Winter storms are to be expected this time of year in our area. The severity accompanying the storms can vary from light snowfall to white out blizzard conditions. Preparing for these ahead time can lessen the risk and dangers while increasing the safety and comfort of your family. The Red Cross offers the following suggestions on how best to prepare.

- Talk with your family about what to do if a winter storm watch or warning is issued. Discussing winter storms ahead of time helps reduce fear, particularly for young children.
- Have your vehicle winterized before the winter storm season to decrease your chance of being stranded in cold weather.
- Keep a supply of non-clumping kitty litter to make walkways and steps less slippery.
- Service snow removal equipment before the winter storm season and maintain it in good working order.
- Keep handy a warm coat, gloves or mittens, hat, water-resistant boots, and extra blankets and warm clothing for each member of the household.
- Learn how to protect pipes from freezing
- Make sure your home heating sources are installed according to local codes and permit requirements and are clean and in working order.
- Make sure your home is properly insulated. Caulk and weather-strip doors and windowsills to keep cold air out.
- Consider buying emergency heating equipment, such as a wood- or coal-burning stove or an electric or kerosene heater. - Stoves must be properly vented and in good working order. Dispose of ashes safely. Keep a supply of wood or coal on hand. - Electric space heaters, either portable or fixed, must be certified by an independent testing laboratory. Plug a heater directly into the wall socket rather than using an extension cord and unplug it when it is not in use. - Use a kerosene heater only if permitted by law in your area; check with your local fire department. Use only the correct fuel for your unit. Properly ventilate the area. Refuel the unit outdoors only, and only when the unit is cool. Follow all of the manufacturer’s instructions.
- Consider storing sufficient heating fuel. Regular fuel sources may be cut off. Be cautious of fire hazards when storing any type of fuel.

At a minimum if you do nothing else:

- Listen to local area radio, NOAA radio or TV stations for the latest information and updates.
- Be prepared to evacuate if you lose power or heat and know your routes and destinations. Find a local emergency shelter.
- Check emergency kit and replenish any items missing or in short supply, especially medications and medical supplies. Keep it nearby.
Baseline Safety training is a mandatory training for all NDSU employees—faculty, staff, and student employees. If you are a supervisor, it is mandatory that you take both Supervisor Safety Training and Baseline Safety Training. Both courses must be completed on an annual basis and are available online or as in-person trainings.

In-person trainings for both Baseline Safety and Supervisor Safety are scheduled for March 2019 in the Memorial Union, Prairie Room.

Please register in advance:

**Baseline Safety Training**
**Tuesday, March 19, 2019**
2:00 – 3:00 pm
Prairie Room

**Supervisor Safety Training**
**Wednesday, March 27, 2019**
9:00 – 10:00 am
Prairie Room

Completing the online training courses will require that you log in using your NDUS username and password, review the training content and take the associated quiz. Your completion of the quiz online will record your completion of the training requirement. Follow this link to access the online training option:

https://www.ndsu.edu/police_safety/annual_notices_and_training/

Laboratory Safety Training is required for employees that work in laboratory spaces.
Principal investigators and those in charge of laboratory operations need to complete all seven training modules whereas employees within the laboratory spaces need to complete modules 1-6. For more information and links to the training visit the Safety Office website at:

https://www.ndsu.edu/police_safety/annual_notices_and_training/

Incident Reporting within 24 Hours

ND Risk Management requires NDSU to submit a completed incident report in writing within 24 hours. The Safety Office would like to remind all employees to report all incidents immediately to the University Police and Safety Office to allow time for the Safety Office to submit these reports within the 24 hour reporting period. The reporting forms can be found online on the [NDU forms page](https://www.ndsu.edu/police_safety/annual_notices_and_training/) as well as the University Police and Safety Office website.

There are a number of ways to deliver the report to the Safety Office:

1) Fax to 701-231-6739;
2) Email to ndsu.police.safety@ndsu.edu;
3) Stop by the Safety Office at 1523 12th Ave N; or
4) Call the Safety Office to relay preliminary facts of the incident if working remotely and can’t access forms.
Seasonal Safety Reminder

As winter returns, the Safety Office wants to remind all employees to be extra cautious when walking outdoors. Melting and freezing can create icy paths. Please give yourself extra time to get where you need to go.

Many incidents occur when we are in a hurry or running late. Make sure to wear proper footwear, take smaller steps, and stay aware of your surroundings. It is important that we all stay extra cautious during this time of the year.

If you do come across areas that are particularly icy, fill out a Near Miss report and contact the proper department such as Facilities Management or the building custodial staff to make them aware of the icy location. Remember to be proactive and report those areas that pose a potential slip and fall hazard. It is up to each one of us to keep our employees safe.

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.

Walk like a penguin to traverse safely over ice.