



## **2007-08: Recommendations to Enhance the Safety & Emergency Programs at MSU**

### **Introduction and Background**

Providing a safe environment for students to learn and faculty and staff to work is a priority at Michigan State University. To achieve this goal, the University must continuously evaluate and improve its emergency response systems, and policies and procedures. Safety is the responsibility of everyone in the campus community and every student, faculty and staff person is responsible for learning, understanding and practicing appropriate safety procedures. The University must continuously improve its systems and means of communication to the University community to keep campus safe and everyone informed and equipped to function safely in an emergency. To that affect, the sub committee for Benefits/Work Climate/Health and Safety sub committee supports these recommendations as ways to enhance the safety programs, and policies and procedures already in practice.

### **Outcome**

- Recommendation #1: Recommend more training and in-services for all support staff and faculty on emergency and safety procedures, to include natural disasters, acts of terrorism, fires, chemical spills etc. (see exhibit A) The campus community needs to know what to do in urgent situations in their own work environment. This only comes from repeated training and practice for these situations.
- Recommendation #2: Research of develop additional cost effective systems such as MessageNet, an alert system that can be programmed to every computer on campus. This would back up the emergency text notification system. Not everyone subscribes to the emergency text notification system and the message delivery is dependent on cellular phone providers.
- Recommendation #3: Require mandatory training and in-services must be held for emergency action teams leaders and members. They must be reminded of how important their roles are in the training and education of safety procedures for their areas. Additionally, the MSU Police need to be proactive in knowing changes in emergency action team leaders. All training needs to be more than twice a year, as these positions are fluid due to personnel changes. Currently, emergency action team leaders receive training once a year and adequate follow up for those missing the training session is not done.
- Recommendation #4: Develop and implement second and third shift emergency action teams. These teams currently do not exist.
- Recommendation #5: Conduct fire drills to take place during second and third shifts for buildings that are open during those hours. These are not currently done.
- Recommendation #6: Conduct unannounced fire drills throughout campus, to simulate an actual emergency event. These are not currently conducted campus wide.
- Recommendation #7: Conduct mandatory debriefing meetings after each safety or emergency situation on campus to include but not limited to: emergency action teams and team leaders, the MSU Police or other responding agencies, and university departments. The goal of the debriefing should be to discuss what worked and what didn't. Recommendations need to be made to improve systems and procedures as needed and then communication needs to take place to facilitate these changes and communicate them to everyone involved.