

TO: West Lafayette campus faculty and staff

FROM: Tim Sands, Executive Vice President for Academic Affairs and Provost
Al Diaz, Executive Vice President for Business and Finance, Treasurer

RE: Safety and Security

DATE: August 18, 2011

As we enter the 2011-2012 academic year, we remind you to remain vigilant and keep safety and security precautions in mind. We appreciate efforts to remain observant and cautious in regards to natural disaster and incident response.

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

1. Insert a paragraph into your syllabus explaining that emergencies due to weather or other circumstances may necessitate a change in the course. Emphasize efforts at instructional continuity through a campus shutdown, such as last winter's severe weather shutdown. Preformatted information is available at <http://www.itap.purdue.edu/tlt/faculty/>.
2. Take a few minutes of class time to review Emergency Response procedures with students. Preparedness information can be found on the Emergency Preparedness website at http://www.purdue.edu/emergency_preparedness/. Specific building information is found in the Building Emergency Plan (BEP). The Building Emergency Plan is normally maintained by the Building Deputy. The Emergency Procedures Handbook (EPH) can be viewed at http://www.purdue.edu/fire/safety_handbook.pdf. We encourage all faculty and staff to review both documents for emergency response procedures. Specific "shelter in place" guidelines can be found on page 18 of the EPH for any occasion when the All Hazards Outdoor Emergency Sirens sound.
3. Please let students know that updates and emergency information will be posted on Purdue's home page and urge your students to sign up for emergency text alerts. Text message sign-up procedures can be found on the Emergency Preparedness website at http://www.purdue.edu/emergency_preparedness/.
4. Develop a method of mass communication on email or text messaging so you can alert students of cancellation of class or assignments. Help is available at <http://www.itap.purdue.edu/tlt/faculty/>.

We encourage all faculty and staff to regularly review emergency planning information.

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