

# WSU Libraries' Pullman - EMERGENCY MANAGEMENT RESOURCES

Updated: 02/2024

- **Emergency Procedures Poster:**  
<https://oem.wsu.edu/documents/2016/04/425.pdf>
  
- **Reporting Emergency Activity in the Libraries:**  
If you call 911/emergency services during work hours from a WSU Pullman campus location, please notify Holland & Terrell Access Services (509.335.9672) so they can direct emergency services personnel to the appropriate area. Access Services Staff and Staff Assistants (CA3s) are trained and will complete a WSU Library Security Report.
  
- **Safety Orientation Checklist:**  
<https://policies.wsu.edu/prf/documents/2017/10/2-16-safety-orientation-checklist.pdf>
  
- **Environmental Health Emergency Management:**  
<https://ehs.wsu.edu/emergency-management/>
  
- **Bomb Threat/Suspicious Objects:**  
<https://ehs.wsu.edu/emergency-management/>
  - **Bomb Threat Question Card:**  
<https://oem.wsu.edu/documents/2015/12/bomb-threat-checklist.pdf/>
  
- **Reporting Work-Related Accidents, Injuries, or Work-Related Illnesses:**  
<https://policies.wsu.edu/prf/index/manuals/2-00-contents/2-24-reporting-accidental-injuries-work-related-illnesses/>
  - **Online Incident (or Accident) Report form:**  
<https://hrs.wsu.edu/managers/incident-report/>
  
  - **Supervisor's Accident Investigation Report:**  
<https://policies.wsu.edu/prf/documents/2017/10/2-26-supervisors-accident-investigation-report.pdf/>
  
  - **Witness/Injured Person Statement (Optional):**  
<https://policies.wsu.edu/prf/documents/2017/10/2-26-witness-injured-person-statement.pdf/>

**2023-2024 Health and Safety Working Group/Safety Committee:**

(<https://ehs.wsu.edu/home/safetycommittee/>)

<i>Bonny Boyan (AP); chair</i>	<i>Estelle Sertich (staff)</i>
<i>Alan Fey (staff); ex-officio</i>	<i>Jessica Striffler (staff)</i>
<i>Brian McManus (AP); recorder</i>	<i>Makenna Larson (staff)</i>
<i>RJ Hart (supervisory staff)</i>	<i>Corey Johnson (faculty)</i>
<i>Joleen Warner (supervisory staff)</i>	<i>Tim Weng (faculty)</i>

**2023-2024 First Aid/CPR/AED Trained Workers (Pullman Campus Libraries):**

<i>Name</i>	<i>Work Location</i>	<i>Certificate Status</i>	<i>COMPLETED FIRST AID and CPR/AED</i>	<i>Certificate- good for 2 years - Expiration Date:</i>
Dragonchuk, Peter	H&T AccSvc	Valid	Jun-23	Jun-25
McManus, Brian	H&T AccSvc	Valid	Feb-23	Feb-25
Odell, Ed	H&T AccSvc	Valid	Sep-22	Sep-24
Thielen, Amy	H&T AccSvc	Valid	Jun-23	Jun-25
Willingham, Greg	H&T AccSvc	Valid	Feb-24	Feb-26
Cukier, Emily	Owen RsrchSvc	Valid	May-22	May-24
Hart, RJ	Owen AccSvc	Valid	Jun-23	Jun-25
McKeighen, Libby	Owen AccSvc	Valid	Feb-24	Feb-26
Johnson, Corey	H&T Reference	Valid	Jun-23	Jun-25
Martin, Pamela	H&T Reference	Valid	Jun-23	Jun-25
O'English, Lorena	H&T Reference	Valid	Feb-24	Feb-26
Weng, Tim	H&T Reference	Valid	Sep-22	Sep-24
Boyan, Bonny	LAO	Valid	Feb-24	Feb-26
Larson, Makenna	LAO	Valid	Feb-23	Feb-25
Conver, Joshua	CDSC	Valid	Feb-24	Feb-26
Warner, Joleen	MASC	Valid	Sep-22	Sep-24
Anderson, Jason	Systems	Valid	Feb-23	Feb-25
Fey, Alan	Systems	Valid	Jun-23	Jun-25
Lee, Ying	Systems	Valid	Sep-22	Sep-24
Merrill, Alex	Systems	Valid	Feb-24	Feb-26
Enos, Caty	TechSvc	Valid	Feb-24	Feb-26
Sertich, Estelle	TechSvc	Valid	Feb-24	Feb-26
Striffler, Jessica	TechSvc	Valid	Jun-23	Jun-25
Hare, Dean	PhotoLab	Valid	Feb-24	Feb-26
Hubner, Bob	PhotoLab	Valid	Feb-24	Feb-26

## First Aid Kit Locations as of 2/2024:

<i>Unit Name</i>	<i>Location</i>	<i>Number of Staff &amp; Faculty</i>	<i>Number of Students</i>	<i>Total Number of Employees</i>	<i>Number of Kits</i>	<i>Kit Representative</i>	<i>Last Checked and Updated</i>
LAO	Holland 2nd	5		5	1	Makenna	Nov-23
Supply/Facility Rooms	Terrell Basement				3	Makenna	Nov-23
4th Floor Kitchen	Holland 4th				1	Makenna	Nov-23
Technical Services	Holland 4th (main)	10		10	1	Chris	Nov-23
Technical Services	Holland 4th (backup-hall)				1	Chris	Nov-23
Systems	Terrell 1	10	3	13	1	Alex	Nov-23
Systems	Holland 3rd	3		3	1	Alex	Nov-23
MASC-Kimble	Terrell 12 Kimble Suite		8	8	1	Joleen	Nov-23
MASC	Terrell 12 Main Floor	6	5	11	1	Linnea	Nov-23
MASC	Terrell 12 Basement	1		1	1	Linnea	Nov-23
CDSC	Holland 4th	3	4	7	1	Linnea	Nov-23
Research Services	Terrell 120 Offices	11	7	18	1	Pam	Nov-23
Research Services	Terrell 120 Ref Desk				1	Pam	Nov-23
Research Services	Terrell 102 Office	1		1	1	Pam	Nov-23
H&T Access Services	Terrell 140 (Inside Unit Mail Room)				1	Amy T	Nov-23
H&T Access Services	Terrell 140 Front Circulation Desk	7	33	40	1	Amy T	Nov-23
H&T Access Services	Terrell Satellite Service Desk (by CUB Entrance)				1	Amy T	Nov-23
H&T Access Services Mail Delivery Van	Terrell Loading Dock (Inside Van)				1	Amy T	Nov-23
Library Mail Room	Terrell Loading Dock				1	Amy T	Nov-23
Owen Library	Owen Sci & Eng Library	7	8	15	1	RJ	Nov-23
Owen Library	Owen S&E Basement				1	RJ	Nov-23
<b>TOTALS</b>				<b>132</b>	<b>23</b>		