Washington State University – Tri-Cities

Campus Safety Plan

Date Adopted: _____

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CAMPUS SAFETY PLAN

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SAFETY AND HEALTH POLICY STATEMENT

WSU Tri-Cities is committed to establishing and maintaining a safe and healthful work environment. The commitment involves the development, implementation and review of a Campus Safety Plan.

The purpose of this program is to prevent undesired events that could lead to injuries and illnesses by identifying, evaluating, controlling or eliminating potential hazards. The program emphasizes incorporating safety and health measures into each task so safety and health and task performance become integrated. Additionally, this program includes information on how to respond to campus emergencies.

A safe and healthy work environment is accomplished through the cooperative efforts of management, employees and safety committees in developing and implementing this Campus Safety Plan.

Management and employees are responsible for following the Campus Safety Plan, WSU's Safety Policies and Procedures and memoranda from University safety and health departments.

CAMPUS SAFETY PLAN

1.0 Responsibility

WSUTC Campus Safety & Security promotes the campus' overall safety and health program by offering a variety of services to assist departments in developing and implementing this Campus Safety Plan. Administrators, supervisors, employees and safety committees are encouraged to call Environmental Health and Safety (372-7163) for assistance on any safety and health matter.

The web sites for Environmental Health and Safety, Campus Security and for WSU's Safety Policies and Procedures Manual provide additional safety and health information and resources.

The procedures described in Sections 1.0 through 10.0 of this document apply to all departments. *All campus departments and all employees* are responsible for establishment and maintenance of a safe and healthful working environment by following the programs and procedures in this Campus Safety Plan. Additionally, all departments must complete the department-specific portions of the plan included in Appendices A through C. Where applicable, Appendix D must also be completed.

2.0 Employee Participation

Employee involvement in preventing workplace injuries and illnesses is critical. To ensure employee participation, safety, health, and security committees have been established for the purpose of bringing employees and management together to promote safety and health. Agenda items for possible discussion include:

- Job assignments and potential hazards
- Review of safe work practices
- Safety and health hazards related to new equipment and work practices
- Employee safety and health concerns
- Observed hazardous conditions/practices and recommended corrective actions
- Safety and health inspection results
- Accident investigation review
- Campus Safety Plan review (annually)
- Review and schedule required training

2.1 Safety, Health, and Security Committees

The Safety, Health, and Security Committees (SHSCs) are charged with discussion of concerns related to employee safety, health and campus security, particularly those impacting their particular areas of operation. The SHSCs follow a tiered committee structure, with representatives of Member Subunits forming a group of Unit-Level SHSCs (as shown in Appendix A), and the chairs of the Unit-level committees forming a Campus SHSC.

Member Subunits

Member subunits are the functional groups within the university. Examples include the Engineering Department, Business Office, and Custodial team. Member subunits form the basis of the committee structure, and are where most health, safety, and security concerns are expected to be presented.

Member subunits are grouped based on similarity of on-the-job hazards. Each member subunit elects a Safety Representative who, along with the representatives of other similar subunits, will form a Unit-level SHSC. Each Member Subunit must complete the planning worksheets in Appendices B-D, and ensure that all employees are familiar with this information. When complete, these worksheets should be provided to EH&S.

Member subunits may form subcommittees, at their discretion. For example, within the Business office, employees in Payroll services and in Contracts may form separate subcommittees, but both will be represented by the Business office Safety Representative. Activities of any subcommittees should be coordinated with the Unit-Level SHSC chair, in order to prevent duplication of efforts between subunits.

Employees within the member subunits should communicate their concerns, suggestions, or questions to their elected Safety Representative for discussion by the Unit-Level SHSC.

Unit-Level Safety, Health, and Security Committees

Unit-Level Safety, Health, and Security Committees are composed of elected representatives from each of their member subunits. No Unit-Level SHSC will have more than 8 members.

Each Unit-Level SHSC must elect a committee chair and vice chair from its members. The chair will serve as part of the Campus Safety, Health, and Security (SHS) Committee. The research Unit-Level SHSC will be chaired by the EH&S Lab Safety Coordinator, when that position is staffed.

Unit-Level SHSCs will:

1. Provide a forum for member subunits to identify and discuss safety- and security-related concerns with other units who have similar functions and processes. Discussion of such concerns may allow for issues to be resolved through common experiences, shared processes, and mutual support. In the event that additional assistance is required, the chair of the Unit-Level SHSC shall present the issue to the Campus SHSC for further discussion.
2. Serve as conduits between their member subunits and the Campus SHSC
3. Monitor their member subunits' compliance with safety and security programs, polices, and regulations, as well as implementation of new requirements communicated by the Campus SHSC as a result of regulatory/policy changes and/or corrective actions resulting from incidents, inspections, or identified conditions.
4. Assist with promotion of safety awareness, including dissemination of information to their member subunits.

Campus Safety, Health, and Security Committee

The Campus SHSC will be chaired by the Director of Campus Safety & Security, and will include the Facilities Director and the chairs of the Unit-Level SHSCs. This committee will be responsible for:

1. Advising EH&S – making recommendations for systematic improvements
2. Problem Solving – in the event that a Unit-Level SHSC is not able to resolve an issue, or that issue has relevance across multiple Unit-Level SHSCs, the Campus SHSC will collaborate to find a resolution. When needed, it will call upon campus and university resources. Any solutions requiring policy changes and/or capital investment will be presented to the Chancellor's office with the committee's recommendation.
3. Communication – The Campus SHSC will share information from the Chancellor's office and the WSU system. Each member will be responsible for the communication and implementation of safety information including new or revised policies and procedures to their respective Unit-Level SHSCs and member subunits. The Campus SHSC will also provide technical and regulatory input to the Chancellor's office through the chair regarding trends, feedback regarding improvements, policy development, and other requested information.

4. Measurement/Accountability – Each Campus SHSC member will monitor and report Unit-Level SHSC performance with safety incidents, programs, policies, and practices to the Campus SHSC. The Campus SHSC will review reports and inspections to identify trends and hazardous conditions.

All SHSC meetings (unit-level and campus-level) must be documented. The vice chair of each committee will be responsible for keeping minutes. Minutes may be kept using the Safety, Health, and Security Committee Meeting Agenda and Minutes form in the Safety Policies and Procedures Manual Section 2.12 or another format which includes the same information, and must be retained by for two years. A copy of the minutes must be sent to WSUTC Environmental Health and Safety.

3.0 Safety Boards

Safety boards are located in each building on campus, in the following areas:

BSEL	First floor vending kiosk
CIC	First floor elevator lobby
East	Hall outside Room 248
Floyd	Outside Copy Center, Room 127
ICB	Main lobby
Nursing	Break room, Room 1265
SUB	Restroom vestibule
Wine Science	Inside break room, Room 229

Employees should check these boards regularly for new notices and information to enhance workplace safety. The following posters and information are displayed on the safety bulletin board:

- WISHA Poster of Employee Rights and Responsibilities
- Industrial Insurance Poster
- Emergency Telephone Numbers
- OSHA 300 Log Summary of Injuries and Illnesses (Provided by EH&S and posted by February 1 for the previous calendar year)

Replacement posters can be obtained from WSUTC Environmental Health and Safety (372-7163).

4.0 Hazard Notification

Employees observing a potential safety and health concern are to contact their supervisor and/or WSUTC Environmental Health and Safety (372-7163). Reports can be made online and anonymously using the Safety Concerns Report Form on the EHS website. The appropriate departments(s) will develop and implement corrective action. The SHSC committees may also provide recommendations to the department.

5.0 Safety and Health Inspections

The campus is committed to identify and promptly control hazardous conditions and practices that are likely to result in injury or occupational illness to employees. Daily, weekly, and annual inspections are performed to proactively identify potential hazards.

Once a hazard is identified, control procedures are developed and implemented as described in the Hazard Evaluation and Control section below. The inspections ensure a safe and healthy work environment is established and maintained, and compliance with campus/university policy and government regulations is achieved.

5.1 Daily Inspections

Prior to using any tools and equipment (including power tools, forklifts, mowers, centrifuges, autoclaves, etc.), a brief visual inspection is conducted according to the manufacturer's specifications to determine if there are any obvious defects. Defective tools and equipment are to be removed from service and immediately reported to the supervisor responsible for the area.

5.2 Weekly Inspections

For work areas which generate hazardous wastes, inspections must be completed weekly, in accordance with the Laboratory Safety Manual, the department's Chemical Hygiene Plan, and the WSUTC Hazardous Waste Management Plan.

5.3 Annual Inspections

The [Self-Inspection Checklist](#) in the Safety Policies and Procedures Manual should be used. Inspections must be coordinated through the Unit-Level SHSCs, and inspection results and corrective action(s) should be documented on the Self-Inspection Checklist. The completed checklist is retained by the department and a copy sent to WSUTC Environmental Health and Safety.

Deficient inspection items that cannot be corrected during or immediately after the inspection are to be brought to the department administrator's attention. The administrator will develop a strategy for corrective action. The WSUTC Unit SHSCs will review completed inspections and associated corrective actions, and will report significant hazards and unresolved findings to the Campus SHSC for assistance.

Contact Environmental Health and Safety (372-7163) for assistance in identifying and developing corrective action strategies.

6.0 Hazard Evaluation and Control

6.1 Reporting Hazards

Conditions and practices creating an imminent and serious hazard will be immediately controlled and brought to the supervisor's attention. If the hazard cannot be controlled or corrected immediately, the department administrator will be notified. The department administrator will develop a strategy for corrective action. *Employees must not remain exposed to a serious hazard.* Contact Environmental Health and Safety (372-7163) for assistance in classifying hazards and developing corrective action strategies.

Minor safety and health deficiencies identified either during the course of work or through an inspection must be corrected as soon as possible.

Hazardous conditions and practices are to be controlled through the use of engineering controls when technologically and economically feasible. Engineering controls are equipment or design features that prevent or reduce exposure to a hazard. Examples of engineering controls include installing barriers, enclosing hazards, using local ventilation, using equipment that reduces hazardous chemical use or generation, and closed loop processes.

When engineering controls are not feasible, timely, or do not completely eliminate the hazard, administrative controls must be implemented. Administrative controls can include safety procedures, signage, labeling, chemical substitution, and training. When exposure to hazards cannot be controlled by engineering and administrative controls, personal protective equipment must be used.

Contact WSUTC Environmental Health and Safety (372-7163) for assistance in evaluating hazards and possible methods of control.

6.2 Hazard Assessments

Hazard assessments must be conducted for all activities to determine if hazards are present necessitating the use of engineering or administrative controls, or PPE.

Where PPE is required, the [Personal Protective Equipment Hazard Assessment and Certification Guidelines](#) should be used to conduct assessments in non-laboratory settings. Hazard assessments are to be documented and retained using the [Workplace Hazard Assessment Certification Form](#). Laboratory departments should use the [Laboratory Safety Manual](#) Section IV, Standard Operating Procedures to assess and document chemical hazards, select PPE and record training.

A hazard re-assessment must be conducted whenever new equipment or processes are introduced or an investigation of an injury or illness indicates the need for personal protective equipment.

6.3 Training

If engineering controls, administrative controls, or PPE are required as determined by the hazard assessment, departments must ensure that employees receive information and training on proper use and procedures.

Training and information to be provided to each employee includes:

- Why, when and what control measures are necessary
- How to properly put on, take off, adjust, and wear the PPE
- Selection criteria & limitations of PPE

- Safety procedures, and how to use equipment properly
- Proper care, inspection, maintenance, useful life, decontamination, and disposal of the PPE

Each employee must demonstrate an understanding of this training before being allowed to perform work requiring the use of PPE or other control measures. Methods of demonstrating this understanding include orally questioning the employee, observing the employee performing the required functions (including use of PPE) in a real or artificial setting, or administrating a written test. All training must be documented.

A Personal Protective Equipment Training Certification Form must be completed and retained verifying each employee using PPE has received and understood the required training.

Each member subunit must identify the person responsible for ensuring that hazard assessments, PPE assessments, and training are completed as required on the Departmental APP Worksheet in Appendix B.

7.0 Ergonomics/Back Injury Prevention

Whenever possible, the work must fit the person. Ergonomic principles should be applied to all work tasks. These can include office and computing environments; industrial equipment and construction tools and tasks; grounds tasks; laboratories; processes; proper use and design of hand tools; and handling materials such as lifting and moving heavy objects. Ergonomic evaluations can be provided by EH&S. Employee computer workstations should be adjusted and modified using the guidelines in the Office Ergonomics fact sheet. The purpose of workstation adjustments and modifications are to minimize chronic stress that may be exerted on the joints, muscles, tendons, ligaments, nerves and bones caused by repetitive motion activities and awkward and static postures, such as sitting and standing. Environmental Health and Safety (372-7163) provides workplace ergonomic evaluations.

Repetitive lifting and lifting of heavy and awkward items can lead to back injuries. Employees regularly lifting more than 20 lbs. will receive basic back injury prevention training by reviewing a copy of the Back Basics fact sheet. Contact Environmental Health and Safety for an evaluation of lifting tasks and back injury prevention training.

Industrial tasks may also place chronic stress on joint muscles, tendons, ligaments and bones leading to repetitive strain injuries. Contact Environmental Health and Safety for an ergonomic evaluation of industrial tasks.

Employees experiencing symptoms (e.g., chronic pain, fatigue, swelling, burning, tingling and numbness of joints) consistent with a repetitive strain injury are to report the potential injury to their supervisor. Supervisors are to complete an Incident Report in accordance with the Accident Reporting procedure described in Section 7.0 of this plan.

8.0 Accident Reporting and Investigation

All campus personnel (faculty, staff, and students) are to immediately report *all* injuries and accidents to Environmental Health and Safety (372-7163) and Human Resource Services (372-7302). Occupational injuries and illnesses and near misses must be promptly reported to the responsible supervisor. The supervisor must complete an on-line Incident Report within 24 hours of the incident (within 48 hours for swing and graveyard employees). Additional information on accident reporting and accident investigation is found in SPPM S2.24.

Major accidents are those events that result in death, serious injury (e.g., fracture, amputation) or in-patient hospitalization. Major accidents must be immediately reported as described in SPPM 2.24, and the site of a major accident must be secured and preserved immediately. Only Environmental Health and Safety can release the site for return to service.

8.1 Investigation

The investigation of accidents and near misses is an essential part of the Campus Safety Plan. A thorough investigation identifies unsafe acts and conditions requiring corrective action. An accident investigation and subsequent corrective action minimizes the potential for future accidents.

Environmental Health and Safety, upon notification, investigates all major accidents resulting in death, serious injury (e.g., fracture, amputation) or in-patient hospitalization.

The supervisor must immediately investigate and complete a Supervisor's Accident Investigation Report when:

- An employee involved in a minor occupational accident is unable to work the subsequent full shift(s) due to a resulting injury or illness, or
- The employee receives medical treatment, or
- Events and conditions involving a near miss or non-injury accident indicate there was a high probability of serious injury, illness or significant property damage.

The completed report must be submitted to Human Resources within 48 hours of the incident. A copy of the report should also be provided to WSUTC EH&S and the department administrator.

The department administrator is responsible for reviewing the report and implementing corrective action to prevent recurrence. The department administrator may conduct and independent investigation if circumstances warrant.

Witnesses and injured persons must complete a [Witness/Injured Person Statement](), which are to be attached to the Supervisor's Accident Investigation Report.

Contact Environmental Health and Safety (372-7163) for assistance in conducting accident investigations.

9.0 **Emergencies**

The following section establishes administrative and employee actions for reporting emergencies, building evacuations, administering first-aid, fire planning and hazardous materials spills.

Several types of emergency, of varying severity, could occur on campus, and may impact different parts of campus in different ways. Because of this variability, and because of the fluid nature of most emergency situations, it is important that students, staff, faculty, and visitors be aware of conditions, hazards, and possible responses.

For the same reasons, it is not possible to provide a "one size fits all" response to emergencies. Individuals must determine – based on their own set of circumstances – how to most appropriately respond. WSU Tri-Cities encourages the "Alert, Assess, Act" response framework:

Alert: Be alert and aware of your surroundings. Know how to escape from wherever you are, and be aware of any hazards in the area

Assess: Assess your situation related to hazard(s). Are you in a safe location? Can you escape, or should you seek shelter?

Act: Once you have assessed your situation, take action necessary to ensure your safety.

9.1 Reporting Emergencies

For any emergencies involving crimes in progress or threats to life or property, call 911 to initiate a response from City of Richland Emergency Services. 911 can be called from any campus phone, or by pressing the red button on the call boxes ("blue poles") located in parking lots and along walking paths.

Whenever a campus phone is used to dial 911, a text notification of the call is sent to Campus Safety & Security

Department/Emergency	Call
Fire	911
Police	911
Emergency Medical Services	911
Serious Injuries and Illnesses	911
Hazardous Materials Spills	372-7234

After calling 911, and for situations not requiring police or fire response, contact the Campus Emergency line at 372-7234.

9.2 Emergency Communications

Communication plays a critical role in keeping the WSU Tri-Cities Campus safe. During an emergency that may disrupt normal campus operations or threaten the health and safety of the community, official information about the event will be disseminated through one or more of the following:

- CougAlert emergency notification system (voice, text, and e-mail alerts). This will be the primary method of emergency notification.
- Campus public address system
- Mass e-mail system & campus social media channels
- The WSU Tri-Cities ALERTS website (tricities.wsu.edu/alerts)
- Local news media

After it has been determined there is no longer an ongoing threat, an "all clear" alert will be sent.

Enrollment in the CougAlert emergency notification system must be completed by each user. To receive notifications, log into my.WSU, click "profile", then "emergency notification" and "Update Now!" Complete the form at that location with your contact information, select Tri-Cities as your campus, and submit the form.

9.3 Medical Emergencies

All faculty, staff, and students should **immediately** contact 911 at the first sign of a medical emergency. Call 911 for **ANY** seizure or loss of consciousness. If there is any question whether medical treatment is necessary, call 911. It costs nothing to have an ambulance come to campus.

Some individuals experiencing a medical problem may request not have an ambulance dispatched to the scene for their medical condition. However, this could have grave consequences for the individual experiencing a medical issue. It is advised that 911 be contacted immediately, regardless of such a request, and that trained personnel respond to the emergency.

When an ambulance arrives, any patient has the right to refuse a hospital transport, if they are deemed by the medical personnel on scene to be coherent to make personal medical decisions. These guidelines are in place to protect all parties, as well as to ensure that the campus community remains safe during medical emergencies.

9.4 Evacuation

When directed to do so, faculty, staff, and students are to evacuate the building and meet at the designated assembly areas. Evacuation maps are posted in each building, and supervisors should ensure that all employees are aware of the evacuation assembly location for their

area(s). Maps showing the location of exits, fire extinguishers, first-aid kits, emergency eyewashes and showers are also posted on each floor.

9.4.1 General Evacuation

A general evacuation is used to leave the building quickly through the nearest exit. An evacuation means ALL students, faculty, and staff MUST evacuate the building. A fire alarm is an example of a general evacuation.

In a general evacuation, responsibilities are described as follows:
Individual Responsibilities (everyone)
- Take essential items (e.g., purse, wallets, keys) with you. Do not take time to gather your books, computer, or other large items.
- Proceed quickly and calmly to the nearest safe exit.
- Follow instructions given by emergency personnel
- Close doors behind you, if you can do so safely.
- If working in a lab, secure any hazardous chemicals or equipment if you can do so safely.
- Proceed to your identified assembly area, and locate your instructor or supervisor. Do NOT leave campus until you have reported to your instructor or supervisor.
- Stay out of the building until you are given the "ALL CLEAR" by emergency responders.

Faculty and Staff – Additional Responsibilities
- Ensure that your students leave the room and are exiting the building. If possible, keep students together so they can be accounted for at the assembly area
- For the safety of persons with disabilities, consider they may need assistance evacuating and/or help locating a safe area.
- Move (and remain) at least 300 feet away from the building.
- Immediately report any missing individuals to a Campus Security Officer or an emergency responder on scene.
- Wait to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.
- Refer all media who want to speak with you or students to the on-site media spokesperson.

9.4.2 Directed Evacuation

A directed evacuation is used to exit the building by a route designed to avoid contact with a potential threat. This type of evacuation is coordinated by emergency personnel, and may be used in events such as bomb threats. Fire alarms will *not* be activated.

Responsibilities in a directed evacuation are similar to those of a general evacuation. Additional instructions are likely to be provided, specifying an exit route, assembly area, or other details.

9.4.3 Campus Evacuation

A campus evacuation is used in the event of a severe emergency in the area. In such cases, instructions will likely come from local or regional emergency services. Some points to remember:

- If the road is usable, leave using a main exit, following direction from emergency personnel. Note: Sprout Road is likely to become blocked quickly. It is recommended that people use University Drive as the primary vehicle evacuation route.
- Drive with caution and courtesy, and follow directions.
- Do not block the way for other vehicles.
- Some vehicles may be selected for emergency transportation; please cooperate if yours is chosen.
- If others do not have a vehicle, please consider providing rides for those you can safely transport.

9.4.4 Evacuation of Persons with Disabilities

If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, leave the person in a safe location and notify emergency responders of their location.
NOTE: If the fire alarm is not pulled, the elevators may be used to expedite the evacuation of anyone who needs help leaving the building.

Persons with Mobility Impairments
Some persons with mobility impairments may need special equipment, such as a wheelchair, braces, or crutches; others whose challenges are less visible may have decreased coordination or stamina, and may need to move at a slower pace or rest frequently.

If elevators are operational, persons with mobility impairments can be escorted down by elevator. Otherwise, they may need to be escorted to a designated safe area. Their location should be noted and reported to the Fire Department, Facilities Services staff, and/or Campus Safety & Security.

Do not try to carry a person who is in a wheelchair. Only trained personnel should attempt to carry the individual and/ or the wheelchair. Wheelchairs may have parts not intended for lifting, and batteries or life support equipment may be connected. Trained emergency personnel should be directed to the area as soon as possible.

Persons with Visual Impairments

If elevators are operational, persons with visual impairments can be escorted down by elevator. If people are being escorted out of the building, the person with a visual impairment should be evacuated together with sighted evacuees. If you are escorting a person who is visually impaired, ask how the individual wants to be assisted. For example, if you are going down stairs, they may ask you to stand in front of them by the right side of the stairwell; they may have one hand on your shoulder and one hand on the handrail. If walking side-by-side, they may take your arm (above the elbow), while holding their cane and/or the leash of guide dog with their other hand.

Persons who Are Deaf/Hard of Hearing

Individuals who are deaf or hard of hearing may not perceive an audio emergency alarm, so alternative communication and/or warning techniques may be needed (campus fire alarms include flashing strobes as visual indicators). These techniques could include switching the lights on and off to get the person's attention, writing down the type of emergency and closest evacuation route, and escorting the person out of the building.

9.5 Lockdown

Some emergencies may require employees to remain where they are and attempt to secure their location. Building fire alarms MUST NOT BE USED in such an emergency. Notification will be made by the campus public address system, telephone, text message, e-mail, or a combination of these.

If there is a need to restrict access to a specific building, or multiple buildings on the campus as a precaution or a protective measure, please follow these steps:

- Remain calm and communicate with others in a clear and concise manner. Tell others exactly what the situation is and what you need them to do.
- Campus Security and/or Facilities Services personnel will lock all the exterior doors to the building. Remain in classrooms or offices. If you are in a common area, stay away from windows and all doors (solid and glass).
- Do not allow access to anyone once the doors are locked, as this will compromise the safety of those inside.
- Do not allow anyone to talk their way inside, as they may be the suspect or they are being coerced by the suspect, outside your view.
- Wait for further instructions via text and/or email, and do not allow anyone to leave until emergency personnel release the building and give an "ALL CLEAR" signal or message.

Individuals who may be on the outside of buildings during a lockout of all campus buildings should move away from the affected area (indicated by the presence of emergency personnel and equipment).

If the campus is locked down as a precaution or as a protective measure during a potentially violent situation, follow these steps for your classroom, office suite, or conference room:

- Seek sanctuary by proceeding to a room that can be locked if the situation allows. Close and lock all windows and doors and turn off all lights, staying away from doors and windows.
- If you are in a room that cannot be locked, place large, heavy objects (tables, bookcases, desks, etc.) in front of the doorway to impede access. Work together and act quickly.
- Get down on the floor and ensure that no one is visible from outside the room.
- Do not allow anyone entry once the room is secure, as this will compromise the safety of those inside.
- If it is safe to do so, call 911 to advise emergency dispatchers of the events.
- Wait for further instructions and do not allow anyone to leave until emergency responders release the building or give an "ALL CLEAR" signal or message.

9.6 Sheltering

Shelter-in-place is a means to protect students, faculty, and staff from some external hazard by remaining in classrooms, offices, or other designated locations. The nature and extent of the event, the location of the event, and the condition of the surrounding area will determine shelter-in-place decisions. Shelter-in-place may be used in response to situations such as severe weather or toxic smoke/vapor from fire or hazardous materials incidents.

In these events, please observe the following:
- Close all exterior doors and windows. Contaminants could enter the building through an open door or window.
- In a serious emergency, it may be necessary to limit the amount of outside air coming into the building through ventilation systems. In these cases, Facilities Services staff will disable air-intake units until the danger has passed.
- Move to the safest place in the room—away from and below windows, if warranted, but not under desks or other furniture. Depending on the type of incident, you may be directed to an interior room away from windows, or to spaces on a particular floor.
- If it is safe to do so, call 911 to advise emergency dispatchers of the events.
- You should be able to move from the room quickly if needed, so be sure that personal belongings are gathered such as wallets and car keys.
- For safety of persons with disabilities, consider that they may need assistance evacuating.
- Wait to be contacted. Do not return to exterior areas or evacuate classroom, offices, or sheltered areas unless told to do so by emergency personnel.

While many events will allow for faculty and students to shelter in their individual classrooms, the situation could change and require movement out of the classroom to be relocated elsewhere, or to allow evacuation.

9.7 First Aid/CPR/AED

Sufficient numbers of employees are trained in first-aid/CPR to assure at least one person is always available to provide quick and effective first aid to all employees. Employees designated to provide first-aid in their position description must be covered by and trained on the department's **Bloodborne Pathogens Exposure Control Plan.**

University-sponsored first aid/CPR training will also include training on the use of Automatic External Defibrillators (AEDs). Five AEDs are currently deployed on campus in these locations:

  BSEL: First floor gallery near room 118
          Second floor gallery near room 218
          Hallway outside room 152
          Hallway outside room 264
  CIC: Reception desk inside the main (West) entry
  East: Inside the west entry, near room 262
  Floyd: Inside the main entry door, near room 201
  SUB: Inside the main entry, near room 101
  WSC: Main entry lobby
          Between restrooms on first floor

In case of injury, first-aid kits are co-located with the AEDs.

EHS must be notified when first-aid kits and supplies are used, in order to ensure that they are re-stocked. First-aid kits are to be checked during the annual safety and health inspection. Additional information on first aid kits can be found in the Safety Policies and Procedure Manual S2.42.

9.8 Fire Planning

Upon discovering a fire:
- Immediately notify another person in the area. Call or have them call 911, and pull the fire alarm to begin evacuating others.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, trained personnel may attempt to put the fire out with a fire extinguisher.
- Untrained personnel are to immediately evacuate and go to the designated gathering area.
- If the fire grows and/or there is thick smoke, do not continue to fight the fire.
- Notify other employees in the area to evacuate.

Supervisors notified of a fire are to:
- Instruct employees to evacuate to the designated gathering area
- Verify 911 has been called.
- Ensure all employees have been evacuated.
- Go to the designated gathering area and verify all employees are accounted for in accordance with the Emergency Response Plan. If an employee is missing, no one

will be permitted to re-enter the building. The responding firefighting personnel will be notified an employee is missing and may be in the building.

When alerted of a fire, WSUTC employees are instructed to evacuate the building. Employees will be trained on evacuation procedures, and periodic evacuation drills will be performed.

9.8.1 Fire Extinguishers

All WSU Tri-Cities Campus buildings are equipped with fire extinguishers. Most of these are Class ABC, and can be used on fires involving common materials like paper and wood, flammable liquids, and electrical fires. They are *not* for use on combustible metals or any form of cooking oil. The CIC kitchen is are equipped with an automatic extinguishers system, and a Class AK extinguisher for use on cooking oil/grease fires.

Employees who work in the immediate area of the fire, and who have completed fire extinguisher training in the previous 12 months, may attempt to extinguish the fire at their discretion IF all of the following are true:
- The fire is small (such as a wastebasket fire).
- It is not growing rapidly or producing significant smoke.
- The fire does not block their escape.
- Evacuation has begun and 911 has been called.

Prior to attempting to use a fire extinguisher on any fire:

- Make sure the type of extinguisher available is appropriate for the fire
- Check pressure gauge for needle over green area in indicator.
- Remove extinguisher from bracket and follow the PASS procedures:
- **P**ull the safety pin out and discard it.
- **A**im the nozzle at the base of the fire.
- **S**queeze the two handles together.
- **S**weep back and forth at the base of the fire.
- When fire appears to be out, back away, as it may suddenly flare up again.

After using an extinguisher, notify Campus Safety & Security to document the incident and replace the used extinguisher.

9.9 Hazardous Materials Spills

In the event of a hazardous materials spill:
- Immediately secure the area to prevent people from entering. If it can be done safely, open fume hood sash before leaving.
- Notify people in the immediate vicinity
- Call EHS if you are not trained to clean-up a hazardous materials spill.
- If the spill is an immediate threat to life and health, evacuate the area and call 911.

Refer to the applicable program and/or policy for responding to hazardous materials spills:

- The work area's Chemical Hazard Communication Program
- The work area's Laboratory Safety Manual
- The work area's Biosafety Manual
- Safety Policies and Procedures Manual Chapter 9: Radiation Safety
- WSUTC Hazardous Waste Management Plan

Contact Environmental Health and Safety for assistance at 372-7163.

9.10 Other Emergencies

Additional information regarding responding to specific emergencies can be found on the Campus Emergency Procedures website.

10.0   Preventing and Responding to Campus Emergencines

Campus Security Officers work to provide a positive, friendly, and safe environment that encourages students, employees, and the community to attend and enjoy the campus and University events. They patrol the walking corridors of the campus, promoting a safe environment and providing assistance to those who are in need. Officers observe and report crimes in progress, safety hazards, and perform building security checks, provide security for major events; security escort service; office/building lockout assistance, vehicle jump starts, and maintain a visible presence around campus.

All security officers on campus are trained professionals, however the city of Richland police and fire officials are the first responders in the event of an emergency.

You can help by reporting any suspicious activity or crime you may witness. It is also the responsibility of each member of the community to become educated about our emergency procedures and the steps you can take to help protect yourself and others. The campus security office is located in Floyd 147, and can be reached at (509) 372-7698.

To report any emergency involving immediate danger to life or property (fire or smoke, medical issue, or crimes in progress), **call 911**. For all other incidents, call the campus emergency line at (509) 372-7234.

WSU Police are also the lead agency in providing personal safety training to the campus. An example is dealing with an "active shooter" situation with officer-led training and presentation of the "Shots Fired on Campus" video. These sessions are conducted regularly, and are available in Tri-Cities through AMS teleconferencing.

Another resource for the prevention of violence is the CougarCARE Network. At WSU Tri-Cities, we do our best to take care of our fellow Cougars. The goal of Cougar Cares is to assure our students have what they need in order to be successful in and outside the classroom. At times, students may encounter challenges that can impact all aspect of their lives. If you have a concern about a student please fill out the Cougar Cares form at https://tricities.wsu.edu/current-students/cougarcares/. The form will be sent to a support team on campus to address your concern.

If there is an emergency or the student is in immediate danger, please call 911 immediately and then contact Student Support Services at 509-372-7433.

Human Resource Service's Safe Environment initiative is committed to preventing campus violence and ensuring a safe and healthy environment for all faculty, staff, students and visitors. Established WSU policies, such as the Workplace Violence Policy, Domestic Violence Policy, etc., will serve as the mechanisms for resolving situations of violence and/or threats of violence. In conjunction with the established policies, all situations of violence and/or threats of violence will be taken seriously. More information on the Safe Environment initiative can be found at
https://hrs.wsu.edu/resources/safe-environment/

11.0   Crime & Fire Statistics and the Jeanne Clery Act

WSUTC maintains records of crime statistics for the last three academic years in accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". It is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas, maintenance of a daily crime log as well as providing timely notification and warnings of certain types of crimes in the university community. For more information on the Jeanne Clery Act, visit the Clery Center at http://www.clerycenter.org. WSU also maintains and publishes campus fire statistics as required by the Higher Education Opportunity Act of 2008.

WSUTC Campus Safety & Security is responsible for maintaining these records and issuing warnings as required by the Clery Act and the Higher Education Opportunity Act of 2008. The crime and fire information are published in the annual Security and Fire Report which can be found on the Campus Security website, https://tricities.wsu.edu/campus-safety-parking/campussecurity/.

12.0   Sexual Assault, Domestic Violence, and Stalking

Sexual assault, domestic violence, and stalking will not be excused or tolerated at Washington State University. The University is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to adopt policies and programs aimed at prevention and response. Washington State criminal and civil laws and WSU's Standards of Conduct for Students are enforced.

Sexual assault in any form, including acquaintance rape, violates criminal laws and WSU's standards of conduct and will not be tolerated. WSU has instituted procedures to respond to violations of these laws and standards, programs aimed at the prevention of such conduct, and intervention on behalf of the victims.

WSU will not tolerate domestic violence or stalking in the workplace, residence halls, apartments, or elsewhere on campus. The University is committed to establishing and maintaining a safe work and living environment.

WSUTC will treat victims of sexual assault, domestic violence, and stalking with respect and dignity. Confidentiality is of the utmost importance and WSUTC will assist by providing resources to victims. In addition to its law enforcement efforts regarding sexual assault, domestic violence

and stalking, Richland Police also refer victims to the appropriate counseling and other resources devoted to assisting victims. A list of community resources can be found at https://ccr.wsu.edu/resources-tri-cities/.

All employees, students, and visitors should immediately report threats, acts of aggression, or acts of violence at the University. Students and visitors should report incidents to the WSUTC Campus Security and/or local law enforcement agencies. Employees should report such incidents to their supervisor, Campus Security, and/or local law enforcement agencies, or Human Resource Services.

13.0   Sexual Harassment Policy

The strategic plan of Washington State University calls for an "environment of trust and respect in all that we do." Discrimination and sexual harassment destroy mutual respect and a trusting environment. This policy expresses the commitment of WSU to maintain an environment free from discrimination, including sexual harassment. This policy applies to all students, faculty, staff, or others having an association with the University.

WSU is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the University, and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination and sexual harassment are neither legally protected expressions of speech nor the proper exercise of academic freedom. Sexual harassment and other forms of discrimination compromise the integrity of the University, its tradition of intellectual freedom, and the trust and respect expected in the University community.

The Office of Equal Opportunity will conduct prompt and effective investigations of incidents of alleged discrimination and sexual harassment; informing supervisors of the progress in the conduct of investigations; and report the results of the investigations to the supervisors, complainants and complaint respondents.

WSU Executive Policy 15 prohibits Discrimination, Sexual Harassment, and Sexual Misconduct, and can be found at https://ccr.wsu.edu/executive-policy15/. For more information, contact the Office of Equal Opportunity at 509-335-8288, or at http://ccr.wsu.edu.

14.0   Services for People with Disabilities or Special Needs

WSU has resources for students, faculty and staff with disabilities and special needs. For students, the Access Center offers many programs and services. Faculty, staff and visitors with disabilities can find support and resources through Access Center – ADA Compliance, and the office of Human Resource Services. The Office for Equal Opportunity also supports the rights of people with disabilities. Contact the WSUTC Disability Coordinator at 372-7352 for additional information.

15.0   Mental Health and Counseling Services

Short term mental health care for current WSU Tri-Cities' students is available on campus. There is no fee for services, and strict confidentiality is maintained in accordance with the legal and ethical guidelines. We offer services in an atmosphere that is welcoming and comfortable for all students. We offer initial assessment, individual counseling, crisis counseling, conjoint counseling, and consultation services. Stop by Floyd 263 or call 509-372-7153 to arrange an appointment.

Employees can also contact the Employee Assistance Program at 1-877-313-4455, or https://des.wa.gov/services/hr-finance/washington-state-employee-assistance-program-eap for assistance.

16.0   Safety, Health, and Security Training

Supervisors must ensure that new employees receive a safety orientation on the first day of work. Topics to be covered in the safety orientation should include an overview of the following:

- This Campus Safety Plan
- Emergency Action Plan
- Hazard Notification Procedures
- Ergonomics

- Back Injury Prevention
- Accident Reporting
- Potential Job Hazards
- Equipment- and Position-specific Safety Training

The following topics must also be covered, if applicable to the new employee's position:

- Lockout/Tag Out
- Hearing Conversation Program
- Laboratory Safety Manual
- Chemical Hazard Communication Program
- Fall Protection
- Ladder Safety

- Outdoor Heat Stress
- Personal Protective Equipment
- Respiratory Protection Program
- Bloodborne Pathogens Exposure Control Plan
- Forklift Operation
- Asbestos Awareness

The safety orientation is to be documented on the Safety Orientation Checklist.

Supervisors must ensure that employees receive training on each type of equipment and process they are assigned to use.

Each member subunit must identify equipment and processes within the department which require specific employee training, and include this information in the Departmental APP Worksheet in Appendix B.

Each employee must be familiar with the manufacturer's equipment manuals and safe operating procedures, and also demonstrate to their supervisor that he/she can safely operate the equipment prior to operating without direct supervision. Employee training must be documented.

All programmatic training provided must be documented according to the requirements of those specific programs.

Appendix A – Unit-Level Safety, Health, and Security Committees

ULC:	Academic		Administrative	Operations	Research	Student Services	Students
	Labs	Non-lab					
Member Subunits:	Engineering Fine Arts Nursing Sciences	Advising Arts Business Education Library	Advancement Business Office Chancellor's Office HR MarCom	Copy Center Custodial Grounds IT/IAT Maintenance Security	Biofuels EH&S Environmental Sciences V&E	Admissions Early Outreach Student Affairs	Student Body Representative

Appendix B – Safety & Security Planning Worksheet

Each Member Subunit must complete the following worksheet and review it annually. All subunit employees should be familiar with this information, and it should be incorporated into new employee orientation.

Unit-Level Safety, Health, and Security Committee Representative

Each member subunit must elect a representative to their Unit-Level Safety, Health, and Security Committee (refer to Section 2.1 for discussion of Safety Committees).

_____ has elected _____ as their Safety representative.

Safety & Health Inspections

Each department must identify an *individual* (not a position) to coordinate annual inspection of its processes, tools, equipment, and facilities (refer to Section 5.3).

During the month of _____ a safety and health inspection will be

coordinated by _____.

Hazard Evaluation, Control, and Training

Each department must identify an *individual* (not a position) responsible for ensuring that hazards are identified, properly controlled, and that employees are trained to perform work safely (refer to Section 6.0).

If engineering controls, administrative controls, or PPE are required as determined by the hazard

assessment, _____ will ensure that employees

receive information and training on proper use and procedures.

Safety and Health Training

Each department must identify procedures and equipment which require specific training (refer to Section 9.0).

The following is a listing of the equipment and processes within the department requiring specific employee training (attach additional page(s) if needed):

_____   _____

_____   _____

_____   _____

_____   _____

Work Specific Safety and Health Programs

Each department is to determine if the following safety and health programs are required based on the activities they perform. Each applicable section should be completed and attached as an appendix to this Accident Prevention Plan. Templates are available via the links included below, or directly from EHS.

☐   *Chemical Hazard Communication Program*

Any department where employees use chemicals in a manner which may expose them to chemical hazards must inform its employees of the identities and hazards of those chemicals and what protective measures are required.*
For non-laboratory work areas, a Chemical Hazard Communication Program has been developed to inform employees of the chemical hazards in their work areas and the necessary protective measures. For laboratory work areas, chemical hazards are addressed in the lab-specific Chemical Hygiene Plan. Templates for both plans can be obtained from WSUTC EHS.

* This requirement does not apply to products used in the workplace for the manufacturer's intended purpose, provided that their use does not result in a duration and frequency of exposure greater than that which could be reasonably experienced by consumers when used for the purpose intended. For example, if an office worker uses a household cleaner to clean their office in the same manner they would clean their house, that use is exempt. A custodian using the same product throughout the day is not exempt, because they have a greater duration of exposure than the average consumer.

☐   *Bloodborne Pathogen Exposure Control Plan*

Departments must prepare a Bloodborne Pathogen Exposure Control Plan for any employees who:
- Handle, transport, or clean up blood or other potentially infectious materials (including human tissues or bodily fluids, HIV or HBV-containing cultures and media, and any animal blood or tissue infected with bloodborne pathogens.
- Any additional employees for whom an exposure to these materials can be reasonably anticipated in the performance of their duties.
- Are designated as first aid responders.

Employees who receive occupational exposures as a result of unanticipated events (such as spills, voluntary first aid assistance, etc.) must be informed of the details of the Bloodborne Pathogen Exposure Control Plan, and be offered post-exposure medical treatment in accordance with the plan.

☐   *Laboratory Safety Manual*

Employees using chemicals in laboratory settings are to follow the WSU Laboratory Safety Manual.

☐   *Control of Hazardous Energy (Lockout/Tag Out Program)*

Employees performing repair, servicing, set-up and maintenance on powered equipment (electrical, pneumatic, hydraulic, etc.) are to de-energize and lockout the equipment's potential energy sources in accordance with the department's Control of Hazardous Energy Program. The purpose of lockout is to prevent injury caused by unexpected equipment activation and release of stored energy.

All cord and plug connected equipment is to be disconnected from outlet receptacles during repair, servicing, set-up and maintenance when unexpected equipment activation could cause injury, and the plug must be kept under the control of the employee performing service or maintenance. These situations do not have to be covered in a lockout program.

☐   *Fall Protection*

Employees who work on surfaces or platforms, near wall or floor openings, pits, manholes, or roofs with a fall hazard of four feet or more to the ground or lower level must be provided fall protection. For areas/activities with a fall hazard of ten feet or more, a specific Fall Protection Work Plan must be completed and reviewed with all assigned employees.

☐   *Hearing Conservation*

Employees using high-speed tools and mechanized equipment and/or operating heavy mobile equipment may be required to wear hearing protection. As a general guide, if a person has to shout to be clearly heard from two feet away noise monitoring should be performed. Employees required to wear hearing protection are covered by WSU's Hearing Conservation Program. Contact Environmental Health and Safety for an evaluation of the need for hearing protection.

☐   *Outdoor Heat Exposure Program*

Employees working outdoors for more than 15 minutes in any 60-minute period when temperature are 80 degrees or more, or who wear personal protective equipment are covered by a Outdoor Heat Exposure Program.

☐   *Respiratory Protection*

Employees performing activities creating dusts, mists, fumes and vapors may be required to wear respiratory protection. Employees required to wear assigned respiratory protection, and those who voluntarily choose to wear respiratory protection, even when not required, are to follow WSU's Respiratory Protection Program.   Contact Environmental Health and Safety (372-7163) for an evaluation of the need for respiratory protection.

☐   *Wildfire Smoke Exposure*

Employees performing activities outdoors who may be exposed to wildfire smoke for more than 15 minutes during any 24-hour period must be provided information about the impacts of wildfire smoke and protective measures available. At higher smoke concentrations, employees must be provided respiratory protection.

Department-Specific Emergency Information

Building Name: _____

Building Address: _____

Primary Evacuation
Assembly Point: _____

Secondary Evacuation
Assembly Point: _____

Building Exit Route(s) _____

"Safe Room" for
shelter/lockdown: _____

Alternate "Safe Room"
for shelter/lockdown: _____

If there are individuals within the department who require assistance during an emergency, also complete Appendix D

Emergency Equipment Locations

First Aid Kit: _____

AED & CPR Mask: _____

Fire Extinguisher: _____

Fire Alarm Pull
Station: _____

In an Emergency Call 911

Then call Campus Emergency Line at 372-7234

Provide Information
- Name, address, telephone number of the caller
- Nature of emergency (medical, fire, hazmat, etc.)
- Number of victims
- Condition of victims
- First aid treatment given at the scene if any
- Specific directions as needed to locate the emergency scene
- Other information requested by the dispatcher

Appendix C – Employee Emergency Contact Information

List all department staff and their critical contact information. It is important to get the emergency contact information for employee accountability in the event of an evacuation and in case of accident or injury to the employee. Mission Critical Staff (those that are absolutely necessary to your operations in case of emergency) should be highlighted. Attach additional page(s) as needed.

NAME	CELL PHONE	HOME PHONE	E-MAIL	EMERGENCY CONTACT	
				NAME	PHONE

Appendix D – Evacuation Planning for Persons with Disabilities

Information last revised on_____

List self-identified persons who request evacuation assistance. Designate evacuation assistants to these persons for assistance during an emergency.

Name:			
Room #:		Phone:	
Disability:			
Instructions:			
Designated "Buddy"/Assistant:			

Name:			
Room #:		Phone:	
Disability:			
Instructions:			
Designated "Buddy"/Assistant:			

Name:			
Room #:		Phone:	
Disability:			
Instructions:			
Designated "Buddy"/Assistant:			