

ANNEX E. - DEANS, DIRECTORS, DEPARTMENT HEADS

Deans, directors and department heads are responsible for reading and taking the actions described in this annex to help promote the safety of individuals using the facilities they oversee. A primary safety tool is the Building Safety Plan, which is discussed in this annex.

Colleges, divisions and individual departments collaborate, through the building proctor system, to develop detailed Building Safety Plans consistent with the institutional emergency response plan. Department heads who are the primary users of a building are responsible for creating, disseminating, and maintaining that building's plan, with assistance from the building proctor (s) and the Emergency Management Coordinator in the Department of Environmental Health Services (491-6745).

It is important to note that there should only be one Building Safety Plan for each building regardless of the number of departments in the building. This requires intentional cooperation and coordination. Each building will exercise or drill annually, with assistance from the Emergency Management Coordinator, based on the building plan to ensure employees understand the safety plan and to improve crises response.

This annex addresses situations that may occur and the appropriate responses by building occupants. The university response is discussed in the basic plan and in annexes used by emergency personnel.

BUILDING PROCTORS

Building proctors have a very important role in emergency management. The selection of a building proctor should be made with care because of the significance of this position.

Building proctors are required to attend building proctor training (see Annex V). This training will provide valuable emergency awareness training and cover the basics of creating a Building Safety Plan. The proctor's role is to assist occupants with developing a Building Safety Plan, keep building occupants informed of events and serve as the main point of contact for emergency responders. It is recommended that supervisors of building proctors include these duties in their position description, have these activities be part of their annual evaluations and be sure that the building proctor receives recognition for their efforts.

A list of building proctors and their contact information is available on the Facilities Management website (<http://www.fm.colostate.edu/csc/proctorlist.cfm>). Building proctors are required to notify Facilities Management of any changes in contact information to keep this list current. Every regular occupant of a building (e.g., faculty and staff who have offices or are assigned classrooms there) should know who the proctor is for that building.

RESPONSIBILITIES OF ALL EMPLOYEES

During an emergency, local first responders (police, fire, and emergency medical personnel) may not arrive until higher priority conditions are resolved. Under these circumstances, individuals may need to provide initial assistance to others. Training in first aid, CPR, and evacuation procedures is critical at such times. Even occupants who lack training may be called upon to assist

others. First aid and CPR training is offered by the Department of Risk Management. The Emergency Management Coordinator can be contacted to develop and train on evacuation procedures.

Responsibilities of every employee include but are not limited to:

- Survey their buildings to proactively mitigate and plan for emergency situations.
- Help educate other occupants on the various risks in their areas.
- Know and understand the building safety plan for their building.
- Learn exit routes, exit stairwells, pull stations, fire extinguishers and automatic external defibrillators (AEDs) locations and areas of rescue.
- Know and post emergency phone numbers.
- Participate in all fire drills and treat every alarm as an actual emergency.
- Learn the needs of anyone for whom you are responsible who may need assistance during an emergency.
- Know rally point locations.
- If you notice an emergency, immediately call 9-1-1. If calling from a cellphone, immediately state the problem and tell the dispatcher you are calling from the CSU campus.

INTERACTING WITH THE MEDIA

The following guidelines will assist in working with the media at the scene of an incident:

- All employees and CSU representatives should be professional and polite at ALL times with ALL members of the media. There is no such thing as “OFF THE RECORD” and any observed or overheard communication or action may be reported in the news.
- If contacted by the media, employees are to politely and firmly request that the media wait for the CSU spokesperson and let reporters know that a building proctor is contacting CSU Public Relations for them. The employees should immediately contact supervisors or the Department of Public Relations (970-491-6621).

FIRE ALARMS AND OTHER EMERGENCY ALARMS

The Colorado State University Police Department (CSUPD) monitors all security and fire alarms. They will take all appropriate actions required to return the alarm to normal.

All building occupants should be trained on fire alarm evacuation procedures. When a fire alarm sounds, all occupants must exit the building. The building proctor should be prepared to assist with evacuations so that it is accomplished in a safe and orderly manner.

If a fire alarm system has to be temporarily shut down, the Facilities Management Customer Service Center will notify the building proctor, Risk Management, Environmental Health Services and the University Police Department of the intended shutdown. All departments that are notified will receive the date and approximate duration of the shutdown. A fire watch may be required for

extended time periods. If the alarm system is down and a fire breaks out, evacuate the building immediately and call 911 from an alternate location. After any alarm, a short review with all staff should take place to ensure that proper actions and responses took place according to the department's building safety plan.

Other emergency alarms (panic buttons, intrusion alarms) should be handled as outlined in the response protocol approved for that alarm. Individuals in the building should be aware of the type of alarm, but may not necessarily be knowledgeable in response protocols unless they are involved. These types of alarms usually do not require a building evacuation.

LOCKDOWNS

As defined by the International Association of Campus Law Enforcement Administrators (IACLEA) in its position statement dated May 2008, the term "lockdown" refers to an emergency protocol to prevent people from entering or leaving a facility. A lockdown is an emergency action ordered by a person or people in command, such as law enforcement personnel, to contain a problem or incident within a certain area. When considering a lockdown of campus facilities, campus authorities must take into account the severity and urgency of the problem or threat and the imminent danger to persons on the campus, among other factors.

Unlike secondary schools that are typically self-contained in one building and can be quickly locked down by securing all exits, CSU's campuses consist of many buildings spread out over many acres of land. The ability of campus authorities to "lock down" an entire campus and restrict the free movement of people is extremely difficult, if not impossible. As further noted by IACLEA, the decision to contain an area or completely close a campus in an emergency involves many considerations, resources and complexities. In certain circumstances, it may be feasible and appropriate to take such emergency action for a single building or facility that is the area of origin for a problem or critical incident. Only the Chief of Police (or a person acting on the behalf of the Chief of Police, with the requisite authority) may implement a lockdown in an emergency situation.

Even when a decision is made to implement a lockdown, individuals with card key access (where installed) may still be able to access the building, depending on the particular card key system. Buildings without card key access can only be locked down using hard keys or door screws. This can put the individual locking down the building at risk. It is important that individuals know the process of locking down their building, whether this is done through a card key lockdown initiated by CSUPD, a hard key lockdown initiated by Facilities Management, or by individuals in the building. Any individual performing a hard key lockdown should take their role very seriously and use discretion as it pertains to personal safety and risk.

Once the decision is made to lockdown a building, occupants need to follow emergency responder instructions. The most likely event in which a lockdown will be initiated is an active shooter event. In this case, the basic response for occupants is discussed in the Active Shooter section of the Building Safety Plan in Appendix E-1.

OCCUPATIONAL SAFETY AND HEALTH

It is the policy of the University to take all reasonable steps to provide safe working conditions. OSHA standards will be used as guidelines where appropriate in establishing occupational safety and health rules for the University.

Building proctors are expected to be a source of information and a point of referral. They should be alert for possible dangerous work conditions or procedures. Any suspect condition or procedure should be referred to Environmental Health Services.

RIGHT-TO-KNOW REQUIREMENTS

Individuals have the right to know what chemicals they may be exposed to in their work environment. The best place to find information about a specific chemical is from the Material Safety Data Sheet, or MSDS. MSDS information sheets for chemicals are available through EHS. It is important to note that even water has an MSDS and the interpretation of an MSDS is very important. If you have any questions or concerns, please contact EHS.

BUILDING SAFETY PLANS

Deans, directors and department heads have the overall responsibility for the development of a Building Safety Plan. Building proctors have received training to help the department develop a building plan using the template provided in Appendix E-1. Help from Environmental Health Services, Colorado State University Police Department and Training and Organizational Development can be requested to assist with the development of the plan. Once the plan is developed, it must be sent to the Emergency Management Coordinator for review. The Emergency Management Coordinator is responsible for consolidation of all plans across the campuses.

Emergency Telephone Numbers

A basic list of telephone numbers is provided in the Building Safety Plan template. It is important to complete this section of the plan and add any additional numbers that building occupants might need. During building proctor training, several additional telephone numbers are provided that may be beneficial (Human Resource Services, Employee Assistance Program, etc.).

Bomb Threat

A bomb threat is generally defined as a threat to detonate an explosive or incendiary device to cause property damage or injuries, whether or not such a device actually exists. American schools and companies receive thousands of bomb threats every year. Very few of these are warnings of real bombs. The vast majority are hoaxes; however, all bomb threats should be treated seriously. The person receiving the threat should obtain as much information as possible from the caller. The building proctor manual contains a bomb threat check sheet that should be available to all who answer telephones for the department. After receiving a threat, use a phone other than the one the threat was received on and immediately call 911.

Follow the procedures outlined in the building safety plan, the instructions from dispatch and the emergency responders. Evacuation of the building is not always required. The decision to evacuate will be made by CSUPD in consultation with individuals familiar with the building. This may include building proctors, facilities staff and other employees.

If the call is received on a hard wired phone, it may be possible to trace it by dialing *57 from the phone receiving the call. This must be performed prior to receiving or making additional calls. Alert responding individuals if you use the *57 feature.

If the bomb threat is made electronically (computer) or a hard copy document (mail), the recipient should do their best to preserve the material without deleting and/or handling it. This may aid law enforcement in their investigation and subsequent apprehension of those responsible.

If an evacuation becomes necessary, do not pull the fire alarm. In some bombing incidents, the bomb was activated when a fire alarm was pulled. It may be necessary to go room to room to evacuate the building. Work with the emergency responders on scene to determine how to accomplish the evacuation. Evacuees should assemble as far from the building as possible. Keep in mind that if a bomb does explode, debris from the blast can be propelled 2,000 feet or more from the site of the blast.

Once a thorough search has been conducted, the decision to reoccupy the building will be made by CSUPD in consultation with the building proctor and others familiar with the building.

Continuity

Business continuity planning is the process whereby organizations ensure the maintenance of critical operations when confronted with adverse events such as natural disasters, technology failures, human errors, or terrorism. The objectives of business continuity are to minimize loss to the organization, continue to serve customers, and maintain administrative operations.

The University has an obligation to protect and provide for students, faculty, staff, and visitors in the event of a major interruption of our mission or operation. These obligations extend to a responsibility for each department to be able to meet its individual obligations. This includes the ability to provide the services expected of them and to carry out functions critical to the mission of the University should an event occur that interrupts the normal course of operations. Failure to have an adequate continuity plan could lead to financial disaster, interruptions of academic classes, failure of research projects, and delays in completing other mission critical activities.

Business continuity is executed after health, life, and safety issues are addressed. The campus Emergency Response Plan addresses health, life and safety issues. As a minimum, business continuity assumes the following have been restored:

- Police, Fire, and Ambulance services
- Electricity, water, reasonable climate control, and adequate lighting
- Access to and egress from campus, classrooms, and administrative facilities
- Safe handling and proper disposal of toxic substances, biologically hazardous materials, and radioactive materials

Business continuity encompasses maintaining and recovering the business, not just the recovery of technology. Business continuity planning requires both a university-wide plan and individual plans for operating units that are responsible for mission critical functions. Mission-critical functions are processes that are essential to ensure loss to the organization is minimized, constituents continue to be served, and administrative operations are resumed safely and effectively.

The commonly accepted components of Business continuity for building occupants are:

- Business impact analysis – identifies critical business processes, assigns estimates of maximum allowable downtime, and designates priorities for restoration.

- Testing and updating – establishes mechanisms to exercise the plan and keep it current.

The first step in business continuity planning is determining critical mission processes and the interdependencies between those processes that must continue to exist for the University to function. Critical processes generally fall into one of three general categories:

- Safety and security - Activities needed to sustain a safe and secure environment for students, faculty, staff, patients, the visiting public, and surrounding community. While the Emergency Response Plan addresses restoring safety and security, Business Continuity may be concerned with sustaining those functions for an extended period.
- Business support services - Activities that allow the University to maintain necessary business operations, safeguard assets, and ensure the financial viability of the University. Examples include payroll, revenue collection, accounts payable, and financial reporting.
- Learning, education, and research - Activities that carry out or directly support the academic mission of the University. For example, student support services (admissions, registration, etc.), lecture and study, research, post graduate programs, graduation.

Unit plans must take into account the possibility that a University-wide interruption of utilities, services and support may affect multiple units. Departments that depend on other departments or external suppliers to provide its critical functions should coordinate with those departments or external suppliers.

For additional information regarding business continuity planning, contact the Office of Risk Management and Insurance.

Debriefing (After Action Reviews)

Every incident or training exercise needs to be evaluated to determine the effectiveness of the Building Safety Plan. As problems or concerns are identified, updates to the plan are critical. The Building Safety Plan template outlines reviews and provides a template for these reviews.

Earthquake

Colorado has a very low risk of earthquakes, but this does not mean that they will not occur. It is very important to follow steps outlined in the building safety plan template, especially since most of the buildings in Colorado are not built to earthquake codes.

Elevator (People are Trapped)

Refer to steps outlined in the Building Safety Plan template.

Evacuation Plan

Campus Evacuations

The most likely event to occur is the evacuation of parts of campus or single buildings. Some emergency situations may require the entire campus to be evacuated. Examples include a tornado, earthquake or flood that causes major damage to the majority of the buildings on campus or a large chemical or radiological emergency that results in the closure of the campus.

Employees will continue ongoing operations until a closure announcement is made. Individual department heads are not authorized to make decisions to close campuses or buildings; however, during an emergency in which life, health or safety is in jeopardy and evacuation is needed, department heads and building proctors should take immediate action according to their building safety plan.

- When the decision is made to close part or all of campus, a notification as described in Closures and Emergency Announcements will be sent.
- The university may, based on the nature of the emergency, close certain facilities. Closures may include any and all facilities, including those regularly used by students, employees, and others. Access to the affected campus buildings or areas may be restricted to protect the safety and well-being of employees and students.
- All people (students and employees) should **IMMEDIATELY** evacuate and relocate as directed by emergency personnel or an official announcement sent by the Chief of Police or the Public Safety Team Executive Committee (PSTEC).
- During an official closing, all employees, except those identified as essential or emergency employees (Human Resources defines these individuals as “employees required to work during periods of suspended operations.”) who have been requested by emergency personnel to report, will be required to leave or not report for work. An employee who enters campus or a closed facility during an emergency closing without authority does so at their own risk.
- Cancellation of off-campus classes may become necessary when the host institution closes or alters its schedule and Colorado State University does not. In these cases, the university will adhere to the closing decision made by the host institution or person in charge of the facility.

Campus Evacuation Rally Points

Off-campus evacuation rally points have been designated in non-campus buildings around the university based on agreements with community organizations for use of their buildings during a campus emergency. All university personnel should be extremely respectful of these organizations.







Building Evacuation Plans

To ensure all building occupants (faculty, staff, students and visitors) are able to exit the building during an emergency, current evacuation maps may be posted at all exterior doors, elevators, places of assembly, classrooms, laboratories with general access and other public areas for reference by building occupants. Maps can be requested from the Emergency Management Coordinator.

These evacuation maps will be placed in a protective encasement. They should be treated the same as any other valuable building information and should not be tampered with in any way. The evacuation maps that are taken down should be replaced and additional maps should be posted as building usage changes. Any building remodels or renovations may require revisions to evacuation maps.

The building safety plans must contain the emergency exit routes as well as fire extinguisher (in public/corridor areas), fire alarm pull stations and AED locations and a notification of “you are here”. The plans should be revised at least once every two (2) years.

These maps should show the following items and legend:

Red		= "You Are Here"
Blue		= Fire Alarm Pull Station
Green		= Exterior Exit
Black		= Fire Extinguisher
Black		= AED Cabinet
Yellow		= Rally Point

CONTACT:

If EGRESS ROUTES need to be obtained or updated contact:

Environmental Health Services 970-491-6745

If FLOOR PLANS do not reflect remodeling that alters egress routes contact:

Facilities Management 970-491-0109

Exercise Policy and Schedule

- An orientation exercise should take place once each semester. At least annually, a table-top exercise or drill should take place. The department head or their designee is responsible for maintaining a calendar of planned exercises and plan updates resulting from the exercises. An actual emergency or false alarm can count as an exercise IF A DEBRIEFING WITH STAFF AND FOLLOW UP REVIEW OF THE PLAN ARE COMPLETED WITHIN 10 WORKING DAYS.
- An orientation exercise is a discussion during a staff meeting or training to review the building safety plan for the department and each staff member's role or responsibility. Normally, an orientation will take place before any other exercise or drill.
- A table-top exercise involves a scenario that involves one section of the building safety plan and discussion of all participants roles and responsibilities in executing the plan, getting to safe gathering areas, communicating during an emergency, then reviewing the exercise and making changes in the plan as appropriate.
- A drill involves actually playing through a situation that tests one or more portions of the department's building safety plan.
- All evacuation drills must be coordinated through the Emergency Management Coordinator. Other drills should be coordinated with neighboring department and building proctors to prevent panic and confusion!
- Short discussions of possible scenarios should take place at staff meetings regularly to keep awareness levels high and allow employees to ask questions or seek guidance from CSUPD, EHS, etc.

Can I escape quickly and safely from the area if I attempt to extinguish the fire?

NO Leave Immediately

YES

Do I have the right type of extinguisher?

NO Leave Immediately

Although the **potential** for fire always exists, routine inspections, maintenance, and training are effective in reducing bodily injury, loss of life, and damage to property.

Is the extinguisher large enough for the fire?

NO Leave Immediately

All employees and students should know elements that cause fires and the proper practices to eliminate them. Everyone should be aware of safety conditions that have a potential to start a fire, such as the use of extension cords or the improper storage of chemicals, paint, cleaning supplies, rags, paper, etc.

Is the area free from other dangers such as hazardous materials and falling debris?

NO Leave Immediately

EVERY ALARM SHOULD BE TREATED AS A FIRE UNTIL PROVEN OTHERWISE.

State and local regulations **REQUIRE** all occupants to leave the building if a fire alarm occurs.

Before a fire occurs, there are some simple steps you can follow that will aid your survival. Find the nearest exit followed by an alternate exit to use if the primary outlet is blocked. Ensure that the path out is clear and that all doors leading out of the building can be opened. Find the nearest fire extinguisher and learn how to use it if necessary.

Deciding to Use a Fire Extinguisher

If the fire is small enough to be extinguished and you have had extinguisher training, you may decide to use a portable fire extinguisher to put out the fire. If you have any doubts about the size of the fire or your ability to extinguish it, do not try. Evacuate! Never attempt to put out a fire until someone has notified the authorities.

Before attempting to fight any fire with an extinguisher, ask yourself the following questions.

A flowchart consisting of four blue rectangular boxes arranged vertically, connected by green downward-pointing arrows. Each blue box has an orange arrow pointing to a white rectangular input box on the right. Below the last blue box is a white rectangular input box.

To operate a fire extinguisher, remember the acronym P.A.S.S.:

P - Pull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.

A - Aim low. Point the extinguisher at the base of the fire.

S - Squeeze the lever slowly and evenly.

S - Sweep the nozzle from side-to-side.



First Aid / Medical

Accidents and injuries can occur at any time or place. If an accident or injury occurs, protect human life first. Administer first aid or get medical assistance as fast as possible. Building occupants are NOT required to administer first aid or give medical assistance, even if they are trained in these procedures. They may provide assistance if they wish to do so as a Good Samaritan. It is very important to know where first aid kits, Automatic External Defibrillators (AEDs) and blue light emergency phones are located. AED and emergency blue light phone locations are listed at <http://safety.colostate.edu/>.

Injuries to CSU Employees

If a CSU employee is injured on the job and the injury necessitates being treated by a physician, the University has designated medical providers where all employees are required to be treated for **work related** injuries. Please consult the Risk Management website for a listing of approved medical providers at <http://www.ehs.colostate.edu/WWorkComp/home.aspx>.

Urgent Care and Emergencies

Urgent and emergency care is available on the first floor of the south end of Poudre Valley Hospital, 24 hours a day, 7 days a week, no appointment needed.

IF AN INJURY APPEARS TO BE LIMB- OR LIFE-THREATENING, DIAL 911 AND LET AN AMBULANCE TRANSPORT THE INDIVIDUAL.

Non-Urgent Care and Follow up Medical Care

Please consult the Risk Management website for a listing of approved medical providers <http://www.ehs.colostate.edu/WWorkComp/home.aspx>.

CSU Office of Risk Management 970-491-7726

Hazardous Material Spill

Hazardous materials spills are usually very small and are easily cleaned by laboratory personnel. It is every important to have access to an MSDS to evaluate the hazard cleanup method. If there are fumes, vapors or large chemical reactions, evacuate the immediate area and call 911. If the spill may affect the entire building, pull the fire alarm and evacuate the building. Always contact the building proctor with information about the spill (see the Building Safety Plan template).

Mail (Suspicious)

Pranks or hoaxes involving false threats disrupt lives, create serious safety concerns and tax valuable University and community resources. They create illegitimate alarm. The University and law enforcement authorities take false threats very seriously. The University has a "zero tolerance" policy and will aggressively investigate any incidents. An individual found responsible for making false threats will be subject to University disciplinary action, up to and including being fired from the University, and prosecution under state and federal law. See Appendix E-1 for additional information.

For More Information

Contact CSUPD at 970-491-6425, IN AN EMERGENCY, DIAL 911.

FBI Suspicious Mail Advisory

<http://www.fbi.gov/pressrel/pressrel01/mail3.pdf>

Information about Anthrax

<http://www.bt.cdc.gov/agent/anthrax/>

Information about Ricin

<http://emergency.cdc.gov/agent/ricin/>

Odors (Indoor Air Quality)

Inform all building employees that they should tell the building proctor if anyone smells unusual odors. The building proctor will relay the information to Environmental Health Services. If there is a concern for life and health safety, evacuate the area immediately and call 911.

Other Emergencies

Assault, Harassment, Destruction of Property, Mutilation, Vandalism, Problem Patrons, and Theft

For any of these situations, CSUPD should be called immediately before notifying other individuals. It is not your responsibility to detain individuals committing crimes. Leave this up to the police. Refrain from touching or disturbing anything that may have evidentiary value.

Police Response

Employees and students may witness a University police response to a situation requiring police presence within the building. Police may direct occupants to either stay in their offices or classrooms, not enter the building, or to leave the building or an area immediately.

If contacted by a police officer, ALWAYS follow their instructions. Failure to follow these instructions could endanger lives, and lead to your arrest for failing to comply.

Some buildings contain security or life and safety alarms that when activated, in most cases, require police response. Until the alarm is proven to be false, police respond as if there is an actual intrusion, or emergency. When University police have been dispatched, they will follow up by contacting no more than two (2) responsible parties within the affected area to explain their response, even in the event of a false alarm. Those contacted may include department heads, deans,

or building proctors who will then be responsible for determining when and to whom to distribute information regarding the police response to a given situation. It will be the responsibility of each building to provide 24/7 building proctor contact information and update that information as necessary.

Preparedness

Safety Security Inspections / Violation Reporting

Obvious safety or hazardous conditions should be mitigated. The parties involved should resolve conditions involving department or building personnel. EHS will serve as technical support for these efforts. Conditions that are building occupant generated and have not been resolved or involve non-building or department personnel should be reported to EHS.

Use the following at a minimum to ensure all the correct information is obtained to assist in the investigation.

- Nature of the complaint (safety violation, fire hazard, etc.)
- Immediacy of the threat to health, life or safety.
- Exact location of violation.
- Date and time condition was observed.
- Has the complaint been reported to any other department? If so, what department and what action was taken or what information was given?

Workplace Violence Recognition/ Reporting / Prevention

On August 13, 1996, the governor signed Executive Order D0010-96 regarding workplace violence. This Executive Order serves to reaffirm the importance the University places on a non-violent, non-threatening workplace environment. Help can be obtained through the Office of the Ombuds & Employee Assistance Program.

Rally Points

Rally point locations outside of the building and in adjacent buildings must be identified if a building evacuation occurs. Coordinate selection of these areas with the Emergency Management Coordinator. These locations are used to account for all occupants, identify occupants that may still be in the building and in need of assistance, and to easily provide updated information as it is received.

These areas should be **upwind, uphill and upstream** of the building and far enough away from the building to avoid flying glass or debris from fires, explosions, or earthquake damage. Follow direction given by responders. Be prepared for secondary threats as you leave the building. Those threats may include other people meaning to do harm, animals, chemical hazards or wind blowing from the site of the emergency toward the exit you are using or the rally point.

More than one area may need to be identified if wind direction changes and if conditions such as lightning, hail and high winds endanger people. Coordinate with proctors of nearby buildings for your building safety plan for permission to use their rally points as alternatives to your building's rally points, and vice-versa.

Staff who can assist other occupants to rally points should know these alternate locations, but should NOT post these locations on maps without Emergency Management Coordinator approval. Posting these locations can provide unwanted information to individuals intending to do more harm.

Emergency Evacuation Drills

Emergency evacuation drills are exercises to familiarize building occupants with the sound of an alarm, emergency exit routes and safe distance gathering locations. Building proctors may contact the Emergency Management Coordinator and request a drill.

The Emergency Management Coordinator will help schedule a drill with building occupants, emergency personnel. This is an important part of emergency preparedness. Deans, Directors and Department Heads must be involved, and others who may be conducting valuable research work that cannot be suddenly interrupted without causing damage, must be advised in advance. Otherwise, keep the drill date and time confidential, unless it is an announced drill, and ask others who are involved to do the same. Depending on the degree of “surprise” desired, more or less people can be informed. The Emergency Management Coordinator will advise whether or not the drill is to be announced.

EHS will coordinate with Facilities Management, Poudre Fire Authority and CSUPD to make sure the dates and times are mutually acceptable. EHS representatives will observe the drill and work with occupants and emergency personnel to provide a written critique.

NOTE: Practice what building occupants should do in an emergency **BEFORE** it happens. Be sure that occupants have been trained before a drill so that they understand their roles.

Shelter-in-Place

One emergency safety strategy is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. This is not the same thing as going to a shelter in case of a storm or going to an exterior room and signaling through a window when your escape is blocked by fire. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge. It does not mean sealing off your entire building.

Shelter-in-place may be advised if:

- chemical, biological, or radiological contaminants are accidentally or intentionally released into the environment;
- there is a shooter or dangerous animal outside of your building;
- there is a lightning storm or a tornado.

Should one of these occur, University emergency personnel will provide information on how to protect yourself. Follow emergency personnel instructions and know what to do if they advise you to shelter-in-place.

Remember that instructions to shelter-in-place are usually provided for durations of just a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will

run out of oxygen. Your shelter-in-place location should also have access to a telephone and some food supplies.

It is recommended that at least one “Go Kit” per building be assembled. These kits should be inspected quarterly to ensure all items are in the kit and in good condition. A list of items that should be included are:

- **Emergency Response/Communication Plans:** This should be in the building safety plan outlined during building proctor training. This plan should include a Rally Point Checklist.
- **Medical Supplies:** This should be a basic first aid kit.
- **Moisture Wipes and Anti-Bacterial Hand Sanitizer:** Numerous types of hand sanitizers are available. Make sure that the sanitizer has a minimum of 60% ethanol (alcohol).
- **Flashlight:** Include extra batteries and a bulb.
- **Radio:** A NOAA battery operated weather radio is recommended.
- **Basic Tools:** Tools should be a minimum of:
 - Pliers
 - Crescent wrench
 - Flat and Phillips screwdriver
 - Multiplier with all of the above
- **Dust Masks:** These should be used on a voluntary basis. They do not protect individuals from mists or fumes. N95 masks are better and will protect the wearers to a higher degree. Numerous types and sizes are available.
- **Gloves:** Rubber kitchen gloves will protect individuals from the majority of chemicals that may be encountered. Latex or Nitrile gloves also should be available (large or extra large only). Leather work gloves also should be included.
- **Matches or Lighter:** These should be stored in a water tight container.
- **Pencils, Pens, Paper:** These should be stored in waterproof containers, such as a Ziploc® bag.
- **Duct Tape:** One large roll. Use to secure trash bags to windows and tape doors.
- **Trash Bags:** Large heavy duty trash bags. Enough to cover all windows in room if necessary.
- **Towels or rags:** Place along lower edges of exterior doors.

Shooter

An active shooter is a person who appears to be shooting or attempting to shoot people; in most cases active shooters use firearms and there is no pattern or method to their selection of victims.

These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims.

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. If you find yourself involved in an active shooter situation, try to remain calm and plan a strategy for survival.

No one can predict the origin of the next threat; assailants in incidents across the nation have been students, employees, and non-students alike. In many cases, there were no obvious specific targets and the victims were unaware that they were targeted until being attacked. Being aware of your surroundings, taking common sense precautions, and heeding any warning information can help protect you and other members of the campus community. See Appendix E-1 for detailed instructions on how best to respond to an active shooter incident.

Special Areas

To help emergency responders, list areas in this section that may require special attention during an emergency. These may include;

- Laboratories
- Computer areas that have critical data
- Emergency generators
- Large radioactive sources
- Large quantities of explosive, flammable or toxic material
- Large magnets
- Animal housing
- Biological materials

Staff

Safety

During any emergency or exercise, an appropriate staff member will be assigned as a SAFETY STAFF member. This person will observe department employees to determine their ability to safely carry out any duties under the building safety plan or as assigned by a supervisor or department head.

If the safety staff member observes a person who cannot safely carry out their duties for any reason, they will report this situation to a supervisor and the department head as soon as practical. If no supervisor or department head is available, the Safety Staff member is authorized to take immediate action to correct the safety concern then report this action to the supervisor and department head as soon as possible.

Essential or Emergency Positions

Certain positions are considered essential to university operations even when the university is closed. Human Resource Services defines these individuals as “Employees required to work during

periods of suspended operations". An essential or emergency position is one which performs functions that are essential to protecting life, health and safety, preventing damage to buildings, systems or property, protecting research assets from harm or deterioration, or maintaining critical communications in support of such functions. Essential or emergency positions DO NOT include every employee in a department. Only those individuals that are required to maintain critical operations if a building or the university is closed for business should be identified. Examples of these individuals are:

- the minimum number of food service workers required in residence halls;
- individuals that maintain basic animal operations;
- individuals that maintain the safety of biological, radiological or chemical material.

Remember that the more individuals that respond, the greater the risk and the more difficult oversight becomes.

Each Department Head shall identify essential or emergency positions in advance, and have a listing of these positions in a readily assessable Building Safety Plan. These lists shall be reviewed and updated annually, and employees in those positions should be aware of their designation. Departments with essential or emergency positions include, but are not limited to:

- CSU Police Department
- Facilities Management
- CSU Health Network
- Information Technology
- Crisis Management
- Environmental Health Services
- Housing and Dining Services
- Large Animal Resources

Employees in these positions should be available to work during inclement weather or an emergency, if required. Compensation for these employees will follow the Human Resources manual.

Train Derailment

A major railroad line bisects the Colorado State University main campus. A number of trains travel through the campus each day. Some of these trains have large containers of extremely hazardous chemicals. The chance of an accidental hazardous materials release is small. However, if such a release does occur, it could present a very serious risk to persons in the area, both outdoors and inside, residence halls, classrooms, administration buildings and other campus facilities.

This information is intended to provide a guide to being prepared for such an event.

Basically there are two options to consider during a hazardous materials release event:

- 1) Evacuate to a safe location away from any hazardous chemical plume.
- 2) Shelter in place, in your room, office or apartment, by making your shelter air-tight.

Which option you choose will depend on a number of factors and, whenever possible, you should follow the recommendations made by emergency response personnel. Knowing and preparing for these options will very likely protect you from serious injury.

If conditions permit, you may be able or directed to evacuate your location and move to a safe location of your own choosing, or one identified by emergency personnel. If evacuation is feasible, you may need to move several miles away from the area in order to avoid exposure, and you should stay away until you are authorized to return.

A railroad accident could result in an immediate release of hazardous materials. Wind direction and wind speed could potentially aggravate the hazardous conditions and prevent you from safely evacuating the area. Your only choice in these conditions is to seek shelter within your location.

This can be a very effective protective measure; however, it does require some preparation. Your main goal in sheltering in place is to make your location air tight to prevent outside air from entering. To do this use the “Go Kit” previously described. Wet towels may be used to create a barrier between the door and the floor. Dust and N95 masks are not effective against airborne chemicals and should not be considered as a sufficient protective barrier in these situations.

Utilities

The loss of utilities can have a major impact on research experiments and the safety of individuals and animals. Don't wait until utility service is lost to determine if backup utilities are needed to save valuable equipment and research. When developing the building plan, address backup utilities and make individuals aware of the presence of backup equipment and what they support.

Planned Events

Utility outages may be required to address reoccurring issues within and outside of buildings. These will be announced by Facilities Management and affected building proctors will be notified. It is the responsibility of the building proctors to notify building occupants so that they can prepare for these outages.

Unplanned Events

CSU may have utility outages that are beyond their control. During these events Facilities Management (FM) will try and contact all affected areas, but may not know the extent for some time. The building proctors should inform building occupants to not directly contact FM. All information should be directed to the building proctor and forwarded to FM. This will help reduce the number of calls to FM and allow them to respond to the situation without being inundated with calls requesting assistance. REMEMBER that an email may not be sent because power is required in order to send and receive emails.

Communications

Warning and Notification

A communication tree will be developed separately by each building or department and included in the building safety plan to facilitate notification to everyone in the building during an emergency. The communication tree should be reviewed at least annually by the building proctor. Building proctors and the Emergency Management Coordinator can help develop this communication tree.

Building personnel will use this communication tree when emergency personnel contact the building proctor and ask that individuals in the building be notified of an emergency situation or when other information is needed to be sent to building occupants. Examples that may be applicable include but are not limited to:

- E-mail notifications;
- Telephone trees;
- Selected telephone numbers with scheduled updated messages;
- Scheduled telephone conference calls.

Closures and Emergency Announcements

The Public Information Officer (PIO) and the Director of Public Relations collaborates with the Public Safety Team Executive Committee (PSTEC) and others as deemed appropriate given a particular situation. The PIO communicates important health and safety information to the CSU community, the media, key constituent groups and the public. The Building Safety Plan template provides a list of locations to receive information from the PSTEC.

Weather

Closures

The university consults with the City of Fort Collins, Larimer County and Poudre and Thompson Valley School Districts when making decisions about closing campuses within Larimer County. When storm conditions are severe, factors such as wind and temperature combined with current and projected snow or rain accumulations influence the decision to close campus.

If the university is closed, don't come in unless you are listed as an essential or emergency position and you have been requested to report by emergency personnel or by your department head. You should contact your building proctor before an emergency if you don't know whether or not you are on this list.

The Public Safety Team Executive Committee will make a recommendation to the President (or, in the President's absence, the responsible designee) whether or not to suspend campus operations to protect life, health and safety. The PSTEC recommended actions may include but are not limited to:

- Suspending or cancelling non-essential campus operations;
- Declaring a campus buildings closure until normal operations can be safely resumed;
- Directing the communication of emergency warnings and instructions.

If officials know that weather and road conditions may be unsafe the next morning, a decision to alter the normal university schedule may be announced before working hours. If weather and road conditions cannot be accurately determined until the very early hours of the morning, a decision and announcement about the university's operational status will be made as early as possible with a targeted decision time of 5 a.m. and a targeted announcement time of 5:30 a.m. (if at all possible).

The director or administrator for facilities outside of Fort Collins (such as Agricultural Experiment Stations, research stations, and Extension offices), is responsible for monitoring weather conditions

and road safety and determining the best action to take with respect to reducing operations. This official shall contact the unit's executive director, dean or vice president to discuss actions before implementing a decision. If the official cannot contact a superior due to conditions or other circumstances, and conditions are endangering animals or people, he or she should implement appropriate actions and report them promptly to the unit's director, dean or vice president.

Flooding

Most flash flooding is caused by slow-moving thunderstorms, thunderstorms repeatedly moving over the same area, or heavy rains from severe storms. Alerts are issued by the National Weather Service and are classified as follows:

Severe Thunderstorm Warning - A severe thunderstorm has been detected by radar or by a trained spotter. Take cover if you are near the severe thunderstorm.

Severe Thunderstorm Watch - Conditions are favorable for thunderstorms to produce wind gusts to 58 mph or stronger or hail to 3/4 inch or larger in the watch area. These watches are issued for 4 to 6 hours and for a number of counties. Stay informed, watch the sky, and take cover if a severe thunderstorm approaches you.

Flood/Flash Flood Watch - A flood "watch" is issued when conditions indicate that flooding may occur. People in affected areas should monitor local radio and television broadcasts for emergency information and instructions.

Flash Flood Warning - Flash flooding in the warning area has developed or is imminent. Move to higher ground at once!

Flash Flood Watch - Heavy rain may develop and result in flash flooding in or near the watch area.

Snow

Snow Removal Priorities and Operations

During snow storms, Facilities Management is responsible for snow removal. The university has identified areas of each campus that are priorities for snow removal (snow routes). As conditions deteriorate, additional stress is placed on available resources. To maintain police, fire and emergency medical vehicles access, high priority areas (areas essential for the safety and well-being of people, including people living on campus) will be cleared first.

Streets and parking lots may be temporarily blocked for snow removal operations during a snow storm and snow removal vehicles must be given the right of way during snow removal operations. Failure to comply is a class A traffic infraction and could hinder operations and place people at risk of injury from an accident. Any vehicles that block operations and unauthorized cars parked in the Motor Pool parking lot may be ticketed or towed at the owner's expense. Drivers should check signs in lots and on streets, and, in the event of heavy snowfall, call (970) 491-7669 for updates.

Sanding and Snow Removal

The following information is for streets and parking lots **only**:

- The general policy is to provide safe travel for the University community and others using our streets and parking lots.

- Facilities Management will sand streets and parking lots when they become a safety hazard to cars and pedestrians.
- Facilities Management will monitor conditions either with CSUPD or by on-site inspections.
- Snow is moved off the streets and often is plowed into bicycle lanes or other areas. Facilities Management will use all reasonable efforts to maintain pedestrian walkways and access points for disabled persons (such as curb cuts and designated parking spaces).
- Sanding will continue so long as it is feasible to do so.

Sidewalks

- Primary walks and main entrances will be first priority for snow removal.
- Facilities Management will work with a goal to have cleared all primary and main entrance walks by 7:45 a.m.
- Chemical de-icer will be applied to primary walks and the north facing areas or shaded areas if necessary.

Things to Remember

- If the campus is closed, please DO NOT come to campus if you are not considered essential for critical operations. This causes congestion and makes it difficult to clear the snow from roadways, parking lots and sidewalks.
- Be aware of snow sliding off of roofs in areas of pedestrian traffic.
- Be aware of heavy snowfall that may increase the risk of falling branches that can damage buildings and cars and cause severe injuries.
- Shaded areas may have icy patches that should be avoided

Tornados and Winds

Tornado alerts issued by the National Weather Service with two classifications. They are:

Tornado Watch - Conditions are favorable for tornadoes to develop. A watch is normally issued for 4 to 6 hours and includes many counties. If you are in or near the tornado watch area, stay informed via NOAA Weather Radio, commercial radio or television. Keep your eye on the sky, and be prepared to take cover at short notice. Tornadoes can occur with little or no warning.

Tornado Warning - A tornado has been sighted or a developing tornado is reported by trained spotters or indicated on Doppler radar. A warning is typically issued for a small area for less than an hour. If a tornado warning is issued for your area, move to an emergency shelter or find other protection immediately!

1. If **outdoors**, get inside a building, if possible. If you are unable to get indoors, lie in a ditch or low-lying area. Use your arms to protect your head and neck and stay low to the ground. Remember: If you are in a ditch or low-lying area, be alert for flash floods that often accompany tornadoes.

2. If you are in a **vehicle**, there is no safe option when caught in a tornado, just slightly less-dangerous ones. Vehicles are extremely risky in a tornado. If the tornado is visible, far away, and the traffic is light, you may be able to drive out of its path by moving at right angles to the tornado. Seek shelter in a sturdy building, or underground if possible. If you are caught by extreme winds or flying debris, park the car as quickly and safely as possible, out of the traffic lanes. Stay in the car with the seat belt on. Put your head down below the windows; cover your head with your hands and a blanket, coat, or other cushion if possible. If you can safely get noticeably lower than the level of the roadway, leave your car and lie in that area, covering your head with your hands. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris. Never try to outrun a tornado. Do not take shelter in a ditch downwind of the vehicle.
3. If in a mobile home, remember that mobile homes are particularly vulnerable. A mobile home can overturn very easily even if it is tied down. When a tornado warning is issued, get out of the mobile home quickly, and take shelter in a building with a strong foundation. If shelter is not available, lie in a ditch or low-lying area between the tornado and mobile home. Do not take shelter in a ditch downwind of the mobile home. Use your arms to protect your head and neck.

High Wind Warning - The expected winds will average 40 miles an hour or more for at least 1 hour or winds gusts will be greater than 58 miles an hour. Trees and power lines can be blown down. A High Wind Warning may be preceded by a HIGH WIND WATCH if the strong winds are not expected to occur for at least 12 hours. If building damage is occurring during these warnings, follow this section of the building safety plan.

Wind Chill Warning - Life threatening cold with wind chill temperatures computed to be -40 degrees or less for at least 3 hours. Exposure to this combination of strong winds and low temperatures without protective clothing will quickly lead to frostbite and/or hypothermia. Longer exposures can be fatal.

Wind Advisory - Average wind speeds between 31 and 39 miles an hour, or for frequent wind gusts between 46 and 57 miles an hour.