



Safety & Security Newsletter

February 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](#)

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Office of Safety and Security

We constantly look for ways to make this newsletter more responsive to our community needs. With that in mind, the February newsletter is the first month with information from the Office of Technology.

Our “Did you Know?” sections are designed to increase awareness and better connect the community to available resources. For example, did you know you can report unsafe conditions such as unsafe lab practices, uneven sidewalks, blocked entrances or other safety hazards by clicking on the [Report a Concern Form](#)?

This is not the same form as the Concerning Behavior Referral Form available on the [Violence Prevention and Education website](#). Concerning behaviors are words, actions or circumstances that cause a sense of anxiety or worry about the person’s ability to effectively manage everyday life activities.

Threatening behavior is words or actions that create a sense of fear. Threatening behavior should be reported to the police immediately by calling 688-5117 or 111 for emergencies from campus phones or 688-5117 or 911 from cellular phones.

Reporting such behaviors should be considered as something we do for, and not to, members of our community. Information on the BIT process is available on the [BIT website](#).

Don Challis
Assistant VP for Safety and Security

UPD Contact Information

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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.

Resources (Links)

[Annual Campus Safety Report](#)
[Brookings Police Department](#)
[Brookings County Sheriff's Office](#)

University Police Department

Did you know that in addition to traditional law enforcement services we provide a wide array of other services?

Here are just a few of our metrics from 2016:

Jump-starts

We performed 68 jump-starts with one of our two jump-start packs. These were upgraded toward the end of 2016 to improve the volume of starts each pack can perform as well as provide more cold cranking amps to get SUVs and larger vehicles running. We are already on pace to far exceed that number in 2017.

Motorist assists

No every motor vehicle issue is based on a dead battery. In fact, 75 times we assisted someone with a variety of mechanical issues, often on the side of a road. We also pushed a few cars out of the snow and even helped change a few tires.

Building entry

Not everyone studies, works or conducts research Monday through Friday from 8 a.m. to 5 p.m. and not everyone has a set of keys. UPD officers allowed authorized access into university buildings 429 times.

Alarms

While this does fall into the area of emergency response, UPD responded to 132 full fire alarms and 79 trouble alarms. These events require a uniformed response to ensure the safety of everyone present in the structure, as well as the structure itself. We also responded to 39 call box alarms and 37 security alarms.

Medical assistance

We were active providing medical assistance to those in need. In addition to the 64 times officers arrived at a medical emergency and requested an ambulance, an officer transported the patient to a medical facility on- or off-campus 17 other times.

Educational programming

We provided education programs to nearly 1,000 staff and students. To learn more or to attend a program, view our [education offerings](#).

You may have heard of situations where fraud and or violence occurred when meeting to exchange goods purchased through online markets such as Craigslist. UPD is a good place to complete transactions made online. Sometimes just the request to make exchanges at a police department will deter criminals from completing fraudulent exchanges. To increase your safety, let us know that you will be using our lot/lobby to complete an exchange. Please remember university policy does not allow for the transfer of weapons on-campus.

Tim Heaton
Chief of University Police

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Emergency Management

Specialist

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

Remember, if you see something, say something.

Emergency Management

Do you know :

- We have provided more than 200 emergency action guides across campus? This guide provides response information for a wide range of natural and man-made incidents. Information provided in the guide is also available on the [Emergency Management website](#).
- The evacuation route procedures or shelter-in-place options for your building?

Evacuation:

- Leave using the nearest exit or an alternate if the nearest exit is not accessible;
- Never use an elevator;
- Take personal belongings (keys, purse, wallet, phone, etc.), but do not delay your exit in doing so;
- Once outside, go to the emergency assembly areas designated by your building emergency plan;
- Follow the directions of the police and fire responders; and
- If you are unable to exit, move to an area of refuge and alert a contact of your location.

Shelter-in-place:

- Evaluate the situation and choose the most appropriate shelter location. For example:
 - Severe weather: the lowest interior space away from windows; or
 - Violence: a secure, enclosed space, behind solid objects and away from doors.
- Move to a shelter and take personal items, if space allows.
- Remain sheltered until instructed it is safe to leave.
- If safe to do so, monitor news sites for the latest information.

Emergency communications

Do you know that in an emergency, landline and cellular calls might not go through because of heavy call volume in the affected area?

When this happens, texting might be your best option, as texts require less network telephone system resources and are less likely to be affected by increased call volume.

If you are like my boss and don't like to text, you may want to make sure you *know how* just in case texting is the only way to communicate in an emergency.

Calls to or from outside the affected area often have a better chance of getting through. Therefore, designating individuals away from campus to relay information might increase the ability to coordinate information in an emergency.

Jayme Trygstad
SDSU Emergency Management Specialist

EHS Contact Information

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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.

Environmental Health and Safety

One of the functions of the EHS office is the proper handling of hazardous materials, including such items as e-waste, liquid and solid unwanted hazardous materials, radioactive waste and others. We turn these materials over to vendors that have authorized and certified disposal methods. Our preferred method is to recycle materials, but sometimes this is just not possible.

In 2016, EHS arranged for disposal of:

- 42,400 pounds of computers, monitors, phones, printers, etc., to be recycled;
- 1,050 gallons of used oil from vehicles and labs to be recycled;
- 11,019 pounds of PCB-containing electronic components;
- 1,608 pounds of non-PCB electronic components;
- 23,323 fluorescent bulbs, HID bulbs and compact fluorescent bulbs to be recycled;
- 610 gallons of unwanted liquid chemical waste; and
- Over 5,489 pounds of chemical solid waste.

In general, six to eight semi tractor-trailers are filled over the year to dispose of these materials. In addition to these waste streams, EHS has permission to dispose select unwanted chemical materials via the sewer system or a landfill. Those amounts would equal to or be more than the above amounts. However, only EHS can conduct such disposals.

EHS carefully evaluates the companies that can handle our waste stream. They must be certified and trained to safely transport and dispose these materials.

In addition to the disposal of the materials listed, EHS (in 2016) conducted seven different classes (with attendees):

- Chemical hygiene: 117;
- Radiation safety: 26;
- Fire safety and extinguisher training: 25;
- Ag and mechanical equipment: 25;
- Radiation safety for principal investigators: 3;
- ATV/UTV training: 10;
- Shop safety: 18; and
- Ergonomic evaluations: 21.

Please remember that it is the principal investigator's responsibility to ensure that all of those they supervise be trained in their appropriate areas and that all PIs are also required to take appropriate training.

EHS is here to help you with management and disposal of hazardous materials as other safety consideration in your facility. If you have any questions or concerns, please email us: EHS@sdstate.edu.

Dr. Gary Yarrow
Director of Environmental Health and Safety

Information Security

Information Security Office

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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.

The Office of Information Security establishes, implements and maintains security programs to assist management in the protection of computing resources and associated information assets against accidental or unauthorized modification, destruction or disclosure.

Our responsibilities include:

- Establishment of appropriate university wide policies, standards and guidelines for data and physical security safeguards about information systems.
- Recommendation and review of the implementation and maintenance of data security software that provides controlled access and use of sensitive application systems, database management systems, computer operating systems, communication networks and computer hardware.
- Providing consultation into technical and application development efforts involving computer data security and integrity issues.
- Maintaining awareness of existing and proposed legislation and regulatory laws pertaining to information system security.
- Participation in investigations of information security violations.
- Educating the general community about the security risks of electronic information systems and provide targeted information informing them of steps they can take to minimize those risks.

Did you know that the Office of Information Security has blocked and/or monitored:

- More than 3.9 million spam emails blocked in the first week of February?
- 110 phishing websites our campus community has reported?

This Month's Advisories

Tax Fraud—Don't fall victim to tax scams. The IRS issues news releases of some of the common scams: <https://www.irs.gov/USC/tax-scams-consumer-alerts>

Phishing emails—These scams attempt to trick you into giving personal information such as your bank account numbers, passwords and credit card numbers. In most cases, victims are lured to websites that pose as legitimate sites for victims to provide personal and financial information.

Mobile phone scammers—Mobile phones are also used by scammers to call and lure you to provide personal identifiable information. When in doubt, hang up and look up the company department that claims to have called you and call back using the number on their website.

Did you know you can report any suspicious email activity by notifying our office via email? Simply start a new email and attach the suspicious email and send to sdsuabuse@sdstate.edu

Security fact: Our campus firewall has dropped nearly 43.7 billion known bad requests in the past 12 months.