EMPLOYEE SAFETY HANDBOOK



CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Risk Management and Environmental, Health and Safety Office

2016-2017

IN CASE OF EMERGENCY…

Fire (All Fires MUST Be Reported)
Hazardous Material Incident
Medical Emergency
Police

} **911** From any campus phone

From your cell phone call:
Public Safety: (323) 343-3700

Important Contact Numbers:

Risk Management & Environmental, Health & Safety Office	x 3-3531
Public Safety	x 3-3700
Facilities Services Work Control	x 3-3440
Student Health Center	x 3-3301
Student Life	x 3-3100
Human Resources Management	x 3-3694
University Legal Counsel	x 3-3054
University Eagle Patrol	x 3-3700
ITS Client Support Services	x 3-2600
Chemical Waste Pick-up/Support	x 3-6359
University Workers' Compensation	x 3-3657
Radiation Waste Pick-up/Support	x 3-3546
Biological Waste Pick-up/Support	x 3-6359

Or visit the RM/EHS Office Web page at:
www.calstatela.edu/ehs

The resources and personnel presented herein are intended to provide you the tools, understanding, and encouragement in order to institutionalize the safe and healthful learning environment we all expect and have come to know.

Cal State LA's Commitment to Health & Safety…

The health and safety of the faculty, staff, students and visitors who comprise Cal State LA's campus community is a top priority. Those who live, work and study on this campus deserve a safe, healthy and welcoming environment. To ensure that these expectations are met, all University operations will be conducted in compliance with federal, state, city and county regulations as they relate to environmental, health and safety standards. A safe learning environment – and a high-quality workplace – is critical to the success of Cal State LA..

The office of Risk Management and Environmental Health and Safety (RM/EHS) ensures Cal State LA's commitment to these standards. This office oversees programs related to personal safety and well-being, environmental stewardship and risk aversion. Additionally, the office is responsible for advising, guiding, and providing the tools to help the University provide a safe campus experience.

Please be an active part of this effort. Your participation and dedication to a safe and healthy educational environment is critical.

William A. Covino
President

Risk Management and Environmental Health and Safety's Mission

- To support the University's Strategic Plan and institutional mission by providing leadership, guidance and consultation services to avoid and/or minimize injuries and illnesses through the prevention of potential hazards and adverse exposures.
- To institutionalize environmental stewardship in all University activities through planning, development and implementation of sound environmental practices.
- To minimize adverse financial exposure through development and implementation of insurance programs, policies and procedures, surveillance programs, and informational awareness to students, staff and faculty.



Table of Contents

Rights and Responsibilities 5
Regulatory Agency Requirements/Visits 5
Injury and Illness Prevention Program (IIPP) 5
Asbestos and Lead Containing Construction Materials 5
Campus Emergency Phones (Emergency and Elevator) 5
Chemical/Equipment Donation Procedure 6
Construction Safety 6
State Vehicle Driver Program 6
University Risk Management and Safety Committee 7
Drug-Free Workplace 7
University Emergency Preparedness 7
Ergonomics in the Workplace 8
Employee/Student Escort Service 8
Field Trip Policy 8
International Travel Requirements 9
Fire and Life Safety 9
Hazard Communication 9
Hazardous Waste Management 10
Indoor Air Quality 10
Injury/Illness Reporting 10
Safety Data Sheets (SDS) 11
General Office/Classroom Safety 11
Risk Management 11
Student Health and Safety 12
Smoking on Campus 12
Workplace Sexual Harassment 12
Workplace Violence 13
Information Security Assurance 13
Reporting Emergencies or Crime on Campus 14
Fire Emergency 15
Reporting Offenses to Other Cal State LA Offices/Campus Security Authorities 15
Conclusion 15
RM/EHS Support Services ..... Back Cover

Rights and Responsibilities

The California State University, Los Angeles (Cal State LA) campus community should expect and be able to enjoy a safe and healthy working environment. This is only possible if all members of the community accept responsibility for complying with established procedures and conduct their business in a safe manner for themselves and others. All employees are encouraged to immediately report any hazardous situation to their appropriate administrator and/or RM/EHS Office.

Regulatory Agency Requirements/Visits

Several federal, state, and local regulatory agencies interact with Cal State LA. The University RM/EHS Office and/or the Department of Public Safety are designated as campus liaisons for a majority of these regulatory agencies. Regulations promulgated and enforced by these agencies help to promote safety and health standards on campus. If you are contacted or visited by a regulatory official, please direct them to the RM/EHS Office and/or Department of Public Safety for assistance.

Injury and Illness Prevention Program

The California Labor Code and Title 8 of the California Code of Regulations both require the development and enforcement of a safety policy, such as the University Injury and Illness Prevention Program (IIPP). This program can be found by contacting the RM/EHS Office at ext. 3-3531, or by visiting **http://www.calstatela.edu/sites/default/files/users/u29541/iipp_may_2015.pdf.** The IIPP contains information related to program responsibilities, authorized representatives, safe work practices, safety communication, identification/investigation/correction of workplace hazards, training, and recordkeeping.

Asbestos and Lead Containing Construction Materials

Due to the age of the University infrastructure, it is probable that many buildings contain some asbestos or lead in the construction materials. That material would commonly be found in walls, painted surfaces, ceilings, floors, pipe insulation, fireproofing, roofs, doors, and floor tile/mastic. While not hazardous if left undisturbed, the University closely monitors all construction-related activity to verify that the materials being worked are asbestos and lead-free. If asbestos or lead is identified through area sampling, the material shall be abated by a certified contractor prior to any construction work. It is essential that staff and faculty know not to request any work in offices or classrooms that might cause construction material to be disturbed. Every January a memorandum is distributed to all employees about this and the proper procedures.

Campus Emergency Phones (Emergency and Elevator)

On campus, all phones can connect with Public Safety (Police) at ext. 3-3700, or in the case of an emergency by dialing 9-1-1 on a campus phone. However, there are dedicated emergency phones for campus emergencies. These phones are located outside of buildings or inside parking structures and are easily distinguished by the yellow construction and blue light on top. These dedicated

emergency phones automatically dial campus dispatch. Emergency phones in elevators function in the same manner. If there is not a yellow emergency callbox nearby, dialing 9-1-1 on any campus phone will connect you to campus police dispatch.

Chemical/Equipment Donation Procedure

The University benefits greatly from the donations of time and resources. However, strict regulations concerning specific types of materials mean some donations may have to be refused since they may cause storage, handling, and disposal concerns, and/or represent serious safety risks to members of the campus community. Before accepting any such donation, contact the University Advancement Office at ext. 3-3060. Remember that while the donation might appear to be completely safe or coming from a reputable entity, some pieces of equipment and devices potentially could contain a hazardous material or radioactive substance. It is imperative that due diligence be exercised prior to the formal acceptance of any such item.

Additionally, chemicals brought from home for use in office areas or in kitchen areas are discouraged for similar reasons. No donations of any hazardous material can be accepted by the University without RM/EHS Office approval. When an individual's time is being donated, remember that they are acting as a volunteer for the state of California, and must complete the appropriate documentation from Human Resources Management to be a volunteer.

Construction Safety

The University may have one or more construction projects in progress at any given time. These projects may be as large as building demolition or rebuild, or as small as a room renovation. In either case, there will be clear signage stating where the construction zone begins, and that only authorized personnel will be allowed to enter a marked construction zone. If anyone observes an unsafe condition, or an unauthorized person entering a construction site, please contact the RM/EHS Office at ext. 3-3531 or 3-3527 during normal working hours, or Public Safety at ext. 3-3700 during off-hours. Any employee who observes something that may be a safety hazard on a construction site or to the University community should report such to the RM/EHS Office or Public Safety.

While some construction activity might involve asbestos or lead-contaminated building materials, these materials will be abated prior to the commencement of any work associated with an area containing such material. Pre-construction sampling is performed to ascertain the existence of asbestos or lead in any suspected building material. Questions related to this practice should be directed to the RM/EHS Office.

State Vehicle Driver Program

Any employee wishing to utilize a state vehicle (including an electric cart on campus), or a personal vehicle for state business, must register with the University State Vehicle Driver's Program. **Visit http://www.calstatela.edu/ehs/state-vehicle-program**, or contact ext. 3-3534 for assistance. The requirements call for any state employee to complete the University registration form, state form 261 (if driving your personal vehicle), and to attend a defensive driver training class once every four years. These defensive driver training sessions are conducted on campus or online.. This requirement is mandatory for all employees utilizing a personal vehicle for state business.

University Risk Management and Safety Committee

The University Risk Management and Safety Committee provides various constituencies the opportunity to report concerns or address questions related to safety, emergency preparedness, risk management, and environmental issues on campus. The committee consists of representatives from many support offices on campus and the employee represented units, including a faculty representative. The committee meets the first Wednesday of each month, and employees are welcome to attend either individually or through their representative. Contact the RM/EHS Office at ext. 3-3531, or 3-3527 for information on the next meeting date/time.

In addition to this committee, each campus building has an assigned Building Coordinator/Administrator responsible for the safety issues pertaining to his or her building. This duty is assigned by the President's Office. Building Administrators are listed on the RM/EHS website at **http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/Disaster_Preparedness/building_administrators_and_evac_coordinators_-_april_2016.pdf,** or questions may be directed to the RM/EHS Office at ext. 3-3527.

Drug-Free Workplace

The University has a policy (P-001) that prohibits the illegal possession, manufacture, cultivation, distribution, use or sale of any controlled substance as defined in Schedules I through V of the Controlled Substances Act (21 U.S.C. Sect. 812) and 21 C.F.R. Part 1308. This policy is strictly enforced, and employees are encouraged to immediately report to their appropriate administrator any employee suspected of being under the influence of drugs or alcohol during work hours. To view the University policy on this subject, go to: **http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/Policy/001.pdf**. The University offers an Employee Assistance Program (EAP) to benefit employees at no cost. To access these services, contact Employee/Labor Relations in HRM at extension 3-3654 for a user name and password, then go to: **www.caeap.com.**

University Emergency Preparedness

The RM/EHS Office takes the lead in disaster preparedness and emergency response efforts on campus. Faculty are responsible for being familiar with campus emergency procedures and to ensure that all students know how and where to evacuate during any declared emergency. Once students safely exit the building, they should know where to assemble and be accounted for prior to leaving the campus.

Following a building evacuation, faculty are responsible to account for all students in their class and provide the appropriate Building Administrator, Evacuation Coordinator, Public Safety personnel, or the University Emergency Operations Center (EOC) with that information upon completion of the evacuation. All employees should consult with their supervisor or department management to understand the proper egress (exiting) procedures and assembly areas outside of their building. The University EOC is located in Parking Lot 7, adjacent to the southeast side of Housing. During a campus-wide emergency or declared event, the EOC may be activated and is responsible for campus operations including evacuations, hazard communications, damage assessment, rescue operations, personnel assignments, personnel accountability, and employee/student protection, as needed. You may access the University Emergency Action Plan, a list of building assembly areas, and other disaster preparedness information by visiting: **www.calstatela.edu/ehs/emergency-preparedness**. Any questions regarding emergency preparedness or requests for additional training should be directed to the Emergency Operations Officer at ext. 3-3544.

Ergonomics in the Workplace

Properly designing and/or adjusting work environments and tasks is a critical step in helping prevent Cumulative Trauma Disorders (CTDs) or Repetitive Motion Injuries (RMIs). Examples of CTDs and RMIs include carpal tunnel syndrome and tendonitis, as well as back and neck injury. These and other types of injuries can result from forceful or sustained exertions, awkward postures, tasks done with excessive repetitions or duration, exposures to vibrations, temperature extremes, poor lighting or other adverse conditions. As an additional resource, the RM/EHS Office conducts ergonomic training on a monthly basis. A schedule of classes can be found at **http://www.calstatela.edu/ehs/training-information** . All campus employees have access to a new ergonomics assessment tool Golden Eagle Ergonomics http: //www. calstatela. edu/ehs/online-training. Please contact the RM/EHS Office at ext. 3-3549 or 3-3527 for assistance and guidance with Golden Eagle Ergonomics.

Employee/Student Escort Service

The University offers to all visitors, students and employees (staff and faculty) the Eagle Patrol Escort Service. This service provides a walking escort to and from buildings and to your personal vehicle. You are encouraged to utilize this service, particularly in the evening hours. For more information visit: **http: //www. calstatela.edu/police/public-safety-escort-service** , or call ext. 3-3700.

Field Trip Policy

Cal State LA recognizes academic fieldwork as an integral part of teaching and research-related activities. Accordingly, if necessary, it should be a designated component of the formal coursework. Voluntary field trips that are not a supplement to formal coursework should be discouraged from a liability perspective. It is also strongly recommended that field trips begin and end at the destination of the field trip, thereby disassociating the student travel from being a course requirement. Students should not drive other students as a course requirement. It is better that those arrangements be made independent of the course and thereby not directly linked to the University. Participation in a field trip is limited to enrolled Cal State LA students, faculty, staff, and approved volunteer employees.

To view student field trip and international travel guidelines and procedures, go to: **http://www.calstatela.edu/ehs/field-trip-and-international-travel-information**. Every faculty member engaging in field trip activity should review and utilize these guidelines and forms (General Release and Student Emergency Contact Info). Remember to contact your appropriate administrator, or the RM/EHS Office if assistance is required in the preparation and recognition of potential hazards, which is vital to the health and safety of all those attending the field trip.

International Travel Requirements

The University has established international travel guidelines to assist employees and/or students with travel overseas. As many of us know, travel overseas by United States citizens can be risky. Therefore, it is imperative that employees traveling on state business review the guidelines at http: //www. calstatela. edu/ehs/field-trip-and-international-travel-information and apply caution and discretion during travel abroad. In addition to the established guidelines, the University has purchased an international travel insurance program, and to avail yourself of that coverage, contact the RM/EHS Office at ext. 3-3534 or 3-3527. You will receive a card briefly explaining the benefits of the program and numbers to contact if something were to occur overseas.

Fire and Life Safety

The ability of building occupants to avoid injury or death during a fire or other emergency is the primary goal of the fire and life safety standards. Campus policy maintains that prevention, protection, egress, and common sense should be the guide for personnel when identifying hazards. If something appears as though it could contribute to a fire situation, e.g. a frayed power cord, portable heater, open flame, excessive combustibles, or other conditions that prevent egress during an emergency (cluttered corridors, blocked exits, and unsecured cabinets near exit routes) should be considered a hazard. Many times the best way to eliminate such a hazard is to report it immediately to your department management, Facilities Services (at ext. 3-3440), or to the RM/EHS Office at ext. 3-3531. If the condition is observed after normal business hours, please contact Public Safety at ext. 3-3700. The RM/EHS Office does conduct periodic inspections of all buildings on campus and the aforementioned hazards would be identified at that time. But if you observe a condition, do not wait for the next inspection period, report it promptly.

Hazard Communication

The Hazard Communication Program is designed to inform employees about chemicals or other material hazards in the workplace. Each department or area is required to maintain access to an inventory of all chemicals or hazardous materials that are used within its area. The inventory must be updated at least annually and a copy sent to the RM/EHS Office. The RM/EHS Office assists those departments with electronic bar code inventory of their hazardous

substances. Any department interested in the electronic bar code inventory process may contact the campus chemical safety officer at ext. 3-3546. All employees are required to review the safety data sheet (SDS) before working with a new chemical. To assist you in locating an SDS, visit the Chemical and Laboratory Safety webpage at **http://www.calstatela.edu/ehs/chemical-and-laboratory-safety.**

Labels are also a critical component of the Hazard Management Program standard. The information required on a label includes the name of the material, the physical hazard, and the health hazard presented by the material. The University Hazard Management Program is available on the Chemical and Laboratory Safety webpage. For this and other RM/EHS procedures visit **http://www.calstatela.edu/ehs/rmehs-procedures-manual.**

Hazardous Waste Management

A hazardous waste is defined as a hazardous material that has no expected use or value. Since environmental regulations typically limit hazardous waste storage to 90 days, it is imperative that you contact the RM/EHS Office at ext. 3-3531 or 3-6359 if you generate hazardous waste on campus. There is campus-specific labeling that must be used when accumulating a hazardous waste on site.

Indoor Air Quality

Indoor air quality (IAQ) refers to the environmental conditions within a building or structure. IAQ is influenced by chemical, biological and/or physical agents, and the building's ventilation system. Most IAQ problems are transient and isolated to individual offices or small areas of a building. Having a complete "sick building" is rare, and would be represented by numerous building occupants from different areas of a building having similar symptoms or medical reactions. For any questions related to IAQ, or if you have concerns regarding the IAQ of your area, please contact the RM/EHS Office at ext. 3-3549 or 3-3527.

Injury/Illness Reporting

If you are injured while at work, you are required to report immediately to your direct Supervisor and within 24 hours to your appropriate administrator and/or Human Resources Management (HRM) at ext. 3-3657. As a resource to you, there is information on the campus workers' compensation program and the forms required on the Human Resources Management webpage at **http://www.calstatela.edu/hrm/workers-compensation**. If you wish to pre-designate your own physician for work-related injuries, you must complete the physician pre-designation form located on the aforementioned web page and submit it to the workers' compensation coordinator (ext. 3-3657) prior to the injury/illness. You cannot pre-designate at the time of your injury/illness. The University utilizes the campus Student Health Center for first aid occurrences, and an off-site occupational clinic for further treatment. If your injury occurs after hours, contact the Department of Public Safety at ext. 3-3700.

All employees who observe an injury should assist that individual, and contact Public Safety dispatch at ext. 3-3700 to report a medical emergency.

Safety Data Sheets (SDS)

Safety Data Sheets (SDS) provides a ready reference for the physical and hazardous properties of industrial and laboratory chemicals. SDSs are manufacturer specific, and should be readily available to all employees either in hardcopy or through the campus online SDS retrieval system, go to: **https://jr.chemwatch.net/chemwatch.web/home**. When ordering any hazardous material, be sure to request an SDS and retain that document for future reference. The RM/EHS Office maintains a file of hazardous materials that have been approved and procured by the campus.

To request an SDS, contact the RM/EHS Office at ext. 3-3531. If a student, visitor or employee is injured by a chemical substance, the appropriate SDS should be made available to responding emergency personnel, and sent to the hospital with the injured person.

General Office/Classroom Safety

Common sense is a good guide for addressing general office safety and any number of conditions in which hazards present themselves. Consider: (1) whether the area is free from tripping hazards such as open drawers, power cords, debris in aisles, or obstructions/impediments; (2) whether the exits and pathways are properly marked and unobstructed; (3) whether power cords are in good condition and wall outlets are covered and utilized properly; (4) whether work areas are maintained in a clean and orderly manner; and (5) whether cabinets and overhead storage are properly secured to the wall and restrained from falling. The University conducts training related to general office safety. For the next training, go to **http://www.calstatela.edu/ehs/training-information**, or contact ext. 3-3549.

Risk Management

The California State University (CSU) has established a "risk pool" as a method for risk financing of campus losses and a means for campuses to be held accountable for these exposures. The CSU Risk Management Authority (CSURMA) assumes financial responsibility for all campus losses associated with General Liability, Property (State Buildings), Workers' Compensation, Industrial Disability Leave (IDL), Unemployment Insurance (UI), and Non-Industrial Disability Insurance (NDI). On a quarterly and annual basis, each campus pays a premium for each of the programs mentioned above. Those premiums are adversely affected by increased loss history, and other related factors. The campus carries a general liability deductible of $250,000, meaning that for each occurrence the University must pay the first $250,000 of any loss (non-property), and on the property side the deductible is $100,000. Because campus contributions to the "risk pool" are directly proportional to losses, the campus community must work together to reduce risk and exposure. Questions pertaining to campus insurance, claims, and loss history can be directed to the RM/EHS Office at ext. 3-3527 or 3-3534. For information on campus risk management please go to: **http://www.calstatela.edu/ehs/risk-management**. Accidents or injuries on campus should be reported to the Department of Public Safety at ext. 3-3700 as soon as possible. It is always preferred that an officer document every occurrence with an incident report.

To access the University Injury and Illness Prevention Plan (IIPP), please go to **http://www.calstatela.edu/ehs/rmehs-procedures-manual**.

Authority to sign on behalf of the University is delegated to a few management personnel (including procurement buyers with specific monetary authorizations). Employees in general should be aware that they are not authorized to sign a contract, agreement, or any other financially/contractually binding instrument. Questions pertaining to this should be directed to the director of Contracts and Procurement at ext. 3-3488 and/or your department chair/head.

Student Health and Safety

Employees are counted upon to ensure that student activities meet or exceed established University and/or regulatory requirements. This not only teaches and establishes good work practices, but also provides students with a supportive and safer educational environment. In particular, prior to labs, workshops, field trips, or hazardous/new procedures, faculty and staff should take the appropriate time and effort to review all necessary safety protocol and not assume that students (regardless of their class standing), are familiar with the safe operation of equipment and understanding of the process. Student awareness training is an essential component in achieving a high standard of safety consciousness and understanding. As members of the campus community we **all** share the direct responsibility for students' safety and health. Be sure to review the emergency preparedness procedures, particular safety considerations of the class (equipment, field trips, in-class behavior, etc., use of hazardous materials if applicable, and proper conduct in general to reinforce a safe and healthy educational environment.

Student-related injuries should be initially reported to Public Safety (Police) for an incident report to be taken and then directed to the Student Health Center, and any injury that occurs when the Student Health Center is closed should be directed to Public Safety at ext. 3-3700. Any injuries that occur to a student while at an off-site location should be reported immediately to the responsible faculty member, then to RM/EHS at ext. 3-3527 and Public Safety at ext. 3-3700.

Smoking on Campus

There is an absolute no-smoking policy enforced in all state buildings. There is also a restriction from smoking within 25 feet from the entrance and/or air intake to any building. In addition, there are designated non-smoking areas outside of buildings which are posted as such. Anyone observing non-compliance with this University policy is asked to contact the Department of Public Safety at ext. 3-3700. To view the smoking policy, go to: **http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/Procedure/006.pdf**.

Workplace Sexual Harassment

The University will take action to prevent and eliminate sexual harassment, as mandated by the Chancellor's Office Executive Order No. 1096. Violation of this policy may result in disciplinary action, which may only be administered in accordance with the applicable provisions of the California Education Code. Any corrective action or disciplinary action must also be consistent with the terms of the applicable collective bargaining agreement. State and federal statutes and court decisions legally define the parameters of "sexual harassment." Cal State LA employees and students are required to conduct themselves in a manner that avoids sexual harassment as defined by state and federal laws. For more information, contact the University Title IX Coordinator at ext. 3-3041, University Counsel, Department of Public Safety document at: **http://www.calstatela.edu/police/clery-disclosure-report**, and/or the policy posted on the Chancellor's Office website at: **www.calstate.edu/EO/EO-1096.html.**

Workplace Violence

The University prohibits and will take decisive action to eliminate verbal harassment, violent acts, threats of violence, or any other behavior which by intent, action or outcome harms another person. Violation of this policy may result in disciplinary action, and/or criminal prosecution as appropriate. Disciplinary action is administered in accordance with the applicable provisions of the California Education Code. Violations of law will be followed up by the Department of Public Safety/University Police. Any corrective action or disciplinary action must also be consistent with the terms of the applicable collective bargaining agreement. To report abuses or occurrences please contact the Department of Public Safety at ext. 3-3700.

Information Security Assurance

Securing information from unauthorized access and assuring its accuracy and integrity is a priority and the responsibility of every department and individual on campus. The Division of Information Technology Services (ITS) helps develop information security policies, procedures and guidelines, and implement technologies such as anti-virus and anti-spam services, firewalls, authentication to systems, Virtual Private Network (VPN) for secure remote access, ITS Alerts, and more. But, technology alone cannot make our campus secure. Each student, faculty, and staff is the first line of defense against unauthorized access. We all must protect information in computers, electronic storage devices, file cabinets, desks, printers, and copiers. We must be diligent to protect user IDs and passwords, secure confidential documents and information, and be aware of social engineering hacker and intruder tactics.

To help ensure that campus information and user accounts are less vulnerable to theft, every member of the campus community should become security savvy:

- Know and adhere to the laws, regulations, Executive Orders, policies, and user guidelines that govern the use and handling of confidential information and student records. Find links to these on the ITS Guidelines and Policies web page: **http://www.calstatela.edu/its/itsecurity/guidelines/index.php**.
- Learn how to handle student records by taking the Family Education Rights and Privacy Act (FERPA) tutorial: **http://www.calstatela.edu/its/itsecurity/ferpa/index.php**. All network/e-mail and GET accounts require that users take the FERPA tutorial and test every two years, and file their completion certificates with Human Resources Management.

- Always employ good information security and assurance practices. Learn about these by reading various articles online:
  - Are You Secure? website: **http://www.calstatela.edu/its/itsecurity.**
  - Are You Secure? Quick reference Guide: **http://www.calstatela.edu/sites/default/files/groups/Information%20Technology%20Services/security/idtheft_quickrefguide.pdf**
  - Be notified about network and system outages, status, planned maintenance as well as scams and virus alerts by subscribing to ITS Alert: **http://sql.calstatela.edu/itsalerts/**

Only by being aware, and following best practices can we protect valuable campus resources and mission-critical information from unauthorized access.

Reporting Emergencies or Crime on Campus

The University encourages the accurate and prompt reporting of all crimes to the University Police and appropriate law enforcement agencies. Any victim or witness to a crime or emergency situation, or who becomes aware of any problems with the campus environment, should promptly report the incident to the University Police, who are available 24 hours a day, seven days a week. To report a criminal, medical, or fire emergency:

- Call 9-1-1
  - From a campus phone or campus public phone, you will be connected to the University Police
  - From an off-campus phone, you will be connected with the police jurisdiction from which you are calling
  - From a cell phone, you will be connected to the California Highway Patrol
- Use the Emergency Phones ("Blue Light," non-dial, outdoor emergency telephones) positioned throughout campus and in parking lots/structures
- Call University Police: (323) 343-3700
  On-campus, call ext.: 3-3700

When reporting a crime or emergency, be prepared to answer the following questions:

WHO:	Name, description, address, phone number, faculty or staff member, student, or visitor
WHAT:	The circumstances and sequence of events leading up to the incident
WHEN:	Time of day
WHERE:	Location of the incident
HOW:	Describe how the offense was committed
WHY:	What was the cause of the incident?

Give clear and accurate information. Be prepared to supply suspect and vehicle descriptions, and the direction of travel. Please do not hang up! Follow the instructions of the police dispatcher.

Fire Emergency

In the event of a fire, contact the Department of Public Safety by dialing 9-1-1 immediately and advise the University Police dispatcher of the location and nature of the fire. Sound any available fire alarms. Calmly evacuate the building using the stairwells and take personal belongings with you. Check-in with the evacuation coordinator at the designated evacuation area. If you need assistance and are able, go to the nearest stairwell, ask someone to notify emergency personnel of your evacuation location, or request assistance using the building evacuation chair(s) available.

Reporting Offenses to Other Cal State LA Offices/Campus Security Authorities

The University also encourages the reporting of crimes to any campus official such as the Division of Student Life staff, Health Center counselors, Housing Services directors, or any other campus administrator. Reports may also be given to campus security authorities, University officials with significant responsibility for student and campus activities. Campus security authorities include: the vice president for Student Life; Judicial Affairs officer; Equity and Diversity officer; faculty advisors for student organizations; athletic directors and team coaches; Housing director(s) and resident assistants/resident directors; Associated Students, Inc., officers and representatives; and the director and coordinators of the Cross Cultural Centers. University personnel will assist students in notifying the appropriate law enforcement authorities upon request so an official police report may be taken. Confidential reports can also be given. At a minimum, institutional personnel will notify the University Police of such a report for the inclusion in the annual security report. All reports of sexual violence shall also be directed to the Title IX Coordinator for the campus immediately (ext. 3-3041).

Conclusion

The RM/EHS Office is here to provide the guidance, programs, training and direction to members of the campus community in an effort to fulfill the educational mission of the campus. As a center of higher education, our mission should not only be to address the immediate needs of the institution, but to educate students in the risk management and environmental health and safety issues associated with their chosen professions. We encourage you take this opportunity to review the information presented in this handbook and to follow-up with the RM/EHS Office, your supervisor, and/or your department management.

Risk Management and Environmental, Health and Safety

SUPPORT RESOURCES

Internet Resources:

RM/EHS Office Homepage:
www.calstatela.edu/ehs

Public Safety Homepage:
http://www.calstatela.edu/police

Emergency Preparedness Homepage:
http://www.calstatela.edu/ehs/emergency-preparedness

Contacts:

Director, RM/EHS	(323) 343-3527
Chemical Safety Officer	(323) 343-3546
Occupational Safety Coordinator	(323) 343-3549
Radiation Safety Officer	(323) 343-3546
Biological Safety Officer	(323) 343-6359
Emergency Operations Officer	(323) 343-3544

Risk Management and
Environmental, Health and Safety Office
Ext. 3-3531