



Safety & Security Newsletter

May 2016



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](#)

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Don Challis
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Office of Safety and Security

The Office of Safety and Security is one of several that creates and maintains a campus environment that is as risk free as possible. Despite the university's focus on reducing workplace injuries, the large number of people working in a wide variety of environments means some injuries will likely occur. When they do, there is a university process to lessen the incident's impact.

When an accident results in an injury, it is important to notify the University Police Department. Regardless whether UPD was notified, if the injured person(s) is a full-time, part-time, student or volunteer employee, it is the responsibility of someone in that individual's supervisory chain to complete the first report of injury form. That form is available on [InsideState](#) and can be completed online. Other information, such as workers' compensation claim procedures, can be found on that site.

If the injured person is a student or a visitor, they should be directed to contact [Vicki Soren](#) at (605) 688-4989. Vicki is the primary point of contact for students and visitors. She is also available to provide information on the supervisor's responsibility in providing a safe working environment and injury reporting requirements.

Summer is also the time for camps. Every Monday, the Office of Safety and Security provides a weather forecast for the upcoming week to summer camps organizers and workers. If severe weather is possible, the office provides immediate notification of severe/dangerous weather. Working with our colleagues in the Office of Information Technology, we are establishing an online registration site for you to enroll to receive these messages.

[Don Challis](#)

Assistant Vice President for Safety and Security

UPD Contact Information

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Chief Tim Heaton
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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

Finding a balance between enjoying your summer and staying healthy and safe is extremely important. Use the following summer safety tips to have a fun-filled, safe and healthy summer.

Swimming is not only fun but it is also a great form of exercise. However, thousands of deaths and accidents associated with water recreation occur each year. The swimming safety tips below are great guidelines to follow:

- Always use the “buddy system” by swimming with a friend;
- Swim at places that have on-duty lifeguards when possible;
- Always check your local weather conditions before swimming; and
- According to the Center for Disease Control and Prevention, alcohol use is involved in up to 70 percent of deaths associated with water recreation. Be a responsible drinker and avoid drinking alcohol before and during water activities.

Bicycling is a fun and environmentally friendly form of transportation that is also a great way to get around town and campus. However, bicycling does require added safety precautions. Use the following tips to stay safe when biking:

- Helmets greatly reduce the risk of brain injury. Always wear a helmet;
- When riding at night, always wear reflective clothing and use a headlight and have a rear reflector on your bike;
- Ride with the flow of traffic; and
- Follow the rules of the road and obey all traffic signals and signs.
- Use directional hand signals when turning.

Fun in the Sun – Health professionals recommend getting 15 minutes of sunlight each day to get the most vitamin D benefits. However, too much sun exposure can increase your risk of developing cancer. Avoid sun damage to your skin by doing the following:

- Wear sunscreen with an SPF of at least 15. Be sure to reapply your sunscreen as needed or directed;
- Wear protective clothing to minimize the effect of the sun’s rays;
- Lower your risk of catching Lyme disease or West Nile virus by wearing proper mosquito repellents, especially when you will be in wooded areas;
- Reduce the risk of developing a heat-related illness by knowing the signs of dehydration and staying hydrated. Keep water or sports drinks on hand if you know you will be out in the heat for an extended amount of time; and
- Avoid consuming alcoholic and caffeinated beverages before and during outdoor activities because they increase your risk of becoming dehydrated.

Have a great summer!

[Tim Heaton](#)

Chief of University Police Department

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Jayme Trygstad

Emergency Management

Specialist

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“Remember; when disaster strikes, the time to prepare has passed.” -Steven Cyros

Always remember. If You See
Something, Say Something.

Emergency Management

A weather radio tuned to your local area is always a good way to be alerted of severe weather. Keep one at your home and office to help keep you safe. Don't forget to routinely change its batteries.

A **tornado watch** is issued when weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes.

The emergency message for a tornado watch will encourage you to identify a nearby shelter. A tornado shelter can be an interior room or hallway, away from windows. If outside, avoid low-lying areas as they may be prone to flooding.

A **tornado warning** is an alert issued by weather services to indicate that severe thunderstorms with tornadoes may be imminent. It can be issued after a tornado or funnel cloud has been spotted by the public, storm chasers, fire department, emergency management, law enforcement or more commonly if there are radar indications of tornado formation.

The emergency message for a tornado warning will tell you to immediately seek shelter and remain there until the warning is canceled. Go directly to an enclosed, windowless area in the center of a building on the lowest floor possible. When there, crouch down and cover your head. Interior stairwells are usually good places to take shelter, and, if not crowded, allow you to quickly get to a lower level. Avoid elevators as you could be trapped if the power is lost. If available, take a radio, cellphone, whistle and a flashlight to the shelter area as a tornado may result in a loss of power.

Many people mistakenly believe that a highway overpass provides safety from a tornado when you're traveling. In reality, an overpass may be one of the worst places to seek shelter from a tornado and should not be used as such.

Brookings County has posted its [2016 Warning System Schedule](#). The sirens are routinely scheduled for the first Tuesday of each month at 1 p.m., unless there is severe weather in the area. They then have an alternate date, usually two days later. At SDSU, you should know where those areas are in your building that will provide the best protection. At a minimum of once each year, you should use the county's warning siren as a drill to ensure everyone in your office area knows where to go. Review your plan.

Lightning can also put you at risk. There is no safe place outdoors when a thunderstorm is nearby. The energy from one lightning flash could light a 100-watt light bulb for more than three months. Count the number of seconds between a flash of lightning and the sound of the resulting thunder.

Divide the number by five to get an estimate of the distance in miles to the lightning strike. Remember, if you are outdoors and can hear thunder, you are in danger of being struck by lightning. I will let you think about why, but more than 80 percent of lightning fatalities are male.

Additional weather information from the National Oceanic and Atmospheric Administration is available on the [Brookings County](#) website.

As a reminder, as part of our ongoing fire safety program we will be scheduling fire drills in academic buildings this summer.

[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 & Safety

June is really close; time to get those grills out, dust off fishing equipment or other outdoor activity devices. June is also National Safety Month. And EHS would also like to make June “SDSU Training Compliance Month.”

Any faculty (PI), technician, student (grad or undergrad) who work in an area that uses or stores hazardous materials are required to take the [Chemical Hygiene and Laboratory Safety Class \(CHLS\)](#). This class explains some of the general concepts of laboratory and hazardous materials safety. It does not explain specific safety aspects of specialized equipment or materials as that is the responsibility of the PI (or designate) of the laboratory. This specialized training must also be documented. Documenting such training can help to reduce liability issues to faculty and to the university.

With summer research gearing up, more folks will be working in radiation laboratories. However, before a person is allowed to work in those laboratories, they must take the [Radiation Safety Class](#). Registration is at the same site as the CHLS class.

Take some time this summer, and examine your facilities chemical inventory. Your [inventory](#) must be kept up to date, as required by the Risk Management Office in Pierre and EPA regulations. If you have questions about the inventories, [please contact me](#).

A training event [calendar](#) is on our Web page.

Later this summer, EHS will be presenting several one-hour sessions for faculty or supervisors of facilities that use or store hazardous materials. These will be announced in the news section of InsideState. Please make every effort to attend at least one of these to get information on laboratory safety concerns and issues.

Starting in June, you'll see the EHS office folks visiting labs to do our annual laboratory audits. We look for are things that may be a risk to the laboratory occupants or the environment. If you have any concerns about laboratory conditions, you can send them to me directly or to [“Report a Concern”](#) and it will be investigated. You can download a laboratory self-inspection form from the [EHS Web page](#). This is very similar to the inspection form that EHS uses when auditing laboratories. The EHS audits are not designed to interfere with your work or to be a hindrance to your workflow; they are designed to help identify items that may be or become a risk to the laboratory occupants.

The EHS office's job is to take state and federal guidelines and interpret them so that SDSU facilities and employees are in compliance with the guidelines. If you have questions or concerns, please feel free to contact the EHS office to discuss. Summer is a very busy time for faculty and students and EHS wants to be able to assist you in making sure that safety is a top priority within the laboratories and other work environments.

Get out there and enjoy summer, but remember to have a safe summer.

[Dr. Gary L. Yarrow](#), Director

This newsletter has been sent to you by the SDSU Office of Safety and Security

Morrill Hall 208