

SDSU SAFETY & SECURITY NEWSLETTER

NOVEMBER 2017



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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

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Winter Weather Preparedness

Those of us born and raised in South Dakota are accustomed to the cold and snow that comes with our typical winters. But for those new to the area and even locals who are unprepared, winter weather can quickly become hazardous. Fortunately with a little planning and preparation you can minimize the risks associated with winter weather and settle in for a safe and productive snowy season.

Winter weather preparedness begins with education and then developing good safety practices. One very good practice is to keep up with the latest conditions and forecasts from the National Weather Service. The Division of Technology & Security regularly keeps us informed via email if concerning weather is predicted, but we should all be looking ahead ourselves. Don't wait until the poor weather is the forecast however, start planning ahead now.

Another good practice is to develop winter survival kits for your home, car and even your office.

Winter Survival Kits

Preparing for winter weather long before it strikes is easy and will go a long way to helping you and your loved ones stay safe through this winter. Take time at the beginning of the winter season to assemble winter survival kits – one for home and one for each vehicle.

A good home kit is easy to make and consists of:

- Several days' worth of food that needs no cooking or refrigeration, such as bread, crackers, cereal, canned foods, and dried fruits.
- Baby items as needed, such as formula, extra diapers, etc.
- Several days' worth of water stored in clean containers, or purchased bottled water.
- Several days' worth of medicines that any family member may need.
- Blankets and warm clothing (wool is excellent for retaining body heat).
- Pocket hand warmers.

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- Flashlights and/or battery-powered LED lanterns.
 - Battery-powered weather radio, AM / FM radio and clock.
 - Extra batteries for all of your electronic.
 - Non-electric can opener.
 - A good snow shovel or well-maintained snow-blower.
 - Rock salt, to help melt ice, and sand or kitty litter to reduce slipperiness.

Having these items on hand will help you avoid having to venture out into hazardous conditions and will help sustain you in the event of widespread power outages or fallen trees that may block roads and keep you at home. Cans of food with flip-top lids and pantry items such as granola bars and dry cereal are better choices to get you through a long power outage.

For your vehicle, consider these items:

- Blankets
- Battery-powered NOAA weather radio for the latest storm updates
- Basic first aid kit
- Windshield scrapers and brush
- Jumper cables
- Mobile phone with battery pack charger
- Bag of sand or cat litter (to pour on ice or snow for added traction)
- Small or collapsible shovel
- Container of water and non-perishable, high-energy foods such as granola bars
- Flashlight and extra batteries

If you will be traveling to a more snowy location, such as the hills of West River, you'll want to add other items such as a tow rope and tire chains. But most of all, when driving during wintry weather, you should also bring along your best driving skills and your patience! And remember that if possible, the safest place to be during winter weather is at home. Do not venture out in your vehicle during a winter storm unless it's absolutely necessary.

Winter Safety Resources

Here are some additional resources to help you further prepare for winter:

- [National Weather Service Winter Preparedness Guide](#)
- [South Dakota Emergency Management](#)
- [South Dakota Safety Council](#)
- [SD DOT Winter Driving Information](#)
- [SDSU Safety & Security Winter Storm Info](#)

Chief Tim Heaton



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

**Always remember...
each one of you is a safety officer:
*If You See Something
Say Something!***

EMERGENCY MANAGEMENT

PREPARE!

Extreme Cold Safety Tips – Winter Safety

Almost everyone is likely to face some type of severe winter weather at some point in their lives. Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, icing, sleet and freezing rain.

One of the primary concerns is the winter weather's ability to knock out heat, power and communications services to your home or office, sometimes for days at a time. Heavy snowfall and extreme cold can immobilize an entire region.

The National Weather Service refers to winter storms as the “Deceptive Killers” because most deaths are indirectly related to the storm. Instead, people die in traffic accidents on icy roads and of hypothermia from prolonged exposure to cold. It is important to be prepared for winter weather before it strikes.

Take some time to think about what your office would do if you lost power for 12 hours and what about 72 hours, how can your office function and what would be needed. What would it take to continue to provide service to the rest of the campus community during this time?

Winter Storms, especially blizzards, can be very dangerous. Preparing before extremely cold, snowy weather occurs can save your life. Know what winter storm watches and warnings mean. If a Winter Storm Watch has been issued for your area, hazardous winter weather conditions (such as snow greater than 6 inches in 24 hours, winds gusting over 35 mph, or visibilities less than a 1/4 mile) are expected in the next 12 to 36 hours. A Winter Storm Warning means the conditions listed for the Watch exist.

Try to stay indoors during a blizzard. If you have to go outside to check on animals or for another reason, be sure to dress warmly in loose fitting layers of clothing. Wear heavy gloves to protect your hands and heavy socks with boots that will not absorb water. Cover your mouth so that you don't breathe in freezing cold air that can damage your lungs. Keep your body dry. Know the signs of hypothermia or frostbite.

If you are traveling at all when a winter storm is possible, then you should always bring emergency supplies with you. You can never predict when you might get stranded and need them. If stranded, make sure

you stay in your vehicle. Run your vehicle about ten minutes every hour. Open windows a little for fresh air to avoid carbon monoxide poisoning. Make yourself visible to rescuers by turning on the dome light at night, tie a colored cloth to your antenna, and raise the hood after the snow stops falling. If you are caught outside, find a dry shelter and cover all exposed parts of the body. If shelter is not available, prepare a lean-to, wind break, or snow-cave for protection from the wind. Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat. Do not eat snow, it will lower your body temperature. Melt it first. Weather related dangers can be very unexpected. Being prepared for a potential hazardous situation could save your life.

Before traveling check for weather updates from your preferred news outlet.

- ✓ Check [the Safe Travel USA](#) website for road conditions.
- ✓ Use the [Jackrabbits Guardian](#) app to alert someone of when you leave and when you plan to return.

[Snowstorms & Extreme Cold](#)

(Ready.gov)

Video: [ABC News Winter Weather Safety Tips](#)

Update your [Campus Alert information](#). This system is used to notify you of emergency that may be happening on or near campus that pose an ongoing risk of loss or harm.

Jayme Trygstad



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ENVIRONMENTAL HEALTH & SAFETY

Laboratory Work over the Breaks

With the upcoming Holiday breaks, it is important to remember to keep any work you will be doing managed in a safe manner. Whether leaving for the holidays or working in the lab please take precautions.

If the whole lab is leaving for the holidays, ensure that all hazardous chemicals (including waste) are secured and under control. Remember, that it is against EPA policy to leave any chemical containers open to the air at any time, unless you are adding or taking materials out of them. Leaving the chemicals open is considered disposal and we do not have a disposal permit.

Is there any equipment that should be shut down while you are gone, even just for a few days, such as: distillation systems, heating blocks, and other such equipment? We have had incidents with equipment left

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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.

running while lab personnel have left for a few days, luckily some alert custodians have saved the day.

It's never a good idea to work in a laboratory alone, but if you do make sure that all hazardous tasks are performed with another person near, either in the same room or adjoining. Many laboratory accident injuries could be prevented by having another person within yelling distance. If the worker must work alone over the holidays keep work to less hazardous experiments and processing data.

It is against university policy to have any food or drink present in a laboratory where hazardous materials are used or stored; thus this mean that lab holiday party, does not belong in the laboratory. Although this seems like unlikely thing to do, we have found such things in the past. Along this line, we have had an alarming increase in the number of reports of people bringing food and drinks into the lab. SDSU's guidelines state that no food or drink at any time; this INCLUDES bringing a coffee cup in and only talking to a lab occupant (but never putting it down) and it includes bringing water bottles, soda, or any other drink into lab. All drinks and food, whether you put it down or not, is not allowed in any laboratory on campus.

From the EHS office, we wish all SDSU students and employees a very happy Holiday Season. Take some time to de-stress and enjoy the company of friends and family.

One of the slogans of the EHS office is:

Everyone Home Safe

(and...Everyone Comes Back to Campus safe!)

Dr Gary Yarrow



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CYBER SECURITY

DOCUSIGN: Don't Get Phished: Tips for Foiling Scammers

A few simple techniques can help you spot the difference between a spoof DocuSign email vs. the real thing:

- Hover over the link – URLs to view or sign DocuSign documents contain “docusign.net/” and always starts with https
- Access your documents directly from www.docusign.com by entering the unique security code, which is included at the bottom of every DocuSign email
- Do NOT open unknown or suspicious attachments, or click links – DocuSign will never ask you to open a PDF, office document, or zip file in an email
- Look for misspellings, poor grammar, generic greetings, and a false sense of urgency

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Contact us if you have questions!

See our website on InsideState:
<https://insidestate.sdstate.edu/technology/infotech/Units/infosec/default.aspx>

*Did you know that typing the
wrong url into a browser
leads you to malicious websites?
Can't install an app?
Ask us about whitelisting it!
We are here to help you stay
secure!*

- Enable multi-factor authentication where possible
- Use strong, unique passwords for each service – do not reuse passwords on multiple websites
- Ensure your anti-virus software is up to date and all application patches are installed
- Contact the sender offline to verify the email's authenticity, if you are still suspicious
- Report suspicious DocuSign emails to your IT/security team (sdsuabuse@sdstate.edu) and spam@docusign.com

To read more please visit DocuSign's support website here:

https://trust.docusign.com/static/downloads/Combating_Phishing_WP_05082017.pdf

STH training

Just a reminder that security awareness training is available via Securing the Human.

The link to access is: <https://sso.securingthehuman.org/sdstate/>

Email reminders will be sent to users that have not started or completed the training.

For any issues please contact the SDSU Support Desk at

SDSU.SupportDesk@sdstate.edu

More Cyber Security Tips for the Holiday Season

Never use public computers or public Wi-Fi for online shopping.

- Public computers may be infected with malicious software designed to steal your payment information and website login credentials.
- Open and unsecure public Wi-Fi hotspots can allow criminals to intercept network traffic and steal credit card numbers and other confidential information.
- Ensure your home Wi-Fi is securely configured.

Be vigilant for suspicious-looking ATMs and point-of-sale readers.

- Keep an eye out for suspicious keypads, loose wires and parts, and cameras pointed towards the keypad. If something doesn't look right about the machine, don't use it.
- Skimming devices pose a significant financial threat. According to the Fair Isaac Corporation, 2015 saw the highest ever number of ATM compromises in the United States, a 546 percent increase from 2014.
- Check your account balances often and report fraudulent charges immediately.

Cont...



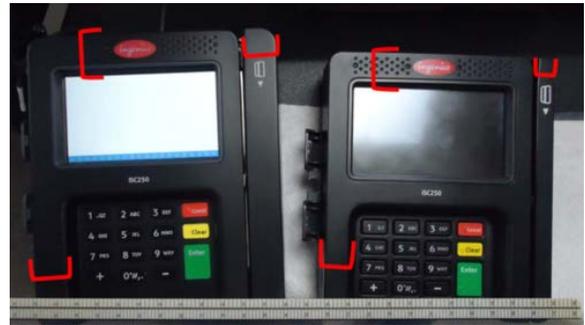
For more information on ATM skimming, please see the FBI's infographics here:

If possible, opt for using credit cards instead of debit cards for shopping transactions.

- While both payment methods pose risk if

compromised, debit cards do not carry the same consumer protections as credit cards, which limit the victim's liability in the event of fraudulent charges. Also, it can take longer to recover funds stolen from a debit account, and in some circumstances there is no guarantee that that all funds will be returned to the victim.

- Choose one credit card to do all or most of your holiday shopping to make reviewing for unauthorized purchases easier.
- Use the chip-and-PIN option when available or consider using a mobile payment option.



Always use complex passwords and challenge questions on accounts.

- Use different passwords for different websites; don't use the same password across multiple accounts, particularly those that store your financial information.
- Make sure that your answers to challenge questions cannot be discovered via social media or public records websites (pet's name, mother's maiden name, hometown, etc.).

Never click on suspicious links, pop-up advertisements, or open unsolicited attachments.

- These are often used by attackers as a way to deliver malware onto your computer or mobile device.
- If you receive an unexpected link or attachment from a known sender, contact the sender to verify.
- Pop-up advertisements as well as ads on web pages can deliver malware – dubbed malvertising.

Cont...

Beware of telephone and Internet scams and offers that sound too good to be true.

- Never click on links or advertisements claiming to give away expensive gifts and prizes. Chances are, these are links to malicious websites.
- Attackers will take advantage of the holiday season by sending phishing emails with images of seemingly legitimate coupons for popular retail stores that are embedded with or link to malware.
- Do not forward chain letters or share social media status updates that promise a reward after so many “shares” or “likes.”
- Avoid shopping on unfamiliar websites that offer luxury goods at unusually low prices.
- Never provide your personal or financial information over the phone or via text messages.
- Never reply to any text message requests for validation codes, attackers are using this tactic to gain unauthorized access to personal accounts.

Report any suspicious activity or malicious cyber activity.

- Citizens: If you are the victim of identity theft, financial fraud, or malicious cyber activity, report it to your local police department immediately and obtain a case number.
- Consider reporting cyber incidents to the FBI IC3 [here](#).

For identity theft, contact the three credit bureaus and file a report with each of them.

Have a safe and happy holiday!

Mavhu Chidaushe