

May 14, 2012

#### COPH Laboratory and Safety Committee

Present were members of the committee, representatives from the university police and David Smith and Amanda Gray from Environmental Health and Safety. Committee members present were: Ira Richards, Angela Salem, Michael Haywood, Azliyati Azizan, Marie Bourgeois, John Large, Wei Wang, Cheryl Vamos (representing CFH). Jay Evans also attended.

Dr. Richards introduced the purpose of the meeting to be helping set safety policy for the college regarding individuals (especially students) working after hours, based on incidents that have occurred at other institutions. He mentioned in EOH department meetings they have discussed student safety in labs after hours. Private industries have security to check people in and out, and years ago we used to have a security officer at COPH. So he wants us to focus on what we are doing to ensure that we know if students are here off hours, and what we are doing to ensure their safety.

Michael Haywood confirmed that access cards don't work for students after 10:30 pm, but if someone is already in the building they can stay in, they just can't leave and come back in. We can track the time they came in with their card, but not the time they left, unless we look at video surveillance.

Dr. Richards said that a student may also come in with someone else who should not be in the building. We want to set policy now so we can educate them about what can be done when they come in off hours and have a way to monitor their safety and track when they come in as well as when they leave. There needs to be someone to check on them. Should we make it a policy for them to notify their supervisor when they are going to be in the building?

The UP representatives asked about what kind of education we provide with respect to safety issues. He mentioned at Morsani there was a person in the building and the staff did not realize to call 911. We need to educate people to call 911. Dr. Richards stated that there may be incidents when they can't dial 911, and asked about using a cell phone versus lab phone. The UP confirmed that even if you use your cell phone it will go to USFPD if you are on campus, unless they are swamped, then it goes to Tampa PD. The dispatcher will verify your location even if you call from a land line.

Dr. Richards asked that from a liability issue, how are we still going to know if a student is here? The USFPD then mentioned a system called Guardian, where people can log in and indicate where they are now and where they are going and for how long. This requires that the person carries a cell phone with texting abilities. There is an alert to the phone which is followed up by an officer dispatch to investigate if they don't check in at the estimated time. Paul Latham presents this during student orientation. It is on the university web page. JD Withrow verified with IT that the Guardian system can handle the increased load for the purposes we are discussing, because it was not originally designed for that. It sends a text and call to the person, if they don't respond, an officer is dispatched.

It is feasible to present it during orientation. The departments could make it mandatory for their students that plan to work after hours. It was suggested that signs be posted outside the access doors reminding people to activate Guardian. Angela will check the building for cell phone connectivity issues.

ADDENDUM: On May 24, 2012, JD Withrow informed the committee chair that the Guardian system cannot be used for the purposes discussed in the meeting. The committee members and attendees of the meeting were informed.