

Trent Amonett, Elected Co-Chair
tramone@wsu.edu | 509-335-7369

MEMBERS (“E” for employee, “S” for student, “M” for management)

NAME	DEPARTMENT	DESIGNATION	PRESENT	ABSENT
Amonett, Trent	College of Arts and Sciences	E	X	
Benjamin, Francis	Psychology	E	X	
Blong, John	Anthropology	E	X	
Carter, Pat	College of Arts and Sciences	M	X	
Davis, Chelsea	Bear Center	E		X
Harty, JJ	Fine Arts	E	X	
Heyns, Sheila	Institute for Shock Physics	E	X	
Jess, Scott	School of the Environment	E	X	
Johnson, Ed	School of Biological Sciences	E		X
Kan, Yuwei	Chemistry	E	X	
Keane, Chris	Physics & Astronomy	E	X	
Knaack, Charles	School of the Environment	E		X
Lafferty, Wade	College of Arts and Sciences	M	X	
Makin, David	Criminal Justice	E	X	
Rollins, Kris	School of Lang., Culture, Race	E	X	
Sorensen, Shaun	School of Music	E	X	
Stormo, Grant	Tech. Services	E	X	

GUESTS

NAME	DEPARTMENT	TITLE
Anderson, Doug	Environmental Health & Safety	Fire Safety Manager
Meehan, Courtney	College of Arts and Sciences	Interim Dean
Ringo, Shawn	Environmental Health & Safety	Director

ACKNOWLEDGMENTS

Interim Dean Courtney Meehan attended the meeting and thanked the committee members for their service. She noted that the College of Arts and Sciences, with Wade Lafferty and Trent Amonett taking the lead, has made substantial leaps in safety plans, preparedness, and education surrounding the importance of safety. She emphasized that while safety committee positions might not be the most glamorous committee work, they are critically important.

INCIDENT REPORTS AND SUPERVISOR’S ACCIDENT INVESTIGATION REPORTS RECEIVED

1. An employee working in an instructional lab accidentally stepped on broken glass that was on the floor that had not been cleaned up by the previous lab. Upon exiting the lab, the employee noticed

he had glass embedded in his shoe, and when he pulled it out of his shoe, he cut his finger. The incident did not require medical attention.

- a. The broken glass should have been cleaned up during or at the close of the previous lab.
2. A staff member walking in a break room caught her foot on the leg of a chair and hit the floor hard but did not require medical attention.
 - a. Trent Amonett noted that slips, trips and falls are the biggest category of incident reports received on campus, and icy sidewalk falls can be mitigated by traction devices on shoes or walking in areas over steam tunnels. Falls like this one are difficult to foresee, but units should make sure walkways are kept clear.
3. Two employees were preparing a hood in an instructional lab for a class and discovered that concentrated sulfuric acid had been spilled in the hood, which then dripped over the edge and onto the floor.
 - a. This spill should have been addressed by the previous class TA.

ACCIDENT PREVENTION PROGRAM REVIEW, UPDATES, AND IMPROVEMENTS

- None discussed.

SAFETY INSPECTIONS PERFORMED

- None discussed.

SAFETY, HEALTH, AND SECURITY TOPICS DISCUSSED AND PROMOTED

1. Doug Anderson, WSU Fire Safety Manager, presented information on emergency evacuation rally points.
 - a. Anderson emphasized that evacuation planning should be a building-wide conversation involving all disciplines within a building to ensure consistent evacuation procedures for all occupants.
 - b. Policy recommendations for rally point selection include:
 - i. Evacuees should be positioned at least 75 yards away from the building, when possible, though other factors may necessitate closer positioning.
 - ii. Rally points should avoid crossing busy streets.
 - iii. Assembly areas should not be located where first responders will park equipment, typically near fire panels or areas with red-painted curbs.
 - iv. Rally points should avoid weather-affected areas such as grass or dirt during rainy or snowy conditions, preferring maintained concrete or asphalt surfaces.
 - v. Rally points must be accessible to evacuees with mobility issues, avoiding stairs, steep hills, or difficult ramps to address ADA concerns.

- c. Anderson encouraged committee members to review the Safety Policy and Procedure Manual (SPPM) sections on fire (Chapter 8), particularly the section on disabled persons and evacuations.
 - i. SPPM table of contents:
 - 1. <https://policies.wsu.edu/prf/sppm-table-contents-comprehensive/>
 - ii. SPPM 8.27, Evacuation of Persons with Disabilities
 - 1. <https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-8-27/>
- d. Staff training requirements for building evacuations include:
 - i. Onboarding training for new staff and faculty to ensure awareness of evacuation locations
 - ii. Yearly reviews of evacuation plans
 - iii. Regular evacuation drills
- e. The Office of Emergency Management website is currently being updated. Emergency procedures have been updated with comprehensive prevention, protection, mitigation, response, and recovery information.
 - i. <https://oem.wsu.edu/>
- f. Building coordinators or safety committee members should serve as communication liaisons between first responders and building occupants. This person should be a building occupant and be familiar with the building's fire panel location and remain available during evacuations to provide information to firefighters and communicate all-clear status to occupants.
- g. Anderson noted that firefighters may silence alarms to conduct investigations without giving the all-clear for employees to move back into the building, and occupants should not re-enter buildings until explicitly cleared to do so.
- h. Evacuation drills require coordination with Life Safety to bring alarm systems down, and Life Safety personnel should be on-site to reset elevators and address any system issues.
- i. Faculty and staff are responsible for informing students of evacuation rally point locations. Anderson recommended including evacuation information in course syllabi and posting evacuation maps in General University Classrooms.
- j. For public safety reasons, rally point locations should not be published online as a security precaution, though evacuation plans may be posted on office or building safety boards.
- k. Wade Lafferty noted challenges with Thompson Hall's General University Classrooms, where students congregate near the red curb where fire vehicles park rather than at the designated rally point. Anderson responded by suggesting instructors inform their students of building rally points on syllabi and discussing it with students at the beginning of the semester.
- l. Wade Lafferty asked about informing occupants of planned drills.

- i. Anderson responded by saying that informing occupants prior to scheduled drills is important so units can plan by reviewing evacuation routes and rally points ahead of time.
- m. A follow-on discussion addressed timing challenges for evacuation drills, noting that summer or break periods may not provide adequate participation, while drills during active instruction cause course disruptions. Additionally, drills may cause research disruptions.
 - i. The discussion underscored the need for communication and cooperation among the units that occupy the same building.
 - ii. Shawn Ringo mentioned the challenges regarding timing during class change, using the Webster evacuation as an example.
 - 1. One group of students had just exited because of the alarm while another group was entering to go to class, adding complications.
- n. Francis Benjamin raised concerns about the building he occupies; the rally point is only 100 feet away versus the recommended 75 yards, noting ADA accessibility issues and building visibility concerns.
 - i. Anderson acknowledged that geography may require flexibility in meeting all recommendations while prioritizing building visibility and safety.
- o. Yuwei Kan raised questions about Fulmer Hall complex evacuation procedures following a fire sprinkler incident where alarms sounded in Fulmer Synthesis but not in the rest of the Fulmer building complex. People evacuated from Synthesis and parts of the Annex if they heard the alarm, but people remained in Old Fulmer.
 - i. Yuwei Kan noted instructional challenges when alarms are audible from instructional labs in Fulmer Annex but not from labs in Old Fulmer.
 - ii. Students from the same class in both parts of the complex experience confusion when some evacuate and others don't. Students who don't hear alarms are often informed by classmates who do, causing additional confusion.
 - iii. Anderson suggested that instructors can make judgment calls to evacuate if they see other people evacuating from the complex.
 - iv. Floor wardens are another option because they direct people during evacuations and ensure everyone exits the building, including checking bathrooms and dispersing people from in front of buildings.
 - 1. Anderson noted conflicting opinions on floor wardens, citing difficulty maintaining the program with frequent personnel changes on Pullman campus due to multiple groups.

OTHER SAFETY, HEALTH AND SECURITY TOPICS DISCUSSED

1. Shawn Ringo discussed warm weather safety considerations and training requirements for field work as outdoor temperatures rise.
 - a. Wildfire smoke training is an annual requirement for all employees.
 - b. Heat stress training is required for people working outdoors, with new rules that kick in at 80 degrees Fahrenheit.
 - c. Field plans are required for outdoor work.
 - d. If sending people out together for remote work, one person must be first aid trained.
 - e. Communications plans are required for remote work in the event assistance is needed.
 - i. Contact EH&S if assistance is needed for developing field work plans.
2. Shawn also discussed agricultural field work considerations.
 - a. Awareness of pesticide worker protection requirements is important when entering agricultural areas.
 - b. Additional requirements apply when entering areas where pesticides have been applied within the last 30 days.
3. General warm weather safety reminders:
 - a. Increased pedestrian activity requires careful driving attention.
 - b. Pedestrians may be distracted by phones and earbuds and less aware of surroundings.
4. Animal facility temperature control issues:
 - a. Trent Amonett reported an incident where animal areas became too warm during spring/fall transitions between chilled water and steam systems.
 - b. Temperature control issues can occur when weather changes quickly.
 - c. Committee members working with animals should contact Trent Amonett or Shawn Ringo for temperature-related issues.
5. Shawn Ringo explained the recent animal facility incident:
 - a. The area was recently renovated for aquatics.
 - b. Facilities had changed over traditional vivaria areas and restored chilled water for air handling system coils.
 - c. Campus chilled water lacks glycol and will freeze, so lines are drained in winter and refilled when weather warms.
 - d. The newly renovated space wasn't on the list for chilled water restoration.
 - e. The incident occurred on the hottest day in March on record.
 - f. Processes have been improved going forward.

6. Meeting conclusion:

- a. Trent Amonett noted this was the last meeting of the academic year.
- b. Committee members were thanked for their service.

SUBMITTED BY NAME		DATE SUBMITTED
Trent Amonett		8/6//2025
ADMINISTRATOR NAME AND TITLE	ADMINISTRATOR SIGNATURE	DATE
Courtney Meehan, Interim Dean College of Arts and Sciences		8/21/2025