

**Emergency Preparation
And
Evacuation Plan
Hydro**



**CSU
SPUR**

4777 National Western Drive / Packing House Drive

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This document is intended to provide procedures in the event of an emergency. This document is subject to change depending on the needs of a building and policy changes. An updated Emergency Preparation and Evacuation Plan will be distributed upon revision.

Spur Main Number (970) 297-4321
Spur Campus General email SpurManagement@colostate.edu

Vida Vendor Information

Janitorial
24/7 Security (970) 692-6300
After-hours Emergency Building Maintenance 970-692-7745

Police and/or Fire Department 911
District 1 Police Department 720-913-0400
1311 W. 46th Avenue, Denver 80211

Medical Emergencies 911
Police Non-Emergency 720-913-2000
Fire Department Non-Emergency – Information 720-913-2400
Poison Control 303-739-1123
Weather Conditions (within 2-hour drive of Denver) 303-639-1111

Xcel Energy – electric outage 800-895-1999

Xcel Energy – gas outage 800-895-2999

Area Hospital
Saint Joseph Hospital 303-812-2000
1375 E. 19th Ave
Denver, CO 80218

Area Clinic
Tepeyac Community Health Center 303-458-5302
5075 Lincoln Street
Denver, CO 80216

Proctor/Warden Building Life Safety Plan

Proctor/Warden Responsibilities

1. Each tenant needs to have an assigned Proctor/Warden(s), one Assistant Proctor/Warden per floor. Proctors/Wardens should be individuals who are on site on a daily basis. Assistant Proctor/Wardens are the back-up personnel who will be familiar with the evacuation plan in the event a Proctor/Warden is out ill or on vacation.
2. The Proctor/Warden as a whole is responsible for keeping and providing an up-to-date list of the mobility impairment and expectant mother form to the management office.
3. Proctor/Wardens must work with the Assistant Proctor/Wardens to ensure they are ready and able to step in and lead if the Proctor/Warden is not present on the day of a building emergency.
4. Proctor/Warden may choose to designate one Special Assistant per mobility impaired individual or expectant mother to stay with that person in the building refuge area during the building emergency or to help relocate if needed.
5. Be familiar with the floor search plan or route and follow it during a building emergency.
6. If possible, close all doors in an effort to contain the fire. Do not lock doors.

Proctor/Warden Duties:

- Ensures your company has an Assistant Proctor/Warden and a Special Assistant if one is needed for an employee who may be immobility impaired.
- Train and relay procedures and new information to each Assistant Proctor/Warden and Special Assistant for mobility impaired and all other employees within their company.
- Ensures management company has an updated and accurate mobility impairment and expecting mother form.
- Know and be able to identify all employees.
- Order employees to relocate if danger is present.
- Notify all employees of the rendezvous point in the event of a building evacuation.

During an emergency, Proctors/Wardens are responsible for the positive exercise of leadership and direction for the safety of employees. The responsibility of a Proctor/Warden continues after an evacuation – until the emergency is terminated. It is the Proctor/Warden’s responsibility to inform all employees of the rendezvous point, whether mobility impaired or not. Make sure all coworkers are not in the path of on-coming traffic when outside and you have moved all coworkers far enough away from the building to avoid any avoid possible building debris.

Mobility Impairment or Expectant Mothers

The following procedures have been implemented to provide maximum safety for anyone who has a mobility impairment or expectant mothers in the building.

A comprehensive list of mobility impaired individuals and expectant mothers is kept in the Systems Record Box in the FACP area of each building at all times for the strict use of the Denver Fire Department during any type of building emergency. The mobility impairment and expectant mother list must include any permanent or temporary mobility challenges, visible or not as well as the anticipated due date of any expectant mothers.

The building management office asks that each Proctor/Warden assigns at least one individual to be the Special Assistant for each mobility impaired or expectant mother. Their duties are as follows:

Special Assistant ('s) Duties:

- The Special Assistant is to stay with the mobility impaired or expectant mother in the refuge area (immediately adjacent to the east and west stairwell) until the “all clear” is given or the Denver Fire Department advises differently.
- If the Special Assistant or any other individual must relocate the mobility impaired individual or expectant mother to a different refuge area because of safety concerns, the Special Assistant is to lead or assist individuals using the stairwell, making certain they stay to the far right, leaving room for the fire fighters to use the stairwell easily. No person should have to move more than 2 to 4 floors to another refuge area unless the Denver Fire Department has issued a full building evacuation. If a relocation occurs, notify 911 of the relocation. Please use your best judgment. If anyone is in immediate danger and cannot get to safety call 911 and notify them of your location.

Fire Life Safety

CSU Hydro is equipped with an automated warning fire detection system through which the Denver Fire Department, onsite building personnel, and the building tenants are notified. The components of the system include the following:

- a. Smoke detectors located throughout the building.

In the event smoke is detected, an alarm is transmitted to the fire panel located on the first floor of the building. In addition, the alarm is sent to the monitoring company and the Denver Fire Department is dispatched. There is a master control panel in the area of the FACP (Fire Alarm Control Panel) which will graphically display the location of the alarm.

- b. Each floor has fire suppression sprinkler heads which are automatically activated by heat and/or flames. In the event a sprinkler head is activated; a signal is sent to the fire panel immediately.
- c. Manual fire alarm pull stations are installed at all fire exit stairwells within the building. Pulling on the alarm handle will activate the fire alarm warning system located in the fire alarm panel. Each pull station has written instructions on it.
- d. An automatic siren and strobe (flashing lights) occurs on the fire floor in the event of a fire emergency.
- e. Fire extinguishers are located in the center area of the building by the restrooms, on the south end of the building by the stairwell as well as the west end of the building by the stairwell. The fire extinguisher cabinets are labeled accordingly.
- f. An emergency power generator is located on site for Hydro. The generator provides power within a window of time during an outage.

- g. Hydro has a smoke evacuation system. When a fire alarm is activated the east and west doors on the first lobby level and the west doors on the second lobby level will stand open as smoke is pulled up and out of the building. The doors will stay open until the fire department resets the panel.
- h. Elevator emergency controls are automatically activated in the event of a building alarm. Immediately upon receiving an alarm on floors 2 – 3, the elevators will return to the lobby level and open all doors. If an alarm is received from the lobby (1st) floor, all elevators will return to the second floor and all doors will open. All passengers must exit all elevators at this time.
- i. ***The area immediately adjacent to the center elevator and the areas by the south and west stairwells are considered refuge areas.*** Individuals that are either mobility impaired or may feel unable to evacuate down the stairs may use this area as a safe place during a fire. Adjacent to the elevators is an Area of Refuge button (AOR). Pressing this button will call the monitoring service and anyone unable to evacuate can communicate this to the dispatcher and the dispatcher will relay your location to the Denver Fire Department.



- j. Each floor has three internal exiting stairwells which are clearly marked with exit signs in addition to the main eddy stair on the first through third floors. Stairwells are protected by fire rated doors and walls. Upon entering the stairway and proceeding downward, exit the building at the first level.

STAIRWELLS ARE THE EXITING LIFELINE OF THE BUILDING DURING FIRE EMERGENCIES

Emergency Evacuation Procedures:

If there is a fire in the building and the alarm has not sounded, the person finding the fire is to:

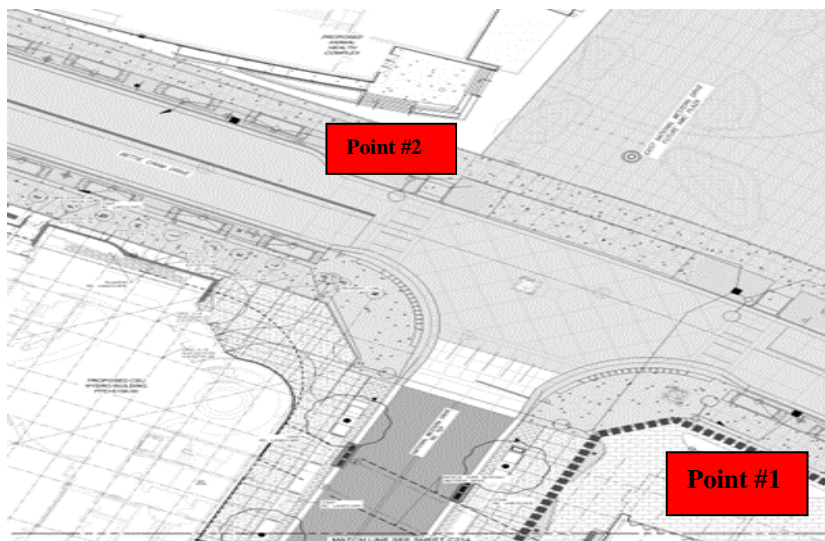
1. Pull the closest fire alarm pull station if achievable. Pull stations are located by each stairwell.
2. Close any doors to the fire area if safe to do so.
3. Prepare for relocation/evacuation.
4. Notify 911 from a safe area.

In the event the fire alarm has sounded, the procedures outlined below are to be followed:

1. All CSU staff and security who have radios will hear an alert to **SUMMON ALL STAFF** where all communication will occur for the duration of the emergency.

2. Proceed to the nearest exit. If the nearest exit is a stairwell, please form a line and descend down the right-hand side of the stairwell.
3. If someone on your tour is mobility impaired, the stairwells area immediately adjacent to the stairwells are an area of refuge and that individual may stay in this area as they wait for fire officials to arrive. If this individual came with a group or another person, one friend/family/co-worker may stay with the mobility impaired individual while they wait for Denver Fire to arrive and assist them down the stairs. Adjacent to the elevators is an Area of Refuge button (AOR). Pressing this button will call the monitoring service and anyone unable to evacuate can communicate this to the dispatcher and the dispatcher will relay your location to the Denver Fire Department.
4. Please lead your tour group to one of two rendezvous points upon evacuation. For those exiting the Hydro main lobby doors, the center stairwell exit, those exiting the south stairwell and The Shop, proceed to the north plaza area of Terra located at Bettie Cram Drive and National Western Drive South. See Point # 1 on the map. If you are exiting your tour group on the second level classrooms or the theater, exit the west stairwell and cross Bettie Cram Drive and gather at Point #2. Please be aware of vehicular traffic when crossing the street.

More rendezvous points will be addressed when the backyard is delivered.



Post Evacuation Process

- Proctor/Wardens should conduct a roll call when assembled at the rendezvous point. Gather names and phone numbers of patrons or guests as confirmation that they safely exited the building.
- Use your radio to communicate with the management/maintenance/security staff. Security will be checking both points to ensure everyone is accounted for.
- No one is allowed to re-enter the building for any reason until an “all-clear” is announced by CSU management, security or the Denver Fire Department.

Severe Weather/Tornado Procedure

The National Weather Service reports the movement of severe weather that may present a threat to the metropolitan area. If an early alert is given by the National Weather Service, certain steps can be taken to prepare for the weather. **Alerts are sent via cell phone so if you receive an alert, please take immediate action and do not wait for an official announcement.**

National Weather Service Tornado Weather Alert-

Tornado Warning-

When a **tornado warning** is issued, a tornado has been sighted in the area by radar or by a visual sighting. In the event of a tornado warning CSU personnel will endeavor to notify staff, volunteers and visitors within the building requesting individuals take cover. This announcement will be relayed by voice command or by bull horn. Please allow a few minutes for the announcement over the voice command or bull horn to take place, but do not delay to moving to safer surroundings. If you believe you should take cover prior to an announcement being made over the intercom system, please do so immediately.

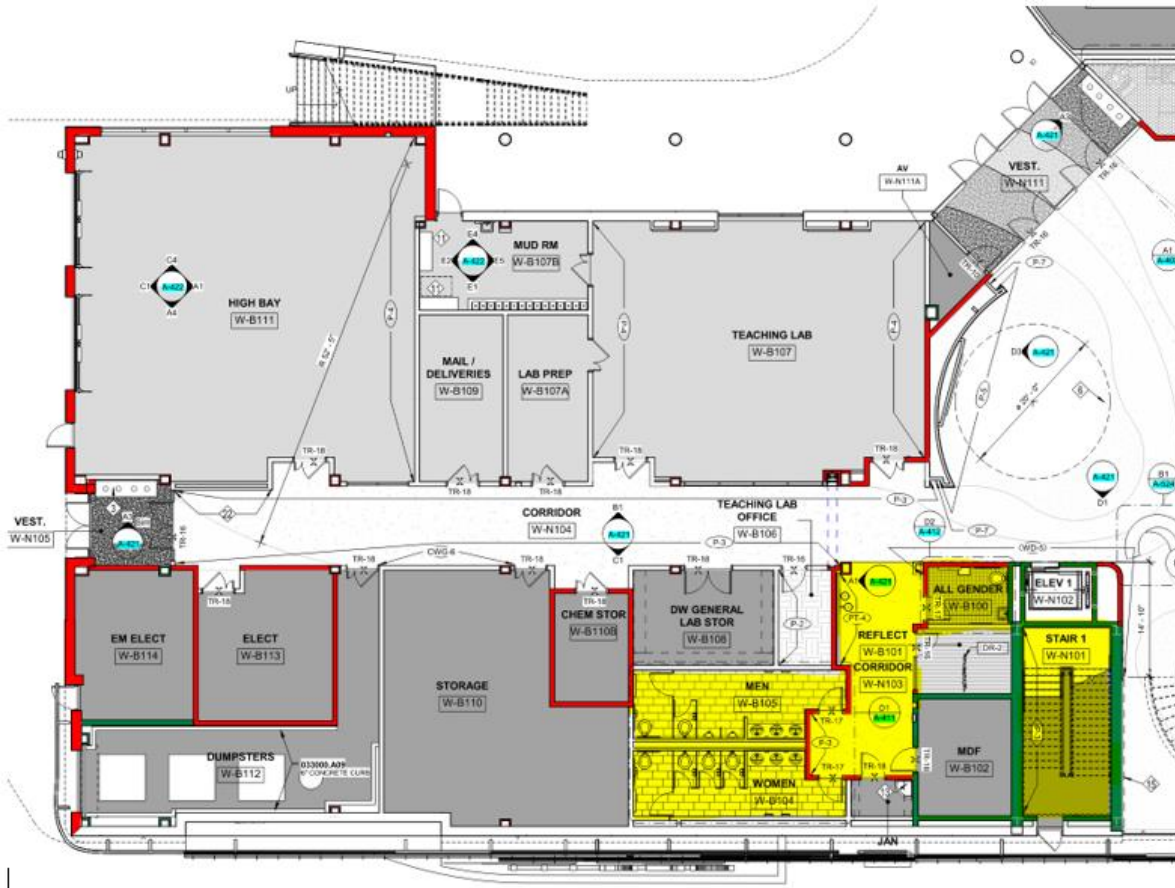
Tornado Watch-

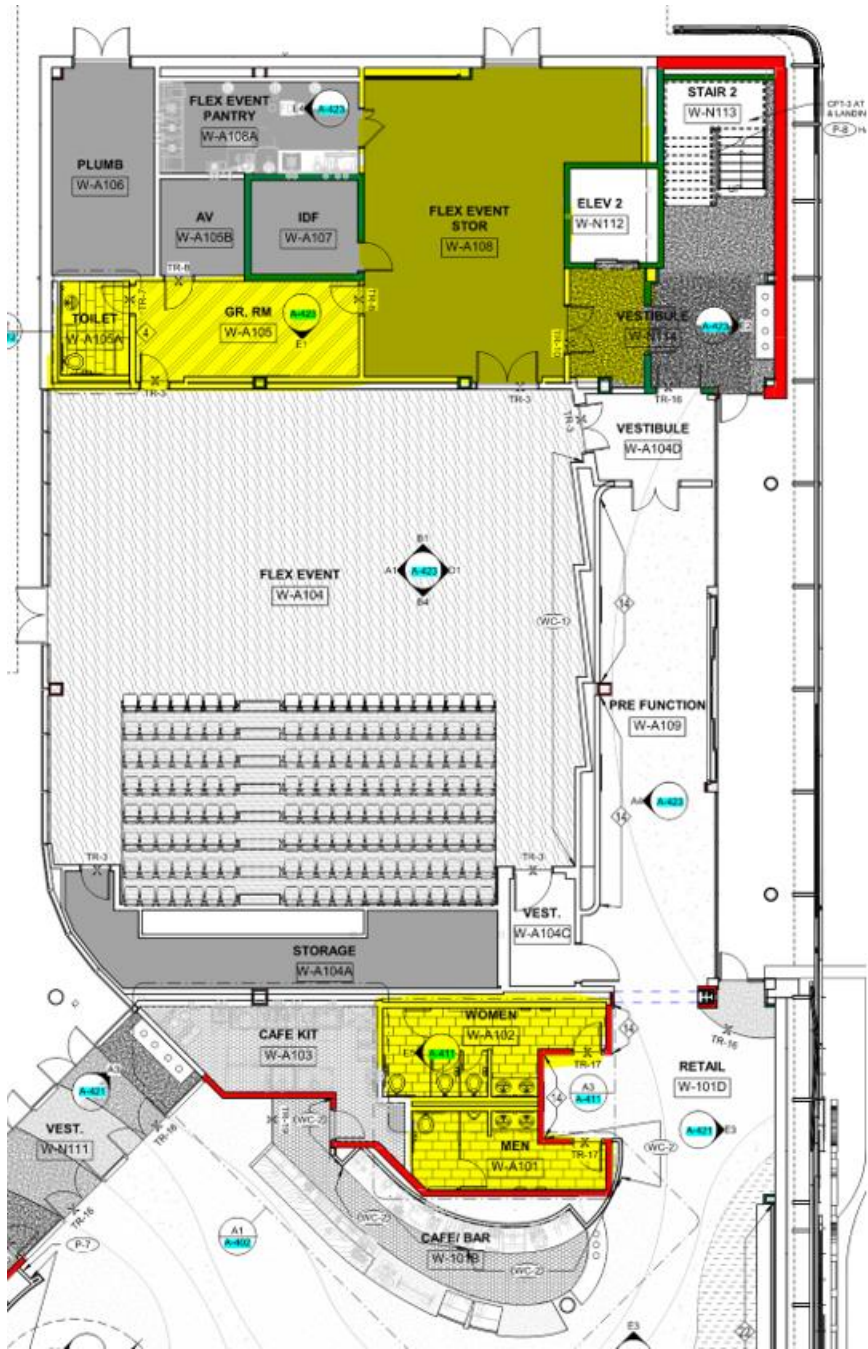
When a **tornado watch** is announced, a tornado is possible in or near the area. If you have a radio or television set, tune in to a local station for information. If you see any rotating or funnel-shaped clouds, report them immediately by calling 911. Please do not report a tornado watch to the CSU Management Office. It is the individual's sole decision to take cover prior to a building announcement of a tornado warning. If you take cover due to a tornado watch, we will not announce an all clear.

Taking Shelter:

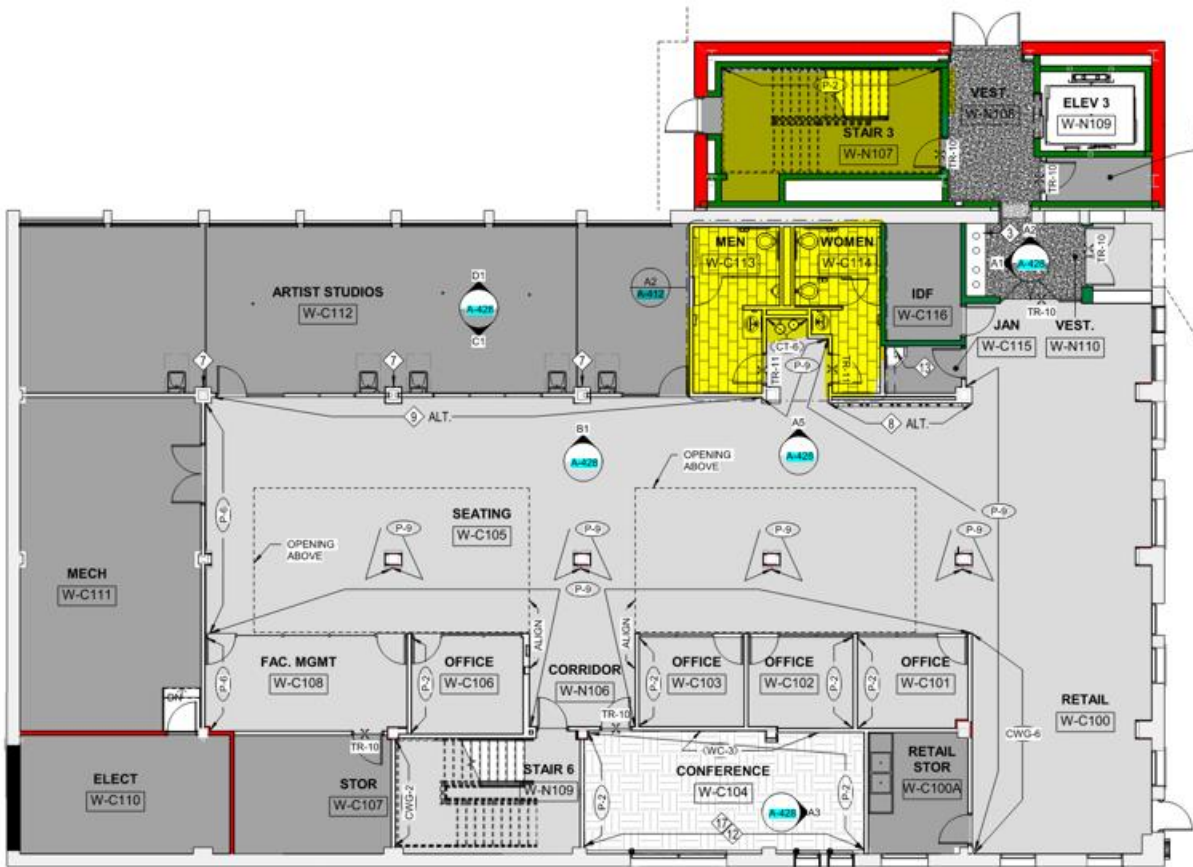
1. Get away from the perimeter of the building and exterior glass.
2. Leave all offices and move all occupants to the lowest level in the building and to the core areas of the building (corridors, elevator lobbies) away from windows.
3. Sit down in the corridor and protect yourself by putting your head as close to your lap as possible or kneel on the ground protecting your head.
4. If you are trapped in an office and cannot get to the core of the building, seek protection under a desk and keep calm.
5. After the threat of the tornado warning has been lifted by the National Weather service, a CSU personnel member or security will announce the all clear. Please allow a few minutes as this announcement is made manually.
6. Notify the CSU Management Office of all severe leaks, fires, structural or other damage **after** the storm.

Hydro severe weather locations:





The Shop severe weather locations:



Lost Child/Adult

In the event of an adult who has lost a child, take the following steps:

1. Call CSU Security either by phone at **970-692-6300** or by radio and tell them your location. Security will respond and will come to your location.
2. Help the adult remain calm until Security arrives.
3. Security will then get a description:
 - a. What are they wearing, how old are they, last known location for the child.
1. Security will then make a call on the radio to **SUMMOM ALL STAFF**:
 - a. “Attention all staff, attention all staff, we have a lost child, age 10, wearing a blue jacket, red hat and jeans; last seen at the Mock Clinic on the first floor.”
 - b. **DO NOT** use the child’s name in the radio call.
2. Security will escort the adult to the greeter station at the main entrance.
3. If any staff member has eyes on the child, please radio all staff of the location so security can respond to escort the child to the greeter station.
4. Security will then announce **ALL CLEAR** to end the lost child call.

In the event of a child who has lost their adult, take the following steps:

1. Call CSU Security either by phone at **970-692-6300** or by radio and tell them your location. Security will respond and will come to your location.
2. Help the child remain calm until Security arrives.
3. Security will then get a description:
 - a. Security will ask for their adult’s name and a description of the adult.
4. Security will then make a call on the radio to **SUMMOM ALL STAFF**:
 - a. “Attention all staff, attention all staff, we have a lost adult, wearing a red jacket, blue hat and jeans; last seen at the Mock Clinic on the first floor.” Given the age the child, Security may have limited information and may only be able to provide minimal details such as the color of the adult’s hair.
5. If able, Security will escort the child to the greeter station at the main entrance.
6. If any staff member has eyes on the adult, please radio all staff of the location so security can respond and escort the child to that location to reunite the child with the adult.
7. Security will then announce **ALL CLEAR** to end the lost adult call.

Earthquake Procedure Recommendations

In the event of an earthquake, do not attempt to leave the building. You are safer within the building until the initial tremors subside. Beware of falling glass and electrical lines.

During an Earthquake:

1. Try to remain calm.
2. If you are on an upper floor of a building, get under a desk. Do not run for exits. The power may fail forcing the elevators to become inoperative. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
3. The building's fire alarm system or sprinkler system may be triggered and turn on. Expect to hear noise from breaking glass, cracks in the walls and falling objects.

After an Earthquake:

When the shaking stops, there may be considerable damage as well as injuries. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for the injured. Fires are a likely result of an earthquake, please be aware of fire procedures.

1. Remain calm and take time to assess your situation.
2. Be prepared to experience multiple aftershocks. Aftershocks may cause additional damage or collapse of a structure.
3. Help everyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who need it.
4. Check for fire and fire hazards. Put out fires immediately if it is safe to do so.
5. Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
6. Do not turn on electrical switches or appliances.
7. Do not touch power lines, electric wiring, or objects in contact with them.
8. Do not use the telephone, except to call for help or to report serious emergencies, or to perform some essential service. When the emergency is clearly over, contact relatives and friends.
9. Listen to the radio for information about the earthquakes, and disaster procedures.
10. Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from gas leaks, electric wiring, broken glass, etc.

There are no procedures which can eliminate all earthquake danger. However, damage and injury can be greatly reduced by following the above.

Medical Emergency Procedure Recommendations

In the event of a life-threatening medical emergency, it is recommended that you:

5. Dial 911 and report the issue. Notify the operator of the following:
 - Building Name – CSU Spur Campus – Hydro
 - Building Address – 4777 National Western Drive or Packing House Drive.
 - Floor or location of emergency and any details regarding the emergency.
6. Call CSU Security on the radio or at **(970) 692-6300**. Security can meet the paramedics and assist them getting them to the individual lock off the freight elevator and direct the emergency personnel to the person requiring medical attention.
7. If an individual has injured themselves and requires first aid, call security on the radio or at **970-692-6300** so they can respond and provide aid.
8. AED locations are on every floor in Hydro and they are located in the center of the building by the restrooms.



If the event is non life-threatening

1. Call CSU Security on the radio or at (970) 692-6300. The security team through Advantage Security is trained in First Aid, CPR and AED use and will respond. Any additional CSU employees who are also trained may assist if additional assistance is needed.
2. Ensure safety is maintained at the scene of the injury, illness or medical emergency. Anyone not directly involved with providing assistance should not gather in the area and should resume their normal activities.
3. Refrain from moving the injured or ill individual or giving them anything to consume, including water.
4. When the emergency responders and those trained in First Aid arrive, provide as much information about the situation as possible and allow them to handle the situation.
5. Individuals not specifically trained in bloodborne pathogens should not get near, touch or attempt to clean up any bodily fluids or anything that has been contaminated with bodily fluids. CCS Janitorial is trained for bloodborne pathogen clean up.
6. After the situation has stabilized, security will write a detailed incident report that will be provided to CSU management.

Power Failure Procedure

Due to the possibility of an electrical failure from Xcel Energy, the building is equipped with an emergency generator, which automatically turns on in the event of a failure. The emergency generator will supply electrical power to the following areas within the building:

- | | |
|------------------|-------------------|
| Stairwell Lights | Fire Alarm System |
| Exit Lights | Fire Pump |

Corridors (emergency lighting only) Elevators
Lobbies

Power Failure Procedures

- A. The emergency generator will start automatically and supply emergency power to the above-mentioned systems within ten (10-15) seconds of the failure. Lighting is limited to emergency lights only. Not all lights will turn on.
- B. All elevators will return to the first floor allowing all passengers to exit the elevator. **IT IS NOT ADVISED TO USE THE ELEVATOR DURING A POWER FAILURE.**

Elevator Emergency

In the event of an elevator malfunction, it is possible that you may be detained in the elevator. While this is unlikely, it is important to be prepared for such an occurrence.

WHAT TO DO:

1. If you are trapped in an elevator whether it is during business hours or after, please use the hands-free phone located in the elevator cab. The telephone communications are located on the panel box below the elevator buttons on the left-hand side of the car when facing the doors, has a picture of a phone and is labeled **“PUSH THIS BUTTON FOR HELP - LIGHT FLASHES WHEN CALL IS ANSWERED.”**

Instructions to use elevator phone:

- Push this button to the right of the pictured phone
 - A dial tone and dialing will be heard
 - Elevator service company operator is being called and notified of the building location and ID, you will hear a recording of the location before actual correspondence.
 - The light around the button will begin to flash when the call is answered.
 - Two-way voice communication is now possible.
 - When call is completed, you do not need to push button a second time to disconnect. *Please see the below visuals of the elevator phone.*
2. Do not try and force the doors open. Doing this is dangerous and may cause serious damage to the elevator to prohibiting the elevator technician from easily freeing the detained individual.
 3. Never attempt to leave the elevator if it stopped between floors, unless specifically instructed by emergency personnel. This can be very dangerous.
 4. Relax and stay calm until help arrives. Please allow approximately 30-45 minutes during normal business hours and up to 1 hour after normal business hours for help to arrive after placing the service call on the emergency phone. If at any point you feel there is a medical emergency, please dial 911 and the Denver Fire Department will respond.



Bomb Threat Procedure

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate false alarms from genuine threats. As little public publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

There are at least two reasons why bomb threats are a serious problem:

1. Serious personal injury can result if an explosive or fire-generating device is set off.
2. Valuable work time is lost during building evacuations.

Bomb Threat Emergency Procedures:

The person who receives the bomb threat call:

- a. Gets as much information from the caller as possible using The Bomb Threat Checklist
- b. (Page 19) as a guideline.
- c. Dial 911 to report the threat to the local police or fire department.
- d. Notify the CSU management office so our office is prepared to relay proper announcements.
- e. Do not make statements to newspapers, radio or television news. Leave that to the police.

Receiving Written Threats:

- a. Written threats are less frequent than telephone threats but must be considered just as serious.
- b. Dial 911 and report the threat to the local police.
- c. Avoid physical handling of the written threat. The letter may be evidence analyzed by the police department for fingerprints, postmarks, handwriting and typewriting.
- d. Notify the CSU management office that you have received a written bomb threat.

Search Procedures:

Allow the building maintenance staff, along with other employees who chose to be part of the search team, to begin the search of each floor. If it is decided to search, follow these rules:

- a. Search for objects that seem out of place.
- b. Do not touch anything! Suspicious objects **MUST NOT** be tampered with.
- c. Exit the building to notify 911 that a suspicious object has been found.
- d. **Two-way radios or mobile phones should never be utilized in the area of a suspected device. These devices may detonate some explosive devices.**
- e. The police department is in authority and all instructions given by the department are to be followed.

Evacuation:

- a. If a non-descriptive general bomb threat is received (no description of bomb, no detonation time, no location, etc.), CSU executive staff will make the decision to either remain open or to close the building. Total evacuation may be necessary when the threat is specific in nature, the call cannot be resolved as a hoax, or a suspicious object is located.
- b. If the building has not been previously evacuated and if the Denver Fire Department announces a full building evacuation, a CSU management employee or security will make the announcement by voice command or by bull horn.
- c. In the event the decision to evacuate is made, the fastest route to safety will be the stairwells. Please refer to the Tenant Fire Safety portion of this manual for evacuation procedures (Page 7). Please wait at the evacuation points for further instructions from management staff, security or the Denver Fire Department.

Building Security

Safety and protection of our employees, tenants and their property is important to the CSU management team. We are conscious of the various criminal activities to which each of us is exposed on a daily basis.

To reduce crime, emphasis must be placed on preventive rather than reactive measures. Preventive measures against office thefts, burglaries after hours and crimes against persons can best be achieved through the

individual efforts of each employee. To minimize incidents, it is important that you establish and routinely monitor procedures, rules and regulations as a means of preventing losses and identifying wrongdoing.

We request that these procedures be circulated among all employees and that everyone be made aware of the importance of helping to ensure a safer and more secure work environment. We strongly suggest that valuables and personal property be stored and secured out of sight. The repercussions of having your purse or wallet stolen equates to more than just having your credit cards and driver's license replaced. People spend countless hours fighting against unauthorized charges to their debit/credit cards and working diligently to repair their credit. Do not allow this to happen to you! Be proactive and secure your purse, wallet or other valuables.

In the event of suspicious activity, inform all employees to immediately report the following:

- Any suspicious persons wandering about the offices, corridors and restrooms that have not been authorize by building management. Our maintenance staff wears clothing noting CSU and/or CCS for easy identification.
- If you come across a suspicious person wandering around that seems to be out place, and you feel there is imminent danger, please immediately call 911.
- Be sure to lock up any valuables. All drawers, cabinets, compartments, closets, etc. fitted with locks should be kept locked.
- Encourage all employees to comply with the building security access control measures such as not allowing individuals to “piggy-back” into the building when using an access card after-hours. If you are concerned about someone coming in behind you and you are not comfortable with interacting with that person, call security at 970-692-6300 with their description and location where you last saw the individual.
- The CSU management office will notify the appropriate individuals of any vendors that are authorized to be on your floor or within your office area to do work.

It is crucial to promptly inform the management office about any suspicious person or activity. Waiting until the next day does not help us to thwart the potential threat. Please call our office immediately at (970) 297-4321 or security at (970) 692-6300 so that we can remove the person(s) from the site. The success of the preventive strategy requires full cooperation from all tenants and employees.

Situational Awareness

Situational awareness is being aware of what is happening around you in terms of where you are, where you are supposed to be, and whether anyone or anything around you is a threat to your health and safety. Situational Awareness is the ability to identify, process, and comprehend information about your surroundings. It is dynamic, hard to maintain, and easy to lose. It is an important skill for responding to emergency situations.

Public safety and security is everyone's responsibility. If you see suspicious activity, report it to local law enforcement or a person of authority using the “5W’s”:



Here are a few ways you can improve your Situational Awareness today before you need it in a survival situation:

1. Identify Elements Around You

This is the most basic level of Situational Awareness where you begin to monitor, detect, and recognize multiple situational elements, including objects, events, people and environmental factors.

2. Trust Your Feelings

A gut feeling that things are not quite right can cause you to take notice of something out of place.

3. Avoid Complacency

Often when tasks are routine, complacency occurs. Challenge yourself and others to take notice of your surroundings frequently.

4. Continually Assess the Situation

Pay attention to what your surroundings are telling you before you find yourself in a difficult situation.



Active Shooter/Violence Procedures

ACTIVE SHOOTER

RUN

Get away from where the attack is occurring. Go to a place of calculated safety away from the location. Call 911 and provide the location of the attack and a description of the attacker(s), if possible.

HIDE

If you can't get away from where the attack is occurring, find a room where you can hide. If you have to hide out:

- Lock the door
- Turn off the lights
- Spread out in the room
- Silence phones, ect..

FIGHT

You and coworkers or friends may find yourselves in a situation where the attacker will accost you. If such an event occurs, quickly develop a plan to attack the shooter. Use items at your disposal for improvised weapons, throw items to distract the shooter, and consider a plan to tackle the shooter, take away his weapon and hold him until police arrive.

LAW ENFORCEMENT RESPONSE

Law enforcement agencies have trained on responses to active shooting incidents. Be mindful that police response will come as expediently as possible, but in the first few minutes of such an incident you may have to rely on your own actions to assure your safety.

VIOLENCE

If there is an individual in the building with a weapon who is NOT shooting or engaging in other acts of violence but is making threats (either verbally or through actions) follow this initial response plan:

- Call 911 particularly if the situation requires immediate medical and/or law enforcement personnel.
- **Remain Calm** and **Contact** security at (970) 692-6300.
- **Secure** your personal safety first.
- **Leave** the area if your safety is at risk.
- **Cooperate** with law enforcement personnel when they have responded to the situation.

Once law enforcement personnel are on the scene, they will assume control of the situation. Witnesses should be prepared to provide a description of the violent or threatening individual, details of what was observed, and the exact location of the incident.

If at any point the individual begins shooting or other acts of violence, reassess the situation and follow RUN, HIDE, FIGHT procedures.

Proctor/Warden Information Sheet

Building _____

Number of employees: _____

Proctor/Warden(s)

Name: _____ Phone #: _____

Email Address: _____

Name: _____ Phone #: _____

Email Address: _____

Name: _____ Phone #: _____

Email Address: _____

Assistant Proctor/Warden(s)

Name: _____ Phone #: _____

Email Address: _____

Name: _____ Phone #: _____

Email Address: _____

Name: _____ Phone #: _____

Email Address: _____

Special Assistant(s):

Name: _____ Phone #: _____

Email Address: _____

Name: _____ Phone #: _____

Email Address: _____

Name: _____ Phone #: _____

Email Address: _____

DATE: _____

NOTE: As changes in personnel occur, this sheet must be updated and forwarded to the CSU management. The fire department will refer to this current list you have provided during an emergency.

Persons with Mobility Impairments / Expectant Mothers

Company name: _____

Name: _____

Office #: _____ Personal Phone Number: _____

Mobility Impairment: _____

Special Assistant Name: _____

Special Assistant's Personal Phone Number: _____

Name: _____

Office #: _____ Personal Phone Number: _____

Mobility Impairment: _____

Special Assistant Name: _____

Special Assistant's Personal Phone Number: _____

Name: _____

Office #: _____ Personal Phone Number: _____

Mobility Impairment: _____

Special Assistant Name: _____

Special Assistant's Personal Phone Number: _____

Name: _____

Office #: _____ Personal Phone Number: _____

Mobility Impairment: _____

Special Assistant Name: _____

Special Assistant's Personal Phone Number: _____

DATE: _____

NOTE: As changes in personnel or impairment conditions occur (this includes pregnancy due dates), please forward an updated copy of this form to the management office. In the event of an emergency, the fire department will refer to the current list you have provided during an emergency.

Bomb Threat Checklist

Time and Date Reported: _____ How Reported: _____

Exact Words of Caller: _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb located? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why did you place the bomb? _____
8. When did you place the bomb? _____
9. Where are you calling from? _____
10. What is your name? _____
11. Where do you live? _____
12. Where are you? _____

Description of Caller's Voice:

Male/ Female Young _____ Middle Age_ Old _____ Accent _____

Description of caller's voice (Check all that apply):

- | | | | | |
|----------------|----------------------|--------------|-----------------|---------------|
| _____ Calm | _____ Laughing | _____ Lisp | _____ Disguised | _____ Angry |
| _____ Crying | _____ Raspy | _____ Accent | _____ Excited | _____ Normal |
| _____ Deep | _____ Slurred | _____ Slow | _____ Distinct | _____ Ragged |
| _____ Loud | _____ Rapid | _____ Nasal | _____ Soft | _____ Stutter |
| _____ Cracking | _____ Deep Breathing | | | |

Is voice familiar? _____

If so, who did it sound like? _____

Background Noise: (Street noise, machinery, static, animal noises, motor, music, factory). _____

Time Caller hung up: _____

Remarks: _____

Name, address and telephone number of recipient: _____

Telephone number call was received at: _____

First Aid / CPR / AED Certified

Company name: _____

Employee Name: _____

Office #: _____ Personal Phone Number: _____

Trained In:

First Aid: _____ AED: _____ CPR: _____

Company name: _____

Employee Name: _____

Office #: _____ Personal Phone Number: _____

Trained In:

First Aid: _____ AED: _____ CPR: _____

Company name: _____

Employee Name: _____

Office #: _____ Personal Phone Number: _____

Trained In:

First Aid: _____ AED: _____ CPR: _____

Company name: _____

Employee Name: _____

Office #: _____ Personal Phone Number: _____

Trained In:

First Aid: _____ AED: _____ CPR: _____

DATE: _____