

## Campus Safety Committee Meeting Minutes

### Members

[P] indicates member present at today's meeting)

#### Employee Represented:

- [P] Andrew Beland (AB), Facilities & Property Management
- [P] Paul Boevers (PB), Transportation & Parking Services
- [P] Deanna Britton (DB), College of Liberal Arts & Sciences
- [P] Erica Hunsberger (EH), Environmental Health & Safety
- [P] Michael Jantzen (MJ), Office of Information Technology
- [P] Alyssa Koida (AK), Global Engagement & Innovation
- [ ] Joe Potter (JP), Facilities & Property Management
- [P] Clare Quinn (CQ), College of Liberal Arts & Sciences, Chair
- [ ] Jeffrey Smith (JS), Diversity & Multicultural Student Services
- [P] Elena Sokol (ES), College of Urban & Public Affairs
- [P] Deanna Wiley (DW), PSU Foundation

#### Employer Represented:

- [P] Nellie Bass (NB), Center for Student Health & Counseling
- [P] Todd Bauch (TB), Campus Recreation
- [P] Erin Burns (EB), Helen Gordon Child Development Center
- [ ] Josh Hendricks (JH), Campus Public Safety Office
- [P] Marcos Ordaz (MO), School of Business
- [ ] Jeffrey Rook (JR), Environmental Health & Safety
- [P] Melissa Scholl (MS), Human Resources
- [P] Gaby Sysyn (GS), Center for Student Health & Counseling
- [P] Mercedes Youngston (MY), Conferences & Events

#### Alternate:

#### Ad Hoc:

- [P] Angel Antonucci (AA), Environmental Health & Safety
- [P] Tiara Johnson (TJ), Emergency Management

### Meeting Call to Order

Date: 4/10/2024

Time: 1:05 pm

Quorum Met: Y

### Approval of Meeting Minutes from Previous Meeting (Vote)

[x] indicates members vote

Minutes approved as is	<input checked="" type="checkbox"/>
Minutes approved with minor corrections	<input type="checkbox"/>
Minutes not approved – corrections required	<input type="checkbox"/>
Minutes not approved – quorum not met	<input type="checkbox"/>

## Announcements

(Whom provided by, description of the announcement, date of event or impact, if applicable)

•

## Presentations / Discussions

(Whom provided by, description of presentation or discussion, date of event or impact, if applicable)

- TJ - Brief overview of the emergency preparedness response and recovery presentation:
  - The [Emergency Procedures Powerpoint](#) is in the 'Presentation' folder in the CSC shared drive.
  - There are a variety of levels of responsibility, management across PSU. The following are some, but not all, of PSU's resources...
    - [The Emergency Management department](#) handles a variety of hazards, from natural (winter weather, wind storms, earthquake, etc.) to human threats (e.g. active shooter situations, cyber attack, etc.).
      - Emergency Management contact: [emr-mgmt@pdx.edu](mailto:emr-mgmt@pdx.edu)
    - [The Incident Management Team](#) makes campus-level decisions, and activates when circumstances necessitates greater coordination – there is no 24/7 response team.
    - [Environmental Health & Safety](#) handles many day-to-day hazards at PSU, including OSHA work safety standards, chemical spills, air quality concerns, and more.
    - Individual departments are still responsible for adequately preparing themselves and their team for emergencies.
  - Remember to sign up for...
    - [PSU Alert](#), as many important messages are communicated through this method. PDX.edu email addresses are automatically subscribed, but your personal phone number or email address must be manually added by you.
    - [Evacuation Assistance Registry](#). For those that have disabilities that would require additional assistance in order to evacuate safely, the registry will alert the appropriate teams who are trained in assisting to come to your location.
    - [PublicAlerts](#) are a type of emergency notification that you must sign up for, offering safety alerts for all Oregon counties.
  - Take action by...
    - Hanging up the [Emergency Preparedness poster](#), which covers recommended actions for a variety of emergencies. Can be picked up at the Campus Public Safety office.
    - Creating a [Department Emergency Plan](#) and having a member of the department become a [Fire Safety Monitor](#).

- Requesting additional safety presentations. Varying lengths covering more topics or more specific topics are available by request for departments.
- Questions and concerns:
  - DW - PSU Foundation has not been receiving emergency alerts despite having pdx.edu emails.
    - TJ - There are 'levels' to timely warnings that alert certain members of the PSU community and not others, such as those further out from affected areas. PSU Alert templates are currently being updated and this will be put into consideration.
  - DB, ES, others - Which buildings are earthquake-prepared?
    - TJ - There is not a list of these buildings, and level of preparedness can differ depending on when the building was constructed, material types, etc. These assessments and improvements can be very costly and PSU has not completed building-by-building assessments. [Campus Planning](#) has more information on seismic preparation and the specifics for each building and may be contacted for this information.
      - TJ has a safety presentation that is specifically tailored to earthquake preparation that may be requested.
    - [Earthquake Preparedness video](#)
    - [Information on the Cascadia subduction zone](#) that may affect the Portland area, including mapping and recommended safety measures.
  - AB - What should departments do during bomb threats? AB contacted CPSO and they would not confirm the information or safety procedures despite having student workers near the building at the time of the NASCC bomb threat incident.
    - Action item created for JH in a future meeting.

### Accident / Injury Report (provided by Human Resources)

#### Reportable Incidents

(Date of incident, location, description of incident, committee recommendations)

- 

#### Non-Reportable Incidents

(Date of incident, location, description of incident, committee recommendations)

- 3/13/2024, Campus Public Safety, CPSO injured

### Quarterly Inspection Update (provided by EHS staff)

Next building to be inspected:

Quarter of inspection: Spring

### Completed Inspection Review

(Date of inspection, locations inspected, description of inspection findings, description of follow-up or resolutions, if applicable)

- [Inspection Sheet \(blank\)](#)

### Old Action Items and Safety Concerns

(Date reported, description of action item/safety concern, whom it was assigned to, description of follow-up, date investigated/resolved)

- 

### Rounds / New Safety Concerns

(Reported by, description of safety concern, description of committee recommendations, whether follow-up is required as an action item)

- EH - Review of 3.20 Safety Inspection Report:
  - Hoffman Hall: There were some odd chemicals present that were being used in the fountain, but were being stored and labeled improperly. Some other cosmetic issues to be addressed, including missing signage.
  - University Honors: Issues with unsecured shelving and blocking of egress, and daisy-chaining of extension cords.
- MO -
  - Lesser-used door in suite is being left unlocked overnight. MO will be contacting FPM to secure locks.
  - The separated KMC atrium and restaurant/bar area is being kept open with doorstops. EH recommends contacting Loni Johnson or Chris Landt from Relay, or confiscating door stops if necessary.
- TJ -
  - Will have decreased presence during summer term due to leave.
- DB - Has the Fire Coordinator position been filled yet?
  - EH - JR has a hopeful candidate for the role that may be hired sometime soon. Any current fire safety concerns can be sent to JR or to EHS through [ehs-group@pdx.edu](mailto:ehs-group@pdx.edu).

- EB - There is a hole in the HGCDC deck causing leaking. Work order has been put in.
- CQ - Issue with card reader preventing access into Smith from skybridge due to a power issue last Monday. Issue has since been resolved. PSU's electrical panels are not all well-tracked in what they cover and may have unforeseen issues when they need to be shut off.
  - MY - There was an accidental janitorial flood on the 4th floor and an electrical panel was shut down.
  - EB - HGCDC was also recently affected by an electrical issue, unknown if related.

### New Action Items

(Date reported, description of action item/safety concern, whom it was assigned to)

- DB, ES, EH, others -
  - Erica/Jeff/Claire: request that a member of Campus Planning be present at a future meeting to discuss the earthquake preparedness of the different buildings across campus.
- JR, JP, ES, others - Various safety topics of concern for JH (requesting he be present at a future meeting):
  - Issue with fake security officers on campus 'inspecting' spaces, stealing property
    - What would be the ideal way to ensure safe and verifiable entry into campus spaces, and accurate identification of security officers?
  - Millar Library bike garage break-in and card reader destruction
  - What should departments do during bomb threats? AB contacted CPSO and they would not confirm the information despite having student workers near the building at the time of the incident.

### Meeting Adjourned

Time: 2:06pm

### Next Meeting

Date: May 8, 2024

Location: Zoom