

Behavioral Sciences Building Safety Plan

November 2012



410 W. PITKIN

EMERGENCY TELEPHONE NUMBERS

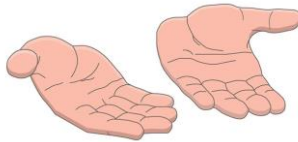
Police and Fire (EMERGENCY)	911
Police and Fire (Non-emergency)	491-6425
Building Proctor: Sarah Barrett	491-3716
Assistant Building Proctor: Ginger Lacy-Gill	491-6363
Department Chair (HDFS): Lise Youngblade	491-5558
Department Chair (PSYCH): Don Rojas	491-3799
Safety Officer: TBD	TBD
Facilities	491-0077
Environmental Health Services	491-6745

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POLICE RESPONSE

1. Faculty, Staff and Students may witness a response by CSU Police to a situation requiring police presence within your building. 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.
2. If you are contacted by a Police Officer, ALWAYS follow their instructions, as you may not know the reason that an officer is giving you instructions, or what danger(s) may exist. Failure to follow officer instructions could endanger yours as well as the lives of others, and could lead to your arrest for failing to comply with the officers instructions.
3. 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.
4. Use the 'Neutral Question Position' hands forward and palms up like asking a question when confronted by officers – this allows them to see your hands and scan quickly for weapons (they don't know you're NOT the 'bad guy' till they identify you).

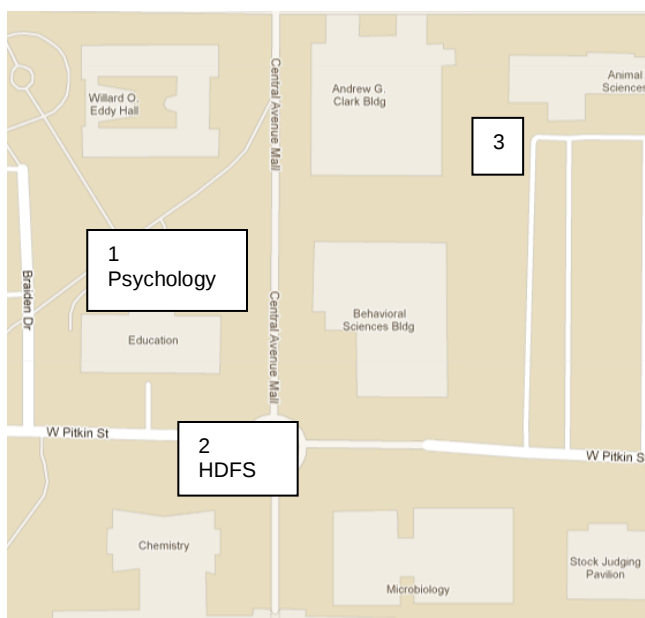


5. In any event where University Police have been dispatched to your building, the Police will follow up by contacting no more than two (2) responsible parties within the effected building to explain the response, even in the event of a false alarm. Those contacted may include department head (s), dean(s), or building proctors who will then be responsible in determining who/when to distribute information regarding the police response to a given situation. It will be the responsibility of each building to provide 24/7 contact information for those responsible parties to the Police Department, as well as update that information as necessary.

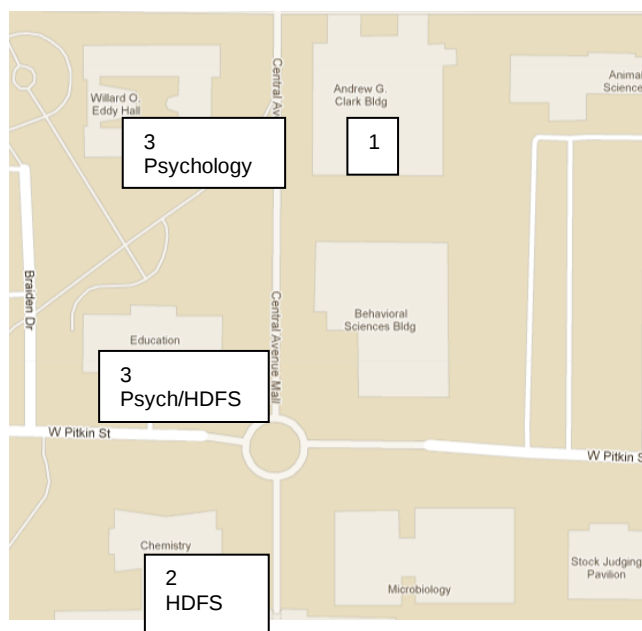
EVACUATION PLAN

1. Faculty who are teaching classes at the time of the emergency are responsible for the orderly evacuation of the class and should be the last one out of the classroom to verify evacuation for responders.
2. DO NOT take time to turn off computers, printers, or office lights. Close, but DO NOT lock, office door.
3. Exit the building through the closest exit. DO NOT use the elevator.
4. All personnel should be familiar with the exit paths for their areas. REFER TO YOUR FLOOR PLAN and be familiar with the shortest path possible.
5. Proceed in an orderly manner as quickly as possible to the nearest exit and then to the designated reporting area. Keep in mind wind direction when choosing a location.

Outside Meeting Space



Inside Meeting Space



6. Stay in the designated reporting area until you are instructed to leave. This way an accurate head count can be taken. Faculty and graduate assistants are responsible for the students.
7. 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.
8. Emergency alarms being turned off DOES NOT mean the building is clear and safe to re-enter. They are silenced so that emergency response personnel are able to communicate with each other. DO NOT RE-ENTER THE BUILDING for any reason until instructed to do so by fire department, EHS, or police officials.

EVACUATION ROUTE MAPS

1. Current evacuation maps are posted at entry ways, foyers, and other public areas for reference by building occupants.

FIRE



1. 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. CSU Police will call the fire department.
2. If there is immediate danger, remain calm and follow evacuation procedures and then call the CSU Police at 911 from a nearby building.
3. If there is NOT immediate danger, call CSU Police at 911.
4. 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 CSU Police Dispatch
5. Follow evacuation plan. Listen for directions and congregate at the designated area. Faculty and graduate assistants will account for students. (See evacuation plan)

6. Call the building proctor. (See emergency telephone numbers)
7. DO NOT RE-ENTER BUILDING.

IF YOU ARE TRAPPED IN THE BUILDING...

1. 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.**
2. Remain calm. Walls, ceilings, floors, and doors are designed to withstand fire for a safe period of time.
3. Pack the crack under the door with clothing or other material to keep the smoke out.
4. 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, wave out the window to gain attention.
5. If calling **911** from a cell phone, the call will go to the Poudre Emergency Communications Center. Immediately identify your location as at CSU and you will be transferred to CSU Police Dispatch
6. Stay low to the floor near the window as the smoke will fill higher areas first.



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

SPECIAL AREAS

2nd, 3rd, and 4th SW Stairwell: Handicap Refuge Area

SUSPICIOUS ODORS (INDOOR AIR QUALITY)

1. Unusual odors or smells from rooms other than kitchen or bathroom areas should be reported to the Building Proctor or their backup immediately for E.H.S. to evaluate. Do NOT stay in the area but identify persons who may have been exposed to any dangerous fumes for medical follow-up.

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

EARTHQUAKE



1. Take cover under heavy furniture – a table, desk, or bench – or within a doorway.
2. Keep away from glass.
3. Wait for quake or tremor to subside and all falling objects to come to rest.
4. 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 University Police.
5. Remain calm.
6. If damage appears heavy, evacuate **ONLY** when notified by CSU Police that it is safe to leave.

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7. Proceed immediately to designated area.
8. Stay away from electrical power sources, fallen lines, buildings, or other tall objects.
9. Do **NOT** smoke. Gas lines may have ruptured.



FLOODING

INTERIOR FLOODING

1. Evacuate the affected area.
2. Report to designated area.
3. Call Facilities for assistance in having water shut off.
4. Call CSU Police at **911** from a near by building and have the following information available; where the flooding occurred, if there are any injuries and stay on the line until you are told to hang up.
5. 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 CSU Police Dispatch
6. Stay away from all power (electrical) sources.
7. Stay away from utility vaults.

EXTERIOR FLOODING

1. Remain calm.
2. Call CSU Police at **911** and let them know what building you are in, how high the water is, and how many people are with you.
3. 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 CSU Police Dispatch
4. If there is water all around the building, proceed to the roof of the building or the highest point accessible.
5. 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.
6. Immediately go to the highest area possible.

MEDICAL



1. Remain calm.
2. Call **911** and stay on the line until the dispatcher tells you to hang up.
3. 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 CSU Police Dispatch
4. Send an individual to meet the ambulance.
5. Do **NOT** move the victim or give first aid unless you are trained and certified to do so.

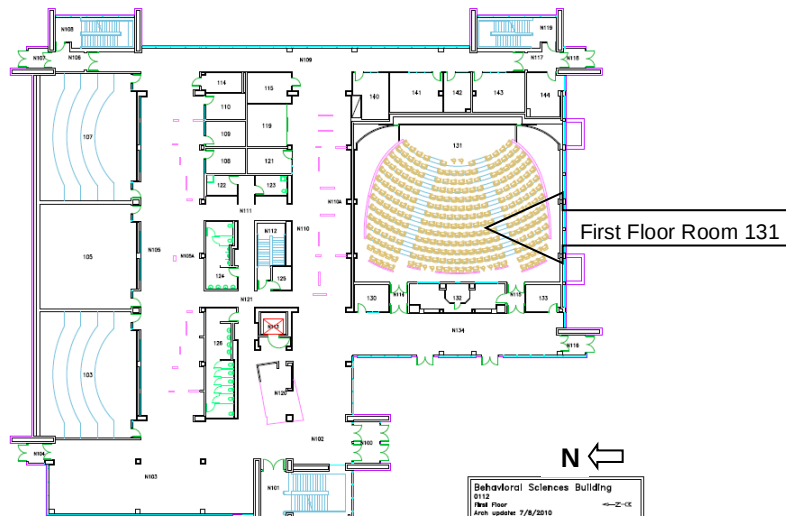
BSB Safety Plan

6. Remain with the victim and try to keep the victim warm and alert by talking with them until emergency response teams arrive.

TORNADOS AND WINDS



1. Proceed to the nearest interior room that has been designated as a tornado evacuation point and close the door. If at all possible have a phone, radio, flashlights and first aid kits available.



2. Contact CSU Police at **911**.
3. 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 CSU Police Dispatch
4. Monitor the storm by listening to the radio. **DO NOT LEAVE THE TORNADO EVACUATION POINT SAFE AREA UNTIL TOLD TO DO SO.** CSU Police 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 University Police or Poudre Fire Authority that it is safe to leave.



BOMB THREAT

1. Locate the FBI Bomb Data Questionnaire (last page of safety plan) and fill it out while talking to the caller. If questionnaire is not immediately available, record every word

BSB Safety Plan

spoken by the caller and any background noises. Then immediately fill out Bomb Threat Questionnaire.

2. Alert a co-worker via note (if possible) while on the line with the bomb threat. Have co-worker call CSU 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.
3. 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 CSU Police Dispatch
4. Notify the building proctor.
5. Notify the department head.
6. Evacuate the building immediately.

OTHER EMERGENCIES

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

1. Call CSU Police immediately at **911**.
2. Notify the building proctor.
3. Observe suspicious persons but *DO NOT TRY TO DETAIN THEM*.
4. Ask the victim to remain until CSU Police arrive.
5. Obtain names, addresses, and telephone numbers of witnesses.

POWER FAILURE

1. Facilities maintenance will be contacted by designated departmental personnel.
2. CSU Police will be contacted by designated departmental personnel after normal working hours and on the weekends.

SNOW EMERGENCY

1. Administration will inform you of any closures during normal business hours.
2. In a severe storm, Housing Management along with other University operations, will coordinate food and shelter as necessary.

ARMED PERSON/SHOOTER

1. **If the shooter is outside your building:**
 - a) 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.
 - b) If you can do so safely, get all occupants on the floor and out of the line of fire.

BSB Safety Plan

- c) 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.

2. If the shooter is inside your building:

- a) If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave in the room books, backpacks, purses, etc.
- b) 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.
- c) If you get out of the building and do not see a police officer, attempt to call the police by dialing 911. Tell the dispatcher your name and location and follow their instructions.
- d) If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. Wait for the police to come and find you.

3. If the shooter enters your office or classroom:

- a) 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.
- b) Use common sense. If you are hiding and flight is impossible, playing dead may also be a consideration. Attacking the suspect is a last resort but may become necessary (below).
- c) Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.
- d) If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.

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

EMERGENCY PREPAREDNESS

SAFETY SECURITY INSPECTIONS

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

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4. Workplace Violence Recognition/Reporting/Prevention
5. Ensure that staff are trained to recognize behavioral warning signs and implied or direct threats.
6. Ensure that staff know expected reporting procedures, situation review processes, and documentation requirements and are comfortable with them.
7. Practice a situation or scenario once per year to make sure staff know expectations
8. Make 'course corrections' as needed to improve process and prevent violent events
9. 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!
10. Involve police, Human Resources, EAP, supervisors and others as needed during any event or suspected threat.

BOMB THREAT CHECKLIST**POLICE**

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 address?
9. What is your name?

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

BACKGROUND SOUNDS:

- | | |
|--|---|
| ☐ Street noises | ☐ Factory machinery |
| ☐ Voices | ☐ Crockery |
| ☐ Animal noises | ☐ Clear |
| ☐ PA System | ☐ Static |
| ☐ Music | ☐ House noises |
| ☐ Long distance | ☐ Local |
| ☐ Motor | ☐ Office machinery |
| ☐ Booth | ☐ Other (Please specify) |

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: _____

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

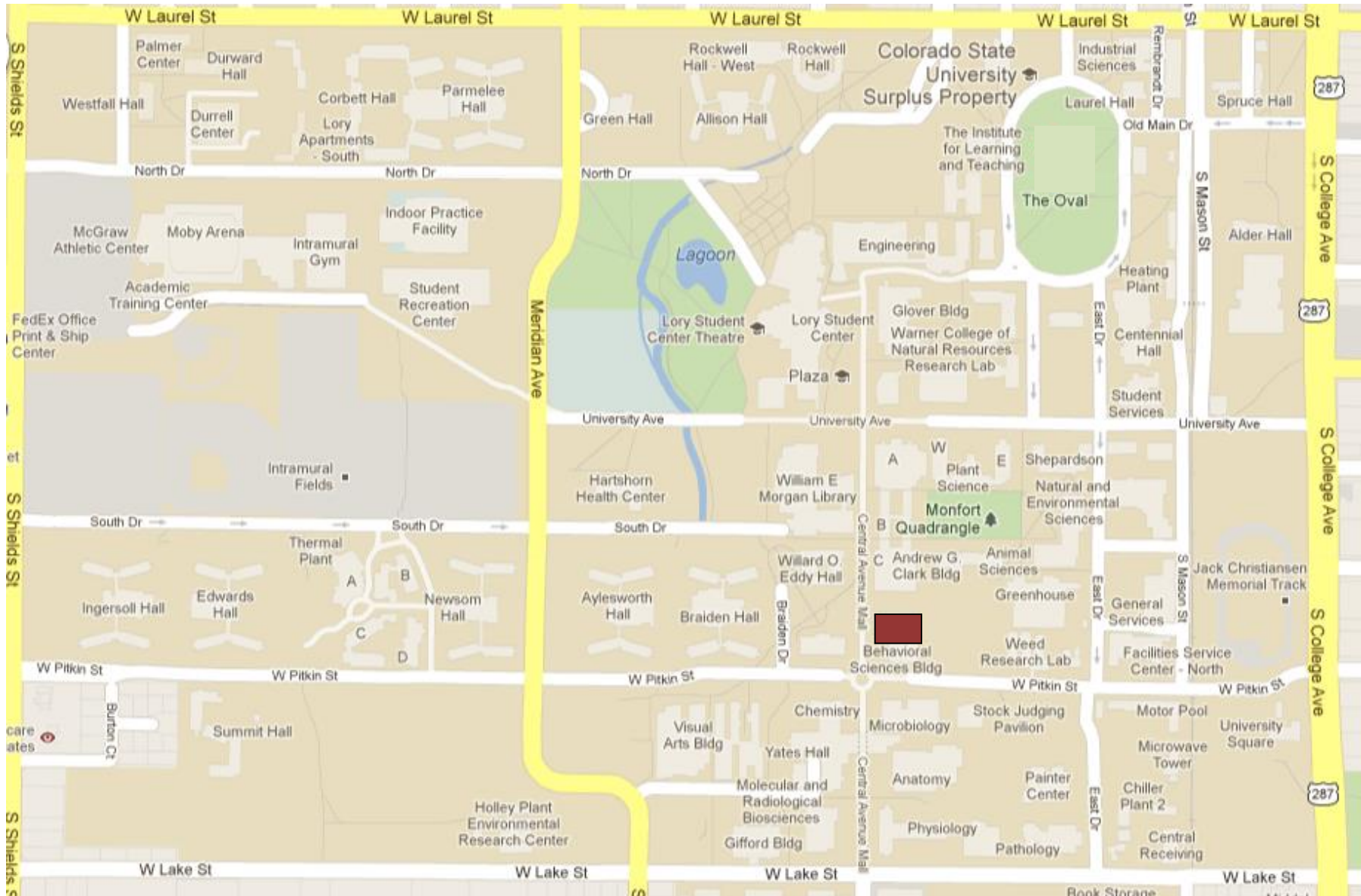
- | | |
|---|--|
| ☐ Calm | ☐ Nasal |
| ☐ Soft | ☐ Angry |
| ☐ Stutter | ☐ Loud |
| ☐ Excited | ☐ Lisp |
| ☐ Laughter | ☐ Slow |
| ☐ Rasp | ☐ Crying |
| ☐ Rapid | ☐ Deep |
| ☐ Normal | ☐ Distinct |
| ☐ Shurred | ☐ Whispered |
| ☐ Ragged | ☐ Clearing Throat |
| ☐ Deep Breathing | ☐ Cracking Voice |
| ☐ Disguised | ☐ Accent |


Colorado State University

Trace Call - *57

CSUPD 5/2007

BSB Safety Plan



Colorado State University Main Campus Map