WELCOME NEW FACULTY
Welcome New Faculty!

**College of Agricultural, Human and Natural Resource Sciences**
Sara Waters, Assistant Professor, Human Development

**College of Arts and Sciences**
Alyson Day, Instructor
Jessica Fales, Assistant Professor
Tom Gazzola, Instructor
Kristen Jones, Assistant Professor
Bala Krishnamoorthy, Associate Professor
Katrina Leupp, Assistant Professor
Frank McGrade, Instructor
Kevan Moffett, Assistant Professor
Leslie New, Assistant Professor
Debra Wilmington, Instructor

**College of Business**
Michael Curry, Assistant Clinical Professor
Rick Howell, Instructor
Nischala Reddy, Clinical Professor
Douglas Steck, Instructor
David Stubing, Instructor

**College of Education**
Sharon Kruse, Academic Director / Professor
Shameem Rakha, Assistant Professor
Katherine Rodela, Assistant Professor

**College of Nursing**
Kathryn Willits, Clinical Associate Professor

**School of Engineering and Computer Science**
Jong-Hoon Kim, Assistant Professor
Dear New Faculty Member:

Welcome to Washington State University Vancouver! WSU Vancouver is fortunate to have been able to attract a number of outstanding scholars for the 2014-2015 academic year. We are excited that you will be joining our vibrant community of prestigious academics and skilled administrators who are committed to the advancement of the University’s Strategic Goals of Student Success, Research, and Diversity.

Washington State University Vancouver

Situated on 351 scenic acres in Southwest Washington, across the river from Portland, Oregon, WSU Vancouver is a premier, non-residential research university that offers twenty bachelor’s degrees, nine master’s degrees, two doctorate degrees and more than 37 fields of study serving more than 3,000 students. Additionally, our faculty contribute to many more degrees based in Pullman and Spokane. WSU Vancouver was initially designed to offer only the junior and senior years of college. It now offers the entire four-year curriculum. The campus features eight academic buildings, a bookstore, cafeteria, student commons and student services center, study hall areas, sports court, fitness center, art galleries, and a system of biking and pedestrian trails, all framed in a beautiful campus setting between scenic views of Mt. Hood and Mt. St. Helens. Facilities also include many teaching and research laboratories, as well as a library stocked with more than 30,000 books, access to more than 100 databases, 9,000 full-text online journals, and extensive Web connections that make the library a personal gateway to worldwide research materials.

Here are some reminders for the upcoming fall semester. Please place the following important campus events on your calendar:

- **On Monday, August 18**, the WSU New Faculty Orientation will be held in Pullman. More information about this all day meeting will be send directly from the Provost’s office soon.

- **On Thursday, August 21**, WSU Vancouver Human Resources is holding its New Employee Orientation. You will receive information separately from Human Resources about this event, which will cover a variety of campus resources and services, as well as benefits orientation, if needed.

- **On Friday, August 22**, the WSU Vancouver New Faculty Orientation will be held from 11:30 AM to 4:30 PM in the Dengerink Administration Building, Room 129. Geared toward the needs of faculty specifically, this will present an overview of WSU Vancouver and introduce people and resources available to support your success. You
will have opportunities to get to know other new members of the faculty, as well as interact with other faculty in your academic unit.

Here are three fundamental tasks you can do in advance of fall semester:

1. Information regarding the conduct of animal and human subjects is available at these links: animal subjects: [http://www.iacuc.wsu.edu/](http://www.iacuc.wsu.edu/) and human subjects [http://www.irb.wsu.edu/](http://www.irb.wsu.edu/)

   - Prior to being able to submit a research application, complete the required on-line training in the ethical use of animals or human participants. [www.irb.wsu.edu/citi.asp](http://www.irb.wsu.edu/citi.asp)

2. Draft your syllabus (there may be department-specific policies to include, please check with your academic director):

   WSU Vancouver-specific information to include in your syllabus, including boilerplate language to cut and paste, can be found here: [http://admin.vancouver.wsu.edu/academic-affairs/required-components](http://admin.vancouver.wsu.edu/academic-affairs/required-components)

   - WSU course policies are here: [http://vpue.wsu.edu/policies/](http://vpue.wsu.edu/policies/)

3. Learn crucial policies: If you are new to teaching, it is important to know the Family Educational Rights Privacy Act. There is an on-line tutorial, which you will need to complete before you can access student records: [https://ronet.wsu.edu/main/apps/ferpatest.asp](https://ronet.wsu.edu/main/apps/ferpatest.asp)

Your academic director, or administrative assistant, will be in touch with you regarding setting up an email address, office assignment and keys, business cards, parking permits, and so forth.

Best wishes for an enjoyable summer and we look

Sincerely,

Renny Christopher, Ph.D.
Vice Chancellor for Academic Affairs
New Faculty Orientation

August 22, 2014

WELCOME!

WSU Vancouver is an engaged research university committed to increasing access to higher education in Southwest Washington. The university is dedicated to offering world-class undergraduate and graduate degrees via student-centered, relevant education; advancing knowledge and creativity; and engaging with the community.

Mission Statement
Background & Context

Urban campuses established by legislation, 1989, with two goals:

- *Increase access to higher education*
- *Promote regional economic development*

Background & Context

In 2005, the legislature reaffirmed the mission of the branch campuses and authorized Vancouver to admit lower-division students:

“The primary mission of the higher education branch campuses created under this chapter remains to *expand access to baccalaureate and master's level graduate education in underserved urban areas of the state* in collaboration with community and technical colleges. The top priority for each of the campuses is to expand courses and degree programs for transfer and graduate students. *New degree programs should be driven by the educational needs and demands of students and the community, as well as the economic development needs of local businesses and employers.*”
Academic Affairs

Office of Academic Affairs
Ronny Christopher
Vice Chancellor

Principal Assistant
Wendy Horsham

Assistant Vice Chancellor
June-Comy, Interim

Research and Graduate Education
Christine Porters, Interim Director

Blended and Networked Learning
Mike Caulfield, Director

Academic Directors

Research Analyst
Elissa Cohen

Proposal Coordinator
Vacant

Program Coordinator
Holly Dolis

College of Arts and Sciences
Amy Wolkiston

College of Business
Jane Cole

College of Education
Sharon Krose

School of Engineering and Computer Science
Susanna Gentile

Department of Human Development
Suzanne Smith

Library
Nicole Campbell

College of Nursing
Linda Eddy

Growth

1989
11 Faculty
Graduated 38 students
Offered 7 graduate degrees in: Business (MBA); Education; Electrical & Mechanical Engineering, Engineering Management, Materials Science and Engineering, Computer Science
Offered 1 undergraduate degree in social sciences

2014
167 full-time faculty
Graduated 915 students
8 master’s and 8 doctoral degrees
20 bachelor’s degrees
Faculty

- **107** Tenure-line faculty
  (81 tenured, 26 probationary)
- **16** Clinical faculty
- **31** Instructor faculty

Starting in fall, 2014:
- **10** Assistant professors
- **3** Clinical faculty

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Current Programs

<table>
<thead>
<tr>
<th>College</th>
<th>Degree program</th>
<th>Degree level</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS</td>
<td>Anthropology</td>
<td>BA, PhD</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td>BS, PhD</td>
</tr>
<tr>
<td></td>
<td>Botany</td>
<td>BS, PhD</td>
</tr>
<tr>
<td></td>
<td>Digital Technology &amp; Culture</td>
<td>BS, PhD</td>
</tr>
<tr>
<td></td>
<td>English</td>
<td>BA, MS, PhD</td>
</tr>
<tr>
<td></td>
<td>Environmental Science</td>
<td>BS, MS, PhD</td>
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<tr>
<td></td>
<td>History</td>
<td>BA, MS, PhD</td>
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<td></td>
<td>Humanities</td>
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<tr>
<td></td>
<td>Nursing</td>
<td>BS, MS, PhD</td>
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<tr>
<td></td>
<td>Psychology</td>
<td>BS, PhD</td>
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<tr>
<td></td>
<td>Public Affairs</td>
<td>BA, MPA</td>
</tr>
<tr>
<td></td>
<td>Social Sciences</td>
<td>BA, MS, PhD</td>
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<td></td>
<td>Sociology</td>
<td>BA, MS, PhD</td>
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<tr>
<td></td>
<td>Zoology</td>
<td>BA, PhD</td>
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<tr>
<td>College of Business</td>
<td>Business Administration</td>
<td>BA, MBA</td>
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<tr>
<td>Hospitality</td>
<td>Hospitality Business Management</td>
<td>BA</td>
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<tr>
<td>College of Education</td>
<td>Education</td>
<td>BA, EdM, EdD</td>
</tr>
<tr>
<td></td>
<td>Teaching</td>
<td>BA, MT</td>
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<tr>
<td>School of EMCS</td>
<td>Computer Science</td>
<td>BS, MS</td>
</tr>
<tr>
<td></td>
<td>Electrical Engineering</td>
<td>BS, MS</td>
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<tr>
<td></td>
<td>Mechanical Engineering</td>
<td>BS, MS</td>
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<tr>
<td>College of Nursing</td>
<td>Nursing</td>
<td>BSN, MSN, DNP</td>
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## New Degrees in the Pipeline

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Status at WSU Pullman</th>
<th>Status at WSU Vancouver</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. Human Biology</td>
<td>New degree under development</td>
<td>Currently under review</td>
</tr>
<tr>
<td>B.S. Mathematics</td>
<td>Existing degree</td>
<td>Proposal being prepared to extend degree to WSU Vancouver</td>
</tr>
<tr>
<td>B.A. Political Science</td>
<td>Existing degree</td>
<td>Proposal being prepared to extend degree to WSU Vancouver</td>
</tr>
<tr>
<td>Ed.M. Curriculum &amp; Instruction Option</td>
<td>Existing option</td>
<td>Proposal to extend degree to WSU Vancouver under review</td>
</tr>
<tr>
<td>B.A. Personnel Psychology/Human Resources</td>
<td>Existing degree</td>
<td>Proposal being developed to convert GenS option in Social Science to B.A.</td>
</tr>
<tr>
<td>B.A. Communication</td>
<td>Existing degree</td>
<td>Under discussion</td>
</tr>
</tbody>
</table>
Who’s who at WSU Vancouver
Office of the Chancellor

Mel Netzhammer, Ph.D.
Chancellor
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Bola Majekobaje
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Who’s who at WSU Vancouver
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Who’s who at WSU Vancouver

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Who’s who at WSU Vancouver

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TBH
IT Director
Phone: Location:

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Quick Links for New Faculty

GETTING ORIENTED

**********

Campus Map, Directions, Relocation Information for Vancouver and Portland

http://admin.vancouver.wsu.edu/academic-affairs/resources-prospective-faculty-and-new-faculty

Parking Services

http://admin.vancouver.wsu.edu/parking/parking-services

Dining Services

http://admin.vancouver.wsu.edu/finance-and-operations/dining-and-catering-services

Cougar Card

http://cougarcard.wsu.edu/

Campus Alerts

http://www.vancouver.wsu.edu/alerts

Campus Phone, Location, and Email Directory

http://directory.vancouver.wsu.edu/

Environmental Health and Safety

http://admin.vancouver.wsu.edu/ehs/environmental-health-safety

Safety Services and Programs

http://www.vancouver.wsu.edu/safety-plan/safety-services-and-programs
Quick Links for New Faculty

NEW EMPLOYEE RESOURCES

**********

Benefits

http://hrs.wsu.edu/new%20Employee%20Information

ZZUSIS – The official personalized web interface for all employees – access your earning statement, view your direct deposit information, and your benefits

https://portal.wsu.edu/

Employee Assistance Program

http://www.eap.wsu.edu/

Faculty Manual

http://facsen.wsu.edu/faculty_manual/

Policies and Procedures for Promotion and Tenure

http://ext.wsu.edu/admin/PDF/cfacultypolicy.pdf

FERPA – Family Educational Rights Privacy Act


Rules of Conduct Governing Animal and Human Studies

Animal - http://www.iacuc.wsu.edu/

Human - http://www.irb.wsu.edu/

Online Tutorial - http://www.irb.wsu.edu/citi.asp
Quick Links for New Faculty

ACADEMIC POLICIES

**********

Academic Calendar

http://www.registrar.wsu.edu/registrar/apps/acadcal.aspx

RONet – Registrar’s Office Network

https://www.ronet.wsu.edu/main/apps/ronetlogon.asp

Schedule of Classes

http://schedules.wsu.edu/list/ddp/20113

Academic Regulations

http://www.registrar.wsu.edu/Registrar/Apps/AcadRegs.aspx

Student Conduct

http://studentaffairs.vancouver.wsu.edu/student-affairs/student-conduct
Quick Links for New Faculty

TOOLS FOR CLASSROOM SUCCESS

**********

Faculty Toolkit – Offers guidance on a variety of topics, including syllabus preparation, classroom management techniques, student support services, grading, campus and academic policies.

Faculty Toolkit – http://admin.vancouver.wsu.edu/toolkit

Syllabus Preparation – Check with your Academic Director for department-specific policies!

General Guidelines – http://admin.vancouver.wsu.edu/academic-affairs/required-components

ANGEL – The University’s course management and collaboration portal. https://lms.wsu.edu/

Technical Support

http://admin.vancouver.wsu.edu/information-technology

Bookstore

http://studentaffairs.vancouver.wsu.edu/student-affairs/bookie-student-bookstore
Quick Links for New Faculty

STUDENT SUPPORT SERVICES

**********

Counseling Services

http://studentaffairs.vancouver.wsu.edu/counseling-services

Health Services

http://studentaffairs.vancouver.wsu.edu/student-issues/health-services

Writing Center

http://cas.vancouver.wsu.edu/writing-center

Quantitative Skills Center – Tutoring Overview

http://studentaffairs.vancouver.wsu.edu/student-resource-center/tutoring

Library

http://library.vancouver.wsu.edu/

Student Resource Center

http://studentaffairs.vancouver.wsu.edu/src

Disability Services

http://studentaffairs.vancouver.wsu.edu/student-resource-center/disability-services
Leadership

Chancellor Emile “Mel” Netzhammer

By the numbers

- Enrollment: 3,062 students; 2,410 FTE (full-time equivalent)
- Female: 53.8%, Male: 46.2%
- Students of color represent 19.75% of total enrollment
- Veterans represent 5% of total enrollment
- More than 150 full-time, Ph.D. faculty
- More than 10,000 WSU Vancouver alumni, 75% of whom remain in the area
- More than 18,000 area WSU alumni
- More than 186,000 WSU alumni worldwide

Location and facilities

- 10 miles north of the Columbia River
- 351-acre campus
- 13 buildings
- 14 computer labs
- 200-seat lecture hall
- Art sculptures and galleries
- Landmark Firstenburg Family Fountain
- Bookstore
- Coffee bar and café
- Comprehensive library
- Firstenburg Student Commons
- Fitness center
- Hillside amphitheater
- More than six miles of bicycle and pedestrian trails
- Multipurpose court and sports fields
- Preschool and kindergarten programs

Mission statement

WSU Vancouver is an engaged research university committed to increasing access to higher education in Southwest Washington. The university offers world-class undergraduate and graduate degrees via student-centered, relevant education; advancing knowledge and creativity; and engaging with the community.

Academic degrees

- Anthropology, B.A.
- Biology, B.S.
- Business Administration, B.A. and MBA
- Computer Science, B.S. and M.S.
- Digital Technology and Culture, B.A.
- Earth and Environmental Science, B.S.
- Education, Ed.M. and Ed.D.
- Electrical Engineering, B.S.
- Elementary Education, B.A.
- English, B.A.
- Environmental Science, M.S.
- History, B.A.
- Hospitality Business Management, B.A.
- Human Development, B.A.
- Humanities, B.A.
- Mechanical Engineering, B.S. and M.S.
- Neuroscience, B.S.

Nursing, B.S., M.N. and D.N.P.
Prevention Science, Ph.D.
Psychology, B.S.
Public Affairs, B.A. and M.P.A.
Social Sciences, B.A.
Sociology, B.A.
Teaching, MIT

Visit our “Majors and Programs” webpage for a complete list of academic opportunities.

About WSU Vancouver

WSU Vancouver was founded in 1989 and is one of four campuses in the WSU system. The main campus in Pullman was founded in 1890 and is Washington’s original land-grant university with a mission of improving quality of life. The other two urban campuses are located in Spokane and Tri-Cities.
Directions to the WSU Vancouver campus:

Address
14204 NE Salmon Creek Avenue
Vancouver, Washington 98686

From Portland or Vancouver
From I-5 or I-205, take the 134th Street exit. Turn right (east) and follow 134th Street as it turns into Salmon Creek Avenue. Follow the WSU Vancouver signs to the entrance on your left.

From Longview, Olympia, etc.
From I-5, take the I-205 exit, then immediately take the 134th Street exit. Turn left (east) onto 134th Street and follow as it turns into Salmon Creek Avenue. Follow the WSU Vancouver signs to the entrance on your left.

Parking at WSU Vancouver:

Visitor Parking
Free 30-minute visitor parking is available on the west side of the Administration and Classroom buildings. The 30-minute limit is strictly enforced. Turn the knob on the free meter fully to the right or press the button to activate the meter. For longer stays, visitor parking is available in the blue lot or at two-hour meter locations.

Daily Parking
Daily parking is available in the Blue parking lot on the north side of campus. A $3.00 cash payment (exact change only) must be made at the lot. The Blue lot is reserved for parking machine receipt parking only.

Orange and Green 2 parking lots require payment at one of the metered parking spots or display of pre-paid parking permits.

Green 1 and all Gray parking lots are reserved for pre-paid parking permit holders only.

Payment for parking is required Monday through Friday, 7 a.m. to 7 p.m. Thirty-minute visitor parking and handicapped parking are enforced 24 hours, seven days a week.

For more parking information, please visit:
www.vancouver.wsu.edu/parking

For more information about visiting WSU Vancouver, please contact us at 360-546-WSUV.
Cougar trails

The Cougar Trails project provides several miles of walking, jogging and biking paths.

Designated jogging paths and interpretive trails provide all-weather walking surface wide enough for two people. The other unimproved trails are typical of what you would find in many forested areas of the region.

History of Cougar trails

The Mill Creek Riparian Interpretive Trail, part of the WSU Vancouver Cougar Trails System, is designed to expand our knowledge and understanding of the ecological functions of plant and soil systems that border a waterway. Maintaining good water quality in Mill Creek is necessary to preserve a healthy environment for the fish, wildlife and people who live in and along the creek.
TRAIL DISTANCES

Jogging Trail Segments: Distances (in miles):

- A - B 0.4
- B - C 0.2
- C - D 0.2
- D - E 0.4
- E - F 0.1
- F - A 0.2

Total Loop (A,B,C,D,E,F,A): 1.5 miles

Interpretive Trail Segments: Distances (in miles):

- D - C 0.2
- C - B 0.2
- B - G 0.1
- G - F 0.2

Total Length: 0.7 miles

Total Loop (D,C,B,G,F,E,D) 1.1 miles

cougar trails
- Forested Area
- Pond
- Campus Building
- Parking
- Paved Bike and Walking Trail
- Jogging Trail
- Creek
- Interpretive Trail
- Paved Road
- Gravel Road
August 8, 2011

TO: Vice Chancellors, Department Chairs, and Academic Heads

FROM: Lynn Valenter
Acting Chancellor, Washington State University Vancouver

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

Washington State University Vancouver 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), Campus Indoor Warning System (CIWS), Crisis Communication System (CCS), WSU Vancouver AWARE Network, and updates and improvements to the WSU Vancouver ALERTS website.

Safety is not the exclusive responsibility of 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 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 WSU Vancouver Campus Safety Plan, which can be found at http://www.vancouver.wsu.edu/safety-plan, 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 website as well as the WSU Vancouver Public Safety website at www.vancouver.wsu.edu/police 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 websites. 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 Vancouver ALERTS website (http://www.vancouver.wsu.edu/alerts/) where information about emergencies and other issues affecting WSU Vancouver will be found. This site should be bookmarked on computers. Finally, all faculty, staff, and students should go to the ZZUSIS portal at http://zzusis.wsu.edu and register/update their emergency contact information for the Crisis Communication System.
(CCS). Enter your network ID and password and you will be taken to the zzusis portal page. Look for the Vancouver Emergency Info box on the left side of the page and click on “update your emergency contact information” 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 Lt. Dave Stephenson, WSU Vancouver Police Lieutenant/Manager at dstephenson@vancouver.wsu.edu or 546-9004. For more information on the Vancouver campus safety you can visit the Public Safety web site at www.vancouver.wsu.edu/police. WSU statewide and Pullman campus safety information can be located at the WSU Office of Emergency Management web site at http://oem.wsu.edu.

While we cannot predict the extent of health related challenges during the coming academic year, it is prudent to add this item to our back-to-school planning. I ask all faculty to review and follow Academic Regulation 73 (Absences) which can be found at www.registrar.wsu.edu/Registrar/Apps/AcadReg9 ASPX. It specifically states “as long as absences are not excessive, it is recommended that the instructor provide and document reasonable accommodation.” It also specifies that “written excuses from health-care personnel should not be required.” Medical professionals need to focus critical resources on responding to any increased demand for the treatment of illness. Requiring verification of illness places an unnecessary burden on our health care providers and diverts important resources from patient care.

I encourage everyone to take the proper steps to stay safe and healthy. Doing so will make a major contribution to a productive, successful, and rewarding academic year for each and every one of us.

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SUGGESTED SYLLABUS INSERT:

WSU has made an emergency notification system available for faculty, students and staff. Please register at zzusis with emergency contact information (cell, email, text, etc). In the event of a Building Evacuation, a map at each classroom entrance shows the evacuation point for each building. Please refer to it. Finally, in case of class cancellation campus-wide, please check local media, the WSU Vancouver web page and/or http://www.flashalert.net/. Individual class cancellations may be made at the discretion of the instructor. Each individual is expected to make the best decision for their personal circumstances, taking safety into account.
# Emergency Procedures

## Quick Reference Sheet

- **WHEN YOU NEED POLICE, FIRE OR EMERGENCY RESPONSE:** **DIAL 911.**
- **FOR NON-EMERGENCY RESPONSE:** **CALL PUBLIC SAFETY AT (360) 546-9001.**
- **WHEN REPORTING AN EMERGENCY:**
  - **BE PREPARED** TO STATE YOUR NAME, ADDRESS AND NATURE OF THE PROBLEM.
  - **STAY ON THE LINE** TO ANSWER ANY QUESTIONS THE DISPATCHER MAY HAVE.
  - **DO NOT HANG UP UNTIL THE DISPATCHER HAS.**

## FIRE

- **Alert Others.** Yell loudly! Pull the nearest fire alarm.
- **Call 911.**
- **Evacuate.** Be sure everyone in your area has left. Close all windows and doors.
- **Extinguish.** Attempt to put out the fire only if it is very small. Use the right type of extinguisher.
- **If trapped:** Close off the area, stand near window, and signal for help.
- **Do NOT re-enter the building.**
- **Do NOT use the elevator.**

## MEDICAL EMERGENCY

- **Call 911.**
- **Don’t touch.** Do NOT move the victim, unless the person’s life is in danger. Keep the victim comfortable.
- **First Aid.** Only apply as much as you’ve been trained to do. Don’t forget to ask the victim, if conscious, if they want help.
- **Remember:** All injuries, minor or serious, must be reported to Public Safety and your supervisor.

## LOCKDOWN

- **Close and lock** all doors to the room
- **Block all windows** with available materials
- **Leave Computers ON**
- **Leave Cell Phones ON with SILENCED RINGERS**
- **Only** allow entry to others if you are certain they are no threat
- **If you hear gun shots:** lie on the floor next to the wall closest to the door
- **Make plans** with others in the room for a coordinated attack against an armed intruder that comes into the room

## EARTHQUAKE

- **Drop, cover and hold.** Get under a desk or sturdy table and hold on. Stay there until the quake stops.
- **Stay put.** Don’t attempt to enter or leave a building during an earthquake
- **If you’re outdoors:** Move into a clear area, away from trees, signs, buildings, or downed power lines
- **After the quake:** Check yourself and those around you for injuries. If trained, provide First Aid.
- **Evacuate.** Assist the injured and disabled to safety.
- **Be prepared for aftershocks.**
- **Report damage/injuries to Public Safety.**

## BOMB THREAT

- **By phone:** Keep the caller on the phone as long as possible to gain information about the bomb and the caller. Don’t hang up - a trace may be possible.
- **By mail:** If you receive a suspicious package, handle it as little as possible.
- **Report it to Public Safety using 911.**
- **Avoid panic.** Keep the threat strictly confidential.
- **If Evacuating:** Open all doors and windows on the way out. Report any suspicious items you notice.

## HOSTILE INTRUDER

*When a person is actively threatening death or serious injury.*

- **Remain in the classroom or office.** Immediately lock windows and doors to the hallway and building exterior if possible. Cover windows (close blinds and curtains) and openings that have line of sight into the hallway or outside.
- **Call 911**
- **DO NOT** sound fire alarm. A fire alarm could place occupants in potential danger as they exit the building.
- **Stay away from windows**
- **Turn off** lights and audio equipment
- **Remain as calm as possible**
- **If you are caught** by an intruder and do not intend to run or fight back, obey all commands and don’t look the intruder in the eyes.