsibility of caring for it belongs to Willamette University or the City of Salem, and will act accordingly.

**Item 5: Damaged post outside of Library Director’s exterior office door**

The damaged support column located outside of the Law Library Director’s exterior office door (at the end of the Law building running parallel to Ferry St) was asked about. Does anyone know when work on the column will resume? The column is cordoned off with safety tape; maneuvering around it can be difficult at times. Jim will check on the column and find out what the status of the project is.

**Accident/Injury Report**

Katie Lahey presented the past month’s accident/injury report. There was one incident reported over the past month:

*A Sparks Athletic Center employee required stitches after cutting their left thumb while using a paper cutter. The employee will retain better focus in the future when using sharp objects. A new paper cutter, with a safety shield, has been purchased to replace the old paper cutter in Sparks. *

*Due to this incident and upon learning that there are other outdated and unsafe paper cutters on campus, Human Resources is taking the proactive move to replace paper cutters on campus, where needed. If you know of an area or office that has an older, unsafe paper cutter in use, contact Katie Lahey to discuss a replacement. *

Willamette University community members are welcome to attend any meeting as a guest and are encouraged to contact any Safety Committee member with concerns and/or questions.

Meeting adjourned at 11:10 a.m.

**Future Meetings:**

3rd Thursday of each month, 10:00 a.m., Harrison Conference Room, with the exception of *

*February 19, 2015 - this meeting will be held in the Prothero Classroom at Sparks Athletic Center
March 19, 2015
April 16, 2015