

Attachment 4 Safety Program General Safety & Loss Prevention Guidelines

Crime Prevention

In your office or room:

- Lock your door, even if you are just going down the hall. It takes a thief 10 seconds or less to enter an open room and steal your property.
- Do not leave messages on your door indicating that you are away and when you will be back.
- If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
- Do not put your address on your key ring.
- Call a Senior Administrative Leadership Team (SALT) member to report a suspicious person. (SALT is comprised of the President, Deans and Director of IT.)

When walking:

- Walk in well-lit areas of campus at night.
- Walk purposefully, know where you are going and project a no-nonsense image.

Protecting your auto:

- Always lock your car.
- Do not leave tempting valuables or property visible inside the car. Lock these items in your trunk.

Protecting yourself when driving:

- Look into your car before entering. Lock doors and roll up windows once inside.
- Do not stop to help occupants of stopped disabled cars. Continue to the nearest phone and call assistance for them.
- Raise the hood, then lock yourself into your car if it breaks down. If someone stops and offers help, remain in your car and ask them to phone for help. Do not worry about seeming rude.
- If traveling a great distance and you stop at a rest area at night, attempt to park in a well-lit area. Be EXTRA CAREFUL and be aware of your surroundings and other people at the rest stop.

Tips for Travelers

Below are tips to keep in mind when traveling.

- **Before you go**
 - If traveling outside the U.S., check with the U.S. State Department for travel warnings and in-country information.

- Ensure that your passport, if needed, is good for at least three or four months.
- Make a copy of your credit card and traveler's check numbers and telephone numbers needed to report a theft. Keep the copy in a location separate from the documents.
- If possible, carry required prescriptions in the original containers.
- Check with your medical insurance carrier about coverage away from your home and work. Know coverage protection for out-of-country travel.
- **Before you take off**
 - Make copies of your passport photo page; put a copy in your carry-on luggage and leave a copy at home.
 - Make sure your luggage is tagged inside and out, but don't place your position or affiliation on the tag.
 - Dress casually when traveling to avoid attention; avoid showy jewelry.
 - Be alert at security checkpoints. Don't place belongings on conveyor until you can keep an eye on items being screened.
- **At your hotel**
 - Try to secure a room between floors two and seven. Rooms on the bottom floor may be more susceptible to an unlawful entry. Also, some fire departments may not have capability for rescue above the seventh floor.
 - Always check for the nearest fire stairwell, hoses and emergency telephone when checking into a hotel.
 - Avoid hanging the "Please Clean Room" tag on your door. It is an obvious sign that you are not in.
 - Do not leave sensitive information or documents in your hotel room. Hand carry and personally protect your documents, as well as laptop computers and other valuables.
 - Stay with your luggage until it is brought into the lobby or placed in your taxi, bus or car.
- **At your hotel: in case of fire**
 - Check your door by placing the palm of your hand on the door or the knob. If either feels hot, do not open the door.
 - Locate the nearest stairwell to your room.
 - If you cannot leave your room or the stairwells are unsafe, notify the front desk that you are in your room.
 - Stay low but alert to any signs of rescue from the street or the halls. Let firefighters know where you are by waving a towel or sheet out the window.
- **On the street**
 - Be aware of your surroundings. Look up and down the street before exiting the building.
 - Ask the bellman, concierge, or front desk personnel regarding safe and not-so-safe areas around the city to jog, dine, or sightsee. Be aware of local traffic regulations and driving habits. Joggers have been seriously injured by failing to understand traffic conditions.

- Keep in mind that purse snatchers and briefcase thieves often work hotel bars and restaurants. Keep your purse or briefcase in view or in hand.
- Be alert to scams involving an unknown person spilling a drink or food on your clothing; an accomplice may be preparing to steal your purse, wallet, or briefcase.
- **Wherever you are**
 - Always be alert for distractions that may be staged by pickpockets, luggage thieves, or purse snatchers.
 - Consider wearing a money belt or other secure storage device; waist pouches are not advised because potential thieves know the location of your valuables.
 - Keep briefcases and purses in view or in hand when using telephones. If you're using a credit card, block the view.
 - Be cautious when entering public restrooms.

Safety in the Office

Accidents do happen in the office. Few office workers realize that they are twice as likely to be injured in a fall as a non-office worker. Nationally, only automobile accidents outnumber falls as the leading cause of all accidents. In the office slips, trips and falls are the number one cause of disabling injuries.

Thinking and working safely can prevent most accidents. You can become aware of the most common hazards in the office environment. The following are some examples of common hazards and what you can do to prevent them from becoming accidents.

- Don't lean back in your chair. Keep all legs on the floor so that you do not end up on the floor. Take time to reach out and hold onto the chair as you sit down. Be sure that the chair is beneath you as you sit.
- Keep the floor and walkway clear of electrical, telephone, and computer cables, boxes, etc. They are tripping hazards waiting to happen.
- Close one drawer in a filing cabinet before opening another. This prevents the cabinet from tipping over on you.
- Close the drawer in your desk before getting up and close file drawers before walking away from the file cabinet. This prevents the danger of people walking into an open file drawer or desk drawer.
- Store supplies inside cabinets, not on top of them. Store heavy items in lower drawers or on low shelves.
- Watch out for slippery surfaces. Spilled drinks or water from umbrellas are typical hazards and need to be cleaned up/or identified immediately.
- Look where you are going. Don't block your view by carrying loads higher than eye level.
- Don't read while walking. It doesn't save enough time to justify the risk.
- Walk, do not run. Please slow down.
- Hold onto handrails when using stairways.

- Use elevators when carrying boxes, if they are available.
- Don't overload wall sockets and extension cords.
- Watch for unsafe conditions such as defective equipment.
- Watch for burned out lights, loose steps, torn carpet, etc.

Workplace Violence

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.

- **Examples of Workplace Violence**
 - Threats, directed or implied.
 - Physical conduct that results in harm to people or property.
 - Conduct which harasses, disrupts or interferes with another individual's performance.
 - Conduct that creates an intimidating or hostile environment.
- **Potential Warning Signs**
 - Verbal, nonverbal, or written threats.
 - Fascination with weapons or violence.
 - New or increased stress at home or work.
 - Expressions of hopelessness or anxiety.
 - Insubordinate behavior.
 - Dramatic change in work performance.
 - Destruction of property.
 - Drug or alcohol abuse.
 - Externalization of blame.
- **Risk Factors that Contribute to Workplace Violence**
 - Termination of employment.
 - Disciplinary actions.
 - Ongoing conflicts between employees.
 - Domestic or family violence.
 - Financial problems.
- **Workplace Violence Prevention**
 - Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
 - Tell your supervisor when you notice something unusual or suspicious.
 - Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals.
 - Do not hesitate to call for help.

Work-related Injury or Illness

In case of serious injury or illness, you should arrange to go immediately to a physician or medical facility for treatment. You should request that a fellow employee notify your

supervisor. In addition, if you are unable to drive yourself to the physician's office or medical facility, you should request a co-worker to help you.

If you are able, immediately report any injury, no matter how small, to your supervisor. Then prepare an incident report and send it to the Executive Dean. If you are unable to prepare the report, it is your supervisor's responsibility to prepare it and send it to the Executive Dean.

Remember, medical and hospital expenses resulting from injuries suffered while on the job are paid by Worker's Compensation Insurance. If you do not report the accident or injury promptly, these benefits may be delayed or denied.

If you have a serious injury and need immediate transport please contact a SALT member or 911.

Responding to Terrorism

If you feel that there could be or has been a terrorism incident on campus please contact a SALT member.

What is terrorism?

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purpose of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

- Terrorists often choose targets that offer little danger to themselves and areas with relatively easy public access.
- Terrorists look for visible targets, such as airports, large cities, major events, resorts, and other high profile landmarks where they can avoid detection before and after an attack.
- Terrorists often use bombs as their weapon of choice.
- Terrorists aim to achieve large numbers of victims, high media attention, or mass panic and public anxiety.
- Terrorists select targets best suited for the type of material being used.

What you can do to be prepared for a terrorism incident

Terrorist attacks are not like other disasters, such as floods and blizzards, where we have some warning of things to come. But there are things you can do to prepare. Following these steps can help to alleviate the fear of the unknown. Create an Emergency Communications Plan. Choose an out-of-town relative or friend your family members can contact to check on each other in the event of a disaster. This contact should live far enough away that they wouldn't likely be affected by the same event. Make sure every member of your household has that contact's telephone numbers and e-mail addresses and keep them in places that are readily accessible, such as in your purse or wallet, at

your work place, or your children's schools. Make sure your designated contact knows they have been chosen to assist your family in this role. If telephones or e-mails are not working, be patient and keep trying.

Evacuation Plan

In advance each staff member should:

- Understand the evacuation plan for their area and understand they are to assist with evacuation of students and visitors.
- Know at least two ways out of the building from their regular workspace.
- Recognize the sound of the evacuation/fire alarm.

When you here the evacuation/fire alarm or are verbally told to evacuate the building:

- Remain calm.
- Leave Quickly.
- Try to make sure that all members of your department hear the alarm or are notified and evacuate the area.
- As you exit, quickly check nearby restrooms, copier rooms, and storage rooms for occupants who may not have heard the alarm or received the verbal notification.
- If requested, accompany and assist persons with disabilities who appear to need assistance.
- Take with you essential personal items ONLY. Do not attempt to take large or heavy objects.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke or water.
- **Do not use elevator.**
- Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on the stairs.
- Once out of the building, move at least 100 feet away from the structure or as instructed by SALT member, police or fire department officials.
- Return to the building only when instructed to do so by SALT member, police or fire officials.

Disaster Kit

If you choose to have your own disaster kit it should consist of essential supplies you will need to survive for three to seven days without power. This is the same type of kit that can be used to survive the aftermath of a blizzard, flood, or other disaster. The kit should contain non-perishable food, water (at least one gallon per person per day), a first aid kit with prescription medicines, a battery-powered radio and NOAA Weather Radio, flashlights with extra batteries, special items for babies or elderly family members, pet care items, blankets, pillows, and toiletries. It is also a good idea to include some cash and copies of important family documents such as birth certificates, insurance policies, and passports in your kit.

If you feel it is necessary to have a kit of this type while you are on campus, please contact a SALT member for further information. In the event of an on-campus emergency, campus resources will be brought about to help provide for members of the campus community.

Safety Off the Job

Most workers have been trained to work safely on the job. However, the same worker will think nothing of taking shortcuts when they are at home. Safety rules and regulations are not meant to be a burden. They are meant for your protection and the protection of everyone around you, to save your life, or to prevent serious injury.

- A recent study revealed that accidents away from work accounted for 70 percent of all deaths and more than 55 of all injuries to employees. Each year home accidents:
 - Injure about 25 million people.
 - Kill about 20 thousand people.
 - Cost approximately 10 million dollars for medical expenses and lost wages.
 - Cause physical and emotional suffering that cannot be measured in dollars and cents but cost a family plenty in pain, uncertainty and grief.
- Where do injuries occur off the job?
 - Transportation: Accidents involving cars, bicycles, buses, motorcycles, trains, boats, planes and pedestrians.
 - Home: Accidents caused by vehicles, firearms, machinery, tools, fire, explosion, slips, striking objects, animal or insects, fights, assaults, etc..
- The following list contains the most common off-the-job safety hazards and what can be done to eliminate them.
 - Falls: Use ladders properly, use safety belts, clean up spills, maintain adequate lighting, use hand rails and clear the clutter off stairs and out of entrances.
 - Motor Vehicle Accidents: Practice safe driving. Do not speed. Exercise caution in snow or rain.
 - Poisoning: Be familiar with the poisons around your home. Know what antidotes to use. Know how to contact your local poison center. Keep poisons and medications out of the reach of children.
 - Fire: Install smoke detectors. Purchase a fire extinguisher and know how to use it. Inspect your attic, basement, garage and closets for fire hazards. Inspect your electrical wiring. Have a fire escape plan and practice using it.
 - Drowning: Make sure you and your family know how to swim. If you enjoy boating, enroll in a safe boating course. Install anti-slip strips in your tub and shower.
 - Electric Shock: Inspect appliances, lamps, cords, outlets, etc. Avoid wet environments when working with electricity and use the proper size fuses.
 - Back Injuries: Practice safe lifting and carrying techniques.