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Emergency Telephone Numbers

If you are the first to notice an emergency, dial 911 immediately. If you use a cell phone, give dispatch your location clearly and with detail. Give the physical address listed below on CSU Foothills Campus.

All numbers are 970 area code unless otherwise noted

Police and Fire (Emergencies – Threat to Life and Safety) 911

Physical Address: 3915 Laporte Avenue

ATS Bldg A
Atmos Chem Bldg B
ACRC Bldg C
Annex Bldg D

Building Proctors
Darby Nabors 491-6960 / 412-1145
Mark Branson (ATS West) 491-8573 / 493-4644
Kelley Wittmeyer (ATS West) 491-8585 / 223-4974
Marilyn Watson (CIRA) 491-8649 / 420-1276
Beth Kessler (CIRA Assistant) 491-8964 / 420-7987

Department Head
Dr. Jeff Collett 491-8697

CSU Environmental Health Services 491-6745
CSU Police Department for Non-Emergencies 491-6425
Facilities Management/After-Hours Facilities Issues 491-0077
2. General Information

2.1 Emergency Notification

In the event of an emergency, you will be informed by:

- **Fire alarm:** this will go off in the building; all personnel must evacuate when the fire alarm goes off
- **Reverse 911**
- **Emergency text and e-mails:** to join CSU’s emergency text alert system, go to http://safety.colostate.edu/rave.aspx
- **Media broadcast:** information might go out via television, radio, internet (such as the CSU Public Safety and CSU homepage websites)
- **Building proctor:** the building proctor will alert you by email, phone, or announcement from hallways
- **Personal observation:** you may be able to watch the situation develop
- **(970) 491-7669:** this is the university status line

2.2 Go Kit

There is a “Go Kit” stored under the front reception desk in the main ATS building; it should be grabbed in the case of an emergency and contains such items as:

- Emergency plans, roll call lists, FBI Bomb Data Questionnaire
- Flashlight
- Weather Radio
- Basic tools
- First aid kit
- Gloves
- And more

2.3 Critical Staff

Nobody is considered critical staff in ATS buildings. If there is a disaster or major emergency, everyone in the building should evacuate as directed. When the emergency is over, the acting department head and building proctors should be advised and then other building occupants will be told by Emergency Services or another university entity when it is safe to return.

2.4 Special Areas

To assist University Police and Poudre Fire Authority with possible emergencies that require special attention, these are areas in the ATS main building that may require that attention:

**ATS Main Room**
- 106 Maintenance/mechanical room
- 114B Switch closet
- 202 Laboratory: may contain radioactive materials and important lab equipment
- 219 Computer equipment storage room
ACRC
112  Server room
N108  Switch room
101  Expensive computing equipment
07  Server room

Atmos Chem
10, 14, 18A, 112, 114, 116, 122: Laboratories: may contain radioactive materials and important lab equipment

2.5 Event Recovery

- After the emergency, damage to the facility and equipment will be assessed and the department head will work with key professionals to decide whether or not work can continue in the building. Building occupants will be notified
- A debriefing with staff will be held after the emergency; this debrief will include feedback from those involved and a review of the emergency plan
3. Building Safety Plan

3.1 Evacuation Plan

If evacuation is required, please use the following guidelines.

- Faculty are in charge of orderly evacuation of classes and should be the last to exit the room
- **DO NOT** take the time to turn off computers, printers, or office lights
- Close but **DO NOT** lock office doors
- Exit the building through the closest doors; **DO NOT** use the elevator – in an emergency, it will disable itself until Poudre Fire Authority arrives
  - All personnel should be familiar with the exit paths for their areas. Be aware of your surroundings and familiar with your building’s floor plan for the shortest path possible (see appendices for building maps, pages 13-23)
  - Proceed in an orderly, calm manner as quickly as possible to the gathering area in the ATS Parking lot (see map below)
- Find and gather with members of your group so that roll call can be taken
- Remain there until receiving instructions to leave
- Once fire and police responders arrive, they will clear the building. Proctors will assist them in whatever manner they direct or request
- **DO NOT RE-ENTER** the building until instructed to do so by fire department, Environmental Health Services, or police officials, even if the fire alarms turn off
- **CALL 911 IF ANYONE IS HAVING MEDICAL OR PHYSICAL REACTIONS TO FUMES OR ODORS AND MOVE OUT OF THE AREA.**

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 judgement for each incident
- 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. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, and meeting rooms without exterior windows may also 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 the building proctor.

Listen or watch for 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.

### 3.2 Earthquake

- Take cover under heavy furniture – a table, desk, or bench – or within a doorway.
- Keep away from glass.
- Wait for the quake to subside and falling objects to come to rest.
- If damage appears heavy, evacuate ONLY when notified by University Police or other emergency response personnel that it is safe to leave.
- Proceed immediately to designated area.
- Stay away from electrical power sources, fallen lines, buildings, or other tall objects.
- Do NOT smoke; gas lines may have ruptured.

**Small Quakes and Tremors**

- For small quakes and tremors with NO apparent damage, return to normal activities.
  - Building proctors will survey the entire building for possible damage such as leaky pipes, fallen books, etc.

### 3.3 Fire

If you see fire or excessive smoke:

- Pull the red fire alarm (refer to building maps and be familiar with nearest alarm location).
- If there is immediate danger, evacuate the building and then call 911.
- If there is not an immediate danger, call 911.
  - If calling from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location at CSU, specifying the Foothills Campus and using the physical address listed on the second page of this document.
- Follow the evacuation plan and go to the gathering area in the ATS parking lot.
- Wait there for a head count and further instructions.
- **DO NOT RE-ENTER** the building until the fire department, police, or Environmental Health Services officials have given permission to do so.
IF YOU ARE TRAPPED IN THE BUILDING:

- If the door to the room you are in is hot to the touch and/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 safe 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 out the window and if possible remove the window screen and wave out the window to gain attention
- If calling **911** from a cell phone, the call should go to the Larimer County Dispatch Center; immediately identify your specific location at CSU, specifying the Foothills Campus and using the physical address listed on the second page of this document

Stay low to the floor near the window as the smoke should fill higher areas first

**FIRE EXTINGUISHERS ARE TO BE USED ONLY TO PUT OUT A PATH OF FIRE TO GET OUT OF THE BUILDING. DO NOT USE A FIRE EXTINGUISHER TO PUT OUT THE FIRE.**

### 3.4 Flooding

**Interior flooding**
In the past, the main cause for interior flooding has been heavy rain leaking in on the fourth floor of the main building. In instances of more severe interior flooding:

- Evacuate the affected area and report to the gathering area
- Call University Police at **911** from a nearby building if possible and let them know where the flooding occurred and 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 should go to the Larimer County Dispatch Center; immediately identify your specific location at CSU, specifying the Foothills Campus and using the physical address listed on the second page of this document
- Stay away from all power (electrical) sources and utility vaults

If interior flooding is the result of water pipe issues:

- Notify the building proctor so the water can be shut off
- If a proctor is not available, call Facilities Management (491-0077) for assistance in having water shut off

**Exterior Flooding**
When there is extreme exterior flooding:

- Remain calm
- Call University Police at **911** and let them know what building you are in, how high the water is, and how many people are with you
- If calling **911** from a cell phone, the call should go to the Larimer County Dispatch Center; immediately identify your specific location at CSU (refer to second page of this document for the physical address)
- If there is water all around the building, proceed to the upper level of the main building or the highest point possible
• 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 and immediately go to the highest area possible

### 3.5 Hazardous Materials Spill

There are not many hazardous chemicals in ATS buildings. The main chemicals are common cleaning agents stored in the Custodial Closet near the first floor elevators and in the kitchen and break room area cupboards.

- For common cleaning solution spills, handle the same way you would in your home
  - If they soak into the carpet, notify the building proctor
- Notify the building proctor of any other suspicious spills or leaks immediately
- There are showers and eye wash stations at the lab in ATS main room 206 and the lab in Atmos Chem room 116

**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 handled by staff, and there are NOT any injuries.

- Remain calm
- Contain the spill with absorbent pillows
- Consult the Safety Data Sheet (SDS)
- If you are familiar with the handling of the spilled reagent, obtain the proper spill kit and follow the directions that are with the spill kit
- Notify the faculty/staff member for the laboratory
- Dispose of all absorbent according to CSU 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 there are injuries.

- Remain calm
- Only if there is **NO immediate danger**, call 911, stay on the line until the dispatcher tells you to hang up and have the following information available for the dispatcher:
  - Where the spill has occurred
  - What was spilled
  - How much was spilled
  - If there are any injuries
- If there is **immediate danger**, follow the evacuation procedures and call University Police from a nearby building and have the above information available
- Call the faculty/staff member for the laboratory

**ALL LABORATORIES SHOULD BE EQUIPPED WITH SPILL KITS FOR THE APPROPRIATE MATERIALS BEING USED IN THE LABORATORY. FOR EXAMPLE, ACIDS, BASES, MERCURY, ETC.**
3.6 First Aid/Medical

- Remain calm
- Identify an individual to call 911 and stay on the line until the dispatcher gives instructions to hang up
- If calling 911 from a cell phone, the call should go to the Larimer County Dispatch Center; immediately identify your specific location at CSU (refer to second page of this document for the physical address)
- Identify 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

First Aid kit is in the receiving area of the first floor of the ATS main building
AED is located near the second floor elevator, just next to the ACRC breezeway
(Refer to building maps on pages 6-12)

3.7 Tornados and Winds

- Proceed to nearest interior room at lowest level possible; go to a room with no windows or skylights
- If possible, have a phone, a radio, flashlights and first aid kits
  - Currently, there is one “Go kit” for the department stored at the front desk of ATS Main
- Contact University Police at 911 by using an office phone
- If calling 911 from a cell phone, the call should go to the Larimer County Dispatch Center; immediately identify your specific location at CSU (refer to the second page of this document for the physical address)
- DO NOT LEAVE THE TORNADO EVACUATION SAFE AREA UNTIL TOLD TO DO SO
  - University police and Poudre Fire Authority should be making rounds throughout campus determining damages and should contact you when it is safe to leave the building
  - This may take awhile, so remain in the designated area until you are contacted to leave and be wary of structure damage

3.8 Suspicious Odors (Indoor Air Quality)

- Unusual odors or smells from rooms other than kitchen or bathroom areas should be reported to the building proctor or assistant proctor immediately for Environmental Health Services to evaluate
- Do NOT stay in the area
- Identify persons 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.**

### 3.9 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

### 3.10 Bomb Threat
If you receive a bomb threat over the phone:
- Record every word spoken by the caller and any identifying background noises; immediately fill out the Bomb Questionnaire when off the phone (Appendix B, page 24)
- Alert a co-worker via note or email (if possible) while on the line with the bomb threat
  - Have your co-worker call University Police at 911 and give the following information:
    - where the bomb threat is
    - who is taking the bomb threat call
    - an estimate of how many people are in the building
  - Have your co-worker stay on the line until the dispatcher tells her/him to hang up
- As soon as you hang up, dial *57 to attempt to trace the number that just called you
- Notify the department head
- Notify the building proctors
- Follow the instructions of emergency personnel

### 3.11 Other Emergencies

#### Loss of Building Facilities
- Building proctors or designated personnel will call Facilities Maintenance
- Contact the CSU Police Department (491-6425) 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 lab until power is restored

Severe Weather

- CSU Public Safety Team Executive Committee will decide university-wide closures during normal business hours. Closures will be announced by:
  - The closure hotline 491-SNOW
  - Social media such as Twitter and Facebook
  - Local news and radio channels
- The acting department head will make the decision of whether or not the department needs to close as the day progresses
- If heavy snow or blizzard conditions form that may make it difficult to get home during work hours, be aware of those in the building who have 4WD and can carpool
- Consider your own safety; if you cannot get to campus, contact your advisor, professor, or supervisor

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

- Call 911 immediately from a safe location
- Notify the building proctor
- Observe suspicious persons but **DO NOT TRY TO DETAIN THEM**
- Ask the victim to remain until University Police arrive
- Obtain names, addresses, and telephone numbers of witnesses to give to the police when they arrive

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 it with desks and chairs and stay away from exterior windows and doors
- If safe to do so, get all occupants on the floor and out of the line of fire
- If safe to do so, 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
- Silence cell phones and call 911 if it is safe to do so

**If the shooter is inside the building:**

- If you can escape the area safely, 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 could be mistaken for a threat and stay calm
- If you don’t see an officer, dial 911 and tell the dispatcher your name and location and follow their instructions
- If unable to escape, move out of the hallway and into an office or classroom and try to lock the door; if you can’t lock the door, try to block it with desks and chairs
  - Lie on the floor and/or under a desk and remain silent
  - Spread out – do not bunch up in a group
• 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
  o 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 be a consideration
• Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances
  o Only you can decided if this is something you should do
  o If you opt for this, your odds are best if you act as a group to confront the attacker. Remember that there may be more than one shooter
• If the shooter exits your area and you are able to escape, leave the area immediately
• Do no 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
Appendices
Appendix A Building Maps

A1 ATS Main Building
A2 Atmospheric Chemistry

EMERGENCY EVACUATION PLAN - ATS CHEM FIRST FLOOR
EMERGENCY EVACUATION PLAN - ATS CHEM BASEMENT

Atmospheric Chemistry Building
Basement

Legend
- Fire Extinguisher
- Critical Systems
- Smoke Detector
- Manual Alarm Pull
- Fire Hose Connection
- Electrical Panel
- First Aid
- Defibrillator
- Exit
- Emergency Lighting
- Alarm Speaker
- MCP Alarm Master Control Panel

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EMERGENCY EVACUATION PLAN - ANNEX SECOND FLOOR
# Appendix B Bomb Threat Checklist

## 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:**

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**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
- Factory machinery
- Crockery
- 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:

**Caller’s Voice:**

- Calm
- Soft
- Stutter
- Excited
- Laughter
- Rasp
- Rapid
- Normal
- Slurred
- Ragged
- Deep breathing
- Disguised
- Nasal
- Angry
- Loud
- Lisp
- Slow
- Crying
- Deep
- Distinct
- Whi spered
- Clearing Throat
- Cracking Voice
- Accent

---

**Emergency:** 911
**Non-Emergency:** 970-491-6425
[http://police.colostate.edu](http://police.colostate.edu)

*57 Initiates “CALLTRACE”*