

EHS & Facilities Services News



GCC HVAC Upgrades

The conference rooms on the upper floor of the Gray Campus Center are receiving HVAC upgrades, including adding air conditioning to the spaces.

The project is in line with Reed's greater decarbonization goals. Specifically, the upgrades include installing electric conditioning units to provide both heating and cooling to the space, shifting away from reliance on the central boiler as the sole heating device.

By adding greater climate control to the GCC conference rooms, we hope to create a space that is more comfortable, energy efficient, and

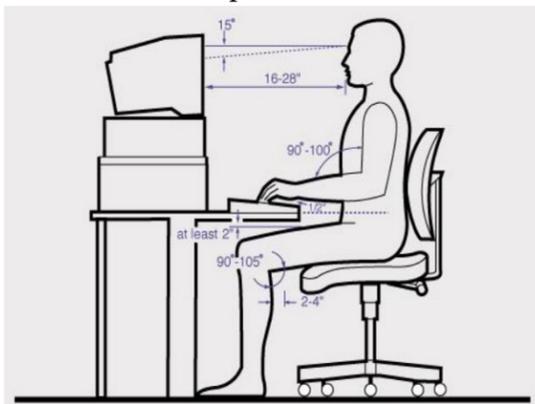
welcoming for the community. These central spaces are frequently used during the summer when the warm weather combined with body heat can make the rooms feel stuffy. Better temperature control should allow continued programming in the GCC regardless of the outdoor conditions.

Construction for the project continues, though only minimal inconveniences are expected. We appreciate the community's cooperation and understanding when construction interrupts normal campus operations.

Ergonomics for the (home) Office

An office that is comfortable and healthy is important, whether you're working from campus or elsewhere. Here are some things to keep in mind when setting up your office space:

- While sitting, your knees should be bent between 90-105 degrees. Adjust your chair height accordingly. A footrest (or textbook!) can be helpful for shorter folks.



Proper postures and equipment position can improve office ergonomics

- Your elbow should also be bent between 90-100 degrees, meaning your keyboard should be at or just below your elbow height. This helps facilitate a neutral wrist angle when typing and using your mouse.

- Your monitor should be placed centered in front of you to minimize twisting. Even small amounts of asymmetry add up over a full workday!
- The top of your monitor screen should be at or just below eye level and roughly an arm's length away from you. (Tip: if using a laptop, you can position the screen by placing on a laptop stand or stack of books. Pair with an external mouse and keyboard to keep your arms at a comfortable angle.)
- 20/20/20 rule: every 20 minutes look at something at least 20 feet away for 20 seconds to give your eyes a rest.
- Avoid long periods of stagnation. Every 30 minutes do something that moves your body, whether that be stretching, standing up, or simply shifting to a new posture.
- Cushioning is important, not only for your seat but also your feet. If you stand while working, add a yoga mat, anti-fatigue mat, or even a rug below your desk to soften the floor.

More information can be found on our [Ergonomics Webpage](#), or you can reach out to ergo@reed.edu.

Lithium-Ion Battery Safety

Lithium-Ion batteries are common in many consumer electronics, especially rechargeable devices. There is a drawback to their high energy capacity, they pose a significant fire risk if damaged or improperly disposed of. Thermal runaway reactions can start if the battery is punctured, overcharged, gets wet, or exposed to heat. These are extremely hot and violent reactions and can easily lead to injury and catch nearby items on fire.

You can help prevent fire risk by properly disposing of your used Li-ion batteries. [Portland Metro](#) accepts household hazardous waste (including Li-Ion batteries) at their transfer stations. Batteries may also be taken to the Recycling Center on the first floor of the GCC.

If you have a battery that is swelling, off-gassing, or feels warm, please take it outside to an open location and call EHS for disposal assistance.



Accident Reports now on Etrieve

The accident reporting process for employees has moved to Etrieve to provide better oversight and integration with our workers' compensation program. The accident/incident form can be found under the EHS subsection. We ask that the document be completed within 3 calendar days of the incident to prevent delays in distributing workers' compensation benefits, if needed. More details can be found on the Human Resources [Workplace Accidents and Injuries webpage](#).

The form is similar to the PDF version which was previously utilized. Employees who have experienced an incident should complete the form to initiate the process. Supervisors may submit the form on behalf of their employees if they are unable to do so in a timely manner.

Accidents involving students, campus visitors, and other non-employees should be reported directly to EHS via email.

If you are involved in a vehicle accident while driving a Reed owned vehicle, rental vehicle, or while on college business, please notify Risk Management at risk@reed.edu within 24 hours. We ask that you provide photos of the damage and be sure to record the information of any other parties involved in the event.

Capital Projects for FY '27

Capital projects for the upcoming fiscal year are being reviewed and finalized. A complete list of projects will be published on the Facilities Services webpage in the coming weeks.

Projects include updates, renovations, new equipment, and other improvements to academic, administrative, residential, and outdoor spaces on campus. While not every project can be approved at this time, those selected will help ensure we are able to meet the mission of the college by providing spaces where the community can practice intellectual pursuit at the highest levels comfortably and safely.

Contact Us

Facilities Services
facilities-services@reed.edu
503-777-7283

Environmental Health & Safety
ehs@reed.edu
503-777-7788

Physical Plant, 3rd Floor
Mon-Fri 8am-12pm, 1pm-5pm

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Theft Prevention

Break-ins are not only expensive, but are also a hassle and affect your sense of wellbeing. Help prevent theft by ensuring your windows and doors are securely locked before leaving. For residences that have door or window issues, please contact Facilities Services.

Vehicles are more commonly targeted for theft. Removing valuables from your car when you park may minimize the impact of a break-in and can even reduce the likelihood of a break-in happening. In particular, take backpacks and other bags with you, or leave them at home if you are going somewhere that does not allow bags. When traveling off-campus, park in well-lit, designated parking areas and make sure you lock your doors.

Canyon Day

Canyon Day is back! Please join us on Saturday, April 4th from 11am to 2pm for a day of celebrating our connection to the earth and making a positive impact on our beautiful campus.

This year we will be meeting at the Reed Centennial Orchard, which is at the far east end of the canyon. You can access the orchard by following the canyon trails, or by walking from the North Parking Lot up Steele St (heading east), then turning right (south) on 37th Ave. Follow 37th Ave down the hill, the orchard will be on your right.

Handtools, plants, and a limited number of gloves will be provided. If you have your own gloves please bring them. A major focus of this year's event will be invasive plant control. English Ivy and Holly are on the slate for removal, so come prepared to pull some weeds and get dirty. You should also expect snacks from Greenboard and exquisite vibes.

The event will be held rain or shine, though the weather outlook looks fantastic. Come touch earth, enjoy the sun, and connect to your community and place.



Emergency Preparedness

An emergency can strike unannounced at any moment. It is important that you are ready for these events and can act quickly to protect your life and to minimize damage and discomfort.

Evacuation Routes & Assembly Points

Certain emergencies may require quick egress from the building. All buildings on campus are equipped with Evacuation Maps showing multiple pathways to quickly exit the structure. You should familiarize yourself with the evacuation routes for the buildings you frequent.

Emergency lighting and exit signs are installed in buildings to facilitate evacuation even if normal power systems are inoperational. Fire doors that are held open with magnets may close during an emergency, but they will not lock and will still allow egress. Please do not prop fire doors open with bricks or doorstops, their closure is designed to slow the spread of fires.

Once you have exited the building, you should assemble at the designated location identified for your building. These are indicated on the evacuation maps. This is very important - we want to verify that individuals have exited the building safely. First responders need this information to determine priority areas to search and to assess the need of entering an unsafe structure. Please do not leave your evacuation assembly point until given permission by a first responder, community safety, or other authority.

Emergency Kit & Family Plan

We recommend having a "go-bag" with 72-hours worth of supplies stored in your dorm, office, or car. You can purchase ready made kits, or you can construct your own with the following items:

- Water - one gallon per person per day
- Food - nonperishable and easy to prepare
- A flashlight
- A battery powered or handcrank radio
- Extra batteries
- First aid supplies
- Medication (a 7-day supply)
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents
- Cell phone with chargers
- Family and emergency contact information
- Extra cash
- Emergency blanket
- Map(s) of the area

As you build your kit you may identify other items to include, such as extra clothes, games or other entertainment, and comfort items like a sleeping bag. Be sure to inspect your kit every few months to replace expired items.

You should also have a plan with your household covering a meeting place if your house is inaccessible, roles in an emergency, and an out-of-area emergency contact.

Stay Informed & Field Preparedness

Reed utilizes a campus alert system to send timely emergency communications. You may have experienced this system being tested by a barrage of desk phone rings and email notifications. While it may seem excessive during a drill, the system is effective at quickly notifying our campus of an imminent danger.

You can add additional phone numbers and email addresses to the campus alert system to stay informed if you are away from your desk. On Iris, under the "Personal Info" section, please select "Campus Alert Service." Here you can edit your communication pathways as well as add emergency contacts.

For less urgent information, the Reed Emergency Response Team (ERT) frequently communicates through email. Please be sure to check your inbox frequently to stay informed about hazards that may affect campus operations.

If you are planning on traveling into the field, you may encounter unique risks that should be monitored or controlled. Our [Field Research Safety Guide](#) is a useful resource when beginning the planning process for work away from campus. The Field Research Safety Plan Template Appendix notes various hazards that could produce emergency situations and prompts trip leaders to think about mitigation, training, and response protocols.