AGENDA

CAFE Staff Council Meeting
February 14, 2017
11:00-Noon

249 Barnhart Building

Presiding: Karin Pekarchik, Chair

Attendance: Amanda Hickman (guest), Tiffany Cochran, Jackie Allen (via Skype), Eileen Kopp (via Skype), Marilyn Hooks (via Skype), Sarah Caton, Jenny Evans, Rhesa King, Helen Williams, Lisa Collins (ex officio), Karin Pekarchik, Christine Tarne, Andrea Higdon (guest), Debbie Gutierrez, Cindy Stidham, Jozsef Stork, Megan Lucy (ex officio)

Amanda Hickman, UK energy consultant with Cenergistc – In July, 2016, UK entered a contractual relationship with energy efficiency consulting firm Cenergistc. Amanda Hickman, an alumna of the Department of Biosystems and Agricultural Engineering is Cenergistc’s representative for the CAFE buildings on campus. She is tasked with identifying problem spots in the CAFE buildings that lead to energy inefficiency and uncomfortable climates, and working with the building operators to remedy these problems. Often times a comfort problem (too hot, too cold) indicates that something is wrong with the building’s HVAC system. There is a large list of mechanical issues with our older buildings that we are working on addressing. Of note is that lab areas are supposed to stay a constant temperature between 68 and 72, but there are lots of faulty thermostats and controls in the HVAC system that affect things well beyond their immediate area. Office spaces may be cooler on the weekends and evenings, but lab spaces should stay constant. On a broader scale, Cenergistc is working with UK to reduce energy consumption across campus, and save money. Between July and January, they were able to reduce energy costs by 1.6 million. The expectation is that there will be energy savings of around $10 million per year. There should be a campus wide announcement coming soon, but final guidelines are still in development.

Andrea Higdon, Campus Safety – Andrea Higdon is the Emergency Management Systems Director for CAFE, and as such she coordinates campus safety response issues for CAFE. Andrea handed out packets which included a safety whistle, Andrea’s contact information, emergency contact cards for Extension, larger Emergency contact cards for campus, instructions for updating campus directory information (which ensures you are on the building safety email addresses), a handout on Facility Alerts from
Physical Plant Division, a handout on UKAlert for the research farms, information on the LiveSafe, and emergency procedures for classrooms. All of these handouts are attached to the end of these minutes.

There is an Active Shooter presentation on February 15 at 1:00PM, and there is also an online version which those unable to attend on Wednesday may participate in. CPR and First Aid courses are also available twice a month and Andrea can help coordinate these for on campus as well as the farms.

More information about Emergency Preparedness in CAFE is available on the CAFE website: https://administration.ca.uky.edu/emergency

Committee Business

1. **Vote on Stafflinks name change**- Karin Pekarchik moved to change the name of StaffLINKS to CAFE Staff Council, and the motion was unanimously approved.

2. **Introduction of Incoming Chair Christine Tarne** (effective next meeting)- Christine is an Administrative Services Assistant in Plant Sciences. She will be taking over as chair of Staff Council beginning with the next meeting. Christine and Karin met to discuss transition and plans for next year, including continuation of food drives and Circle of Love. Karin was presented with a plaque thanking her for her service.

3. **Request for topics for the next meeting** – No topics were proposed, but ideas may be emailed to Christine Tarne at Christine.Tarne@uky.edu

Adjournment

Following the academic calendar, StaffLINKS will hold quarterly meetings on the second Tuesday of the months August, November, February, and May.

Upcoming 2017-2018 meetings:
- May 9, 2017
- August 8, 2017
- November 14, 2017
- February 13, 2018
Emergency Contact Information
For office, lab, classroom, research farm, county Extension office,
or other College of Agriculture, Food and Environment facilities.

In the event of an emergency (explosion, fire, tornado, criminal act, or any situation causing harm, injury or severe property damage):

All employees:
1. Take necessary personal safety precautions.
2. Call 911
3. Provide comfort, but do not move injured.
4. Notify a supervisor when safe to do so.

After-hours phone numbers:

_______________________________________
_______________________________________

Supervisors should notify:
1. College Emergency Management
   System director .................................. 859-257-7868
2. College administration (such as chair or dean) and additional staff, as needed.
3. UK Police........................................... 859-257-8573
4. UK Public Relations
   24 hour on-call line............................. 859-230-9086
   Ag Communications ......................... 859-323-4761

Additional contact numbers:
To report maintenance emergencies (such as burst water lines) call the Physical Plant........859-257-3844

Other numbers:

_______________________________________
_______________________________________
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University of Kentucky
Campus Emergency Action Guide
Dial 911
Or
Dial #UKPD (#8573) from a cell phone

FIRE – EVACUATE IMMEDIATELY - using posted evacuation routes
- DO NOT use elevators,
- Follow RACE instructions:
  R—Rescue (if possible without endangering self) those in immediate danger. NEVER enter an unknown/ unfamiliar area
  A—Activate the fire alarm system
  C—Confine the fire by closing doors as you leave the building
  E—Evacuate the building & report the situation to emergency personnel.
- Assist physically impaired persons to nearest exit stairwell, advise emergency personnel of their location
- Feel the door: a ‘too hot to touch door’ means the fire is outside the door and you should NOT open it.
- Crawl, should you get caught in smoke; go to a window & signal for help if necessary
- Keep all students & staff together
- Once outside, move away from exits/ entrances

TORNADO/SEVERE WEATHER –
- Evacuate to designated Severe Weather Shelter locations - look for green signs
- Assist physically impaired persons to shelter areas
- Follow instructions as delivered
- Stay in shelter areas until advised otherwise

MEDICAL EMERGENCY—
- Provide following information to 911 operator:
  - name
  - location
  - description of medical emergency
  - number of people injured
  - stay on phone
- DO NOT move injured person
- Render first aid ONLY if trained

ACTIVE SHOOTER –
Secure immediate area:
- Lock and/or barricade doors, if possible
- Keep room normal: lights on, leave on; lights off, leave off
- Close blinds, block windows
- Turn off radios and silence cell phones
- Keep occupants calm, quiet, & out of sight
- Keep yourself out of sight & take adequate cover/protection i.e. concrete walls, desks, filing cabinets, etc.

Un-Securing an area:
- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few
- If doubt exists for the safety of individuals in a room when trying to evacuate, the occupants should remain in the secure room

Contact Emergency Personnel:
- Dial 911 or #UKPD (#8573) from a cell phone

What to Report:
- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries – number of injured, types of injuries
- Assailant(s)-
  - location,
  - number of suspects
  - race/gender, physical features
  - clothing description, backpack
  - types of weapons (if known)
  - identity of the shooter

For more information or additional copies of this poster, contact the UK Office of Emergency Management at 257-3815
As a UK Student or Employee, you are automatically enrolled in the Main Campus notifications via your UK Email Address. If you work or attend classes at one of the separate campuses, we recommend joining the respective group. By joining a separate campus group you will be notified for emergencies that occur in those areas that don’t affect Main Campus in addition to all Main Campus Alerts.
Instruction on how to join the a Separate Campus Group (UK-Student/Employee)

1. Login to MyUK
2. Select UK Accounts and Services
3. Select UK Alert
4. Select the Group Tab

Step 4
5. Select the “Find Groups” tab.
6. The different groups will be listed.
7. Select the desired campus group.
8. Select “Join”
9. If you have successfully joined the group, the green bar will appear and let you know you are now in the group.
LiveSafe allows students, faculty, staff & visitors to:

**Share Information**
App users can submit tips for suspicious activity, harassment, or even a malfunctioning traffic signal, all with two-way text communications with the police. You can even submit pictures or videos with your tip, straight from your mobile phone. Tips can be submitted anonymously if you choose.

**Have your friend's back with SafeWalk**
Participate in a virtual escort and monitor your friend's location in real-time on a map. Users can chat with one another or call 911, if needed, from within the app.

**Navigate Campus**
Access a building list and receive turn-by-turn walking or driving directions to any building on the Lexington campus.

**Summon Emergency Help**
Call 911, call -859-257-UKPD or message campus police in an emergency from within the app. Safety officials can leverage location-data in an emergency, allowing faster response times!

**Access Emergency Information and Resources**
Fast access to campus emergency procedures as well as on and off campus resources right in the app.

Download LiveSafe Today! It's as easy as:

1. Download "LiveSafe" from Google Play or the App Store.
2. Select "U. of Kentucky" as your school.
3. Sign up with your name & info.
FREQUENTLY ASKED QUESTIONS:

What is LiveSafe?
LiveSafe is a free mobile app made available by the University of Kentucky Student Government Association and the University Police Department. Designed to prevent crime and enable better incident response, the LiveSafe technology includes an app for smartphone users that is connected to a cloud-based dashboard. This dashboard is monitored by PD officials within the UKPD dispatch center.

What are the main features of LiveSafe?
The core features include quick tip submittal via text with picture and video attachments (including the option to stay anonymous), live chat with safety officials, fast access to emergency phone numbers that initiate location tracking when called, a comprehensive safety map that pinpoints incidents on or near campus, a peer-to-peer tool called SafeWalk that allows friends to watch out for each other through location monitoring and group chat, and a quick-access feature to request a safe ride. Additionally, app users can receive important broadcast notifications specific to their campus.

Why would someone use this app in an emergency?
So long as users have the capacity to make voice calls, we encourage anyone in an emergency to always call 9-1-1. If, however, a user is unable to make a direct call due to situational or technical issues, or if they must be discrete, then LiveSafe reporting becomes advantageous. Additionally, when the Emergency button is used to dial 9-1-1, dial campus police, or message campus police, location services are enabled to help emergency personnel find your location.

If I download LiveSafe, can law enforcement see my location whenever they want?
No. Your location is only sent to the University of Kentucky Police Department when you submit a tip (anonymous or not) or use one of the features within the Emergency button (Call 911, Call Campus Police, or Message Campus Police). When you submit a tip, your current location is only submitted once and is attached to that tip – tracking is not enabled. However, when you use the Emergency Options button, your location is tracked until you stop location tracking within the Emergency button screen.

What happens when I click “Call 911” from the Emergency button?
When you click on the “Call 911” button from the Emergency screen, a confirmation bubble will appear with “call” or “cancel” options. This will help ensure that users do not accidentally call 911 if it is not an emergency.

What if a tip I submit to the UKPD turns out to be a mistake?
Users will not be penalized for making claims that turn out to be untrue. So long as reports aren’t purposefully and falsely claimed, people are encouraged to share information.
Facilities Alerts
www.getrave.com/login/ukyii

New Users need to register an account. They will create a username and password in that process. @uky.edu email MUST be used to register an account.

After logging in, the next steps are to join groups. 1. Click Group Tab > Find Groups. 2. Use the search box to find what you are looking for. 3. Click on the Group name to go into the group screen.
Next click on Join to add your account to the group.

You should get a Success message like this. Repeat this process for all the groups you want to be added to.
UK PD Active Shooter Online Training Instructions

**Step 1:**
Go to MyUK: https://myuk.uky.edu/irj/portal. Enter your User ID and Password.

![Welcome to myUK]

**Step 2:**
Under the Employee Self Service tab, click on “Training”.

![Employee Services]
**Step 3:**
Click on “Training”.

**Step 4:**
Click on “UK Police Department” under Course Catalog on the left-hand side near the bottom of the screen.
**Step 5:**
Under Assigned Courses, click on the course you wish to take:

“UKPD Active Shooter Shots Fired WB” or “UKPD FlashPoint Violence on Campus WB”

**Step 6:**
Under Book, choose the appropriate personnel assignment from the list and then click “Book this Course”.
Step 7:
Click “Start Course Now”.

Employee Self Service
Manager Self-Service  Student Services  Enterprise Services  myUK

Training

Navigation

Web-Based Training

Participation was successfully booked.

Start Course Now

Course Content

Research shows that over 2 million people are affected each year by violent victimization in the workplace. However, violence is almost always evolutionary with warning signs along the way. The focus of this training program is to help participants:

- Understand what workplace violence is
- Recognize common signs about workplace violence
Directory Information for On-Campus Employees: How to Ensure Your Information is Correct

What
UK maintains two directories:
- Outlook
- UK [Campus People Directory](http://campuspeopledirectory)

Why
Having correct information in the two directories is important because:
- in support of the college’s land-grant mission constituents, including colleagues, students, citizen stakeholders, alumni, and others to be able to easily find CAFE personnel email addresses and phone numbers
- CAFE maintains individual on-campus building listservs and an “all” on-campus listserv used to send announcements to employees

In order for an individual to automatically be added to their appropriate building listserv, it is important that the zip plus building speed sort be entered. The full zip is the ultimate, sure way that personnel are placed on the appropriate building listserv.

Further, the building listservs feed the CAFE on-campus listserv. The CAFE on-campus listserv is a composite of all the building listservs. If someone isn’t on the appropriate building listserv, they won’t be on the on-campus listserv, either.

The on-campus listserv zip codes and speed sorts are:

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>40506-0050</td>
<td>Erikson Hall</td>
</tr>
<tr>
<td>40506-0054</td>
<td>Funkhouser Building</td>
</tr>
<tr>
<td>40506-0050</td>
<td>Dorotha Smith Oatts Visitor Center</td>
</tr>
<tr>
<td>40506-0312</td>
<td>Plant Sciences</td>
</tr>
<tr>
<td>40546-0064</td>
<td>Scovell Hall</td>
</tr>
<tr>
<td>40546-0073</td>
<td>Thomas Poe Cooper Building</td>
</tr>
<tr>
<td>40546-0076</td>
<td>Dimock Animal Pathology</td>
</tr>
<tr>
<td>40546-0088</td>
<td>Agriculture Motor Pool</td>
</tr>
<tr>
<td>40546-0091</td>
<td>Agriculture Science Center North</td>
</tr>
<tr>
<td></td>
<td>40546-0092 Seed House</td>
</tr>
<tr>
<td></td>
<td>40546-0097 E. S. Good Barn</td>
</tr>
<tr>
<td></td>
<td>40546-0099 Gluck Equine Research Building</td>
</tr>
<tr>
<td></td>
<td>40546-0184 Agricultural Machine Research Lab</td>
</tr>
<tr>
<td></td>
<td>40546-0215 W. P. Garrigus Building</td>
</tr>
<tr>
<td></td>
<td>40546-0229 Agricultural Distribution Center</td>
</tr>
<tr>
<td></td>
<td>40546-0226 Kentucky Tobacco Res &amp; Devel Ctr</td>
</tr>
<tr>
<td></td>
<td>40546-0275 Bruce Poundstone Reg Servs Bldg</td>
</tr>
<tr>
<td></td>
<td>40546-0276 Charles E. Barnhart Building</td>
</tr>
</tbody>
</table>

Room numbers, phone numbers, and correct email addresses are also important.

How
Employee directory information is entered by departmental payroll staff during the hiring process. However, sometimes at the time of hiring some details regarding office phone numbers, email addresses, etc. might not have been finalized.

To be certain your directory information is correct:

**Conduct a self check in Outlook by:**
- click on “new email”
- click on the “to” button
- search by last name, first name
- right click on the blue line where your name appears
- click on “properties”
- review your directory information

**Conduct a self check in the -UK Campus People Directory**
- click on the drop-down box and choose “name”
- enter Last Name, First Name

**To correct your directory information** in MyUK, see [Update Your Info: Addresses](http://updateyourinfoaddresses).

In about three days, following these instructions should update your information in both the Campus People Directory and the Outlook directory. Remember to enter the full zip plus speed sort, office phone number, and room number. Another way to get directory information corrected is to work with departmental payroll staff who can enter corrections on SAP payroll screen PA30.

**Questions:** If you have questions, please get in touch with your departmental payroll staff member.

Desk/draft/directory info 11032014
Keeping Personal Information Up-to-Date

Andrea Higdon
Emergency Management System Director
University of Kentucky College of Agriculture, Food and Environment

Keeping Personal Info Up-to-Date Is Critical:
1. Find personnel in directory
2. Receive important messages
How Can It Be Updated?

Login to myUK
Click on “Personal Information”

Click on “Personal Profile”
Look at “Work Address”

Click on “Edit”
Look at “Address” and “Communications”

Is ALL Relevant Info There?

• Complete office address
  – Building name
  – Full zip code WITH speed sort
• Phone number
Which Address to Use?

Further, the building listservs feed the CAFE on-campus listserv. The CAFE on-campus listserv is a composite of all the building listservs. If someone isn’t on the appropriate building listserv, they won’t be on the on-campus listserv, either.

<table>
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<tr>
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<td>Seed House</td>
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<tr>
<td>40546-0097</td>
<td>E. S. Good Barn</td>
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<tr>
<td>40546-0099</td>
<td>Gluck Equine Research Building</td>
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<td>40546-0270</td>
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Room numbers, phone numbers, and correct email addresses are also important.
PA30 Screen Should Also Be Updated

When Should PA30 Screen Be Updated?

• New Employee
• Existing Employee Payroll Assignment Change
• Aware of Directory or Listserv Issue
Update PA30 Screen

• Complete office address
  – Building name
  – Full zip code WITH speed sort
• Phone number

Did It Work?

• Wait a few days
• Do a self check
  – Look at UK Directory
  – Look in Outlook
Click on “To...”

Type Name and Search

Type your search keywords and press Enter to perform a search.
Right Click on Name

Click on “Properties”
Review Information

Scroll All the Way to the Right
Double Check Zip and Speed Sort

Keep Personal Info Up-to-Date

• Correct listing in directory
• Receive important messages
Questions?

Andrea Higdon
Emergency Management System Director
University of Kentucky College of Agriculture, Food and Environment

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