

Appendix E-1

Sample Building Safety Plan

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EMERGENCY TELEPHONE NUMBERS

POLICE AND FIRE	911 or 491-6425
BUILDING PROCTOR.....	
DEPARTMENT CHAIR.....	
LAB COORDINATOR.....	
SAFETY OFFICER.....	
ENVIRONMENTAL HEALTH SERVICES.....	491-6745
BIOSAFETY	491-6729
FIRE SAFETY.....	491-4749
HAZARDOUS CHEMICALS.....	491-4830
RADIOACTIVE MATERIALS.....	491-3736
FOOD SAFETY/WATER QUALITY/INDOOR AIR.....	491-6121
FACILITIES MANAGEMENT	491-0077
RISK MANAGEMENT.....	491-7726
STUDENT HEALTH	491-7121

BOMB THREAT

- Locate the FBI Bomb Data Questionnaire and fill it out while talking to the caller. If questionnaire is not immediately available, record every word spoken by the caller and any background noises. Then immediately fill out Bomb Threat Checklist.
- Alert a co-worker via note (if possible) while on the line with the bomb threat. Have co-worker call CSUPD at **911** and have the following information available:
 - where the bomb threat is
 - who is taking bomb threat call
 - an estimate of how many people are in the building
 - try to determine the exact location of the bomb(s) and when it is suggested to go off
 - have them stay on the line until the dispatcher tells them to hang up
- If calling **911** from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location at CSU and you will be transferred to CSUPD dispatch
- Immediately dial *57 or write number down incoming telephone number from phone display.
- Notify the department head.
- Notify the building proctor.
- Evacuate the building immediately if requested by CSUPD.

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COMMUNICATIONS

WARNING AND NOTIFICATION

- Ensure that all telephone trees and email listings are up to date at least once per year.
- Practice once per semester doing a “call out” to ensure that staff know what to expect, how to use information, and that numbers are up to date (especially cell phones).
- Post telephone trees in appropriate locations for review.
- Telephone number for updated messages: _____
- Conference call number: _____ Times for call in: _____

Information from the PSTEC can be obtained from the following sources:

- 1) Emergency text and e-mails;
- 2) CSU Public Safety and CSU homepage websites;
- 3) Today@Colostate announcements;
- 4) Social media (Facebook, Twitter);
- 5) (970) 491-7669;
- 6) Local and regional television stations;
- 7) Local and regional radio stations.

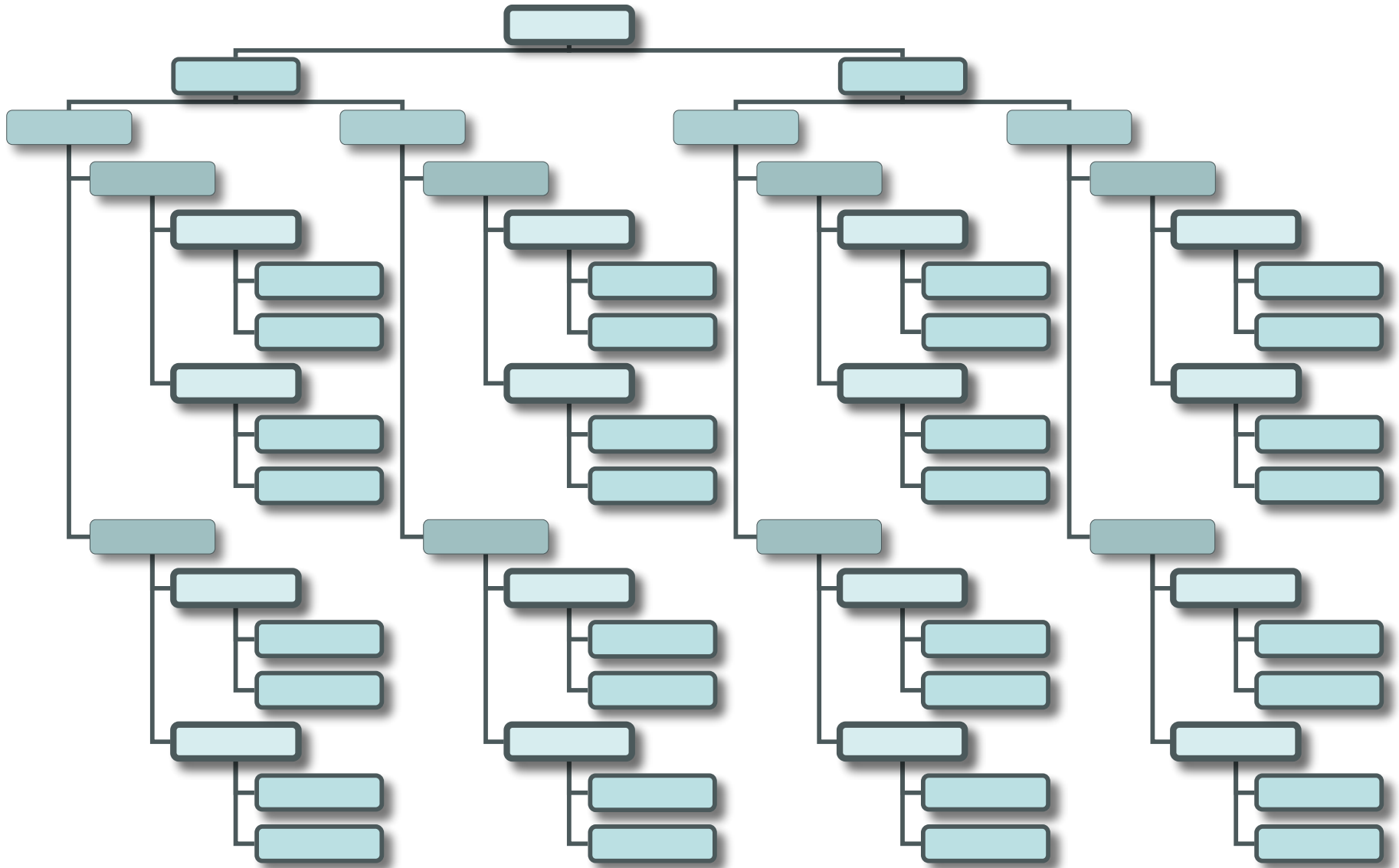
Calling 911

Be prepared to provide the following information:

- a. Nature of the emergency.
- b. Your name, location (building and room) and telephone number of your location.
- c. Whether there are any people trapped or in immediate danger.
- d. Whether there are disabled individuals needing assistance and their location.
- e. Whether there are people with injuries and the extent of those injuries.
- f. Provide additional information or special instructions for the emergency area.
- g. **DO NOT HANG UP** until released by the Police dispatcher.

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COMMUNICATION TREE



CONTINUITY

- What are your department's business interdependencies? What do you need from other departments to perform critical functions? What departments depend on you to perform critical functions?

[INSERT TEXT]

- Are there days of the week or month, or months of the year, when a major emergency would be even more disruptive than at other times?

[INSERT TEXT]

- Is your essential data backed up regularly? Would the information be accessible if your building was closed, or if the University network was down?

[INSERT TEXT]

- Does your College or Division and its constituent Departments have planning documents for continuing operations in the event of disaster?

[INSERT TEXT]

- Is there a process for tracking the cost of business recovery (including funds spent on overtime, special materials and supplies, temporary personnel, etc.) and a mechanism for distinguishing emergency recovery costs from other business expenditures?

[INSERT TEXT]

- Are special vendor or contractor arrangements necessary for your department(s) to insure continuity of services?

[INSERT TEXT]

- Does your College or Division have a method to make emergency purchases?

[INSERT TEXT]

- What human resources would you need to restore your most critical functions?

[INSERT TEXT]

- Do your employees have personal emergency preparedness plans for their households?

[INSERT TEXT]

- If only 50% of your staff and faculty could return to work, could you open?

[INSERT TEXT]

- Can some employees telecommute during a disaster? What can you do now to plan for that?

[INSERT TEXT]

- If the University had volunteer workers available after a disaster, what skills would be needed in your department?

[INSERT TEXT]

- What equipment is necessary for the department to perform its functions?

[INSERT TEXT]

- Have precautions been taken to secure essential equipment in the event of most likely emergencies?

[INSERT TEXT]

- How would you replace equipment within hours or days to be able to resume normal business?

[INSERT TEXT]

- If your department couldn't use its office space to operate, how much space would you need to relocate? What kinds of equipment are essential for performing your unit's critical functions?

[INSERT TEXT]

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DEBRIEFING (AFTER-ACTION REVIEWS)

- After EVERY emergency or exercise, a review will be held with all staff involved directly or indirectly in the event as soon as practical in coordination with the Emergency Management Coordinator.
- The review will include factual events, emotional impacts and support, and an update of the department's plan for future emergencies.
- When needed, additional support from experts on campus or in the community (e.g. EAP, Counseling Center, mental health, etc.) will be contacted for assistance.
- An after-action report and updated building safety plan will be submitted to the director and the Emergency Management Coordinator within 30 days of the event.

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TEMPLATE FOR POST EVENT DEBRIEFING/REVIEW

(Every emergency or drill/exercise should be followed by a debrief and review)

1. What was the event? Date, time and location?

2. Did the staff follow the department's building safety plan?

3. Was a debriefing held to make sure staff knew of events and needed actions and that the workplace was safe to return to work?

4. What did the staff learn from this event and how can the plan be improved for the next emergency or drill?

5. Who will follow up with emotional issues, questions, and plan changes and by what date?

EARTHQUAKE

- Remain calm.
- Take cover under heavy furniture – a table, desk, or bench – or within a doorway.
- Keep away from glass.
- Wait for quake or tremor to subside and all falling objects to come to rest.
- For small quakes and tremors with **NO** apparent damage, return to normal activities, building proctors will survey entire building for possible damage such as leaking pipes, fallen books, etc. All proctors will meet in designated areas to report damages to CSUPD.
- If damage appears heavy, evacuate **ONLY** when notified by emergency personnel that it is safe to leave.
- Proceed immediately to the designated rally point.
- Stay away from electrical power sources, fallen lines, buildings, or other tall objects.
- Do **NOT** smoke. Gas lines may have ruptured.
- If building is damaged, secure the building against entry. Notify CSUPD of the damage and evacuation. Do not reenter damaged buildings.
- Be prepared for aftershocks. Aftershocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during the main shock.

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ELEVATOR (PEOPLE ARE TRAPPED)

- Tell passengers to stay calm and that you are getting help.
- Call 911 and provide information.
- Stay near the passengers until police or other assistance arrives provided it is safe to do so.
- Do not try to pry open the elevator or extract people from a trapped elevator car.

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EVACUATION PLAN

- Faculty who are teaching classes at the time of an emergency are responsible for the orderly evacuation of the class and should be the last one out of the classroom to verify evacuation for responders.
- DO NOT take time to turn off computers, printers, or office lights. Close, but DO NOT lock, office door and windows.
- Gather your personal belongings **if it is safe to do so**. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)

- Exit the building through the closest exit. DO NOT use the elevator.
- All personnel should be familiar with exit paths for their areas. REFER TO YOUR FLOOR PLAN and be familiar with the shortest path possible and a secondary exit.
- Proceed in an orderly manner as quickly as possible to the nearest exit and then to the designated rally point.
- Be alert for individuals with disabilities or injuries who may need assistance. However, under no circumstances should an individual risk or jeopardize his or her personal safety in an attempt to rescue another person. All occupants who are physically incapable of exiting the building without assistance should go to the nearest stair tower or area of refuge and await rescue. Notify the building proctor or responding emergency personnel of any known individual that may be unable to independently exit the building.
- Stay at the designated rally point until you are instructed to leave. This way an accurate head count can be taken. Faculty and lab assistants are responsible for the students. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Upon arrival of University police, the proctor will assist them in whatever manner they request or direct. Poudre Fire Authority staff or the University Police will clear the building, checking elevators, areas for the physically disabled and laboratory areas.
- Emergency alarms being turned off DOES NOT mean the building is clear and safe to re-enter. They are silenced so that emergency response personnel are able to communicate with each other. DO NOT RE-ENTER THE BUILDING for any reason until instructed to do so by fire department, EHS, or police officials.

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CAMPUS EVACUATIONS

- Evacuate as instructed in emergency announcement.
- Leave by vehicle unless instructed otherwise.
- Do not return to campus until instructions are received saying it is safe.
- Move to designated campus rally points if unable to go home or if you are instructed to do so.

BUILDING EVACUATION PLANS

Map legend:

Red		= "You Are Here"
Blue		= Fire Alarm Pull Station
Green		= Exterior Exit
Black		= Fire Extinguisher
Black	<u>AED</u>	= AED Cabinet

Yellow  = Rally Point

CHECKLIST:

- ☐ Emergency egress plans are current as of _____ (Date)
- ☐ The egress routes have been updated for major renovation(s) to the building that altered the emergency egress route(s) _____ (Date)
- ☐ The posted egress plans are current _____ (Date)

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EXERCISE POLICY AND SCHEDULE

Orientation exercises (described below) that will take place. One each semester.

1. [INSERT EXERCISE]
2. [INSERT EXERCISE]

Annual table top exercise or drill that will take place.

1. [INSERT EXERCISE OR DRILL]

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FIRE

- Pull the red fire alarm. Refer to the floor plan and be familiar with the nearest alarm location. An alarm will ring at CSU police. CSUPD will call the fire department. If the building is not equipped with a fire alarm system, notify the building occupants verbally.
- If there is immediate danger, remain calm and follow evacuation procedures and then call CSUPD at 911 from a nearby building.
- If there IS NOT an immediate danger, call CSUPD at 911.
- If calling 911 from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location at CSU and you will be transferred to CSUPD dispatch.
- Follow evacuation plan. Listen for directions and congregate at the designated rally point. Faculty and lab assistants will account for students.
- Before opening any door, feel it with the back of your hand. **If it is hot, do not open it!** If it is not hot, open cautiously, bracing yourself against it to slam it shut if you feel a rush of heat.
- Call the building proctor. (See emergency telephone numbers).
- DO NOT RE-ENTER THE BUILDING.

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IF YOU ARE TRAPPED IN THE BUILDING...

- If the door to the room you are in is hot to the touch or smoke is seeping in around it, **DO NOT OPEN IT.**

- Remain calm. Walls, ceilings, floors, and doors are designed to withstand fire for a period of time.
- Move as far away from the fire as you can, closing every door between you and the fire.
- Hang or wave an object from a window or outside the door to attract the attention of rescuers.
- Pack the crack under the door with clothing or other material to keep the smoke out.
- Let someone know you are trapped. Call **911** and stay on the line until the dispatcher tells you to hang up. If there is no phone available, yell and wave out the window to gain attention.
- If calling **911** from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location at CSU and you will be transferred to CSUPD dispatch.
- Stay low to the floor near the window as the smoke will fill higher areas first.
- FIRE EXTINGUISHERS ARE TO BE USED TO KNOCK DOWN A FIRE BETWEEN YOU AND YOUR EXIT. THE USE OF A FIRE EXTINGUISHER TO PUT OUT A FIRE IS NOT RECOMMENDED WITHOUT PROPER TRAINING.

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FIRST AID / MEDICAL

- Remain calm.
- Call **911** and stay on the line until the dispatcher tells you to hang up.
- If calling **911** from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location at CSU and you will be transferred to CSUPD dispatch
- Send an individual to meet the ambulance.
- Do **NOT** move the victim or give first aid unless you are trained and certified to do so.
- Remain with the victim and try to keep the victim warm and alert by talking with them until emergency response teams arrive.

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HAZARDOUS MATERIALS SPILL

BENCH TOP SPILLS

A bench top spill is defined as a spill that will not contaminate the water supply, sewer, air handling system, or any other area, is small enough to be easily and safely handled by staff, and occurs where there are **NOT** any injuries to persons in the vicinity.

- Remain calm.
- Consult the Materials Safety Data Sheet (MSDS).
- Contain the spill with absorbent material.
- If you are familiar with handling the spilled reagent, obtain the proper spill kit and follow the MSDS directions to clean the spill.

- Notify the principal investigator for the laboratory.
- Dispose of all material according to the Colorado State University Hazardous Chemical Waste Systems Manual.

IF YOU ARE NOT FAMILIAR WITH THE SPILLED REAGENTS OR YOU DO NOT FEEL COMFORTABLE CLEANING UP THE SPILL, FOLLOW INSTRUCTIONS FOR LARGE SPILLS.

LARGE SPILLS

A large spill is defined as a spill that may contaminate the water supply, sewer, air handling system, or any other area, is too large to be easily handled by staff, and/or involves injuries.

- Remain calm.
- Evacuate and isolate the immediate area. Evacuating the entire building is not required if the spill and fumes or vapors can be contained within a single area inside the building.
- If there **is danger to all building occupants**, pull the fire alarm and follow the building evacuation procedures. Call 911 and have the information below available,
 - where the spill has occurred
 - what was spilled
 - how much was spilled
 - when the spill occurred
 - if there are any injuries

Stay on the line until the dispatcher tells you to hang up.

- If calling **911** from a cell phone, immediately identify your location at CSU and follow the dispatcher's instructions.
- Call the principal Investigator for the laboratory.

ALL LABORATORIES MUST BE EQUIPPED WITH SPILL KITS FOR THE APPROPRIATE MATERIALS BEING USED IN THE LABORATORY, FOR EXAMPLE, ACIDS, BASES, MERCURY, ETC.

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MAIL (SUSPICIOUS)

- Do not try to open the package. If there is spilled material, do not try to clean it up and do not smell, touch or taste the material.
- Do not shake or bump the package or letter.
- Isolate the package, placing it in a sealable plastic bag, if available.
- Calmly alert others in the immediate area and leave the area, closing the door behind you.
- Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds. Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials.
- Call CSUPD and give them your exact location, the location of the item and why it appears suspicious or concerning.

- Wait for CSUPD to respond. Do not leave the building unless instructed to do so by CSUPD personnel.

IDENTIFYING SUSPICIOUS PACKAGES AND ENVELOPES

- Inappropriate or unusual labeling
- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as: "Personal," "Confidential" or "Do not X-ray"
- Marked with threatening language
- Postmarked from a city or state that does not match the return address
- Powdery substance felt through or appearing on the package or envelope
- Oily stains, discolorations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.
- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

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ODORS (INDOOR AIR QUALITY)

- Report to the building proctor for EHS to evaluate. THIS IS ESPECIALLY TRUE IN LABORATORY, CHEMICAL STORAGE OR HAZARDOUS MATERIALS AREAS AND BUILDINGS.
- Do NOT stay in the area.
- Identify people who may have been exposed to any dangerous fumes for medical follow-up.

When a complaint is received, please try to obtain the following basic information:

- When the odor or smell was first detected.
- Exact location of the odor or smell.
- What type of odor or smell is present (sewer gas, burning electrical, natural gas, etc.).
- Determine whether there is work being done in or around the area (inside or outside) where the complaint is located.

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CALL 911 IF ANYONE IS HAVING MEDICAL OR PHYSICAL REACTIONS TO FUMES OR ODORS AND MOVE OUT OF THE AREA.

OTHER EMERGENCIES

ASSAULT, HARASSMENT, DESTRUCTION OF PROPERTY, MUTILATION, VANDALISM, PROBLEM PATRONS, AND THEFT:

- Call CSUPD immediately at **911**.
- Notify the building proctor.
- Observe suspicious persons but *DO NOT TRY TO DETAIN THEM*.
- Ask the victim to remain until police arrive.
- Obtain names, addresses, and telephone numbers of witnesses.

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POLICE RESPONSE

- Do not run from a police officer when contacted or instructed in any way. This could lead to injury to you or others, or enforcement action being initiated against you.
- When interacting with police, place hands forward and palms up like asking a question if the situation is at all confrontational – this allows them to see your hands and scan quickly for weapons (they don't know you're NOT the "bad guy" until they identify you).
- Even if you know the alarm to be false, you must STILL follow all instructions from responding police officers as well as any protocols that have been established for an alarming system within your building.

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PREPAREDNESS

SAFETY SECURITY INSPECTIONS / VIOLATION REPORTING

- At least once a week, check AEDs, Fire Extinguishers, Fire Department Water Connections, emergency exits and routes, and posted maps to ensure that all are functional and up to date.
- If you have a generator at your facility, see that Facilities tests it and advises you of results or repairs on a scheduled basis.
- Once each semester, review designated rally points to ensure that they still fit department needs. Also check secondary (weather contingency) locations and update agreements with other buildings or departments regarding these.

WORKPLACE VIOLENCE RECOGNITION / REPORTING / PREVENTION

- Ensure that staff are trained to recognize behavioral warning signs and implied or direct threats.
- Ensure that staff know expected reporting procedures, situation review processes, and documentation requirements and are comfortable with them.
- Practice a situation or scenario once per year to make sure the staff knows the expectations.

- Make “course corrections” as needed to improve process and prevent violent events.
- If you are directly threatened or in danger, do whatever is necessary to escape, hide, or defeat the threat and call 911 as soon as possible!
- Involve police, Human Resources, EAP, supervisors and others as needed during any event or suspected threat.

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RALLY POINTS

The rally points in order are:

1. Outside of the building:
2. Inside a neighboring building:

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RALLY POINT CHECKLIST

Date: _____ Time: _____

- ☐ Immediately report to responders anyone who cannot be accounted for or may need assistance.

Individual

Location

- ☐ Report ANY suspicious people, vehicles, activities, or packages to police via 911 ***immediately***.

Suspicious Activity

Location

- ☐ Be on the lookout for additional threats until the emergency is over.

Additional Threats

Location

- ☐ Media and inquiries referred to Public Relations or their on-site representative.

☐ DO NOT release anyone to re-enter the building until advised that it is safe by emergency responders.

Emergency Responder Releasing Building

Time

☐ Staff briefed before re-entering the building about what has happened, what they need to do to ensure the safety of their work area and customers, and when and where a review and debriefing will be held.

Briefing Time

Location

☐ Update Building Safety Plan if required.

☐ Update Not Required

Update

SHELTER IN PLACE

If you are told to shelter-in-place, follow these instructions.

- Immediately bring students and employees indoors. If you have evacuated because of a fire or other event, entering the building may put you at higher risk. You need to assess each situation and use your best judgment for each incident.
- Get your “Go Kit”.
- Provide for the safety of visitors in your building and ask them to stay – not leave. Do not drive or walk outdoors.
- Have at least one telephone in each room. There should be a way to communicate among all rooms where people are sheltering-in-place.
- Select an interior room with the fewest windows or vents. Select several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows also may be appropriate.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- Close window shades, blinds, or curtains.
- Call emergency contacts and have a phone available if you need to report a life-threatening condition.
- If directed to do so, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and report to your designated building proctor.
- Listen or watch for an official announcement from emergency personnel (via local radio, CSU email or text) and stay where you are until you are told all is safe or you are told to evacuate.
- University and local officials on the scene are the best sources of information for your particular situation. Follow their instructions during and after emergencies regarding sheltering, food, water, and clean-up.

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SHOOTER

If the shooter is outside your building:

- Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
- If you can do so safely, get all occupants onto the floor and out of the line of fire.
- If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

If the shooter is inside your building:

- If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Do not take anything with you.

- As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- If you get out of the building and do not see a police officer, attempt to call the police by dialing 911. Tell the dispatcher your name and location and follow their instructions.
- If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor or, if possible under a desk and remain silent. Wait for the police to come and find you.
- If the shooter enters your office or classroom:
 - There is no set procedure in this situation. If possible, call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
 - Use common sense. If you are hiding and flight is impossible, playing dead may also be a consideration.
 - Attempting to overcome the suspect with force is potentially very risky and should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** If you opt for this action, your odds are best if you act as a group to confront the attacker, but remember there may be more than one shooter.
 - If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
 - While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officers instructions.

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SPECIAL AREAS

- [INSERT ROOM NUMBER]
- [INSERT WHAT IS SPECIAL ABOUT THE AREA]

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STAFF

SAFETY

Identification of Safety Staff:

1. Primary: [INSERT NAME AND CONTACT INFORMATION]
2. Secondary: [INSERT NAME AND CONTACT INFORMATION]
3. Tertiary: [INSERT NAME AND CONTACT INFORMATION]

ESSENTIAL/EMERGENCY POSITIONS

Below is a list of essential, emergency positions:

Name	Emergency Position
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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TRAIN DERAILMENT

If evacuation is the prescribed action, please consider the following:

- 1) If possible, evacuate in your own vehicle. This will provide you with needed transportation during the evacuation period.
- 2) When evacuating remember to evacuate upwind, uphill, upstream from the incident.
- 3) Remember that an evacuation may last for several hours or even days. Be sure to take essential items with you, medications, some clothing, health aids, telephone contact lists. **Do not allow this to delay your evacuation.**
- 4) Monitor updated information about the accident and evacuation.

If sheltering in place is recommended, you should do the following:

- 1) Turn off all air conditioners and fans. Facilities Management will turn off building HVAC units.
- 2) Close and seal all exterior windows and doors using materials in your go kit.
- 3) Monitor local radio or television for details and instructions.

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UTILITIES

- The building proctor should contact Facilities Maintenance.
- Contact CSUPD after normal working hours and on the weekends.
- Laboratory personnel should secure all experiments, unplug electrical equipment (including computers) and shut off research gases. All chemicals should be stored in their original locations. Fully *CLOSE* fume hoods. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is restored.

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WEATHER

- The Public Safety Team Executive Committee will announce closures with actions to take.
- In a severe storm, Housing and Dining Services along with other university operations will coordinate food and shelter as necessary.

FLOODING

INTERIOR FLOODING

If you safely can do so,

- Secure vital equipment, records and hazardous materials (chemical, biological and radioactive) – and move items to a higher level.
- Shut off all electrical equipment. Secure all laboratory experiments.
- Evacuate the affected area.
- Report to designated rally point.
- Call Facilities for assistance in shutting off water, electrical and gas supplies.
- Call **911** and have the following information available:
 - where the flooding occurred
 - if there are any injuries

Stay on the line until you are told to hang up.

- If calling **911** from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location as at CSU and you will be transferred to CSUPD dispatch
- Stay away from all power (electrical) sources.
- Stay away from utility vaults.
- Do not return until you have been instructed to do so by someone from an emergency responder.
- Report any oil, chemical, biological, radioactive materials or food preparation areas suspected of mixing with the flood waters to EHS.
- Do not dump flood water down any drain (storm or sanitary) unless approved by EHS staff.
- After the main power is off, unplug electrical appliances and do not turn on any appliances which have become wet until they are checked for proper operation.

EXTERIOR FLOODING

- Remain calm.
- Call **911** and let them know:
 - what building you are in
 - how high the water is
 - how many people are with you.

- If calling **911** from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location at CSU and you will be transferred to CSUPD dispatch
- If there is water all around the building, proceed to the roof of the building or the highest point accessible.
- If there is water on only one side of the building, proceed in an orderly fashion out of the building exit that has **NO** water.
- Immediately go to the highest area possible.

SNOW

- 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.
- 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

- Alert employees and students in your immediate area
- Proceed to the nearest interior room, lower level hallway, basement or designated emergency shelter (**room xxx**), close the door and stay away from the windows (refer to floor plan). If at all possible have a phone, radio, flashlights and first aid kits available.
- Call **911**.
- If calling **911** from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location at CSU and you will be transferred to CSUPD dispatch.
- Monitor the storm by listening to the radio. **DO NOT LEAVE THE SAFE AREA UNTIL TOLD TO DO SO.** CSUPD and Poudre Fire Authority will be making rounds throughout campus determining

damages and will contact you when it is safe to leave the building. This may take a while, so remain in the designated area until you are contacted to leave. There may be structure damage.

NOTE: TORNADOES HAVE BEEN KNOWN TO LEAVE THE GROUND AND COME BACK DOWN AGAIN IN A MATTER OF MINUTES OR EVEN AS LONG AS HALF AN HOUR. REMAIN IN THE DESIGNATED AREA UNTIL NOTIFIED BY CSUPD OR THE POUDRE FIRE AUTHORITY THAT IT IS SAFE TO LEAVE.

[Table of Contents](#)

- . When is the bomb going to explode?
- . Where is the bomb right now?
- . What does the bomb look like?
- . What kind of bomb is it?
- . What will cause the bomb to explode?
- . Did you place the bomb?
- . Why?

EXACT WORDING OF BOMB THREAT:

What is your name?

Sex of caller: _____

Race: _____

Age: _____

Length of call: _____

Telephone number at which call is received:

Time call received: _____

Date call received: _____

CALLER'S VOICE:

- | | |
|----------------|--|
| Calm | <input type="checkbox"/> Nasal |
| Soft | <input type="checkbox"/> Angry |
| Stutter | <input type="checkbox"/> Loud |
| Excited | <input type="checkbox"/> Lisp |
| Laughter | <input type="checkbox"/> Slow |
| Rasp | <input type="checkbox"/> Crying |
| Rapid | <input type="checkbox"/> Deep |
| Normal | <input type="checkbox"/> Distinct |
| Slurred | <input type="checkbox"/> Whispered |
| Ragged | <input type="checkbox"/> Clearing Throat |
| Deep Breathing | <input type="checkbox"/> Cracking Voice |
| Disguised | <input type="checkbox"/> Accent |

Is voice of caller (if voice is lammal, who did it sound like?)

Colorado State University

Police Department

BACKGROUND SOUNDS:

- | | |
|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (please specify): _____ |

BOMB THREAT LANGUAGE:

- | |
|---|
| <input type="checkbox"/> Well spoken (education) |
| <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul |
| <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational |

REMARKS:

Your name: _____

Your position: _____

Your telephone number: _____

Date checklist completed: _____

**Colorado State University
Police Department**

Emergency: 911
Non-Emergency: 970-491-6425
<http://police.colostate.edu>

***57 Initiates "CALL TRACE"**

