



November 2005

FEATURES:

- Emergency Management
- Department-Specific New Employee EHS Orientation
- Flu Shots available at SHC
- Recycling Benefits Students
- Holiday Safety

GUEST EDITORIAL:

**NYU Insurance Department:
Protection for Laptops**

ALSO IN THIS ISSUE:

- New Sr. Biosafety Specialist
- Safe Lifting/Healthy Back
- Annual Inventory Updates: Chemicals & Select Agents
- 2005-06 Training Schedule
- Waste Pickup Schedule

2005-06 WASTE PICK-UP

This year's waste pick-up schedules for hazardous waste, universal waste, and computer and electronic equipment are available at: <http://www.nyu.edu/environmental/services/pickups.shtm>

EMERGENCY MANAGEMENT AT NYU

Please join us in extending a warm welcome to **Jim Kerr** in his new role as **Director, Emergency Management and Business Continuity**.

The NYU Office of Emergency Management & Business Continuity is up and running. The department has three major areas of responsibility: Emergency Preparedness & Planning; Emergency Management; and Business Continuity. The primary focus of Emergency Preparedness is the development of procedural responses to emergency situations. Emergency Management is the practice and use of all the planning that has been prepared prior to an event. Lastly, Business Continuity Planning ensures continuity of service and support for the University.

As hurricanes Katrina and Rita have shown, preparedness, planning and emergency management can help. Simple steps like preparing a communications plan or notification tree can keep your department informed and ready to act.

You can take this concept and apply it to your home and family. Put together a "Communications Plan" identifying where your family will meet during a crisis; practice it and, more importantly, keep it up to date. For home and work, put together a "Go-Bag" – a small bag that contains comfortable shoes, some water, a few dollars, extra cell phone battery, a flashlight and a non-perishable snack. At home, store some of these items in larger quantity. Don't forget to rotate your stock occasionally; perhaps review the items twice a year when you change the clock.

For more information on these and other preparedness ideas, check out:

www.redcross.org; www.nyc.gov/html/oem/ or www.ready.gov.

Please feel free to contact Jim at jkerr@nyu.edu or by phone at extension 81452.

FLU SHOTS AVAILABLE AT NYU STUDENT HEALTH CENTER

It's flu season. The best way to protect yourself and fight the flu is to get a vaccine. The NYU SHC is currently offering the flu vaccine to all NYU students, faculty, and staff. Members of [high-risk groups](#) are strongly encouraged to get vaccinated. The cost for the vaccine is \$25. For more information about the flu, flu shots or avian flu (bird flu) visit the SHC website at: www.nyu.edu/health/healthinthenews.html.

DEPARTMENT-SPECIFIC HEALTH AND SAFETY ORIENTATION FOR NEW EMPLOYEES

Environmental Services and Human Resources recently developed and implemented a **department-specific environmental health and safety orientation program for new employees**. This program is a follow-on from the general environmental health and safety orientation which was included in HR's new employee orientation program in 2004.

The new department-specific program makes the orientation more relevant and valuable to the new employee by involving the new employee's supervisor in their orientation. The program requires that the supervisor inform the new employee of specific health and safety programs that relate directly to the employee's work activities and location. These may include fire safety, chemical safety, laboratory safety (if working in a lab), accident reporting, and personal protective equipment. The employee is given a checklist at orientation which he/she reviews with the supervisor who has a similar checklist. Checklists can be found on the HR website at <http://www.nyu.edu/hr/toolkit/onboard.html>. Once the review is completed, the supervisor must complete and sign the form at the end of the employee's checklist and return it to ES.

INSURANCE PROTECTION FOR LAPTOPS

NYU has arranged insurance protection for laptops that are owned by NYU and used by NYU Employees.

The coverage is written with Fireman's Fund and includes protection for damage caused by fire, vandalism, water damage and many other causes of loss. There is no coverage for laptops stolen while left unattended in a privately owned vehicle unless the vehicle was locked and there are visible signs of forced entry. There is also no coverage for unexplained loss or disappearance.

The coverage is written with a \$250 deductible which applies to any claim. However, this deductible is waived if you install computer tracking technology on your laptop. You can obtain this tracking technology, free of charge, by contacting CSI Insurance at (888) 411-4911. You must identify yourself as an NYU employee and provide them with information on the University laptop on which the technology will be installed.

Claims should be made directly with CSI Insurance at: <http://www.collegestudentinsurance.com/makingclaim.php> All theft claims require a police or Public Safety report. If you have any questions, please contact the **NYU Insurance Department** at extension 82768.



RECYCLING PROGRAM BENEFITS STUDENTS

Last fall, NYU initiated a new recycling service on campus to provide a way for students, faculty and staff to recycle old cell phones and inkjet cartridges and, in so doing, to give back to the student community through the Inter-Residence Hall Council fund.

The program is simple and free. All you have to do is pick up a free postage-paid bag from one of the many displays around campus, pop in your used inkjet printer or old cell phones, and then put the bag in the mail. For each piece recycled, a small monetary amount is credited to the IRHC fund which benefits all students through programmatic initiatives.

We encourage everyone to participate in this recycling effort and help raise money for student programs. If you cannot locate a display on campus or would like to have a display posted in your area, please contact ES at: environmental.services@nyu.edu.

SAFE LIFTING AND HEALTHY BACK TRAINING

Environmental Services is proud to now offer [Safe Lifting and Healthy Back](#) training. The program has been formulated to help reduce back injuries and aid posture but, hopefully, will also result in increased worker productivity and a reduction in workers compensation claims. This training can be presented in person or can be taken online. Please contact us for more information.

The [2005-06 Environmental Services Training Schedule](#) is at: <http://www.nyu.edu/environmental.services/training.shtml>

ANNUAL INVENTORY UPDATES: CHEMICALS AND SELECT AGENTS

Yes, it's that time of year again! Environmental Services will soon be requesting that you update your inventories of chemicals and select agents. Last year, Environmental Services introduced an on-line chemical inventory program to allow you to better track your chemicals throughout the year. This program is still available through [NYU Home](#) but a new and improved version will soon be released. In addition, a similar program will soon be available to track inventories of Select Agents (regulated biological agents and toxins). For further information, please see: <http://www.nyu.edu/environmental.services/RTK.shtml>

NEW SENIOR BIOSAFETY SPECIALIST

Environmental Services is please to announce that Jodie Tassello has recently joined us as a Senior Biosafety Specialist. Jodie has over 10 years experience in both R&D and biosafety. Prior to joining NYU, Jodie worked at Vitex Inc. where she served as the Manager of Virology and the company's Biosafety Officer.

Jodie's role at NYU will be to consult with the university community on all aspects of biosafety, including lab design, biosafety equipment, research protocols, grant review, regulatory compliance, etc. Jodie can be reached at ext. 28580 or via email at: jodie.tassello@nyu.edu.

HOLIDAY SAFETY TIPS FROM NYU'S DEPARTMENT OF PUBLIC SAFETY

With the holiday season upon us, most of us are preoccupied with the details, exams, holiday planning and shopping. Unfortunately, the safety precautions we normally observe can sometimes be overlooked as the excitement of the season causes us to let our guard down. Many of the same precautions apply during the holidays as during the rest of the year. Please observe the following precautions:



Be Safety Smart

- Be alert and aware of your surroundings.
- Travel on populated, well lit streets.
- Be aware of pick pocketing, especially in crowds.
- Carry only the cash necessary to make the purchases of the day. Divide your money amongst your pockets, purse and wallet.
- Carry your wallet in the breast pocket of your jacket or in your side pants pocket.
- Carry your purse close to your body.
- When dining, keep your purse on your lap.
- Record all your credit card numbers. Carry only the one you need for that day.
- Be wary of the con artist: "If it's too good to be true, it probably is".
- If a robber confronts you, comply with his/her demands unless your safety is in danger. Your property can be replaced; you cannot be.

Are You Traveling for the Holidays?

- Ensure that your office door/dorm room is locked.
- Make sure you have accounted for all copies of your keys.
- Valuable items such as laptops or jewelry should be placed in locked cabinets or secured with high security cables.
- If possible, take these items with you or give them to a trusted friend to secure them in your absence.
- Avoid giving detailed information about your travel plans or time away from home or office via voice mail or automatic e-mail responses.
- Use Gear Guards (available free from Public Safety) to secure your backpack or any item where dual zipper closers are used.
- Immediately upon your return, take an inventory of your property.
- Immediately report missing property to Public Safety at 212-998-2222.

If you are the victim of any crime, call 911 or NYU Public Safety at [212-998-2222](tel:212-998-2222)