

**Washington State University – Tri-Cities**

**Campus Safety Plan**

**Date Adopted:** \_\_\_\_\_

**Date(s) Revised:** \_\_\_\_\_

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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 Purpose

WSU Tri-Cities' Accident Prevention Program (APP) establishes policies and procedures intended to prevent workplace accidents, illnesses, and injuries through effective policy. These policies support the systematic identification, evaluation/assessment, elimination and/or control of workplace hazards. To implement effective hazard controls, this policy clearly defines safety responsibilities, identifies resources for correcting or controlling hazards and outlines training requirements for personnel potentially exposed to workplace hazards.

### 2.0 Scope

This APP establishes workplace safety requirements for WSU Tri-Cities supervisors and employees. The APP chapters contained herein provide guidance for WSU Tri-Cities personnel engaged in campus activities where hazards are present or may be encountered. Supervisors and Employees must be engaged in preparing protective plans and measures under each chapter. Washington Department of Safety and Health (DOSH) rules and WSU's Safety Policy and Procedures Manual (SPPM) are referenced for adherence to State rules and WSU policy.

This APP is not a static document but is subject to regular review and revision when improvements to policies and procedures are identified. All employees are responsible for a safe workplace and recommending improvements to existing policy. Employees are expected to hold themselves and their peers accountable for maintaining a safe and healthy work environment. Any employee who does not comply with the applicable safety policies and procedures, or who is negligent in his or her responsibilities will be subject to corrective and/or disciplinary action.

***All WSU Tri-Cities employees have the authority to halt any work activity which they believe may be an imminent threat to life, health, property, or equipment.***

**This APP *does not establish safety requirements for activities that are not referenced or included in this document.* Personnel required to engage in activities not covered by this APP must contact EHS to develop applicable procedures and receive training and additional approvals as required.**

### 3.0 Responsibilities

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. However, the responsibility to maintain a safe workplace for themselves, their peers, and the public resides with each employee. That responsibility includes the elimination of hazards wherever possible and reporting actual or potential hazards immediately upon their observation.

Specific safety responsibilities are identified in this Chapter's subsequent sections and further discussed as they apply to this Accident Prevention Program's (APP's) chapters.

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.

**IN SITUATIONS WHERE IMMINENT DANGER OR SERIOUS HAZARD(S) EXIST(S), EVERY EMPLOYEE HAS THE AUTHORITY TO STOP ALL WORK UNTIL THE DANGER OR HAZARD HAS BEEN CONTROLLED.**

**A. Directors**

Directors ensure employees in their units adhere to State rules, WSU, and departmental safety policies. Directors must coordinate and manage safety responsibilities with their supervisors and employees to promote, support, and enforce an effective safety program. Safety performance shall be specifically addressed in position descriptions and performance evaluations.

Directors shall:

- Administer the Safety Program for their unit.
- Adopt this APP and provide input/revision as necessary to address/incorporate unique unit requirements while adhering to State rules.
- Develop and implement sections of this plan as necessary to ensure the safe completion of their unit's specific tasks.
- Solicit input from subject matter experts ensuring Departmental policies are aligned with State requirements.
- Ensure supervisors implement University and Campus safety policies per this APP.
- Ensure supervisors perform and document Hazard Assessments and identify the resources necessary to provide appropriate engineering and administrative controls and/or Personal Protective Equipment (PPE) to unit personnel.
- Disseminate safety information to appropriate personnel.
- Receive and review reports, surveys, accident reports, and other information relating to safety and loss control.
- Review injury trends and establish prevention measures.
- Review and/or conduct incident investigations and inspections.
- Evaluate the need for corrections that may be necessary to remedy or improve various workplace safety concerns, allocate necessary resources, and ensure the remedy is implemented and maintained.
- Ensure appropriate participation in Safety Committee meetings.

**B. Supervisors**

Supervisors ensure their employees adhere to safety policies and are provided the necessary training and resources to perform work safely. Supervisors are accountable to the director for adherence to relevant safety policies and objectives. Safety performance shall be specifically addressed in position descriptions and performance evaluations.

Supervisors shall:

- Ensure safety policies and procedures are understood and implemented by themselves and their employees.
- Promote employee participation in the health and safety program.
- Perform and document Hazard Assessments of work areas under their control and tasks performed by their employees. Hazard assessments shall identify the engineering and administrative controls and/or PPE necessary to perform work safely.
- Ensure their employees receive the required and necessary training to implement hazard controls and wear PPE.
- Require the proper care and use of PPE.
- Eliminate or control workplace hazards quickly when observed or identified to them by their employees.
- Report to EHS any workplace hazards observed or identified to them by their employees that are outside their ability or require additional resources to control.
- Review injury trends and establish prevention measures.
- Submit incident reports and conduct supervisor's incident investigations when employees sustain a workplace injury or are subject to a significant near miss.
- Act to secure prompt medical attention for injured persons.
- Enforce the conditions of WSU's Return to Work policy.

**C. Employees**

Employees actively participate in Department health and safety programs, familiarize themselves with WSU and Departmental safety policies, and work with their supervisors and coworkers to control or eliminate workplace hazards. Employees have the right and responsibility to refuse unsafe work. Employee safety performance shall be specifically addressed in position descriptions and during performance evaluations.

Employees shall:

- Review, understand, and adhere to State safety rules, WSU and Departmental safety policies, including this APP.
- Strive to make all work environments and operations safe.
- Report for work in good physical and mental condition to safely carry out assigned duties.
- Keep all work areas clean and free of debris and obstacles.
- Request assistance or training when unsure of how to perform any task safely.
- Correct unsafe conditions within their scope of work.
- Report observed safety and health violations, suspected violations, and anticipated

hazards to their immediate supervisor immediately upon observation or detection. If such reported conditions are not subsequently corrected, the employee is to report the failed correction to EHS for further action.

- Proactively and constructively participate in safety training.
- Pass verification testing in all mandatory safety training prior to performing work.
- Use and maintain all PPE and safety devices provided.
- Maintain and properly use all tools under his or her control.
- Assist fellow employees in implementing safety procedures and adhering to safety requirements.
- Not interfere with another employee's use of any safety device or safeguard.
- Not use intoxicating beverages or narcotics in or around the workplace or enter the workplace while under the influence of intoxicating beverages or narcotics.

### **Safety Compliance**

1. **Purpose:** Compliance with all safety rules and procedures is a condition of employment when working for WSU Tri-Cities. All employees must familiarize themselves with University and Department safety policies and procedures and comply with them in every respect. Supervisory personnel at all levels are responsible for taking immediate corrective action when an unsafe action is observed.
2. **Reporting:** If non-compliant behavior or conditions are observed, immediate action shall be taken to correct the non-compliant behavior or condition and the employee's supervisor shall be notified.
3. **Investigation:** Upon receiving a report of non-compliant behavior, the supervisor shall immediately conduct an investigation and document the results.
4. **Labor and Industries Site Inspection:** If a Washington State Department of Labor & Industries Division of Occupational Safety and Health (L&I/DOSH) inspector arrives at your work location to conduct a safety and health inspection, immediately contact your supervisor who in turn will contact their chain of command and contact WSU Environmental Health & Safety (EHS) at 372-7163. If not on site when the inspector arrives, the immediate supervisor will go to the site as soon as notified. If on site, the supervisor will remain on site while the inspector is present. EH&S serves as the L&I/DOSH coordinating liaison for WSU and will assist with the inspection process.
5. **Action:** Failure to comply with safety policies and procedures is to be considered serious and result in timely corrective or disciplinary action judged appropriate for the specific circumstances. Progressive corrective/disciplinary action is appropriate for addressing non-compliance issues, recognizing that more serious offenses do not necessarily require that intermediate steps be taken first. Questions concerning appropriate corrective or disciplinary action should be addressed to the responsible Director/Manager and/or Human Resource Services.



## **4.0 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

### *4.1 Safety, Health, and Security Committee*

The Safety, Health, and Security Committee (SHSCs) is charged with discussion of concerns related to employee safety, health and campus security. The WSU Tri-Cities campus has a single SHSC, composed of representatives from each subunit on campus.

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. A list of the subunits who currently have a representative on the SHSC appears in Appendix A. 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.

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

The campus SHSC 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.
2. Monitor their member subunits' compliance with safety and security programs, policies, and regulations, as well as implementation of new requirements communicated by EHS and other departments as a result of regulatory/policy

changes and/or corrective actions resulting from incidents, inspections, or identified conditions.

3. Assist with promotion of safety awareness, including dissemination of information to their member subunits.

The Campus SHSC will be chaired by the Director of Campus Safety & Security, and will be responsible for:

1. Assisting EHS – making recommendations for systematic improvements
2. Problem Solving – Collaborating to find a resolution to concerns that are presented to the committee. 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 –Each member will be responsible for the communication and implementation of safety information including new or revised policies and procedures to their respective 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 performance with safety incidents, programs, policies, and practices to the. The Campus SHSC will review reports and inspections to identify trends and hazardous conditions.

All SHSC meetings must be documented. 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.

## **5.0 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	Break room, room 116
INEF	Main lobby near restrooms
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).

## **6.0 Hazard Notification**

Personnel observing serious safety concerns affecting or potentially affecting University employees, students or the public are to immediately contact their supervisor and EHS.

When hazards can be addressed immediately and the corrective action is within the employee's ability, job duties, and training, employees may resolve the hazard and complete the necessary reporting. Hazards that cannot be immediately addressed shall be appropriately isolated and/or demarcated to prevent employees, students or the public contacting the hazard, and then shall be reported to the area supervisor and EHS.

Personnel are to report all safety hazards to EHS. This can be done via e-mail to [Tricities.ehscompliance@wsu.edu](mailto:Tricities.ehscompliance@wsu.edu), by calling 372-7163, or by using the Safety Concern Report Form. If the hazard poses an imminent danger, contact the campus emergency line at 372-7234. EHS will determine what steps are required to resolve the concern, and may request assistance from other departments as needed. Hazards requiring new equipment or furniture, or new construction will be added to the Minor Capital Safety requirement list and prioritized accordingly.

The unit responsible to address the safety hazard completes "Corrective Action" portion of the Hazard Notification form.

If employees observe a hazard which constitutes a "near miss," these shall also be reported. A near miss is a condition, situation, or hazard which could result in injury, but does not. Reporting these conditions enable personnel to identify similar concerns before they become a hazard.

## **7.0 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.

### *7.1 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.

### *7.2 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.

### *7.3 Annual Inspections*

The [Self-Inspection Checklist](#) in the Safety Policies and Procedures Manual should be used. Inspections must be coordinated through the SHSC, 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 SHSC will review completed inspections and associated corrective actions, and will report significant hazards and unresolved findings to EHS and, where necessary, to the Chancellor for assistance.

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

## **8.0 Hazard Evaluation and Control**

### *8.1 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.

### *8.2 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.

### *8.3 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 administering 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.

## **9.0 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.

### *9.1 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.

## **10.0 Preventing and Responding to Campus Emergencies**

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 presentations 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://tricitities.wsu.edu/current-students/cougarcare/>. 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/>

## ***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.

### ***10.1 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

<u>Department/Emergency</u>	<u>Call</u>
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.

### ***10.2 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:

- 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](http://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 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.

### *10.3 Responding to Emergencies*

On-campus emergencies will generally require one of three responses: evacuation, lockdown, or shelter-in-place. Each of these is described as follows:

#### *10.3.1 General Evacuation*

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

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.

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.

#### 10.3.2 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.

#### 10.3.3 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.

#### *10.3.4 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.

#### *10.4 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 lockdown 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.

### *10.5 Shelter-in-place*

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.

### *10.6 Response to Specific Emergencies*

#### *10.6.1 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.

#### *10.6.1.1 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). Thirteen 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
Collaboration Hall	First floor gallery near elevator Second floor hallway, left of elevator
East:	Inside the west entry, near room 262
Floyd:	Inside the main entry door, near room 201
Nursing:	Central hallway near drinking fountain
SUB:	Main hallway near restrooms
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](#).

#### *10.6.2 Fire*

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.

#### *10.6.2.1 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:
- Pull the safety pin out and discard it.
- Aim the nozzle at the base of the fire.
- Squeeze the two handles together.
- Sweep 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.

#### *10.6.3 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.

#### *10.6.4 Severe Weather*

Tri-Cities can be susceptible to many forms of severe weather, including thunderstorms, high winds, ice storms, flooding, hail and even tornadoes. If severe weather occurs or is forecast:

- If campus operations are suspended or delayed, notifications will be sent as noted in Section 9.2.
- Be aware of developing weather risks. Follow the [National Weather Service](#) for weather watches, warnings and updates.
- Assemble an [emergency preparedness kit](#).
- Charge your cell phone and make sure there are fresh batteries in flashlights and radios.
- Exercise appropriate judgement for severe weather activities. If you are not comfortable traveling in the expected weather conditions, *stay home*.
- Stay inside as much as possible, preferably in interior rooms, and stay away from windows.
- During high winds, avoid areas with tall trees and stay clear of downed power lines.
- During flooding, do not drive or walk into flood water higher than 6 inches.
- Call 9-1-1 only to report life threatening emergencies.
- Monitor your radio and/or WSU communications tools for instructions or an official "all-clear" notice.

#### *10.6.5 Bomb Threat/Suspicious Packages*

A bomb threat is generally defined as a verbal or written threat to detonate an explosive device to cause property damage, injuries, or loss of life whether or not such a device actually exists. Take every threat seriously and follow proper procedures.



Particularly if you are in a position that receives off-campus phone calls, make sure you have, or can quickly obtain, the [FEMA Bomb Threat Checklist](#). Become familiar with the checklist so you can gather the information even without the list in front of you.

If you receive a telephone bomb threat:

- Above all, stay calm
- Get the attention of other staff members to help you.
- Alert the co-worker to call 911 and the campus emergency line at 509-372-7234 while you are on the phone with the caller.
- Follow and complete the bomb threat checklist as quickly as possible, and retain it for security to review.
- Listen carefully to the caller.
- Be polite and show interest.
- Keep the caller talking, so you can gather more information.

After the call:

- Immediately call 911 and campus responders
- Do NOT start an evacuation. It is important to evaluate the language of the threat and search the area to identify any dangers before planning escape routes.
- Do not discuss the threat with others. Most bomb threats are hoaxes, merely intended to disrupt operations.
- Check your work space and the immediate area to identify any suspicious objects. If anything is found, do NOT touch it, and keep others away.

If you receive written or electronic threat:

- Do not touch it or delete it
- For written threats, handle it as little as possible
- Call 911 and campus responders
- Write down as much as you can remember about the letter or parcel
- Follow the same processes described in “After the call” above

What is a suspicious package?

Any package or envelope that is not consistent with what your department typically receives, or which arrive by unusual or unknown methods, may be suspicious. They may include characteristics such as:

- Items addressed to people who do not typically receive mail
- Handwritten, poorly typed, or misspelled addresses, especially those in hand printed block lettering
- Addressee's name or title may be inaccurate.
- Powders, oily stains, discolorations or strange odors
- Missing, unusual or unverifiable return addresses
- Excessive postage or no postage at all.
- [Other characteristics](#)

If you find or receive a suspicious package:

- Do not touch it or handle it
- Clear the room or area, and ensure that others do not handle or approach the package.
- If you have handled it, wash your hands as soon as possible.
- Contact Campus Security for further evaluation of the package.

#### *10.6.6 Threat of Violence*

A “Threat of Violence” may take many forms, but generally can include any situation involving threatening behaviors, statements, or actions toward one or more individuals, and in which an individual has an imminent fear for their safety.

**This may include personal threats or assaults (including those by a domestic partner), threatening individuals, crimes in progress, or civil disturbances such as riots and disruptive demonstrations. “Threat of violence” situations can rapidly escalate into acts of violence.**

If you observe a threat of violence, are directly threatened, or have reason to believe that someone may come to campus with violent intentions:

- Call 911 immediately, then notify the campus emergency line at 372-7234
- Avoid the area where the threat exists, and avoid provoking the threatening individual(s)
- If possible, continue with normal routines.
- If necessary, secure yourself in a safe area, following the procedures for Lockdown
- If the disturbance is outside, stay away from doors and windows. Stay indoors!
- Be prepared to evacuate, lockdown, or relocate if instructed by emergency responders.

If you observe an act of violence, such as an assault:

- Remain calm, and from a safe location, call 911
- If it is safe to do so, assist the victim as needed and stay with them until emergency assistance arrives.

#### *10.6.7 Hostile Intruder/Active Shooter*

If a violent individual is present on campus, pre-planning will provide your best chance for surviving an incident. Be aware of your escape routes, know how you will respond, and be prepared to take action to fight the intruder as a last resort. In this situation, **you** must assess your situation and choose the action that provides the best opportunity for survival based on your specific circumstances.

The basic responses to a violent incident are described by the **Run, Hide, Fight** protocol. This should *not* be considered a hierarchy or a sequence – they are simply a list of responses available for selection based on the situation.

Based on your assessment of your particular circumstances, you may choose to:

- RUN – ESCAPE – GET OUT  
Evacuate the area and call 911 from a safe location
  - If you have a clear, safe path of exit and can leave the area of danger, do it
  - Leave your belongings behind.
  - Help others escape if possible, but do not stay behind if others will not go.
  - Keep your hands visible to law enforcement.
- HIDE – EVADE – HIDE OUT:  
Hide silently in as safe a place as possible
  - If it is not safe to evacuate, hide in an area out of the intruder's view.
  - Lock and barricade the door to prevent entry.
  - Turn off lights, close blinds, and silence cell phones and other electronics.
  - Remain as quiet as possible.
  - Do not exit the room until released by responding police officers
- FIGHT – ELIMINATE – TAKE OUT  
If you cannot run or hide, and are located by the attacker, take action to disrupt or incapacitate the shooter
  - As a last resort, and only if your life is in danger, take any action necessary to incapacitate the shooter.
  - Be aggressive against the shooter and commit to your actions- your life depends on it.
  - Use whatever objects and methods are necessary to subdue the attacker. Don't fight fair.
  - Do not pick up the attacker's weapon. Kick it away, sit on it, do whatever is necessary to keep it from the attacker, but do not pick it up. Responding police will identify anyone with a weapon as a potential threat.
- When law enforcement arrives:
  - Remain calm and follow instructions.
  - Keep your hands raised and visible at all times.
  - Avoid pointing, screaming or yelling.
  - Avoid quick movements toward officers.
  - Remember, the first officers on scene will not help the injured on the way into the building. There will be rescue teams who follow to treat those who are injured.

Additional information regarding responding to specific emergencies can be found on the [Campus Emergency Procedures website](#).

## **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://tricitie.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 –Safety, Health, and Security Committees – Member Subunits**

The following subunits currently have a representative on the Campus Safety, Health, and Security Committee:

Admissions	Early Outreach	Maintenance
Advancement	Education	MarCom
Advising	EH&S	Nursing
Arts	Engineering	Sciences
Biofuels	Environmental Sciences	Security
Business	Fine Arts	Student Affairs
Business Office	Grounds	Student Body Representative
Chancellor's Office	HR	V&E
Copy Center	IT/IAT	
Custodial	Library	

## **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.

### **Safety, Health, and Security Committee Representative**

Each member subunit must elect a representative to the Campus 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.

☐ *Asbestos Safety*

Employees who work in locations and/or activities where they may disturb asbestos-containing materials must complete training appropriate to their duties. Contact EHS for additional information.

☐ *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
- 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.

☐ *Chemical Hazard Communication Program*

Any department where employees use chemicals in a manner which may expose them to hazards must inform its employees of the identities and hazards of those chemicals and what protective measures are required.\* The [Chemical Hazard Communication Program](#) applies to these employees outside of laboratory work areas.

\* 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.

☐ *Compressed Gas Cylinders*

Departments using compressed gas cylinders must ensure that their employees complete relevant training, and that the department plan includes guidance regarding use, storage, and handling of cylinders.

☐ *Confined Spaces*

Departments with employees who may work around confined spaces must ensure that their employees are able to identify confined spaces and the restrictions associated with work in them. *Note: WSU employees shall not perform work in confined spaces without case-specific consultation with EHS.*

☐ *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.

☐ *Elevating Work Platforms*

Employees using lifts must complete additional training, and departments must provide guidance regarding use of this equipment.

☐ *Ergonomics*

Employees performing tasks requiring repetitive movement, unusual posture, lifting of heavy loads, or other activities which may cause chronic stress to portions of the body should be provided evaluation and measures to reduce the impact of those activities.

☐ *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.

☐ *Heat Exposure Program*

Employees working outdoors for more than 15 minutes in any 60-minute period when temperature are 80 degrees or more, or wear non-breathable clothing are covered by a [Heat Exposure Program](#).

☐ *Laboratory Safety Manual*

Employees using chemicals in laboratory settings are to follow the WSU [Laboratory Safety Manual](#).

☐ *Ladder Safety*

Employees using ladders must be provided training regarding their proper use and care, and departments must include guidance and ensure equipment is fit for use.

☐ *Machine and Tool Safety*

Departments using power tools and equipment, including stationary and hand tools, must establish safe work practices, inspection, and training criteria.

☐ *Personal Protective Equipment*

Employees who are required to use personal protective equipment must be provided training on its proper use and limitations. Departments must ensure that hazard assessments are completed to identify and provide proper equipment for each task.

☐ *Pesticides*

Employees who have occupational exposure to pesticides must be provided training, equipment, and PPE appropriate to the exposure.

☐ *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.

☐ *Scaffold Safety*

Employees working on scaffolds must be provided training in their proper methods of assembly and use, and a competent person must be identified by the department to provide training and oversight.

☐ *Trenching and Excavation Safety*

Employees working in and around excavations must be provided information and equipment to enable them to work safely. Departments must identify a competent person to perform inspection and ensure that work can be conducted safely.

☐ *Wildfire Smoke Exposure*

Employees performing activities outdoors who may be exposed to wildfire smoke for more than one hour must be provided information about the impacts of wildfire smoke and protective measures available. At higher smoke concentrations, employees must be provided respiratory protection. Contact Environmental Health and Safety (372-7163) for an evaluation of employee needs

### 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.

<u>NAME</u>	<u>CELL PHONE</u>	<u>HOME PHONE</u>	<u>E-MAIL</u>	<u>EMERGENCY CONTACT</u>	
				<u>NAME</u>	<u>PHONE</u>

## **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:			