

August 10, 2009

TO: Vice Presidents, Council of Deans, Department Chairs, Other Academic Heads

FROM: Warwick M. Bayly  
Provost and Executive Vice President



SUBJECT: Safety on Campus – Please distribute to all Pullman Faculty and Staff

Washington State University is committed to maintaining a safe environment for its faculty, staff, and students. Safety is a priority in which the university invests significant time and resources. We have emergency plans and procedures that are reviewed regularly and that can be implemented quickly in a crisis or emergency. Our continuing focus on expanding communication resources and practices has enhanced our ability to effectively maintain our campus safety. Noteworthy in this regard are the Campus Outdoor Warning System (COWS), the Crisis Communication System (CCS) and significant updates and improvements to the WSU ALERT web site.

Safety is not the exclusive responsibility of any one individual, department, or office. Every member of the campus community should recognize that it is a shared responsibility and that each of us has a personal role in campus safety. Leaders at all levels including vice presidents, deans, directors, chairpersons, and department heads must take an active role in working with faculty, staff and students to foster an environment of safety awareness by providing necessary training and by setting an example for others to follow. Individual faculty, staff, and students should know the appropriate actions to take when an emergency arises. Their understanding of University safety and security procedures will help emergency personnel fulfill their responsibilities when emergencies do arise.

The University has developed a resource in support of our commitment to the safety of students, faculty, staff, and visitors. The Campus Safety Plan, which can be found at <http://safetyplan.wsu.edu>, contains a comprehensive listing of university policies, procedures, statistics, and information relating to campus safety, emergency management, and the health and welfare of the campus community. I ask that all faculty, staff, and students visit this web site as well as the University emergency management web site at <http://oem.wsu.edu/emergencies> to become familiar with the campus safety and emergency information provided. **Faculty members should provide these links to students by mentioning them in class, including them in**

**every course syllabus, and posting them on course web sites. Additionally, I ask that all faculty discuss classroom emergency information with their students for each individual classroom or laboratory where they teach.** Everyone should also become familiar with the WSU ALERT site (<http://alert.wsu.edu>) where information about emergencies and other issues affecting WSU will be found. This site also provides information on the communication resources WSU will use to provide warning and notification during emergencies. It should be bookmarked on computers. Finally, all faculty, staff, and students should go to the myWSU portal at <http://my.wsu.edu> and register their emergency contact information for the Crisis Communication System (CCS). Enter your network ID and password and you will be taken to the myWSU main webpage. Look for the Emergency Notification box on the right side of the page and click on Register to be taken to the registration page where you can enter your cell, landline, and email contact information.

We are fully committed to keeping our community informed of public safety issues and emergency procedures as well as providing protection, education and other services that enhance your safety and well-being. I urge you to stay informed of the services and information available on campus and to remain vigilant and aware of your surroundings at all times so that we can work together to ensure a safe working and learning environment. If you need help in evaluating your area in terms of safety and emergency management, or you have recommendations on how we can improve campus safety and security, I urge you to contact Chris Tapfer, University Emergency Management Coordinator at [tapfer@wsu.edu](mailto:tapfer@wsu.edu) or 335-7471. For more information on campus safety you can also visit the full Office of Emergency Management site at <http://oem.wsu.edu>.