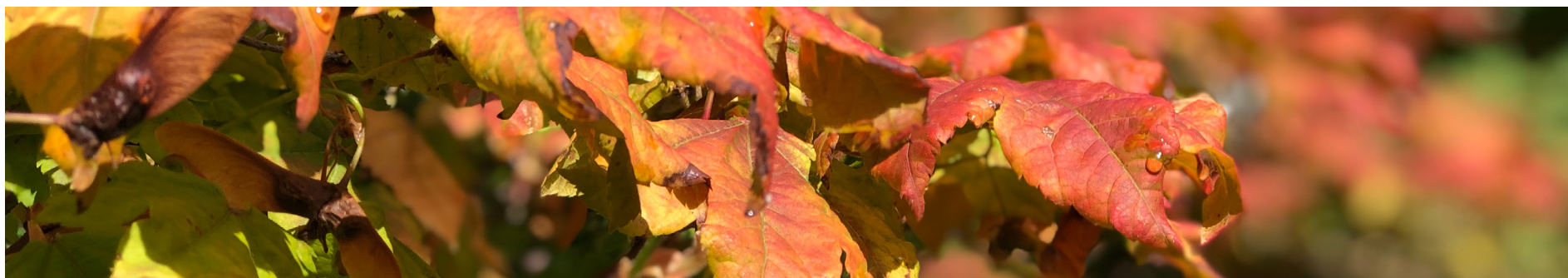


EHS & Facilities Services News



Fire Prevention Month

October is Fire Prevention from the National Fire Protection Association. Fires can be devastating and tragic events, especially for Colleges. Each year there are roughly 3,300 structure fires in dormitories, fraternities, sororities, and other student housing properties.



We have developed a [Fire Prevention & Protection Plan](#) and a [Residential Fire Safety Guide](#) to inform the Reed community how to

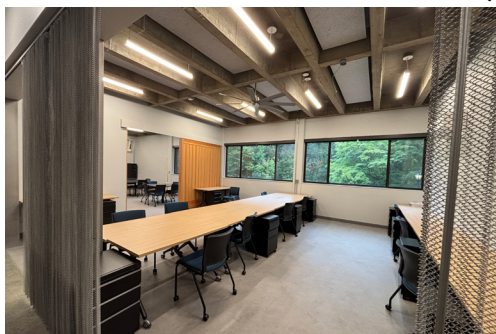
maintain a safe environment and minimize fire risk. Here are a hot tips for fire prevention and emergency preparedness:

- Candles and other open flames are not permitted in Reed College Residences.
- Use UL surge protectors if you need additional plugs or cord length. Extension cords should not be used as permanent solutions.
- Do not leave stoves or other heat sources unattended while in use. 3 out of 4 fires in college residences start in the kitchen.
- Know at least 2 evacuation routes and the designated assembly point for each building you frequent.
- Keep hallways and egress pathways clear and clutter free.
- Use a lid or extinguisher to put out a grease fires, not water.

Physical Plant Building Update

The Physical Plant, first constructed in 1912, has received a major face-lift this year. Home to Facilities Services and Environmental Health & Safety, the building serves as headquarters for over 60 staff. Importantly, the central boiler plant is housed on the lower floor, providing steam to heat much of the Reed campus.

The remodel accomplished three major goals for the space. The first completed the last seismic retrofit of unreinforced masonry on



campus. This involved adding a structural steel support system to original brickwork, providing strength and flexibility to the building.

The second goal was to redesign our boiler system to provide greater heating flexibility and carbon reduction. This was accomplished by removing two large boilers which had been installed in 1959 and replacing them with three smaller, more efficient boilers. Having

more boilers allows the Facilities Services team to tailor steam production more closely with heating demand, and provides redundancy to protect against any hiccups with the system.

The final goal was to update the office and workspaces to better meet team needs. New open floorplan office spaces have been creat-



ed for Building Services, Maintenance, and Grounds Department staff. A renovated breakroom will provide a comfortable shared space for daily meals and celebratory gatherings.

Staff who had temporarily been moved to the Theatre Annex during construction will be moving back to the Physical Plant in September. Final touches and boiler work will continue with an expected end-date in January.

Swing by the Physical Plant and see our new space!

Service Provider Contracts

Are you hiring an independent contractor, performer, or service provider to conduct work on campus? You may need to have a contract in place for the services.

Contracts should be submitted prior to services rendered. Adequate time should be allowed for Risk Management, Human Resources and other stakeholders to review the contract and make adjustments if necessary.

Independent contractors must provide a Personal Services Agreement (PSA) contract, a completed W-9 tax form, and a sample invoice to be approved. Independent Contract Request forms should be submitted through Etrieve.

More details can be found on the [Human Resources Independent Contractors webpage](#). Specific information regarding food vendors, student engagement funds, and other specialty events can be found on the [Risk Management Contracts for Goods or Services webpage](#).

Student Club Safety Partnership

The Office for Student Engagement (OSE) and Risk Management work collaboratively to help clubs navigate hosting high risk activities. Oftentimes this involves purchasing additional insurance coverage for the event or contracting with a third party vendor. If you are involved with a student club and would like to learn more about what constitutes a high risk activity and the procedures involved with these events, please visit the [OSE Protocols for High Risk Activities webpage](#).

Driver Safety Training

Anyone who will be driving a Reed owned or rented vehicle (such as golf carts) should complete an [American Driving Records \(ADR\) Disclosure and Release Form](#) and complete our [Vehicle Operator Safety Training](#) on Comevo. Please email completed ADR forms to van-reservations@reed.edu.

Liquids in Trash

Please do not dispose of liquids in the standard trash cans. This makes transferring the bags to the dumpster extremely messy and can create slipping hazards for our custodial staff. Instead, pour beverages and ice into a sink before disposing of the cup in the trash.

Additionally, hot items, such as coffee grounds, should be cooled before placing in a trash bag. The residual heat is enough to melt the bag, which often results in the bag ripping when being removed from the can, spilling the contents. Large quantities of heavy items should not be overloaded into a single trash bag either. This, too, can cause bags to rip and puts undue lifting stress on our custodial staff.

A reminder, coffee cups (both paper and plastic cold beverage cups) are not recyclable in Portland. Please dispose of these items in the regular trash.

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

EHS & Facilities Services News



Yellowjackets

As you may have experienced first hand, this summer has been an especially bad year for wasps and yellowjackets. The Facilities Services Team has been working to identify and eradicate nests, but it's a never-ending battle.



Yellowjacket, the scourge of summer

Please be mindful when ordering catering or eating outdoors that the local insect community is hungry, too. If you are concerned about yellowjackets at your outdoor event, consider having the food kept inside away from wasps.

Wet Roads Ahead!

As we leave summer behind now is a good time to prepare for the wet weather we will surly have in the upcoming months. Each year slips, trips, and falls are the largest cause of accidents at Reed College. Driving also becomes more dangerous with less daylight, rain obscuring vision, and increased activity around campus with the return of classes. Taking extra care to recognize hazards can go a long way in preventing an accident.

- Wear proper footwear - boots, sneakers, or other grippy shoes can help prevent a slip.
- Leaves and moss can be slick - avoid piled leaves and take care when walking on mossy surfaces.
- Use a handrail when on stairs - you may catch yourself before the fall turns serious.
- Watch where you are going - don't text while walking and be aware of your environment.
- Drive slowly in parking lots - reversing cars and pedestrians may have a hard time seeing approaching vehicles.
- Make eye-contact with drivers when crossing the road - pedestrians should verify that drivers see them before stepping into the street.
- In snow/ice events use maintained pathways - not all walkways will be cleared during winter

weather.

- Use a bike light or flashlight - having a light on while walking, running, or biking makes you more visible. Reflective clothing is also helpful.
- Be prepared when traveling - keep an emergency supply of food, water, and warm clothes in your car in case you are stranded. As odd as it may seem, this happens in Portland frequently during snow or winter weather events.
- Report issues - if indoor floors are particularly wet or an outdoor area is in need of attention please reach out to Facilities Services.



Photo Credit: Zac Perry

International and Air Travel

Traveling internationally for college business can be an exciting experience! The Risk Management Office has provided the following best practices to help ensure you have a safe, smooth experience.

Pre-Travel Items & Checks

Before you go, make sure you have the following:

- Insurance coverage
- Visas
- Immunizations
- Valid passport for the duration of your trip

When traveling in winter, be prepared for delays that winter storms can cause, ensure you have a backup plan, and have your travel insurer's number available.

You should check with the state department before arranging any international travel. Reed College prohibits College-funded international travel to countries that are classified with a [State Department travel advisory risk of Level 4](#).

Useful links to reference before you travel:

- [Travel warning information](#)
- [What to do if you lose your passport abroad](#)
- [In case of an emergency abroad](#)
- [Travel tips for flying](#)
- [Students abroad—the State Department](#)
- [Students abroad—International Programs](#)

Data & technology

TSA has the right to search electronic devices when you enter the country, without warrant or probable cause. In the event that this happens, comply with the TSA officer's request and at the earliest opportunity contact CUS 503-777-7525 or cus@reed.edu.

When possible, leave all electronic devices (laptop, cell phone, etc.) at home. If you must take your Reed computer, talk to CUS about borrowing loaner equipment to limit the amount of data you take. Follow these best practices if possible:

- Avoid using computers in cyber cafes or hotel business centers.
- Assume anything you do over the Internet will be intercepted (even if the link is encrypted).
- Change your Reed password (and any other password you intend to use abroad) before leaving. Change those passwords again when you return.
- Check for current warnings or advisories for the specific area you will be traveling.

Accommodations

Hotels

Hotel reservations should be for reasonable, safe, convenient, and comfortable lodging. The College will only reimburse for lodging that meets hotel and lodging licensing requirements for the state in which they are operating.

Airbnb

Hotels and other commercial properties

carry insurance that covers their guests in case of injury or property loss. The type of properties offered via Airbnb and similar services vary widely in the type of coverage available for guests (if they offer any at all). Because of this, we do not recommend their use for College business. We do understand, however, that this option might best suit your needs or the experience you want to have when you travel. There may be occasions where choosing Airbnb might be a less expensive option, or perhaps there are limited accommodations in the area. However, if you choose to utilize these services, please be aware that you are accepting personal responsibility for any incidents that may occur during your stay.

Accident Reporting

Report all injuries, incidents, and near misses to the supervisor (or Risk Management Office if not applicable), even those that do not require medical attention. Early investigation and mitigation of potential problems can lead to reduced occupational accidents, but these incidents must be reported in order for the College to adequately evaluate the risks. Supervisors are required to complete the "[Accident/Incident Report](#)" form to report any incident (an accident with no medical or time lost), which occurs in their area, even if it happens to a volunteer or visitor. A copy of this form needs to be forwarded to the Human Resources Office within 3 days following the accident so a timely investigation can occur.