



Student Employee Handbook

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Definition of a Student Employee

A student employee is a part-time employee who is enrolled at Southern Oregon University for the primary purpose of achieving a degree. As such, the employment is temporary and part-time and is incidental to the pursuit of an academic program. A student is eligible for student employment if they have regular student status or are enrolled at SOU for a minimum of 6 credit hours for undergraduate and 5 credit hours for graduate students. To be eligible for student employment during summer break, a student must have regular student status for either the preceding spring, during summer, or following fall term.

Maximum Hours of Employment

Student Employees are students first and foremost and, in recognition of this, are limited to working 20 hours per week (total for all departments) during any week in which regular classes are scheduled. A student employed with more than one department needs to coordinate their schedule with both areas to not exceed work hour maximums. In emergency situations that require the specialized skills of a Student Employee, it is permissible for a Student Employee to work up to 30 hours per week for a limited duration (under thirty days). The supervisor must provide written rationale for this exception and obtain approval from the Service Center before the Student Employee works the additional hours. **Due to federal work study and visa requirements for international students, these students may not work more than 20 hours per week.**

During term breaks in which no classes or examinations are scheduled, or during terms in which the student is not enrolled but has been approved to work, a Student Employee may work a maximum of 40 hours in a week. Student Employees shall not be authorized to work overtime.

Employment for Minors (ages 14-17)

The employment of Student Employees who are between the ages of 14-17 requires compliance with child labor laws. For additional information, please visit the Bureau of Labor (BOLI) regulations. Proof of age must be verified (i.e. original passport, driver's license or birth certificate).

Types of Student Employment

Work Study

The Federal Work Study Program is a financial aid program designed to assist students in earning money to meet their college expenses. To be eligible, a student must have filed a Free Application for Federal Student Aid (FAFSA) and have a work study allocation of funds. Students are strongly encouraged to file early. The application opens October 1st of every year. Be sure to select yes for work-study on the FAFSA application. Each eligible student is awarded an amount of funds per term that determines the maximum number of hours per week that may be worked. For on-campus positions, the federal funds pay 90% of the student's wage and the employer matches the other 10% of the wage and worker's compensation, which is 1.5%. Students should contact the Financial Aid office located in the Enrollment Services Center if they are unsure about their federal work study eligibility.

Non-Work Study

Temporary, hourly, and part-time jobs are funded 100% by departments. They have flexible work hours designed to accommodate the class schedule. The employer determines the duties, responsibilities and wages. This program differs from Work Study programs in that these jobs are not based on financial need.

PEAK

This is a program designed to provide Southern Oregon University students with on-campus employment opportunities that encourage rich relationships with faculty and staff, foster professional curiosity and competency, and engender a sense of substantive contribution to the SOU community. Departments are responsible for only 25% of a PEAK employee's salary, with the PEAK program covering the remaining 75%.

International

International students and employers should contact the Office of International Programs at 541-552-6336 to confirm student eligibility for employment and better understand any requirements for that student.

Steps To Become a Student Employee

There are some differences in the hiring process for each type of employment.

Work Study and Non-Work Study Students

1. Obtain and accept a job offer.
2. Come to the Service Center (with the appropriate forms of ID to verify your I-9 form) and complete the required employment paperwork. You will need to know your start date and the name of the department in which you will be working.
3. Once paperwork is complete, you will receive a student employee appointment form which will need to be signed and returned to your new supervisor, who will complete, sign, and return the form to the Service Center for entry.
 - a. NOTE: You may not begin your position until this step is completed.
4. Once your job is set up in Banner, you will record your time worked in Web Time Entry.

PEAK Students

1. Obtain and accept a job offer for a PEAK position.
2. Come to the Service Center (with the appropriate forms of ID to verify your I-9 form) and complete the required employment paperwork. You will need to know your start date and the name of the department in which you will be working.
3. Once paperwork is complete, go to the Office of Career Connections to receive a PEAK student employee appointment form which will need to be signed and returned to your new supervisor, who will complete, sign, and return the form to the Service Center.
 - a. NOTE: You may not begin your position until this step is completed.
4. Once your job is set up in Banner, you will record your time worked in Web Time Entry.

International Students

1. Obtain a letter from the department that has hired you. The letter needs to contain the following information:
 - a. First/Last Name
 - b. Campus Department that is hiring you and their information
 - c. Start date and end date
 - d. Hours per week
 - e. Hourly rate of pay
 - f. Letter must have a signature from the campus department
2. Bring the letter to the Office of International Programs. They will write a letter for Social Security.
3. Go to the Social Security Office in Medford; call ahead, as office hours change.
4. Complete the employment packet given to you by Office of International Programs.
5. Make an appointment to see the Personnel Support Coordinator in the Service Center.

6. Take the following to your appointment in the Service Center (located in Britt Hall, top floor):
 - a. Completed Employment Packet (and treaty letter if you have one)
 - b. Receipt from Social Security Office
 - c. Original Passport (no photocopies)
 - d. Copy of I-20 or DS-2019 (no photocopies)
 - e. Most recent I-94 form
7. Once paperwork is complete, you will receive a student employee appointment form which will need to be signed and returned to your new supervisor, who will complete, sign, and return the form to the Service Center for entry.
 - a. NOTE: You may not begin your position until this step is completed.
8. Once your job is set up in Banner, you will record your time worked in Web Time Entry.
9. Once you receive your Social Security Card, take the card to the Service Center

Driver Clearance

Student employees driving on university business, whether through a rental or personal vehicle, must be cleared to drive prior to the trip. You should speak to your supervisor to determine if your position will involve driving on university business. If driver clearance is needed, you can find the necessary information at <https://inside.sou.edu/sc/driver-clearance.html>.

Schedules and Attendance

Work Schedules

Your schedule is planned around your classes and activities and within the framework of department operation. Some schedules may stay the same during the entire year, while others may change on a regular basis. You may be scheduled to work on weekends, holidays, and academic breaks. If you have a conflict for any reason, including classes or other campus activities, please see your supervisor.

Attendance Policies

If you are scheduled to work and are unable to do so (for example, you become ill or there is a conflict), you are responsible for finding a substitute or working with your supervisor in advance to cover your shift. If you are ill and unable to work, inform your supervisor as soon as possible prior to the start of your shift.

Absences

The supervisor should provide instructions for reporting absences according to procedures established by the department. Unforeseen absences due to illness or other uncontrollable

circumstances should be reported immediately. Planned absences must be arranged in advance and approved by the supervisor.

Severe Weather

Student workers should not report to work in the event of campus being closed due to inclement weather. Students will be notified of such closures through the SOU Alerts (Regroup) System. You may set up your alerts at <https://sou.regroup.com/saml>.

Time Reporting and Pay

Accurate Reporting of Time

As a student employee, you are expected to report to your work area, properly dressed, by the start of your scheduled work shift.

Please adhere to the following instructions:

1. Complete your time card so that it is an accurate representation of work performed.
2. Before leaving your work area, let your supervisor know.
3. Work only the hours you are scheduled, unless your supervisor approves a change.
4. Timekeeping fraud may result in termination. Fraudulent activity includes, but is not limited to:
 - a. Completing a timesheet for someone else.
 - b. Altering beginning or ending times of your scheduled work hours (unless approved by your supervisor).
 - c. Reporting hours not actually worked.

Pay Periods for Student Employees

Student pay periods begin on the 13th of the month and run through the 12th of the following month. SOU has only one payday per month, and it is ALWAYS the last business day of the month, regardless of holidays and vacation. If the last day of the month falls on a holiday or a weekend, payday will be the business day prior to the last day of the month.

Recording Time and Approval

Hours worked are entered into Web Time Entry (WTE), a web based time keeping system, found by logging in through inside.sou.edu. Worked hours are entered and routed for approval electronically. Further information and instructions on how to access and navigate WTE can be found at inside.sou.edu/sc/wte.html.

Student employees are required to submit for approval all hours worked through WTE by 11:59 pm one business day after the completion of the pay period (e.g. pay period ends on the 12th

and the 13th is on a weekday, time card must be submitted for approval by 11:59 pm on the 13th).

Accessing Time Sheet

1. Log into inside.sou.edu.
2. Click on the Student Employment link in the Online Services menu. This will take you to the Banner Self-Service Page.
3. Locate the “Employment Details” section and select “Time Sheet”.
4. Choose the appropriate job by selecting the radial button under “My Choice”.
5. Select the correct pay period using the drop down menu in the “Pay Period and Status” column.
6. Select “Time Sheet”.
7. Verify time sheet is for correct job and pay period.

Entering Hours

1. Select “Enter Hours” for pay row and date column.
2. In the first empty field, enter arrival time. Make sure to select AM or PM.
3. In the second empty field, enter departure time. Make sure to select AM or PM.
4. Save hours entered with save button.
5. Select next day to enter time for next day.

Submitting for Approval

Student employees have until 11:59 pm the next business day after the end of the pay period to submit time sheets for approval to supervisor.

1. Verify hours entered are correct.
 - a. May use the “Preview” mode to see entire period or navigate through weeks in the Time and Leave Reporting screen.
2. Select “Submit for Approval”.

Compensation and Payday

Student employees are paid on the last business day of each month. Payroll checks can be picked up in person (with photo ID) at the Service Center on the 3rd floor of Britt Hall during regular business hours. However, it is strongly advised to enroll in Direct Deposit. To enroll in Direct Deposit, bring a voided check or other bank document (that lists your name and address, the bank’s routing number, and your account number) and photo ID to the Service Center and complete a Direct Deposit enrollment form. You are encouraged to keep track of the hours you work. If you believe there is an error in your paycheck, please bring it to the attention of your supervisor immediately.

Rights & Responsibilities

You should consider your part-time position as an important job that can impact your future work experience. You are now part of the SOU work force and your department depends on you. The following are your rights and responsibilities as a student employee:

Benefits

Individuals working as student employees are covered by workers' compensation insurance for on-the-job illnesses or injuries and are eligible for Oregon Sick Time.

On-the-Job Illness/Injury Workers' Compensation

A student employee must report any work-related injury or illness to the student employee's immediate supervisor, or in that person's absence, any department supervisor or the department director, immediately after it occurs. Workers' Compensation and Incident Report forms are available in the department office or from Human Resource Services, Churchill Hall 159. In an emergency, call Campus Public Safety (CPS) at 541-552-6911 from any campus phone.

Sick Leave

Non-Federal Work Study Student Employee positions are eligible for sick leave through Oregon Sick Time Law. Student employees accrue 1 hour of sick time for every 30 hours worked. Any sick leave taken counts as hours worked in the week. In some instances, the supervisor can reschedule work during the week so that the student does not miss any working hours and sick leave will not be taken. For additional information, please visit <https://inside.sou.edu/hrs/oregon-sick-time-law.html>.

Meal and Work Breaks

Work breaks are computed on the following basis:

- Paid 15-minute breaks for every 4 hours straight time, to be taken in the middle of the work period.
- Student employees cannot work for more than 6 consecutive hours without an unpaid meal break of a minimum of 30 minutes.
- Student Employees taking a meal break during the work shift must enter the break time in Web Time Entry.

Students with Disabilities

Student employees are covered by Title 1 of the Americans with Disabilities Act (1990, as amended) and Oregon's disability law, ORS 659.400. Please refer to the ADA information under [Policies](#) for more detailed information.

Responsibilities

- Maintain enrollment necessary for student employment eligibility.
- Coordinate your work hours with your supervisor according to the department's needs and your own class and study schedule.
- Perform assigned duties promptly and competently.
- Attend all student staff meetings or training sessions unless you have a scheduled class or exam.
- Not work at your job during times you are scheduled to be in class.
- Keep an accurate record of hours worked and submit correct payroll information to your supervisor by the stated deadlines.
- Inform your supervisor of any plans to end employment. The customary notification time period is two weeks.
- Arrive at the office prepared to work—refrain from studying or conducting personal business (phone/email) on the job.
- Observe policies on confidentiality for all university, department and student records, and information.
- Maintain appropriate dress and personal grooming.
- Schedule your lunch and rest breaks in advance and get your supervisor's approval.
- Be dependable and always report to work on time—excessive tardiness or absenteeism is grounds for disciplinary action.

Conduct as a Student Employee

A student employee is expected to meet certain standards of conduct and policies which would ordinarily be expected of an employee representing the University in any position. Supervisors are responsible for communicating standards of conduct to student employees upon their hire.

Dress Requirements and Grooming

The University expects that each student employee's appearance, personal hygiene, and dress will be neat, clean, and appropriate to the job. The department is responsible for establishing and communicating dress guidelines for student employees, and any requirements for wearing protective clothing and/or equipment due to the nature of the job responsibilities.

Discipline and Grievance Procedures

Discipline

When a student employee's conduct violates an SOU or department policy or constitutes misconduct, or when a student employee's performance does not meet the expectations or

requirements of a position, the supervisor determines if corrective action is needed. If corrective action is the appropriate response, the supervisor begins the process within a reasonable time of the supervisor's knowledge of the situation. Corrective action must be appropriate to the issue and may be non-disciplinary such as training, coaching, a performance plan, or a letter of instruction; or it may be disciplinary such as a written reprimand, suspension, demotion, reassignment, or dismissal.

Causes for Discipline

The following are examples of reasons for which a student employee may be disciplined:

1. Failure to complete assigned work
2. Excessive tardiness or unexcused absences
3. Falsifying payroll or time card information
4. Dishonesty
5. Breach of security or safety
6. Insubordination
7. Sleeping or other inattention to duty
8. Reporting to work impaired due to the use of alcohol or other substances

Grievance Procedure

Your supervisor can solve most employment concerns. Maintaining an open line of communication with your supervisor is a good foundation for now and in the future.

Tips:

- Don't assume that your supervisor already knows about your concern.
- Clearly and concisely state it.
- Use objective language and describe observable behaviors.
- It's a good idea to put it in writing.
- Being ready with possible solutions is a great demonstration of professionalism and can go a long way toward solving the problem.

If you have not come to a satisfactory solution with your supervisor, or if you feel uncomfortable approaching the supervisor because of the type of concern, you should take the complaint to that person's supervisor (or department head). The Director of Student Support and Intervention can assist you if you are unable to come to a satisfactory solution. Please contact the Student Affairs Office at 541-552-6221 to schedule an appointment.

Discrimination grievances must be filed within 180 days of the incident with the Director of Student Support and intervention. The Director will consult with the student to determine possible avenues of resolution, including pursuing the formal grievance process.

Non-discrimination grievance complaints must be filed within thirty (30) days following the incident unless an exception is granted, as defined in OAR 573-075- 0100.

Policies

Listed below are some policies related to employment at SOU. As an employee, you are expected to read, understand, and comply with all applicable policies. For a complete listing of policies, visit <https://inside.sou.edu/policies/all-policies.html>.

Sexual Harassment

All employees and students have the right to work and learn in an environment free from harassment, which is unwelcome and unwanted sexual attention. Sexual harassment is illegal, and Southern Oregon University prohibits harassment of its employees and students in any form. Sexually harassing conduct includes repeated offensive sexual flirtation, advances, proposition, continued or repeated abuse of a sexual nature, sexually orientated humor, graphic verbal comments about an individual's body or clothing, the display in the workplace or learning environment of sexually degrading objects, sexually threatening behavior or any undesirable physical conduct.

American Disability Act (ADA) Information

Students with disabilities have the right to a discrimination-free workplace. This means:

- Questions related to a disability cannot be asked during an interview, though the employer can ask if you can do the essential functions of the job, with or without accommodation.
- Disability cannot be considered as a basis for any punitive employment actions, such as firing, lack of promotion or disciplinary procedures.
- Student employees have the right to ask for reasonable disability-related adjustments in their workplace. Requests for adjustment, or accommodation, should be made to your immediate supervisor. Decisions regarding accommodations will be made among the supervisor, the employee, and the Leaves and Accessibility Coordinator in Human Resources.
- If you are receiving accommodations in your classes, some of those accommodations may be helpful to you in your work environment as well. Discuss these with your supervisor.
- Student employees are covered by Title 1 of the Americans with Disabilities Act (1190, as amended) and Oregon's disability law, ORS 659.400.
- Southern Oregon University is committed to providing reasonable workplace accommodations to qualified employees with disabilities. Pursuant to the ADA, SOU will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

Workplace accommodations are intended to assist individuals with disabilities overcome limitations that interfere with their ability to perform the functions of their job, to engage in the application process and to enjoy the benefits and privileges of employment. Examples of disability-related accommodations include ergonomic furniture, modifications to university policies, assistive technology, reassignment of marginal job functions, or extended leave.

Human Resource Services administers the university's disability accommodation process for student employees and applicants. This includes determining whether an employee's medical condition constitutes a disability as defined under the Americans with Disabilities Act, as amended, and working to ensure that employees with disabilities have an opportunity to engage in an interactive process with the objective of providing reasonable accommodations that will enable them to perform the essential functions of their job. Each request for accommodation is assessed on an individual basis.

As an initial step in the accommodation process, please contact the Leaves and Accessibility Coordinator in Human Resource Services. Please see the Human Resources webpage for accommodations at <https://inside.sou.edu/hrs/fmla-ofla.html#accommodations> for additional information.

Drug-Free Workplace

Consistent with state and federal law, Southern Oregon University will maintain a workplace free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illicit drugs, and alcohol are prohibited at any site where work is performed on behalf of SOU. This includes marijuana.

Firearms

Members of the university workforce are prohibited at any time while on any property owned, leased, or otherwise controlled by the University, or elsewhere in the course of their employment with the University, from possessing or using any firearm. This applies regardless of whether the member of the workforce has a concealed weapon permit or is otherwise authorized by law to possess, discharge, or use a firearm.

EEO: Equal Employment Opportunity

Student Employees have the same rights under Equal Employment Opportunity guidelines as other Southern Oregon University Employees. Affirmative Action and equal employment opportunity are more than a mere response to legal requirements imposed by the federal government—they are an ethical responsibility. At Southern Oregon University, we accept this responsibility with sensitivity and diligence as we strive to make our university a place where each person can work, live, and learn in an environment free from discrimination.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student records, including financial, academic, and employment. The University, and its employees, maintain student records with extreme confidentiality and only provide release in accordance with FERPA guidelines.

Title IX

Southern Oregon University recognizes that the provisions of Title IX through the Campus Sexual Violence Elimination (SAVE) Act extend to sexual harassment, sexual violence, dating and domestic violence, and stalking behavior. As an institution, we have a duty to stop, prevent, and remedy any reports of sexual misconduct that affect the members of our campus community. The Title IX Coordinator and Deputy Coordinators will be responsible for ensuring that the survivor has been made aware of all options for resources, as well as conduct an administrative investigation of the incident. The Title IX investigation is not a criminal investigation.

SOU Statement on Diversity

The strength of curricular and co-curricular experiences depends upon a campus community rich in diversity of ethnicity, race, gender and gender identity, nationality, age, language, religious affiliation, sexual orientation, socioeconomic background, disability, and political affiliation. Without this diversity, the educational process is diminished.

The appreciation of differences requires all members of this academic community to seek knowledge and understanding through their own unique lenses as well as to recognize the perspectives and needs of others.

Southern Oregon University embraces the following commitments:

- We are a welcoming community committed to inclusive excellence and celebration of difference.
- We pay close attention to the cultural differences learners bring to the educational experience.
- We focus on intellectual and social development through the learning outcomes of knowledge, skills, responsibilities, and integrative abilities that a twenty-first century university graduate must achieve.
- We challenge each student to achieve academically and contribute to learning in partnership with members of the campus and the larger community.

University Reporting Protocols

The University strives to offer a safe and supportive learning and working environment for all individuals. In support of that goal, the University has reporting protocols for its employees with respect to certain conduct involving suspected child and elder abuse, child pornography, and allegations of sexual assault.

The reporting protocols for University employees are straightforward:

- **Mandatory reporting:** If, in your position at SOU, you suspect a child or elder may be abused or neglected, you must contact 911 or the Department of Human Services within 24 hours. If you are unsure if you should report, you can contact Human Resources, Office of Student Support and Intervention, or the Office of Diversity and Inclusion.
- **Title IX (Sexual Violence/Harassment, Stalking, Intimate Partner Violence):** If you receive an allegation of these things related to a member of the University community (faculty, staff, or student), complete the Southern Oregon University's Anonymous Harassment, Violence, and Interpersonal Misconduct Reporting Form. (https://jfe.qualtrics.com/form/SV_7R7CCBciGNL473L) OR contact the confidential advisor 541-552-7079.
- **Child Pornography:** If you become aware of suspected child pornography on SOU IT Resources, you must contact 911 or Campus Public Safety immediately.

Employees who have questions about the reporting protocols may contact the Office of Diversity and Inclusion, Human Resources, Office of Student Support and Intervention, or the Office of the Provost.

Bias Reporting

What is Bias?

A bias incident is an action in which an individual is made aware that their status is offensive to another, but does not rise to the level of a crime. Bias incidents involve actions committed against a person or property that are consciously or unconsciously motivated by a bias against race, religion, sexual orientation, ethnicity, national origin, ancestry, gender, gender identity or expression, age, or disability.

How do you report bias?

Clicking on the Report Bias Here

(https://cm.maxient.com/reportingform.php?SouthernOregonUniv&layout_id=4) link will take you to the SOU Cares Report, where you have the ability to select the Hate/Bias Report type. This report will be submitted to the chair of the Bias Response Team, who will then assemble the rest of the group to discuss the nature of the incident and reach out to the parties who are impacted. You can also meet with a member of the Bias Response Team to process the

incident. You may find a list of Bias Response Team members at <https://inside.sou.edu/diversity/bias-response-team.html>.

Cares Reporting

SOU Cares reports help inform the Office of Student Support and Intervention and the Student Support Network (SSN) by identifying students who may benefit from extra resources, support, or intervention. You are encouraged to submit a Cares report

(https://cm.maxient.com/reportingform.php?SouthernOregonUniv&layout_id=4)

when intervention is required, or simply when you are concerned about another SOU student.

Areas of concern for SOU Cares reports may include:

- Mental health or emotional issues
- Academic performance
- Family concern
- Relationship issues
- Personal illness or injury
- Alcohol or other drug use
- Academic integrity
- Distressing, disruptive, or threatening behavior
- Hate and/or bias-related incident
- Crime victimization

Emergency procedures

Fire

- Take a moment to identify the locations of the fire extinguisher and fire alarm nearest to your location.
- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building's fire alarm.
- Leave the area.
- Next, call 2-6911, and give your name, SOU department, and the location of the fire. Location is very important: 911 will see all campus phone numbers as SOU, but not a specific campus location.
- If the fire is small and you are familiar with fire extinguishers, you may fight it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire.
- If the fire is large, very smoky, or rapidly spreading, leave the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.

- When the fire alarm sounds, do not use an elevator. It may become inoperative, becoming a trap. Give assistance to disabled persons using stairs. If you are disabled, yell for help to get down stairs.
- Evacuate to a distance of at least 500 feet from the building and out of the way of emergency personnel.
- Notify either security or fire personnel on the scene if you suspect that someone may be trapped inside.

Bomb Threat

- Bomb threats usually occur by telephone.
- The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller. Write down the exact words used in the threat while they are still fresh in your memory.
- Call 2-6911 and give your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, and the time you received the call.
- Inform your supervisor and/or department head.
- Campus Public Safety or campus authorities designated by them will be responsible for building evacuation.
- If you should spot a suspicious object, package, etc., report it to authorities immediately. Under no circumstances should you touch it, tamper with it, or move it in any way. Call Campus Public Safety at 2-6911.
- If instructed to evacuate, move a safe distance away from the building or behind barriers as directed. If severe weather conditions exist, you may move to another building a safe distance away. Do not re-enter the building until instructed that it is safe to do so.

Hazardous Gas Leak (Flammable, Toxic, Corrosive, Oxygen, Cryogenic)

If a leak in a gas cylinder occurs and the person or persons responsible for such materials determine the leak to be potentially dangerous to themselves or the building occupants, the following steps should be taken.

- Confine the fumes or fire by shutting the room door.
- Sound the building fire alarm so evacuation can begin.
- Call 2-6911 and give your name, department, and location of the emergency.
- Evacuate to a safe area at least 500 feet away from the building. Do not return to the building until instructed that it is safe to do so.
- If the type of gas leaking is known, notify the authorities of the type and, if possible, the amount in the cylinder.

Crime in Progress

- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.

- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, skin color, approximate age, clothing, method and direction of travel and the suspect's name, if known. These descriptions only take a few seconds, and are of great help to the investigating officers. If the criminal is entering a vehicle, note the license number, make and model, color, and outstanding characteristics.
- Call Campus Public Safety at 2-6911. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by security personnel or police.

Earthquake

- Remain calm. Try to calm and reassure others.
- Stay in the building. Take shelter under desks, tables, doorways, and similar places. Do not run to an exit. Stairways may be broken and jammed with people.
- Keep away from overhead fixtures, windows, bookcases, filing cabinets, and hazardous materials, etc.
- After shaking has stopped, walk quickly outside to a clear area.
- If outside, move rapidly but cautiously to an open area away from overhead hazards
- Assist any persons with disabilities in the area and find a safe place for them.
- Be prepared for additional aftershocks.
- Evacuate as instructed by emergency personnel. Evacuation procedures are listed below.

Evacuation Procedures

- When evacuation is determined to be necessary by Campus Public Safety, occupants will leave the building immediately and quietly by nearest designated exit or as advised. Emergency personnel will be available to direct employees and ensure that evacuation instructions are carried out.
- Evacuation of persons with disabilities will be given highest priority in all emergencies. They will be evacuated by the most expeditious and safest means available.
- If you have time to safely do so, collect personal items and lock file cabinets and office doors upon leaving. When evacuating buildings, occupants should walk, remain quiet, and grasp handrails on stairways. If you are disabled, yell for help to go down stairs.
- Follow the direction of campus security and fire personnel who may be present. Do not re-enter the building until instructed to do so by Campus Public Safety personnel.