Welcome Building Coordinators!

- Welcome
- Introductions
- Power Outage Update – Ann, Lou and Steph
- Water System Update – Dave McClain
- RecycleMania Contest – Beth MacKenzie
- Recycling Contamination – Beth and Dave
- Feature Presentation: Risk Management – Josey Bathke and Kerry Campbell
- Q & A
Introductions...

Name, department, building and primary programming

What do you want to take away from today’s meeting?
Power Outage Update
- Ann Rosenthal, Lou Galante & Steph Rourke

- Power Outage just after 2:30 pm, Friday, 3/10/17, primarily impacting West Campus and Oakdale (and Coralville, Iowa City, North Liberty, . . . Apx 60,000 customers). Impacted MidAm, Alliant and Linn County REC.
- Power Outage included single-phase situation
- FM Staff responded
  - BLS – zone maintenance, fire safety, key & access, WCC, others
  - Utilities – power plant, electrical distribution, ECC, others
- Emergency Generators
- PP back-up power came online one hour after outage, as planned
- Restored to normal power between 4:30 and 5:30 pm (varied by location)
- Repair efforts continuing, could take 2 – 4 weeks for some equipment due to nature of failure
Utility Outage – BE PREPARED!!

- Utility outages could happen in any building, any time – BE PREPARED
- Department of Public Safety, Office of Emergency Management
  - https://police.uiowa.edu/about/office-emergency-management
- Utility outages (electricity, steam, chilled water, water) – contact WCC
  - https://www.facilities.uiowa.edu/bls/wcc.html
- Telephone or data outages (contact ITS)
- Know what’s in your building; what your department’s responsibilities
- Have contact phone numbers/emails for notification
Utility Outage - What if it happens to you?

- Report events to the Work Control Center (emergencies, 335-5071)
- Report unusual situations after an event, be alert (e.g. unusual smells or sounds)
- Don’t assume that FM knows all that was impacted (e.g. East Campus process cooling)
- Realize that FM staff members are assessing the situation and continuing to assess damages and developing strategies to place equipment/systems back in service
- Realize that FM can’t fix everything at once and priorities need to be established
- Patience and communication
Water System Update  
-Dave McClain

- Water quality of Iowa River water and the University Water Plant water much improved over the February 1 testing.
- Continue to blend Iowa River water and Jordan Well (aquifer) water.
- Flushing of UI system mostly completed and ongoing.
- We brought in an powder activated carbon system which helps lower total organic carbon (first point of treatment from river.)
- Project planning for a reverse osmosis filtration system, two million gallon RO systems and one half-million gallon RO system.
- Possible planning for a temporary reverse osmosis portable system in meantime.
- These steps help address the level of organic matter and nitrites.
- https://www.facilities.uiowa.edu/News/news-water-quality.html
RecycleMania 2017
Beth MacKenzie & Dave Jackson

RecycleMania

WEEK 6
MARCH 12-18
GREEN CLEAN
FOR SPRING

Log in for your chance to win!
RECYCLE.UIOWA.EDU

Get Involved
Weekly Results
Downloadable Toolkits

Activities & Prizes
See Where We Stand
Get The Goods
RecycleMania 2017

Recycling/Diversion Rates by Week for 1st four weeks of RecycleMania.

Visit our website for up-to-date events and activities related to RecycleMania:

Recycle Contamination
Beth MacKenzie & Dave Jackson

Impact of Contamination:

• Expensive to University
• $250 dumping fee for landfill
• Expensive to WM and Republic
• Additional truck and trip for WM
• Hazardous, Unsafe, Dangerous
• Can injure drivers and sorting workers
• Can damage and shut down sorting equipment in Cedar Rapids processing plant
Contamination Example:

Recent example of materials pulled from University recycling truck at processing plant in Cedar Rapids.

Many examples are actually well-intentioned but create problems in system and dangerous outcomes.

Contractor or building occupants broke down shipping crates and threw remains in “Recycling Bin.”
Recycle Contamination

What should we watch for?

Construction material or large heavy boards, blocks, cement

Plastic bags and plastic films (such as shrink wrap): gets caught up and clogs up the rollers on sorting line equipment

Food waste ruins the recyclable plastic containers

Glass breaks at plant and becomes safety hazard to people and equipment.
Recycle Contamination

This video of the City Carton/Republic Single Stream Processing/Sorting Plant at Cedar Rapids shows how our trucks dump their recyclable content on plant floor and it is fed through the Republic sorting operation. Note the various equipment and people along the way who can be impacted by contamination or unauthorized materials hidden in the recycling materials.

https://www.youtube.com/watch?v=j-uRqWDKHI8

Workers have to shut down the sorting lines as many as 3 times a day due to the infiltration of plastic grocery bags that wrap around the sorting lines. They send a worker in to cut away the tightly wrapped sacks around the rollers. The following short video shows what happens:

https://www.youtube.com/watch?v=wS3Gm-K1GO4&feature=youtu.be
Recycle Contamination

What are we doing?

1. Impromptu “on site” bin audits.
2. Placing new stickers on bins.
3. “Recycle Here” and “Trash Only” Signage
4. Update education.
5. Replace posters.
College of Nursing Example:

Recycle bins updated with “Recycle Here” and flowing Mobius arrows, and “No Garbage,” Recyclable Items Only signage.
Recycle Contamination

Updated Dock and Bin Signs.

Line of sight signage.
Recycle Contamination - Updating Signage

College of Medicine Example - MRC  
BEFORE

College of Medicine Example - BSB  
AFTER
How can Building Coordinators Help?

Keep an eye out for contamination.
Communicate about contamination to generators.
Identify opportunities to promote clean recycling.
Ask Office of Sustainability for a building audit.
Include recycling on agenda topic list for staff, student and departmental meetings.
Post or send regular recycling messages to departmental email and social media blasts. (We can provide some material.)
Feature Presentation:

Support and Services Provided by Risk Management

March 15, 2017
Kerry Campbell and Josey Bathke
SESSION OBJECTIVES

- Risk Management Role
- Risk Management Services
- Risk Management Contact Information
RISK MANAGEMENT, INSURANCE & LOSS PREVENTION

- Risk Management & Insurance programs
- Compliance
- Property & Liability Risk
- Loss Control
MISSION STATEMENT

To Minimize the risk of financial loss to the University through the identification and analysis of risk, implementation of loss control programs, contractual risk transfer, or other risk reduction or financing techniques.
RISK MANAGEMENT SERVICES

- Insurance
- Event Risk Management
- Risk Assessments
- Vehicle Use & Driver Safety
- Hot Work Program
- Claims
HOW WE CAN HELP

- Consult/Collaborate
- Identify Risks – Property & Liability
- Risk Treatment Options
 LIABILITY RISK

- Injury or Damage to Students, Visitors, General Public
- University is Self-Insured
- Iowa Code, Chapter 669
- University Business
Any claim against the state of Iowa for money only, on account of damage to or loss of property or on account of personal injury or death, caused by the negligent or wrongful act or omission of any employee of the state while acting within the scope of the employee’s office or employment...

acting on behalf of the state or any state agency in any official capacity, temporarily or permanently in the service of the state of Iowa,
## University of Iowa Incident Report Form

Use this form to report incidents affecting members of the general public, students, or others while on campus.

**DO NOT** use this form for automobile accidents, workers compensation, or incidents occurring off UBD.

<table>
<thead>
<tr>
<th>Time and Place of Incident</th>
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<tr>
<td>Date</td>
<td>Time</td>
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<th>Injured Person</th>
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<td>Name</td>
<td>Age</td>
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<td>Address</td>
<td>Phone</td>
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<tr>
<td>City</td>
<td>State</td>
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<tr>
<td>Nature of Injury</td>
<td>Injured Taken To</td>
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<th>Property Damage</th>
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<td>Name of Owner</td>
<td>Phone</td>
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<tr>
<td>Address</td>
<td>City</td>
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<td>Description of Property and Damage (Year/Make/Model/Value):</td>
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<th>Witness Information</th>
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<td>Name</td>
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<td>Address</td>
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<th>Description of Incident</th>
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<td>Use a separate sheet of paper if necessary.</td>
<td>Describe what happened and what action was taken:</td>
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<th>Report</th>
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<td>Completed By</td>
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<td>Name</td>
<td>Date</td>
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<td>Attach police reports, photos, if available.</td>
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<td>UI Public Safety Notified</td>
<td>Police Notified</td>
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<th>Submit Form to</th>
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<tr>
<td>Risk Management, Insurance &amp; Loss Prevention, 450 Plaza Centre One, Iowa City, IA 52242</td>
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# STATE APPEAL BOARD CLAIM FORM

AND AFFIDAVIT

**CLAIM NUMBER**

This form is also available on the Internet at http://www.dps.state.la.us/appeals/index.html

Submit to:

STATE APPEAL BOARD
Department of Management
State Capitol, 207 E. Grand Ave, Room 11
Baton Rouge, LA 70809

**DATE RECEIVED:**

(For Appeal Board use only)

Directions: A TORT CLAIM MUST submit 3 complete sets of documents, an original form with any attachments and two claim form copies with attachments for EACH CLAIMANT and NOTARY PUBLIC must sign. A GENERAL CLAIM MUST submit 2 complete sets of documents, an original and one copy, with attachments for EACH. Please use specific directions on the back of this form that pertain to the type of claim you are filing.

<table>
<thead>
<tr>
<th>1. NAME OF CLAIMANT (please print full name)</th>
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<th>2. DATE OF BIRTH</th>
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<tr>
<th>3. ADDRESS OF CLAIMANT (Street, City, State, Zip Code)</th>
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<th>4. TELEPHONE: HOME</th>
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<th>BUSINESS</th>
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<th>5. CLAIMANT'S SOCIAL SECURITY NUMBER OR FEDERAL TAX IDENTIFICATION NUMBER</th>
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<th>6. IDENTIFY STATE AGENCY OR DEPARTMENT INVOLVED</th>
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<th>7. LOCATION OF ACCIDENT/INCIDENT</th>
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(For Tort Claims Only)

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<th>8. DATE/TIME OF ACCIDENT/INCIDENT</th>
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<th>9. SELECT TYPE OF CLAIM: place an X in the box (2 SEPARATE claim must be filed by each claimant for each of the three types of claim defined below)</th>
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1. GENERAL CLAIM

<table>
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<th>AMOUNT OF CLAIM</th>
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<th>FOR TORT CLAIMS, INDICATE ONE OF THE FOLLOWING:</th>
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<th>PROPERTY DAMAGES $</th>
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<th>10. BASIS OF CLAIM: (Please provide all the information required on the reverse side of this form. Attach separate sheets if necessary.)</th>
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<th>11. NAME, ADDRESS, TELEPHONE # AND EMAIL ADDRESS OF ATTORNEY, IF ONE HAS BEEN RETAINED IN THIS CASE</th>
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<tr>
<th>12. ATTORNEY'S SOCIAL SECURITY NUMBER OR FEDERAL TAX IDENTIFICATION NUMBER</th>
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<th>13. CLAIMANT'S SIGNATURE</th>
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(subscribed and sworn to before me this day of , 20

My commission expires)


**GENERAL CLAIMS**

The State Appraiser Board, with the recommendation of the Special Assistant Attorney General for claims, may approve or reject claims against the state of less than five years preceding the applicable statute of limitations for the claim, provided the claim is initiated at the source of the employee's injury or illness, and the claimant submits all evidence necessary for the claim.

**INSTRUCTIONS TO CLAIMANT**

1. Submit a written statement to your local mental health facility and the State Agency or Employee Insurer. The initial claim for workers' compensation benefits shall be filed within five years after the employee's injury or illness.
2. Submit a written statement to your local mental health facility and the State Agency or Employee Insurer within the applicable statute of limitations for the claim.
3. Complete all necessary forms and submit them to the State Agency or Employee Insurer within the applicable statute of limitations for the claim.

**TORT CLAIMS**

Type 2 & 3: TORT CLAIMS

- Any claim against the State of Illinois for money only, in the case of a personal injury or death sustained by an employee, or in the case of a personal injury or death caused by any act or omission of an employee of the State while acting in the course of his employment, a number of months or years, or death.
- Any claim against the State of Illinois for money only, in the case of a personal injury or death sustained by an employee, or in the case of a personal injury or death caused by any act or omission of an employee of the State while acting in the course of his employment, a number of months or years, or death.

**NOTICE TO CLAIMANT**

I. Describes accident, and state in detail all known facts and circumstances attending the accident, injury, or death caused by negligence or omission of any employee of the State while acting in the course of his employment. In the case of a personal injury or death caused by any act or omission of an employee of the State while acting in the course of his employment.
II. If an accident occurred, the date and time of accident, and the date of any diagnosis by a doctor or other medical personne, and the name, address, and telephone number of the doctor, and the name and address of the person who notified the doctor of the accident.
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XCIX. The name and address of the person who notified the doctor of the accident.
XI. The name and address of the person who notified the doctor of the accident.

The above information is to be submitted within thirty days of the accident or injury. If the claim is not timely filed, the claim may be denied.
FACILITY USE

- University or Department Business – OK
- Others – Facility Use Agreement
- Proof of Insurance
Damage to University Property

Master Property Policy – FM Global

- $5,000,000 Deductible
- $2 Billion Limit
- Self Insured for loss <$5M
PROPERTY CLAIMS

- Damage to University Property
- Report to Risk Management within 24 hours!
- Property Loss Report
**UNIVERSITY OF IOWA**

**PROPERTY LOSS REPORT**

(Deleted at the end)

---

This form is to report a loss or damage to property owned by the University of Iowa. Losses in excess of $5,000 must be reported to Risk Management, riskmanagement@uiowa.edu (319)335-2312 as soon as possible. Notice of emergency repair to prevent further loss. Loss involving theft or other criminal activity should be reported immediately to Public Safety, (319)335-5022 and a loss involving theft of electronic devices must be reported to publicsafety@uiowa.edu. (319)335-6333.

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<table>
<thead>
<tr>
<th>Date of Loss</th>
<th>Time of Loss</th>
<th>Department</th>
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**Location of Loss:**

- Building Name: ______________________
- Room Number(s): _____________________
- Other (complete address if off-campus):

---

**Description of Loss:** (provide detailed facts of how the loss occurred)

---

- Public Safety
- Police
- IITS
- Other

---

**Witnesses:**

- Name: ______________________
- Department: __________________
- Phone Number: _____________

---

**Description of Damage:** (extent of damage to property/equipment)

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<thead>
<tr>
<th>Year/Make/Model</th>
<th>UI Tag No.</th>
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**Date Purchased:** __________

**Purchase Price:** __________

**Original Source of Funds:** __________

---

**Property was Leased:**

- Yes
- No

---

**Estimated Cost to Repair:** __________

**Estimated Cost to Replace:** __________

---

**Contact Name:** ______________________

**Title:** ______________________

**Department:** ______________________

---

**Issue Number:** __________

**Email Address:** ______________________

**Date Completed:** __________

---

Submit Completed Form to:

- Risk Management, Insurance & Loss Prevention
  - 430 Plaza Centre One
  - Iowa City, IA 52242-2300
  - (319) 335-0010 Phone  (319) 335-1893 Fax
PROPERTY LOSS REPORTING INSTRUCTIONS
(Intended Use Only)

********************************************************************************************

Reporting Property Losses:

Property losses in excess of $5,000 must be reported to Risk Management, risk-management@iu.edu (317)957-2312 no later than the next working day following the loss. Initiate emergency repairs to prevent further loss. Loss involving theft or other criminal activity should be reported immediately to Public Safety, (317)957-5022 and a loss involving theft of electronic devices must be reported to ITS Security, itsecurity@iu.edu, (317)274-4332.

Upon receipt of a Property Loss Report, https://iu.zoom.us/r/86c4a5dca09, Risk Management will perform a claim investigation to determine if the property loss is eligible for reimbursement under the University’s Property Insurance Program. Please provide copies of the following documents in order to expedite the claim process:

- Original purchase invoice of the damaged property.
- Repair invoices if the damaged property has been repaired.
- Estimate or invoice for replacement property of like kind and quality.
- Police reports, photos, damaged inventory list, project numbers, and/or witness statements, if applicable.

********************************************************************************************

Property Repair/Replacement:

The loss will not exceed the lesser of the cost to repair or the cost to replace the property with like kind and quality.

Property Repair:

If cost effective, property should be repaired. Submit a copy of the repair invoice.

Property Replacement:

If the property cannot be economically repaired, it should be replaced with like kind and quality. When the exact make or model is no longer available, the department will need to provide cost documentation for an item most comparable in function or capacity to the property loss. If the department decides to replace the damaged property with property that exceeds like kind and quality they may choose to do so. They must submit an estimate for the replacement of like kind and quality along with the copy of the invoice for the actual replacement. The department will be responsible for the difference as the cost of the upgrade.

Please note the department must repair or replace the damaged property in order to complete a review for possible reimbursement. Please follow the University procurement procedures in any purchasing activity.

********************************************************************************************

Property Loss Funding Sources:

- Commercial Property Insurance:
  The University purchases commercial catastrophe all-risk property insurance for all campus buildings and facilities.
- Equipment Loss (EREC) Program:
  General Fund (non-self-supporting) entities that have an equipment loss from theft or other unmovable peril may be eligible for reimbursement through the Facilities Renewal and Equipment Committee (FREC) self-insured equipment loss program. A department deductible of $500 will normally apply. Some coverage exclusions may apply.
- Property Insurance Reserve:
  Self-Supporting and General Fund units contribute to a Property Insurance Reserve which has been set up to cover losses under the commercial property insurance deductible. Interest deductibles will vary by department.

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Property Loss Reimbursement:

The department will be notified once a claim is approved for payment. The department will be asked to provide an MFR account number for the reimbursement. A claim will not be approved for reimbursement until all requested documentation is provided and reviewed. Any expenditure eligible for reimbursement are the responsibility of the department.
QUESTIONS?
430 Plaza Centre One (PCO)
319-335-0010
risk-management@uiowa.edu
https://uiowa.edu/riskmanagement/
NEXT MEETING: April 19, 2017
9:30 – 11:00 AM
Location: TBD