About the Biology Department:

The Biology Department is made up of active and emeritus faculty, special faculty, instructors, postdoctoral fellows, research associates, research scientists, graduate students, undergraduate students, academic success coordinators, and academic support staff. The department is home to the Biology, Zoology, and Botany undergraduate programs as well as several interdisciplinary graduate programs.

About the Biology Building:

The CSU Biology Building opened in July of 2017. It is the home of the Biology department. The building houses all faculty, instructors, administrative staff, and graduate students, with the exception of the Professional Science Master’s in Zoo, Aquarium, and Animal Shelter Management students.
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EMERGENCY TELEPHONE NUMBERS

Departmental Contacts
Building Proctor - Elizabeth Saunders ............................................... 491-8804 (Office) OR (626) 318-9246 (Cell)
Assistant Building Proctor – Tyler Heyne .............................................. 491-0827 (Office) OR (970) 310-1166 (Cell)
Department Chair – Deborah Garrity ...................................................... 491-2513 (Office)
Lab Coordinator – Ren Hellmuth-Garcia............................................... 491-3504
Lab Coordinator – Alpana Damle ........................................................... 491-4061
Professor of Experiential Education – DeeDee Wright ......................... 776-6672

Campus Contacts
Police and Fire ................................................................. 911 OR 491-6425 (Non-emergency)
Facilities Management ................................................................. 491-0077
Environmental Health Services (EHS) .................................................. 491-6745
Risk Management and Insurance ......................................................... 491-7726
Biosafety .................................................................................. 491-0270
Fire Safety .............................................................................. 491-6425
Hazardous Chemicals ................................................................. 491-4830
Radioactive Materials ................................................................ 491-3736
Food Safety/Water Quality/Indoor Air .............................................. 491-6121
Student Health ........................................................................... 491-7121
# EMERGENCY CALL TREE

## SENSITIVE EQUIPMENT AND CONTINGENCY PLANS

<table>
<thead>
<tr>
<th>Lab PI:</th>
<th>Sensitive Equipment:</th>
<th>This equipment can be impacted by:</th>
<th>Emergency Contact in case of outage (name, email, and phone number):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Bedinger</td>
<td>All freezers and refrigerated units in my lab area in the open lab on north side of the 4th floor and freezer farm in the basement</td>
<td>Power outages</td>
<td>Patricia Bedinger: <a href="mailto:Patricia.Bedinger@colostate.edu">Patricia.Bedinger@colostate.edu</a>, 970-227-3986</td>
</tr>
<tr>
<td>Chris Funk</td>
<td>-80° freezer</td>
<td>Power outages</td>
<td>Mackenzie Woods: <a href="mailto:Mackenzie.Woods@colostate.edu">Mackenzie.Woods@colostate.edu</a>, 707-236-4429</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coby McDonald: <a href="mailto:Coby.Mcdonald@colostate.edu">Coby.Mcdonald@colostate.edu</a>, 760-920-3163</td>
</tr>
<tr>
<td></td>
<td>-20° freezer #1</td>
<td>Power outages</td>
<td>Mackenzie Woods: <a href="mailto:Mackenzie.Woods@colostate.edu">Mackenzie.Woods@colostate.edu</a>, 707-236-4429</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coby McDonald: <a href="mailto:Coby.Mcdonald@colostate.edu">Coby.Mcdonald@colostate.edu</a>, 760-920-3163</td>
</tr>
<tr>
<td></td>
<td>-20° freezer #2</td>
<td>Power outages</td>
<td>Mackenzie Woods: <a href="mailto:Mackenzie.Woods@colostate.edu">Mackenzie.Woods@colostate.edu</a>, 707-236-4429</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coby McDonald: <a href="mailto:Coby.Mcdonald@colostate.edu">Coby.Mcdonald@colostate.edu</a>, 760-920-3163</td>
</tr>
<tr>
<td></td>
<td>4° refrigerator</td>
<td>Power outages</td>
<td>Mackenzie Woods: <a href="mailto:Mackenzie.Woods@colostate.edu">Mackenzie.Woods@colostate.edu</a>, 707-236-4429</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coby McDonald: <a href="mailto:Coby.Mcdonald@colostate.edu">Coby.Mcdonald@colostate.edu</a>, 760-920-3163</td>
</tr>
<tr>
<td>Deborah Garrity</td>
<td>Fish Room Pump System</td>
<td>Power outages, RO outages</td>
<td>Brandon Hylton: <a href="mailto:Brandon.Hylton@colostate.edu">Brandon.Hylton@colostate.edu</a>, 203-278-7917</td>
</tr>
<tr>
<td></td>
<td>-80C Freezer</td>
<td>Power outages</td>
<td>Brandon Hylton: <a href="mailto:Brandon.Hylton@colostate.edu">Brandon.Hylton@colostate.edu</a>, 203-278-7917</td>
</tr>
<tr>
<td></td>
<td>-20C Freezer</td>
<td>Power outages</td>
<td>Brandon Hylton: <a href="mailto:Brandon.Hylton@colostate.edu">Brandon.Hylton@colostate.edu</a>, 203-278-7917</td>
</tr>
<tr>
<td></td>
<td>Incubator</td>
<td>Power outages</td>
<td>Brandon Hylton: <a href="mailto:Brandon.Hylton@colostate.edu">Brandon.Hylton@colostate.edu</a>, 203-278-7917</td>
</tr>
<tr>
<td>Arjun Khakhar</td>
<td>minus 80 freezer</td>
<td>Power outages</td>
<td>Arjun Khakhar: <a href="mailto:Khakhar@colostate.edu">Khakhar@colostate.edu</a>, 443-760-7628</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lauren Farina: <a href="mailto:Lauren.Farina@colostate.edu">Lauren.Farina@colostate.edu</a>, 920-574-0231</td>
</tr>
<tr>
<td></td>
<td>minus 20 freezer and 3 fridge-freezers</td>
<td>Power outages</td>
<td>Arjun Khakhar: <a href="mailto:Khakhar@colostate.edu">Khakhar@colostate.edu</a>, 443-760-7628</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lauren Farina: <a href="mailto:Lauren.Farina@colostate.edu">Lauren.Farina@colostate.edu</a>, 920-574-0231</td>
</tr>
<tr>
<td></td>
<td>Plant growth cabinets (2)</td>
<td>Power outages</td>
<td>Arjun Khakhar: <a href="mailto:Khakhar@colostate.edu">Khakhar@colostate.edu</a>, 443-760-7628</td>
</tr>
</tbody>
</table>
| Tai Montgomery | -80 Freezer (freezer farm) | Power outages | Tai Montgomery: [Tai.Montgomery@colostate.edu](mailto:Tai.Montgomery@colostate.edu), 541-231-3169  
Brooke Montgomery: [Brooke.e.Montgomery@colostate.edu](mailto:Brooke.e.Montgomery@colostate.edu), 617-834-9554 |
| Tai Montgomery | -80 Freezer (261Q) | Power outages | Tai Montgomery: [Tai.Montgomery@colostate.edu](mailto:Tai.Montgomery@colostate.edu), 541-231-3169  
Brooke Montgomery: [Brooke.e.Montgomery@colostate.edu](mailto:Brooke.e.Montgomery@colostate.edu), 617-834-9554 |
| Tai Montgomery | -30 Freezer (261Q) | Power outages | Tai Montgomery: [Tai.Montgomery@colostate.edu](mailto:Tai.Montgomery@colostate.edu), 541-231-3169  
Brooke Montgomery: [Brooke.e.Montgomery@colostate.edu](mailto:Brooke.e.Montgomery@colostate.edu), 617-834-9554 |
| Don Mykles | Crab environmental chamber | Building water outages, Power outages, RO outages, DI water outages | Don Mykles: [Donald.Mykles@colostate.edu](mailto:Donald.Mykles@colostate.edu), 970-430-3087 |
| Marc Nishimura | Stirling Ultracold -80 Freezer | Power outages | Marc Nishimura: [Marc.Nishimura@colostate.edu](mailto:Marc.Nishimura@colostate.edu), 919-448-7710 |
| Marc Nishimura | Frigidaire -20 freezer | Power outages | Marc Nishimura: [Marc.Nishimura@colostate.edu](mailto:Marc.Nishimura@colostate.edu), 919-448-7710 |
| Marc Nishimura | VWR 4-degree fridge | Power outages | Marc Nishimura: [Marc.Nishimura@colostate.edu](mailto:Marc.Nishimura@colostate.edu), 919-448-7710 |
| Marc Nishimura | Coenviron growth chamber | Building water outages, Power outages, RO outages | Marc Nishimura: [Marc.Nishimura@colostate.edu](mailto:Marc.Nishimura@colostate.edu), 919-448-7710 |
| Marc Nishimura | Innova 42 Incubators (2) | Power outages | Marc Nishimura: [Marc.Nishimura@colostate.edu](mailto:Marc.Nishimura@colostate.edu), 919-448-7710 |
| Marc Nishimura | Growth room (261M) | Building water outages, Power outages, Ventilation Outages, RO outages | Marc Nishimura: [Marc.Nishimura@colostate.edu](mailto:Marc.Nishimura@colostate.edu), 919-448-7710 |
| Marc Nishimura | Bedcolab Fume Hood | Power outages, Ventilation Outages | Marc Nishimura: [Marc.Nishimura@colostate.edu](mailto:Marc.Nishimura@colostate.edu), 919-448-7710 |
| Marc Nishimura | Biosafety Cabinet, Labguard Class II, type A2 | Power outages | Marc Nishimura: [Marc.Nishimura@colostate.edu](mailto:Marc.Nishimura@colostate.edu), 919-448-7710 |
| Marc Nishimura | Thermoscientific Barnstead Genpure | Building water outages, Power outages, RO outages, DI water outages | Marc Nishimura: [Marc.Nishimura@colostate.edu](mailto:Marc.Nishimura@colostate.edu), 919-448-7710 |
| Graham Peers | 10 x Growth chambers (freezer farm) | Power outages | Graham Peers: [Graham.Peers@colostate.edu](mailto:Graham.Peers@colostate.edu), 858-775-7994  
Kalia Saavedra Kodrich: [Kalia.Kodrich_Saavedra@colostate.edu](mailto:Kalia.Kodrich_Saavedra@colostate.edu), 970-491-4588 |
| Graham Peers | -80 Freezer (room 460) | Power outages | Graham Peers: [Graham.Peers@colostate.edu](mailto:Graham.Peers@colostate.edu), 858-775-7994  
Kalia Saavedra Kodrich: [Kalia.Kodrich_Saavedra@colostate.edu](mailto:Kalia.Kodrich_Saavedra@colostate.edu), 970-491-4588 |
| Graham Peers | -20 Freezer (room 460) | Power outages | Graham Peers: [Graham.Peers@colostate.edu](mailto:Graham.Peers@colostate.edu), 858-775-7994  
Kalia Saavedra Kodrich: [Kalia.Kodrich_Saavedra@colostate.edu](mailto:Kalia.Kodrich_Saavedra@colostate.edu), 970-491-4588 |
<p>| Graham Peers | 2 x 4/-20 °C Refrigerator (room 460) | Power outages | Graham Peers: <a href="mailto:Graham.Peers@colostate.edu">Graham.Peers@colostate.edu</a>, 858-775-7994 |</p>
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Contact Person</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>-80 Freezer (Freezer farm). This doesn’t belong to our lab, but we are using it for material storage since our own -80 freezer is not working</td>
<td>Power outages</td>
<td>Graham Peers: <a href="mailto:Graham.Peers@colostate.edu">Graham.Peers@colostate.edu</a>, 858-775-7994 Kalia Saavedra Kodrich: <a href="mailto:Kalia.Kodrich_Saavedra@colostate.edu">Kalia.Kodrich_Saavedra@colostate.edu</a>, 970-491-4588</td>
<td></td>
</tr>
<tr>
<td>Kristen Ruegg -80 Freezer in room 1A</td>
<td>Power outages</td>
<td>Amanda Carpenter: <a href="mailto:Amanda.Carpenter@colostate.edu">Amanda.Carpenter@colostate.edu</a>, 970-491-4572</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 x -20 freezers in Biology freezer farm</td>
<td>Amanda Carpenter: <a href="mailto:Amanda.Carpenter@colostate.edu">Amanda.Carpenter@colostate.edu</a>, 970-491-4572</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 x -20 freezers in Bio 360</td>
<td>Amanda Carpenter: <a href="mailto:Amanda.Carpenter@colostate.edu">Amanda.Carpenter@colostate.edu</a>, 970-491-4572</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Juno and Biomark HD in room 361E</td>
<td>Amanda Carpenter: <a href="mailto:Amanda.Carpenter@colostate.edu">Amanda.Carpenter@colostate.edu</a>, 970-491-4572</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Refrigerator</td>
<td>Amanda Carpenter: <a href="mailto:Amanda.Carpenter@colostate.edu">Amanda.Carpenter@colostate.edu</a>, 970-491-4572</td>
<td></td>
</tr>
<tr>
<td>Dan Sloan</td>
<td>Cold storage (-80, -20, and 4C)</td>
<td>Power outages</td>
<td>Dan Sloan: <a href="mailto:Dbsloan@rams.colostate.edu">Dbsloan@rams.colostate.edu</a>, 434-906-7315 (cell), 970-491-2256 (office) Amanda Broz: <a href="mailto:Akbroz@rams.colostate.edu">Akbroz@rams.colostate.edu</a>, 970-215-9283</td>
</tr>
<tr>
<td>Diana Wall</td>
<td>Freezers, incubators, and climate chamber.</td>
<td>Power outages, DI water outages</td>
<td>Cecilia Tomasel: <a href="mailto:Cecilia.Tomasel@colostate.edu">Cecilia.Tomasel@colostate.edu</a>, 970-581-1588 Diana Wall: <a href="mailto:Diana.Wall@colostate.edu">Diana.Wall@colostate.edu</a>, 970-215-3888</td>
</tr>
<tr>
<td>Colleen Webb</td>
<td>361R Computers</td>
<td>Power Outages</td>
<td>Jonathan Bertram: <a href="mailto:Jh.Bertram@colostate.edu">Jh.Bertram@colostate.edu</a>, 651-261-7848</td>
</tr>
<tr>
<td>Kate Wilsterman</td>
<td>-80 Freezer (Freezer Farm)</td>
<td>Power Outages</td>
<td>Kate Wilsterman: <a href="mailto:Kwilst@rams.colostate.edu">Kwilst@rams.colostate.edu</a>, 484-241-0631</td>
</tr>
<tr>
<td></td>
<td>Departmental growth chambers in the basement</td>
<td>Building water outages, DI water outages</td>
<td>Salah Abdel-Ghany: <a href="mailto:Salah.Abdel-Ghany@colostate.edu">Salah.Abdel-Ghany@colostate.edu</a>, 970-286-9426 (cell) Daniel Bush: <a href="mailto:D.Bush@colostate.edu">D.Bush@colostate.edu</a>, 970-213-9331 Marc Nishimura: <a href="mailto:Marc.Nishimura@colostate.edu">Marc.Nishimura@colostate.edu</a>, 919-448-7710 (cell) June Medford: <a href="mailto:June.Medford@colostate.edu">June.Medford@colostate.edu</a>, 970-223-2724 (cell) Monica Kerr: <a href="mailto:Monica.Kerr@colostate.edu">Monica.Kerr@colostate.edu</a>, 970-799-9538 Dan Sloan: <a href="mailto:Dan.Sloan@colostate.edu">Dan.Sloan@colostate.edu</a>, 434-906-7315 (cell) Amanda Broz: <a href="mailto:Akbroz@rams.colostate.edu">Akbroz@rams.colostate.edu</a>, 970-215-9283 Anireddy Reddy: <a href="mailto:Anireddy.Reddy@colostate.edu">Anireddy.Reddy@colostate.edu</a>, 970-310-4303 (cell) Kasavajhala Prasad, <a href="mailto:Kasavajhala.Prasad@colostate.edu">Kasavajhala.Prasad@colostate.edu</a>, 919-599-0433 (cell) Arjun Khakhar: <a href="mailto:Arjun.Khakhar@colostate.edu">Arjun.Khakhar@colostate.edu</a>, 443-760-7628</td>
</tr>
<tr>
<td>Name</td>
<td>Contact Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lauren Farina</td>
<td><a href="mailto:Lauren.Farina@colostate.edu">Lauren.Farina@colostate.edu</a>, 920-574-0231</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graham Peers</td>
<td><a href="mailto:Graham.Peers@colostate.edu">Graham.Peers@colostate.edu</a>, 858-775-7994</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tessema Kassaw</td>
<td><a href="mailto:Tessema.Kassaw@colostate.edu">Tessema.Kassaw@colostate.edu</a>, 864-650-2950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kalia Saavedra Kodrich</td>
<td><a href="mailto:Kalia.Kodrich_Saavedra@colostate.edu">Kalia.Kodrich_Saavedra@colostate.edu</a>, 970-491-4588, 970-581-8385 (cell)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salah Abdel-Ghany</td>
<td><a href="mailto:Salah.Abdel-Ghany@colostate.edu">Salah.Abdel-Ghany@colostate.edu</a>, 970-286-9426 (cell)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

refrigerator in the lab

Power outages, it is on an outlet that always trips when the power is shut-off and requires resetting
WHEN CALLING 911 or CSUPD WITH AN EMERGENCY

In the event of a fire, smoke, explosion, hazardous spill, toxic leak, releases of flammable or toxic materials, or acts of nature that potentially endanger lives, the following procedures, should be followed:

1. State your name.
2. State the purpose of the phone call (police, fire, ambulance needed, etc.).
3. State the location of the emergency including building name, building address, room # and/or area.
   EX: CSU Biology Building, 251 West Pitkin Street, Room 111.
4. State what type of emergency has occurred (fire, chemical spill, medical, etc.).
5. Indicate if people are injured or trapped.
6. Provide information on special precautions that response personnel should take (see “Special Areas”).
7. Let the dispatcher end the phone call to ensure they have all the information they need or stay on the line as instructed.

POLICE RESPONSE

In the event of a building-wide emergency, police officers may direct you to either stay in your office or classroom, not enter the building, or to leave the building immediately.

1. ALWAYS follow instructions from police officers on scene. Even though you may not know the reason for the instructions, you also may not know what danger(s) may exist. Failure to follow instructions could endanger your life as well as the lives of those around you and could lead to your arrest for failing to comply with the officers’ instructions.
2. 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.
3. Some buildings contain alarm systems that, when activated, require police response. Even if you know the alarm to be false, you must still follow all instructions from responding officers as well as any protocols that have been established for an alarming system within your building.

EMERGENCY 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.
EVACUATION PLAN

1. Faculty who are teaching classes at the time of the emergency are responsible for the orderly evacuation of the class.
2. **DO NOT** take time to turn off computers, printer, or office lights. Close, but **DO NOT** lock the office door.
3. **DO** gather your personal belongings if it is safe to do so. It may be hours before you are allowed back in the building.
4. Exit the building through the closest exit.
5. All personnel should be familiar with the exit paths for their areas. **There are evacuation maps in every shared lab space.** Be familiar with the shortest path possible and a secondary exit. **DO NOT** use elevators.
   - Proceed in an orderly manner, as quickly as possible, to the nearest exit and then to the designated Rally Point. Stay in designated Rally Point until you are instructed to leave. Rally Point: (Weed Research Laboratory Building, 300 W. Pitkin)
   - Green Space in front of AZ for secondary rally point – Do not report to this location unless instructed to
6. Upon arrival of University police, the proctor will assist them in whatever manner they request or direct. Poudre Fire Authority staff and/or the University police will clear the building, checking elevators, areas for the use of the physically disabled, and laboratory areas in the building.
7. 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 can 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.

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 to do so.
- Move to designated campus rally points if unable to go home, or if you are instructed to do so. (Weed Research Laboratory Building, 300 W. Pitkin)

BUILDING EVACUATION PLANS

Attached maps at the end of this document.

Map legend:
- Red = “You Are Here”
- Blue = Fire Alarm Pull Station
- Green = Exterior Exit
- Black = Fire Extinguisher
- **AED**
- Black = AED Cabinet
- Yellow = Rally Point

CHECKLIST:

- [ ] Emergency egress plans are current as of 6.14.2023
- [ ] The egress routes have been updated for major renovation(s) to the building that altered the emergency egress route(s) 6.14.2023 (Date)
- [ ] The posted egress plans are current 6.14.2023 (Date)
COMMUNICATION: WARNINGS & NOTIFICATIONS

CSU EMERGENCY COMMUNICATIONS

- The Colorado State University website, www.colostate.edu, will be updated with emergency information as needed.
- The University Safety website, www.safety.colostate.edu, is the primary repository for health and safety information related to incidents on or near campus.

E-MAIL

Campus-wide e-mail may be used to communicate emergency information and critical updates to students, faculty, and staff.

SOCIAL MEDIA

CSU’s social media pages, such as Facebook and Twitter, also, may be used to share emergency information or campus closure. The CSU Police and Safety Facebook and Twitter may also be used.

TEXT MESSAGE ALERTS

- The CSU Emergency Text Alert System is used to send text alerts in the event of an emergency on the Fort Collins campus. The system is only used during an immediate, ongoing safety emergency or unexpected closing of the campus, such as a snow day.
- The Larimer Emergency Telephone Authority allows you to receive alerts about off-campus emergencies and other important community news via your home, cell, or business phone, e-mail, text messages, hearing impaired devices, and more.

UNIVERSITY STATUS INFORMATION NUMBER

Call 970.491.7669 to get the latest information about University operations and emergency closures, such as during severe weather.

EMERGENCY BROADCAST SYSTEM

Local cable and broadcast stations may be interrupted with emergency notifications.

CSU POLICE 911 CENTER

All campus calls to 911 are routed to CSUPD dispatch. Additionally, the center utilizes a community notification system that allows the University to call specific land-based phones in a targeted area.

TELEVISION/RADIO/NEWSPAPERS BROADCASTING EMERGENCY & CLOSURE INFORMATION

- Radio: 530-AM, KOA-AM (850), KCSU-FM (90.5), KUNC-FM (91.5), KTCL-FM (93.3), KGLL-FM (96.1), and KPAW-FM (107.9).
- Newspapers: Coloradoan and Denver Post.

EMERGENCY RESPONSE PROTOCOL AND INFORMATION

FIRST AID/MEDICAL EMERGENCY

- 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 have been 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.

**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.

**FIRE/SMOKE**

- 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 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 (Weed Research Laboratory Building, 300 W. Pitkin). 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 call tree).
- **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.
- 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, hang or wave an object from a window or outside the door to attract the attention of rescuers.
- 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 an exit.** The use of a fire extinguisher to put out a fire is not recommended without proper training.

**SUSPICIOUS MAIL/PACKAGES**

- Do not open the package.
- If there is spilled material, do not clean it up and do not smell, touch, or taste the material.
- Do not shake or bump the package.
- 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.
IDENTIFYING SUSPICIOUS PACKAGES AND ENVELOPES:

- Inappropriate or unusual labeling
- Excessive postage
- Handwritten or poorly typed address
- 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 substances 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

BOMB THREAT (VIA PHONE)

- Locate the Bomb Threat Checklist at the end of this handbook. Record every word spoken by the caller and any background noises.
- Record every word spoken by the caller and any background noises.
- Alert a co-worker via note (if possible) while on the line with the bomb threat. Have co-worker call University Police 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, and 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 as at CSU and you will be transferred to CSUPD Dispatch
- Notify the department head.
- Notify the building proctor.
- Evacuate the building immediately, if requested by CSUPD.

ODORS (INDOOR AIR QUALITY)

- Report odors to the building proctor for EHS to evaluate. ESPECIALLY IMPORTANT IN LAB, CHEMICAL STORAGE, OR HAZARDOUS MATERIALS AREAS. Include:
  - When the odor/smell was first detected
  - Exact location of the odor/smell
  - Type of odor/smell (sewer, gas, burning electrical, etc.)
- Leave the area.
- Identify people who may have been exposed to dangerous fumes for medical follow-up.
- 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!

HAZARDOUS MATERIALS SPILL

BENCHTOP SPILLS

A benchtop 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 area.
Remain calm.
Consult the Safety Data Sheet (SDS)
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 lab.
Dispose of all material according to the CSU Hazardous Chemical Waste System Manual.

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

LARGE SPILLS
A large spill is defined as a spill that may contaminate the water supply, sewer, air handling system, or any other area, and is too large to be easily handled by staff or involves injuries.
Remain calm.
Evacuate and isolate the immediate area.
- Evacuating the entire building is not required if the spill and fumes/vapors can be contained within a single area inside the building.
- IF THERE IS DANGER TO ALL BUILDING OCCUPANTS, pull fire alarm and follow the building evacuation procedures.
Call 911 and have the information below ready:
- Location of spill
- What was spilled?
- How much was spilled?
- When did the spill occur?
- Are there 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 Principle Investigator for the lab.

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

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 possible 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 requested 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.

POST-EVENT DEBRIEFING/REVIEW TEMPLATE

1. What was the event?
2. Date, time, and location?
3. Did the staff follow the department’s building safety plan?
4. Was a debriefing held to make sure staff knew of events and needed actions?
5. Did occupants make sure it was safe by verifying with first responders/drill coordinators before return to work?
6. What did the staff learn from this event?
7. How can the plan be improved for the next emergency or drill?
8. Who will follow up with emotional issues, questions, and plan changes and by what date?
WEATHER

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

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 windows (refer to the emergency maps). If 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. State your location and number of individuals sheltering.
- 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 emergency shelter until you are contacted to leave. There may be structure damage.

**TORNADOS 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 AFTER INITIAL TOUCHDOWN. REMAIN IN THE SHELTER UNTIL NOTIFIED THAT WEATHER CONDITIONS HAVE STABILIZED.**

SNOWSTORMS

- 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 snowstorm 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 cards 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. In the event of heavy snowfall, call (970) 491-7669 for updates.
- If campus is closed **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 the risk of calling branches that can damage buildings and cars and may cause severe injuries.
- Shaded areas may have icy patches that should be avoided.

INTERIOR FLOODING

- 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. (Weed Research Laboratory Building, 300 W. Pitkin)
- 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.
- If calling 911 from a cell phone, immediately identify your location at CSU and follow the dispatcher’s instructions.
- Stay away from all power (electrical) sources.
- Stay away from utility vaults.
- Do not return until you have been instructed to do so by CSUPD or another 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:
  - Location
  - How high is the water?
  - How many people are with you?
  - Is anyone injured?
- 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.

EARTHQUAKE

- Remain calm.
- People in Yates Hall should move into stairwells or the Chemistry Building, if possible.
- 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, resume normal activities.
  - Building proctor will survey entire building for possible damage, such as leaking pipes, fallen books, etc. All proctors will report damages to CSUPD.
- If damage appears heavy, EVACUATE THE BUILDING.
  - Immediately proceed to the designated rally point (Weed Research Laboratory Building, 300 W. Pitkin)
  - 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 evacuation. Do not re-enter 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:
- If possible, evacuate in your own vehicle. This will provide you with needed transportation during the evacuation period.
- Remember to evacuate upwind, uphill, or upstream, from the incident.
- Remember that an evacuation may last for several hours, or even days. Be sure to take essential items with you including medications, clothing, health aids, and contact lists. DO NOT ALLOW THIS TO DELAY YOUR EVACUATION!
- Monitor updated information about the accident and evacuation.

If sheltering in place is recommended, you should do the following:
- Turn off all air conditioners and fans. Facilities Management will turn off building HVAC units.
- Close and seal all exterior windows and doors.
- Monitor local radio or television for details and instructions.
UTILITIES

- Close and seal all exterior windows and doors.
- Monitor local radio or television for details and instructions.
- Lab personnel should secure all experiments, unplug electrical equipment (including computers) and shut off research gasses.
  - All chemicals should be stored in their original locations.
  - Fully close fume hoods.
    - If this is not possible, or if natural ventilation is inadequate, evacuate the laboratory until the power is restored.

ACTIVE SHOOTER

IF THE SHOOTER IS OUTSIDE THE 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 safely do so, get all occupants onto the floor and out of the line of fire.
- 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 THE BUILDING:

- If possible, try to escape the area safely and avoid danger using the nearest exit or window. Do not attempt to 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 911 and tell the dispatcher your name and location and follow their instructions.
- If you are unable to escape, move out of the hallway into an office or classroom and lock the door. If you cannot lock the door, barricade the door with desks and chairs.
- Get out of the line of fire and hide behind heavy furniture, if possible.

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 there may be more than one shooter.
- If the shooter exits your area and you are able to escape, leave immediately. Do not touch anything in the area and be alert for responding police officers who may mistake you as the shooter.
- While escaping, as soon as you see an officer, put your hands over your head and immediately comply with instructions.

SHELTER IN PLACE

- 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 judgement for each incident.
- Get your “GO KIT”
- Provide for the safety of visitors in your building and ask them to stay. 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.
• 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 lift threatening conditions.
• 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 building proctor.
• Listen or watch for an official announcement from emergency personnel (via local radio, CSU e-mail, 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.

OTHER EMERGENCIES

ASSAULT, HARASSMENT, DESTRUCTION OF PROPERTY, MUTILATION, VALNDALISM, PROBLEM PATRONS, AND THEFT

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

Refer media and inquiries 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:
BOMB THREAT CHECKLIST

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. What is the address?
9. What is your name?

EXACT WORDING OF BOMB THREAT:

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

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
☐ Soft
☐ Stutter
☐ Excited
☐ Laughter
☐ Rasp
☐ Rapid
☐ Normal
☐ Slurred
☐ Ragged
☐ Deep Breathing
☐ Disguised
☐ Nasal
☐ Angry
☐ Loud
☐ Lip
☐ Slow
☐ Crying
☐ Deep
☐ Distinct
☐ Whispered
☐ Clear Throat
☐ Cracking Voice
☐ Accent

CALLER’S VOICE:

Familiar (if voice is familiar, who did it sound like)?

_____________________________________________________

BACKGROUND SOUNDS:

☐ Street Noises
☐ Voices
☐ Animal noises
☐ PA System
☐ Music
☐ Long distance
☐ Motor
☐ Booth
☐ Other (please specify):

☐ Factory machinery
☐ Crocker
☐ Clear
☐ Static
☐ House noises
☐ Local
☐ Office machinery
☐ Other (please specify):

BOMB THREAT LANGUAGE:

☐ Well spoken (education)
☐ Incoherent
☐ Foul
☐ Message read by threat maker
☐ Taped
☐ 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”
FLOOR PLANS (EVACUATION ROUTES)