



SAFETY AND EMERGENCY PLAN

April 2020

THE COLLABORATIVE FOR STUDENT ACHIEVEMENT

Canvas Stadium

1415 Meridian Avenue
Fort Collins, CO 80523-1032

Safety and Emergency Plan

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Safety and Emergency Telephone Numbers

POLICE

Police and Fire Emergency **911**
Police and Fire Non-Emergency **491-6425**

PROCTORS

Building Proctor: Dean Helzer 491-5069
Assistant Building Proctor: Mary Cutler 491-4293

DIRECTOR

Executive Director: Gaye DiGregorio..... 491-1957

REPORTING BUILDING ISSUES

Facilities Management Dispatch 491-0077

SAFETY RESOURCES

Biosafety..... 491-0270
Environmental Health Services..... 491-6745
Food Safety..... 491-6121
Hazardous Chemicals..... 491-4830
Indoor Air Quality..... 491-6121
Pest and Animal Issues..... 491-6121
Radioactive Materials..... 491-3736
Risk Management..... 491-6745
Student Health Network..... 491-7121
Tell Someone 491-1350
Water Quality..... 491-6121

COMMUNICATIONS

NOTIFICATION

Standard ways the University shares emergency communications:

- Safety website: safety.colostate.edu
- Campus-wide emails
- Text message alerts
- Social media: CSU Police and Safety Facebook, Twitter
- SOURCE (the University's online newsletter)
- Colorado State University homepage: www.colostate.edu
- University status information number: 491-7669
- Emergency Broadcast System: local cable and broadcast stations
- CSU Police 911 Center
- Local and regional media outlets

Unit supervisors are responsible for notifying the staff in the event of a building or office emergency. In such an event, the Executive Director will notify unit Directors. For campus-wide emergencies, staff should call the campus emergency phone number at 491-7669.

SAFETY STAFF

- Primary: Dean Helzer, Building Proctor
- Secondary: Mary Cutler, Assistant Building Proctor

CALLING OR TEXTING 911

Be prepared to provide the following information:

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

EVACUATION PLAN

- 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. (Important: take prescription medications with you if at all possible; it may be hours before the building is cleared for re-entry.)
- Leave the building through the closest exit.
- All personnel should be familiar with exit paths for their areas. REFER TO THE FLOOR PLAN on page 10 and be familiar with the shortest path possible as well as a secondary exit.
- Proceed in a calm and orderly manner as quickly as possible to the nearest exit and then to the designated rally point (refer to page 6).
- 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 who 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. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Upon arrival of the 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 stairwells and areas for the physically disabled.
- 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, Environmental Health Services or police officials.

CAMPUS EVACUATIONS

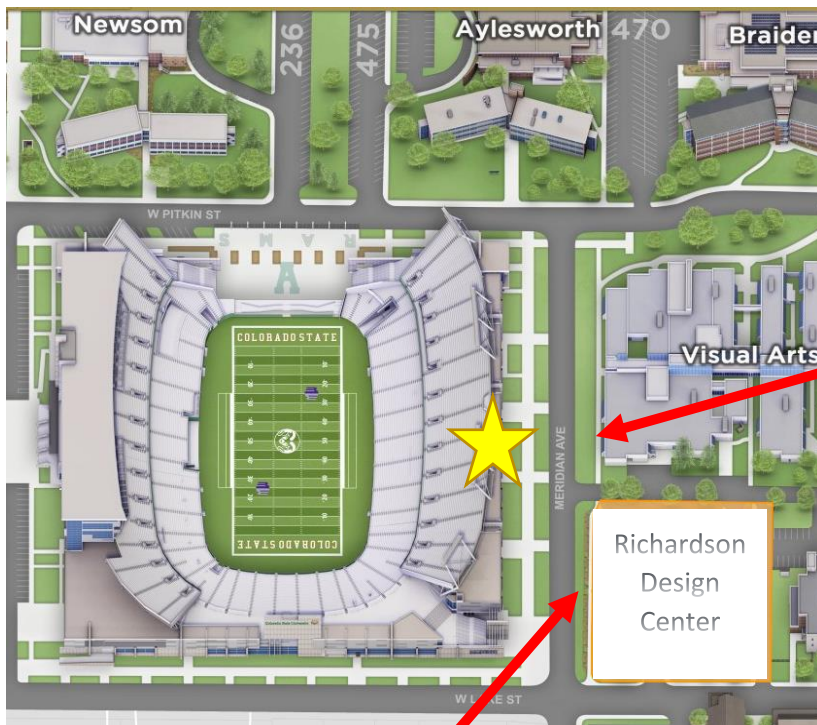
- Evacuate as instructed in the emergency announcement.
- Leave campus by vehicle unless instructed otherwise.

- Do not return to campus until instructions are received saying it is safe to do so.
- Move to the designated campus rally points if unable to go home or if you are instructed to do so.

EVACUATION PLAN WITH RALLY POINTS

The rally points are:

- Primary: West side of the Visual Arts Building on the sidewalk along Meridian Avenue
 - In case of inclement weather, proceed into the building to take shelter
- Secondary: West side of the Nancy Richardson Design Center on the sidewalk along Meridian Avenue
 - In case of inclement weather, proceed into the north entrance of the building under the bridge and gather in the vestibule



**Primary
Assembly
Location**

**Secondary
Assembly
Location**

FIRE

See floor plan on page 10 below for locations of Fire Extinguishers and AEDs

- Refer to the floor plan and be familiar with fire extinguisher and automated external defibrillator (AED) locations.
- Because our building is not equipped with fire alarm pulls, notify the building occupants verbally of a fire (if feasible).
- 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 the evacuation plan (see page 6). Listen for directions and congregate at the designated rally point.
- 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.
- Notify the building proctor. (See emergency telephone numbers).
- DO NOT RE-ENTER THE BUILDING.

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 a window, if possible, 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 a 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.

SPECIAL AREAS

- Storage Rooms A, B, C, D, F, G
- Lactation Room
- Resource Room
- Break Room
- Restrooms

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

FIRST AID AND MEDICAL

See floor plan on page 10 below for Automated External Defibrillator (AED) locations.

- 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 someone 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 them warm and alert by talking with them until emergency response teams arrive.

- Fire Extinguisher
- Automated External Defibrillator (AED)



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.
- Provide for the safety of visitors in your building and ask them to stay – not leave. Do not walk or drive outdoors.
- Have at least one telephone/cell phone 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/rooms and meeting rooms (preferably without exterior windows) 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.

ACTIVE ASSAILANT

If the assailant 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 assailant 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 at 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 it 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 assailant 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 assailant.
 - If the assailant 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 assailant.

- While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officers instructions.

BOMB THREAT

- Locate the FBI Bomb Data Questionnaire and fill it out while talking to the caller. If the questionnaire is not immediately available, record every word spoken by the caller and any background noises, then immediately fill out the Bomb Threat Checklist.
- Alert a co-worker via note (if possible) while on the line with the bomb threat. Have the co-worker call CSUPD at **911** and have the following information available:
 - where the bomb threat is
 - who is taking the 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 down the incoming telephone number from the phone display.
- Notify the department Director (Gaye DiGregorio).
- Notify the building proctor (Dean Helzer).
- Evacuate the building immediately if requested by CSUPD.

WEATHER AND OTHER EMERGENCIES

- The Public Safety Team Executive Committee will announce closures along 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 can safely 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.
- Evacuate the affected area and report to the 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 is occurring
 - 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 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 accessible point.
- If there is water on only one side of the building, proceed in an orderly fashion out of a building exit that has **NO** water present.
- Immediately go to the highest area possible.

SNOW

- To maintain police, fire and emergency medical vehicle 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 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, close the door and stay away from the windows (refer to floor plan on page 10 above). If at all possible have a phone, radio, flashlights and first aid kits available.
- Call **911**. If calling 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 POUFRE FIRE AUTHORITY THAT IT IS SAFE TO LEAVE.

EARTHQUAKE

- Remain calm.
- Take cover under heavy furniture – a table, desk, or bench – or within a doorway.
- Keep away from glass.
- Wait for the quake or tremor to subside and for 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 the building is damaged, secure the building against entry. Notify CSUPD of the damage and evacuate. 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.

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, move upwind, uphill, upstream from the incident.
- 3) 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.
- 3) Monitor local radio or television for details and instructions.

ODOR (INDOOR AIR QUALITY)

- Report to the building proctor for EHS to evaluate.
- 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.

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

SUSPICIOUS MAIL

- 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

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

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.

UTILITIES

- The building proctor should contact Facilities Maintenance.
- Contact CSUPD after normal working hours and on the weekends.