



A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

SAFE COMMUNITIES – WKU





A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH  
VICE PRESIDENT

August 22, 2013

Donna Stein-Harris  
Safety Communities America  
National Safety Council  
1121 Spring Lake Drive  
Itasca, IL 60143

Subject: Safe Communities Letter of Intent-Western Kentucky University (WKU)

Donna;

Per our previous discussions, WKU will be submitting a proposal for designation as a Safe Community at the National level.

The primary contacts for this initiative will be:

Anita Britt, MHA, RS, CIEC  
Environmental Air Quality Specialist  
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Director-Environmental Health & Safety  
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The mailing address is 1906 College Heights Blvd., #11046, Bowling Green, KY 42101. The federal tax id number for the university is 61-6055628.

We anticipate having the submission material prepared by February 2014.

Should you have any questions, please contact Anita or David.

Sincerely,

John Osborne  
Vice President  
Campus Services and Facilities

*The Spirit Makes the Master*

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A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH  
OFFICE OF THE PRESIDENT



At Western Kentucky University, we strive to be a leading American University with international reach. To achieve that goal, we have to abide by the guiding principles of providing an excellent educational experience within a safe and caring atmosphere.

The safety and wellbeing of our students, faculty, staff, and visitors has always been a primary focus for the University. Pursuing the designation as a Safe Community is a logical step to validate the efforts taken daily to help assure a secure, comfortable, and safe educational environment.

It is our intention not only to pursue designation as a Safe Community, but to leverage the principles of the initiative to proactively engage our University and community partners to sustain an atmosphere of continuous improvement in all areas of campus health, safety and security.

WKU is a strong catalyst for improving not only our University, but also influencing positive changes in the surrounding communities. It would be a natural goal to use our experience in pursuing the Safe Communities America designation to promote the concept, and assist our surrounding communities in working towards, and ultimately achieving the designation as well.

We recognize that people make the university successful. Faculty, staff, students, alumni, and visitors are the heart and soul of WKU. Our greatest duty is to assure that their health and safety is always our top priority.

Sincerely,

Gary Ransdell

*The Spirit Makes the Master*

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# SECTION 1

## Contact Information



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## SECTION 2

### Community Description



## Western Kentucky University's History

Western Kentucky University (WKU), home of Big Red and the Hilltoppers, is located in Bowling Green, Kentucky. WKU has a vision statement of becoming *A Leading American University with International Reach*. The University was founded in 1906 as the Western Kentucky State Normal School and officially became Western Kentucky University in 1966. In those 60 years, many changes occurred including being authorized to grant four-year degrees, merging with Ogden College in 1927, merging with Bowling Green College of Commerce in 1963, and in 1965 three more colleges were formed: the Potter College of Liberal Arts, the College of Education, and the Ogden College of Science and Technology.



Today, WKU houses six colleges which include:

- College of Health & Human Services
- College of Education and Behavioral Sciences
- Gordon Ford College of Business
- Ogden College of Science & Engineering
- Potter College of Arts & Letters
- University College

WKU also houses the Gatton Academy for Mathematics and Science, which is a residential program, offered to highly motivated Kentucky high school junior and senior students. These students show interest in pursuing careers in science, technology, engineering, and mathematics and take college courses in these areas. Gatton Academy was named the number one high school in the U.S. in 2012 and 2013 by Newsweek. It is also the only state-supported residential high school in Kentucky. Another unique trait to WKU is that it has the first and only independent Honors College in the state. The College is a small intimate learning environment while being housed and using resources of the public university.

Along with academic recognition, WKU is known for the famous Big Red mascot. Big Red was created in 1979 by a business student named Ralph Carey and made his first appearance to the public at a basketball game on December 1, 1979. This lovable furry creature has become a huge icon for WKU and is only gaining more recognition as the years continue. Many people see this mascot as just a red blob of confusion however, Big Red has become a cherished aspect of the university with regular appearances on campus and at events. Big Red has made appearances on local and national commercials, has been in competition for being named the best mascot, and he can even be rented out for private events such as weddings. Though he can't be defined exactly, Big Red is a symbol to Western Kentucky University.



In 2013, Western Kentucky University was profiled in Princeton Review's Guide to 322 Green Colleges. WKU was the only public Kentucky institution to receive this award. The efforts in demonstrating a strong commitment to sustainability in academic offerings, campus infrastructure, activities, and career preparation enabled WKU to be awarded this honor.

## Mission Statement

Western Kentucky University (WKU) prepares students of all backgrounds to be productive, engaged, and socially responsible citizen-leaders of a global society. The University provides research, service and lifelong learning opportunities for its students, faculty, and other constituents. WKU enriches the quality of life for those within its reach.

## President

Dr. Gary A. Ransdell was named the ninth president of Western Kentucky University in 1997. Under his leadership, WKU has been the fastest growing university in Kentucky for fourteen straight years. Enrollment has increased from 14,500 to 21,000 students. WKU also leads the Sun Belt Conference in academic performance since Dr. Ransdell has become president and will move to Conference USA in 2014.



## Governance

WKU is governed by an eleven body committee known as the Board of Regents. There are faculty and staff representatives whom are elected by their peers and there are members whom are appointed by the Governor from among nominations submitted by a nominating commission. The President of the Student Government Association is also present as a representation for the student body. The Board of Regents appoints a President for the University.



## Facilities

The main campus consists of 84 buildings and 2 libraries. Bowling Green also houses the agriculture farm and expo center. The University also has regional campuses in Owensboro, Elizabethtown/Fort Knox, and Glasgow. These regional campuses comprise one-quarter of WKU's total enrollment. Courses at these campuses are offered face-to-face, interactive video services, and online.



## Degree Programs

There are several programs offered by the University including: 26 undergraduate certificate programs, 27 graduate certificate programs, 16 Associate programs, 95 Bachelor's programs, 51 Master's and specialist programs, and 3 Doctoral programs. There are a total of 98 major programs, 102 minor programs, and pre-professional programs offered at WKU. The average class size is 24 students. The top ten undergraduate programs with the largest enrollment are:

- Elementary Education
- Nursing- RN Training
- Biology
- Interdisciplinary Studies
- Management
- Sociology
- Nursing
- Exercise Science
- Psychology
- Agriculture

## Being Unique

Western Kentucky University has a special Spirit, which defines the campus experience. As the university mission states, WKU prepares students of all backgrounds to be productive, engaged, and socially responsible citizen-leaders of a global society. The University provides research, service and lifelong learning opportunities for its students, faculty, and other constituents. Additionally, WKU is a leading American university with International Reach. WKU enriches the quality of life for all within its reach.

## Seeking Designation

A safety conscious CEO once said that safety is powerful because it engages everyone in the organization. It is our goal that safety will become as valuable to faculty, staff, and students, as well as the visiting public. With increasing value, the members in our community will become engaged in promoting safety both on our campus and off-campus. Safety should belong to and is driven by everyone on campus. Acquiring the Safe Communities designation shows we are a safe organization. It is our hope that our proactive approach to becoming a safe environment will spread next to the city of Bowling Green, Kentucky, and furthermore to Warren County as a whole.

This initiative is an important designation to WKU because it helps unite our community culture of promoting safety. Campus and community members already recognize WKU as a safe community. We are seeking the designation in hopes that we will have an official proclamation of such from the National Safety Council. This designation will be prominently used by WKU to assure future students and parents that the campus community places a value on safety, as well as promoting safety among close allies in the Bowling Green and Warren County area.



### **WKU Safe Community Leaders**

Howard Bailey, Vice President of Student Affairs at Western Kentucky University first became interested in achieving the Safe Communities designation. A constant strive to improve the campus community and well-being prompted him to approach the WKU Police and Environmental Health and Safety departments.

Anita Britt has taken lead in organizing this effort. Not only has she been a Bowling Green resident for the majority of her life, she is also a graduate from undergraduate and graduate WKU programs. Additionally, she is an active member of the Environmental Health and Safety department at Western. She is extremely proud to be a Hilltopper, and is excited to help WKU achieve the Safe Communities designation.

Rafael Casas partnered with Anita in driving the efforts toward achieving the Safe Communities designation. Sergeant Casas has been involved with the WKU Police Department for 13 years, currently serving as the Special Events and Crime Prevention leader. He is instrumental in coordinating with WKU staff members to organize security for special events, athletics, and student run events to ensure the safety and security of those attending. Sergeant Casas also serves on numerous task groups and coalitions focusing on the safety and security of WKU students, faculty and staff. Additionally, he is an instructor for both the R.A.D. program and self-defense programs. Sergeant Casas is a true believer in WKU, and is dedicated to the safety of our Hilltopper family.

## **SECTION 3**

### **Areas of Competency**



**I. Sustained Collaboration**

Throughout the Safe Communities designation process, WKU strengthened its internal communication between departments. Establishing the WKU Safe Communities Coalition brought together all the campus entities involved with the safety of our students, faculty, staff, and visitors.

**Safe Community Leadership Coalition**

**Name:**

WKU Safe Community Coalition

**Members:**

- Leah Ashwill, Director, ALIVE Center
- Bob Austin, Environmental Health & Safety
- Steven Briggs, Housing and Residence Life
- Anita A. Britt, Environmental Health & Safety
- Sergeant Rafael Casas, WKU Police Department
- Cynthia George, Environmental Health & Safety
- Lindsey Gilmore, Enrollment Management
- Chris Hancock, Student Activities
- Brandon Higgins, Worker’s Compensation & HR
- Ashley Koehler, Environmental Health & Safety
- Elizabeth Madariaga, Counseling & Testing Center
- Jennifer McLeod, Department of Facilities Management
- David Oliver, Director, Environmental Health & Safety
- Kathy Penick, Environmental Health & Safety
- Wade Pinkard, Employee Wellness
- Stephen Rey, Director, Intramural & Recreational Sports
- Helen Siewers, Planning, Design, and Construction
- Kathryn Steward, Health Services
- Stacie Sutter, Health Services
- Morgan Temple, Student Worker, Environmental Health & Safety
- Jennifer Tougas, Director, Parking & Transportation Services
- Josh Twardowski, Department of Facilities Management

**Date the group formed:**

November 19, 2013

**Meeting notes from last two meetings:**

See Appendix A and Appendix B

**Accomplishments to date:**

- Safe Communities Coalition formed
- Strategic direction for Safe Communities approach established

**Future Goals**

We believe that an important aspect of creating a successful atmosphere is to envision the future. The Safe Communities Coalition has looked ahead into the future and determined several future goals that we hope to accomplish. The first is to sustain the Safe Communities program designation. Monitoring and maintaining current safety programs and partnerships will accomplish sustaining the program. We hope to establish methods to measure qualitative or quantitative data in order to evaluate the effectiveness of our current programs.

Establishing additional task groups by utilizing existing partnerships will also help sustain the Safe Communities program. Current task groups are Pedestrian Safety, Drug and Alcohol Prevention, Emergency Preparedness, and Campus Partners. Ideally, additional task groups will be formed in the future. We hope to foster collaboration between different groups across our community in order to determine solutions to problems that may arise, discover trends involving different departments, and create new programs.



Understandably, a secondary goal we have is to seek re-designation after 5 years. Ideally, achieving our primary goals will help achieve this secondary goal. During this re-designation, we hope to involve additional internal and external partners. These new partners could incorporate individuals who are involved with Bowling Green city and Warren County. Our last, but not least, goal is collaborating with the city of Bowling Green and Warren County to help them achieve future designation.

The coalition determined these goals based on what we envision for the future of Western Kentucky University as a whole. Specifically, the coalition focused on the overall experience of the perception and reality of WKU regarding safety.

## Task Groups

1. Pedestrian Safety Task Group - The Pedestrian Safety Task Group was created to look proactively at issues related to Pedestrian Safety in general with an emphasis on pedestrian/vehicle interface issues. The group includes staff from Environmental Health and Safety, WKU Police, Parking and Transportation, Planning Design and Construction, and Facilities Management. In addition, representatives of Student Government along with municipal public works officials are regularly included in meetings.
2. Drug & Alcohol Task Group - The excessive use of alcohol and the use of illegal drugs have long been concerns facing universities. WKU established a formal group to monitor and address situations involving drugs and alcohol usage. This group not only works to respond to incidents and address violations of university policies, they also bring together student groups and university faculty and staff to develop awareness campaigns, provide safe transportation for those who may be impaired, and to link at risk students with counseling and other services to help address issues with substance abuse.
3. Emergency Preparedness Core Team Task Group - The Emergency Management Core Team Task Group is a standing committee that oversees emergency planning and response initiatives for the university. The committee is jointly co-chaired by the Department of Environmental Health and Safety and the WKU Police Department. The group is cross-functional including senior leaders from Student Affairs, Police, EH&S, Information Technology, Facilities Management, Parking and Transportation and Human Resources. In addition, the group includes representatives from the faculty and Student Government Associations.
4. Campus Partners - The Campus Partners Team (CPT) consists of University personnel with expertise in law enforcement/threat assessment/tactical applications, university centers operations, medical knowledge, Greek life, judicial affairs, residence life, sexual assault, counseling, academic retention and student programming. CPT uses a collaborative effort to assess disruptive behaviors and depending on the situation, team members with specific areas of specialization/responsibility may be called upon to lead the Team. The team will also work to help create a campus culture of caring for students of concern and a crisis education program for the campus as a whole. The goal of the

CPT is to foster early identification of concerns about a student(s), early screening of problematic situations that adversely affect a student and/or the learning community, the development of preventative, early and effective interventions and action plans designed to support student development, and address problems before they evolve into crises.



## Sustaining the Safe Communities Program

Our first and foremost task in sustaining the Safe Communities Program is to continue the efforts made by the WKU Safe Community Coalition. This will include involving more campus leaders and groups as the program progresses. We will also seek a re-designation in five years. This will help maintain momentum for the Safe Community initiative, and also create a proactive mindset within the coalition to be continually growing and expanding into the community. Additionally, we plan to collaborate and cooperate with both Bowling Green and Warren County in an effort to seek Safe Communities designations for the city and county.

## Seeking and Sharing Information

Gathering information regarding the community is a critical aspect in identifying potential safety concerns and developing effective programs to address them. The university is a community within itself with unique safety concerns that must be properly assessed by the university leadership. In addition, issues may develop within the university that affect the surrounding communities or vice versa. Therefore the university cannot be an island; there must be strong connectivity to community leaders, municipal emergency services, and citizens in general to understand potential issues before an incident occurs, and to be able to effectively and collectively respond when something happens.



Regular meetings are held between city and county leaders and the University's Administrative Council, as well as between the campus emergency management functions and public emergency responders, in an effort to not only address issues at hand, but to also proactively plan to improve working relationships in the future.

The WKU Campus Master Plan Committee meets twice monthly to discuss the current and future campus. Committee membership includes the Executive Director of the Planning Commission and the City Engineer. These two members provide a valuable community perspective on a variety of issues that may impact campus safety.

### **Integrated Communications Plan**

Western Kentucky University has a very in depth communications plan, which involves both internal and external partners. The "internal" partners are those which are on the coalition to make suggestions, and those that have authority to follow through with said suggestions. The Safe Communities Coalition communicates often via phone, email, and at coalition meetings. The coalition determines what programs are going well, and what programs need improvements, and they make plans for changes accordingly. These suggestions are then presented to a member of the administrative council.

The WKU Administrative Council is comprised of the University President and his 11 senior administrators including the vice presidents for Academic Affairs, Research, Student Affairs, Campus Services and Facilities, Development and Alumni Relations, Finance and Administration, Information Technology and Public Affairs as well as the Athletic Director, Chief Diversity Officer and Chief of Staff/General Counsel. These individuals report

to the President and are responsible for working together to determine University policy and provide strategic leadership and oversight of all functions of the institution.

Due to the closeness of coalition members to the President, new safety programs are easily communicated. We are able to be very proactive, simply due to our structure.

Additionally, WKU communicates information to those who are not members of the coalition as well. These methods include, but are not limited to, the following:

1. Environmental Health and Safety departmental website – The WKU EHS website includes information about Environmental Programs, Fire and Life Safety, Occupational Safety and Health, Radiation Safety, and Radon Program. This website also includes specific quick links for the user to quickly find important information, such as (but not limited to) asbestos areas on campus, individual building evacuation plans, and waste pickup requests.
2. Faculty/Staff Emergency Procedures booklet – Revised in 2013, this flip booklet gives important reminders, steps to take, and phone numbers to call in the case of ten different emergency events. A booklet was mailed to every WKU faculty member and staff employee (over 3250 employees).
3. Faculty Classroom Emergency Guides –WKU faculty members, have access to a guide which outlines procedures to follow in the case of emergencies.
4. The College Heights Herald is the official newspaper of the university. During the fall and spring semesters, the *Herald* is published Tuesdays and Thursdays and has a circulation of about 8,500. It is distributed to 40 locations on campus and 15 locations off campus. In addition to the traditional printed edition, the Herald also offers an online version. The Herald regularly publishes features and stories related to safety on campus, in the surrounding communities, as well as incidents that impact students, faculty and staff that may occur away from campus. The paper is a valuable communications tool that regularly reaches nearly one half of the campus population.
5. Campus Crime Alerts - The Campus Crime Alert is provided to give students, faculty and staff timely notification about certain crimes or other events in and around our community that may present a threat to the campus community to heighten safety awareness. In general, criminal suspects are unknown to their victims. However, in the instance of a violent crime occurring

between two individuals who know each other, WKU Police will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary. The Alert also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police. Members of the community who have knowledge of a crime or other serious incident are instructed to report that incident as soon as possible to the WKU Police Department so that a Campus Crime Alert can be issued, if warranted. The intent of Campus Crime Alerts is to alert the campus community of continuing threats, thereby enabling community members to protect themselves. The Chief of Western Kentucky University Police Department will determine whether or not a criminal offense meets the established criteria and merits a Campus Crime Alert. In addition to containing details of the crime and a description of the suspect, they also contain crime prevention tips, information on who to contact about the case, date and time the bulletin was released, and other relevant and important information.



- The student body is 57.5% female and 42.5% male
- Minority students make up roughly 19.6% of the student body; of these African American students comprise 10.7%, Hispanic-Americans 2.1% and Asian-Americans were 1.0%
- Students older than 25 years of age made up 19.4% while the average age was 23
- The youngest student was 13 years old and the oldest was 88 years old
- Retention rate of first-time freshman was 71%
- 83% of the student body was in-state while 17% were out-of-state students
- 3,622 degrees were awarded in 2012 with roughly 73% being bachelor's degrees



**Gatton Academy Students (2012-2013 academic year)**

Academy Junior:	66
Academy Senior:	60
Total:	126

- Academy student body is 52.4% male and 47.6% female
- Minority students make up 21.5% of the Academy students; of these African-American students comprise 4.8%, Hispanic-American students 3.2%, and Asian-American students 10.3%
- Average ACT score for these students was a 31 with an average incoming HS GPA of 3.79
- 67 KY counties are represented along with 79 KY High Schools

**II. An Understanding of Community Data**

**Demographics of Our Community**

**Students (2012-2013 academic year)**

Undergraduates:	18,115
Graduate:	3,009
Total:	21,124

- 4,898 students live on campus
- 3,243 First-time freshman
- 86% of the student body is undergraduates
- Close to 800 international students

**Faculty and Staff (2012-2013 academic year)**

Faculty:	1,130
Staff:	2,221
Total:	3,351

- Females make up 56% of total employees
- Full-time, tenured faculty make up 48% of the faculty

- 97% of WKU professors have earned a terminal degree
- 88% of WKU associate professors have earned a terminal degree
- 78% of WKU assistant professors have earned a terminal degree
- Student/faculty ration is 19 to 1

**Alumni**

- There are over 99,500 living Alumni
- 64% of WKU Alumni live in Kentucky
- Alumni residing out-of-state are most found in Tennessee



**Injury Data and Trends**

Western Kentucky University is dedicated to keeping injury data and trends up to date in order to identify potential hazards in a way that focuses efforts on the most prominent causes of potential injury. We also make arrangements for the development new programs and maintenance of current programs to address injury trends. Not only do we record injury data and trends for faculty and staff, but we also record injury data and trends for students and visitors on campus.

We keep records of the type of injury that occurred, where the injury occurred on campus, and what body part was involved. Employee records and visitor/student records are maintained separately, due to OSHA and worker’s compensation record-keeping requirements.

In an effort to encourage continuous improvement in our workers’ compensation program, Western Kentucky University compares its performance and program results with other top performing benchmark educational institutions. WKU continually outperforms the benchmarks

and has established a number of best practices. Through tracking results, WKU is able to determine the root causes of injuries across the entire campus community, and initiate program changes that better meet employees’ needs.

In addition, WKU utilizes injury data from the OSHA log of injuries and illnesses (OSHA Form 300) and compares it to annual rates of significant injuries of other like universities as reported by the Bureau of labor Statistics to assist in measuring performance. This comparison is based on a formula adopted by the Bureau of Labor Statistics for normalizing injury rate reporting:

$$\text{Number of injuries and illnesses} \times 200,000 / \text{Employee hours worked} = \text{Incidence rate}$$

The 200,000 hours in the formula represents the equivalent of 100 employees working 40 hours per week, 50 weeks per year, and provides a standard approach for the incidence rates (U.S. Department of Labor, 2012).

WKU reported a total of 47 occupational injuries that met the criteria for inclusion on the U.S. Department of Labor Summary of Work-Related Injuries and Illnesses, also referred to as Recordable Cases. Included in the 47 total cases were 13 that resulted in employees missing at least one day of work, which is referred to as Lost Workday Cases (U.S. Department of Labor, 2012).

Utilizing the prescribed formula, the 2012 annual recordable case rate for WKU was calculated at 1.7 cases per 100,000 hours worked:

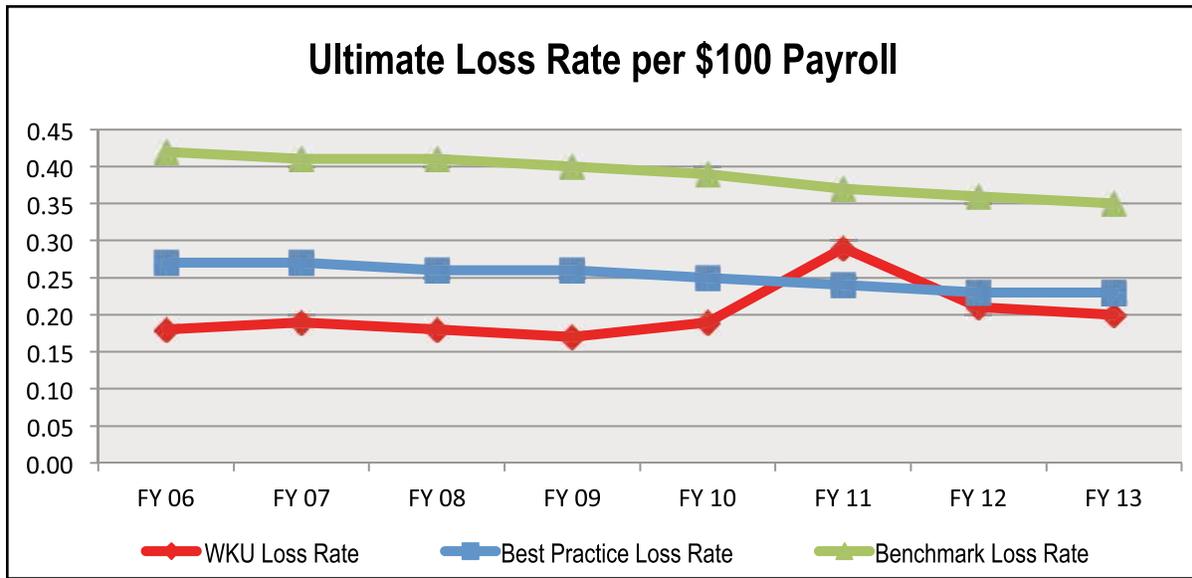
$$47 \text{ cases} \times 200,000 = 9,400,000 / 5,434,010 \text{ hours worked} = 1.72 \text{ Total Recordable Rate.}$$

Using the same formula, the lost workday case rate is calculated:

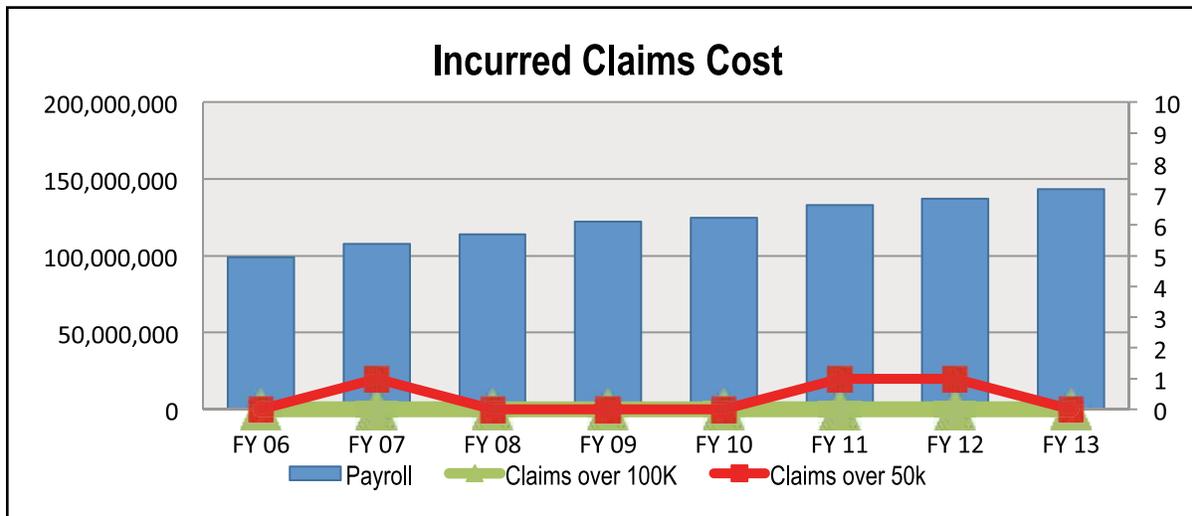
$$13 \text{ cases} \times 200,000 = 2,600,000 / 5,434,010 \text{ hours worked} = 0.47 \text{ Lost Workday Rate}$$

The comparative numbers originated from the Bureau of Labor Statistics report, Incident Rates of Non-Fatal Occupational Injuries and Illnesses by Industry and Case Types- 2012. The BLS reported rates specifically for colleges, universities, and professional schools at 2.1 total recordable case rates and .6 lost workday case rates.

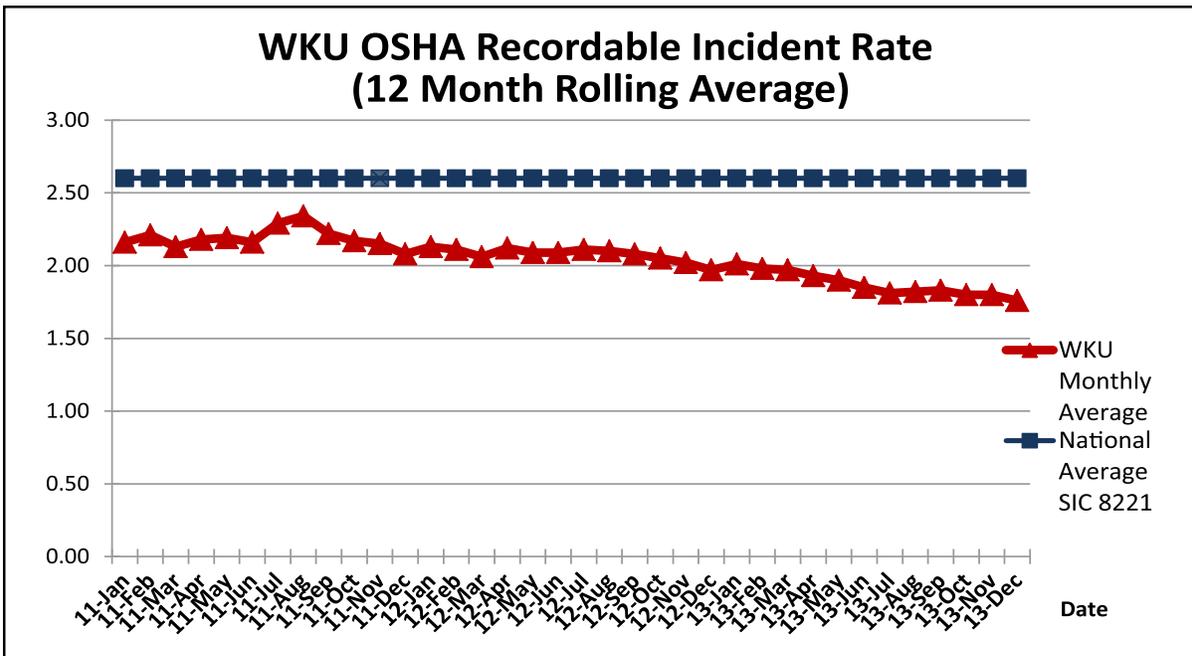
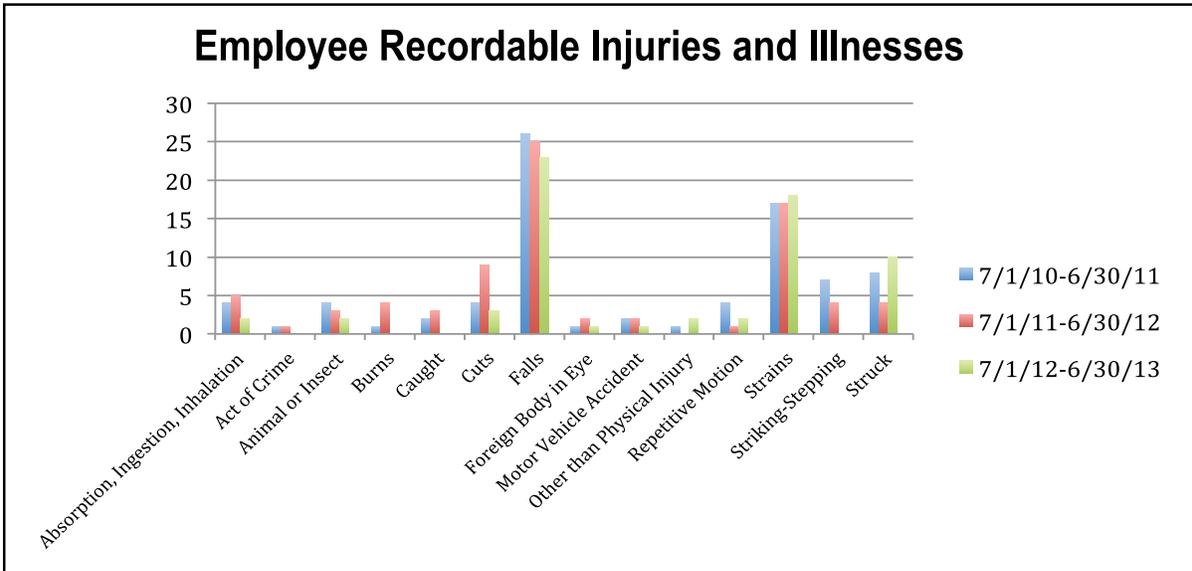
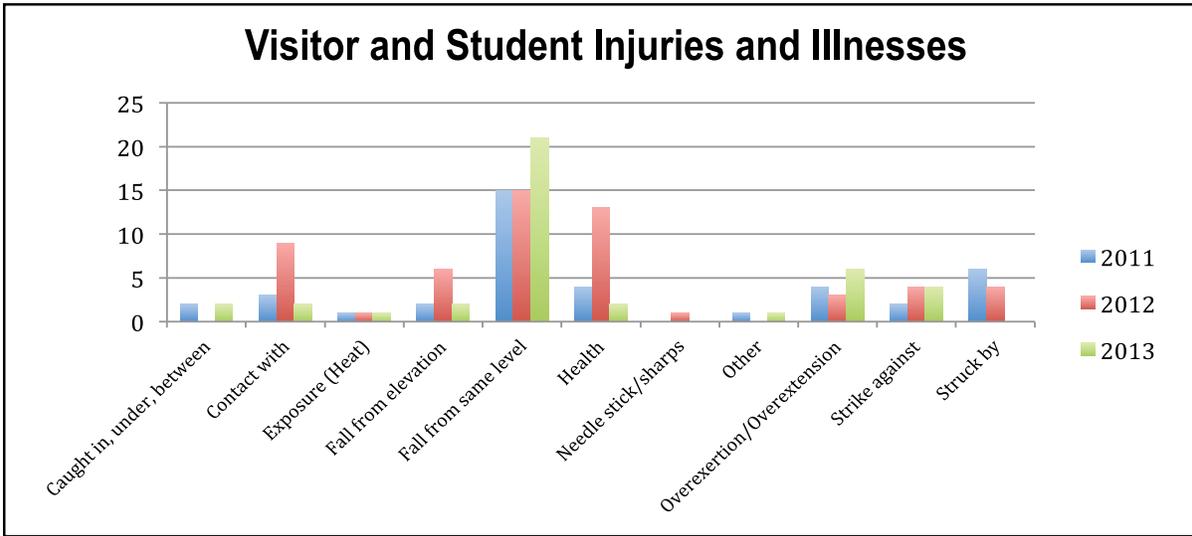
Based on this comparative data, WKU total recordable occupational injuries are 19.04% less than the average recordable rate for colleges, universities and professional



For the period 7/1/05 through 6/30/13, WKU has experienced only three work comp injury claims that have incurred losses in excess of \$50k. No claims have exceeded 100k. This is remarkable when you put into context that WKU has close to 1.0 BILLION in payroll over the 9 year self- insured work comp period.



WKU has an ultimate loss rate of .21 cents per \$100 payroll which is 42.6% less than the top rated education benchmarks and 10.3% less than the best practice.



schools. The University’s total Lost Workday Rate is 21.67% less than that of the average Lost Workday Rate for the same entities.

**Data Collection**

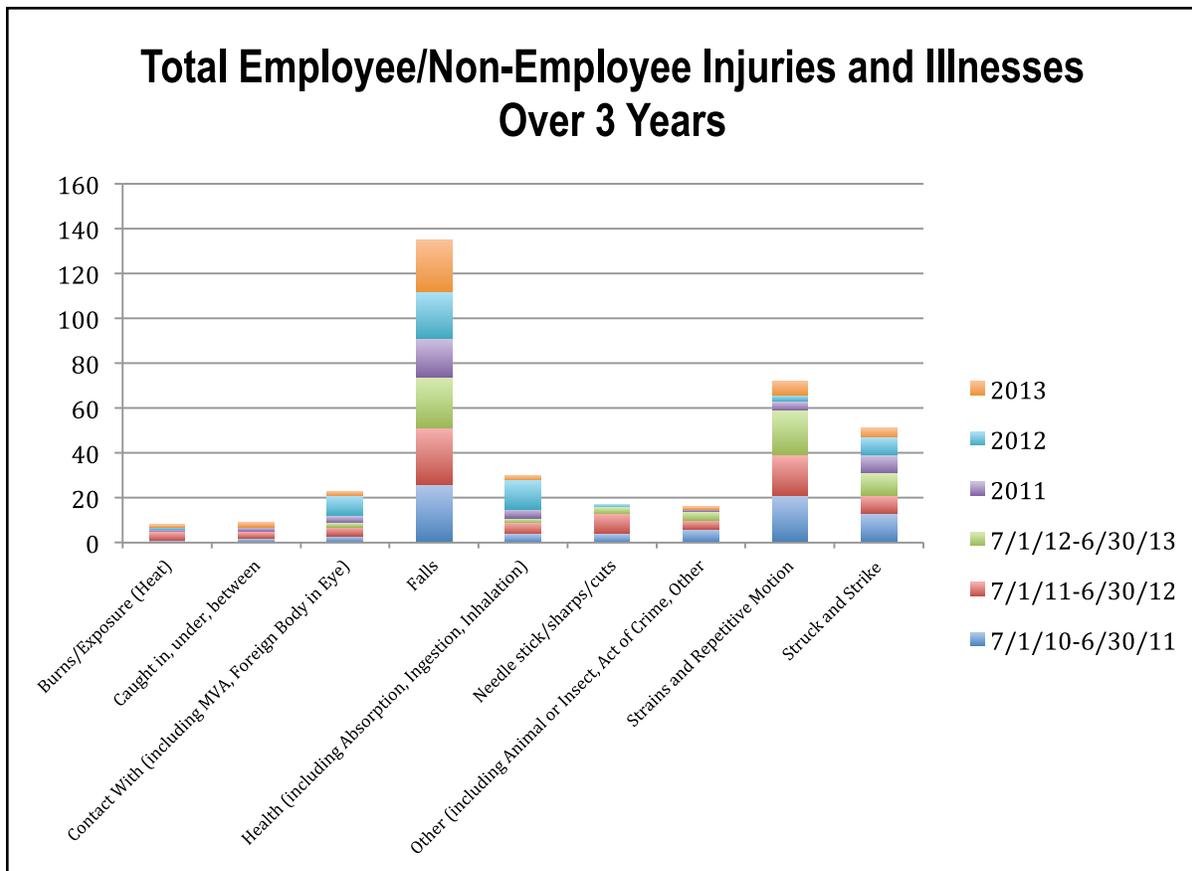
Injury data for employee, students, and visitors are collected through reports submitted to the Western Kentucky University Environmental Health and Safety department primarily by completing accident/injury report forms which can be found on the WKU EHS website. Students and visitors are requested to complete a different form than that of WKU employees, due to OSHA record-keeping regulations.

Student and visitor accident/incident report forms are emailed directly to several members of the Environmental Health and Safety departmental staff. Those forms are promptly reviewed and one or more members of the EHS team will investigate the incident location and interview the injured student or visitor (if clarification is needed). These reports are reviewed, recorded, and filed to maintain accurate records of causation injury type, incident location, and body part affected.

Western Kentucky University employee accident/near-hit report forms are faxed to both WKU Environmental Health and Safety department, as well as to WKU Human Resources department. Both departments work together to investigate the incident location and interview the injured faculty or staff member (if clarification is needed).

Additionally, WKU’s Human Resources department keeps records of employees who complete workers’ compensation claims, which also includes data involving modular rates and financial loss. The University seeks to provide a working environment that is safe and free from any elements that might cause workplace injuries and illnesses. It is the goal of the Workers’ Compensation Program to use employee training and preventive measures as strategies to reduce the risk and severity of injuries and illnesses. When workplace injuries and illnesses do occur, employees receive the highest levels of customer service to ensure that their needs are met. The intended outcome of the Workers’ Compensation Program is to restore employees to a healthy status for prompt and full return to work.

Employees are required to report all occupational injuries to their immediate supervisor and to the Department of Human Resources as soon as practical. Supervisors have





the responsibility for timely reporting of all injuries and illnesses by contacting the Workers' Compensation Program Manager in the Department of Human Resources. Management at all levels of the University is responsible for the safety of employees. Supervisors have a primary responsibility to ensure the safety and well-being of those they supervise. Each employee, in accepting employment, assumes a personal responsibility for working safely and for compliance with safety requirements.

The Western Kentucky University Police Department maintains a daily crime log and incident report database. The log reflects all incident and accidents reported to the police department. This report is designed to provide students, prospective students, parents, faculty, and staff with accurate crime statistics, information on university services, and crime prevention programs.

### Setting Priorities

Data on work-related injuries are recorded as they occur. Information tracked includes information from campus and community emergency responders and departmental accident reports. Information obtained from reports include date and time of day incident occurred, type and cause of injury, location of occurrence, body part affected and job title. Through tracking this type of information, the University has identified five key risk areas. Those risk areas are slip trip & falls, laboratories, international travel, musculoskeletal disorders caused by poor ergonomics and personnel operated motor vehicles. The University analyzes injury data of each unit on campus and implements corrective action as necessary.

Work-related injury and illness data is obtained from the OSHA 300 log as well as the workers' compensation loss

database. Injury reports are generated from the OSHA log and workers' compensation database in order to determine performance and to identify specific trends so corrective measures can be implemented to address. Various lagging and leading injury indicators are in place to help determine performance and to identify specific trends within specific department and the university as a whole.

Based on past and current injury trends, the university has determined several Key Risk Areas. These Key Risk Areas are the areas in which we are striving to place our priorities in order to reduce and eliminate risk, therefore reducing and eliminating the injuries associated with those risks. The Key Risk Areas we have identified are as follows:

1. Slip Trip and Falls
2. International Travel
3. Laboratories
4. Musculoskeletal disorders due to poor ergonomics
5. Personnel operated motor vehicles

Many of the Key Risk Areas we have identified have one, if not multiple programs dedicated to reducing the risk. These programs involve several university departments. The programs which are developed and/or being developed are discussed in more detail at length in this document, in sections "Programs Addressing Injuries" and "Program Evaluations."



### Development of New Programs

WKU strives to use the priorities we have set based on the data collection of our injury and illness trends to develop new programs. We are continuously working to improve current programs as well as develop new ones. One example of this is international travel. Through the identification of the 5 high-risk areas, the university determined the current

processes do not adequately measure the safety of employees participating in international travel engagements.

### **International Travel**

Through incident tracking and continuous improvement to the injury reporting system, the University identified potential deficiencies with the current claims processing method. While employees traveling internationally on official business are covered under the self-insured workers' compensation plan, the logistics and challenges of claims processing, billing and coordination of appropriate medical services for the employee are challenging and difficult to manage. In an effort to ensure employees were connected to vital services needed if suffering from an injury or illness, the university selected a separate foreign work comp policy specifically providing those vital services needed. Those services include facilitation of payment, medical provider search and emergency medical evacuation. In addition to the above mentioned services, other critical services available to the employee include country and city risk rating and profiles, mitigation tips and consulate contacts, news and real-time security alerts etc. Appropriate strategy to mitigate financial risk while improving services and simplifying processes for affected employees; the carved-out coverage includes a 24 hour hot line to assist employees.

As an additional risk mitigation tool, the university is currently in the planning stages of implementing an international travel registration policy. In addition to this policy, all traveling employees will be required to register their international travel through the University International Travel Registry, a web based software capable of tracking critical information. The University International Travel Registry will be administered by the Office of International Programs. Western Kentucky University's International Travel Registration policy is

intended to ensure the most effective and efficient risk management procedures by providing information and resources that promote safe University international travel. This policy applies to faculty, staff, student employees, and students undertaking University-supported or –related international travel of any duration. University International Travel Registry is the official source of traveler information that outlines the basis for Western Kentucky University's emergency response protocols and communications strategy (e.g., alerts, warnings, evacuation notices) when responding to an emergency or critical incident abroad.

WKU is currently working on improving this method and we are planning for the development of a more integrated program.

### **Distracted Texting**

With the rapid evolution of cellular technologies has come a drastic increase in text messaging across all demographics. This is particularly true among high school and college age individuals. Observations made by various entities, WKU Police, EH&S, Parking and Transportation, etc. have revealed that texting while walking creates a particularly dangerous scenario at crosswalks, parking lots and other vehicle/pedestrian interface areas. Many of those observed texting while walking, also have earphones in place which impairs their ability to hear as well as the visual and mental distraction of texting.

The Pedestrian Safety Committee has discussed undertaking several awareness projects to try and combat this increasingly prevalent behavior. Some ideas include the installation of signage near the most heavily traveled street crosswalks, development of short awareness videos that visualize the risks and potential consequences of distracted texting, and media articles that also bring the hazards of this dangerous behavior to light. The committee will be working to engage student groups along with appropriate internal and external stakeholders to develop and implement prevention initiatives.

### **Distracted Driving**

Distracted driving is a nationwide problem that takes on many forms. While much energy is focused on texting and cellular telephone use while driving, other distractions such as eating, interacting with passengers, operating other automotive electronics, etc. also create potentially fatal situations.



In addressing this issue, the university has taken a multifaceted approach to increase awareness among our faculty, staff, and students. These efforts have included:

1. Periodically providing articles of interest to faculty and staff such as the ones illustrated in the links below:  
<http://www.wku.edu/hr/news/index.php?view=article&articleid=836&return=archive>  
  
<http://www.wku.edu/hr/news/index.php?view=article&articleid=2109>
2. The WKU Police Department is continually working to increase awareness and compliance with established motor vehicle laws through enhanced public information and enforcement campaigns. The following link illustrates some recent activities:  
[http://www.bgdailynews.com/news/wku-joins-police-in-crackdown-on-distracted-driving/article\\_1dbcaa67-605c-5b1a-b642-1c234d4ff3bb.html](http://www.bgdailynews.com/news/wku-joins-police-in-crackdown-on-distracted-driving/article_1dbcaa67-605c-5b1a-b642-1c234d4ff3bb.html)

WKU Athletics partnered with the Kentucky Office of Highway Safety to promote Distracted Driving Awareness Month at all WKU athletic events as the title sponsor of the WKU Spring 2014 Football Game to actively promote:  
<http://www.wksports.com/genrel/033114aaa.html>

### III. Programs Addressing Injuries

Western Kentucky University has an offering of several programs that address the intentional and unintentional injury patterns in our community. The programs that will be discussed in this application include:

1. Motor Vehicle and Pedestrian Safety
2. Fall Prevention
3. Drug Overdose Poisoning
4. On and Off-the-job Workplace Safety
5. Violence and Suicide Prevention
6. Emergency Preparedness
7. Health, Fitness, and Wellness
8. Residential Life Safety

#### Motor Vehicle and Pedestrian Safety

Parking and Transportation Services is responsible for the management of parking and transportation resources at WKU. This includes resource use planning, maintenance, condition assessment, repairs, and replacement of transportation resources such as:

- parking lots and associated signs and markings;
- parking lot access;
- transit buses and other departmental vehicles

A preventive maintenance program is in place for all parking lots, parking lot accesses, transit buses and departmental vehicles.

#### Motor Vehicles

One of WKU’s identified risk areas is motor vehicle accidents among university personnel. Through analysis, it was identified that motor vehicle accidents accounted for 40% of the total claims dollars spent in FY 2007. To address the growing concern of driver safety, the university implemented a policy for the use of university vehicles. Many factors were considered in the policy including limiting the employee to driving no more than 10 hours per day, as well as a combination work/driving time that shall not exceed 14 hours in any one 24 hour period. In support of the policy, an approved drivers list was included implemented as well as providing defensive driving training to those at risk departments. The full policy can be viewed at [https://wku.edu/policies/fnadmin\\_policies/policy37011\\_approved\\_drivers\\_10\\_13.pdf](https://wku.edu/policies/fnadmin_policies/policy37011_approved_drivers_10_13.pdf)



#### Parking Operations

Effective maintenance ensures durable, even surfaces in parking lots and proper operation of equipment. Parking and Transportation Services (PTS) coordinates with the Department of Facilities Management to seal asphalt parking lots on a rotating five year schedule. Parking structures are regularly swept and inspected for safety hazards. Signs and striping are updated as needed. Access control equipment

is cleaned monthly. Assessment activities are conducted annually to plan for capital projects. A Parking Lot Condition Analysis is conducted annually to identify and prioritize parking lot renovation projects.

Parking and Transportation Services is responsible for enforcement of parking regulations on campus, including safety violations such as fire lanes, crosswalks, or yellow zones. Enforcing safety related parking regulations promotes safety by improving sight distances, maintaining clear driving lanes and clear access to fire safety equipment. We also enforce the bicycle parking regulations, particularly near building egresses and handrails where bicycle parking impedes pedestrian flow. Enforcement officers also act as an “extra set of eyes and ears” on campus. They report hazards they observe and may assist customers in need. We also barricade unsafe areas or work zones.

Parking and Transportation Services notifies the campus community of unsafe travel conditions or of expected congestion on campus due to events. We forward KYTC notifications of road conditions to members of the campus community through a list serve.

Parking and Transportation Services works closely with the WKU Police Department to ensure campus safety. WKU PD monitors our departmental radio traffic and responds to emergencies directly. PTS publishes the number of the police Escort Service on our parking permits. We work collaboratively to develop traffic and pedestrian control for special events.

### Transit Operations

Drivers attend bi-annual training to maintain sharp skills and stay up to date on policies and procedures. Topics frequently cover safety issues, such as pedestrian safety, safe driving practices or procedures to follow in the event of an accident.

Drivers are required to inspect their vehicles for proper operation before they begin their runs for the day. Problems are reported to the mechanic for resolution and other equipment may be assigned depending on the nature of the problem. Vehicles are serviced by the mechanic according to mileage or hours of operation. A Fleet Replacement Schedule is reviewed annually to identify capital replacement needs to keep the fleet in excellent working condition.

A Safety Officer is responsible for ensuring safe practices are followed in the maintenance shop. He is also responsible



for evaluating and training drivers. The Safety Officer conducts 15 passenger van training for the University. WKU Employees who need to drive 15 passenger vans are required to complete this training before they are allowed to operate the vehicles.

Supervisors investigate incidents when they occur. Depending on the nature of the incident, drivers may be subject to disciplinary action or remedial training. Drivers are evaluated on their safety performance (incident rates) as part of their annual performance evaluation. This review process is designed to maintain high expectations in driver performance, especially in relation to safety.

Parking and Transportation Services operates a late night, “Purple Line” bus, which is designed to reduce drinking and driving.

### Pedestrian Safety

Due to high traffic areas, Western Kentucky University has initiated and monitored several areas in which address pedestrian safety on campus.

The first area involved is the correlation between pedestrian crossings and vehicle conflicts. The landscape architect works with several stakeholders to identify and mitigate pedestrian/ vehicle conflicts. Stakeholders include the Kentucky Transportation Cabinet, City-County Planning Commission, Bowling Green Public Works, WKU Police Department, WKU Parking & Transportation, and the WKU Campus Master Plan Committee. Safety improvements include accessible curb ramps, enhanced pedestrian call buttons, traffic calming measures such as speed limit reductions and bike lanes, and greater visibility at crosswalks with paint, signage and lighting.

Several campus departments evaluate trip hazards periodically. The Landscape Architect and Health & Safety Specialist communicate regularly, and especially at end of the winter freeze/thaw cycle, to identify and address sidewalk or stairway trip hazards. Such hazards are evaluated on a case-by-case basis, and addressed immediately, or scheduled for summer repair/ replacement.

Handrails are evaluated periodically. Where needed due to slope, cross-slope, or stairs, handrails are checked for stability.

During winter months, sidewalks are treated with salt, when needed, for snow removal. Additionally, all new sidewalks are a minimum of 6' wide, to allow treatment by snow removal equipment.

### **Fall Prevention**

Based on incident data collected by the EHS department, and the workers compensation data, falls are the most prominent injury in both employees and new employees. To work towards minimizing this pattern, several steps have been taken. One major initiative aimed at reducing employee slips, trips, and falls was adopting the Shoes for Crews program (which is discussed further in Part 4-Evaluation Competency).

Additionally, WKU has taken several additional actions aimed at fall prevention on campus. To address and reduce slip trip and fall injuries as a whole, the University implemented other control measures that have included a campus-wide lighting improvement project, teaming with Planning Design and Construction, along with Facilities Management Grounds to form a sidewalk improvement program. Locations of slip, trip and fall injuries are tracked and mapped on a GIS system through PDC to locate problematic areas and to justify sidewalk and ground repairs. While conducting routine campus beautification, Facilities Management Grounds personnel are constantly monitoring areas that could potentially pose a slip trip, or fall hazard. Once identified, problem areas are submitted into a work order database, assigned for repair and tracked for closure. In an additional effort to help curb these type injuries, each employee receives a new hire safety orientation that includes slip, trip, and fall prevention training. Periodic safety talks are given by the employing department as an on-going means to assist in reducing such injuries.

### **Drug Overdose Poisoning**

As a recipient of federal funds, the University complies with the Drug-Free Workplace Act of 1988, the Department of Defense Drug-Free Workforce Rule of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. Employees are notified of the standards of conduct which is applicable while on Western Kentucky University's property, and/or at University sponsored activities. Conduct which does not comply with this policy poses unacceptable risks and disregard for the health, safety, and welfare of the University community.

Annually, Western Kentucky University informs employees of the dangers associated with drug and alcohol abuse, the existence of this policy and its penalties for violations, and available drug and alcohol counseling, rehabilitation, and assistance programs through the following activities: distribution, at least annually, of this policy to all University employees including study abroad participants, communication to new employees during new hire orientation concerning resources and professional assistance, communication of the Drug and Alcohol Awareness Program and distribution of materials through the WKU Drug and Alcohol Abuse Prevention Resource webpage at: <http://www.wku.edu/hr/drugandalcoholabuseprevention.php>.

Biennially, the University reviews its "Alcohol and Drugs Prevention Program and Policy on Alcohol and Drug Abuse" to determine effectiveness and to ensure that the University's disciplinary sanctions are consistently enforced. To accomplish this, Western Kentucky University reviews the number of drug and alcohol abuse-related disciplinary actions; drug and alcohol related treatment referrals; and the number of drug and alcohol abuse-related incidents recorded by campus police.

### **Alcohol Awareness**

A program designed to inform and educate the students on the dangers, effects, and consequences related to the abuse of alcohol, is in place at WKU. The program is conducted by the WKU Police Department in concert with Student Affairs and Housing and Residence Life. Students are given real life situations and past experiences that officers have encountered throughout their career in Law Enforcement. Students are given information on topics ranging from the social drinking to binge drinking through lectures, statistics, and examples. Students are read and explained the law, as written in the

Kentucky Revised Statutes, and they are given information on the different degrees of charges and the elements of the law. Students are given information on what to do and what not to do when encountering law Enforcement Officers on the street or in their place of residence, dorm room or apartment. Students are also given the opportunity to ask questions they might have about Law Enforcement Officers, or police development and procedures.

### Alcohol and Drug Programming

Partnering with WKU's University Police, Counseling and Testing Center, and Student Health Services, several student staff members offer alcohol awareness educational programs, which revolve around responsible drinking decisions.

#### Alcohol 101

In an effort to counsel students with regard to alcohol policies on campus, the Conduct Committee of the Department of Housing and Residence Life coordinates the campus-wide participation of Alcohol 101 for first time offenders of the university's alcohol policy. This ninety minute session educates students on the effects of alcohol and issues associated with alcohol use on college campuses and assists in providing a venue for responsible use in the future. Initial assessments of those participants of Alcohol 101 have demonstrated that active participants tend not to be caught violating the alcohol policy within the residence halls a second time (statistical information is offered at the end of the report).

### On and Off-the-Job Workplace Safety

Western Kentucky University is dedicated to providing a safe and healthy workplace for all employees. Not only do the Environmental Health and Safety Department work to achieve this goal, but other departments are integral in achieving a safe community for the faculty and staff of WKU.



### Environmental Health and Safety Department

The Environmental Health & Safety Department strives to provide professional guidance and leadership to the

University and community and to help promote a culture of safety and to be responsible caretakers of our natural resources. Through our department we offer training to inform our new hire employees about safe procedures that should be used during their time in the workplace and at home. Areas covered include Back Safety, Bloodborne Pathogens, Hazard Communication, Fire and Life Safety, Asbestos Awareness, Personal Protective Equipment, Environmental Awareness, and Slip, Trip, and Falls awareness.

The Department of Environmental, Health and Safety provides professional guidance and leadership to the University in achieving regulatory compliance, and promotes a culture of safety and environmental stewardship.

The department of EHS is responsible for the annual, semi-annual and monthly inspections of all of the fire protection equipment (fire alarms, range hood suppression systems, and fire extinguishers.) We conduct quarterly fire drills in residential halls. Sprinkler system inspections are done by a state provided contractor. All inspection reports are maintained in the University Fire Marshal's office.

The WKU EH&S Staff hold a variety of professional certifications, licenses, and advanced educational degrees all focused on key areas of health, safety, fire and environmental practice. A list of staff members and their credentials are included in the appendix section of the document (Appendix C).

### WKU Police Department

Western Kentucky University is an educational institution committed to the intellectual, emotional, occupational, social, cultural, moral and physical growth and development of all its various constituencies. The University community is also committed to being purposeful, open, just, disciplined, and caring. The mission of the division of Student Affairs is to embrace the above stated principles and to impact the continuous learning about self and environment. The mission of the Western Kentucky University Police Department is to support the educational objectives of the University by crime prevention programming, preserving the peace, protecting life and property, and enforcing in a fair and impartial manner the regulations of the University, ordinances of Bowling Green, and the statutes of the Commonwealth of Kentucky. Our mission is accomplished within the moral and legal standards of our community through a "partnership" of the community and the members of this department.

To this end, the Police Department:

- Provides excellence in law enforcement to the university community, assisting each person served in finding solutions to their problems.
- Provides follow-up investigation, including referral to community agencies and other law enforcement authorities in accordance with the needs of each person served.
- Creates an environment of caring and support through education and accessibility. Individual training of all law enforcement personnel will be incorporated in daily roll call, and all professional development courses.
- Is responsive to the needs of the university community, sensitive to issues, in modifying and expanding services to meet the needs of the community we serve.

The Western Kentucky University Police Department is committed to supporting the educational goals of the university community, by preserving the peace, protecting life and property, impartially enforcing the regulations of Western Kentucky University, the ordinances of the City of Bowling Green, and the statutes of the Commonwealth of Kentucky. The mission of the Western Kentucky University Police Department is to establish and maintain an atmosphere that is conducive to the learning process, without restricting academic Freedom. To this end, the Western Kentucky University Police Department pledges the following:

- To provide fair and impartial law enforcement service to faculty, staff, students, and visitors.
- To create and nurture a supportive, caring environment for faculty, staff, students, and visitors, through the utilization of Community Policing Principles by the Western Kentucky University Police Department.
- To provide a police department that is diverse and that remains sensitive to the needs and the comfort level of a diverse faculty, staff, students, and visitor population.



The Western Kentucky University Police Department is a full service law enforcement agency which operates 24 hours a day 365 days a year. It provides services to the Main Campus and owned or operated property by Western Kentucky University: South Campus, The Center, Lost River Cave and The WKU AG Center. WKU Officers have County Wide jurisdiction, including the streets passing through and adjacent thereto and offer mutual aid to adjoining authorities. The police officers of the WKU Police have full police powers, including arrest powers, under Kentucky Revised Statute 164.975. The department is a professional law enforcement agency observing the highest standards of professional ethics in its operation. WKU officers have a professional working relationship with members of the Bowling Green Police Department, the Warren County Sheriff's Office, the Kentucky State Police, and Federal Agencies. The WKU Police is an agency accredited by the Kentucky Association of Chiefs of Police.

The WKU Police Department fosters several programs that address workplace and public safety:

- **WKU Police Leadership Academy** - The Western Kentucky University Police Leadership Academy is designed to educate students in various police operations and to begin building a foundation for Police Exploring that provides an opportunity for a career in law enforcement. The course of study during the Leadership Academy will prepare students to develop decision making and leadership skills, as well as, re-enforce community involvement. The Leadership Academy consists of classroom studies, where they learn about the WKU Police Department Operations and Directives, basic report writing, and interview and interrogation techniques, to practical exercises where they learn handcuffing techniques, how to conduct high risk traffic stops, building searches and active shooter scenarios to firearms safety with a live fire practical exercise. The Western Kentucky University Police Leadership Academy's goal is preparing young men and women to enter a career in law enforcement and to make them aware of the complex nature and personal responsibility associated with the profession.
- **Police Explorer Post 825** - The Western Kentucky University Police Explorer Program is designed to educate students in various police operations and to begin building a foundation for a career in law enforcement. This intense course of study will prepare students with decision making and leadership skills, as well as, re-enforce community involvement by

assisting with Special and Athletic Events on campus. Western Kentucky University Police Explorers will have the opportunity to learn similar skills of police personnel through contact with those officers. Explorers will learn to make informed decisions and take responsibilities that make the campus conducive to a learning atmosphere.

- **University Police Academy** - The Western Kentucky University Police Department offers a University Police Academy to all students, faculty and staff. The purpose of the University Police Academy is to develop mutual respect between the public and law enforcement officers. The University Police Academy is taught by officers from the WKU Police Department. The courses range from Patrol Procedures, where students have the opportunity to role play and simulate conducting traffic stops and Criminal Investigations, where students learn about finger prints and interview techniques. Students also have the opportunity to get hands on experience with a duty weapon and tour the Warren County Regional Jail. The University Police Academy is not designed to train you to be a police officer but to give you basic information about law enforcement.

Crime prevention is a high priority for the WKU Police Department. Activities are based upon a dual concept of eliminating and/or minimizing criminal opportunities when possible and encouraging students, faculty and staff to share safety responsibilities.

### Department of Facilities Management

The Department of Facilities Management (DFM) is a diverse group of innovative professionals who, guided by our shared value, is fully empowered to consistently exceed the expectations of the university to insure a safe, clean and stimulating learning, working and living environment for all involved. To this end, we will provide the most efficient and effective routine and preventative maintenance services needed to support the educational goals of Western Kentucky University.

- **Operations and Maintenance** ensures the safety, health, and security of faculty, staff, students and visitors. This is accomplished through preventative and corrective maintenance of buildings to include interior/exterior lighting, custodial services, waste management and grounds maintenance for WKU campuses.

- **Energy Management** strives to minimize energy consumption through environmental and sustainable approaches that seek to manage and minimize WKU's energy usage. This is achieved by automated building control systems, real-time monitoring systems and an extensive preventive maintenance programs. Additionally, using occupancy systems that allow a building to be monitored and adjustments made accordingly to keep building occupants comfortable.
- **The Safety Committee** encourages and supports all DFM team members to work in a safe manner by meeting monthly to provide an open environment for the discussion and resolution of items regarding workplace safety. Routine audits of the work environment are conducted to ensure the department and team members are working in compliance with all applicable safety standards and initiatives. Committee members also make recommendations to improve the safety, health and security of departmental processes through appropriate channels and monitor the progress of improvement projects.
- **Standard Safety Training Courses** mandated by regulatory requirements, are designed to increase the safety consciousness of DFM team members and induce team members to be more proactive not just within the boundaries of the University and in their day-to-day life.
- **Weekly training programs** are provided in a written format and consist of topics that reinforce the monthly safety trainings or address seasonal concerns or other topics of interest involving personal safety.
- **The monthly training programs** provided to all DFM team members include topics involving PPE, Emergency Action Plans, Bloodborne Pathogens, Hearing Protection, Electrical Safety, Asbestos, Hazard Communication, Hand Tool Safety, Respirators, Hand Safety, Heat Exposure Safety, Forklift Certification, Compressed Gas Cylinder Safety, Good Housekeeping, Confined Space, Lockout/Tagout, Ladder Safety, Fire Prevention, Fire Extinguishers, Back Safety, and Slips, Trips, & Falls.
- **Personal Protective Equipment**, or PPE is equipment worn to minimize exposure to a variety of hazards. Dependent upon the job hazard assessment conducted by the Environmental Health and Safety Department, job/task specific PPE is issued to employees such as gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators and protective clothing.



## Violence and Suicide Prevention

The Counseling and Testing Center (CTC) is committed to promoting the academic mission of the university by providing a variety of psychological services to students that will strengthen recruitment, retention, and graduation by enhancing students' capacity to tolerate distress, form healthy relationships, seek healthy expressions of their ideals and values as well as address any other mental health issues. The Counseling and Testing Center also advances the university's mission by providing educational programming, training, and consultation to the students, faculty, staff, and constituents of WKU.

The CTC participates in national screenings for depression, alcohol and eating disorders. All three screenings were made available in person several different times throughout the year in conjunction with national screening days or other events. Additionally, all screenings continue to be offered through our website. These screenings for depression, alcohol abuse, and eating disorders are made available in classrooms at professors' requests. Protocols for group administration may be used for the three types of screenings, allowing these questionnaires to be given within the classroom setting and thus increasing screening impact. Screening materials used are obtained from the Screening for Mental Health College Response Program.

CTC offers many outreach programs for the faculty, staff, student groups or community members. Some of the topics include suicide prevention, sexual assault awareness, LGBTQI issues, eating disorders, healthy relationships, managing stress, diversity, personality types, psychological disorders, etc. We are eager to tailor a program to the needs of the population.

## Interpersonal Violence Awareness

Sexual assault affects not only the physical safety of our students but their social, emotional and academic well-being. It affects their daily behavior, academic success and even their retention rate. With that knowledge, the Counseling and Testing Center offers a variety of programs relating to interpersonal violence awareness to help prevent interpersonal violence and creating healthy relationships. We also serve as a safe space to receive counseling and advocacy and work in collaboration with other entities on campus and in our surrounding community to organize and assist with events focusing on interpersonal violence education and prevention.

- **Green Dot** - a bystander intervention program that offers a comprehensive approach to interpersonal violence prevention. "Good Lovin' with Green Dot" is offered during the M.A.S.T.E.R. Plan program for incoming first year students. "Green Dot" is also offered throughout the year when requested. Other topics of outreach relating to sexual assault include healthy relationships, risk reduction, interpersonal communication and sexual assault awareness. These outreaches have been provided to academic classrooms (including at South and Glasgow campuses), as well as other campus groups such as Greek Life, residence halls, and student led groups. Collaboration with Housing and Residence Life allows for training to be provided for professional staff and Resident Assistants for their "front line" triage. This helps to create an environment conducive to comfortable reporting and sensitive management of these situations to aid their healing process. We provide advocacy and confidential counseling to those who have experienced interpersonal violence such as stalking, intimate partner violence, and sexual assault. We also provide immediate response to assaults reported on campus. This is to assist those reporting through the process, providing advocacy, support and sharing of resources within the community and on campus. We work closely with the University Police Department and Judicial Affairs to make the reporting process as painless as possible.
- **Sexual Assault Awareness Month (SAAM)** - Kentucky recognizes March as Sexual Assault Awareness Month. We work in collaboration with Hope Harbor, the community's local sexual trauma recovery center as well as other WKU departments and community agencies to provide events and activities to engage our community and increase awareness and education of sexual assault and the impact it has on our campus and community.



Regularly scheduled events:

- \* **“Stun and Run”** - defense programs. Two are offered: one offered on campus and the other is offered within the community. Stun and Run focuses on simple techniques to apply non-lethal force in the event you are involved in a physical altercation. It teaches you techniques that you can learn and use in under two hours. It provides opportunities for victims of attack to “stun and run” from a situation as safely as possible.
- \* **Eve Ensler’s “The Vagina Monologues”** - This is an episodic play made up of a varying number of monologues initially performed by Eve Ensler to touch on a theme of the feminine experience. This play has led to the development of VDay, a global non profit movement, which helps to benefit anti violence groups.
- \* **“The Clothesline Project”** - a movement that allows women to uniquely tell her story by use of art or visual decorations of their shirts. Each color of the shirt has it’s own meaning and each individual shirt tells a story. This allows for survivors to “air their dirty laundry” and use it as a healing process as well as education to increasing awareness of interpersonal violence. We have several displays of the shirts throughout the month in different locations.
- \* **“Walk a Mile in Her Shoes”** - a fun way to get people talking about sexual violence. Men put on red high heeled shoes and walk a mile! It helps to assist people in understanding what it might be like to walk a mile in someone else’s shoes. Participation is largely by our Greek population.
- \* **“Love the Way You Lie”** - an artistic program of expression standing against sexual violence. It’s an opportunity for the student population to get involved.
- \* **“Take Back the Night”** - march, rally and candlelight vigil is typically our wrap up event of the month. This

involves around 600 of our community members coming together with “take back the night” of Bowling Green in support of sexual assault survivors and victims. They become a voice for those who might not be able to speak for themselves.

- **Domestic Violence Awareness Month** - October is domestic violence awareness month. We work together with Barren River Areas Safe Space (BRASS), Inc., our local domestic violence shelter, to do a cell phone drive. We include a display of “1 in 4” on campus and at the Glasgow campus. This is a visual display of the faces of domestic violence and understanding domestic violence can look like anyone regardless of age, race or socioeconomic status. Another event was “The Faces of domestic violence” which incorporated masks made by residents of the domestic violence shelter. It was an opportunity for them to visually express their thoughts and emotions.



### Suicide Prevention Outreach

Suicide awareness and prevention continues to be a specific focus of outreach and consultation. The focus is to identify students early when they were experiencing mental health difficulties to decrease the number of students affected by suicide. Staff members of Counseling and Testing Center are trained to identify signs of individuals needing assistance and getting them the assistance they need. Suicide prevention training is given to both professional and student staff members of the Housing and Residential Life Department. “QPR Training” educates residential staff on how to Question students, Persuading students to get help, and Referring the student of concern to the appropriate resources.

Professional staff members also report students, who demonstrate mental or emotional health concerns to

representatives serving on the university's Campus Partner's Team. This organization assists in getting students connected to the appropriate resources in facilitating students progressing beyond their emotional behaviors, through to successfully returning to the campus community. Dr. Karl Laves, Assistant Director of the CTC is a member of the post secondary subcommittee of the Kentucky Suicide Prevention Group, a group dedicated to review, analyze, and implement suicide prevention initiatives on campus.

Another tool utilized by professional staff members in evaluating the need for intervening with students includes the Mapworks program. Mapworks is a web-based survey instrument designed to help students have a successful academic career. The program is administered through Retention and Student Services housed in Enrollment Management. Students provide a glimpse of their functioning within the college environment by self-reporting concerns they have. Staff members, who review red indicators of students filling out these Mapworks surveys are equipped to address concerns and offer resources to students in need.



### LGBTQI Issues

The Counseling and Testing Center offers Safe Zone training to help train faculty and staff about concerns of Lesbian, Gay, Bisexual, Transgender, Questioning, and Intersex (LGBTQI) persons on campus and the community at large. The training focuses upon how our staff and faculty can become allies to LGBTQI students. We are in the process of developing an online data base available to students, faculty and staff that shows those who have completed the training and are visual allies. The goal is to continue to offer Safe Zone training on the main campus and branch campuses both in-person and online.

### Crime Prevention Programs

Safety and Crime Prevention is a shared responsibility between the WKU Police and the campus community. The WKU Police Crime Prevention section uses visual materials, programs, and personal contacts to inform students, faculty and staff on measures that can be taken to reduce the likelihood of becoming a crime victim. WKU Police also provide safety tips on our web site at <http://www.wku.edu/police>. Crime Prevention programs are

presented in residence halls during the academic year and Crime Prevention Week activities are conducted each fall. Topics covered in the Crime Prevention program include Operation ID, date rape awareness, theft prevention, escort services, drugs and narcotics, general safety and security, and alcohol awareness.

Films, guest speakers and handouts are used to illustrate procedures and to assist in the educational process. A 'representative of the WKU Police often serves as a guest lecturer in many class projects throughout the year. In addition to programs presented by the WKU Police and Residence Life: information relating to drugs and alcohol is provided by Student Health Services. Presentations are also made to parents and students during the orientation, advisement and registration program.

The Western Kentucky University Police Department focuses much effort on the area of crime prevention. Crime Prevention is achieved through education and awareness. The Crime Prevention Officer's function is to provide information and services to students, staff and faculty. The Officer provides a wide range of educational programs, including rape awareness, drug and alcohol awareness, Situational Safety, and related issues. The officer is also available to meet the special educational needs of campus groups and organizations.

- **WKUPD Crime Stoppers** - The assistance of the community is crucial in a successful crimestoppers program. Crime Stoppers is a program designed to provide citizens with a means of anonymously providing the police with information that may lead to the arrest and/or conviction of a criminal. Anyone wanting to provide information about a crime in the community may call 781-CLUE, or (781-2583). The caller will be eligible for a cash reward for information that leads to the arrest and/or conviction of an offender. Identity remains confidential.
- **The Rape Aggression Defense Systems (R.A.D.)** - Is a program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. R.A.D. is not a Martial Arts program. Our courses are taught by nationally certified R.A.D. Instructors and provide each student with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous

personal growth, and is the key to our free lifetime return and practice policy for R.A.D. graduates. This R.A.D. policy allows graduates the chance to take the class free of charge at any R.A.D. training location.

## Emergency Preparedness

Emergency Preparedness oversight for the university is provided by the Emergency Management Core Group. This committee consists of members in key areas that would be involved should we have disaster at the university. This group convenes monthly to discuss any potential concerns that need to be addressed across the five phases of emergency management: prevention, preparedness, mitigation, response, and recovery.



The university's emergency operations plan was completely revamped in 2013. This plan was reviewed by member of the EMCG, Bowling Green Fire Department and Medical Center Emergency Medical Services. A key concern for emergency responders is assuring the safety of persons with disabilities during an emergency. Building Emergency Action plans (BEAPs) include provisions for assisting disabled persons. Each week, EH&S receives an updated list of emergency contact information for persons with disabilities.

WKU hosted a FEMA training course – L0363 – Multi-Hazard Planning for Higher Education for members of the EMCG, EH&S, our community partners, and neighboring universities. Currently, we are planning multiple exercises during 2014 for campus and our community partners, to validate the effectiveness of our plans, policies, and procedures.

## StormReady Designation

In February of 2013, WKU received a StormReady University designation by the National Weather Service. The National Weather Service describes the StormReady initiative as a nationwide community preparedness program that uses a grassroots approach to help communities develop plans to handle all types of severe weather. The program encourages communities to take a new, proactive approach to improve local hazardous weather operation by providing emergency managers with clear-cut guidelines on how to improve their hazardous weather operations. The StormReady Designation will be discussed in more detail in the Program Evaluation section of this document.

## Fire Emergencies

The Western Kentucky University Fire Marshal continuously monitors fire prevention and alarm systems to ensure that all inhabitants are protected in the case of a fire emergency. The following are principles of fire preparedness in place within residential housing units. See Appendix D for additional information.

- All residential units are equipped with an automatic fire alarm system and are fully sprinkled buildings.
- Each residential room is equipped with a standalone smoke alarm that is inspected for operation monthly by the RA's during safety checks.
- Each kitchen is equipped with an automatic range hood suppression system.
- All residential halls are equipped with ABC type fire extinguishers.
- All fire alarm systems are monitored by the WKU Police Dispatcher with our proprietary alarm monitoring system.
- Fire Drills are conducted four times a year (quarterly) in each residential hall.



- Open flame policies are in place, and include candles, incense, and Bunsen burners in Residential halls.
  - Appliance policies are as follows: No hot plates, coffee pots, George Forman Grills, potpourri kettles, crock pot, halogen lights or bulbs, toasters and toaster ovens are allowed in residential bedrooms.
  - The evacuation policy is that all occupants evacuate the building when the fire alarm is activated and report to their designated assembly area. If one cannot evacuate because fire or smoke has blocked both or all exits occupants are to go back to their room and signal for help by either hanging something out the window or calling 911 (WKU campus police) with a cell phone and identifying their location.
  - Fire and life safety training is completed once a semester by all Hall Directors and RA's.
  - All fires are to be reported to the WKU Campus Police and University Fire Marshal through the Residential Hall Directors or RA's.
  - Fire Safety improvements are done as codes change or additional fire/life safety provisions are deemed necessary.
- Additionally, the Student Life Handbook contains a section entitled "Emergency Procedures" that includes Fire Emergency instructions.

Each building on campus has a designated Building Emergency Safety Team. The Building Emergency Action Plan (B.E.A.P.) incorporates a yearly review with building occupants of evacuation procedures. This program is administered by the Environmental, Health and Safety Department.

Evacuation Plans for each on-campus student housing facility have been developed by the Environmental, Health and Safety and Housing and Residential life Departments and have been placed inside each door on-campus student rooms and on each floor. These plans show the evacuation route as well as providing basic instructions for evacuation in case of a fire.

### Situational Safety

The program provides the participants with information on situational awareness and general safety on and off campus. The program provides information on safety precautions currently in place at WKU, and in the community.

Outdoor warning systems are located at D.S.U. (Downing Student Union), Cherry Hall, and Douglas Keen Hall. These buildings have generators for stand-by power in case of a campus-wide power outage. Dispatch can activate

these units when needed and the units can be heard outdoors across the entire campus. The system is designed for emergency notifications, and public announcements. Up to 7 pre-recorded messages can be stored in the system and Communications Officers can make additional announcements. When units are activated, several departments are specifically notified. These departments are Communications Officer/Dispatch, Bowling Green Police Department, and Emergency Management. We can activate their systems as well if needed as a secondary means.

The university also recognizes the fact that so many faculty, staff, and students utilize technology. WKU personnel and students can register on Top Net for SMS Texting. These texting alerts notify the campus community of weather related emergencies and school cancellations. Over 12,000 individuals are signed up to receive these messages. The SMS texting alert system is tested twice per year.

Western Kentucky University also utilizes Closed Circuit Television (CCTV) and Emergency Phones. 201 CCTV cameras are currently installed. These are located in remote and isolated areas on Main Campus and South Campus parking lots.



### Lighting

Lighting on campus is a critical area that requires a great deal of evaluation, planning, and maintenance to assure an appropriate balance between safety, aesthetics, and safety. Maintaining appropriate levels of lighting both inside and outside of campus buildings is the responsibility of the facilities management department. The department has dedicated staff members to monitor and repair lighting on a continual basis.

Campus Administrators and Student Government Association hold a “Campus Safety Walk” each fall. The purpose of this walk is to assess safety issues on campus. The walk helps pinpoint areas where additional lighting may be needed to improve the safety of the area.

Another important factor in improving safety through the campus lighting program is technology. The evolution of Light Emitting Diode or LED lighting has provided an opportunity to improve the lighting levels on campus as well as control and monitoring of lighting systems, and at the same time reduce the overall costs associated with lighting systems and electricity usage.



### Escort Service

The Escort Service is an on-campus service provided by the WKU Police Explorers for the protection of students, faculty, staff and visitors of the Western Kentucky University Campus. Escorts will be provided from dusk until dawn by calling WKU Police Department.

### Emergency Phones

The University has 92 emergency phones located strategically around the University. When the activation button is pushed, the phone dials the police department automatically, and provides the location of the caller. In addition to calling the police department a blue flashing strobe light is activated on top of the call box. This draws attention to the area and provides another safety feature for the caller.

### Automated External Defibrillators

Heart disease is the leading cause of death for both men and women in the United States according to CDC Heart

Disease Facts. According to The Heart Foundation every 33 seconds someone in the United States dies from cardiovascular disease. It can happen to anyone, anywhere, anytime, and at any age.

Automated External Defibrillators (AEDs) are provided in 77 locations on Western Kentucky’s campus for use by responders to assist a person who has gone into sudden cardiac arrest. AEDs help to analyze the hearts electrical activity or irregular heart rhythms, and are able to provide defibrillation or electric shock to help try to restore a normal rhythm. It will advise whether a “Shock” or “No shock” should be administered to the victim, it will tell you to continue CPR if necessary. Training is available for those interested in being a responder. Our Building Emergency Safety Team (BEST) members have been encouraged to go through CPR and AED training.

## Health, Fitness, and Wellness

### Intramural-Recreational Sports

The mission of the WKU Department of Intramural-Recreational Sports is to provide quality programs, services, and facilities that enhance each individual’s opportunity for leisure, recreation, fitness, and wellness in relation to his or her overall personal development. Through Intramural-Recreational Sports, students, faculty, staff, retirees, alumni, and the community are provided an opportunity to take advantage of a variety of recreation and wellness related programs and services. Currently the following programs—Aquatics, Fitness, Intramural Sports, Informal Recreation, Outdoor Recreation, Sport Clubs, Wellness, and facilities—Raymond B. Preston Center, Hattie L. Preston Intramural Sports Complex, Bill Powell Natatorium, Health and Fitness Lab, Outdoor Recreation Adventure Center, WKU



Disc Golf Course, and the WKU Leadership Experiential Education Center (Challenge Course)--are available through Intramural-Recreational Sports.

### Health and Fitness Lab

The Health & Fitness Lab, located in the Preston Center, provides fitness services, Personal Training, Massage and consultation services to students, faculty and staff of WKU. The Lab provides all the fitness programming in the Preston Center including group fitness classes and various fitness services including fitness assessments, exercise prescriptions, weight training orientations and healthy lifestyle counseling. Other programs offered are personal training, massage therapy and instructional programs such as boot camp, and various fitness certifications and workshops.

### WellU

The Mission of the WellU® program is to unify student health promotion efforts at WKU. WellU® also fosters collaborative efforts within and between WKU divisions that promote healthy lifestyle behaviors among WKU students that contribute to student success. WellU® is a program that is designed to help all students connect with programs and services that promote healthy habits and success in the classroom and life in general.

WKU provides a variety of health and wellness related programs and services designed to help students succeed in school and life! Given the number and variety of health & wellness related programs, and services on campus the WellU® student wellness program was developed to promote all these programs, and services on one site. There are eight components of the WellU Program:

1. An Environmental U
2. A Financial U
3. An Intellectual U
4. An Occupational U
5. A Physical U
6. A Psychological U
7. A Social U
8. A Spiritual U

### Sport Clubs

Participation in the Sport Club Program can be an integral part of a student's overall learning experience. Through

their involvement, students learn the value of wellness, engage in positive recreational behaviors, develop leadership skills, budgetary competence, management skills, and other professional qualities, which benefit them throughout their lifetime. Additionally, the Sport Club Program provides social and/or recreational opportunities for the entire Western Kentucky University community and fosters a sense of belonging amongst participants and the university.



### Employee Wellness Program

Western Kentucky University (WKU) launched a comprehensive, population-based worksite wellness program effective January 2013. All full-time, benefits eligible faculty and staff are eligible for the benefit. WKU has partnered with a third-party global health and wellness solutions company to administer most of the wellness services. Participation is voluntary.

The employee wellness program comprises best-practice components that include data collection on employee health risks and interventions designed to promote health-related behaviors and better manage chronic diseases or conditions. Data collection and health awareness activities include an annual health risk appraisal (HRA) and biometric screening. The health risk appraisal and biometric screening activities are a gateway to the interventions. A robust web portal contains information on a broad array of topics for healthy living and health conditions. The web portal also includes a number of health tools, widgets and other resources for healthy living. Interventions include lifestyle and disease/condition management coaching, health challenges, physical activity attestation, and Weight Watchers programs. Lifestyle management coaching is available online or by phone and addresses a wide range of lifestyle-related risks including: weight management, nutrition, tobacco cessation, physical

activity, stress management, high blood pressure and high cholesterol. Disease management coaching is available by phone and assists individuals living with a chronic disease/condition better manage their health. Disease or condition management coaching is available for coronary artery disease (CAD), congestive heart failure (CHF), low back pain, health pregnancy, chronic obstructive pulmonary disease (COPD), diabetes, high risk asthma, depression and high risk pregnancy. Multi-week health challenges are offered throughout the year and are aligned with the academic calendar. Health challenge topics vary and are strategically aligned with population needs and interests.

Incentives are offered for employee participation and meant to increase employee motivation and maximize program uptake. Employees earn points through participation in eligible activities and, if a minimum point goal is achieved, choose one of four rewards. Incentive options were chosen to appeal to different employee sub-populations. Rewards are administered four times per year.

Best-practice program evaluation methods will be employed and include process, impact and outcome evaluation metrics. Less than three quarters into the inaugural year, forty-three percent of eligible employees have engaged in at least one wellness activity.

### **Workplace Ergonomics**

The departments of Human Resources and Environmental Health & Safety offer ergonomic workstation assessments for University faculty and staff. The goal of the University's Ergonomics assessment program is to provide an efficient and safe work environment for all employees. This is achieved by working with units and individuals through prevention and education programs, ergonomic risk assessments and consultations, and the implementation of control measures to limit ergonomic risks in the environment. Workplace Ergonomics will be discussed in more detail in the Program Evaluation section of this document.

### **Residential Life Safety**

Due to the nature of a university setting in regards to residential life, student housing plays an integral part of Western Kentucky University's safety programs. The Department of Housing and Residence Life, in partnership with the student and the university community, will provide a premier living/learning experience that ensures student success.



### **Security of Residence Halls**

All residence halls are locked through a key entry system, in which residents of the respective building check out and check in keys. Key audits are performed to ensure keys are accounted for regularly.

All residence halls are staffed twenty-four hours with a courtesy desk. Desk staff request residents to verify their residency by displaying their Western Kentucky University Photo Identification. Residents are also given a color coordinated sticker indicating further they are a resident of the respective residence hall.

All guests, who are non-residents are required to check in with a resident leaving a photo identification card ensuring they are a WKU student or over the age of eighteen as a guest. Residents check-in their guests at the beginning of visitation and check the guests out at the end of the visitation. Visitation logs are kept by professional staff members for record keeping purposes.

Individuals who have demonstrated blatant disregard for the welfare of the residence hall community can be removed from the residence halls and WKU students can be sanctioned to a loss of visitation within the residence halls for violating university's Student Code of Conduct.

In single gender halls, limited visitation hours are established to promote an educational environment. Visitation for residents and their guests within the residence halls exist daily from Monday to Thursday 10:00 a.m. to 12:00 a.m. and on weekends from Friday at 10:00 a.m. to Sunday at midnight.



Visitation policies are enforced and include that residents escort their guests at all times. Opposite gendered guests are required to utilize designated gendered restrooms. Residents must be present with guests while in the building. Guests are not permitted to be in the building unattended. Residents are informed they are responsible for their guests and their actions.

Monthly safety checks are performed by student and professional staff members checking for safety violations of residents in their respective rooms. Such safety considerations include: determination room evacuation capability; stability of window bars in high rise buildings; overloaded electrical outlets, tampering with fire safety equipment; and policy violations.

### Staffing

A six member “Leadership Team” leads the Department of Housing and Residence Life. This group possesses over an accumulated 100 years of professional experience in university housing, including experience at multiple institutions. Each member of the Leadership Team oversees an area of specialization including overall departmental oversight; administrative housing processes; facilities management; professional staff supervision; retention initiatives; coordination of orientation program (M.A.S.T.E.R. Plan); educational programming functions; conduct within the residence halls; and student staff supervision.

The Department of Housing and Residence Life provides professional live-in staff within each residence hall. Professional staff positions are designated on three levels of experience, from Master’s degree leveled professional with previous residence hall experience to Bachelor’s degree

mid-level residence hall directors and Bachelor’s degree entry level professional staff members.

Each floor houses one Resident Assistant (RA), which is a student staff member performing tasks including promoting a safe environment on the respective floor. The resident to RA ratio is averaged at approximately 50:1. RAs are responsible for providing informative and community focused first floor meetings to address common safety concerns, including emphasizing locking doors when not in room; fire evacuation procedures; inclement weather procedures; appropriate disposal of trash; and floor standards are established.

Each residence hall has a professional staff member on call during the weekday to address any safety concerns. As part of the on call responsibility, one professional staff member conducts a set of rounds on every floor. Each weekend, a rotational on call schedule exists in which one professional staff member is on call for an area of approximately three to five residence halls (Friday at 3:00 p.m. to Sunday at 7:00 p.m. During the weekends, the designated on call professional staff member is required to conduct a set of rounds once on Friday, twice on Saturday, and once again on Sunday prior to 7:00 p.m.

During each evening a professional staff member conducts “rounds” within the building. These rounds include monitoring the building for any policy violations; inspecting facilities noting any maintenance concerns needing to be addressed; establishing a sense of community within the residence halls in meeting the departmental mission statement. On the weekends, professional staff members not only conduct rounds, an on-call pyramid is placed at each desk for student staff members to contact the appropriate professional staff members on call in case of an emergency. The on-call pyramid also serves as written documentation confirming that a professional staff member conducted rounds within the building and the respective area over the course of the weekend via a signing in and a signing out.

### Training

Professional staff members are trained on safety related issues and operations for over a month beginning in early July and closing with the opening of the residence halls, typically in mid-August. Safety concerns covered during training include: fire safety; sexual assault prevention and response; suicide prevention and response issues (QPR); alcohol

poisoning determination and response; weather emergencies; blood-borne pathogen training; inclement weather action procedures; emergency radio operation training; accident and injury protocol within the residence hall; addressing and reporting violent campus crimes; and roommate conflict negotiation techniques. Professional staff members also participate in a spring training schedule to review many of the safety issues protocol and to re-evaluate issues, which have occurred in the fall semester.



Student staff members have an abbreviated training period covering many of the aforementioned safety concerns included in professional staff training period. In many cases, student staff members are instructed to defer to a professional staff member in regard to these issues. For example, student staff members, while trained on blood-borne pathogens, are instructed to notify a professional staff member as opposed to cleaning up any spill. Student staff members also participate in a spring training process to review and retrain on campus safety concerns.

#### **M.A.S.T.E.R. Plan**

M.A.S.T.E.R. Plan is a week-long orientation program offered by the Department of Housing and Residence Life to assist students in the transition into college. The “M.A.S.T.E.R.” is an acronym standing for Making Academic and Social Transitions Educationally Rewarding. Approximately 2,000 students participate in a practice week of college including attending seminars presented by professional staff members regarding safety issues. Some of the sessions that address campus safety concerns include: Is This Buzz For You?; Res Life 101; Living in 4D; Green Dot; and several activities designed to make students aware of their surroundings and become familiar with the campus expectations (including safety awareness) prior to starting classes in the fall semester.

## **IV. Evaluation Competency**

Western Kentucky University is dedicated to striving to achieve the highest level of safety as possible. Our dedication leads us to continually evaluate our programs associated with the safety of the members of our community. In this section, the following programs will be evaluated in detail of their current and projected successes and how we are planning for sustaining, improving, or changing them in the future.

1. Pedestrian Safety *from Motor Vehicle and Pedestrian Safety*
2. Shoes for Crews *from Fall Prevention*
3. Alcohol 101 *from Drug Overdose Poisoning (including Prescription Drugs)*
4. Environmental Health and Safety Department Training *from On and Off-the-job Workplace Safety*
5. Clery Act *from Violence and Suicide Prevention*
6. StormReady Program *from Emergency Preparedness*
7. Workplace Ergonomics *from Health, Fitness, and Wellness*
8. M.A.S.T.E.R. Plan *from Residential Life Safety*

### **Pedestrian Safety**

Pedestrian safety is regularly monitored on and around the campus. Members of the Environmental Health and Safety, WKU Police, Facilities Management, and Planning Design and Construction Department have been trained to identify potential pedestrian safety issues such as uneven or damaged walkways, loose handrails, inadequate lighting, etc. This training includes direction for isolating or otherwise marking problem areas to prevent accidents. Facilities Management staff members are specifically assigned to respond rapidly to address these issues when identified.

The Pedestrian Safety Task Group also performs periodic pedestrian and vehicle surveys to identify potential areas at risk for vehicle pedestrian incidents. These surveys are performed as a cooperative effort and include pedestrian and vehicle traffic counts in addition to documentation of unsafe behaviors such as pedestrian or driver inattention or excessive speed, as well as near miss incidents that may be observed during the surveys.

Members of the Pedestrian Safety Task Group regularly review and respond to concerns from the university community regarding potential unsafe conditions that are reported through a variety of means. The group also reviews

incident data from the WKU and Bowling Green Police for accidents that occur on or near campus looking for contributing factors that may need action taken to lessen the risk.

WKU is actively developing and expanding capabilities in Geographic Information Systems (GIS) to collect, manage and share relevant geospatial data to assist in current and future pedestrian safety initiatives. Typical GIS data include: pedestrian walkway routes and associated steps, curbs, or ramp locations; vehicular street network with associated name, type and corresponding speed limit; pedestrian crosswalks, pedestrian and vehicle signal locations, and incident data from law enforcement records.

GIS will allow planners the ability to visualize problematic areas, supported by incident data, and prescribe treatments where needed. See <http://www.wku.edu/pdc/gis/index.php>.

Continuous evaluation of programs and their impact on the safety and health of the community is essential to a successful health and safety program. A good example regarding pedestrian safety involved a particular intersection that borders campus.

General observations made by members of the Pedestrian Safety Committee pointed to a particularly dangerous situation, as the street speed limit is 30 miles per hour, and there are currently no traffic control devices at the intersection. A survey was completed over a two day sampling period which indicated over 2,300 pedestrians and 5,700 vehicles crossed this intersection daily.

The committee met with officials from the City of Bowling Green, in an effort to designate the intersection as a four-way stop. This solution would bring vehicles to a halt and allow for safer crossing by pedestrians. The request was considered and denied based on existing traffic control guidelines, as well as some public feedback against the change. The university immediately purchased LED lighted pedestrian crossing signs that can be activated manually by pedestrians upon crossing to provide an alert to drivers approaching the intersection. In addition, two radar enabled speed monitoring signs were purchased and used as a tool to hold drivers within the posted speed limits as they approached the intersection.

While each of these initiatives provided some improvement in the relative safety of pedestrians, the committee felt

that additional action was warranted. The parking and transportation group engaged in a realignment of parking across the entire campus in preparation for the opening of the Fall 2014 semester. It was decided that if the commuter student parking lot that currently resides near the affected intersection were relocated to a more interior location on campus, it would greatly reduce the daily pedestrian crossing on the major city street. The parking area instead will be assigned to students that reside in university residence halls, where need for access to their vehicles is far less frequent. The change was included in the planned summer parking transitions. While the campus cannot control the traffic volume on a city thoroughfare, we do have discretion in changing elements of the issue that are within our purview. It is anticipated that the daily pedestrian crossings at the affected intersection will be reduced by as much as 70%.

### Shoes for Crews



Based on current data, the Department of Facilities Management experiences the most injuries accounting for an average of 43% of the total work-related injuries. By tracking and monitoring injury trends, the University was able to identify a high number of slip and fall injuries occurring among the Building Service Attendant group within the Department of Facilities Management. This was in large part due to job requirements and work environments they are exposed to which include stripping floors, cleaning showers and wet mopping. By identifying this problem, the university implemented a slip resistant shoe program for this particular unit.

The University utilizes Shoes for Crews to outfit all custodians with slip resistant shoes. The primary reasons for using Shoes for Crews is in large part due to the \$5000 Slip and Fall Accident Warranty they provide. If an employee suffers a slip and fall accident while wearing their shoes, Shoes for Crews will reimburse the University up to \$5,000 for each workers' compensation claim paid.

Since the program's inception in April of 2012, there have been no reported slip and fall accidents when employees have worn the shoes. Prior to implementing, the university incurred \$73,000 in workers' compensation medical cost on eight slip injuries in FY 2010-2011. This amount does not include indirect costs. Those eight total slip and fall claims resulted in a total of 423 days away from work.

The total shoe investment was less than \$8000 and fully funded by the University. The department of Facilities Management-Building Services experienced a 39% average injury reduction rate and reduced its average total number of days away from work by 60%. The University was able to reduce its total injury claim cost by an average of 16%.



### Alcohol 101

According to the WKU’s Student Code of Conduct, the alcohol policy is stated for student to review and observe as a member of the university community. The Alcohol policy states,

“3. Alcohol. Western Kentucky University complies with the alcohol regulations of the Commonwealth of Kentucky. Members of the university community recognize that a violation of any federal, state and local laws governing the use and possession of alcoholic beverages, including off-campus, is prohibited. Examples may include but are not limited to Driving under the influence (DUI), being assessed as intoxicated in public (AI or PI) and underage possession/consumption. The University prohibits the possession, furnishing or use of alcoholic beverages (including wine and beer) by student residents of campus housing and/or guests of students in residence halls. The University prohibits the use of rapid consumption devices or drinking games including, but not limited to, kegs, bongos, funnels and beer pong.”

As a member of the WKU community, students agree to:

1. Abide by all state laws and university policies governing the use of alcoholic beverages and drugs
2. Support, in their decisions and behavior, an environment in which individuals can make informed,

healthy, and responsible decisions about alcohol and drugs;

3. Discourage the illegal or irresponsible behavior of others; and
4. Assume responsibility for their decisions and behaviors and accept the consequences resulting from those decisions and behaviors.

Any student found in violation of the Alcohol Policy three times in any one year period may be suspended from the University for a minimum of one semester.

– WKU Office of Judicial Affairs Website

Over the course of the past six years, professional staff members associated with the Department of Housing and Residence Life has coordinated the Alcohol 101 program. The Alcohol 101 program is a 90 minute session for students, who have been sanctioned for violation of the alcohol policy for a first time. The Alcohol 101 session re-educates students concerning their alcohol use as related to definitions of drinks, rationale for and rationale for not drinking on or off campus. The program helps students to review their values toward drinking and provides alternatives for making responsible drinking choices. Statistical information is offered to students so as to assist the students in making responsible decisions toward alcohol in the future.

Descriptive information as year in school, whether student is Greek affiliated, gender, involvement in athletics, under the age of twenty-one, etc. are asked at each session.

### Original Assessment

Originally, assessment for the program was kept by measuring the recidivism of participants. As the years progressed, presenters of the program determined that those students, who actively participated, spent time reflecting by providing detailed examples from the Alcohol 101 Presentation and articulating their future habits, tended not to violate the policy a second time. Students, who answered reflection questions within one or two sentences and failed to articulate learning from the program correlated to being a second time offender of WKU’s alcohol policy.

In the fall of 2013, participants from the Spring 2013 semester were assessed with a survey to evaluate how participating in the program provided for a change in drinking habits. Only fourteen (14) of the 106 participants responded to the survey. The results are listed in Table 1.

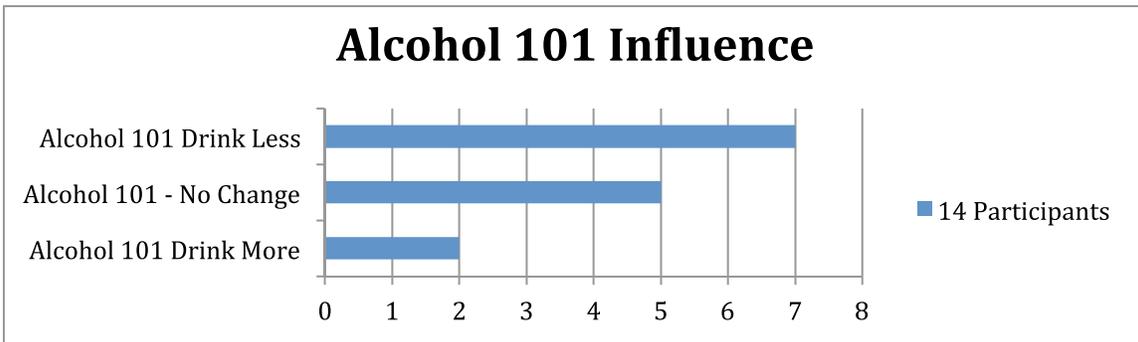


Table 1 – fall 2013 Question 1 – Alcohol 101 Influence on Drinking Habits

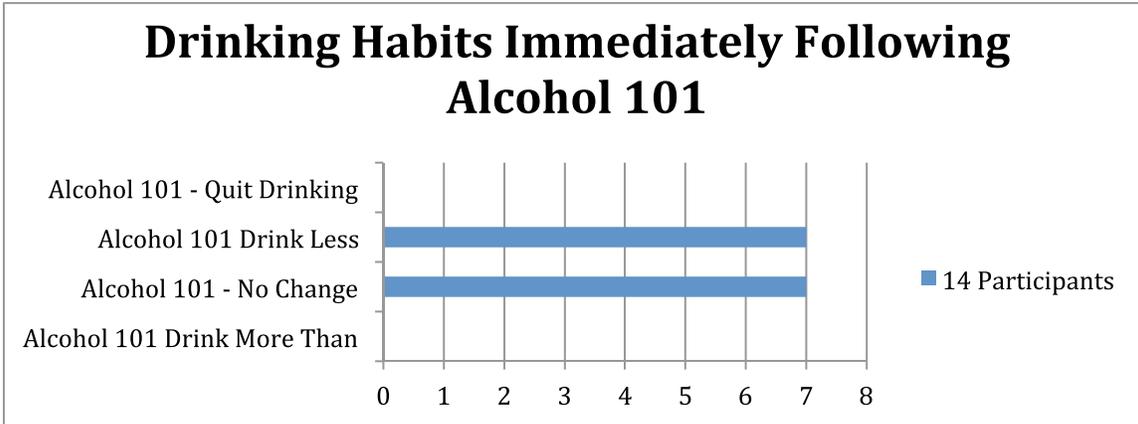


Table 2 – fall 2013 Question 2 – Drinking Habits Immediately Following Alcohol 101

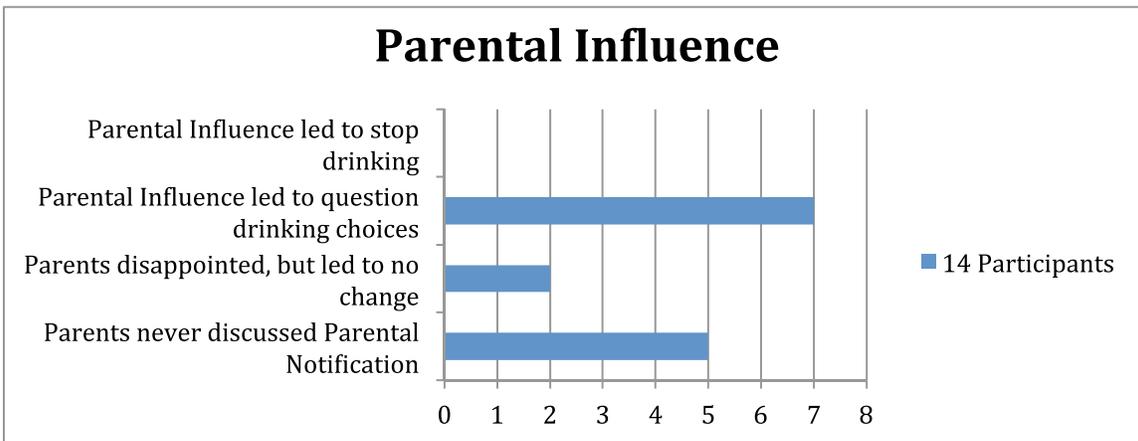


Table 3 – fall 2013 Participants – Influence of Parents

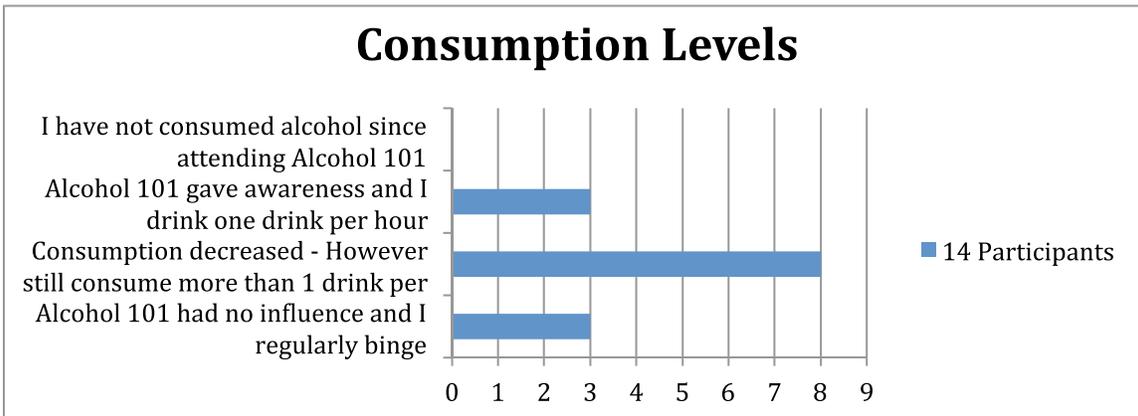


Table 4 – fall 2013 Participants - Consumption Levels after Participating in Alcohol 101

Although a low response rate, half of the respondents indicated they discontinued or decreased the amount of alcohol consumed after having attended the Alcohol 101 program.

Again 50% respondents reported continuing to drink, but drinking much less after having immediately attend Alcohol 101.

Table 3 shows that a majority of the participants participating in Alcohol 101 report contacted their parents prior to the notification arriving. This may lead to no discussion.

Participants not only responded in with results, but were reminded about responsible drinking protocol of one drink per hour. Low response rate due to timing of assessment

**Updated Assessment for spring 2014**

During the spring semester of 2014 in an effort to re-evaluate the program and to be timely with the evaluation, Of the 130 students who participated in the fall of 2013, forty-nine (49) respondents completed the survey during the spring semester of 2014. The results from this assessment are listed in Appendix E.

Prior to these assessment efforts, information was kept on the number of alcohol violations per semester per year. The numbers are listed in Table 8.

**Results of Assessment to Date**

These Assessments allow the presenters to evaluate the effectiveness of the sessions. We continually seek to enhance and share information so that our conduct officers can be more effective in influence behaviors. Review of the Alcohol 101 reflection papers will decrease the number of second offenses. Students are benefiting from participating as indicated by fewer students violating repeatedly. In the

future, the assessment of academic performance compared to all campus students and residential students will be provided as a part of the program evaluation and is the presentation to students.

**Environmental Health and Safety Department Training**

Western Kentucky University’s Department of Environmental Health and Safety provides training to both new hires, as well as employees who are required to attain additional training depending on their individual task assignments.

Some of the trainings offered are presented in response to federal, state, and local regulations requirements. We want to provide the tools and information needed to protect employees so as they return home to their friends and family as coming to work. Ways that we deliver the information is through class training and participation, online training through blackboard, or guest speaker’s presentation and demonstration.

- **Bloodborne Pathogens** – WKU conducts annual training for those employees and students who can reasonably anticipate contact with blood or other potential infectious materials or bodily fluids within their work area. Hepatitis B vaccines are offered to those who are at risk of exposure. Work procedures, engineering controls, personal protective equipment, and universal precautions are in place to minimize or eliminate exposure.
- **Confined Space Program** – employees are trained in the recognition of permit required confined space, procedures in filling out a confined space permit, how to use instrumentation for testing air quality, roles of individuals involved with confined space operations, and recognition and response to an emergency.
- **Respirator Program** – Those employees placed in the respiratory program are medical evaluated and approved

Reporting Semester	Participants	Second Offenses
Fall 2010	91	3
Spring 2011	74	3
Fall 2011	109	5
Spring 2012	110	11
Fall 2012	109	4
Spring 2013	106	11
Fall 2013	130	10

Table 8 – Student Alcohol Violation Counts Fall 2010 – Fall 2013



before using a respirator. Respirators put a burden on the heart and may restrict breathing ability, and with some respirators they can cause claustrophobia. Fit test and training are conducted annually on each participant to ensure proper fit.

- **Hearing Conservation Program** – Unwanted sound or noise can have many negative effects on our bodies and on the quality of our daily lives. It can cause hypertension, heart disease, sleep disturbances, and may even affect our immune system. Additionally, excessive exposure to high levels or noise over time either from work or play may lead to permanent hearing loss. Hearing loss is generally painless, it progresses over time, and once acquired it is irreversible. Noise surveys are conducted of equipment that may lead to an exposure of 85 decibels or more for an eight hour average. Those employees who are exposed to over 85 decibels are placed in the hearing conservation program. Annual audiograms are conducted for those employees and proper hearing protection is provided. Employees are encouraged to use protection while at work but also when home and away from the job when there is a loud noise exposure.
- **CPR/AED training** is offered to those who wish to participate. AEDs are located in major buildings on campus. This training is designed to prepare participants to utilize an AED in the event of a cardiac emergency. Automated External Defibrillators (AEDs) are provided in 77 locations on Western Kentucky's campus for use to those responders to assist a person who has suffered a sudden cardiac arrest. AEDs help to analyze the heart's electrical activity or irregular heart rhythms, and are able to provide defibrillation or electric shock to help try to restore a normal rhythm. It will advise whether a "Shock" or "No shock" should be administered to the

victim, it will tell you to continue CPR if necessary. Training is available for those interested in being a responder. Our Building Emergency Safety Team (BEST) members have been encouraged to go through CPR and AED training.

Evaluation of these training programs is attained by both qualitative and quantitative methods. Following several training sessions, employees are evaluated on their comprehension of the material covered. This is achieved in different ways, depending on the nature of the material. In some instances, employees are required to show their proficiency through completing a hands-on activity, whereas other instances call for a quiz completed by the employee. Questionnaires or surveys are given following many of the training sessions to evaluate the effectiveness of the presenter. Although all training sessions are documented for training record-keeping, they are also used to evaluate the effectiveness of the Environmental Health and Safety training programs.

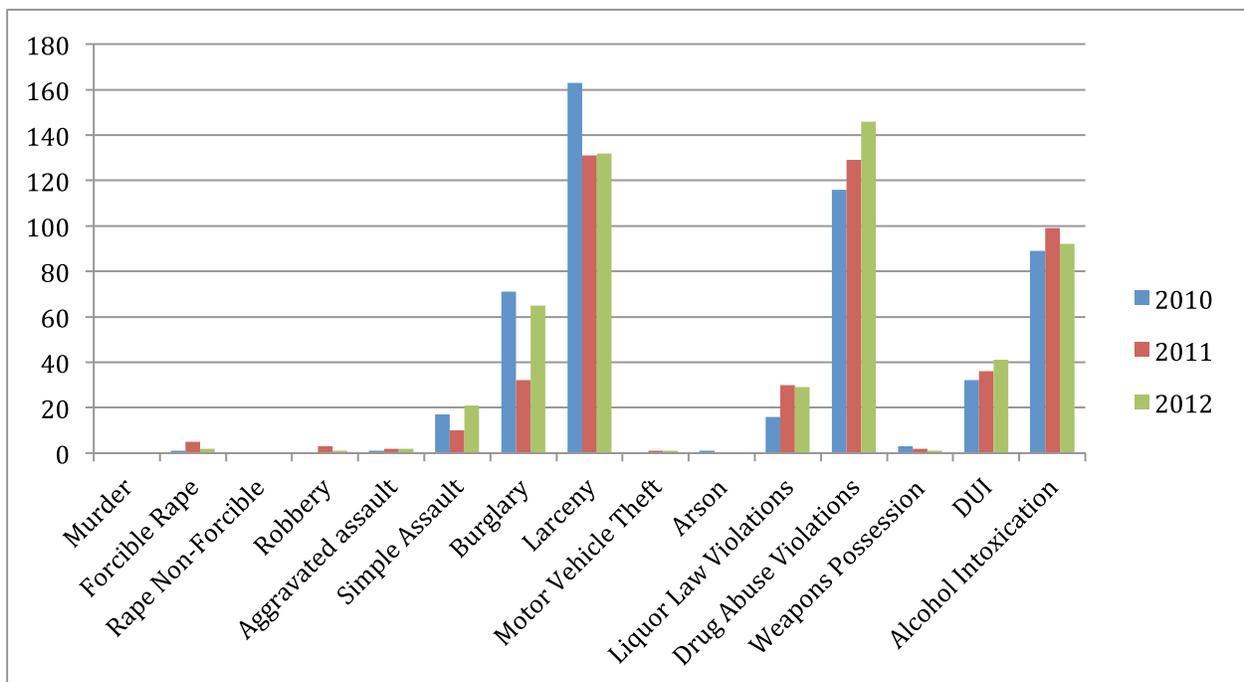
### Clery Act

Crime prevention is an important aspect of securing that Western Kentucky University is a safe campus and community. WKU Police monitor crimes committed on and nearby campus in order to track trends that may be occurring. The Clery Act requires universities to track, record, and report crimes that occur. Due to the intensity of reports The Clery Act requires, WKU uses this data to monitor the effectiveness of the crime prevention programs the police department has put into place. Additionally, WKU uses this information to re-evaluate and change current crime prevention programs, as well as create new crime prevention programs.

The Clery Act requires colleges and universities:

- Disclose information about crime on and around their campuses. These crimes include murder, rape, robbery, aggravated assault, burglary and motor vehicle theft. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.
- Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault.

- To have a public crime log. Institutions with a police or security department are required to maintain a public crime log documenting the “nature, date, time, and general location of each crime” and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request.
- Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have “significant responsibility for student and campus activities.” The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:
  1. Criminal Homicide: Murder & Non-negligent manslaughter and Negligent manslaughter
  2. Sex Offenses: Forcible and Non-Forcible
  3. Robbery
  4. Aggravated Assault
  5. Burglary, where: There is evidence of unlawful entry (trespass), which may be either forcible or not involve force; Unlawful entry must be of a structure - having four walls, a roof, and a door; and There is evidence that the entry was made in order to commit a felony or theft.
  6. Motor Vehicle Theft
  7. Arson
- Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made): Liquor Law Violations, Drug Law Violations and Illegal Weapons Possession
- Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime: Larceny/Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property
- Issue timely warnings about Clery Act crimes that pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community.
- Devise an emergency response, notification and testing policy. Institutions are required to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the



emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

- Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public.
- Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours

In accordance with Federal Laws the WKU Police maintain crime statistic and prepare the annual Campus Crime Report in compliance with the “Jenny Clery Act”. The Campus Crime Report is published by October 1 each year (The report can be found on the WKU Police Web page at [www.wku.edu/police](http://www.wku.edu/police) under the Crime and Fire Date tab). The crimes are reported for each of WKU’s campuses (Main Campus, South Campus, Brown Ag Center, The Center, Radcliff and Owensboro). Campuses are further divided into “on Campus” in Residence Halls, Public areas, and other buildings. The WKU Police obtain and is sent statistical information from other departments within the university regarding crimes committed, but not reported to the WKU Police. The WKU Police also obtains statistical crime information from the Bowling Green, Glasgow, Owensboro, and Radcliff Police Departments regarding areas adjacent to campus, and campus organizations located off campus.



This Report Includes: A statement of current campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution’s response to such reports.

Due to the thoroughness of the report that is required by the Clery Act, WKU has records of the effectiveness of the crime prevention programs the police department has put into place. The data gathered from the Clery Act report is shown on the previous page.

### StormReady Program

In February of 2013, WKU received its StormReady University designation by the National Weather Service. The National Weather Service describes the StormReady initiative as a nationwide community



preparedness program that uses a grassroots approach to help communities develop plans to handle all types of severe weather. The program encourages communities to take a new, proactive approach to improve local hazardous weather operation by providing emergency managers with clear-cut guidelines on how to improve their hazardous weather operations.

To receive the StormReady designation, a community must:

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

WKU Police Dispatch, which is staffed around the clock, sends out text alerts related to severe weather and also initiates the Community Outdoor Warning Sirens that are located on campus when necessary. WKU Police Dispatch receives weather warnings from both Warren County Emergency Management and Bowling Green City Police

Dispatch. Should the text alert system be inoperable, the Community Outdoor Warning System can be utilized to relay verbal messages to warn persons on campus. When we become aware of potential severe weather, the StormTopper Network (Meteorology students), Meteorology faculty, the Provost, WKU Police and EH&S monitor these systems to determine what precautions should be taken.

The Meteorology Department together with the StormToppers, host weather spotter training classes, set up at fairs on campus and community events to provide information on how best to prepare for severe weather events. The University has established Building Emergency Safety Teams (BEST) in all academic and administrative buildings to assure that shelter areas are accessible and that all building occupants receive severe weather warning information.

**Workplace Ergonomics**

The University encourages employees to follow sound ergonomic practices, and to become educated in ergonomic principles in order to ensure a healthy and productive work environment. The Ergonomic Workstation Assessment and Evaluation process is designed to provide employees with education, self-awareness, and onsite assistance if they believe their work area may not be optimal or if an injury has occurred.

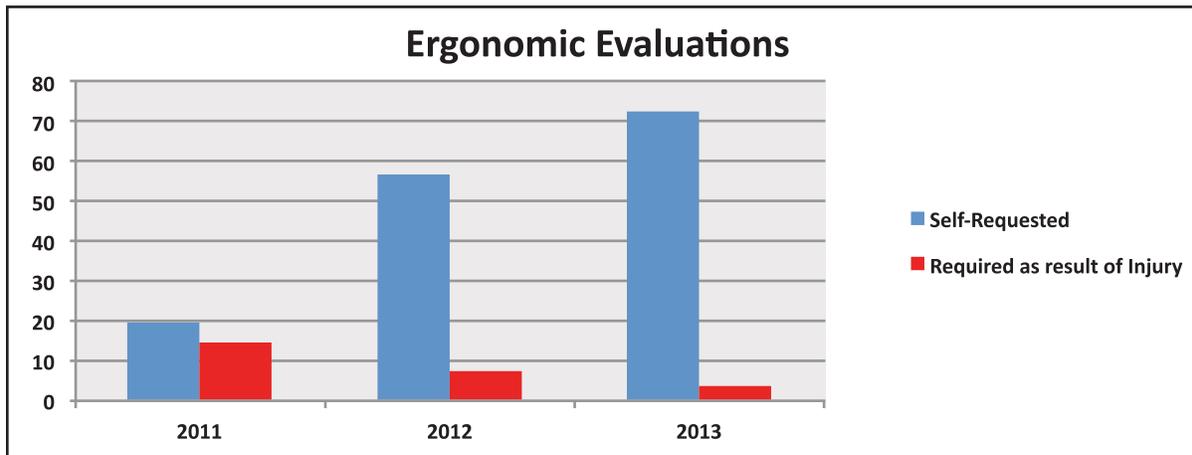
The departments of Human Resources and Environmental Health & Safety offer ergonomic workstation assessments for University faculty and staff. The goal of the University’s Ergonomics assessment program is to provide an efficient and safe work environment for all employees. This is achieved by working with units and individuals through prevention and education programs, ergonomic risk assessments and consultations, and the implementation

of control measures to limit ergonomic risks in the environment.

Assessments involve a discussion of the problems faculty and staff are experiencing followed by an examination of the interface between the employee and their computer, desk, phone, etc. After problems are identified, recommendations on improvement are made.

A study of ergonomic exposures and the prevalence of musculoskeletal disorders were conducted among WKU Police Officers as injury data indicated Officers were experiencing a variety of muscular-skeletal pains and disorders. In order for Officers to perform their duties effectively and efficiently, they need to be in good physical health, as they are more prone to these physical stressors. Police Officers are exposed to work-related factors that increase their chances for these musculoskeletal disorders. Exposures among Officers can include equipment stress, abnormal fixed postures, prolonged standing, and others. An initiative was launched to determine the magnitude of their muscular-skeletal exposures, associations with work-related factors and practical recommendations on how to reduce or eliminate.

Ergonomic workstation assessments continue to be conducted. There has been an increase in the number of departments and individuals requesting evaluations. In addition, evaluations conducted as a result of work related injuries have decreased. With the addition of ergonomic loaner chairs and other equipment, an increase in requested evaluations has increased significantly since 2011.





### M.A.S.T.E.R Plan

M.A.S.T.E.R. Plan is a week-long orientation program offered by the Department of Housing and Residence Life to assist students in the transition into college. The “M.A.S.T.E.R.” is an acronym standing for Making Academic and Social Transitions Educationally Rewarding. Approximately 2,000 students participate in a practice week of college including attending seminars presented by professional staff members regarding safety issues. Some of the sessions that address campus safety concerns include: Is This Buzz For You?; Res Life 101; Living in 4D; Green Dot; and several activities designed to make students aware of their surroundings and become familiar with the campus expectations (including safety awareness) prior to starting classes in the fall semester. Below is data regarding M.A.S.T.E.R. Plan.

### M.A.S.T.E.R. Plan Registrants

- 2011** 2,230
- 2012** 2,326, plus an additional  
38 M.A.S.T.E.R. Plan Commuter registrants
- 2013** 2,183, plus an additional  
77 M.A.S.T.E.R. Plan Commuter registrants

### M.A.S.T.E.R. Plan 2011 Survey Results

82.09% of survey respondents indicated that their knowledge of “Important residence hall policies” increased “Considerably” or “A great deal,” as a result of attending M.A.S.T.E.R. Plan.

77.61% of survey respondents indicated that their knowledge of “Important campus policies” increased “Considerably” or “A great deal,” as a result of attending M.A.S.T.E.R. Plan.

80.60% of survey respondents indicated that their knowledge of “Campus safety resources” increased “Considerably” or “A great deal,” as a result of attending M.A.S.T.E.R. Plan.

79.84% of survey respondents indicated that “Residence hall and campus policies” information provided during M.A.S.T.E.R. Plan was “Very useful” and “Extremely useful.”

77.49% of survey respondents indicated that “Campus safety resources” information provided during M.A.S.T.E.R. Plan was “Very useful” and “Extremely useful.”



### Plans for Future Assessment

We plan to revise the M.A.S.T.E.R. Plan survey questions to provide data that will allow us to draw conclusions about the effectiveness of session content in achieving learning objectives. These conclusions will help guide the revision of session content.

# APPENDIX



**Appendix A**



**Minutes of WKU Safe Community Leadership Coalition Meeting  
November 19, 2013, 2:00pm – 3:00pm MMTH 219**

Attendance: Anita Britt, EHS; David Oliver, EHS; Cynthia George, EHS; Kathy Penick, EHS; Stephen Rey, IMREC Sports; Jennifer McLeod, DFM; Jennifer Tougas, PTS; Wade Pinkard, Employee Wellness; Stacie Sutter, Health Services; Brandon Higgins, HR; Bob Austin, EHS; Elizabeth Madariaga, Counseling & Testing Center; Rafael Casas, PD; and Steve Briggs, HRL

Coalition members introduced themselves. David Oliver presented a slideshow about “What is a Safe Community” and why WKU is pursuing the designation. Stephen Rey asked if we are going to tie in the regional campuses. David Oliver agreed to include regional campuses. Attendees agreed on a name for the coalition as WKU Safe Community Leadership Coalition.

Future goals for the coalition were discussed.

Establish Task Groups by utilizing existing partnerships. Task Groups currently include Pedestrian Safety, Drug and Alcohol Prevention, Emergency Preparedness and Campus Partners

Goal to sustain Safe Communities program designation by maintaining current safety programs, partnerships and seeking re-designation after 5 years

Discussion of collaborating in the future after WKU designation with the city and county to seek designation

Discussion ensued about additional coalition members such as Athletics, Risk Management, Veterans Affairs, and the Office of Diversity. Rafael and Anita will extend an invitation to participate. David discussed how the EHS student employee has reached out to Student Activities to participate in the designation process.

The application procedure was discussed and coalition members were asked to submit from their respective areas requested information with photos on the university shared drive Safe Communities folder by the end of the semester.

Next meeting date will be determined at the beginning of the spring semester.

**Appendix B**



**Minutes of WKU Safe Community Leadership Coalition Meeting  
April 23, 2014, 2:00pm – 3:00pm DFM Conference Room**

Attendance: Anita Britt, EHS; David Oliver, EHS; Cynthia George, EHS; Kathy Penick, EHS; Brandon Higgins, HR; Bob Austin, EHS; Elizabeth Madariaga, Counseling & Testing Center; Rafael Casas, PD; Leah Ashwell, ALIVE Center; Kathryn Steward, Health Services; Ashley Birdwell, EHS and Steve Briggs, HRL

New coalition members introduced themselves. Coalition members were thanked for all the effort put forth to bring together the first draft of the application. Application draft was explained and reviewed in detail. Coalition members were emailed a copy of the draft and asked to review the entire document and their specific department information and comment by email to Anita Britt. Photographs of program activities were requested from members to highlight their program areas. Email comments, ideas, & photographs to Anita Britt by May 2, 2014.

Discussed breakdown of evaluation section and needed information from several program areas. How did these areas identify a problem and the mechanism for improvement?

Expecting to send completed application to NSC by June 1, 2014

Next meeting date will be determined after application submission.

**Appendix C**

**Department of Environmental Health and Safety  
Staff Professional Certifications and/or Licenses**

**Dr. David E. Oliver**

Doctorate of Education  
Master of Science  
Certified Safety Professional  
Certified Emergency Manager  
Emergency Medical Technician  
Fire Fighter  
Fire Service Instructor Level II

**Director Environmental Health and Safety**

Ed. D      Organizational Leadership (Occupational Safety Focus)  
MS        Security, Safety, and Emergency Management  
CSP       Board of Certified Safety Professionals  
CEM       International Association of Emergency Managers  
EMT-B    Commonwealth of Kentucky  
            Commonwealth of Kentucky  
            Commonwealth of Kentucky

**Susie Johnson**

Master of Science  
Certified Industrial Hygienist  
Certified Safety Professional

**Manager Laboratory Safety and Occupational Health**

MS        Industrial Hygiene  
CIH       American Board of Industrial Hygiene  
CSP       Board of Certified Safety Professionals

**Ashley Koehler**

Master of Science  
Graduate Safety Professional

**Health and Safety Specialist**

MS        Occupational Safety and Health  
GSP       Board of Certified Safety Professionals

**Cynthia George**

Occupational Health and Safety  
Technologist

**Health and Safety Specialist**

OHST     Board of Certified Safety Professionals

**Laura Tomlin**

Accredited Asbestos Inspector  
Accredited Asbestos Management Planner  
Certified Environmental Lead Risk Assessor

**Manager Environmental Programs**

KY Department for Environmental Protection  
KY Department for Environmental Protection  
KY Cabinet for Health and Family Services

**Anita Britt**

Master of Health Administration  
Registered Sanitarian  
Accredited Asbestos Inspector  
Certified Environmental Lead Risk Assessor  
Certified Indoor Environmental Consultant

**Environmental Air Quality Specialist**

MHA      Health Care Administration  
RS        KY Department for Public Health  
            KY Department for Environmental Protection  
            KY Cabinet for Health and Family Services  
            American Council for Accredited Certification

**Larry Page**

Storm Water EPSC Certification

**Environmental Compliance Coordinator**

City of Bowling Green EPSC

**Bob Austin**

State Fire Alarm Inspectors License  
State Contractors License  
State Range Hood License  
NEC 70 E Certification  
NFPA 10 Fire Extinguisher Trainer

**University Fire Marshal**

Kentucky State Fire Marshal Office  
Kentucky State Housing Building & Construction  
Kentucky State Fire Marshal Office  
NFPA 70 E Electrical Safety  
NFPA 10 Fire Extinguishers

**Roy Long**

NFPA 10 Fire Extinguisher Maintenance  
Pro Tex 11 Range Hood Certification

**Fire and Life Safety Specialist**

NFPA 10 Fire Extinguishers  
Heiser Logistics

**Appendix D**

**Fire Marshal Residential Building Evaluations for 2012**

WKU Residential Buildings and addresses for 2012	Fire Alarm Monitoring at WKU Police Department	Sprinkler System (Full)	Other Fire Extinguishing Devices	Smoke/Fire Detection Devices	Alert Devices (horns, Speakers, or strobe lights)	Smoke-control and reduction mechanisms	walls that reduce the spread of the fire	Evacuation Plans/Placards	Number of Evacuation (fire) drills each academic year
Barnes Campbell Hall / 419 Regents Ave	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Bates Runner / 1520 Ave of the Champions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Bemis Lawrence Hall / 429 Regents Ave	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Douglas Keen Hall / 1776 Ave of the Champions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Gateway Apartments / 1350 Kentucky St.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Gilbert Hall / 230 College Heights Blvd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Hugh Poland Hall / 1756 College Heights Blvd.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
McCormack Hall / 220 College Heights Blvd	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
McLean Hall / 1514 Ave of Champions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Meredith Hall / 1775 Normal St.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Minton Hall / 1595 Normal St.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Northeast Hall / 1575 Normal St.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Pearce Ford Tower / 1776 Ave of the Champions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Rodes Harlin / 1474 Kentucky St.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
SAE Fraternity House / 300 College Alumni St.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	0
Southwest Hall / 1587 Normal St.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4
Zacharias Hall / 1755 Normal St.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	4

**Appendix E**

Alcohol 101 Survey – Spring 2014 Semester Total Respondents: 49

*Q1. How has your participation in the Alcohol 101 class at WKU influenced your current consumption of alcohol? (Table 5)*

<b>Response</b>	<b>Percent</b>	<b>Number</b>
I do not consume alcohol as a result of participating in Alcohol 101	16.33%	8
My alcohol consumption is now LESS than it was before Alcohol 101	32.65%	16
My alcohol consumption is the SAME than it was before Alcohol 101	40.82%	20
My alcohol consumption is now MORE than it was before Alcohol 101	10.2%	5
Totals	100%	49

*Q2. To what extent did your participation in the Alcohol 101 program influence the amount of alcohol you currently drink? (Table 6)*

<b>Response</b>	<b>Percent</b>	<b>Number</b>
I have not consumed alcohol since participating in Alcohol 101	24.49%	12
I consume approximately one drink per hour	24.49%	12
I consume more than one drink per hours	50.82%	20
I regularly binge drink when I consume alcohol	10.2%	5
Totals	100%	49

*Q3. If you were required to submit a parental notification as part of your sanction, to what extent did this sanction influence your drinking habits? (Table 7)*

<b>Response</b>	<b>Percent</b>	<b>Number</b>
I was not required to submit a parental notification	38.78%	19
My parent(s) spoke with me and our discussion led to stop drinking	2.04%	1
My parent(s) spoke with me and our discussion led to reduced consumption	10.2%	5
My parent(s) spoke with me but our discussion has not influenced my drinking habits	24.49%	12
My parent(s) did not speak about the notification and there has been no change in my drinking habits	12.24%	6
My parent(s) did not speak about the notification but I made the decision to change my drinking habits after the sanction	12.24%	6
Totals	100%	49

Ironically, the list of participants was gained from students who submitted a parental notification, so while 39% report not having to submit parental notification all participants did indeed submit a parental notification. How we articulate the parental notifications and their benefit will be reviewed with professional staff next year.

***Q4. What information learned or discussed during Alcohol 101  
has most influenced your current alcohol consumption habits?***

With Question 4, we sought to seek what the students learned by asking them to put it in their own words. Comments varied from sarcastic articulating no change in habits to comments lamenting changed behavior and gratitude for offering the class. All the comments are available at Department of Housing and Residence Life. Sentiments overall seemed to be to not get caught with alcohol.



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