

## **Sangren Hall Calling Systems**

For emergencies, safety, weather, and general Sangren Hall policies and procedures, bomb threats, tornado warnings, school closure/snow days and other situations requiring emergency notification to building occupants, the following calling systems will be followed:

**Prior to 5 p.m.**, the Information Center or Provost's Office will telephone the Dean's Office, which will then notify the individual units as follows:

**I. Amy Burns (2306) 7-2966 [secondary: Sandy Stephens (2306) 7-2964]**

1. Dean (7-2969) and Associate Dean (7-2963)
2. Sandy Stephens 7-2964
3. Joyce Flynn 7-2960
4. Cathe Springsteen (2305) 7-4577
5. Deb Withee (3210) 7-4587
6. Don Weber (3210) 7-4658
7. Flossie's Café (2307) 7-4987
8. Provost (7-2378)
9. Public Safety (7-5555)
10. Mark Rafferty (BC) 7-4926

**II. Sandy Stephens (2306) 7-2964**

1. Educational Leadership and Research Technology (2217) 7-3493
2. Visual Resources Library (2213) 7-4111
3. Admissions and Advising (2504) 7-3474
4. Office of Field Placements (2206) 7-3466
5. Teacher Certification (2104) 7-3473
6. Kercher Center for Social Research (2512) 7-5272
7. Michigan AOD Survey (2208) 7-5296
8. Department of Sociology (2506) 7-5270
9. Criminal Justice (2406) 7-5284

**III. Joyce Flynn (2306) 7-2960**

1. Education Library (3300) 7-5523
2. Media Lab (3302) 7-5524
3. Counselor Education and Counseling Psychology (3102) 7-5100
4. Center for Counseling and Psychological Services (3109) 7-5105
5. Teaching, Learning, and Educational Studies (2112) 7-3465
6. Student Organizations Office (2310) 7-6257
7. Lobby

#### **IV. Cathe Springsteen (2305) 7-2960**

1. Lecture Halls (including key room)
2. GEAR-UP Project (3202) 7-6865
3. Merze Tate Center for Research and Information Processing  
(3210) 7-2051  
Classrooms 3200 Corridor
4. Special Education and Literacy Studies (3506) 7-5935
5. Special Education and Literacy Studies (Grant) (3404) 7-3455
6. McGinnis Reading Center and Clinic (3514) 7-3470

#### **VI. Don Weber (3212) 7-4658 (217-1436)**

1. Computer Labs: 2202; 3204; 3206  
Classrooms 3300 Corridor

When all calls are completed these six units will lock their doors and sweep designated building areas prior to leaving the building. Offices will be responsible for notifying the classrooms in their vicinity on their way out per the above listing.

**After 5 p.m.**, the Information Center is closed. The Department of Safety will notify Waldo Library (who in turn calls the Library branches, including the Education Library in Sangren Hall) of any emergencies. The Department of Safety suggests the occupants listen to WIDR or WMUK stations and/or watch the EduCABLE station (located in the 2300 corridor in Sangren Hall) for weather and closing alerts.

In the event of an actual tornado, the campus siren system will sound. Per University guidelines, occupants are instructed to leave room windows open. Upon receipt of a tornado warning lock files, desks, etc. Proceed to the designated building shelter areas. Lock office door after all persons have vacated the office and/or classroom. Seek shelter in the lowest interior corridor possible, away from windows.

## SANGREN HALL EMERGENCY PLANNING TEAM

### EOC Direction

<b>Primary:</b>	Gary Wegenke	<b>Alt:</b>	Amy Burns
Office:	387-2969		387-2966
Home:	353-4266		552-9367
Cell:	377-3558		808-2567
DC:	130*35*41913		387-2882
Fax:	387-2882		

### Building Coordinator

<b>Primary:</b>	Amy Burns	<b>Alt:</b>	Sandy Stephens
			387-2964 Office
			384-3380 Home
			929-3832 Cell
			387-2882 Fax

### **Emergency Team Members**

#### Primary

Amy Burns, 7-2966, 808-2567  
Cathe Springsteen, 7-4577  
Karen Thomas, 7-3470  
Paul Hildenbrand, 7-3501  
Kathy Mitchell, 7-3469,  
Diane Bourgeois, 7-3896  
Allison Young, 7-3514  
Gail Walker, 7-3426  
Annalee Miller, 7-5274  
Sara Wick, 7-5001  
LouAnn Grover, 7-3480  
Pamela Miller, 7-3554  
Judy Medendorp, 7-5935  
Don Weber, 7-4658, 217-1436  
Tammie Klinger, 7-5103  
Dawn Wesaw, 7-6865

#### Secondary

Sandy Stephens, 7-2964, 929-3882  
Joyce Flynn, 7-2960  
Kelli Bond - 7-6181  
Carol Morris-Mier, 7-3474  
Joanne Barretta, 7-3466  
Lynda Root, 7-3927  
Marcia Feters, 7-3538  
Sue Poppink, 7-3569  
Ann Browning - 7-5271  
Brandon Meissner, 7-5167  
Teresa Valdez, 7-3465  
Cindy DeRyke, 7-2539  
Sheila Augst - 7-5938  
Deb Withee, 7-4587  
Carolyn Cardwell, 7-5104  
George Haus, 7-5947

Active CPR and FIRST AID Trained Personnel in Sangren Hall As of January 2006		
CPR – Name		FIRST AID Name
Diane Bourgeois		
Amy Burns		Paul Vellom
		Sara Wick
Paul Hildenbrand		
Kathy Springsteen		
Sandra Stephens		
Paul Vellom		
Dawn Wesaw		

# PRIORITY

Human Resources, Logistical Services & Public Safety

## Procedures for Handling Suspicious Letters, Packages, and Bio-Threats

Western Michigan University is committed to ensuring the safety of our students, faculty, and staff. In light of recent acts of bio-terrorism around the country, many of us are concerned about the safety of items sent through the mail. To reduce the probability that anyone handling mail at the University could be exposed to false or real safety and health threats (biological, chemical, bombs) via the mail, all members of the campus community are encouraged to become familiar with the following procedures. **Please disseminate this document to all individuals who handle or open mail.**

(Procedures are based on information provided by the FBI, Postal Service, Centers of Disease Control and Prevention, and the Department of State.)

### **Suspicious Mail**

**Awareness.** All faculty, staff, and students should maintain an enhanced awareness when handling and opening mail.

**Identifying.** Some typical characteristics of letters and packages which ought to trigger suspicion:

1. Excessive postage, no postage, or non-canceled postage.
2. No return address or fictitious return address.
3. Misspelling words or improper addressing.
4. Mail addressed to a Title or Office only, or to an incorrect Title or Office.
5. Unexpected mail from foreign countries.
6. Suspicious or threatening messages written on exterior of mail.
7. Postmark showing different location than return address.
8. Distorted handwriting or "cut and paste" lettering.
9. Unprofessionally wrapped packages or excessive use of tape, strings, etc.
10. Packages marked as "Fragile—Handle with Care," "Rush—Do Not Delay," "Personal," or "Confidential."
11. Rigid, uneven, irregular, or lopsided packages.
12. Packages that are discolored, oily, leaking substances, or have an unusual odor or ticking sound.
13. Packages with soft spots, bulges, or excessive weight.
14. Protruding wires or aluminum foil.
15. Visual distractions.

**Action—If you are uncomfortable about a letter or package:**

1. Do not open it.
2. Do not shake or empty out its contents.
3. Cover the item with anything available (trash can, paper, etc.) and DO NOT remove this cover.
4. Wash your hands with an antibacterial product.
5. Notify your supervisor and Public Safety (7-5555).
6. Leave the room and close the door or section off the area to keep others away from the item.
7. Prepare a list of people who were in the room or area when the suspicious item was recognized or who may have handled the item.

### **Items With Threats or Unidentified Substances**

**Action—If you open a letter or package with a threat or containing an unidentified substance:**

- A. If the package **DOES NOT** contain a substance:
  - 1 No one, including the person who opened the item, is at immediate risk, however:
  - 2 Notify your supervisor and Public Safety (7-5555).
  
- B. If the package **DOES** contain a substance:
  - 1. Do not panic. Remain calm and follow these instructions.
  - 2. Do not shake or empty out its contents.
  - 3. Do not touch, taste, smell, or try to identify the substance.
  - 4. Do not carry the item to another location; leave item where it is.
  - 5. Cover the item with anything available (trash can, paper, etc.) and **DO NOT** remove this cover.
    - 6. Turn off any circulating fans, air conditioners, or heaters.
  - 7. Wash your hands with an antibacterial product. If you touched the substance, do not touch your face.
  - 8. Notify your supervisor and Public Safety (7-5555).
  - 9. Leave the room and close the door or section off the area to keep others away from the item. You should remain in the area to minimize spread of the substance.
  - 10. Alert others to keep away from your area (supervisor should take on this task).
  - 11. Wait for emergency personnel to arrive and follow their instructions regarding changing of clothing and further decontamination.
  - 12. Prepare a list of people who were in the room or area with the item.

**Action—If there is a small explosion or aerosol spray from a letter or package:**

- 1. Vacate the space immediately and prevent others from entering.
- 2. Notify your supervisor and Public Safety (7-5555).
- 3. Wash your hands with an antibacterial product. If you touched the substance, do not touch your face.
- 4. Wait for emergency personnel to arrive and follow their instructions regarding changing of clothing and further decontamination.
  - 5. Prepare a list of people who were in the room or area with the item.

### **For More Information**

You can find more information about bio-threats on the following Web sites:

- 1. Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)
  
- 2. Federal Bureau of Investigation: [www.fbi.gov](http://www.fbi.gov)
- 3. Environmental Protection Agency, Chemical Emergency Preparedness & Prevention Office: [www.epa.gov/swercepp/](http://www.epa.gov/swercepp/)
- 4. United States Postal Service: <http://www.usps.com/news/2001/pres>

# Bomb Threat Guidelines

## Information Technology: Bomb Threat Procedures

1. When a bomb threat call is received:
  - a. The person receiving the call should obtain as much of the following information as possible: (*please see Bomb Threat Call Checklist*)
    - I. The location of the bomb.
    - II. The time the bomb is to go off.
    - III. The reason for the bomb threat call.
    - IV. The description of the caller's voice.
    - V. Background noises.
  - b. The receiver should immediately dial "9-1-1" and report the bomb threat to the university police.
  - c. The receiver then immediately notifies the executive assistant to the V.P. of IT and CIO or the executive assistant's designated representative.
  - d. The executive assistant immediately notifies the V.P. of IT and CIO or the V.P.'s designated representative if the V.P. is not available. The executive assistant and/or administrative assistant and/or other front desk staff contact all directors or their designated representative.
  - e. The Directors or their designated representative will notify their unit's staff
    - I. If a staff member is uncomfortable re: staying in the building while the university police check out the validity of the threat, the staff member can inform his/her supervisor and work in another location on campus. The staff member will either need to be accessible via phone or e-mail or be in another IT location – like the Bernhard Center Lab or the Instructional Technology Lab in 3302 Sangren.
    - II. If a student employee is uncomfortable re: staying in the building while university police check out the validity of the threat, the student employee has the option to leave.
    - III. Visitors in the building are to be informed that there has been a bomb threat and that the university police are checking out the validity of the threat. It is the visitors' option to stay or to leave.
2. On receipt of information of a bomb threat call, the university police take the following action:
  - a. Evaluate the call and other available information and decide if immediate evacuation is advisable.
  - b. Notify the building coordinator of the affected building of the bomb threat.
  - c. Personally interview the receiver of the bomb threat call.
  - d. Conduct an immediate search of the area in which the bomb is presumed to be.
3. Evacuation of facilities.
  - a. The decision as to whether a facility is to be evacuated because of a bomb threat is to be made by the senior officer at the scene.
  - b. When the professional judgment of the senior police officer at the scene there is a likelihood that a bomb does exist, the officer shall order the facility evacuated. If, on the other hand, this does not appear to be likely, the officer will order a search; and evacuation will be ordered only if the search indicated the likelihood of a bomb. IT staff will be informed by their unit's director or designated representative re: the police officer's findings as soon as possible. The IT staff will then inform the building visitors (that decided to stay) of the findings.

- c. If a decision is made to evacuated, notice will be given to each office in the building by the police department with the assistance of other staff in the area. IT staff are to use the building evacuation procedures and report to the primary assembly area. Once the IT staff member's presence has been recorded, the individual may choose to either work and/or meet with other IT staff members in another location on campus. The IT staff member needs to inform his/her supervisor re: one's selected location and is to be accessible via phone or have e-mail access to check on evacuation status. When possible, the staff member will either be contacted via phone and/or e-mail providing update(s) will be sent to the IT staff distribution list.
  - d. If a building is evacuated, the university police department and other law enforcement agencies will assume responsibility to move people away from the building and secure all entrances. Western Michigan University staff may be asked to assist the police in keeping people from entering the building.
  - e. No building will be re-entered until the university police department so authorizes.
4. Bomb Threats received through other means (mail, e-mail, in person):
- a. U.S. mail: once you realize it's a bomb threat, handle the materials (letter, envelop, ect.) as little as possible; immediately contact public safety. See 1 c. above for additional procedures.
  - b. E-mail: Immediately contact Public Safety, and then print out the message. Do not delete the message. See 1 c. above for additional procedures.
  - c. In person: As soon as it is safe for you to do so, immediately contact Public Safety. See 1 c. above for additional procedures.

# Bomb Threat Call Checklist

**Caller's phone number** (if Caller ID available): \_\_\_\_\_

Time of call: \_\_\_\_\_ Date: \_\_\_\_\_

**What did the caller say?**

**Questions to Ask:**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb located? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your name? \_\_\_\_\_
9. What is your address? \_\_\_\_\_

**Call Information:** please circle your first impressions

Caller:	Male   Female   Pre-teen   Teenage   20-30   30-50   40-50   Over 50
Caller's Speech	Accent:                      Describe it: Yes   No
Caller's Voice	<b>Tone:</b> Angry   Calm   Crying   Excited   Laughing   Nervous <b>Characteristics:</b> Cracking voice   Deep breathing   Lisp   Nasal   Raspy   Stutter <b>Was the voice familiar?</b> If so, who does it sound like? <b>Other:</b>
Background Noises	Aircraft   Bus   Train   Traffic   Horns   Bells   Whistles   Animal(s)   Other voices Factory noises   Machinery   Office noises   PA system   Music   Tape recorder <b>Other:</b>
Language	Well spoken   Foul   Irrational   Incoherent   Taped message   Read by caller

**Additional Information:**

1. Did caller indicate knowledge of the facility?      If so, how? In what way?
2. Other pertinent information:

Call received by: \_\_\_\_\_ Phone number: \_\_\_\_\_

**At end of call, immediately contact Public Safety at 7-5555.**

## FIRE EXTINGUISHER

Fire Extinguishers are the first line of defense against unfriendly fires. Portable fire extinguishers are not designed to fight a large/spreading fire because many extinguishers discharge their entire contents in eight to fifteen seconds. Even against small fires, they are useful only under the conditions below.

1. The extinguisher must be properly located and charged.
2. The extinguisher must be the proper type for the fire.
3. The fire must be discovered while small enough for the extinguisher to be effective
4. The fire must be discovered by a person ready, willing and able to use the extinguisher.

## KNOW YOUR CLASSES

Because different extinguishing agents must be used only on certain types of fires, the National Fire Protection Association (NFPA) Standard classifies fires into four types.

- Class A: Ordinary combustible, wood, cloth, paper, rubber, many plastics and other common materials that burn easily.
- Class B: Flammable liquids, gasoline, oil, grease, tar, oil based paint, lacquer and flammable gas.
- Class C: Electrical fires, energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances.
- Class D: Combustible/flammable metals including magnesium, titanium, zirconium, sodium, potassium, ect.

## PASS

When extinguishing a fire always remember the word PASS:

- P PULL** Pull the pin. Some extinguishers require releasing a pin in order to activate the extinguisher.
- A AIM** Aim the extinguisher so the nozzle points to the base of the fire.
- S SQUEEZE** Squeeze the handle to release the extinguishing agent.
- S SWEEP** Sweep from side to side at the base of the fire until it appears out.

**Note:** **These directions work on common fire extinguishers, but all extinguishers are not the same. Be familiar with the extinguishers around you.**

## REMEMBER

1. Use the right extinguishing agent for the type of fire.
2. Make sure your extinguisher is charged and in an accessible location so you will not have to go through the fires to reach it.
3. Read the directions for use of the extinguisher.
4. Only use fire extinguishers to extinguish small fires. If the fire gets out of hand, evacuate and let the Fire Department extinguish the fire.

More information regarding fire routes and extinguisher locations can be found in the General Policies and Procedures, Emergency, Safety and Weather for Sangren Hall Guide

## **BASIC FIRST AID INFORMATION**

### **First Aid Kit Locations:**

Dunbar Hall – Room 1124  
Friedmann Hall – Room 0354  
Sangren Hall – Room 3206, Dean's Office, kitchen cabinet  
UCC, 1<sup>st</sup> floor – cabinet on right just inside the entrance to T-com  
UCC, 2<sup>nd</sup> floor – UCC lab printer room on shelf; TCS area  
UCC, 3<sup>rd</sup> floor – work room file cabinet near printer

### **First steps for a first aid emergency (the 3 C's)**

#### **1. Check**

a. The scene: Is it safe for you to approach? Also see how many victims there are and look for bystanders who can assist.

b. The victim: Is the victim conscious? If "Yes," obtain consent from victim before giving care. If consent is not given, still call 9-1-1, but do not provide care. When a victim is unconscious or unable to give consent, consent is implied.\*

#### **2. Call 9-1-1** for assistance.

#### **3. Care** for life-threatening conditions until the first responder(s) arrive.

a. **Airway** - is the victim's airway open?

b. **Breathing** - look, listen, and feel for breathing.

c. **Circulation** - check for signs of circulation.

\* *The U.S. has Good Samaritan Laws to legally protect individuals who provide emergency care without accepting anything in return. The laws require that the individual use common sense and a skill level that does not exceed one's scope of training.*

Contact: Emergency Management Administrator  
Emergency/Safety Planning Western Michigan University

## **AED LOCATIONS**

Locations include: all 7 Public Safety patrol cars; Read Fieldhouse; Seelye Center; the SRC; Lawson Ice arena; West Hills; Sindecuse Health Center (2); Department of Athletic Training (4) (used to take to various athletic venues); Waldo Library; Shaw; Miller; Dalton; Sangren; The Seibert Admin. Bldg.; The Bernhard Center; Fetzer; The College of Engineering campus (2); The College of Aviation (2 in Battle Creek and 1 at their Kalamazoo facility); WMU Power Plant; College of Health and Human Services (2).

Locations were chosen for the amount of public use, after hours use, and relative hazard; as well as a sustainable interest on the part of building/department administrators to commit to keep program up and adhere to WMU policy.

## MEDICAL EMERGENCIES IN THE CLASSROOM

**Amy Burns**

You're lecturing to a classroom full of students, when one of them suddenly begins convulsing in his/her seat. All eyes are on you.... would you know what to do?

Most of us have not experienced a seizure first hand. It can be a frightening and embarrassing situation for the seizing person, other students in the classroom and the person in charge – the instructor.

Here is some advice to make the situation as safe and comfortable as possible:

1. Protect the patient/student from injury. If the patient/student indicates that a seizure is about to occur, help him/her lie down in an open area away from obstacles. Sometimes the patient/student cannot predict a seizure. If they are sitting in a classroom desk when the seizure begins, try to move them to the floor before they fall, risking a head injury, and clear the other desks out of the way.
2. As soon as you've determined the seizure, clear an area and have the patient/student safely on the floor, send a student to call 911. Also have a student go to the Dean's Office (2306) and report it to Amy Burns the building coordinator – but after they've called 911. When calling 911 on campus, calls are automatically routed to WMU public safety, where an ambulance will be called and an officer dispatched to the scene.
3. During a seizure, do not attempt to restrain the patient/student. In the past it was advised to force an object between the patient/student's teeth to prevent them from biting their tongue. This is no longer recommended. However, you may try to get the patient/student on their side to prevent choking should they vomit during the seizure
4. Since the patient/student may vomit and/or become incontinent, try to provide as much privacy as possible. Give the students a break; send them to wait in the hall....consider the patient/student's potential embarrassment.
5. Breathing may stop temporarily during a seizure but usually resumes without assistance. Again, try to keep the airway clear by rolling them on their side.
6. Following a seizure, the patient/student may have an altered level of responsiveness, be confused and/or sleepy. Allow the patient to rest and keep them lying on their side until the ambulance arrives.

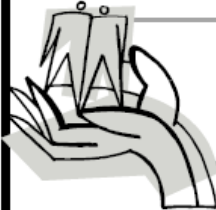
More Safety Information can be found in the Employee Handbook in the General Policies and Procedures, Emergency, Safety and Weather for Sangren Hall Guide or at: <http://www.wmich.edu/hr/handbooks/Discipline.htm>



## CRIME PREVENTION TIPS



**GOOD LOCKS, SIMPLE PRECAUTIONS, NEIGHBORHOOD AWARENESS, AND COMMON SENSE CAN HELP PREVENT MOST PROPERTY CRIMES.**



Being a good neighbor is one of the best ways to prevent crime! Check to see if your neighborhood has a Neighborhood Watch. If so, contact your Neighborhood Watch to get on a calling list to be notified of incidents that occur on your block.



Never allow a stranger into your home for any reason. Keep your house and apartment locked at all times. Use the security hole in your door. Make sure sliding doors are secure (use security locks and sticks). Never hide a key or leave an extra key lying around.



Discourage individuals collecting bottles and cans from coming to your home by removing all empty containers from your yard and porch. Collectors quickly single out houses where they can retrieve bottles and cans, and soon become more aggressive by going onto porches, entering garages and rummaging through unlocked cars.



Always keep your bike chained and car locked. Do not place expensive computer, stereo or CD equipment directly in front of your windows visible to those walking past your home. Record serial numbers for electronic equipment and bikes.



Stay sober and coherent. Persons under the influence are much more likely to be the victim of a serious crime or accident or to victimize others.

**YOU SHOULD BE ALERT TO ANYTHING THAT SEEMS EVEN SLIGHTLY "OUT OF ORDER" FOR THE AREA OR TIME OF DAY IN WHICH IT OCCURS. REPORT ALL SUSPICIOUS PEOPLE TO POLICE. TO REPORT A CRIME OR SUSPICIOUS PERSON, CONTACT THE CITY OF KALAMAZOO DEPARTMENT OF PUBLIC SAFETY.**

**337-8994 NON-EMERGENCY**

**911 EMERGENCY**

AN EDUCATIONAL RESOURCE PUBLISHED BY OFF-CAMPUS LIFE, DIVISION OF STUDENT AFFAIRS, WESTERN MICHIGAN UNIVERSITY. TEL: (269) 387-2386  
HTTP://WWW.OCL.WMICH.EDU

## WORKPLACE VIOLENCE PREVENTION IDEAS

### First, the facts (for the U.S.):

1. Homicide is the third leading cause of fatal occupational injuries for all workers
2. The majority of workplace homicides(85%) are the result of 'stranger violence.' The perpetrator is usually committing a crime – like robbery – and doesn't know the victims. Customer/client violence causes 3% of workplace homicides. The remaining 5% is considering personal relationship violence between the perpetrator and the victim. Source: Injury Prevention Research Center based on U.S. Department of Labor, Bureau of Labor Statistics, Census of Fatal Occupational Injuries.
3. Annually, about 2 million workers are victims of non-fatal injuries caused by workplace violence.
4. Very little scientific research exists re: approaches to prevention
5. While OSHA has some voluntary guidelines, no federal laws specifically address preventing workplace violence.

Even though there hasn't been much scientific research, there still are ways to help prevent or at least reduce workplace violence. Ranging from physical to organizational and interpersonal, the following ideas may help make a difference:

### Physical Environment:

- General
  - Doors to card access areas are not to be propped open.
  - Let strangers use their own swipe cards – if they don't have one, allowing them in on yours is a security breach.
  - Be aware of your surroundings. If something seems wrong – too much or too little noise or activity, change in the area's lighting or odors, ect. – pay attention
- Reception Areas
  - Have a reception area that is separate from and/or 'fronts' the office area.
  - All guests/visitors are greeted here and escorted elsewhere by whomever they are here to see.
  - Arrange the reception area so that it's not obvious someone is working along.
- Cubicle/office
  - If you see someone unfamiliar wandering about, ask if you can help.
  - Know where the exits are located. Use alternate routes to/from your cubicle/offices so you are familiar with them in case of an emergency.

### **Organizational/Administrative:**

- The Department of the Interior offers four strategies (prevention, intervention, response, recovery) for reducing violence in the workplace at <http://www.doi.gov/hrm/pmanager/er11g3.html>.
- CIVIL, a coordinated NIH resource, provides information for supervisors on preventing workplace violence and recognizing factors that contribute to it at <http://civil.nih.gov/guidance.html>
- Communication and its impact on workplace conflict is the focus of this article at <http://www.workplaceissues.com/arconflict.htm>

### **Interpersonal/Behavioral:**

- Follow the Golden Rule – treat others the way you would like to be treated.
- Communicate, listen, play fair.
- Recognize the warning signs that may lead to severe workplace violence:
  - Yelling and/or screaming at co-workers
  - Blaming others
  - Having emotional, explosive outbursts
  - Slipping in level of personal hygiene and/or appearance
  - Fixating on an event, idea, or person
  - Preoccupied with own death arrangements
  - Increased use of drugs or alcohol







## **TRAINING PROGRAMS**

The Division of Environmental Safety and Emergency Management (ES&EM) offers a variety of training programs that not only cover State and Federal Regulations but also addresses safety concerns and issues that are not regulated. Call (ES&EM) at 387-5590 to obtain information on scheduling or attending any of these training programs.

- **Aerial Lift Safety**
- **Asbestos Awareness**
- **Back Safety**
- **Blood borne Pathogens**
- **Confined Space**
- **Emergency Response**
- **Fire Extinguisher**
- **Fire Evacuation**
- **Personal Protective Equipment**
- **Powered Industrial Truck Safety**
- **Hazardous Materials**
- **Heat Stress**
- **Ladder Safety**
- **Lockout**
- **Noise and Hearing**
- **Repetitive Motion**
- **Respirator Safety**
- **Right To Know (Hazard Communication)**
- **Scaffolding and Fall Protection**
- **Trenching and Shoring**

For more information regarding the above items refer to the General Policies and Procedures, Emergency, Safety and Weather for Sangren Hall Guide.

# What Can Be Recycled?

	WHAT DOES WMU RECYCLE?	HOW TO PREPARE MATERIALS FOR RECYCLING:
	<p><b>Plastics</b>            #1 - #7 bottles            Yogurt containers            Margarine tubs            Shampoo bottles            Detergent bottles            Milk jugs            Beverage containers</p>	<p>check bottom of container for number            rinse and drain            remove caps            do not store in plastic bags</p>
	<p><b>Metals</b>            Beverage and food cans            Aluminum foil            Metal lids            Pie tins            Empty aerosol cans</p>	<p>rinse and drain            be sure that aerosol cans are <u>completely empty</u>            do not store in plastic bags</p>
	<p><b>Glass</b>            Clear, brown, and green            Jars/bottles</p>	<p>remove caps            rinse and drain            do not break            do not store in plastic bags  <b>NO plate glass or light bulbs</b></p>
	<p><b>Paper and Cardboard</b>            Printer and notebook paper            Junk mail            Newspaper            Magazines/catalogues            Post-it notes            File folders            Business cards            Fax and NRC papers            Envelopes            Telephone books            Corrugated boxes            Cereal boxes</p>	<p>flatten all boxes            remove all other packaging            be sure that materials are free of food and grease  <b>NO pizza boxes</b>            do not include and boxes that have a waxy coating,            such as frozen food and beverage can boxes</p>
	<p><b>Polystyrene Foam</b>            Take-out clamshells            Cups and plates            Egg cartons            Meat trays            Computer packaging            Furniture/Appliance packaging</p>	<p>rinse and drain            contact R&amp;WRS for pickup            packing peanuts <u>cannot</u> be recycled</p>
	<p><b>Others</b>            Batteries            Inkjet cartridges            Cell phones            Clothing            Laser toner cartridges            Fluorescent bulbs            Tyvek envelopes            Transparencies            Scrap metal</p>	<p>contact R&amp;WRS for proper recycling    <b>387-8165</b></p>

## PEST CONTROL PROCEDURE

1. The procedure for reporting problems with pests (ants, roaches, mice, bats, ect) is as follows:
  - a. Call the Building Custodial and Support Services Office at 387-8085.
  - b. State the specific problem and location (building and room number).
  - c. Give the name of the caller.
2. When possible, Building Coordinators should have complaints channeled through their offices. This will reduce duplication of calls and assist in the location of the problem.
3. All work orders are generated through the computer system and recorded. Contract vendors check the record books regularly. After the specific area is treated the service person records is into the log.
4. It should be noted that treatment of an area does not equate to the elimination of a problem and that multiple spraying, traps, or what ever is required may take a period of time. Also, vendors prefer to treat office areas in the evenings or late at night. Those calling in problems with pets should benefit from the knowledge that not seeing the service person does not mean that they haven't been there to service the area.
5. Removal of pest's remains or mice stuck to traps should also be called in to the Building Custodial and Support Services Office.

## **School Closure/Snow Days**

For reasons of inclement weather, school closure is decided and announced by the President's Office. There is not a specific time for this decision. The President's Office notifies the vice president who in turn notify the Dean's Office. The Dean's Office then notifies the individual departments accordingly. Students should listen to the local radio stations and the local television station that typically announce school closings, that is WIDR, WMUK, WKZO, Channel 3 Local News, etc. Another method of school closings is via email. The web address is [www.wvmt.com](http://www.wvmt.com)

If classes are not cancelled and a student calls indicating concern with extreme weather conditions, it must be the student's decision to come to class or not. The decision is the responsibility of the student. It is not your decision.



Western Michigan University

# TORNADO

## Safety Rules

**TORNADO WATCH** means tornadoes are expected to develop

**TORNADO WARNING** means a tornado has been sighted –  
**TAKE SHELTER NOW!**

- A **TORNADO WATCH** is announced over radio and television stations and by phone to key campus locations. Do not call the Weather Bureau EXCEPT to report the actual sighting of a tornado. Be prepared to take shelter.
- A **TORNADO WARNING – TAKE SHELTER NOW** condition is announced over local radio and television stations and by the sounding of a steady tone on the early warning system.
- Do not call the Department of Public Safety for information during a watch or a warning. Tune in your local radio or TV station. Incoming phone calls tie up emergency lines that may be critically needed if severe weather strikes our campus.
- Seek shelter in the basement or interior corridors, stairways, or rooms on the lowest possible floor of the building. **STAY AWAY FROM WINDOWS.**
- Do not seek shelter in large rooms with wide, free-span roofs such as gymnasiums or auditoriums.
- In open country, move away from the tornado at a right angle to its path. If this is not possible, **DO NOT REMAIN IN A VEHICLE**; instead find the nearest depression or ditch and lie flat, face down.
- Residents of WMU Apartments have instruction sheets that give the building or area in which to seek shelter.
- Have a severe weather action plan. Monitor local radio and TV stations during severe weather. At home, keep your family together and be ready to move to shelter. Have blankets, a working flashlight, necessary medicines, a battery operated radio, and a first aid kit to take to the shelter.
- Sirens in the City of Kalamazoo are tested at 1:00 p.m. on the first Saturday of each month.

10/03

## **WMU Tornado Safety Guidelines**

**Tornado Watch** means tornadoes are expected to develop.

**Tornado Warning** means a tornado has been sighted or is indicated by weather radar - TAKE SHELTER NOW!

### **Communicating a WATCH or WARNING**

#### **A. Total University - 24 Hour Notification**

1. The City of Kalamazoo siren system will sound for a WARNING.
2. Maintenance/custodial employees will hear the broadcast for both a WATCH and a WARNING from the Department of Public Safety service dispatcher. Supervisors shall attempt to inform subordinates of both a WATCH and a WARNING.
3. WMU Campus Apartments will receive notification via the Police PA system.
4. An audio message will be broadcast over all channels on Educable.

#### **B. Normal University Business Hours**

1. Department of Public Safety will notify the Information Center of a WATCH or a WARNING.
2. The Information Center will call WIDR and WMUK and request that they immediately announce a WATCH or a WARNING and continue to announce it during the time specified for the WATCH or WARNING.
3. Department of Public Safety will contact the Residence Hall Office for subsequent notification of all residence halls.
4. The Information Center will call each building coordinator's office and announce the WATCH or WARNING.
5. Each building coordinator's office receiving the announcement of a WATCH or WARNING shall inform each major department or office located within the building. This may be done by phone or in person.
6. The Information Center will call the facilities listed below and announce the WATCH or WARNING:
  - Children's Place
  - Center for Developmentally Disabled Adults
  - Office of Information Technology
  - Kids Club - Stadium Drive Apartments
  - Kids Stuff - Stadium Drive Apartments
7. The Office of Information Technology will, upon notice, send the WARNING to the WMU employee e-mail distribution list. The message will also be shown on closed circuit television.

#### **C. University Non-Business Hours**

1. Department of Public Safety will notify the Information Center, if it is open.
2. Any time the Information Center is closed, phone notification shall be made to the following areas:

- WIDR
- WMUK
- Bigelow Hall - Bigelow to call other residence halls
- Waldo Library - Main Library to call branches
- Office of Information Technology
- WMU Airport Facilities
- Garage (11:30 p.m. - 7:30 a.m.)
- Children's Place
- Bernhard Center
- Student Recreation Center
- Power Plant
- WMU Unified Clinics (Mon-Fri until 9:00 p.m.)
- Educational Technology Lab

3. Department of Public Safety will notify by radio the custodial supervisors and receive acknowledgements. During either a tornado WATCH or a WARNING, each supervisor shall attempt to immediately notify one custodian in each building who will in turn attempt to notify any co-workers or occupants in that building.

4. Department of Public Safety will call the office of public assembly areas that are scheduled for shows, games, or performances:

- Waldo Stadium
- Read Fieldhouse
- Student Recreation Center
- Lawson Ice Arena
- Miller Auditorium
- Fetzer Center
- Dalton Center
- Irving S. Gilmore Theatre Complex

#### Responding to a Watch or a Warning

##### A. Residence Halls

1. DON'T call police or telephone operator.
2. Immediately disseminate information internally according to the policy of Residence Hall Office or Conference Coordinator.
3. Tune a radio to AM 590 - WKZO (the official area weather station) and keep informed of weather developments. Stay tuned for cancellation notices. Have a battery-operated radio available.
4. Upon notification of a WARNING, seek shelter at the lowest level internal corridor possible. Stay away from upper levels and windows. To reduce potential injury from flying debris, kneel facing down and cover your head with your hands. If available

use a blanket or other covering for protection. Listen to the battery-operated radio for weather updates or for the “all clear.”

#### B. WMU Campus Apartments

1. DON'T call the police or telephone operator.
2. If time permits, go to the designated shelter area posted in each WMU Campus Apartments area.
3. Tune a radio to AM 590 - WKZO for weather developments. Stay tuned for cancellation notices. Have a battery-operated radio available.
4. Upon notification of a WARNING, apartment occupants should go to the designated interior area that affords the best maximum protection and stay away from windows. To reduce potential injury from flying debris, kneel facing down and cover your head with your hands. If available, use a blanket or other covering for protection. Listen to the battery-operated radio for weather updates or for the “all clear.”

#### C. Academic Building/Office Building

1. DON'T call the police or telephone operator.
2. Building coordinators should follow their internal notification procedure.
3. Tune a radio to AM 590 - WKZO for weather developments. Stay tuned for cancellation notices. Have a battery-operated radio available.
4. Upon receipt of a WARNING, proceed to the designated building shelter areas. Seek shelter in the lowest interior corridor possible, away from windows. To reduce potential injury from flying debris, kneel facing down and cover your head with your hands. If available, use a blanket or other covering for protection. Listen to the battery-operated radio for weather updates or for the “all clear.”

#### D. Public Assembly Area

1. Program Director or other person in charge shall announce the WATCH at the earliest possible time or interrupt the program if necessary. Include in the announcement that the building or area is unsafe if a tornado develops and does not have a tornado shelter.
2. Upon notification of a WARNING, immediately stop the program and read the pre-written announcement which should contain the following information:
  - The building or area is unsafe in case of a tornado or severe weather and does not have a tornado shelter.
  - Those choosing to stay should crouch down and cover their heads with their hands and arms.
  - Those choosing to leave:
    - DO NOT attempt to out drive the tornado. In open country, move away from the tornado at a right angle to its path.
    - DO NOT STAY IN YOUR VEHICLE. Run to low ground away from any cars. Lie flat and face down in the nearest depression, protecting your head with your hands and arms.

Revised March 2005

## MISCELLANEOUS ITEMS

### ***CLASSROOM RESERVATIONS***

All classroom space is assigned and reserved through the Registrar's Office. To reserve classrooms, contact Laurie Foster at 7-4305.

### ***COMPUTER LAB RESERVATIONS***

All computer labs in Sangren Hall (2202, 3402 and 3406) are reserved through the Office of Educational Technology Services, 7-4585.

### ***COPIES FOR STUDENTS***

Students are not allowed to make copies in the COE Xerox Room — a copier is available in the Education Library for student use.

### ***CUSTODIAL AND MAINTENANCE CALLS***

For things like cleaning, emptying trash, wiping up spills in the corridors, replacing paper towels and toilet tissue, and replacing burned-out light bulbs, call Custodial at 7-8085.

For things like stopped up toilets, leaks, burning smells, electrical problems, repairs to floors, walls, etc., call Maintenance Services at 7-2FIX, or Chuck Foreman at 7-3769.

### **ESCORT SERVICE**

Available 7 days a week from 6 p.m. to 6 a.m. for WMU students. If students desire to use this service they should call Campus Police at 7-5555 or 387-RIDE.

### **FIRE DOORS**

The Fire Marshall requires that all fire doors be closed. When you see doors propped open, please close.

### ***HOUSE PHONES***

A house phone is available in the main Sangren Hall lobby. Students and others may use the phone for campus telephone calls only.

### ***KEY SIGN OUT***

Faculty and staff using the conference room 3306 may sign out keys at the reception desk in the Dean's Office (2306). Keys to the four Sangren lecture halls (2301, 2302, 2303 and 2304) are handled by AV Services — their office is located by the freight elevator, in the annex off the lobby. The phone number is 7-0468 or 7-5073. If a key is needed for

the weekend the Dean's Office (2306) will sign them out in those instances — providing they have reserved the space through Laurie Foster in the Registrar's Office.

A key to a faculty office is never given out. Persons who need to enter a faculty office will be referred to the appropriate department.

### ***LOST AND FOUND***

The lost and found for Sangren Hall is located in the Education Library, room 3300 Sangren, telephone 7-5223.

### ***ROOM RESERVATIONS***

The Dean's Office (2306) reserves the Dean's Conference Room in 3306 Sangren, the new atrium lobby space and the main Sangren lobby space.

Use of the lobby is restricted to registered student organizations and non-profit groups whose lobby activities will not interfere with fire marshall access codes.

There are absolutely no out-side vendor sales permitted in Sangren Hall.

### ***SANGREN HALL HELP DESK***

College of Education staff provide the Sangren Hall Help Desk the first three days of both Fall and Winter semesters. The desk is provided as a service to students needing assistance in locating classrooms in Sangren Hall, looking up class titles, numbers and meeting times, directions to other buildings on campus, and general information about the College of Education and various offices on campus.

### ***TABLES AND CHAIRS***

Tables and chairs may be ordered by calling Freight, Postal and Delivery, at 7-8811. Student and other groups using the Sangren lobby are responsible for requesting tables and chairs themselves.

### **SMOKING POLICY**

Sangren Hall is a smoke-free building. Smoking outside is in designated areas only.

The Annual Security Report can be found in the General Policies and Procedures, Emergency, Safety and Weather for Sangren Hall Guide, or online at: <http://www.wmudps.wmich.edu>