

UNIVERSITY SAFETY

The safety of all students, employees, and visitors is of primary importance to Central Washington University.

SAFETY DEPARTMENTS

ENVIRONMENTAL HEALTH AND SAFETY OFFICE (EH&S). The EH&S Office is responsible for the Campus Accident Prevention Program and management of CWU's Occupational Safety and Health program. This office is available to advise on issues involving workplace health and safety. (509) 963-2252.

UNIVERSITY POLICE AND PARKING SERVICES. CWU has a fully commissioned police department that serves the Ellensburg campus 24 hours per day, 365 days per year. The department is responsible for normal law enforcement services and provides training and material regarding safety on campus. In the event of an emergency, dial 911. For non-emergency police related matters, call (509) 925-8534.

EMERGENCY PROCEDURES

REPORTING EMERGENCIES. To report an on-campus emergency such as death, injury, fire, property damage or crime, dial 911. "Blue-light" emergency phones are located across campus. Each phone has an emergency button and two-way speaker that directly connects to 911.

ACTIVE SHOOTER. In case of an active shooter, use the RUN, HIDE, FIGHT response. First, if possible get away (RUN). If the situation does not allow you to get away, HIDE in a location that conceals you and preferably can be locked to keep away the suspect. As a final option, prepare to FIGHT. For more information, watch the informative 6-minute video "[Run. Hide. Fight](http://www.youtube.com/watch?v=5VcSwejU2D0)" at www.youtube.com/watch?v=5VcSwejU2D0.

EARTHQUAKE

Inside: DROP, COVER, HOLD under a table or desk or against an inside wall—not in a doorway—until the shaking stops. After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate. Evacuate the building. Do not leave the area/campus without reporting your status to your instructor, building coordinator or supervisor.

Outside: If you are outside, stay outside. Move away from buildings, utility wires, sinkholes, and fuel and gas lines. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, DROP, COVER, HOLD (to avoid being knocked down by strong shaking) and stay put until shaking stops.

MEDICAL CARE AND FIRST AID. University employees who need medical treatment from a job-related illness or accident may go to the physician or hospital of their choice. In a job-related illness or accident, the worker must file a Department of Labor and Industries accident report. These forms are obtained from the health care provider. Within each department are First Aid kits to be used for minor injuries. Rooms containing these kits are marked with a First Aid sign.

REPORTING ACCIDENTS. Report all work-related injuries, illnesses, and property damage to your supervisor or department head. You must complete an online CWU Accident Report and submit it to the EH&S Office.

It is extremely important to contact WA State Department of Labor & Industries within 8 hours of any work-related accident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye of any employee. Contact L&I directly at 1-800-423-7233. For more information, please click on the following link: <http://lni.wa.gov/SAFETY/TRAININGPREVENTION/HELP/REPORTFATALITYHOSPITALIZATION.ASP>

VEHICLE ACCIDENTS. Vehicle accidents that occur off University property must be reported to police agency having jurisdiction (City, County, or State). This applies to University vehicles and private vehicles on University business. Vehicle accidents on University property must be reported to University Police. Any accident involving a University owned vehicle, no matter how slight the damage, must be described on a Vehicle Accident Report form (S.F.137) within 24 hours through the CWU Motor Pool Office, located in Facilities Management.

PREVENTION AND PRECAUTIONS

REPORTING HAZARDS. Inform your supervisor or department head of any unsafe conditions. If the condition cannot be immediately corrected, the supervisor will either notify the Facilities Management Department (FMD) at x3000 or the EH&S Office via online notification. Upon online notification, the EH&S Office will investigate and assist the department in correcting the problem.

WALKING COMPANIONS. CWU Police and Parking Services offer a walking companion program from 2pm to midnight. To have a Courtesy Assistance Team member walk with you call them at 509-963-2950.

SUSPICIOUS PERSON. Do not physically confront the person. Do not let anyone into a locked building/office. Do not block the person's access to an exit. Call 911. Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT. Do not touch or disturb object. Call 911. Notify your supervisor and/or building coordinator.

VIOLENCE PREVENTION

Incident and Pre-Incident Procedures – Any member of the university community observing behavior that is in violation of the workplace violence policy, or that could reasonably be interpreted as a precursor to an act of violence or intimidation, shall make an immediate report to university police and parking services.

REPORTING CHILD ABUSE. Actions against children that contribute to child abuse or neglect are contrary to the values of CWU and the university is committed to providing a safe environment for young people participating in its programs. In compliance with RCW 26.44.030 and 28B.10, all employees (including student employees) must immediately report child abuse and/or neglect that they suspect or become aware of in connection with any University activities and operations, whether the abuse or neglect is believed to have occurred on or off campus, within forty-eight hours to one of the following:

Washington State Department of Social and Health Services
<http://www.dshs.wa.gov/ca/safety/abuseReport.asp?2>

University Police
(509) 963-2959