

**Environmental Health & Safety Committee Minutes**  
**June 19, 2013 - Walker Library**

**Members Present:** Andy Bickers, Barbara Draude, Doug Brinsko, Carol Boraiko, Shelia Knight, Gerald Caudill, Barry Roggenkamp, Watson Harris, Ben Jones, Kara Hooper, Brian Holley, Ron Malone, Kathy Musselman, Buddy Peaster, Philip Gilmore

**Members Absent:** Jack Ross, Jeff Farrar, Warner Cribb, Jimmy Hart, Charlie Gregory,

**Powerpoint Presentation – Safety Orientation from the Commission’s Council on Employee Safety & Health** – This presentation was very informative. Shelia will revise it to make it MTSU specific and present it to the new employees at the orientation sessions scheduled by Human Resources.

**Emergency Response MOU** – TBR and UT have signed a MOU on a disaster response plan that will allow other university staff to support other UT/TBR universities that have experienced a disastrous event at their campus.

**Building runners:** Gerald will check with News & Media Relations and see if anyone is willing to take over these duties for Tom Tozer.

**Baggage/luggage/backpacks left unattended around campus** – Due to the nature of a university campus, we need to encourage students not to leave their backpacks etc. unattended due to safety concerns for the campus community.

**EH&S Stormwater & Bicycle Safety Table for Custom’s** – We’ve signed up 150 students to volunteer at events to pick up trash, plant trees etc. to meet our permit with the City of M’boro. The MOU has been renewed and signed by MTSU & the City. This document will be signed by the Mayor soon.

**Safety handbook revisions** – final revisions in process

**July’s Meeting has been canceled.**

**Our next meeting will be August 21, 2013 from 1:30– 2:30p.m. in the Walker Library, room 475.**

**Environmental Health & Safety Committee  
Agenda – June 19, 2013  
Location: Walker Library, Room 475  
Time: 1:30P.M.**

- Powerpoint – Safety Orientation from the Commission's Council on Employee Safety & Health
- Baggage/luggage/backpacks left unattended on campus
  1. Reporting procedures
  2. Situation awareness
- Custom's Table - Update
- Safety Handbook Revisions

(2 times a year) recommend \* (yes)  
March - new employee presentation  
Sept. Kathy M. → program - EH&S info  
July 9<sup>th</sup> - Parking Garage party 12:00

Next meeting: July 17, 2013 in the Walker Library, Room 475

\* NO July meeting \*

There was not an EH&S Committee Meeting held for May 2013.

**Environmental Health & Safety Committee Minutes**  
**April 17, 2013 - Walker Library**

**Members Present:** Andy Bickers, Charlie Gregory, Barbara Draude, Doug Brinsko, Terry Logan, Carol Boraiko, Shelia Knight, Gerald Caudill, Barry Roggenkamp, Watson Harris, Ben Jones, Kara Hooper, Brian Holley, Kelly Higginbotham for Ron Malone

**Members Absent:** Jack Ross, Jeff Farrar, Kathy Musselman, Philip Gilmore, Buddy Peaster, Warner Cribb, Jimmy Hart

**Golf Carts/Bicycles:** At the last meeting, Steve Lewis talked to the committee of his concern for safety on the sidewalks. The committee discussed this issue and decided at this time not to modify the guidelines. Barbara Draude will check with Andrew to get information on the scrolling portion of the MTSU home page. How's My Driving decals on being placed on all contractor's carts/four wheelers etc. that are traveling around campus. Charlie will ask Josh to work on a rough draft of a bicycle plan so the committee can review and comment.

**EH&S Stormwater & Bicycle Safety Table for Custom's:** Water bottles and ink pens, with the Stormwater logo, have been ordered. Also, wheel spoke reflectors and reflective leg straps have been ordered and will be given away to help promote safer bicycle riding at night. The sign-up sheet was distributed and several members signed up. We still have a few openings if anyone who didn't attend the meeting wants to volunteer.

**Emergency Response Operations:** Terry Logan did an excellent PowerPoint presentation to inform the committee about the formal MTSU Emergency Response Operation's Plan. Questions and answers about tornadoes, terrorist attacks, shooters, bomb threats, etc. took place after the presentation.

**Meeting Minutes:** Due to several inquiries asking they be on the email list, the EH&S Committee decided to start posting the minutes on the EH&S website. This would make them available to everyone. Debbie will notify the committee when they are posted.

**Our next meeting will be May 15, 2013 from 1:30– 2:30p.m. in the Walker Library, room 475.**

**Environmental Health & Safety Committee Minutes  
March 20, 2013 - Walker Library**

**Members Present: Andy Bickers, Charlie Gregory, Barbara Draude, Doug Brinsko, Shelia Knight, Gerald Caudill, Buddy Peaster, Ron Malone, Warner Cribb, Jimmy Hart**

**Members Absent: Jack Ross, Watson Harris, Ben Jones, Kara Hooper, Jeff Farrar, Kathy Musselman, Brian Holley, Philip Gilmore, Barry Roggenkamp**

**Guests: Sarah Lovett, Steve Lewis, Josh Stone, Keith Butterfield, David Edgar**

**Bicycle Safety** – Sarah Lovett, President of the Murfreesboro Bicycle Club & Chair of the Rutherford County Bike Safety Committee, spoke on bike safety and how we can make the roads safer for bicycles. She handed out a card with key points for motorists to drive safer and bicyclists to ride smarter. Josh Stone is working on a bicycle web site to promote bike safety and the rules of the road. Josh will also keep in touch with Sarah and provide information to the committee as it comes available.

**Golf Carts/Bicycles on sidewalks** - Steve Lewis expressed his safety concern for pedestrians having to share the sidewalks with golf carts and bicycles. A golf cart came too close to him while walking down the sidewalk and he would like to see something done to promote safer sidewalk travel for pedestrians.

**Custom's Table** – Wheel spoke reflectors and reflective leg straps to be purchased and given to incoming Freshman to help promote safer bicycle riding at night.

**Our next meeting will be April 17, 2013 from 1:30– 2:30p.m. in the Walker Library, room 475.**

**Environmental Health & Safety Committee Minutes  
February 20, 2013 - Walker Library**

**Members Present: Watson Harris, Andy Bickers, Charlie Gregory, Barbara Draude, Doug Brinsko, Ben Jones, Kara Hooper, Shelia Knight, Gerald Caudill, Buddy Peaster, Jeff Farrar, Kathy Musselman, Brian Holley, Philip Gilmore, Ron Malone, Barry Roggenkamp**

**Members Absent: Jack Ross, Warner Cribb, Graham Neff, Jimmy Hart**

**CPR/AED Training Update:** All training is complete. Fourteen AED's have been installed and 51 people trained.

**Bicycle Safety:** Sarah Lovett, with the Murfreesboro Bicycle Club, will be on the March Agenda to talk about bike safety. A list of reflective items, to promote bike safety at night, was passed around at the February Meeting. The committee will make a decision as to what item to order for the Custom's table.

**Criminal Trespass Review Process:** John Cothorn has recommended this agenda item be taken to the Non-Violence Committee. We'll remove it from our agenda until we hear back from this committee.

**Stormwater Update for new members:** Shelia reminded the committee of their obligation as the Advisory Committee for the MTSU Stormwater Program. The EH&S Illicit Discharge Guidelines and the Stormwater Enforcement & Response Plan was distributed for the new members. The last tree planting at Garrison Creek was very successful. Sixty-seven volunteers planted 1,525 trees. Fifty of the volunteers were MTSU students.

**Safety Handbook** – Finalizing revisions. These should be ready for a vote at the May Meeting.

**Our next meeting will be March 20, 2013 from 1:30– 2:30p.m. in the Walker Library, room 475.**

**Environmental Health & Safety Committee Minutes  
January 16, 2013 - Walker Library**

**Members Present:** Watson Harris, Andy Bickers, Josh Stone for Charlie Gregory, Barbara Draude, Doug Brinsko, Ben Jones, Kara Hooper, Jimmy Hart, Shelia Knight, Gerald Caudill, Buddy Peaster, Jeff Farrar, Kathy Musselman, Terry Logan, Keith Butterfield

**Members Absent:** Jack Ross, Brian Holley, Philip Gilmore, Warner Cribb, Ron Malone, Graham Neff, Barry Roggenkamp

**CPR/AED Training Update:** The final AED has been installed in the LRC. The majority of building responders have been trained. Departments will be invoiced for the purchase of the AED, installation and training.

**Bicycle traffic/parking on the sidewalks:** Bicycle racks are being relocated off the main sidewalk areas so not to interfere with pedestrian traffic. One bike shelter is installed in the Rutherford Lot. The other bike shelter is between the Hall of Fame and the football practice field. Reflective items, to promote bike safety at night, will be given out to students at Customs to encourage them to be visible at night.

**Criminal Trespass Review Process:** This process was discussed and several suggestions were made. Buddy suggested four or five people, from various parts of the campus, make up the committee and Jeff Farrar oversee. Gerald suggested the Campus Non-Violence Committee could be used to review the appeal process. This topic will be on the February Agenda for further discussion.

**Fire Drills:** Unannounced fire drills will start Spring Semester 2013.

**Safety Handbook** – Final revisions to the handbook are being made.

**Our next meeting will be February 20, 2013 from 1:30– 2:30p.m. in the Walker Library, room 475.**

**Environmental Health & Safety Committee Minutes  
December 12, 2012 - Walker Library**

**Members Present:** Watson Harris, Andy Bickers, Charlie Gregory, Barbara Draude, Doug Brinsko, Philip Gilmore, Warner Cribb, Ben Jones, Kara Hooper, Jimmy Hart, Ron Malone, Graham Neff, Terry Logan, Shelia Knight, Gerald Caudill, Buddy Peaster, Barry Roggenkamp

**Members Absent:** Jack Ross, Jeff Farrar, Brian Holley, Kathy Musselman

**Guests:** Terri Carlton, Patti Miller, Josh Stone, Amanda Sherlin

**New AED locations, purchase & training update:** Thirteen new AED's have been installed. The LRC AED will be installed in January after the renovation is complete. AED/CPR training has been scheduled for the first of January at Campus Rec. Ray Wiley's staff will conduct the training for us.

**Revisions to the EH&S Policy:** Jeff to revise the policy to reflect the following statement. Should a division head have a department, faculty member or staff person that do to the nature of their job responsibilities have need to be represented on the committee, they should make a request in writing to the Senior Vice President. With the approval of the Senior V P, that representative will be added to the committee as an Ad Hoc member, which is a non-voting membership.

**Criminal Trespass Review Process:** Buddy is seeking help from the committee to design a better trespass review process for banning individuals from campus. Attached is the current process. Review for discussion at the January Meeting.

**Bicycle traffic/parking on the sidewalks:** Attached are fire code regulations provided by Terry Logan and bicycle safe driving guidelines from Josh Stone for your review. This information will be discussed at the January Meeting. The bike safety guidelines are being used in the MT Bikes Program at Campus Rec. to promote bike safety and bicycle etiquette on campus. Jimmy will send out an announcement to inform students, faculty & staff of the guidelines for bicycle safety and etiquette. Information will also be given out to incoming students at Customs.

**Fire Drills:** These drills will be unannounced and targeting buildings with staff that are permanent occupants of the buildings.

**Safety Handbook** – Revising chapters for a vote in January.

**Golf Carts:** - So far, no golf cart has been reported to the hot line for unsafe driving. Service Solutions and a few more Aramark carts are to be sent through the check point for decals.

**Our next meeting will be January 16, 2013 from 1:30– 2:30p.m. in the Walker Library, room 475.**



**Environmental Health & Safety Committee  
Agenda – December 12, 2012  
Location: Walker Library, Room 475  
Time: 1:30P.M.**

- AED's installed; CPR/AED training update
- Golf Carts
- Bicycle traffic/parking on sidewalks – Watson  
ADA committee → bicycle etiquette? Rules – mixed rules - Customs education  
Safe bike – Campus REC (Bicycle Policy?) - Josh to speak to ADA committee  
• Criminal Trespass Review Process – Buddy - info for committee  
3 step process → peer review, Buddy P. & John Colburn - Jimmy H. article  
possible committee/etc. → Debbie send out  
• Revisions to the EH&S Policy current policy - How many people get borrow → 40-50  
- ~~Division Heads~~ Division Heads & Dept. can request additional people to be on committee - Survey for racks
- Fire Drills  
• Jan 3, 2013 → unannounced drills
- Safety Handbook Revisions  
• new handbook  
• email him illicit discharge

Next meeting: January 16, 2013 in the Walker Library, Room 475

Dec 2012

**From:** Terry Logan  
**Sent:** Tuesday, December 18, 2012 8:11 AM  
**To:** Debbie Nichols  
**Subject:** Life Safety Code

**National Fire Code 101:7.1.3.2.3\*** An exit enclosure shall not be used for any purpose that has the potential to interfere with its use as an exit and, if so designated, as an area of refuge. This provision prohibits the use of exit enclosures for storage or for installation of equipment not necessary for safety. Occupancy is prohibited other than for egress, refuge, and access. **The intent is that the exit enclosure essentially be "sterile" with respect to fire safety hazards.**

National Fire Code 101:7.1.3.2.3\* prohibits the use of an exit enclosure for any purpose that could potentially interfere with its use as an exit or as an area of refuge. For example, use of an enclosed exit stair to house vending machines, copying machines, or storage, or to run electrical distribution wires and cables to areas of the building, is prohibited. Standpipes and emergency lighting that are part of the life safety features are permitted only if their arrangement does not interfere with the passage of people. This limitation covers more than mechanical obstruction of the egress path; it includes any use that could interfere with the use of the exit.

**National Fire Code 7.1.10.1\* General.** Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.

A proper means of egress allows unobstructed travel at all times. Any type of barriers, including bicycles and other objects secured to railings, are impediments to free movement in the means of egress. Awareness training should be provided to ensure that blockages are kept to a minimum and procedures are established for the control and monitoring of the area affected. This code extends to ADA ramps as well.

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**Terry L. Logan**  
**MTSU Safety Manager/ Fire Marshal**  
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Dec 2012

### Promotion of Bike Safety and Bicycle Etiquette on Campus

The MT Bikes program is working hard to create a culture of safe bicycle riding on campus through many different programs. We want to encourage people to ride their bikes on campus so that we are a more healthy and eco-minded community. In doing this, we also want to educate the MTSU community on bicycle safety. To accomplish this, we are doing the following programs:

- This Spring, starting in late February, we will be hosting safety rides. These will be rides through the bicycle corridor on campus once a month and will be teaching others proper signaling, right of ways, how to ride with traffic, etc. Dates have not been determined yet for these rides
- When students receive their bicycle rental card (\$15 for a semester of rentals from our commuter fleet), then receive a "same road same rules" card which explains the rules of bicycles and motorists when riding. They also then sign a campus bicycle rules sheet that states that they have read and understand etiquette rules.
- The MT Bike shop will again hosts numerous "how to" clinics to teach people proper care and maintenance of their bikes. This will teach them how to inspect their bikes for anything that can cause a safety issue, and also teaches them how to take care of common problems (i.e. flat tire)
- We will be hosting a "Ride the Road" week campaign in March to encourage people to ride the roads of campus and to get off of the sidewalks.
- We have a full service bike shop that fixes student's bikes to keep them safely riding

#### On-going projects as part of the Bicycle Master Plan

- Bicycle shelters are being put in the Greenland and Rutherford lots. These will encourage people to park their bikes out in these lots and overnight so that they can drive their car to campus, park in the exterior lots, and then ride to campus, which could cut down on interior traffic congestion
- We are working with Campus Planning on signage for dismount areas. These are areas where bicyclists are encouraged to dismount their bikes and walk to avoid pedestrian traffic.
- We will be putting in bicycle etiquette rules pamphlets in with the handbook for parking that students get when they get their parking permits
- We will be putting bike racks on the bicycle corridor of campus to encourage bicyclists to keep off of the pedestrian corridor

There was not an EH&S Committee Meeting held for November 2012.

**Environmental Health & Safety Committee Minutes  
October 17, 2012 - Walker Library**

**Members Present:** Watson Harris, Andy Bickers, Ray Wiley, Jeff Farrar, Barbara Draude, Doug Brinsko, Philip Gilmore, Brian Holley, Warner Cribb, Ben Jones, Kara Hooper, Jimmy Hart, Ron Malone, Kathy Musselman, Graham Neff, Terry Logan

**Members Absent:** Jack Ross, Shelia Knight, Gerald Caudill, Buddy Peaster, Barry Roggenkamp

**New AED locations, purchase & training update:** Fourteen AED'S are ordered and should arrive in a couple of weeks. These will start installing as soon as they arrive. Ray Wiley's staff will be doing the CPR/AED training for us. Training sessions will be scheduled in November.

**Fire Drills:** Terry proposed that unannounced fire drills be done on Spring Break, Fall Break etc. when most of the faculty and students are off campus. These drills will be for permanent staff occupying the buildings. Classes will not be interrupted and faculty/students will be educated on the building evacuation process. One unannounced drill will be scheduled per month.

**Safety Handbook – Revising chapters for vote:** Continue to review and comment on the chapters being sent out. You should have received four new chapters. Three more chapters will be sent out next month. Revisions will be made and the committee will vote in January to approve.

**Golf Carts:** A news release will be going out to the university soon to roll out the golf cart guidelines etc. November 1, 2012 from 8:00-11:00a.m a check point will be set up at the Motor Pool to get the following items done.

- Carts will be assigned a number if they don't already have one.
- Guidelines will be given to the driver to read and sign.
- A 'How's My Driving?' decal will be placed on the back of the cart.
- A guidelines 'quick reference' card will be placed on the steering wheel.
- A Public Safety officer will inventory the cart, take a photo and mark the cart in case of theft.

**Our next meeting will be November 21, 2012 from 1:30– 2:30p.m. in the Walker Library, room 475.**

**Environmental Health & Safety Committee Minutes  
September 19, 2012 - Walker Library**

**Members Present:** Gerald Caudill, Watson Harris, Andy Bickers, Charlie Gregory, Buddy Peaster, Jeff Farrar, Barbara Draude, Doug Brinsko, Philip Gilmore, Brian Holley, Warner Cribb, Ben Jones, Barry Roggenkamp, Kara Hooper

**Members Absent:** Jimmy Hart, Ron Malone, Jack Ross, Kathy Musselman, Shelia Knight, Graham Neff

**New Members** –Each member introduced themselves so we could put a name with a face.

**Golf Carts** – Guidelines, decal, etc, is awaiting President McPhee's decision as to accept or not.

**AED Policy**

A meeting was held Sept. 7<sup>th</sup> with AED Owners for the ten venues that require an AED per the policy. Number and location of these devices will be determined and presented to Dr. Clark for his advice and approval. AED's and signage will be ordered. Training, for the responders, will be scheduled.

**Public Annual Stormwater Meeting** – The City and MTSU held their first Public Stormwater Annual Meeting on September 13, 2012. It was very informative and with the input from attendees, the program will grow and improve every year. A tree planting event is scheduled October 15<sup>th</sup> along the Garrison Waterway behind the Rutherford Kroger Shopping Center.

**Closed POD** – MTSU will become a closed Point of Distribution (POD). In case of a public health emergency, a site would be set up for a mass distribution of medicine to the campus community and their families. Key roles will be identified and a table top exercise will be scheduled to practice for such an event.

**Our next meeting will be October 17, 2012 from 1:30– 2:30p.m. in the Walker Library, room 475.**

**Environmental Health & Safety Committee Minutes**  
**August 15, 2012 - Walker Library**

**Members Present:** Gerald Caudill, Watson Harris, Jimmy Hart, Kathy Musselman, Andy Bickers, Rick Chapman, Arthur Reed, Carol Boraiko, Shelia Knight, Buddy Peaster, Graham Neff, Jeff Farrar, Barbara Draude

**Members Absent:** Kathy Mathis, Doug Brinsko, Bill Fisher

**AED Policy** – The AED Policy has been approved and is online. By policy, the following areas have been identified as needing an AED. These are: Tucker Theatre, Miller Coliseum, State Farm Lecture Hall, Hinton Hall, Tennessee Live Stock Center, Keathley University Center, New Student Union, LRC Theater, Cantrell Hall and the Tennessee Room.

**AED/CPR/Bloodborne Pathogen's Training** – EH&S will coordinate scheduling these training sessions. Departments will designate individuals to be trained for their venue/site.

**Public Annual Stormwater Permit Meeting** – The City and the MTSU Stormwater Program will host their public annual report meeting at Patterson Park on September 13, 2012 at 6:00p.m. Goals and outcomes will be announced to keep the community and campus updated of the stormwater events that occurred to meet our stormwater permit.

**Stormwater Table at Customs** – Thanks to those who volunteered. We had 267 students volunteer to help with planting trees, picking up trash, cleaning out streams, planting rain gardens etc. Grants have provided funding for promotional items, brochures, posters etc.

**Golf Carts** – The following documents were approved by the committee and will be sent to the Senior Staff for their approval. Golf Cart Safety Rules, Golf Cart Quick Reference, Cart Decal and Golf Cart Routes. Also, information from Procurement was included for purchasing of golf carts.

**Our next meeting will be September 19, 2012 from 1:30– 2:30p.m. in the Walker Library, room 475.**

**Environmental Health & Safety Committee  
Agenda – August 15, 2012  
Location: Walker Library, Room 475  
Time: 1:30P.M.**

- AED Policy
- AED/CPR Training  
*Buddy & Gerald work on training*
- Stormwater Permit Public Meeting  
Table/Customs – update
- Golf Carts – Rules, purchasing info, decal etc. was  
emailed to the committee. Vote
- President to appoint new members to the committee  
*new members. ??*

Next meeting: September 19, 2012 in the Walker Library, room 475



(Customs)

Next Year

7/19/12 7/24  
32 62

women → 70  
7/3

total  
164 volunteers

Date	# of Students
5/23/2012	5
5/31/2012	3
6/2/2012	3
6/12/2012	22
6/15/2012	23
6/21/2012	15
7/10/2012	32

Total # of Students to sign up for volunteer event information	103
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all total  
111  
127  
40  
35

Total @ of Print Media distributed	
"Be Aware" Fact Cards	58
"Waterfront Property" Brochures	49
"Homeowners" Brochures	32
"Watershed Map" Brochures	14

Aug 2012

- thank all who helped
- positive outcomes

• public meeting  
5:30-6:00  
Patterson Park

26 25  
22 50  
2 19  
total 53  
28  
21 8

total volunteers

267

There was not an EH&S Committee Meeting held for July 2012, due to low attendance.