

3.11.2

Physical Resources: Institutional environment

The institution takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community.

Judgment

Compliant Non-Compliant Not Applicable

Narrative

Note: Text for all linked documents below can be increased/decreased for ease of reading by pressing your keyboard's Ctrl key while rotating the mouse wheel.

Angelo State University takes reasonable steps to provide a healthy, safe, and secure environment for all members of the campus community. Two departments reporting to the Vice President for Finance and Administration—the Office of Environmental Health, Safety and Risk Management and the ASU Police Department—are accountable for the health, safety, and security of the campus community.

OFFICE OF ENVIRONMENTAL HEALTH, SAFETY AND RISK MANAGEMENT

The Office of Environmental Health, Safety and Risk Management (EHSRM) is responsible for planning, implementing, and administering the university's health and safety program and for providing supportive technical consultation, training, investigation, and inspection to ensure compliance with guidelines set forth by federal, state, and local laws and regulations. Its primary functions are to assist the university community in meeting health and safety responsibilities, to prevent or reduce accidents, and to identify and eliminate environmental hazards and dangerous conditions.

The director of EHSRM is designated as the ASU Institutional Safety Officer, the authority having jurisdiction for all fire and life safety issues occurring on campus, and is responsible for providing responses to State Fire Marshal requests. The director also is designated as the Responsible Official for the ASU Select Agent Program, as mandated by federal regulations published by the Centers for Disease Control and Prevention and the US Department of Agriculture. Additional support functions provided by the director include budgeting, program development, and planning.

EHSRM is responsible for ASU's compliance with all health and safety rules and regulations, as well as for implementing all required safety programs. Authority for this responsibility is outlined in ASU OP 34.01, University Health and Safety Program, and in the associated policies published in ASU OP Chapter 34, Environmental Health and Safety Program (ASU OP Manual). In meeting its responsibility to provide a safe environment for students, faculty, staff, and visitors, this office is charged with four major areas of responsibility—Environmental Health, Community Safety, Risk Management, and Emergency Management and Preparedness—as indicated on the EHSRM website.

Environmental Health

The Environmental Health component of EHSRM focuses on protecting the atmospheric and natural resource environments of the campus, and its primary activities include hazardous waste management and storm water management. The hazardous waste management program involves numerous initiatives, including electronic waste disposal, universal waste disposal, transferring hazardous waste to a bulk waste facility, oversight of hazardous waste disposal and generation, and submitting reports as required by local, state, and federal entities. The storm water management program also involves several initiatives, including controlling pollution from entering waterways and subsurface water sources, abiding by the Texas Commission on Environmental Quality standards for water quality, and following best management practices. These programs are designed to ensure compliance with relevant federal, state, and local laws and regulations, including those of the US Environmental Protection Agency, the Resource Conservation and Recovery Act, the Texas Commission on Environmental Quality (Texas Commission on Environmental Quality Registration of ASU Industrial and Hazardous Waste), the Texas Department of State Health Services (ASU Certificate of Registration for Industrial Radiation Machines), and other related guidelines.

Adherence to these regulations and guidelines is supported by the policies and procedures published in ASU OP Chapter 34, Environmental Health and Safety Program. Specific ASU policies related to Environmental Health include the following:

- ASU OP 34.02, Hazard Communications Act
- ASU OP 34.03, Hazardous Material Spills
- ASU OP 34.10, Use and Disposal of Sharp Objects
- ASU OP 34.11, Procurement, Usage, and Disposal of Radioactive Materials, Radiation Producing Devices, and Lasers
- ASU OP 34.13, Hazardous Materials Shipping
- ASU OP 34.21, Compressed Gas Handling, Storage, and Transportation
- ASU OP 34.28, Storm Water Compliance Program

Community Safety

The focus of the EHSRM Community Safety component is to ensure a safe environment for students, faculty, staff, and visitors by providing safety programs and services based on relevant federal and state regulations. Safety initiatives are directed through three main programs—fire and life safety, laboratory and chemical safety, and occupational safety. The program manager for each of these areas offers regular training opportunities for ASU faculty, staff, and students, as outlined below.

Fire and Life Safety. Fire and life safety program initiatives are based on state regulations and the National Fire Protection Association's (NFPA) guidelines on fire and life safety. Initiatives include fire prevention, fire extinguisher maintenance, fire suppression, fire extinguisher training, emergency evacuation planning, heater safety, and the reporting of fire alarm activations. In addition, the program staff is responsible for ensuring that all fire and life safety regulations and guidelines are followed in campus buildings, including, but not limited to, regulations regarding fire drills, the Texas Clean Air Act, and emergency signage. Training opportunities provided through this program include the following:

- Evacuation and Emergency Plan training for building managers
- Fire extinguisher training
- Basic fire and life safety for employees
- Basic fire and life safety for students
- Adult, child, and infant cardiopulmonary resuscitation (CPR)
- Automated external defibrillation (AED; using field shock units when someone has a medical emergency)
- Basic first aid

Information about the program is published online (Fire and Life Safety Program) and in handouts, including the ASU Fire Safety Awareness brochure and the Portable Heater Safety handout. Related policies include ASU OP 34.12, Fire Safety Program, and ASU OP 34.14, Building Decorations and Decorative Materials. Also included with this narrative are sample alarm and detection equipment test reports (Alarm and Detection Equipment Test Report June 2011, Alarm and Detection Equipment Test Report August 2011).

Laboratory and Chemical Safety. The ASU laboratory and chemical safety program is derived from federal, state, and local regulations to ensure the health and welfare of all individuals using or being exposed to chemical or biological agents inside or outside the classroom. The program entails a chemical inventory system and establishes standardized procedural guidance for the proper handling, tracking, and disposal of chemicals. Policies and procedures used to implement the program include the following:

- ASU OP 34.02, Hazard Communications Act
- ASU OP 34.03, Hazardous Materials Spills
- ASU OP 34.04, Use of Laboratory Hoods, Biological Safety Cabinets, and Special Local Exhaust Ventilation
- ASU OP 34.16, Chemical Hygiene Plan
- ASU OP 34.22, Blood borne Pathogen Protection Program
- Hazardous Materials Spills Procedures
- Lab Safety Inspection Standards
- Lab Safety Checklist

EHSRM is responsible for ensuring that effective biological safety, chemical safety, and laboratory safety programs are maintained. EHSRM also is responsible for monitoring compliance with federal, state, and local regulations concerning the use, manipulation, and disposal of infectious agents, toxins, hazardous chemicals, and controlled substances.

Occupational Safety. Occupational safety program initiatives are based on federal and state regulations to ensure the health and well-being of the campus community, as indicated in the policies and procedures published in ASU OP Chapter 34, Environmental Health and Safety Program. Specific ASU policies related to occupational safety include, but are not limited to, the following:

- ASU OP 34.05, Respiratory Protection Program

- ASU OP 34.06, Lockout/Tagout Program
- ASU OP 34.08, Asbestos Compliance and Abatement Program
- ASU OP 34.09, Hearing Conservation Program
- ASU OP 34.20, Material Handling Devices
- ASU OP 34.23, Smoke/Tobacco Free Environment
- ASU OP 34.27, Campus Hot Work Usage

To ensure adherence to relevant regulations and guidelines, the program offers regular training opportunities in several areas related to occupational health and safety, including the following:

- Fifteen-passenger van training
- Golf cart training
- Office safety/ergonomics
- Fall protection
- Hand tool safety
- Grounds/landscaping safety
- Electrical safety
- Forklift training

Training sessions are provided through several venues and formats, including in-house department briefings, third-party contracted training sessions, and webinars. Signage is typically displayed in workshops and in close proximity to equipment to reinforce safety concepts.

Risk Management

The Risk Management component of EHSRM is responsible for identifying, documenting, and correcting potential adverse health environments and employee behavior that does not comply with relevant federal, state, and local safety regulations, including the policies outlined in ASU OP Chapter 34, Environmental Health and Safety Program.

Risk Management personnel conduct comprehensive analyses of campus risks, manage claims, and coordinate insurance coverage for the university insurance and liability programs, including workers' compensation. All on-the-job injuries are investigated to determine whether or not corrective action is appropriate in accordance with ASU OP 52.58, Workers' Compensation Insurance. The ASU Workers' Compensation program complies with the Texas Workers' Compensation Act, and resources for administering the provisions of the act are published on the Texas Department of Insurance website. When an injury is initially reported, the office of EHSRM serves as a liaison among the injured employee, supervisor, medical provider, and the State Office of Risk Management to ensure completion of the necessary forms and facilitate the return to work.

In fulfilling the role of evaluating and mitigating risk, the Risk Management component of EHSRM shares responsibility for a number of the safety programs and services described above. For example, Risk Management personnel ensure that all fire-suppression equipment in ASU facilities is regularly inspected,

tested, and maintained in accordance with the National Fire Protection Agency code, as adopted by the Texas State Fire Marshal Office (State Fire Marshal letter February 11, 2011). Fire alarms and initiating devices are monitored and tested by facilities operations personnel. Other activities include inspecting campus buildings, conducting fire drills, and offering fire extinguisher training. Emergency response is coordinated and communicated among personnel in EHSRM, Facilities Operations, the ASU Police Department, and the San Angelo Fire Department (details provided below). Fire alarm activations are reported to EHSRM through an online form (Emergency Preparedness Alarm Report).

Risk Management personnel also coordinate university driver approval and assist with safety trainings, such as the fifteen-passenger van training and golf cart training.

Emergency Management and Preparedness

EHSRM works in collaboration with the ASU Police Department, Facilities Operations staff, and local emergency response personnel to maintain an all-hazards emergency response and operations plan. The plan addresses a variety of potential emergency situations, including severe weather. ASU was recently recognized by National Oceanic and Atmospheric Administration (NOAA) National Weather Service officials as a StormReady® community (NOAA press release May 7, 2010). To be certified, a community must meet the following requirements:

- Establish a 24-hour warning point and emergency operations center
- Have more than one system to receive severe weather forecasts and warnings and more than one method to alert the community
- Create a system that monitors local weather conditions
- Promote the importance of public readiness through community seminars
- Develop a formal hazardous weather plan, which includes training severe weather spotters and conducting emergency exercises

Out of the 1,602 StormReady® communities in the United States, only 56 university and college campuses are included. Angelo State University, Texas Tech University, Texas A&M University, and Midwestern State University are the only institutions in Texas certified StormReady®.

For more information about the ASU emergency management plan, including other types of threats addressed by the plan, see the Emergency Management section below.

UNIVERSITY POLICE DEPARTMENT

The ASU Police Department (ASUPD) is responsible for security activities on all ASU properties and facilities, including university owned or operated housing. The department provides 24 hour-a-day patrol protection of the university campus, including all parking lots and residence halls. Services provided by ASUPD include crime prevention and control, criminal investigations, traffic and parking supervision, emergency first-aid, maintenance of public order, patrol, and other related services (ASUPD website).

Personnel, Authority, and Jurisdiction

The ASUPD is staffed by thirteen university police officers and six support staff, excluding parking services employees. Currently, three officers are assigned to each of the three uniformed patrol shifts (day, evening, and midnight), and one officer is assigned to a "power shift," providing additional manpower during times in which calls for service tend to be the highest. The remaining officers are assigned to administrative or investigative duties. Support staff functions include police dispatchers, parking clerical staff, parking enforcement personnel, and support services staff.

University police officers are licensed Texas peace officers in accordance with rules established by the Texas Commission on Law Enforcement Officer Standards and Education. University police officers also are trained in emergency response procedures, including first aid and CPR. Each officer is armed and possesses the same authority under the law as do municipal or county peace officers. They are vested with all the powers, privileges, and immunities of peace offices within the county in which the university owns, rents, leases, or otherwise controls property. These powers are in accordance with those specified for campus peace officers in the Texas Education Code (TEC §51.203).

University police officers carry firearms, possess full arrest powers, and are authorized to enforce all federal, state, and local laws and regulations on the ASU campus. They monitor access to and security in academic and administrative buildings on campus (Academic and Administrative Buildings), and they conduct foot, bicycle, and vehicle patrols on all university property and throughout the university housing community 24 hours a day. Although the officers' primary duty is to serve the ASU community, their jurisdiction as police officers extends statewide, and they monitor ASU-affiliated activity occurring off-campus that is likely to have an adverse effect on the university or on the educational process (Off-Campus Organizations and Functions). Any criminal activity taking place at off-campus, university-affiliated locations is monitored by ASUPD through the City of San Angelo Police Department, Tom Green County Sheriff's Office, and the Texas Alcoholic Beverage Commission. University police maintain security at other campus-wide events that take place off-campus, such as football games, through the use of ASUPD police officers and area officers hired by the university. The ASUPD adheres to state laws prohibiting the practice of racial profiling and provides a complaint process for those who believe they have been stopped or searched based on racial, ethnic, or national-origin profiling (ASUPD Statement and Policy on Racial Profiling; ASUPD Personnel Complaint Form).

Where criminal prosecution is sought, misdemeanor cases are regularly forwarded to the county attorney's office and felony offenses are filed with the district attorney's office. Class C misdemeanors, including off-campus traffic violations, are filed with the Tom Green County Justice of the Peace, Precinct 4.

Emergency Response and Crime Prevention, Control, and Investigation Services

To enhance emergency preparedness and provide a safer environment, ASUPD, along with other university departments, has implemented an all-hazards emergency response plan (details below) and a number of related programs and services, including the following:

- Campus emergency notification system called ASUAlert that allows ASU to send time-sensitive emergency notifications via voice messages, text messages, and ASU e-mail to faculty, staff, and students

- Outdoor emergency call boxes strategically located across campus
- An escort program available by dialing 2071 on campus
- Crime prevention programs presented in residence halls and at other locations upon request
- A Rape Aggression Defense Program (RAD) that is frequently offered for female students and staff
- Officers patrolling many academic and residential buildings, walkways, and parking lots in vehicles, on bicycles, and on foot
- Active Shooter Training video

The police department has a strong campus-watch program, and several full-time patrol officers are assigned to additional crime prevention duties. The crime prevention unit is available to provide information and present programs to the university community, and ASUPD prepares and publishes a campus safety brochure.

ASUPD complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and creates an annual security report that is available on the ASU website to all members of the ASU community, including visitors, prospective students, and employees (Campus Crime and Fire Report 2010-2011). In addition, ASUPD oversees the campus crime alerts process, ensuring compliance with the timely warning policy. A history of campus crime alerts is published on the ASUPD website (Crime Alert Bulletins), and an Interactive Campus Crime Map is maintained.

Other Services

Additional services offered by the ASUPD include enforcing campus traffic and parking regulations, providing emergency first-aid, maintaining public order, patrolling campus facilities, and other related services, such as administering the campus lost-and-found program, which includes a database of lost items with an online lost and found search feature available through the department website.

EMERGENCY MANAGEMENT

In conjunction with university and community officials, the ASUPD and the Office of Environmental Health Safety and Risk Management maintain an all-hazards emergency response and operations plan (ASU OP 62.04, University Emergency Operations Plan). Developed in accordance with Texas law (TEC §51.217), the plan requires review and approval by the chancellor of the Texas Tech University System. The plan addresses various incidents and disasters that may pose threats to the campus community and describes ASU's response procedures. Copies of the Emergency Operations Plan are distributed to offices and departments that play a role in emergency operations. The plan outlines procedures to be followed by each responsible area identified in the plan. The Emergency Operations Plan is reviewed annually, or more often as needed, and tested at the local, regional, and state level to ensure that the university's response to an emergency will protect lives and preserve university assets. The plan is based on the National Incident Management System and Incident Command System established by the Federal Emergency Management Agency (FEMA). The ASU Emergency Response Manual addresses procedures for various man-made or natural disasters that may pose a threat to the campus community. It is available on the Emergency Management Resources web page.

In the event of emergencies of a significant enough nature to disrupt university operations, the ASU Emergency Response Team (ERT), and the ASU Emergency Operations Center are activated. The ERT is composed of representatives from various university departments to support on-scene incident command (ASU Emergency Management Staff). This network of volunteer personnel assists with the creation of emergency response plans and procedures. These personnel work not only as a large team, but also as individual building teams to develop, implement, inform, and test emergency procedures in all buildings on campus. In the event of an emergency, the Building Emergency Response Team in each building communicates important information relevant to that building, including information regarding evacuation, assembly, and ASUAlerts. The Emergency Operations Center includes a primary and an alternate location based on criteria such as communication capability, backup power, and structural integrity and strength. The locations are not advertised to the general populace for safety and security reasons.

ASU's emergency management staff (Composed of the ERT and the Executive Policy Group) have completed the required training, FEMA's IS-700 National Incident Management System course, as have all of the ASU police officers and most members of the Building Emergency Response Team.

Actions related to creating a Business Continuity Plan (BCP) were initiated in 2008 to ensure that the university complied with mandates in the Texas Administrative Code, Chapter 202, requiring each state agency to have a Business Continuity Plan. More importantly, ASU felt that having a BCP and performing the associated analysis of core business functions, developing a matrix of risks, and identifying strategies to mitigate risks during any type of Significant Business Interruption would ensure continuity of critical business processes. Actions taken during the development of the BCP included the following:

- July 2006—Plan development initiated and project managers identified.
- August 2006—BCP proposal developed, steering team formed, and research initiated to look at Best Practices.
- September 2006—Departments briefed on BCP project and data collected on existing ASU situation.
- October 2006—BCP worksheet completed by departments and workshop developed and taught.
- November 2006—Draft plans completed by each department and reviewed; emergency operations center situation reviewed.
- December 2006—Draft overall plan completed.
- February 2007—President's cabinet briefed on BCP, including risk mitigation strategies.
- June 5, 2008—Table-top BCP test exercise conducted that involved all key administrative departments.
- 2008-current—The BCP became a section of the university's overall Emergency Response plan, and implementation of risk mitigation strategies are continuously implemented as allowed by available funding.

IT DISASTER RECOVERY PLAN

The ASU Information Technology Disaster Recovery Plan provides a list of steps needed to prepare for disruptive incidents as well as information needed to manage response to disasters. It includes

information on the incident management team and decision-making structure, responsibilities of various members of the incident management team, and the location of the Crisis Management Centers on campus.

DISTRIBUTION OF EMERGENCY INFORMATION

To ensure emergency information is distributed to the campus community as quickly and efficiently as possible, ASU uses redundant systems of emergency communication, including the ASUAlert system, the city civil-defense siren, emergency "blue light" phones (ASU Interactive Campus Map with Emergency Call Boxes), mass email distribution, announcements posted on the ASU home page, and notification of local news outlets.