DPS Bids Farewell to Marlene Hardy

After more than 13 years at WSU, Marlene Hardy left the university to spend more time with her husband. DPS employees thanked Marlene for her service at an open house in a Stadium Sky Box on her birthday, April 14.

Marlene’s duties have included designing and managing databases; organizing and maintaining regulated and sensitive files; coordinating biowaste collection, radiation monitoring, and DOT random testing; preparing training materials, fliers, and newsletters; ordering supplies; reconciling up to 17 purchase card accounts; scheduling meetings and training; and ensuring EH&S employees’ birthdays were celebrated.

While at Weber, Marlene added to her skills by enrolling in Independent Learning, Business Education, and off-campus workshops: Technical Writing Shorthand/Speedwriting, WordPerfect, FrontPage, PageMaker, PhotoShop, GroupWise, Access, etc.

Marlene felt the purpose of her position was to make the jobs of the professionals she served easier.

Most missed will be Marlene’s knowledge of who to call to get things done.

A Brief History of A Former Employee

Marlene began working at WSU in 1991 for the second time. She brought to her latest position as Office Assistant in the Environmental Health and Safety Office skills she learned working in various volunteer and paid jobs since her first WSU job: a student hourly cashier at WSU’s bookstore.

Between the times she worked at WSU, Marlene raised a family, worked elsewhere in several part-time and full-time jobs, and volunteered in various church and PTA positions.

Marlene’s future plans include spending more time with her husband of two years (Keith Hardy), settling into their Harrisville home, gardening, sewing, cooking, traveling, camping, getting acquainted in her new neighborhood, exercising more, and spending more time with family.

Marlene is the mother of three sons: Brad Peterson, a dermatology pathologist in Missoula, Montana, who attended a few classes at WSU before entering medical school; Todd Peterson, a lieutenant in the Utah Highway Patrol in Moab; and Jason Peterson, an astrophysist in Las Cruces, New Mexico, who attended Early College at WSU his final year of high school.

Marlene has enjoyed getting acquainted with the many campus people with whom she has worked over the years. She also appreciates the varied and numerous learning opportunities and experiences made available to her through her employment at the university.
Before An Earthquake

Check for hazards in the office:
- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items in low, closed cabinets with latches.
- Hang heavy items such as pictures and mirrors away from where people sit.
- Brace overhead light fixtures.
- Store flammable products securely on bottom shelves in closed cabinets with latches.

Identify safe places indoors:
- Under sturdy furniture (heavy desk or table).
- Against an inside wall.
- Away from glass, which could shatter (windows, mirrors, pictures), or where heavy bookcases or other furniture could fall.

Locate safe places outdoors:
Away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.

Have disaster supplies on hand:
- Flashlight and extra batteries
- Portable battery-operated radio and extra batteries
- First aid kit and manual
- Emergency food and water
- Essential medicines
- Cash and credit cards
- Sturdy shoes for walking

Plan How You Will Act
Earthquakes strike suddenly, violently and without warning. Identifying potential hazards ahead of time and advance planning can reduce the dangers of serious injury or loss of life from an earthquake. You can prepare to act when an earthquake strikes by heeding the guidelines on this page.

If You Are Indoors

The most dangerous thing you can do during the shaking of an earthquake is to try to leave a building. That is when you are most likely to be injured by falling objects.

Instead of trying to go outdoors, stay inside, and take cover under a piece of heavy furniture or against an inside wall. Hold onto something sturdy.

If You Are Outdoors

Move into the open, away from buildings, street lights, and utility wires. Once in the open, stay there until the shaking stops.

If in A Moving Vehicle
Stop quickly. If you can safely do so, move to a clear area away from buildings, trees, overpasses, or utility wires, and stay in the vehicle.

Once the shaking stops, proceed with caution. Avoid bridges or ramps that might have been damaged by the quake.

Aftershocks
After a quake, expect aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.

After the Quaking Stops
- Help injured or trapped persons.
- Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Listen to a battery-operated radio or television for the latest emergency information.
- Remember to help those that may require special assistance.
- Stay out of damaged buildings. Return only when authorities say it is safe.
- Use the telephone only for emergency calls.
- Leave the area if you smell gas or other chemicals.
- Open closets and cupboards with caution.

Want to Learn More?
For more information on earthquakes, contact the campus emergency management office at extension 7150.

Spread the News
Make sure everyone in your workgroup and family knows how to respond after an earthquake.
EH&S Year End Report
The information on this page reflects the Year-End Report the Environmental Health and Safety Office submitted to Director Craig Dearden for 2003.

How EH&S Fostered Safety During 2003

EH&S presented 1,400 hours of training.

<table>
<thead>
<tr>
<th>Type of Training</th>
<th>Hours</th>
<th>#Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Reporting</td>
<td>77</td>
<td>154</td>
</tr>
<tr>
<td>Asbestos Awareness</td>
<td>60</td>
<td>80</td>
</tr>
<tr>
<td>Back Safety Training</td>
<td>46</td>
<td>92</td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>87</td>
<td>87</td>
</tr>
<tr>
<td>CPR</td>
<td>378</td>
<td>189</td>
</tr>
<tr>
<td>Fall Protection</td>
<td>22</td>
<td>11</td>
</tr>
<tr>
<td>First Aid</td>
<td>432</td>
<td>72</td>
</tr>
<tr>
<td>Hazard Communication (Chemical Safety)</td>
<td>196</td>
<td>196</td>
</tr>
<tr>
<td>Ladder and Scaffolding</td>
<td>43</td>
<td>87</td>
</tr>
<tr>
<td>Office Ergonomics</td>
<td>16</td>
<td>8</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>43</td>
<td>87</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>1,400</strong></td>
<td><strong>1,063</strong></td>
</tr>
</tbody>
</table>

EH&S continued significant reorganization of data and reporting systems for driver certification, and campus chemical ventilation hoods, and began developing a database to track regulated materials emitted by WSU.

EH&S coordinated disposal of over 10,000 pounds of hazardous waste (flammable, toxic corrosive and reactive) and almost 1,000 pounds of universal waste (fluorescent lights) generated on campus. This included picking up the waste from the generators and transferring it to the campus Hazardous Waste Storage Facility until it was removed from campus.

EH&S coordinated the conversion to a much less hazardous citrus based solvent for all parts washers on campus. An additional benefit: greatly reduced maintenance requirements.

EH&S inspected and certified over 50 chemical fume hoods, including taking and recording measurements, calculating average face velocity and flow rates, coordinated numerous hood repairs with Facilities Management, and retested and certified repaired hoods.

EH&S responded to indoor air quality concerns (including mold) in several campus buildings, performed air sampling, and contracted with outside contractors to eliminate problems WSU personnel were unable to abate.

Environmental Health & Safety

EH&S tested emergency equipment each month, including Self Contained Breathing Apparatus Respirators and emergency eyewash and shower equipment to ensure proper function in the event of a chemical spill, splash, or exposure to employees or students.

EH&S renegotiated the campus biological waste disposal contract.

EH&S continued the Respiratory Protection Program, including physicals, training, and fit testing.

EH&S participated with, and advised the Facilities Management Project Team to provide a safety perspective on new construction and remodels.

EH&S inspected all campus buildings for safety hazards, notified persons responsible for correction, and provided guidance on how to correct the hazards.

**NOTE:** Timely response by persons responsible for correcting hazards reported on the annual Risk Management Inspection Notices helps reduce the annual amount of the insurance premium by 15% (approximately $13,500).

Thanks to You

EH&S wishes to extend thanks to all of WSU employees who support safety by:

- Getting informed
- Performing their jobs safely
- Watching for and reporting campus hazards.
Because using extension cords of inadequate size to handle power demands of large equipment or appliances creates severe fire hazards, the fire code prohibits using extension cords in state-owned buildings. The only exceptions to the extension cord rule are using them on a temporary basis for small energy consumption items, such as Christmas lights, or a fan. However, even temporary use is limited to a period of 90 days.

The fire code does allow using multiple outlet surge strips instead of extension cords, but these strips must plug directly into wall outlets, not into each other (daisy chain), or into an extension cord (no matter what the size).

Having an electricians wire a new outlet for the equipment or appliance is another option.

Obstructed Exit Hallways

When a building is designed, the width of its exit hallways is calculated by determining the number of occupants that must use each hallway to leave the building during an emergency. To provide easy, rapid exit, egress corridors must be kept free of obstructions at all times.

Fewer people can rapidly pass through obstructed exit hallways at one time, and may prevent escape.

Exit hallway hazards

• Plants, chairs, desks, and other furniture placed in exit hallways increase the time needed for all the occupants to safely leave the building
• Decreased light during a power failure, or smoke from a fire, may cause further delay due to trips and falls, compounding hazards presented by obstructions
• Combustibles in hallways may endanger people escaping a fire

Disabled or Wedged Fire Doors

Not all doors inside buildings are fire doors. A fire door leads into a main exit corridor.

A main exit corridor has lighted exit signs and leads directly outside, to a stairwell, or to another area that must be passed through to leave the building.

Fire doors are designed to last long enough to allow occupants time get out of a burning building. They are installed in locations which also help prevent damage to areas of a building not initially involved in a fire.

When fire doors are disabled or are blocked open with wedges, fire and smoke move more rapidly to all areas of the building, and the length of time the hallway was designed to allow occupants to escape is reduced. More lives are endangered and more extensive damage to the building may result.

Extension Cords Powering Equipment or Appliances

Because using extension cords of inadequate size to handle power demands of large equipment or appliances creates severe fire hazards, the fire code prohibits using extension cords in state-owned buildings. The only exceptions to the extension cord rule are using them on a temporary basis for small energy consumption items, such as Christmas lights, or a fan. However, even temporary use is limited to a period of 90 days.

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Parking Services

During 2003 Parking Services provided the services listed below:

- **Operated the Information Booth**, providing parking permits for short term parking and campus information to staff, students, guests, and visitors.
- **Operated the Pay Parking Lot**, used by about 10,000 customers per week (during semesters).
- **Issued parking permits** for WSU’s approximately 7,000 approved stalls and spaces (roadways).
- **Served on the campus Parking Committee**.
- **Paved and marked dirt lots W-1 and W-3**, reducing the number of cars blocked in place, or stuck in mud, snow, or slush.
- **Assisted motorists** by providing jump starts, changing flat tires, delivering gasoline, pushing stuck vehicles, and moving cars that blocked stall and exits.
- **Collected fines and referred delinquent accounts to Loan Servicing**.
- **Provided a citations appeals process** for approximately 2,250 individuals.
- **Provided parking at approximately 100 special events**.
- **Enforced parking rules and regulations**, issuing over 26,000 citations, locating 42 fraudulent permits, and immobilizing 369 vehicles for excessive citations.

Risk Management Services

Risk Management responsibilities include coordinating liability, property, automobile physical, and field trip insurance claims, and issuing certificates of insurance.

A database was created this year to track liability, property, and auto physical insurance claims. The following claims were processed: 18 liability, 18 property, 10 auto physical, and one field trip.

**Property Insurance** covers only property owned by WSU, not personal property kept in any office (Purses, handbags, boots, etc., are not covered.). The premium is calculated by State Risk Management using the current value of all campus buildings and contents. Each claim is subject to a $1,000 deductible, which is shared by the department filing the claim ($250.00) and this office ($750.00). Losses in excess of $1,000.00 are covered by State Risk Management. Claims filed under this policy do not affect the premium.

**Liability Insurance** protects the institution against claims of negligence. Sexual harassment and discrimination suits fall within this category. The state adjustor assigned to a claim accepts or denies payment. There is no deductible for liability claims. Claims paid under this policy affect the premium price. Large payouts increase premiums.

**Certificates of Insurance** document that WSU employees are covered by liability insurance and Workers Compensation Insurance. Certificates are issued when requested by a representative of WSU who will perform services, or rent space off campus.

**Auto Physical Insurance** covers all vehicles owned and leased by WSU. Premiums for this policy are based on annual vehicle inventories submitted by departments verifying and updating their information ($100.00 per vehicle or bus, and $75.00 per trailer). Vehicles are insured only for business use. Each department pays the premium for their vehicles.

Departments filing claims, or causing damage pay the $500.00 deductible. Claims do not affect the premium.

**Field Trip Accident Insurance** covers students involved in curriculum-based activities while they are under the care, custody, and control of a WSU instructor or recognized volunteer.

Before an event, the field trip director must collect a signed waiver from each participant indicating they understand the coverage limits. The trip director must also submit a list of participants to WSU’s Risk Management, mc 3001.

**Certificates of Insurance**

The following numbers of employees provided the services noted on this page:

<table>
<thead>
<tr>
<th>Location</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Enforcement</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Info Booth</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Pay Lot</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>6</td>
<td>13</td>
</tr>
</tbody>
</table>
Detective Sergeant Mike Davies heads WSU’s Police Investigations Unit. Six patrol officers facilitate Mike’s investigations.

The Investigations Unit duties are:
• Following-up criminal complaints investigations
• Gathering evidence
• Identifying suspects
• Preparing chargeable cases against perpetrators of crime (The unit submits cases for review and prosecution by the Weber County Attorney’s Office.)

Investigating officers respond to crimes or take criminal reports, and follow through with every possible lead before passing the case to the Detective Sergeant. This team concept provides an environment where:
• Cases are expeditiously worked and solved
• Officers may enjoy their jobs, use their talents, respect one another, and grow professionally, while providing a safe, secure campus.

Source: http://community.weber.edu/police/investigations.htm

Community, Education, & Prevention
WSU’s Community, Education, and Prevention Program (CEP) unites the campus community and police to address campus crime issues.

The three-pronged CEP approach combats campus crime while maximizing resources and focusing them on specific problems. The fluid CEP program requires a different response for each different crime issue.

The three prongs of CEP
Community Involvement- Involving WSU’s campus community facilitates information gathering through use of campus councils and watch programs. Community involvement promotes campus ownership and cooperation with law enforcement.

Education-Educating campus watch participants and campus councils allows information to be passed both ways between the police and the campus community. Adequate training ensures proper use of preventive and watch programs. Methods of training may be flyers distributed throughout campus, or officers conducting classes to groups.

Prevention-Saturating high risk areas with focused patrols and watch participants’ cooperation allows dynamic involvement aimed at preventing specific crime in specific areas at specific times. Prevention efforts are based on analysis of current crime statistics.

CEP goals include:
1) Creating a strong bond between WSU’s campus community and law enforcement personnel
2) Empowering the public with knowledge they can use to help themselves
3) Developing greater trust in WSU’s law enforcement.

Source: http://community.weber.edu/police/bike.htm

Mountain Bike Patrol
Many colleges and universities successfully use bike patrols to protect people and property. WSU’s Mountain Bike Patrol Unit provides another means for officers to prevent vehicle break-ins and other crimes, watch for crimes, watch for suspicious persons and activities, and meet students, faculty, staff, and visitors.

Outside their cruisers, bike patrol officers can more readily use their senses to see, hear, and smell activity in parking lots, around residential halls, along walkways, and near buildings.

Bike Patrol Benefits
• Bike patrols are cost effective. Fully outfitting 10-15 officers with bikes can be done for the price of one patrol car. Maintenance, upkeep, and repairs for a bicycle is considerably less than for a vehicle. Where a police vehicle may cost several thousand dollars per year in fuel and repairs, a bicycle may be only up to $100-200 per year. Maintaining and replacing a bike costs much less than a police vehicle, too.
• Bike officers can travel faster and farther than foot officers.
• Bikes can be used to patrol areas unreachable by car.
• Bikes give officers a “stealth” advantage. Officers on bikes can ride right up to the scene of a crime before they are noticed.
• Bikes are great for public relations. An officer on a bike is much more approachable than one in a patrol car. Source: http://community.weber.edu/police/bike.htm
The Shuttle Fleet

The Wildcat Express has grown to a fleet of ten vehicles, which are used to provide three different types of routes during peak ridership hours. The vehicles are described below:

• **4 double-door** transit style buses equipped with wheelchair lifts and room for standing passengers. These shuttles carry the majority of passengers.

• **2 single-door** buses without wheelchair access. These shuttles were previously used for off-campus trips, but now augment morning routes, during peak ridership times.

• **2 small buses**, also equipped with wheelchair lifts. These shuttles serve during the day, and as night and weekend buses.

• **2 LTC40 coaches.** These buses have 47 seats, are wheelchair accessible, and are used primarily for off-campus trips. The also are used while regular shuttles are being repaired.

Shuttle Service Staff

Ross LaRue manages the Shuttle Staff, which includes four full-time contract drivers, 12 part-time hourly drivers, one part-time mechanic, and one part-time secretary.

Types of Shuttle Services

WSU’s Shuttle Service provides transportation for the following activities:

• Students to campus locations and the Dee Events Center

• Athletic teams to the airport, or on road trips

• Sports club participants to competitions

• Academic groups on field trips

• Children’s School students to field trips

• Off-campus participants to WSU for hosted conferences

How Many Rides Does the Wildcat Express Provide in One Day?

Wildcat Express ridership has grown to over 45,000 rides per week.

The following table indicates the numbers of “rides”, not passengers, counted in one day. Some are repeat rides by the same people moving to other campus locations. Therefore some people were counted more than once-each time they entered a shuttle.

Passengers were counted as they entered the shuttles.

<table>
<thead>
<tr>
<th>Routes Counted</th>
<th># Rides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime rides (before 5 p.m.)</td>
<td>8,984</td>
</tr>
<tr>
<td>Nighttime rides (after 5 p.m.)</td>
<td>383</td>
</tr>
<tr>
<td>Saturday rides</td>
<td>35</td>
</tr>
<tr>
<td>University Village rides</td>
<td>365</td>
</tr>
</tbody>
</table>

Off-Campus Service Increases

The demand for off-campus service has increased from approximately 12 requests per month in 2002-03 to an average of 20 requests per month in 2003-04.

Off campus trips range from local day-long trips to week-long trips.

Shuttle Services collects fares for off-campus trips. During 2003-04, these trips earned $56,760.23 for the shuttle system.

Operating shuttles at the increased capacity requires more frequent service and repairs.

Aging vehicles also require more frequent repair. Three shuttles are at least 10 years old—a long life for a shuttle vehicle. Repairs to older vehicles include doors and body parts that have rusted completely through the metal.

New Saturday Service Added for University Village Residents

Saturday service between the University Village and main campus was implemented this year. Used mostly by residents, it operates from 11:00 a.m. until 8:00 p.m.
Score One for Team-Building!

Photos on this page reflect a March birthdays/Team-Building event enjoyed by DPS employees at the Wildcat Lanes.

Dispatcher/Photographer Rob Taylor who usually doesn’t get in the picture.

Fire Marshal Dennis Montgomery is amazed.

Director Craig Dearden shows how it’s done.

Officers Chris Willden, Adam Osoro, & Mike Melycher pose.

Detective Sargeant Davies gets to the point.

Patrol Sargeant Robin Helton watches.

Emergency Planner Cathy Diehl, Parking Enforcement Officer Ronda Koger, & Shuttle Driver Janae LaRue compete in the final game.

Manager Richard Sandau gets ready to roll, Specialist Jason Ellis observes.

Secretory/Dispatch Supervisor Jamie Kearsley steps up while her daughter Lacey waits.

DPS Offices & Managers

Public Safety Director
Chief Craig Dearden, ext 7440
cdearden@weber.edu

Emergency Planning
Cathy Diehl, ext 7150
cdiehl@weber.edu

Fire Services
Dennis Montgomery, ext 7062
dmontgomery@weber.edu

Police Services
Capt. Dane Leblanc, ext 8003
dleblanc@weber.edu

Environmental Health & Safety
Richard Sandau, ext 8004
rsandau@weber.edu

Parking Services
Lisa Allen-Martinez, ext 6533
ksmith1@weber.edu

Shuttle Services
Ross LaRue, ext 7220
rlarue@weber.edu