

August 20, 2009

TO: WSU Spokane Faculty and Staff

FROM: Brian Pitcher  
Chancellor

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

Washington State University Spokane 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 is the Crisis Communication System (CCS) and significant updates and improvements to the Spokane Campus Alert web site at <http://www.spokane.wsu.edu/campusalert>.

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.

I ask that all faculty discuss classroom emergency information with their students for each individual classroom or laboratory where they teach. In each of the Riverpoint Campus classrooms and conference rooms there is an evacuation map of the building on the whiteboard showing the location of the classroom you are in, the building address, Riverpoint Campus Security phone number, evacuation instructions, and Emergency Assembly Locations (EAL). Each campus building also has the building evacuation map posted near the elevator on each floor.

The WSU Spokane Safety and Security website is located at [http://www.spokane.wsu.edu/services/Facilities/Safety\\_Security](http://www.spokane.wsu.edu/services/Facilities/Safety_Security).

The WSU Spokane Emergency Management Plan is located at [http://www.spokane.wsu.edu/services/Facilities/Safety\\_Security/Emergency](http://www.spokane.wsu.edu/services/Facilities/Safety_Security/Emergency). All employees should read these procedures and be familiar with them; I recommend a regular review.

**Faculty members should provide these two links to students by mentioning them in class, including them in every course syllabus, and posting them on course web sites.**

Everyone should also become familiar with the WSU Spokane Campus Alert site (<http://www.spokane.wsu.edu/campusalert/>) where information about emergencies and other issues affecting WSU Spokane will be found. This site also provides information on the communication resources WSU Spokane 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 [www.my.wsu.edu](http://www.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 Jon Schad, Director of Facilities Operations at [schad@wsu.edu](mailto:schad@wsu.edu) or 358-7991.