

VALPARAISO UNIVERSITY
CAMPUS HEALTH AND SAFETY PROGRAM

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HEALTH AND SAFETY PROGRAM STATEMENT

Valparaiso University is committed to providing employees and students with a safe and healthy environment in which to work and learn. It is the intent of the University to do everything reasonably possible to ensure your health is not adversely affected during your time on campus. University personnel will remain current with the latest safety methods and protocols through continuing educational opportunities. For this reason, the Valparaiso University Health and Safety Program has been developed.

Goals

The goals of the Health and Safety Program are:

- To provide employees and students with a safe environment and a place of employment and education free from recognized hazards that cause or are likely to cause death or serious physical harm;
- To comply with occupational safety and health standards, rules, regulations, and orders issued under the Occupational Safety and Health Act (OSHA) that are applicable to employee actions and conduct;
- To comply with all federal, state, county, local, and other governing agencies' safety and health standards, rules, regulations, and orders that apply to the operation;
- To hold supervisors accountable for reinforcing the rules and practices implemented to protect the safety and health of students, faculty, and staff for whom they are responsible; and
- To hold students, faculty, and staff accountable for following the established health and safety standards and for reporting potential health and safety problems to their supervisors. Employees will be required to make their safety and the safety of their fellow employees and students a job responsibility.

AUTHORITY AND RESPONSIBILITIES

University President

The president holds the ultimate responsibility for many of the safety issues at the University. The president, in conjunction with other administrators, provides continuing support, both motivational and financial, for all aspects of the Health and Safety Program.

Supervisors

Deans, department chairs, faculty supervisors, managers, and directors are inherently responsible for the safety of those they direct or teach. They are responsible for ensuring a safe work environment and protecting the campus community from potential

hazards. The supervisors are responsible for administering, implementing, and enforcing the provisions of the Health and Safety Program. Their duties include, but are not limited to:

- Ensure everyone knows and follows the procedures defined in the Health and Safety Program;
- Ensure required personal protective equipment and safety equipment is worn, available, and in good working order;
- Implement and document training in both the proper procedures and use of personal protective equipment;
- Provide formal and regular hygiene, housekeeping, and equipment maintenance inspections;
- Ensure facilities and training are adequate for the safe handling of hazardous materials employees may come in contact with during work operations;
- Remain current with mandated regulatory changes and prudent safety practices; and
- Reporting safety incidents, “near misses,” issues, and solutions in their units.

Students, Faculty, and Staff

Valparaiso University wants to provide the safest campus environment possible. No task is so important that it should be undertaken in an unsafe manner. Employees and students should question any situation that may be potentially unsafe or harmful and discuss it with their immediate supervisor or professor. Safety is a shared responsibility. Students, faculty, and staff must accept this responsibility and are expected to comply with the safety policies described in the Health and Safety Program. Additional expectations include, but are not limited to:

- Minimize all potential exposures to infectious materials or contaminated items and hazardous materials;
- Avoid unsafe practices;
- Report unsafe conditions;
- Be familiar with all hazards in their environment;
- Learn what precautions and protective equipment are needed for specific situations;
- Wear appropriate personal protective equipment;
- Practice good hygiene habits;
- Participate in mandated safety training programs provided by Valparaiso University, supervisors, and other instructors;
- Inform their immediate supervisor, or an individual in a supervisory role, when an exposure, accident, or a “near miss” safety incident has occurred;
- Utilize their knowledge of workplace operations to help establish, as well

- as improve, safety policies, conditions, and practices;
- At the direction of the University, conduct the investigation in the cause of exposure incidents or safety incidents and issue written recommendations to prevent future exposure and safety incidents; and
- Take responsibility for themselves and others.

In summary, the campus community needs to be familiar with all the procedures, techniques, policies, and equipment that are available to help provide a safe campus environment. The Health and Safety Program depends on everyone's participation and cooperation.

Campus Health and Safety Committee

The Campus Health and Safety Committee is responsible for the development, administration, and monitoring of the Health and Safety Program. In addition, the committee advises and makes policy recommendations to the Executive Management Council and reports out data on safety performance to the Board of Directors subcommittee. The core functions of the Health and Safety Committee are to:

- **Strive** continuously to a means by which each person may realize how they as individuals contribute to the general and specific welfare of all employees at Valparaiso University.
- **Help** bring employees together through regularly scheduled meetings where safety issues are addressed.
- **Integrate** best practices for performing job functions safely into everyday work tasks.
- **Educate** the campus community regarding safety initiatives.
- **Lead** our campus to maintain a safe environment through proper documentation, communication, and facilities/equipment.
- **Demonstrate** by example the value and importance of safety as we carry out our work.

Compliance Statement

All students, faculty, and staff are required to follow the applicable provisions of the Health and Safety Program. Employees are expected to comply with the provisions of the program, engage in safe work practices, abide by policies and follow federal, state, county, and local regulations. Failure to comply with or enforce safety and health rules and regulations may result in disciplinary action up to and including dismissal.

BASIC SAFETY RULES

The following basic safety rules have been established to help make the University a

safe place to learn and work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain pieces of equipment.

- Never do anything that is unsafe just to get the job done. If a job is unsafe, report it to your supervisor. If the employee believes the supervisor does not adequately address the safety concern, the employee should contact the Campus Health and Safety Committee.
- Always use the appropriate tool and use it only for its intended purpose.
- Lock out/tag out, if applicable, or block all sources of stored energy when performing maintenance on equipment or machinery.
- Do not remove or disable any safety device! Keep guards in place at all times on equipment and machinery and do not operate machinery with missing or damaged guards.
- Never operate a piece of equipment unless you have been trained in its use and are authorized to use it.
- Wear your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto University property.
- Smoking and vaping are not permitted on University property.
- Loose clothing and jewelry shall not be worn around moving machinery. Hair longer than shoulder length must be tied back.
- Report and clean up spills immediately using proper procedure and PPE. Replace all tools and supplies after use.
- Further general safety guidelines can be found in the [Valparaiso University Staff Employee Handbook](#).

COMMUNICATION OF HAZARDS IN THE WORKPLACE

Members of campus must be informed of any recognized hazards in their environment. It is the University's responsibility to provide adequate safety and health orientation related to standard operating procedures, hazards, and personal protective equipment. This orientation shall be provided prior to working in the area.

REPORTING A SAFETY HAZARD

If a member of the campus community identifies a safety hazard, they will report it to their supervisor or VUPD (219.464.5430) immediately. Following the incident, the supervisor or VUPD will report the hazard to the Campus Health and Safety Committee. Reports to the Campus Health and Safety Committee can be verbal, written, or submitted electronically. All reports of any safety hazard can be done without fear of retaliation.

TRAINING

Some University personnel may be required to attend in-house training sessions on topics such as bloodborne pathogens, hazard communication, laboratory safety, or power tools. Training is offered by the University on a regular basis during regular work hours at no cost to University personnel.

In some cases, supervisors may conduct specialized training sessions. Supervisors can contact the Campus Health and Safety Committee for information or assistance in acquiring training. Outside vendors may be used for specialty training. Suggested training resources can be found in the appendix of this document and [Health, Safety, and Security Policies](#) can be found on the University website.

At a minimum, safety and health training for University personnel must include:

- Recognition of safety and health hazards;
- General and task-specific safety and health practices; and
- Federal, state, and University safety and health policies applicable to their jobs.

Training shall occur when an employee is hired, when an employee is given a new work assignment for which training has not been previously given, and when a new hazard (chemical or physical) is introduced into the workplace. Employees who believe they are not adequately trained to complete a given job/task in a safe manner should notify their supervisor immediately. If the employee believes the supervisor does not adequately address the safety concern, the employee should contact the Campus Health and Safety Committee.

Students, faculty, and staff may be required to wear personal protective equipment (PPE) when fulfilling duties or in certain environments (e.g., chemical laboratories). Your supervisor will inform you of the specific PPE required based upon the hazard of the job/task, but you should also always consider appropriate PPE that may be needed.

GENERAL WORKPLACE SAFETY

Valparaiso University is home to a very diverse campus community and everyone plays an important role in keeping our campus safe. Here are some general safety reminders to keep in mind when performing daily responsibilities on campus.

PREVENTING ACCIDENTS AND MANAGING WORKPLACE HAZARDS

Whenever possible, safety hazards should be eliminated from the workplace. Hazards may include, but are not limited to: biological, chemical, environmental, physical, and radiological hazards. When hazards cannot be eliminated, they must be mitigated with special training, equipment, and procedures. These may include: standard operating procedures (SOPs), job safety analysis (JSAs), safety controls, and personal protective equipment (PPE). Your supervisor will review your role and

determine if safety controls and PPE are required. Items such as eye and face protection, hearing protection, safety shoes, and protective clothing will be provided by your department or organization. Some safety controls and PPE, such as respirators, require medical surveillance.

Routine housekeeping and safety awareness in the workplace can prevent accidents such as slips, trips, and falls. Fire safety, electrical safety, office ergonomics, and an awareness of workplace violence are also important components in maintaining an injury- and illness-free work environment for employees and students.

To prevent injury, several general rules should be followed:

- Keep floors clear of debris and spilled liquids.
- Maintain floor coverings in good condition to avoid tripping hazards caused by loose tile and frayed carpet edging.
- Use sidewalks or designated pathways when traveling between buildings. Use caution when sidewalks might be slippery or wet.
- Keep designated walkways and doorways clear, unobstructed, and free of electrical cords, boxes, and office equipment at all times.
- When using filing cabinets, file materials from the bottom to the top. Only open one file drawer at a time.
- Use proper step stools or the appropriate ladder, not chairs or tables, when climbing to reach high items.
- Ensure trash (e.g., sharps, used toner, empty chemical containers, and broken glass) is put into proper containers for disposal and labeled appropriately for housekeeping personnel.
- Properly store and handle any potentially hazardous chemicals.
- Authorized personnel only spaces should remain locked when not in use (such as electrical/mechanical rooms or laboratories).

BIOLOGICAL SPILL PROCEDURES

Health care or custodial personnel trained in spill cleanup should follow established protocols. For blood or body fluid spills in residence halls, academic buildings, administrative buildings, or on outside surfaces, contact Facilities Management (x5132). (After hours — contact VUPD (219.464.5430)).

- Wear disposable gloves and absorb fluids using a blood-spill kit.
- Clean area of all visible fluids with detergent (soap/water).
- Decontaminate area with an appropriate disinfectant (e.g., bleach).
- Place all disposable materials into a red biological waste bag.
- Always practice “universal precautions” when handling human body fluids.

SLIPS, TRIPS, AND FALLS

Slips, trips, and falls are the most frequent injuries on campus. These seemingly minor incidents can lead to pain and serious injury. Therefore, it is very important that you remain aware of your surroundings. Many of these accidents occur outside buildings on stairs and walkways. Others occur indoors and are often the result of unsecured wires and cords, spills, or loose flooring.

The following are simple ways to reduce your risk of a slip, trip, or fall incident:

- Be aware of your surroundings at all times.
- During wet weather conditions, wipe your feet on floor mats as you enter a building.
- Practice good housekeeping by inspecting your areas. Keep work areas clean and free of spills, debris, and tripping hazards. Immediately clean or report spills and debris problems.
- Watch your step. Make sure electrical cords that span across pathways are taped down or placed in a cable ramp.
- Don't carry loads that obstruct your view while walking. Make sure the path is clear.
- Use footwear that is appropriate for your work tasks and environmental demands.
- Hold handrails when using stairs and ramps. While most falls occur on level surfaces, those that occur on stairs can be very serious.
- If you have to reach items on high shelves, use a step stool or stepladder rather than a chair.
- Walk with caution, especially if you anticipate any slip or trip hazards along the way.
- Report poor lighting and broken pavement, sidewalks, or handrails to Facilities Management.

ELECTRICAL SAFETY

Almost all workplace areas have the potential to present serious electrical hazards. To protect yourself, follow these important guidelines:

- Use extension cords that are properly rated for the equipment.
- The use of extension cords as permanent wiring is prohibited.
- Be sure the work surface is dry before operating electrical devices.
- Use GFCI (ground fault circuit interrupt) type receptacles, especially where work areas might become wet.
- Never unplug equipment by pulling on the cord; always remove by the plug.
- Replace frayed or damaged cords.
- Ensure electrical cords are not damaged by being wedged against

- furniture or doors. Do not run cords under carpeting.
- Only plug one piece of equipment into each outlet. If more than one socket needs to be used, use an approved power strip with circuit breaker. Do not “daisy chain” extension cords and/or power strips.
 - Lock out/tag out de-energized equipment while servicing.
 - Replace electrical covers after servicing equipment.
 - Maintain secured access to authorized personnel spaces after departure.

ERGONOMICS

Ergonomics is the science of adapting tasks, machines, and the work space to the capacities and limitations of the human form, in order to promote the health and safety of the worker. Ergonomic wellness in the office can be achieved by the following guidelines:

- Position your monitor to prevent eye and neck strain. Avoid placement that would cause excess neck movement. Screen should be 18–30 inches from user.
- Elbows should be bent 90 degrees with neutral posture in wrists when typing. If you use a keyboard tray, it should not contact your legs.
- Keep your feet flat on the floor or on a foot rest. The area under the desk should remain uncluttered. Use a plastic floor mat for carpeted workstations to allow your chair to roll easily.
- Your chair should be adjusted to support the natural curve of the back.
- Keep arms and wrists in a neutral position. Arms and wrists should not be tilted upward.
- Hips and knees should be at the same level.
- Educate yourself about the potential risks associated with tasks involving prolonged repetitive motion and make the necessary adjustments to achieve the best “fit” for your work station.
- Avoid performing similar tasks for long durations. Take frequent short breaks or use alternate activities to break up long stretches of work, especially when using a computer for extended periods.
- Use proper body posture during tasks such as computer input or lifting heavy objects.
- Adjust lighting sources to avoid glare.
- For assistance with ergonomic awareness training, contact the Campus Health and Safety Committee.

WORKPLACE VIOLENCE

Valparaiso University strives to provide employees and students a safe environment for learning and working. Therefore, the University will not tolerate violence or threats of violence on campus. All incidents, threats, and suspicious activity should be reported to the Valparaiso University Police Department and your supervisor immediately.

- Valparaiso University Police Department (219.464.5430).
- Active shooter/threat and other information can be found in the [Emergency Resource Information](#).

FIRE SAFETY

Fire safety is everyone's responsibility. You can help prevent fires by using good housekeeping practices. These practices include:

- Keeping walkways and exits clear.
- Keeping fire doors closed when not in use (never prop them open).
- Storing supplies and equipment in appropriate locations and limiting the quantities of stored flammable materials. All storage must be in compliance with the Indiana Division of Fire and Building Safety and applicable laws/regulations.
- Using microwaves and toaster ovens in authorized locations only.
- Eliminating the use of unauthorized personal appliances, such as hot plates, microwaves, refrigerators, or space heaters.
- All employees will undergo fire extinguisher training during new hire orientation and will be provided annual fire extinguisher training appropriate for their position.

Knowing how to respond to a fire can save your life and others'. All students, faculty, and staff should know the location of safety equipment, such as fire extinguishers and fire alarm pull stations. It is also helpful to know about the different types of fire extinguishers and how to operate them.

Campus personnel are not required to fight fires, but may extinguish small fires (e.g., a trash can fire) with a fire extinguisher if they are properly trained and feel comfortable doing so.

All fires, regardless of size, must be reported immediately by calling 911 or VUPD at 219.464.5430.

If your clothing catches on fire, protect your face and stop, drop, and roll. If you are near an emergency shower, you can use it immediately to extinguish the flames. If using a fire extinguisher, be careful not to shoot directly into someone's face. Immediately seek medical treatment and report the incident to a supervisor.

ELEVATOR SAFETY

All elevators on campus are equipped with an emergency notification system. Those units that are equipped with an emergency phone are connected directly to a campus-based 24-hour answering service. If you are trapped in an elevator, use the emergency button or call system for help. You do not need to dial; it will ring

automatically and identify your location to VUPD. As a secondary measure, campus personnel can call VUPD (219.464.5430) with their cell phone. Answer any questions the operator asks concerning your situation, and help will soon be on the way. Stay calm and remain inside the elevator; do not attempt to force the doors open and exit.

If transporting gas cylinders or cryogenics, do not ride the elevator with the container. A leak or rupture could result in serious injury or death in the confined elevator space. Place the secured container in the elevator, select the destination floor, and then immediately take the stairs to meet the elevator. Also, a sign should be posted on the elevator doors stating "Gas transport in progress. Do not enter."

If an elevator does not seem to be operating properly, call Facilities Management (219.464.6864) and report the problem. A technician will be dispatched to evaluate and correct the problem.

TOOL MAINTENANCE

Faulty or improperly used hand tools are a hazard. Individuals shall be responsible for ensuring that tools and equipment (both University- and employee-owned) used by them or other employees at their workplace are in good condition and in compliance with applicable safety standards.

Appropriate eye protection, such as safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage.

PORTABLE POWER TOOLS

Portable power tools pose a special danger to individuals because they are deceptively small and light, yet they can do great bodily harm if used improperly or are poorly maintained. These rules apply to all power tools, but are especially important when handling portable saws, drills, and power screwdrivers.

Check your equipment before you use it. All grinders, saws, and similar equipment should be equipped with appropriate safety guards. Power tools should not be used without the correct shield, guard, or attachment recommended by the manufacturer.

- Use required personal protective equipment (i.e., safety glasses, safety goggles, face shields, etc.) when using or working near hand or power tools.
- Hand and power tools shall be maintained in safe operating condition.
- Portable electric power tools shall be double insulated or grounded, using a three-conductor cord and a three-prong plug. Electric on/off switches shall operate properly.
- Report any damaged/defective tools to your supervisor immediately.

LADDERS

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight, hardware and fittings securely attached, and movable parts operating freely without binding or undue play.

Non-slip safety feet should be provided on each ladder. Ladder rungs and steps should be free of grease and oil.

Individuals shall maintain three points of contact while working from a ladder.

Individuals are prohibited from using ladders that are broken, missing steps or rungs, or that have broken side rails or other faulty equipment.

It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded.

At no time shall ladders be placed on boxes, barrels, or other unstable bases to obtain additional height.

Be careful when you climb a ladder. Face the ladder when ascending or descending. Do not use the top step of ordinary step ladders as a step.

When portable ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least three (3) feet above the elevated surface.

It is required that when portable ladders are used, the base must be so placed that slipping will not occur, unless it is lashed or otherwise held in place.

All portable metal ladders must be legibly marked with signs reading "CAUTION" — "Do Not Use Around Electrical Equipment." Ladders are to be used strictly for their intended use only. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for tears and signs of corrosion. Rungs of ladders should be uniformly spaced. The use of wood ladders is prohibited.

OFFICE SAFETY

The office is like any other work environment in that it may present potential health and safety hazards, some of which may seem obvious while others are not so obvious. In addition, office spaces tend to be unique in that they are often "personalized" work spaces. To help ensure the safety and health of office employees we have established the following general guidance. Where indicated more detailed information may be found elsewhere in this manual.

RESPONSIBILITIES OF OFFICE STAFF

As with all other areas of the University, office employees own a share of the responsibility for contributing to the safety of the work environment. In addition to following the rules described under General Safety, Office Staff should:

- Report all safety and health concerns immediately.
- Not attempt to repair any office equipment or systems.
- Maintain a clean and orderly office environment.

ELECTRICAL SAFETY

Electric cords should be examined on a routine basis for fraying and exposed wiring. Particular attention should be paid to connections behind furniture, since file cabinets and office furniture may be pushed tightly against electric outlets, severely bending the cord at the plug. The use of space heaters that have not been approved or issued by facilities management is prohibited.

USE OF EXTENSION CORDS

Extension cords shall be UL rated and only used in situations where fixed wiring is not feasible. The use of an extension cord as permanent wiring is prohibited. Extension cords shall be kept in good order, free from defects in their insulation. They shall be placed so they do not present a tripping or slipping hazard. Extension cords shall not be placed through doorways having doors that can be closed, thereby damaging the cord. All extension cords shall be the grounded type, having three conductors on the plug, and the third conductor must not be loose or missing.

HOUSEKEEPING

Good housekeeping is an important element of accident prevention in offices. Mishaps caused by dropping heavy cartons and other related office equipment and supplies could be a source of serious injuries to personnel. Proper layout, spacing, and arrangement of equipment, furniture, and machinery are essential.

All aisles within the office should be clearly defined and kept free of obstructions. Chairs, files, bookcases, and desks must be replaced or repaired if they become damaged. Filing cabinet drawers should always be kept closed when not in use. Heavy files should be placed in the bottom file drawers.

Materials stored within supply rooms must be neatly stacked and readily accessible. Care should be taken to stack materials so they will not topple over. Under no circumstances will materials be stacked within 18 inches of the ceiling (to allow for fire protection). Materials shall not be stored so that they project into aisles or passageways in a manner that could cause persons to trip or could hinder emergency evacuation.

ERGONOMIC CONSIDERATIONS

COMPUTER WORKSTATIONS

Certain common characteristics of computer operation have been identified and associated with increased risk of musculoskeletal problems. These include:

- Design of the workstation
- Nature of the task
- Repetitiveness of the job
- Degree of postural constraint
- Work pace
- Work/rest schedules

The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close to the body. The head should be in line with the body and slightly forward.

MONITORS

When work is conducted at a computer, the top of the monitor should be at, or just slightly below, eye level. This allows the eyes to view the screen at a comfortable level, without having to tilt the head or move the back muscles. Control glare at the source whenever possible; place monitors so that they are parallel to direct sources of light such as windows and overhead lights, and use window treatments if necessary. When glare sources cannot be removed, seek appropriate screen treatments such as glare filters. Also, be sure to keep the screen clean.

OFFICE CHAIRS

The chair is usually the most important piece of furniture that affects user comfort in the office. The chair should be adjusted for comfort, making sure the back is supported and that the seat pan is at a height so that the thighs are horizontal and feet are flat on the floor or footrest.

In general, chairs with the most easily adjustable dimensions permit the most flexibility to support people's preferred sitting postures. Armrests on chairs are recommended for most office work except where they interfere with the task. Resting arms on armrests is a very effective way to reduce arm discomforts. Armrests should be sufficiently short and low to allow workers to get close enough to their work surfaces, especially for tasks that require fixed arm postures above the work surface.

WORKING HEIGHT

The work surface height should fit the task. The goal is to place the surface height where the work may be performed in such a manner to keep arms low and close to the body in relation to the task. If the working height is too high, the shoulders have to be lifted to compensate, which may lead to painful symptoms and cramps in the neck and

shoulders.

If, on the other hand, the working height is too low, the back must be excessively bowed, which may cause backache. Generally, work should be done at about elbow height, whether sitting or standing. Adjustable workstations may be provided so that individuals may change to meet their needs. A computer workstation with an adjustable keyboard height and an adjustable height and distance of the screen is preferred for continuous work.

OFFICE LIGHTING

Different tasks require different levels of lighting. Areas in which intricate work is performed require greater illumination than warehouses. Lighting needs vary from time to time and from person to person as well. One approach is to use adjustable task lighting that can provide needed illumination without increasing general lighting. Task lamps are very effective to supplement the general office light levels for those who require or prefer additional light. Since task lamps are controlled by the individual, they can accommodate personal preferences.

PERSONAL PROTECTIVE EQUIPMENT

It is the responsibility of the employer to provide all personal protective equipment (PPE) required by the job. The employee should not wear PPE off the jobsite or use it off the job. Through a stipend program, the University assists in providing additional safety measures for employees including, but not limited to, safety shoes and prescription safety glasses. Protective equipment shall be inspected and maintained in a sanitary and reliable condition to avoid causing injury or impairment in the function of any part of the body. If you have questions about PPE, ask your supervisor or contact the Campus Health and Safety Committee for more information.

EYE AND FACE PROTECTION

Chemical hazards: To protect the eyes and face from splash when using or dispensing corrosive liquids, non-vented chemical goggles or safety glasses with side shields and a full-face shield offer the best protection. Safety glasses are the minimum protection recommended for all operations involving hazardous chemicals.

Physical hazards: When using high-pressure cleaning or spray equipment, a full-face shield is required.

Work activities that produce chips or dust — such as grinding/drilling, power fastening, or using power tools — require safety glasses with side shields as a minimum protection level and in some instances may also require the use of a full face shield.

Welding: Welding operations require a full welding hood with the appropriate tinted vision screen. Clear safety glasses should be worn underneath a welding helmet when welding. The safety glasses will protect the eyes from sparks or other debris while the shaded helmet prevents eye damage that could be caused by the ultra-bright arc. When doing acetylene-oxygen torch soldering, brazing, or cutting, appropriately tinted safety glasses with side shields or tinted goggles are the appropriate PPE.

Lasers: When using lasers or when in an area with a working laser, appropriate safety eyewear is required. Different lasers require different types of eye protection. Consult supervisor for appropriate protective eyewear.

Sun-protection: If applicable to an individual's job function, the University may supply sunglasses for UV protection or sunscreen for those with prolonged exposure to the sun.

HAND/ARM AND BODY PROTECTION

When using hazardous chemicals, specialized gloves offering protection for specific chemical families, a laboratory coat, and, at times, a splash apron are the appropriate PPE.

Insulated gloves and arm sleeve covers are recommended when handling hot or cold materials.

To reduce cut or abrasion injuries, use puncture or abrasion resistant gloves, arm sleeve covers, and, at times, an apron to lessen this exposure.

Other gloves, as recommended by manufacturers, will be provided as needed.

HEAD AND FOOT PROTECTION

On occasion some job sites or work tasks may require the use of a hard hat or other head protection/foot protection as necessary. All hard hats or safety shoes must meet the requirements for protection outlined by the American National Standards Institute (ANSI).

HEARING PROTECTION

If your work areas or specific job tasks have been designated as requiring hearing protection, you must wear approved protective equipment. Personal stereo or MP3 player earbuds and headphones are not approved hearing protection. Supervisors are responsible for identifying hearing protection areas and providing training on the use of hearing protection equipment. Certain areas or tasks may be designated as requiring additional protective measures.

RESPIRATORY PROTECTION

Individuals may be required to wear respirators for specific job

duties/experiments/research. Respirators include N-95 dust masks, air-purifying negative-pressure respirators, self-contained breathing apparatus, supplied-air respirators, and other such devices. If you wear one of these respirators (except for the N-95 dust mask), you must have a physical exam and you must be “fit tested” and trained before using it on your job. Departments with employees wearing respirators must have a written Respiratory Protection Program.

WORKPLACE HAZARD INSPECTIONS

In order to identify hazardous conditions, it is necessary for everyone to conduct routine inspections of their respective areas. The Campus Health and Safety Committee is available to assist in inspection activities and also conduct independent compliance inspections upon request, or as they deem necessary.

Imminent hazards must be corrected immediately. If the means of correction are not readily apparent or available, do not proceed with the task and report the condition immediately to your supervisor. If your supervisor is unavailable, report the condition to your department head or the Campus Health and Safety Committee. Supervisors, who are aware of the hazard, must also inform any students, faculty, or staff who may be affected by the condition.

Students, faculty, and/or staff shall not be retaliated against for reporting health or safety hazards to their supervisors or to the Campus Health and Safety Committee. Supervisors are to encourage their staff to appropriately report all hazards.

ACCIDENT REPORTING

Most accidents can be prevented. Safety is an important work practice; in fact, you should be aware that safety is one of your job responsibilities. Supervisors shall make sure that a high level of safety awareness exists in each facility and that all employees are thoroughly trained in their duty assignments, including proper safety practices. **If an accident occurs, it must be reported to your supervisor as quickly as possible.**

Any accident that involves serious bodily injury or loss of consciousness is reported to VUPD (219.464.5430 or 911).

Unsafe working conditions, near-miss incidents, or accidents that do not result in a serious bodily injury should be reported internally using the University’s Accident-Injury Report

The following sections describe the procedures used to report unsafe working conditions, near-miss incidents, or accidents that do not result in a serious bodily injury:

1. All injuries must be reported to Human Resources at the time of the incident for workers’ compensation administration.

2. If an employee suffers an on-the-job injury, the employee's supervisor must be notified immediately so that the supervisor can assess the nature and extent of the injury. Students who are involved in an accident on-campus should report the matter to VUPD and/or, if they are a residential student, a member of the Residential Life staff. Staff will report the matter to the proper University official and complete any necessary reports and documentation.

If off-campus medical care is required, the supervisor should provide the employee with a treatment authorization form. The employee will then take it to the attending physician's office where it will be completed by the medical provider. This form will be used to verify the initial treatment authorization for medical services.

Less serious injuries that still require medical attention will be referred by the supervisor to an approved medical provider.

First aid cases may be directed to an approved medical provider or treated in the department, depending on the nature and extent of injury.

3. As soon as it is feasible at the time of the incident, the Supervisor should complete an Accident Investigation Report. This form is available under the Safety tab on the HR Website. These forms should be completed and forwarded as soon as possible to WCA.

4. As soon as possible after an incident, the employee's supervisor should initiate investigation of the events surrounding the incident. The supervisor may contact the Campus Health and Safety Committee to assist with the investigation. A root-cause analysis will be conducted to identify the cause of the incident. Once a cause has been determined, remedial action (policy changes, work orders, re-training, etc.) will be implemented to ensure that the hazards are mitigated and that a repeat incident will not occur.

5. The Workers' Compensation Administrator will conduct any necessary follow up with the employee and supervisor regarding the injured employee's return to work.

LABORATORY SAFETY

Maintaining the highest safety standards within laboratories is a top priority. Many laboratories contain hazardous materials and chemicals, biological agents, and/or radioactive materials. Laboratories may also house potentially dangerous equipment, such as compressed gas cylinders or powerful lasers. All lab personnel must know how to work safely according to the particular hazards and equipment present in their laboratories.

Laboratory safety must be fully integrated into all research protocols and be a fundamental component of laboratory instruction. This emphasis on laboratory safety is prioritized across all levels of the University. Laboratory supervisors play an especially critical role in maintaining day-to-day laboratory safety.

LABORATORY SAFETY BASICS

- Appropriate training is required before working in a lab.
- Know the location of all exits, emergency safety equipment, and emergency procedures. Access to emergency equipment (eyewashes, showers, and fire extinguishers) must be unobstructed at all times.
- Always wear eye protection and a lab coat when in the lab and additional PPE as required when handling or exposed to chemicals. Perforated shoes, sandals, or cloth sneakers should not be worn within the laboratory. Confine long hair and loose clothing when working with chemicals. It is best to remove jewelry to avoid possible contamination or destruction of the item by chemical vapors.
- Do not work alone in the laboratory.
- Avoid inhaling chemicals by performing all work with hazardous chemicals within a properly operating laboratory chemical hood.
- No eating, drinking, smoking, or application of cosmetics is allowed in any laboratory. Storage of food or drinks in the lab is prohibited.
- Promptly wash skin thoroughly with soap and water if contact is made with any chemical.
- Promptly utilize the eye wash fountains or safety showers if needed.
- Clean up all spills promptly. Slip and fall accidents are one of the most common lab accidents.
- Ensure all chemicals are labeled appropriately (chemical name, date prepared, and the person who prepared the solution). Read labels twice before using any chemical.
- Never pipette by mouth.
- Ensure that your workspace is clean, all chemicals are stored properly, and all potential hazards are addressed before leaving the lab.
- Use of cellular telephones should be minimized in laboratory settings to reduce chances of contamination and distraction.
- Small lab fires can be extinguished by placing a beaker or other container over the fire to smother the flames. In the case of a larger fire, exit the room, call VUPD (219.464.5430), and pull the fire alarm while exiting the building.

LABORATORY HAZARDS

Laboratories are unique working environments with various health and safety

hazards. All lab personnel must know how to work safely with the materials, equipment, and operations in their laboratory, and be aware of the hazards present. These hazards could include, but are not limited to, chemical, biological, or physical hazards.

LABORATORY SAFETY TRAINING

Training is an essential component of laboratory safety. All lab personnel should take the appropriate laboratory safety classes **before** beginning work in the laboratory.

Laboratory personnel will require a combination of both general laboratory safety training and laboratory-specific training. Training requirements depend on the particular materials, equipment, and operations in a given laboratory. In order to obtain the proper training, laboratory personnel should discuss their training needs with their laboratory supervisor. Supervisors are responsible for ensuring that training requirements have been met by laboratory staff and are responsible for providing laboratory-specific training.

Contact the Campus Health and Safety Committee for additional training-related questions.

HAZARDOUS MATERIAL SPILL OR RELEASE

Different types of hazardous materials are used on the Valparaiso University campus. In the event of a hazardous material spill, certain procedures must be followed according to the severity of the spill and the type of material involved. Spills must be cleaned up or contained immediately by trained personnel.

Immediately report any accidents that involve chemical spills, leakage, and emission of gasses, radioactive material, or other dangerous substances to your supervisor and VUPD (219.464.5430).

- When reporting, be specific about the nature of the involved material and the location. VUPD will contact the necessary specialized authorities and medical personnel.
- All individuals in the affected area should evacuate at once, and a professor or supervisor should seal it off to prevent further contamination until the arrival of first responders.
- Anyone who may be contaminated by the spill should avoid contact with others as much as possible, remain in the vicinity, and give their names to a campus police officer. Required first aid and cleanup by specialized authorities should be started at once.
- If necessary or if directed to do so by police personnel or your supervisor, activate the building fire alarm.
- VUPD will immediately notify the following:

- Local Fire Department
- Hazardous Materials Team
- The fire department has concurrent and overlapping responsibility and authority with the University to protect life and property. Fire department personnel are specially trained and possess technical knowledge of dangerous chemicals.
- Do not reenter the spill area as there may be toxic fumes present. Wait for trained personnel.
- Water or chemical fire retardants should **NOT** be used without fire department approval (these could result in poisonous fumes).

LABORATORY SECURITY

All lab personnel must control lab access and take precautionary security measures to prevent theft of materials or equipment from the lab. Some campus labs already have strict security measures in place, due to the materials they contain or to the nature of research conducted therein. Specific information is contained in the [Academic Building Access Policy](#).

Hazardous materials must always be protected against theft. These include, but are not limited to, infectious agents, toxins, radioactive materials, acutely toxic chemicals, carcinogens, teratogens, explosives, reactive chemicals, and compressed gases.

Diversion of even small quantities of hazardous materials can have serious consequences when they are used for criminal purposes. One easy way to increase security is to make sure that your laboratory door is locked whenever the lab is left unattended, even for a few minutes.

OCCUPATIONAL HEALTH

HAZARD COMMUNICATION PROGRAM

Nearly every workplace contains chemicals that may pose a health or physical hazard to employees if exposures occur or dangerous concentrations are exceeded. Valparaiso University recognizes its responsibility to provide all employees who are potentially exposed to hazardous chemicals with the necessary tools to protect themselves and co-workers. In 2013, OSHA modified the Hazard Communication Standard to adopt the Globally Harmonized System (GHS), pictured below in Figure 1, to enhance the safety and health of workers through more effective communications on chemical hazards.

The Hazard Communication Program is communicated via the Campus Health and Safety Committee and is implemented by each respective campus department. The purposes of this program are to:

- Identify hazardous chemicals in the workplace;

- Evaluate the potential hazards of chemicals to which employees may be exposed;
- Communicate information on physical and health hazards of chemicals;
- Identify protective measures for students, faculty, and staff;
- Ensure availability of Safety Data Sheets (formally MSDS); and
- Educate employees.

LISTS OF HAZARDOUS CHEMICALS IN THE WORKPLACE

At Valparaiso University, individual shops, laboratories, or department work sites are responsible for maintaining a current inventory of hazardous chemicals used in their areas. Inventories may be maintained on a computer database for ease of access but must also be posted in the area of storage.

These lists should be available to emergency responders.

HAZARD IDENTIFICATION

Chemical manufacturers and importers are required by OSHA to review available scientific evidence concerning the hazards of the chemicals they produce or import, and to report the information to employers who distribute or use their products.

Valparaiso University relies upon labeling provided by the manufacturer or suppliers. Individual departments are responsible for ensuring that each secondary chemical container in the workplace is properly labeled. Secondary container labels must contain the identity of the chemical and be in compliance with GHS labeling standards. Employees shall not remove or deface existing labels on incoming containers of hazardous substances. GHS requires that chemical labels contain a signal word, applicable pictogram(s), and a hazard statement for each hazard class and category.

Fixed containers such as a storage tank must be labeled with the identity of the chemical it contains and the appropriate hazard warning. Alternative written identification systems for fixed containers may be implemented as long as they convey the same hazard warning information.










The hazard warning label should clearly convey the appropriate GHS precautions, signal words, pictogram, or symbols that assure that the worker is aware of the chemical hazards associated with the chemical. Employees must be trained on the new label elements and the safety data sheet (SDS) format. Widely accepted systems for hazard identification and labeling include ANSI Z129.1-2000 and the GHS: Hazardous Industrial Chemicals - Precautionary Labeling, which uses a word hierarchy or signal word to convey levels of hazard. The two signal words are *DANGER* and *WARNING*, the meaning of each are provided below.

DANGER — If this product gets in or on you, immediate harm will be caused.

WARNING — If this product gets in or on you, in sufficient quantity, you will suffer harm.

The Hazard Communication Standard requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

FIGURE 1

<p>Health hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory) •
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides •
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment</p>  <ul style="list-style-type: none"> • (Non-Mandatory) • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

Warning labels will be displayed in areas where there may be airborne hazardous chemicals. This would include, but not be limited to, areas such as welding, operation of internal combustion engines, indoor applications of paint or adhesives, or grinding

and sanding operations. Removal of labels from the above potentially hazardous environments is prohibited. Department or area supervisor is responsible for posting the area warning signs. All pipes containing hazardous chemicals will also be labeled.

SAFETY DATA SHEETS (FORMERLY MSDS)

A Safety Data Sheet (SDS) is a document that provides information about the hazards of a chemical or product. State and federal law requires that all chemical manufacturers, distributors, and importers develop an SDS for each hazardous chemical they produce or import and provide the SDS at the time of shipment to the end user, such as Valparaiso University.

An SDS provides the end user with important information regarding the chemical they are about to use and provides significantly more information than the container label.

It is the responsibility of each manager or supervisor to ensure access to the current SDS for each hazardous chemical used within their area by campus personnel. The primary method of accessing an SDS at Valparaiso University is through a paper copy maintained in the area of use by each department. The Campus Health and Safety Committee can assist managers and supervisors in finding current copies of a particular SDS upon request.

SDS's should be reviewed for all hazardous chemicals prior to use in the workplace. All campus personnel have the right to review an SDS before working with a hazardous chemical, and at any time that the chemical is present in the workplace. GHS requires a standard 16-section SDS:

- Section 1 — Identification
- Section 2 — Hazard(s) identification
- Section 3 — Composition/information on ingredients
- Section 4 — First-aid measures
- Section 5 — Fire-fighting measures
- Section 6 — Accidental release measures
- Section 7 — Handling and storage
- Section 8 — Exposure controls/personal protection
- Section 9 — Physical and chemical properties
- Section 10 — Stability and reactivity
- Section 11 — Toxicological information
- Section 12 — Ecological information
- Section 13 — Disposal considerations
- Section 14 — Transport information
- Section 15 — Regulatory information
- Section 16 — Other information, including the date of preparation or last revision

EMPLOYEE INFORMATION AND TRAINING

Departmental and laboratory supervisors must provide campus personnel with information and training on hazardous chemicals used or stored in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area.

Departments shall communicate the following to employees:

- Location of hazardous materials in the workplace.
- Methods and observations that may be used to detect the presence or release of hazardous chemicals in the work area.
- The physical and health hazards of the chemicals in the work area.
- The measures employees can take to protect themselves from these hazards.
- Location and availability of hazard communication information, such as the site-specific chemical inventory list and SDS locations.

In the event that there is a chemical related medical emergency on campus, call 911 (non-campus phone) or VUPD (219.464.5430).

SMOKING POLICY

Valparaiso University maintains a [Tobacco Free Campus Policy](#), which establishes the campus as a “smoke free environment.” This policy extends to the use of any smoking substitutes, such as herbal cigarettes, vaping, or e-cigarettes.

EMERGENCY MANAGEMENT

Planning for emergencies is important at several levels to ensure a timely and effective response throughout the campus community in a crisis situation. An emergency is defined as any unplanned event that may cause harm to the University community, disrupt operations, cause damages, or threaten the institution’s facilities or status. Valparaiso University, VUPD, and the Incident Command Team utilize an “all-hazards” approach that includes, but is not limited to, prevention, mitigation, preparedness, response, and recovery.

Executive Management Council

The Executive Emergency Group is composed of the University’s president, provost, vice president for community and government relations, vice president for advancement, vice president for student affairs, vice president for finance, and vice president and general counsel. The Executive Management Council’s focus is on questions of policy during an emergency situation; they are supported by and work in conjunction with the Incident Command (IC) team.

Incident Command Team

The Incident Command (IC) team is led by an incident commander who has the responsibility and authority to make emergency decisions using an all-hazards approach. The IC team consists of 9–10 members representing various support functions including: VUPD, Safety, Facilities Management, Information Technology, Public Relations, Residential Life, the Student Health Center, and a faculty member.

IC team members receive National Incident Management System (NIMS) training, and the team meets regularly to engage in training, review the University's and/or other campus or national incidents, update emergency plans and resource information, identify emergency training needs and drills for the general campus, and establish and maintain a campus emergency corps.

PLANNING AHEAD

Planning ahead for emergencies is critical for remaining safe during an emergency and recovering quickly from an emergency.

- Know the emergency procedure for your building or area.
- Identify the location of emergency equipment and learn how to use it. Commonly used equipment includes fire extinguishers, fire alarm pull stations, telephones, first aid kits, and emergency eyewash and safety showers.
- Know the hazards and the proper precautions. Materials and equipment in your building or area pose different hazards. These hazards may require special precautions to avoid or minimize risk.
- Identify at least two exits from your area. One of them may be inaccessible during an emergency. Ensure that the path out is clear of any obstructions and that all doors leading out of the building can be opened.
- If you have a disability that could interfere with an emergency evacuation, work with your supervisor to plan for emergency situations.
- Study and remember the features of buildings, including stairways, exits, emergency phone locations, and elevators.

EMERGENCY ACTION PLANS

Emergency Action Plans are designed to control events and minimize the effects in the event of an emergency on campus. Campus community members should be familiar with the campus [Emergency Resources Information \(Flipchart\)](#).

Emergency Resources Information Guide Topics

- Crisis Management
- Reporting Emergencies
- Early Warning System
- General Evacuation Procedures
- Emergency Notification System
- Winter Weather
- Tornado and Severe Storm
- Medical and First Aid
- Fire
- Chemical or Radiation Spill
- Sexual Assault
- Violent or Criminal Behavior
- Civil Disturbance or Demonstrations
- Active Shooter on Campus
- Hostage
- Bomb Threat
- Major Utility Failure

Campus Alerts Page

valpo.edu/campus-alerts

In the event of a campus emergency, communication is of critical importance. Campus community members can be updated on the status of an incident on this page. Also, this page can be utilized to subscribe and follow the Valpo Alert Twitter feed (@valpoalert).

FIRE SAFETY

RACE

R- Rescue A- Alarm C- Contain E- Extinguish/Evacuate

PASS

P-Pull A-Aim S-Squeeze S-Sweep

1. If there is a fire in the building or area, activate the fire alarm if possible and evacuate immediately. If possible, close as many doors as you can as you evacuate.
2. Immediately contact the VUPD by calling 911 or 219.464.5430.
 - Give the location of the fire
 - Type of fire (i.e., house, building, car, brush, etc.)
 - If the burning building or vehicle is occupied

- Your identity and call back number
- 3. Know the location of fire extinguishers in your area.
 - On a minor (small) fire that appears controllable, immediately contact the VUPD. Promptly direct the charge of the fire extinguisher toward the base of the flame.
 - Pull
 - Aim
 - Squeeze
 - Sweep
- 4. Assist people with disabilities and/or special accommodations in exiting the building. Do not use the elevator in case of fire.
- 5. Once outside, move to a clear area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
- 6. Do not return to an evacuated building or area unless directed to do so by the University Police or the Valparaiso Fire Department.
- 7. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there's no window, stay near the floor, where the air will be more breathable. Shout at regular intervals to alert emergency personnel of your location. Call 911 if possible.

Every alarm should be treated as a real emergency

Department heads, managers, and supervisors are responsible for having a plan to account for campus community members and notify VUPD of those missing who may be trapped in the building.

State and local regulations require all occupants to leave the building if a fire alarm occurs.

Before opening any door, feel it with the back of your hand. If it is hot, do not open it! If it is not hot, open cautiously, bracing yourself against it to slam it shut if you feel a rush of heat.

If the closest exit is blocked, go to an alternative exit. If all doors are blocked, exit through a ground floor window, but be careful of broken glass.

SHELTER- IN- PLACE

“Siren Inside GO Outside” “Siren Outside GO Inside”

Early Warning System

The University has an emergency siren located in the center of campus. This siren will sound whenever there is a confirmed report of a life-threatening situation whether it be weather related, a chemical spill, or any other situation that threatens lives or property. The siren is connected to Porter County Emergency Management, a county-wide emergency response agency. Campus police can also activate it as needed.

In case of an emergency, the siren will sound continuously for three (3) minutes followed by one (1) minute of silence and repeated as needed. When this happens:

- Seek shelter immediately.
- Basements and reinforced concrete buildings are your best protection.
- Go to the lowest part of the building and stay away from outside walls and windows. (Hallways and small rooms provide good protection.)
- For buildings without basements, go to the ground floor. Take cover under heavy furniture in the central part of the building, or in a small room, hallway or bathroom away from windows.

The siren does not sound an all clear. To obtain all-clear information and any further information regarding the reason for the siren’s activation, call the campus information line or listen to local media:

- Call ext. 7977 from phones on the campus phone system.
- Call 219.465.7977 from phones outside of the campus phone system.
- Tune into WLJE (105.5 FM) or WAKE (1500 AM).

The Porter County Emergency Management siren is tested the first Tuesday of each month. A warning siren will sound at 11 a.m. This is only a test. Testing will be 30 seconds of constant signal followed by one (1) minute of silence and 30 second of wailing (waving) signal.

SECURITY

The safety and security of students, faculty, and staff is a primary concern at Valparaiso University. All departments at the University engage in a continuing effort to keep our campus safe and secure. A truly safe campus can only be achieved through the cooperation of all members of the campus community.

Valparaiso University Police Department (VUPD)

valpo.edu/vupd

Role, Authority, and Training

Valparaiso University Police Department is a full-service police department with a 911 dispatch center that protects and serves the Valparaiso University community with sworn law enforcement personnel 24 hours a day, seven days a week. Officers are armed and have full law enforcement and arrest authority. VUPD has full radio compatibility with surrounding law enforcement agencies including the Porter County 911 dispatch center. VUPD serves as the lead agency in investigating crimes that occur on the University's campus and will utilize support from other agencies if and as needed. VUPD has ongoing working relationships with the Valparaiso City Police, the Porter County Sheriff's Department, the Indiana State Police, and various federal law enforcement agencies. VUPD officers are certified law enforcement through Indiana Law Enforcement Training Board and receive annual in-service training.

Reporting Emergencies & Crimes

1. **Stay calm.**
2. **Call 911 or VUPD (219.464.5430).**
3. **Inform the emergency 911/dispatcher call taker the problem and give the location of the problem.**
4. **Stay on the phone line, if possible, until the call taker advises otherwise.**

This section discloses where students and employees should report crimes for institutional notification, including annual security report inclusion and timely warning/emergency notification evaluations.

Valparaiso University has a number of ways for campus community members to report crimes, serious incidents, and other emergencies to law enforcement and to appropriate Valparaiso University officials. Regardless of how and where you decide to report,

prompt reporting allows University personnel to investigate and determine if additional follow-up is necessary, including a Timely Warning or Emergency Notification.

Please report crimes to the Valparaiso University Police Department: 911 from a campus phone or 219.464.5430 from a cell phone or non-campus phone.

Valparaiso University strongly encourages all crimes to be reported to assure the University can assess any and all security concerns and inform the community if there is a significant threat to the University community. Valparaiso University encourages accurate and prompt reporting of all crimes to VUPD when the victim of the crime elects to do so and encourages the community to report when the victim is unable to do so. Valparaiso University encourages accurate and prompt reporting of all crimes to the VUPD.

Campus constituents are encouraged to report all crimes to VUPD by either calling 911 from a campus phone, by using the Code Blue and Yellow telephones in an emergency situation, or by calling 219.464.5430. Reporters who wish to remain anonymous may use the VUPD confidential tip line by calling 1.888.988.8477. The confidential tip line is **not** to be used for emergencies or in cases where immediate assistance is needed. VUPD contact information and additional emergency resource information can be found on the University's website at valpo.edu/vupd and are also available via an emergency information flip chart that is posted in campus buildings.

Annual Security Report & Fire Safety Report

The annual [Security and Fire Safety Report](#) is published to provide information about Valparaiso University's security and safety resources, policies, and procedures, as well as statistical information of reports of crime, incidents, and fire on campus and select non campus locations.

MOTORIST ASSISTANCE

Students, faculty, staff, and/or visitors on campus who find themselves in need of emergency vehicle service should call VUPD (219.464.5430) for assistance.

CAMPUS TRANSPORTATION SERVICE

Parking & Transportation Services offers a campus shuttle that is accessible to the campus community throughout the fall and spring semesters when classes are in session. The shuttle service operates Monday – Friday from 7:30 a.m. – 2 a.m. and 6 p.m. – 2 a.m. on Saturday and Sunday. Patrons can request a ride using the Crusader Transit Tracker app, available on both Android and iOS operating platforms. If a campus community member is in need of a ride during non-operating hours they can call VUPD (219.464.5430) to request a safety escort.

APPENDIX

VUPD Safety Training

Throughout the year, VUPD provides safety training to students and employees upon request. Available trainings are listed below:

- Sexual Assault Awareness
- Active Threat (shooter), RUN HIDE FIGHT
- Stop the Bleed
- Self-Defense
- Alcohol and Drug Awareness
- Life Line Law
- Making Yourself Safe
- International Travel
- Domestic Travel Safety Tips
- Dealing with Difficult People
- Fire Safety
- Theft Prevention

VUPD regularly publishes safety tips in the Torch newspaper. All safety tips, training, and information is provided to encourage the Valparaiso University community to take responsibility of their own safety and assist others in their safety.

EIA Training courses