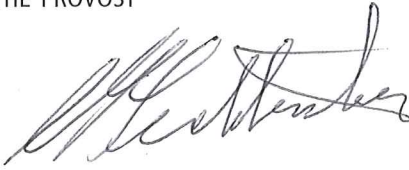



TO: West Lafayette campus faculty and staff 

FROM: Vic Lechtenberg, Acting Executive Vice President for Academic Affairs and Provost  
Al Diaz, Executive Vice President for Business and Finance, Treasurer 

RE: Message regarding campus safety and security

DATE: July 26, 2012

As you know, this summer has been a difficult hot and dry one that posed serious health and fire safety concerns. As we enter the 2012-2013 fall semester, we remind you to remain vigilant and keep safety and security precautions in mind. We appreciate your efforts to remain observant and prepared in regards to natural disaster and incident response.

September is National Preparedness Month, and Purdue will offer a Safety Day again this year. Once it is announced, please publicize it with your students and colleagues. Obviously, the goal is for all of us to be prepared for emergencies to the fullest extent possible. Therefore, we also ask you to make an effort to promote safety with your students.

The information below includes several steps we urge you to take routinely as preparation for the potential of a campus emergency. In addition, we have added a list of short safety video resources that you can utilize should you have a few minutes of class time available. They are interesting and memorable ways to teach good safety practices and prepare for potential campus or individual emergencies.

### ***Classroom Preparations***

In preparation for the new semester, we ask faculty and teaching assistants to take the following steps to ensure students and classes are prepared:

1. Review the Faculty Resources and the Purdue emergency preparedness websites. These two locations provide considerable information on university policy in emergencies; as well as how to protect yourself and your students should an emergency occur. It is especially important that you be aware of university policy for class meetings in emergency situations. These websites will be merged in the near future, but in the meantime you can find the information at [www.itap.purdue.edu/tlt/faculty](http://www.itap.purdue.edu/tlt/faculty) and [http://www.purdue.edu/emergency\\_preparedness/](http://www.purdue.edu/emergency_preparedness/)
2. Insert a paragraph into your syllabus explaining that emergencies may necessitate a change in the course. Preformatted information is available at: <http://www.itap.purdue.edu/tlt/faculty/>
3. Take a few minutes of class time to review Emergency Response procedures with your students, especially the meaning of sirens (shelter in place) and fire alarms (evacuate) at

Purdue. In addition to the website, you should find posted information in classrooms. If you do not find it posted, ask the building deputy to post it for you. Be sure you are aware of the appropriate exit routes for each classroom you utilize this semester and convey the information to your students. Building specific information is found in the Building Emergency Plan (BEP). The Building Emergency Plan is normally maintained by the Building Deputy. Please be sure your students understand that “shelter in place” means that they should not leave the building when the outdoor sirens are sounded.

4. The Emergency Procedures Guide (EPG) can be viewed at [https://www.purdue.edu/emergency\\_preparedness/flipchart/index.html](https://www.purdue.edu/emergency_preparedness/flipchart/index.html) We encourage all faculty and staff to review both the Emergency Procedures Guide and Building Emergency Plan (for each building where you teach and work) for emergency response procedures. Additionally, a link to extreme heat information has been added to the Emergency Preparedness website for your use and includes a copy of the Red Cross recommendations for heat emergencies. Assuming that this Fall continues to have excessive heat warnings, you might want to review this set of recommendations with your students.
5. Please let students know that updates and emergency information will be posted on Purdue’s home page and urge your students to sign up for emergency text alerts. Text message sign up procedures can be found on the Emergency Preparedness website: [http://www.purdue.edu/emergency\\_preparedness/](http://www.purdue.edu/emergency_preparedness/)
6. Develop a method of mass communication on email or text messaging so you can alert students of cancellation of class or assignments. Help is available through ITaP to create a class email group (URL above). It is recommended that this be provided at the beginning of the semester to ensure the messaging option is available to you since staff may not be available to set it up for you if a campus emergency is declared.

Thank you for your help and cooperation in keeping our entire Purdue community a safe place to work, study and live.

#### ***Video List***

**Campus Safety with Purdue Pete** (Each video lasts between 1 and 3 minutes in length, it is recommended to also allow a little time after to talk with students about what the “take home” is from each video.)

- Purdue Alert System
- Emergency Notification Procedures
- Shelter in Place Procedures
- Fire Safety
- Pedestrian Safety
- Property Security
- Safe Walk
- Alcohol Awareness
- Suicide Prevention Awareness

#### **Shots Fired on Campus: When Lightning Strikes** (20 minutes plus discussion)

- Active shooter awareness

All videos are available at [http://www.purdue.edu/emergency\\_preparedness/](http://www.purdue.edu/emergency_preparedness/) Please bookmark this location!