



Weber State University

Public Safety News

Winter 2004

DPS Mission

To furnish services that provide a safe, secure, structured environment for the WSU community, through effective use of resources.?

Newsletter Changes

With this issue, *Safety Works* newsletter changes its name and redirects its focus. In this and future issues, each office will furnish information for one page of *Public Safety News*.

This new approach will promote two DPS objectives:

- Clarify our services
- Report our activities

To provide feedback about articles in this newsletter, contact the appropriate communications representative listed below:

- **Emergency Planning:**
Cathy Diehl, ext 7150
cdiehl@weber.edu
- **Environmental Health & Safety:**
Richard Sandau, ext 8004
rsandau@weber.edu
- **Fire Services:**
Dennis Montgomery, ext 7062
dmontgomery@weber.edu
- **Parking Services:**
Kellee Smith, ext 8927
ksmith1@weber.edu
- **Police Services:**
Lt. Dane Leblanc, ext 8003
dleblanc@weber.edu
- **Shuttle Services:**
Ross LaRue, ext 7220
rlarue@weber.edu ?

DPS Teams Receive Quality Support

Cherrie's help- WSU's Quality Support and Training director, Cherrie Nelson, recently provided 16 hours of team building training to Department of Public Safety (DPS) employees. She helped them identify their concerns, develop teams to address issues related to the concerns, and learn to efficiently function in teams.

Issues and teams- DPS employees, in large group discussions, first examined all aspects of department policies and procedures. They determined what was working and what needed to be improved. Through brainstorming sessions, employees condensed their ideas into six primary issues. One team was created to address each issue, and all DPS contract employees were assigned to serve on the teams.

Bringing everyone up to speed- Employees who attended the training sessions expressed concern that those not present at all the group meetings,

and new employees hired after the training, would not understand the process enough to function on teams. They resolved this issue by developing a department manual explaining the process, their decisions, and team goals, which the director will distribute.

Reporting team progress- The six teams now function independently, but periodically report to the director and office managers. In quarterly meetings, all six teams meet together to share progress in their areas of focus. Because the team process is on-going, Cherrie will continue to facilitate these quarterly meetings.

Dearden's recommendation- Director Dearden feels the team building training provided by Quality Support has already proven useful. He recommends any campus agency wanting its employees to feel part of their department improvement process should contact Cherrie Nelson. ?

DPS Tree Wins 2nd Place!

DPS won 2nd Place in WSU's Christmas Tree Express contest. Entering the contest provided an opportunity for DPS employees to build department cohesiveness, and increase campus awareness of DPS services.

The \$25 prize was used with other employee donations for the DPS Sub-for-Santa project (which provided another opportunity for communication and interaction between employees from all DPS offices). ?



Emergency Planning

Duties

WSU's Emergency Planning Office deals with campus disaster preparation. As our new Emergency Manager, Cathy Diehl's duties include ensuring WSU is prepared to respond to and recover from disasters or major emergencies which occur on campus.

In most campus emergencies that threaten lives or property, Cathy's responsibilities will be to support campus or local responders by:

- providing plans
- advising
- responding when the emergency or disaster demands exceed the capabilities of campus personnel
- helping acquire and manage additional resources and agencies needed to get campus operations back to normal after a disaster

One of Cathy's is to oversee the Campus Emergency Response Team (CERT) training, a job previously performed by Rich Ordyna. CERT training provides instruction to individuals on basic disaster preparation and response. These basic skills provide vital knowledge in a disaster's aftermath, when emergency services may not be available.

University employees can also do many things to care for themselves and their fellow workers during a disaster. If you have a group interested in CERT training, call Cathy Diehl at ext 7150 to schedule a class. ?

Winter Brings Hazards

A major winter storm can last for several days. High winds, freezing rain, sleet, heavy snowfall, and cold temperatures can accompany a winter storm. People can become trapped at home, without utilities or other services. Motorists can be trapped in their cars. Walking or driving can be extremely hazardous. Attempting to walk for help during a blizzard can be a deadly decision.

Think about winter hazards before they occur, and prepare for them. ?



Photo: <http://stretta.com/~sylvian/winterstorm/>

Protect Yourself

If you must go outside during a winter storm, protect yourself:

- **Wear layered clothing, mittens or gloves, and a hat.**
- **Cover your mouth** to protect your lungs, avoid taking deep breaths, and minimize talking.
- **Watch for signs of hypothermia and frostbite.**
- **Avoid overexertion**, such as shoveling heavy snow, pushing a car, or walking in deep snow. The strain from the cold and the hard labor may cause a heart attack. Sweating could lead to a chill and hypothermia.
- **Walk carefully** on snowy, icy sidewalks. Slips and falls occur often in cold winter weather, resulting in injuries. ?

Plan Safe Winter Travel



Photo: <http://www.delawareonline.com/newsjournal/local/2003/12/05skidrow.html>

- **Have your car(s) winterized before a storm hits.** Keeping your vehicles in good condition decreases your chance of being stranded in cold weather.
- **Keep your cell phone or two-way radio battery charged and with you** during winter travel. If you get stranded, you can call for help and advise rescuers of your location.
- **Keep a windshield scraper and small broom in your car** to remove ice and snow.
- **Assemble a disaster kit for the trunk of each car your family uses.** Include: shovel, scraper, flashlight, battery-powered radio, extra batteries, water, snacks, extra hats and mittens, blanket, tow chain or rope, road salt and sand, booster cables, emergency flares, and a fluorescent distress flag. Take a thermos of something warm to drink when you travel.
- **Keep your car's gas tank full** for emergency use, and to keep the fuel line from freezing.
- **Plan long trips carefully.** Winter travel can be hazardous. Listen to the radio or call the state highway patrol for the latest road conditions. Travel during daylight, and take at least one other person.
- **Let someone know your destination, your route, and when you expect to arrive.** If your car gets stuck, help can be sent along your predetermined route.
- **Be aware of conditions which can make driving very hazardous:** sleet, freezing rain or drizzle, and dense fog. ?

Who Does What at EH&S?



EH&S employees- (Left to Right) Luke Jenkins, Lee Robson, Jason Ellis, Richard Sandau, Rich Ordyna, Marlene Hardy, Jim Bergseng.

The seven EH&S employees perform the following assignments:

Manager, Richard Sandau-

Richard manages day to day activities of EH&S, including, goal setting and planning, implementing and evaluating, and personnel and budget matters.

General Safety, Rich Ordyna-

Rich oversees and coordinates Workers Compensation claims, Driver and Van Certification, Fork Lift Training, and First Aid/CPR Training.

Occupational Safety, Jim

Bergseng- Jim oversees and coordinates Accident/Hazard Investigation, Asbestos Training and Issues, Indoor Air Quality Monitoring, Risk Management Inspections, and Occupational Safety Training.

Hazardous Materials, Jason

Ellis- Jason oversees and coordinates Hazardous Materials/Waste Disposal and Training, Laboratory Safety, Biological Safety and Exposures, and Ergonomics Training.

***Office Assistant, Marlene**

Hardy- Marlene provides the following support to EH&S staff: Word processing and desktop publishing; Access database support (designing and creating databases, queries, and inputting data); coordinating biowaste collection and radiation exposure monitoring badge exchanges; maintaining critical safety records; purchasing supplies and trouble shooting invoice conflicts; reconciling purchasing card statements; coordinating training facilities, and preparing supplies; recording and transcribing minutes of meetings.

***Note to interested secretaries and office assistants:** Marlene will leave the university in April. Watch for her job to be advertised soon.

Hazardous Waste Technician,

Lee Robson- Lee primarily assists Jason Ellis with hazardous materials issues.

Computer Technician, Luke

Jenkins- Luke provides technical computer support for all six DPS Offices. ?

Environmental Health & Safety

EH&S Vision

A campus community that values and integrates health and safety into their daily activities, and views the EH&S office as an integral resource of appropriate knowledge and services. ?

EH&S Mission

To promote the health and safety of the campus community, and protect the environment. ?

What EH&S Does

EH&S provides programs to protect the health and safety of all people on the university campus, and the environment. EH&S also works to ensure compliance with applicable codes and regulations.

EH&S staff responds to requests for individual assistance in areas such as proper chemical handling and disposal, ergonomics, indoor air quality, and resolving safety concerns.

EH&S assists academic and service departments by providing training, resources, and technical services; and interpreting regulations, and interfacing with regulatory agencies.

EH&S is here to work with you to solve your unique safety issues, develop and implement strategies to ensure health and safety, and to investigate safety and health concerns. Contact EH&S at ext 7547 for assistance.

EH&S published the "Safety Works" newsletter seven years to help you protect yourself, your coworkers, and your family from accidents and injuries. ?



Fire Marshal Services

Mission

To provide a fire-safe campus environment for students, faculty, staff, and visitors, through education, prevention, and fire hazard recognition.?

Fire Marshal Services

The Fire Marshal Office provides the following services to the university, its employees, and visitors:

- **Ensure proper operation of fire alarms** through testing and inspections.
- **Eliminate fire hazards from campus** buildings by performing inspections, distributing violation notices, and following up with those responsible for buildings.
- **Maintain fire sprinklers in working condition** by testing, inspecting, and ensuring faulty systems are repaired.
- **Ensure fire code compliance** by reviewing new construction and remodel plans.
- **Maintain functioning fire extinguishers throughout the campus** by testing, inspecting, servicing, and replacing.
- **Prepare employees to use fire extinguishers** by providing training. ?

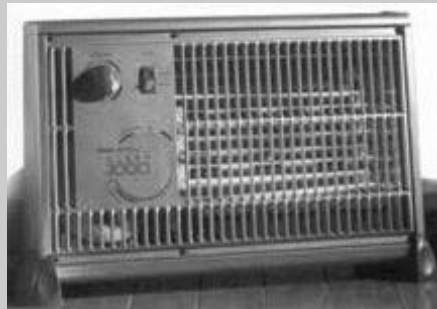
Campus caution

University Fire Marshal Dennis Montgomery recognizes some campus areas are hard to keep warm during winter months. With this in mind, Dennis offers this page of data and safety tips provided by the National Fire Protection Agency, and cautions anyone using portable space heaters to exercise care.?

Space Heater Facts

Position is important-Having combustibles too close to heaters is the leading cause of fires and associated losses involving all types of portable or fixed space heaters. Portable electric space heater users are responsible for placing their heaters in safe locations.

What burns first-Items first ignited by portable electric space heaters include mattresses, bedding, clothing, and upholstered furniture.



These items are all likely to be moved near to a heater, or to have a heater moved near to them.

Additional materials known to be among the first items ignited by space heaters are wire or cable insulation and interior wall and floor coverings.

Bumps-not burns-Surprisingly, the majority of emergency room injuries involving portable electric heaters are fractures, contusions, or abrasions caused by people tripping over or falling onto space heaters. Only two-fifths of space heater-related injuries in 2001 involved burns. Not all those burns resulted from fires caused by heaters, many were contact burns which occurred when someone tripped over or onto a heater, or otherwise collided with one. ?? Source: NFPA

How to Reduce Hazards from Portable Heater Use

1. **Buy only an approved heater** that carries the mark of an independent testing laboratory (i.e., Underwriters Laboratories) and has an automatic shut-off feature that activates when the heater tips over.
2. **Provide adequate power.** Do not overload the outlet or circuit used to power the device, and check for worn or frayed cords.
3. **Prevent damage to the power cord.** Place the cord where it cannot be pinched behind or beneath furniture. Do not unplug the heater by jerking its cord.
4. **Supervise heater use.** Position the heater out of traffic areas to avoid knocking over the unit. Minimize the risk of burns by allowing only adults to operate the heater. Closely supervise children and pets when using the heater.
5. **Avoid using extension cords with electric heaters.** But if you must use one, ensure the wire gauge size and type are compatible to the demands of the heater. Inexpensive, narrow extension cords (not designed to handle the power required by a portable electric heater) can overheat and cause a fire.
6. **Avoid serious electrical shock** by not positioning the heater near water or where there is danger of water being spilled or splashed onto the heater.
7. **Avoid a vapor ignition and flash fire** by not using the heater where flammable or combustible liquids may be used or stored.
8. **Keep the heater at least 36" from anything that can burn,** including furniture, clothing, bedding, and people.
9. **Turn off your heater when you leave the room you are heating,** especially when you leave work. ?

Source: NFPA

WSU Requires Permits

Parking permits are required in all parking lots and campus roadways Monday through Friday from 7:00 a.m. to 4:00 p.m. *In the A1 lot, permits are required until 8:00 p.m.*

All staff, students and visitors operating vehicles on campus must also comply with the WSU Parking Regulations. (*Available from Parking Services, Annex 5.*)

Parking permits must be displayed in all vehicles parked on campus, except in metered areas and the pay parking lot. The permit must be clearly visible, hanging from the rear view mirror of the vehicle. All old decals and hanging permits should be removed. ?

A “Host’s” Responsibilities

A “host” is a WSU employee authorized to invite “guests” to campus for various reasons, such as prospective students, dignitaries, guest lecturers, or speakers.

Because guests, like everyone else, must pay to park on campus, the host departments may arrange to pay a guest’s parking expense. To offer your guest this service, please contact Parking Services far enough in advance that permits can be made available for your guest to pick one up at the Information Booth as they enter campus. Call Parking Services at extension 6533, 6975, or 6512 for guest parking permits.

If you choose to let your guests pay their own parking, the following services are available:

- Free parking-the Dee Events Center (south end of that lot) and ride the shuttle to main campus (See schedules and route information, page 7.)
- \$.50 per hour-parking meters
- \$1 per hour-pay parking lot ?

Risk Management Insurance

Weber State University is insured by State Risk Management for claims involving liability, automobile loss, and property loss.

NOTE: Personal property kept or stored in university offices, and personal vehicles driven on university business are not covered under any university policy.

Liability Insurance

WSU’s liability policy protects the university against claims of negligence. All claims are forwarded to State Risk Management, where adjustors review them and either accept or deny them.

Property Insurance

WSU’s property policy covers all property owned by the university. Claims filed under this policy are subject to a \$1000 per occurrence shared deductible. The department pays \$250, and the university pays the balance from its self insurance account. State Risk Management then pays the amount of the loss above the \$1000 deductible.

Auto/Physical Insurance

WSU’s auto physical policy only covers vehicles owned by Weber State. Claims filed under this policy are subject to a \$500.00 per occurrence deductible, paid by the department whose employee was driving the vehicle involved. The university pays the balance of the \$10,000 deductible required by the state *unless the driver’s certification is not current. Then the department may be required to pay the full \$10,000.* (Contact Rich Ordyna, ext 7891, to certify your employees to drive university vehicles.) ?



Parking & Risk Management

Parking Services Mission

To develop and maintain a safe and economical parking system that continuously adapts to the ever-changing needs of the university community. ?



Pay Lot and Parking Enforcement Vehicle

How to Avoid Parking Tickets

Follow these tips to avoid parking tickets at WSU:

- Know the rules and observe them.
- Park only in designated parking spaces.
- Make sure your permit is visible, hanging from the rear view mirror.
- Read and follow instructions on all signs posted in each parking area.
- Remember, parking in the same manner as another illegally parked vehicle does not exempt your vehicle from a ticket.
- If you realize you have forgotten your permit after you arrive on campus, stop and purchase a temporary permit at Parking Services or the Information Booth.

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Police Services

Police Vision

The Weber State University police vision is to be a premier law enforcement agency by providing professional and responsive service to our community.

Police Mission

To cultivate a safe and secure atmosphere which supports the educational process, and promotes academic and personal achievement and community prosperity.

Motto

Working together to create a premier law enforcement agency where quality services are provided

Guiding Principles

These principles guide WSU's police officers:

- Uphold the US Constitution, state laws, local ordinances, and university policies.
- Provide highest quality services by fair, equal treatment through professional and expedient delivery of services.
- Protect all people's rights while treating everyone with dignity and respect.
- Provide a safe environment by promoting and participating in crime prevention and safety programs.
- Continually evaluate the adequacy, effectiveness, and efficiency of ongoing operations.
- Periodically review policies and procedures to ensure efficiency and economy.
- Attract and retain quality employees.
- Support WSU's educational mission.



From Security to Police

What's the difference? Who are we now?

When the Weber State College Security Office was organized in the early 1960s, it employed a security chief and two security guards. Their primary duties were to secure buildings after hours and to write a few parking tickets. Security guards had little police authority, and were under the direction of the Facilities Maintenance Department.

Quasi-Police Office Conversion- By the late sixties, the office became a quasi-police department. Soon thereafter, four more officers were added, and all the officers were required to complete the state training provided by Utah Peace Officers Standards and Training, allowing them to become a recognized Police Department. The chief then reported to a college vice-president, and the office was mostly self-sustaining.

Full Police Authority and Separation from Parking Office- The 1980 Utah State Legislature passed a bill giving "full police power" to all Utah college and university police. Campus officers were fully sworn as police officers with statewide jurisdiction. The Parking Office separated from

the Police Office. Freed from writing parking tickets, the WSU officers' primary concern became the safety and security of the campus.

Current Policing Duties- As state police officers, university officers are responsible to fully enforce state laws and university regulations wherever and whenever they observe violations (on or off campus). Though the WSU campus remains their primary concern, university officers also respond to calls for assistance from other jurisdictions.

Maintaining Police Certification- To maintain police certification, WSU officers must receive at least 40 hours of in-service training per year. Most WSU officers receive over 100 hours of specialized police training each year.

Our Police Force Today- The university police office now is overseen by a chief, who is also the director of the Department of Public Safety. He is assisted in the police office by a captain, a lieutenant, a patrol sergeant, a detective sergeant, five full-time officers, and 34 part-time officers. ?



Outstanding

Some outstanding performance by WSU's Police Officers over the past year include:

- Implementing a new residence hall program which provides ready access to a police officer.
- Developing and embracing a vision, mission, and set of organizational goals.
- Initiating a Community, Education, and Prevention (CEP) program designed to combat whatever issues face the police. ?

Welcome Officer Willden

Officer Chris Willden joined WSU's Patrol Division last December.

After Chris graduated from the Utah Police Academy in 1999, he served as an officer for

Centerville City. In 2001 he moved to South Salt Lake City Police. He also worked part-time at WSU until he started here full-time. ?



Officer Chris Willden

Regular Route



Regular Route Bus

Four Regular Route shuttles leave the Dee Events Center every five minutes, from 6:30 a.m. until 2:00 p.m. They then slow to 20 minute intervals. Regular Route service stops at 6:00 p.m.

The seven Regular Route stops are:

- 1) **East of Lind Lecture Hall**, to access Automotive Technology and Natural Sciences
- 2) **Northeast end of Allied Health**, to access Buildings 1 through 4 and the Library
- 3) **Southeast end of Allied Health**, to access Dental Hygiene and Swenson Gym
- 4) **Promontory Tower**, to access Continuing Education and Public Safety Offices in Annexes 4 and 5 (including Emergency Planning, Fire, Safety, Parking, Police & Shuttle)
- 5) **Browning Arts Center**, to access Kimbal Visual Arts, Student Union, and Student Services
- 6) **Social Sciences**, to access Wattis Business, WSU Administration, LDS Institute of Religion, and Newman Catholic Center.
- 7) **North of Lind Lecture Hall**. ?



Road Trip Bus

Road Trip Service

The Wildcat Express provides service for some athletic teams and sports clubs to activities off-campus. Each of the two coach-style shuttles used for road trips seat 47 passengers. ?

University Village Route

University Village Route shuttles operate every 10 minutes on weekdays from 7:20 a.m. to Noon. After Noon, University Village is serviced by the Regular Route shuttle.

University Village shuttles load on the south side of the village between Buildings 3 and 4. They stop at the following main campus locations:

- Promontory Tower via Harrison
- Browning Center
- Social Science
- Lind Lecture Hall
- Allied Health
- Swenson Gym
- Promontory Tower
- University Village via Harrison ?



University Village & Night Bus

Night Shuttle

Night shuttle service begins at 6:00 p.m. The smaller vehicle used can get closer to buildings. Drivers will drop off passengers as near to their destination as possible.

Night service is provided as needed. For Night Shuttle Service, call the driver at 543-1439. ?

Shuttle Lost & Found

Items left on shuttles are turned over to Parking Services, Annex 5. You may call them at 626-6533. If your item is not there, call back the next day, after all the drivers have had an opportunity to return to the office and deposit items found on their shuttles. ?



Wildcat Shuttle Service

The Wildcat Express team strives to provide safe, efficient transportation for WSU students. University shuttles provide approximately 9,000 rides per day. Using the shuttle service helps alleviate campus parking and traffic problems.

The Wildcat Shuttle Service operates eight shuttles weekdays during the busiest times of day. Signs in shuttle windshields indicate routes they are servicing:

- Regular Route
- Express Route
- University Village Route ?

Time-Saving Travel Tips



- 1) **The Regular shuttle usually gets you to Lind Lecture Hall faster than the Express**, considering route directions and pick up intervals from the Dee Events Center.
- 2) **The Regular shuttle can get you to Social Science faster than the Express**, if you must wait at the DEC for the Express, which runs less often. ? ?

Express Route

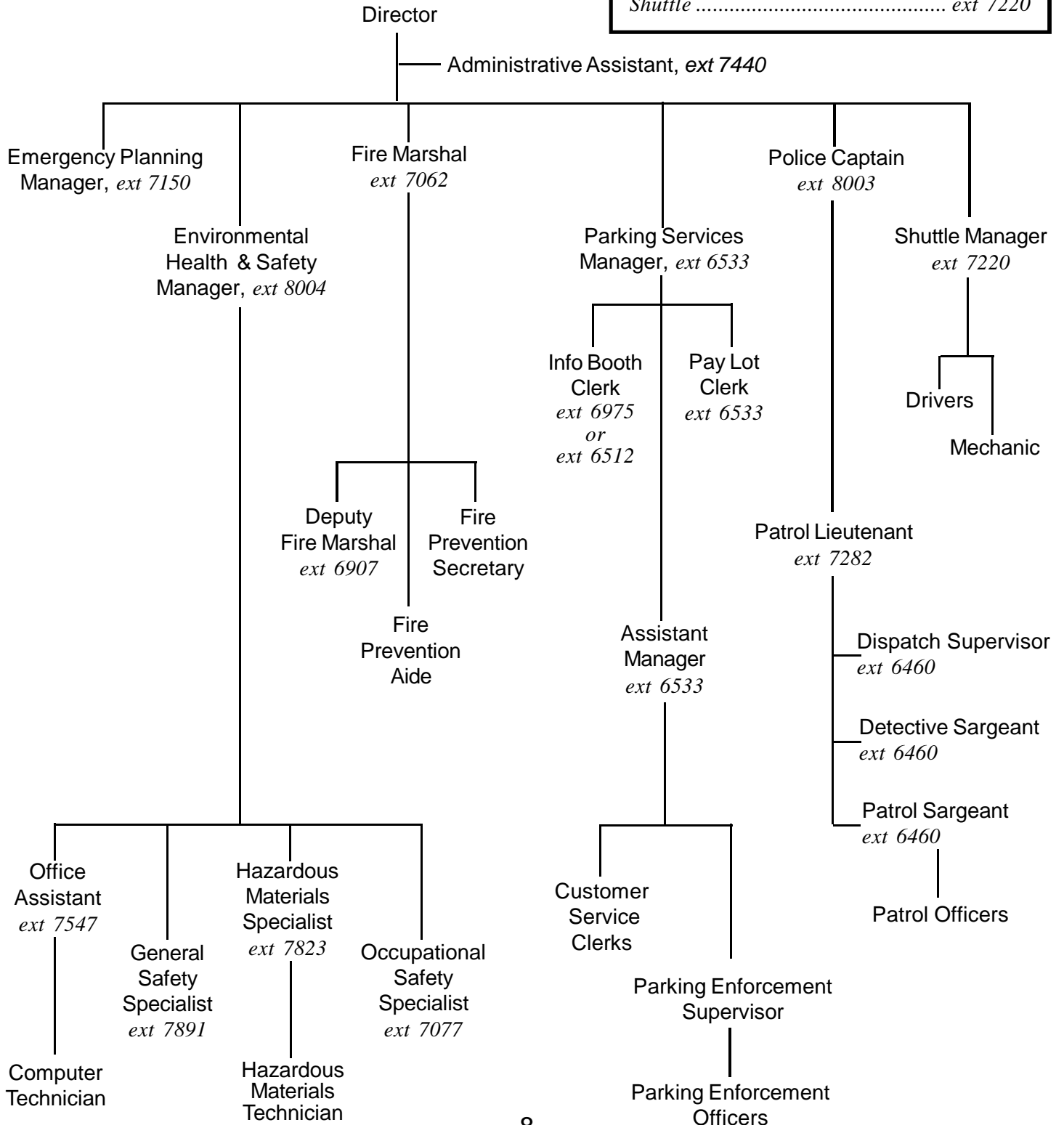
Two Express Route shuttles run every 10 minutes on weekdays from 7:00 a.m. until Noon. Leaving the Dee Events Center, they travel along Harrison to campus. Their only two stops are:

- Social Sciences
- Lind Lecture Hall ?



DPS Organization

With Contact Numbers



| <u>DPS Location & Directory</u> | |
|-------------------------------------|----------|
| Annex 4 | |
| Police Dispatch | ext 6460 |
| Annex 5 | |
| Emergency Planning..... | ext 7150 |
| Environmental Health & Safety | ext 7547 |
| Fire..... | ext 7062 |
| Parking | ext 6533 |
| Shuttle | ext 7220 |