

Cory Hall Safety Committee
MEETING MINUTES for Fall 2008
Thursday, 12-11-08

Attendance:

Mark Davis, Dave Shackelford, Jo Bullock, Elisa Lewis, Rosemary Alonso, Jean Richter, Miyoko Tsubamoto, Lea Barker, Scott McNally

Absent:

Ben Lake, Bob Connolly, Cynthia Weekley, Stephanie Gangl, Bob Hamilton, Katalin Voros, Patrick Hernan, Rosita Alvarez-Croft, Cathy Grimsley, Ferenc Kovac, Elise Mills

Meeting Agenda:

1. IIPP/BEP Training
2. Laboratory/Shop Self-Inspection Summary
3. Emergency Lab Contacts
4. Review of Monitor Assignments
5. Safety Supplies
6. Radios
7. Building Reports
8. Additional Safety Concerns
9. Review of IIPP/BEP Power Point training

1. IIPP/BEP Training:

Committee Members reviewed links for web locations of the Cory BEP/IIPP and also for the online safety concern submittal form.

Links are:

<http://www.eecs.berkeley.edu/department/emergency/coryemergency.shtml>

<http://www.eecs.berkeley.edu/department/emergency/coryill.shtml>

<https://buffy.eecs.berkeley.edu/PHP/bldgreq/startup.php?dept=eecs>

Committee also reviewed the list of occupants who have completed the IIPP/BEP training for the year of 2008. Only approximately 25% of the Cory Hall population was in compliance.

Ideas on how to increase the number of people who review and respond to the IIPP/BEP were discussed. One idea currently being developed for action is to have an automated email system that continually emails building occupants until they complete the online training for the IIPP/BEP. Additionally, a web-based video or slideshow presentation twice a year was mentioned as a possibility.

2. Laboratory & Shop Self-Inspection Summary:

Committee reviewed the summary form for the Fall 2008 lab and shop self-inspection. This includes updating their chemical inventories, chemical hygiene plans, and posting new door signs outside their lab.

The major trends in deficiencies this year were:

- a. Seismic bracing. Many cabinets and countertop equipment has not been correctly braced. The Department Safety Coordinator, Mark Davis, will work with the campus Q-Brace program to resolve this issue.
- b. Fume Hood inspection tags were out of date. This has been corrected
- c. Chemicals improperly labeled. This has been corrected

3. Emergency Lab Contacts:

Committee reviewed the most currently list of laboratory safety officers and PIs. List includes after-hours contact information (emails, phone numbers and cell-phone numbers) for building staff and lab safety officers. This is a good resource for committee members so they know who to contact if there is ever an emergency in any of the Cory Hall labs. Copies of the contact list are available in rm. 253A, Mark Davis or at marked@eecs.berkeley.edu

4. Review of Safety Monitor Assignments:

Committee reviewed current safety monitor assignments:

Hearst and Gayley: Lea Barker, Therese George, Cathy Grimsley, Cynthia McGraw and Elise Mills

Hearst and Le Roy: Dave Shackelford, Jo Bullock, Elisa Lewis, Rosemary Alonso.

SE Entrance: Bob Amaral and Allen from Machine Shop

SW Entrance: Joe Gavazza and Ben Lake

NE Entrance: Rosita Alvarez-Croft

NW Entrance: Jean Richter

Upper Hearst Parking Lot: Miyoko Tsubamoto

Committee discussed getting Audrey Raya (rm. 205) to volunteer as an alternate for the Hearst and LeRoy intersection. Also, Miyoko will talk with Racehl Schafer in the IPRO rm. 231 office to volunteer as alternate for the parking lot.

A map of Cory Hall and surroundings was provided with monitor assignments and names shown at their assigned locations. This map will be posted in the hallway across from rm. 253 for anyone to review.

5. Safety Supplies:

Committee discussed the availability and need of safety supplies. General supplies, such as vests, hats, and whistles are available in Mark Davis' office, rm. 253A. The need for road barriers was also discussed and the committee agreed the barriers are not needed when all members are present during a building evacuation. Additionally, it might be difficult to transport a barrier to the intersection in a timely manner during an evacuation. Committee agreed currently we will not purchase additional road barriers, but will instead try to recruit alternate safety committee members willing to volunteer for an evacuation assignment.

6. Mobile Radio Review:

Committee reviewed who is assigned a radio. Radios are tested and working monthly.

Due to the state budget crisis the department is trying to cut back on expenses. Therefore, in early 2009, the department is likely to return the mobile radios to IS&T, since they are being rented. In place of the current radios, the department will purchase smaller units to be used during building evacuations. Monthly radio tests will continue with the new radios.

7. Building Safety Reports:

Committee reviewed current safety issues open in Cory Hall:

- a. Emergency Egress in rm.188 Cory
- b. Replacement of Emergency Lighting ballasts in rm. 140 Cory
- c. Ordering of first aid kits for the building

All of these issues are currently in the process of being resolved for status of these safety concerns or for copies of the safety report for Cory Hall, see Mark Davis in rm. 253 or email him at marked@eecs.berkeley.edu

As part of this process, committee also reviewed web location for the safety concern submission form.

In addition to the general building safety report generated by building users and staff, the committee reviewed a report provided by Daryl Shy, Fire Marshal for EH&S. Several deficiencies in the building were noted by the Fire marshal in July 2008. As of September, 2008, all the deficiencies have been corrected. For a copy of this report and the department's response, see Mark Davis, the department safety coordinator, in rm. 253 Cory Hall, or email him at marked@eecs.berkeley.edu

8. Additional Safety Concerns:

Scott McNally was concerned about the lack of representation of different groups and floors of the building at the safety meeting. Generally, we have representatives from multiple groups and floors, and during this meeting, the only members in attendance were all from the main level, 2nd flr. of Cory Hall.

The Department Safety Coordinator, Mark Davis, will provide copies of the meeting minutes and the original meeting information packet to all members who did not attend.

The need to get more attendance was discussed, but no action plans have been developed.

The Committee Reviewed the EECS Department's Business Continuity Plan to be submitted to Campus. Presentation of the plan was projected on the screen to the committee for comments by Scott.

9. Review of IIPP/BEP power point Training Presentation:

The College of Engineering has developed a training presentation that the EECS department has adopted for use. The presentation reviews what the IIPP/BEP is and why they are important. Presentation also reviews various safety issues all building occupants should be aware of, such as the location of evacuation signage, fire extinguishers, pull stations, etc.

The committee discussed methods on how best to distribute this presentation to building occupants, in the hope that it will increase the number of people who review and complete IIPP/BEP training.

Scott McNally would like to have the presentation be web-based in either the form of a slideshow or a video of someone presenting the material.