



# Safety & Security Newsletter

March 2017



*The safety and security of any community is an obligation shared by those who are formally tasked to do so and the community members they serve.*

Office of Safety and Security websites:

- [Office of Safety and Security](#)
- [University Police Department](#)
- [Emergency Management](#)
- [Environmental Health and Safety](#)
- [Violence Prevention and Education](#)

**Office of Safety and Security**  
Morrill Hall 208, Box 2201  
(605) 688-5260

Don Challis  
Assistant Vice President for  
Safety and Security  
[donald.challis@sdstate.edu](mailto:donald.challis@sdstate.edu)

## Office of Safety and Security

This is my last OSS newsletter as I have made the difficult decision to move to a new job in Georgia. Contemplating this move has given me the opportunity to reflect on what we have accomplished and how to build on the accomplishments to make this the safest place possible.

Together, staff of the OSS and the community have developed a culture that makes the safety and security of this campus a priority. A portion of this should be attributed to efforts to increase the methods in which we communicate with our community. This includes enhanced websites, increased safety and weather e-mails, presentations, flip charts, and even this newsletter.

We have enhanced our ability to communicate in an emergency through the addition of the Alertus Desk Desktop Notification and the Rave Guardian smartphone App to the existing Everbridge Emergency Communication System. We have conducted drills with individuals having the ability to send messages so there is no delay should an emergency notice be required.

Through the Emergency Management Team, we have developed processes to prepare for, respond to, and recover from events that could jeopardize the safety of our campus. All these processes are described in the University Emergency Management Plan. This plan is an 'all hazards' plan and guides the University emergency management processes.

We are well on our way in our continuity of operations planning. This process allows the university and its subunits to identify essential functions so they may be protected if threatened or recovered if lost so important activities can be maintained. Jayme Trygstad is responsible for

this program. If he has not already contacted your department, rest assured he soon will.

The University Police Department has relocated to a new facility, embraced a new model based on community interaction and service, and is on the cusp of national accreditation. Very few university police departments are accredited! UPD remains the most highly trained, best equipped and professional police department in the area.

The Office of Environmental Health and Safety continues to provide great service to the University. They will soon be rolling out on-line golf cart training. They are currently working on additional training to include their lab safety curriculum.

The work here is not done. Fortunately, we live in a place where bad things are uncommon, if not unheard of. While we can find solace in this fact, it makes it difficult to fully embrace those things we need to do to enhance our safety.

We can make a list of possible events and their probability of occurring. The probability of any single event occurring is small. Cumulatively, if we add up the probability of the potential events we face we see a number indicating the reasonable probability of some type of significant event. Fortunately, our emergency management plan and processes are designed with an all hazards approach so regardless of the threat the university is in a strong position to respond to the threat.

The community must continue to develop the culture of awareness that is crucial to the expansion of our emergency management processes. I encourage you to continue to reach out to and work with members of the Office of Safety and Security to assure the safety of SDSU.

I have enjoyed my time at South Dakota State University. The time has gone incredibly fast. By taking a university police chief position at Georgia College, I have realized how important it is for me to return to my roots in law enforcement. I have missed the day to day interactions with students, staff, and parents more than I ever thought I would. This move allows me to finish, what has been thus-far a 28-year career, back in uniform.

I wish you all nothing but the best!

Don Challis  
Assistant VP for Safety and Security

P (605) 688-5117  
F (605) 688-4636  
[sdsu.upd@sdstate.edu](mailto:sdsu.upd@sdstate.edu)

Chief Tim Heaton  
[timothy.heaton@sdstate.edu](mailto:timothy.heaton@sdstate.edu)

Deputy Chief Michael Kilber  
[michael.kilber@sdstate.edu](mailto:michael.kilber@sdstate.edu)

Sergeant William Taylor  
Operations  
[william.taylor@sdstate.edu](mailto:william.taylor@sdstate.edu)

Sergeant Jon Anderson  
[jonathan.anderson@sdstate.edu](mailto:jonathan.anderson@sdstate.edu)

For Emergencies call 111 from a campus phone.

Emergency calls using 911 will be transferred from the Brookings Police Department to the UPD Communications Center.

#### **Resources (Links)**

[Annual Campus Safety Report](#)

[Brookings Police Department](#)

[Brookings County Sheriff's](#)

[Office](#)

#### **EM Contact Information**

Morrill Hall 119, Box 2201  
P (605) 688-4251

## **When should you call University Police?**

If an emergency exists call the University Police department right away (**111 from a campus phone or 911 from your cell phone**). An emergency can include times when someone's life, safety, health, or property is in immediate jeopardy. This would also include most criminal acts in progress, suspicious persons or vehicles, fights, people with weapons or unusual packages, persons considering or engaged in self-harm, or any incident involving someone having a dangerous mental or emotional episode.

You should also call the police (**5117 or 688-5117**) for more routine concerns. Some of which may require an immediate response while others may not. By using the 5117 number for less urgent matters we free up the 111 and 911 lines for emergency calls. These calls might include to report a theft, to report a safety or security concern, noise disturbances, suspected drug use, welfare checks, minor motor vehicle accidents, animal complaints, questions pertaining to weather, parking, or even clarifications of laws, ordinance, or campus regulations (although we cannot provide legal advice).

Whether you call **111** for an emergency or **5117** for a non-emergency, the Communications Specialist (Dispatcher) will answer and assist you. Here is some of the information they will want from you:

- **Where:** What is the location of the emergency or non-emergency? Often the Dispatcher will want to get an officer in route as they collect the details. Or at least let them know a call will be dispatched shortly.
- **What:** Give the Dispatcher a brief description of the event or incident. They may ask for clarifications or more information.
- **Who:** Suspect information and descriptions, victim information and descriptions, the Dispatcher will want to provide the responding agency or officer with the as clear of picture as possible.
- **Weapons:** Are any weapons present? Do other dangerous or suspicious conditions exist? If they do please describe them the best that you can.
- **Welfare:** While the University Police Department is the on-campus portal for all emergencies and non-emergencies of a public safety nature, we may need to enlist the services of the fire department, emergency medical services, Environment Health & Safety, or other groups to assist.

These are merely guidelines and there are no hard and fast rules on when you should call **111/5117/911**. If you are in a situation that requires a response from University Police, don't waste time debating it. If there is the slightest doubt, make the call.

Tim Heaton,  
Chief of University Police

Jayme Trygstad  
Emergency Management  
Specialist  
[jayme.trygstad@sdstate.edu](mailto:jayme.trygstad@sdstate.edu)



*“Emergency Preparedness is a Team Sport.” –Eric Whitaker*

Always remember. If You See  
Something Say Something.



[@NWSSiouxFalls](#)

[@SDState](#)

[SafeTravel SD](#)

**EHS Contact Information**

# Emergency Management

## Spring is here!

With that comes hiring of summer workers. They are a tremendous asset to SDSU, tackling jobs with energy and enthusiasm.

Unfortunately, these workers also face unique and substantial risks for work-related illnesses and injuries. Per *Safety Now* In 2008 139,000 youth between ages of 14 and 24 were injured at work; 436 died.

It's not necessarily the age of young workers that puts them at risk of workplace danger, its inexperience. Many will hesitate to ask questions, and many don't recognize workplace dangers. When a young worker isn't certain how to perform a task safely, he or she may try to reason it out without asking for help. This is dangerous, because if a guess turns out to be wrong, the task can go seriously wrong. When it comes to safety, knowledge is power. Be sure they are trained properly and please encourage them to ask questions, even if it is something obvious.

A safe workplace is a team effort. If you're an experienced worker, speak up if you observe young workers committing unsafe acts or failing to wear appropriate PPE. Set a good example. Show new workers the right way to perform a job...The Safe Way!

## Can your Smartphone Help Students in a Crisis?

Even though emergency situations are rare, the fact of the matter is that an emergency is always first and foremost in our minds. From natural disasters to acts of violence, we want to make sure that we are prepared for anything, and that our staff, faculty and students have the information they need, when they need it most.

The need for getting real-time information, or mobility, is one of the biggest trends we've seen when it comes to safety management in schools. Although we certainly don't want mobile devices to take attention away from valuable lessons in the classroom, using the assets that your students and teachers already have with them is one of the smartest and most cost-effective ways to mitigate risk.

SDSU has applications to assist you with sending or receiving emergency information from those smartphones. [Campus Alert](#) and [Jackrabbits Guardian](#) are just two that we have available to you.

Jayme Trygstad  
SDSU Emergency Management Specialist

Avera Health Services  
Room 143, Box 2202  
P (605) 688-4264  
F (605) 688-4260  
[ehs@sdstate.edu](mailto:ehs@sdstate.edu)

Gary Yarrow  
Director  
[gary.yarrow@sdstate.edu](mailto:gary.yarrow@sdstate.edu)

Joshua Mann  
Assistant EHS Officer  
[joshua.mann@sdstate.edu](mailto:joshua.mann@sdstate.edu)

Kenneth Larson  
Assistant EHS Officer  
[kenneth.larson@sdstate.edu](mailto:kenneth.larson@sdstate.edu)

Tina Brown  
Senior Secretary and Campus  
Ergonomic Representative  
[tina.brown@sdstate.edu](mailto:tina.brown@sdstate.edu)

For after-hours assistance,  
contact the University Police  
Department at 688-5117

In an emergency, dial 111  
from a campus phone or 911  
from a cellular phone.

**Information Security Office**

Ryan Knutson

# Environmental Health & Safety

## On Line Training

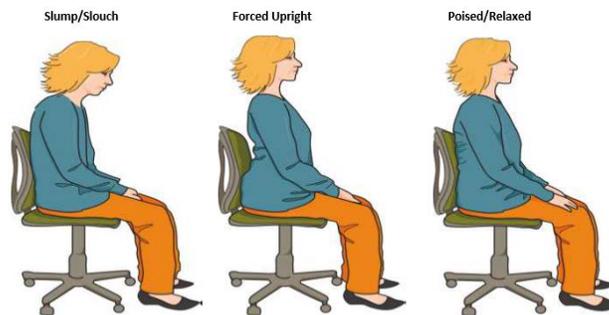
EHS is putting parts of our training onto D2L. Currently, Golf Cart Training is available and you may self-register using this [link](#). All operators of golf carts must take the quick safety orientation. Please let me know if you experience problems. In the next month or so, online trainings for UTVs, ATVs, and X-ray safety will come online.

## Ergonomics

Many of our staff at SDSU spend many hours a day working at a computer. Creating a workstation that is both comfortable and efficient is important for your wellbeing. Equipped with the knowledge to reduce potential strains related to poor posture and repetitive movement is the key. It is estimated ergonomic issues cost the US 15-20 billion dollars a year.

Below is a quick guide on using your office chair properly.

SDSU Ergonomic Program – chairs



## How can your chair help you to sit poised and relaxed?

- Adjustable seat height?
  - Adjustable arm height?
  - Adjustable back height?
  - Adjustable seat depth?
  - Adjustable back angle?
  - Adjustable seat angle?
  - Adjustable arm width?
- Fiddle with the levers and knobs on your chair to find out what each one does, then adjust them so that it fits you. Contact [Tina. Brown](#) to schedule a workstation assessment.

## Training

EHS reminds you, that we will see a lot of new faces in the next couple of months and if they will be working with, or around, hazardous materials, they must take the Chemical Hygiene and Laboratory Safety Classes. There are several now on the agenda and can be signed up for here: [Class Schedule](#)

Dr. Gary L. Yarrow  
Director, Environmental Health & Safety Office

Assistant Vice President for  
Technology  
Email:  
[ryan.knutson@sdstate.edu](mailto:ryan.knutson@sdstate.edu)  
Office: Morrill Hall (SAD) 208B  
Phone: 688-4988

**Mavhu Chidaushe**  
Information Security Officer  
Email:  
[mavhu.chidaushe@sdstate.edu](mailto:mavhu.chidaushe@sdstate.edu)  
Office: Morrill Hall (SAD) 117  
Phone: 688-6912

**Laramie Meyer**  
Sr. Computer Support Specialist  
Email:  
[Laramie.meyer@sdstate.edu](mailto:Laramie.meyer@sdstate.edu)  
Office: Morrill Hall (SAD) 117B  
Phone: 688-6912

Did you know that typing  
the wrong url into a browser  
leads you to malicious  
websites?

Contact us if you have  
questions!

Can't install an app? Ask us  
about whitelisting it! We are  
here to help you stay  
secure!

# Information Security Office

## SANS Securing The Human Online Training

Earlier this month the Information Security Office rolled out our SANS Securing the Human virtual learning environment to everyone on campus. The content in this Portal is designed to educate, inform and remind everyone of the importance of data security at South Dakota State University. The videos cover many pertinent topics that affect one's day-to-day data interactions at SDSU. The videos are short and digestible, typically between 3 – 4 minutes long with a very short multiple-choice test over the contents of each video. Some content also will take you, where applicable, to SDSU policies. The email message was sent from Michael Adelaine with an email address of (<mailto:noreply@securingthehuman.org>) If you did not receive the security training or are having issues completing the trainings; please contact the University Support Desk at 605-688-6776 or [SDSU.Supportdesk@sdstate.edu](mailto:SDSU.Supportdesk@sdstate.edu). Reminders will be going out in the weeks ahead, to encourage everyone to complete their mandatory trainings and to urge those who have yet to start the trainings to do so. The link to the online training is <https://sso.securingthehuman.org/sdstate/>. Please be sure to use your Active Directory credentials to login, the same credentials used to login to your workstation. For Windows 10 users, we have noticed issues with Microsoft Edge browser accessing the site. We suggest using Google Chrome or Internet Explorer to access the online trainings.

### Did you know:

During our spam blizzard week, March 13<sup>th</sup> – 17<sup>th</sup> 350,000 spam emails were blocked.

### This Month's Advisories

IT Support will never ask you for your password via email message.

Email Phishing posters will be going up in buildings across campus once approved. That poster can be viewed at the following [link](#).