

Office of Public Safety and Security

Environmental Health & Safety | Risk Management & Insurance | Campus Security | Emergency Management & Security Systems

January 2018

Do Your Part to Prevent Water and Snow Damage

Weather during the winter and spring months can lead to water damage to buildings and the contents inside. Environmental Health and Safety, Risk and Facilities urge all university locations to inspect property and look for ways to prevent water intrusions and damage. We encourage reporting of large snow loads, frost heaves, cracks or fissures that drain snow melt into unwanted areas and freezing of pipes. If you notice any of these issues on the Moscow campus, please report your concerns immediately to Facilities 208-885-6246 so that we can work to prevent loss of infrastructure and resources in a timely manner. *A water leak is an emergency* - do not rely on voicemail. Outside of regular working hours, contact Security 208-885-7054. If a loss occurs, contact Risk 208-885-7177 immediately so an adjustor can be assigned.

What to watch for and report:

- Building exteriors: signs of heavy snow load or ice damming. Make sure drains are free of snow/ice and operable.
- Building interiors: signs of sagging ceiling components, doors and windows that do not open or close properly, wet carpet or stained ceiling tiles, cracks in walls or masonry and leaks.
- Noise: popping, cracking or creaking noises can indicate imminent trouble, such as structural collapse.

What you can do to help:

- Anticipate and take steps to prevent water from entering unwanted areas.
- Elevate contents (e.g., records, equipment) that may be subject to backup of drains or water from other sources.

Some property insurance coverage notes:

- Deductibles are the responsibility of the department.
- Policy is intended to apply to "sudden and accidental" losses—exclusions include "wear and tear" and continuous or repeated water intrusion over 14 days or more.

Concern about indoor exposure to mold has been increasing as the public becomes aware that exposure to mold can cause health effects and symptoms. Reporting water intrusion immediately is extremely important because water should be dried out within 48 hours to prevent mold growth.

If you have inquiries about ways to help prevent water intrusions and damage, contact EHS 208-885-6524.

I-Safety News Hub

<http://www.uidaho.edu/isafety>

Construction Updates

<http://www.uidaho.edu/infrastructure/updates>

EHS Job Openings

Fire Safety Specialist
Radiation Safety Specialist
safety@uidaho.edu

Vandal Alert

Vandal Alert is used to contact the University of Idaho community by email, text messaging and voice in the event of an emergency (such as a weather closure or delay).

Log in to [VandalWeb](#) to sign up today!

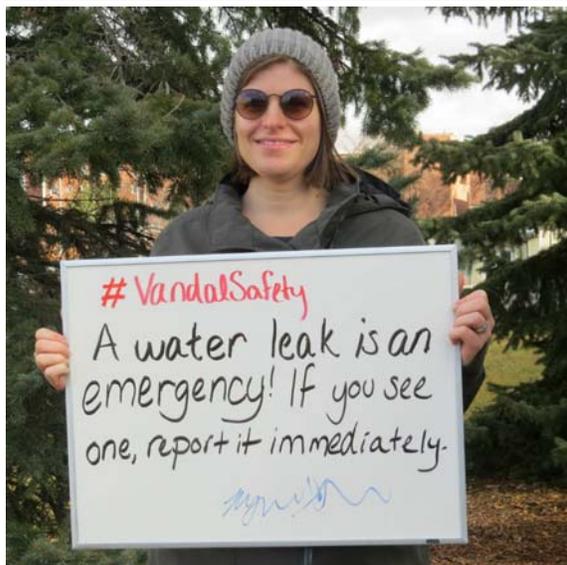


Do the Penguin Shuffle...

- Keep your center of gravity over your feet as much as possible.
- Slow down to reduce momentum and make it easier to stop.
- Extend arms outward to maintain balance.
- Bend legs slightly and walk flat-footed.
- Point feet slightly outward.

...Stay Upright and Injury-Free This Winter!

NetLearning@uidaho



Volunteer Services Updates

If your department uses volunteer services, you are in luck! Units now have access to the Standards for Departments Using Volunteer Services which will provide compliance assistance and step-by-step instructions for completing the Volunteer Qualification Checklist and the Information for Volunteers forms, all found on the Risk Management and Insurance webpage at <http://www.uidaho.edu/infrastructure/pss/risk-management/volunteers>.

The Volunteer Qualification Checklist is completed online by the department to get approval by the college dean/division director. The form collects information about the department, the volunteer, any special risks and the volunteer's qualifications. It will provide the requestor with referrals to service units when necessary. It is the requestor's responsibility to follow up with service units when a referral is required.

The Information for Volunteers Form is completed by the unit and signed by the volunteer. This form tells the volunteer what their service will entail and answers standard questions regarding insurance.

IPO and 4-H have separate volunteer processes; please contact those units directly when applicable.

What to Know When Renting a Car for University Business

- Rental vehicles are only to be used for official university business and an Authorization to Travel form must be signed by the appropriate authority for the unit.
- The driver must qualify to operate a university owned or rented vehicle by completing the UI Defensive Driving course, having a satisfactory Driver's Record Check and having on file with his/her unit a signed Vehicle Use Agreement.
- The driver is responsible for ensuring that he/she has met the requirements of the university's driver policies and any specific requirements of the rental agency or loaning organization (e.g., age requirements, credit card, etc.).
- The driver must sign the rental agreement in his/her name, followed by the initials "UI" to indicate that the vehicle is being rented for official university business.
- When traveling, the driver must carry a State of Idaho accident claim kit. The kit is available from the Risk website <http://www.uidaho.edu/infrastructure/pss/risk-management>.
- Vehicle rentals must be reserved through the Account Payable website at: <http://www.uidaho.edu/finance/controller/accounts-payable/travel-services/transportation>. State of Idaho Enterprise and Hertz contract information is built into the reservation process. Use of the State's contract protects your personal credit rating, avoids adding losses to your personal accident history, lowers or removes \$500 deductible, and greatly speeds claim settlement.
- Inspect the vehicle before leaving the lot, both when picking up and returning the vehicle. Immediately bring any damage to the attention of the rental agency.
- When renting cars inside the U.S. or its possessions, including American Samoa, Guam, U.S. Virgin Islands, Mariana Islands and Puerto Rico, you don't need to purchase insurance from the rental car company because State of Idaho insurance applies. However, if the State of Idaho contract is not used during the reservation, there is a \$500 deductible for damage to the vehicles, which must be paid by your department.
- When renting cars outside the United States including Canada and Mexico, purchase at least the minimum compulsory insurance from the rental agencies.

The Administrative Procedures Manual 05.08 E covers the policies on renting vehicles. Email any questions to Risk Management: risk@uidaho.edu or call (208) 885-7177.

Personal Security Training for Departments

Are you interested in having in-person training presented to your department? The Office of Public Safety & Security now offers an easy-to-complete, online "Request for Training" form to contact an OPSS representative and schedule a class. Please ask for your training at least two (2) weeks in advance so that we can ensure the proper personnel are available. Classes include Active Shooter Response Training, Campus Security Authority training and others.

<http://www.uidaho.edu/infrastructure/pss/request-training>

If you have any additional questions, please email pss-safety@uidaho.edu.

EPA Regulation Changes

The Environmental Protection Agency (EPA) revised the hazardous waste generator regulations in late 2016. Idaho is in the process of adopting the new rules and expects them to become effective when the Idaho legislature adjourns in late March or early April 2018.

The EPA rules included over 60 changes to the generator regulatory requirements, but the one change with the most immediate impact to our campus requires labeling and marking on waste containers to clearly indicate the hazards of the waste. Right now, we are only required to mark the container with the words "Hazardous Waste" or with words describing the chemical constituents in the container. When the new rules become effective, the container will also have to be marked with words or pictograms describing the hazard, such as "Ignitable" or "Corrosive." EHS is consulting with the Idaho Department of Environmental Quality to clearly understand their expectations before finalizing any procedural changes. For example, we want to know if DEQ would accept a container label that includes checkboxes for hazard identification.

Additional information will be announced when it is available.

On the Horizon

First Aid/CPR/AED classes are held on the first Friday morning of every month, 8:00 a.m. to noon at the Facilities Complex. Please contact EHS for more information and to register.

208-885-2937

North Idaho Safety Fest

February 21-23

This annual event features FREE safety training to anyone interested in the courses. Check out their website at:

<http://www.nic.edu/websites/default.aspx?dpt=195&pagelid=6356>

Safety Is Our #1 Priority

Public Safety & Security Contacts

Office of Public Safety & Security	208-885-2254
Campus Security	208-885-7054
Emergency Management & Security Systems	208-885-7179
Environmental Health & Safety	208-885-6524
Risk Management & Insurance	208-885-7177
Safe Walk	208-885-7054

Safe Walk

Don't want to walk across campus alone? Campus Security will accompany students, faculty, and/or staff across campus to make sure they can safely traverse the campus without fear of personal harm. Call 208-885-7054 to make arrangements.