

# Emergency Preparedness Information

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Evacuation maps.

## An Update from Proctor, Marilyn Watson



There are many potential emergencies that could affect CIRA. It is important to prepare in advance for those possibilities so that when a real crisis comes, you will be ready to take whatever action the situation requires.

Please take the time to read through this introduction and the emergency response guidelines so that you can be prepared when an emergency occurs.

### PLEASE NOTE:

**Pages 1-4 of this newsletter contain general information for emergencies**

**Pages 5-12 contain guidelines for specific emergency events**

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## Who at CIRA is in charge/who do I

CIRA has two building proctors: **Marilyn Watson** is the primary contact and **Mary McInnis-Efaw** (assistant building proctor) is the back-up (contact information on page 5).

For medical emergencies, call **Glen Liston** (EMR); **Linn Barrett** will do roll call upon evacuation.

The primary authority will transfer to the Incident Commander (often the CSUPD chief of police) and emergency response professionals (CSUPD, Poudre Fire Authority, CSU Environmental Health Services) when they arrive on the scene. Their guidance must be followed to maintain order in the situation and provide the best possible outcome.

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## How will I be informed of an emergency?

- **Fire Alarm** in building going off
- **Reverse 911** call to your office phone
- **Text message** to your cell phone from the CSU police department.
- **Media broadcast** such as television, radio or internet news.
- **Email notice from in-house researchers** of a weather event.
- **Email broadcast** to all of campus by CSU administrators or emergency team members.
- **Building proctor** or one of the CIRA management team alerts you by email, phone or announcement from hallways.
- **Personal observation** of a situation as it develops.

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## What do I do if I am the first to notice an emergency?

**Dial 911.** Be sure to inform dispatch that you are on the foothills campus if you use a cell phone.

**Notify one of the building proctors.** They will notify the Director, Deputy Director and all staff as needed.

## If Evacuation is Required:

- **Pull the fire alarm** on your way out the door. All personnel must evacuate when the fire alarm goes off.
  - **Be a good neighbor.** Make sure everyone is exiting the building.
  - If police or fire departments have already arrived, they will do the room checks for stragglers.
  - **Be aware of visitors** in your area of the building and help them exit the building if needed.
  - **Help any disabled person** exit the building. Do not use the elevator.
  - **If there is time**, take coat, wallet, keys, laptop with you, but don't take risk to retrieve these items.
  - **Close, but do not lock, office door** as you leave.
  - **Proceed to the [Gathering Area](#) at [ATS West Plaza](#)**
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## During the Emergency:

- **REMAIN IN THE GATHERING AREA FOR ROLL CALL TO BE SURE ALL STAFF AND VISITORS HAVE SAFELY LEFT THE BUILDING.**
  - **If you suspect that someone remains in the building**, tell an emergency responder...do not go back yourself.
  - **Avoid excessive use of landlines/cell phones** since that could jam the lines for emergency responders.
  - **Do not return to the building** until the all clear is given by police, fire department or Environmental Health Services.
  - **Do not talk to Media.** Media personnel will try to "get the story" from you. That is for the CSU Media Relations Department or Director of CIRA to deal with.
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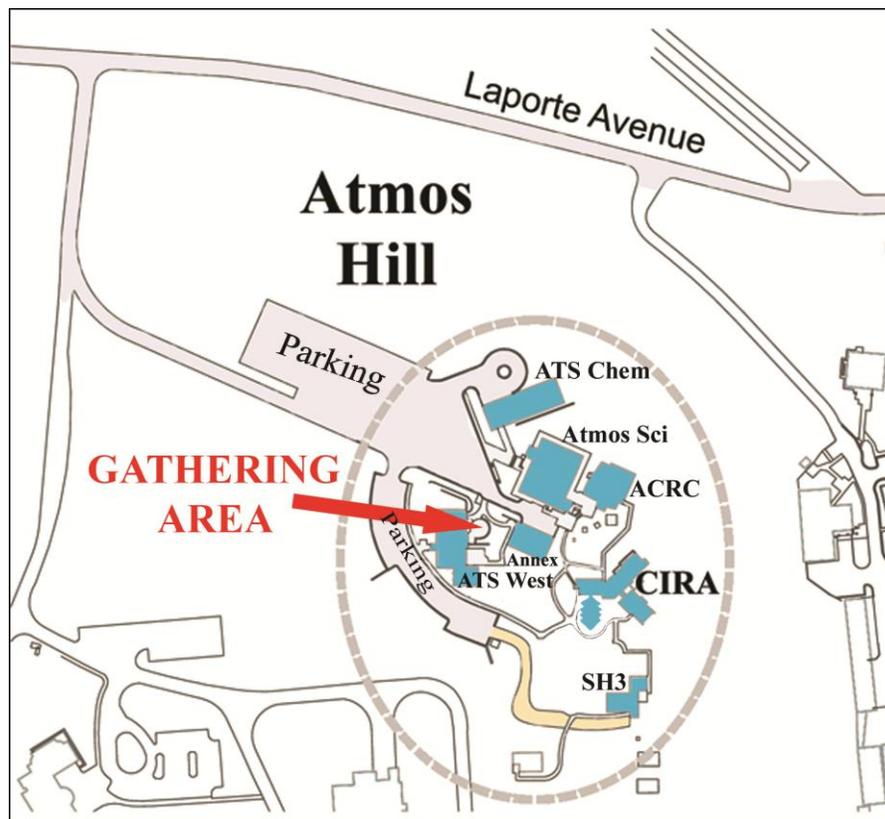
## After the Emergency:

- **If there has been damage to the facility or equipment**, the Director will make a determination based on input from key professionals as to whether work can continue in the building or if staff will need to move to other offices or work from home. If the latter is the case, the phone tree may be activated to notify all staff of the Director's decision.
- **After an emergency has subsided**, at a later date, there will need to be a debriefing by the proctor and management of CIRA. If asked, please be prepared to give information of the event from your perspective.

## Where do I go during an emergency?

Depending on the nature of the event CIRA employees should go to one of the following locations during an emergency:

- In a weather event where we must take cover inside the CIRA building, report to the basement or lowest level of the building. In CIRA this is the basement of the new addition, in ACRC, anywhere in the lowest level away from windows.
- If we must evacuate the main CIRA building, but must stay inside, report to the ACRC basement. If only ACRC needs evacuated, come to the CIRA lower level.
- If we must evacuate the building and remain outside, gather at the ATS West Plaza.
- Stay at the gathering point until roll call is taken and further instructions are given



## Emergency Reference Guide

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*Emergency Reference  
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### **EMERGENCY TELEPHONE NUMBERS**

POLICE AND FIRE .....(CSU Police Non-Emergency...1-6425).....911

BUILDING PROCTOR CIRA - Marilyn Watson-.....1-8649, 420-1276

Or ASST BUILDING PROCTOR - Mary McInnis-Efaw.....1-8271, 213-0695

FOR MEDICAL EMERGENCIES - Dr. Glen Liston.....1-8220

BUILDING PROCTOR Atmospheric Science .....Darby Nabors -....1-6960, 412-1145

Or ASST BUILDING PROCTOR Atmos Science.....Karrie Butler..1-8590, 412-4638

DEPARTMENT CHAIR.CIRA - Dr. Chris Kummerow.....1-8233, 1-7473; 419-0033

DEPARTMENT CHAIR. Atmospheric Science - Dr. Jeff Collett.....1-8697, 556-3441

ENVIRONMENTAL HEALTH SERVICES.....1-6745

## Evacuation Procedures

1. Prepare to leave the building immediately when Fire Alarm goes off or if you are otherwise notified of the need to evacuate. See page 2 for ways to be informed.
2. Faculty are in charge of orderly evacuation of classes.
3. Stay calm, do not rush, and do not panic.
4. Safely stop your work.
5. Gather your personal belongings (keys, purse, laptop) if it is safe to do so.
6. DO NOT take time to turn off computers, printers, or office lights. Close, but DO NOT lock office door.
7. Exit the building through the closest safe exit. DO NOT use the elevator.
8. Go to the gathering area at the ATS WEST PLAZA for roll call and further instructions.
9. Firemen or Police will clear the building
10. DO NOT RE-ENTER THE BUILDING for any reason until instructed to do so by fire department, EHS, or police officials.

## Animal Incidents

1. Only trained animal technicians should handle animals.
2. Any animal that is wandering loose on campus should be reported immediately to **the Division of Wildlife at 472-4300 or call CSUPD after hours.**
3. If an animal such as a bat or a raccoon is inside a building, try to safely isolate it in a room by closing doors behind it and keeping people away. If you are unable to isolate the animal, call **CSUPD at 911.**



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## Venomous Animals

1. In the case of a bite or other injury caused by a venomous animal (e.g., a black widow or brown recluse spider or Western rattle snake) or an allergic reaction to an insect or other animal, **always call 911** immediately for emergency medical assistance. You can next contact **Dr. Glen Liston at CIRA (1-8220)**. He is an Emergency Medical Responder.
2. Be prepared to give your name, location, and, if possible, the species or type of animal involved.
3. Try to remove the affected person and yourself from danger. Help the victim immobilize the bite area, and make the victim as comfortable as possible until medical or other assistance arrives.





Explosion risk

## Bomb Threat

1. Record caller's words and background noise.
2. Alert a co-worker via note (if possible) stating the bomb threat and phone number caller is using. The co-worker can call 911 while you are still on the line with caller or you can Dial 911 when caller hangs up.
3. Alert Proctor to evacuate the building.
4. Assemble at gathering area at the ATS West Plaza for roll call.

## Explosion

1. Evacuate the building.
2. Call 911 from a safe location.
3. Report to the Meeting Area in the ATS West Plaza. Wait for instructions.
4. DO NOT smoke. Gas lines might have broken and you could cause another blast.



## Large Earthquake

1. Take cover under a table, desk or bench or within a doorway. Keep away from glass.
2. Wait for the quake to subside and falling objects to come to rest.
3. If damage appears heavy, evacuate ONLY when notified by University Police that it is safe to leave.
4. Proceed immediately to the gathering area at ATS West Plaza for roll call.
5. DO NOT smoke. Gas lines might have burst in the quake and smoking could cause an explosion.

**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.

## Fire

1. If you see fire or excessive smoke, pull the red fire alarm.
2. Evacuate the building.
3. Go to gathering area at the ATS West Plaza. Wait there for roll call and further instructions.
4. DO NOT RE-ENTER BUILDING until Firemen, Police or Environmental Health Services give the OK.

### 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. If there is no phone available, yell out the window OR wave out the window to gain attention.
5. 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 THE BUILDING. DO NOT USE A FIRE EXTINGUISHER TO PUT OUT THE FIRE.**



## Interior Flooding

1. Evacuate the affected area.
2. Shut off water or have Facilities Management do it.
3. Call University Police at 911
4. Stay away from all power (electrical) sources.
5. Report to gathering area at ATS West Plaza for roll call.

## Exterior Flooding

1. Remain calm.
2. Call 911
3. If there is water all around the building, proceed to the roof of the building or the highest point accessible.
4. 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.
5. Immediately go to the highest area possible.



## Medical Emergency



1. Remain Calm.
2. **Call 911**, give all information requested. **Call Dr. Glen Liston at 1-8220 or Linn Barrett at 1-8402 for help until Ambulance arrives.**
3. DO NOT MOVE the victim.
4. Stay with the victim until police or ambulance personnel arrive. Try to keep the victim warm by covering him/her with a coat or blanket. Keep victim talking and alert if possible.
5. **YOU MAY USE THE AED WHICH IS LOCATED IN THE NEW CIRA BREAK ROOM IF THE VICTIM HAS NO PULSE AND IS NOT BREATHING. THERE ARE DIRECTIONS FOR USE WITH THE KIT.**

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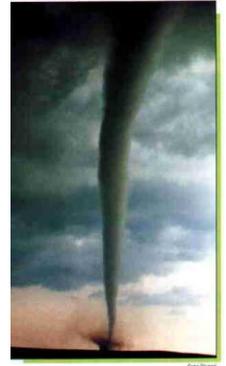
## Snow Emergency



1. Administration will inform you of any closures during normal business hours.
2. Information is available from
  - a. Local radio stations
  - b. Local cable channel 14
  - c. Denver channels 2, 4, 7, and 9
  - d. 491-SNOW
3. In a severe storm, Housing Services along with other University operations will coordinate food and shelter as necessary.

## Tornados and High Winds

1. Proceed to the nearest interior room that has been designated as a tornado evacuation point and close the door (Refer to floor plan). If at all possible have a phone, radio, flashlights and first aid kits available.
2. Contact University Police at 911.
3. Monitor the storm by listening to the radio and by in-house briefings. **DO NOT LEAVE THE TORNADO EVACUATION POINT SAFE AREA UNTIL TOLD TO DO SO BY POLICE OR FIRE DEPARTMENT.**



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## Know Your Exits for Any Building You

1. Make it a practice to be aware of where you are in any building you enter. Notice the exit signs and think of a quick way out in case of emergency.
2. When presenting a seminar at CIRA that includes visitors, begin your talk by pointing out the exits in case of emergency and directions to the gathering area.



## Police Emergency/Crime, Assault, Harassment, Destruction of Property, Vandalism, Problem Patrons, and Theft



1. Call 911 from a safe location.
2. Notify the building proctor.
3. Observe suspicious persons, but DO NOT TRY TO DETAIN THEM.
4. If there is a victim, ask the victim to remain until Police arrive.
5. Obtain names, addresses, and telephone numbers of witnesses to give to police when they arrive.

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## Armed Person/Outdoor Shooter

1. Turn off all lights, close and lock all windows and doors. If you cannot lock the door, block it with desks and chairs.
2. If safe to do so, get all occupants on the floor and out of the line of fire.
3. 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.
4. Call 911 if safe to do so.

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## Shooter in Your Building



1. If safe to do so, escape the area by the nearest window or exit and avoid danger. Leave your books, backpack, purse, etc.
2. 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. Stay calm.
3. If you don't see an officer, dial 911 and tell the dispatcher your name, location and follow their instructions.
4. If unable to escape, move into an office or classroom and try to lock the door. If the door won't lock, barricade it shut with desks and chairs. Lie on the floor or under a desk and remain silent. Turn off cell phone ringers and wait for the police to come and find you.

## If The Shooter Enters Your Office or Classroom

1. 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.
2. Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.
3. 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.
4. 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 for the shooter. If you see a police officer, put your hands over your head and immediately comply with the officer's instructions.

*Attempting to overcome the shooter is something only you can decide to do.*

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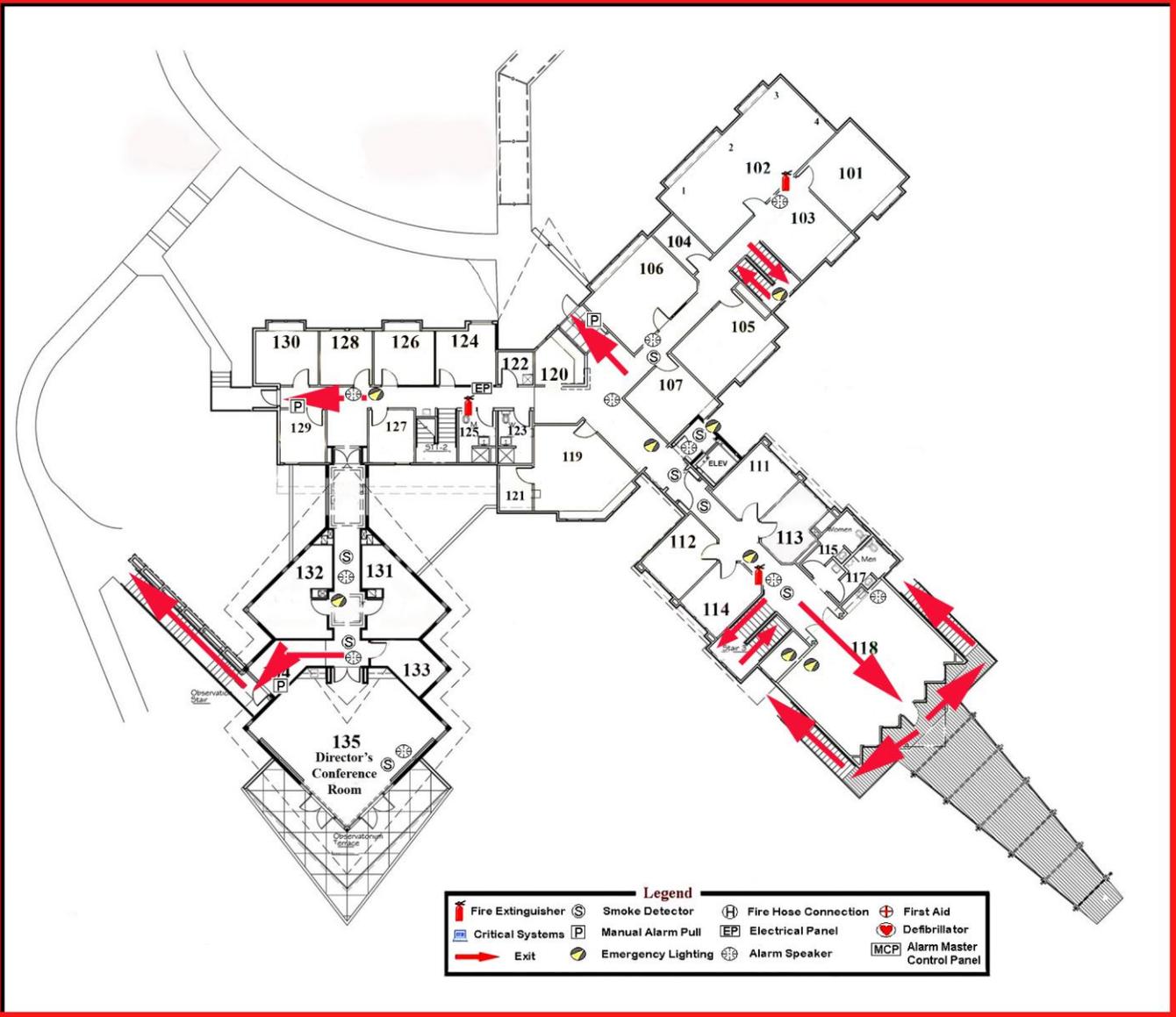
## Conduct if you are held hostage

1. Do not get into a vehicle by threat or force if there is any possible way to avoid it. By stepping into the vehicle your odds of survival diminish substantially
2. Under all circumstances, attempt to stay calm and be alert to situations that you can exploit to your advantage.
3. Make a mental note of all movements including times in transit, direction, distances, speeds, landmarks along the way, special odors and sounds like transportation, bells, construction, etc.
4. Whenever possible, take note of the characteristics of your abductors, their habits, surroundings, speech mannerisms, and what contacts they make to report to police later.
5. Do not attempt to escape unless it is indicated that your life is in imminent danger.
6. Avoid making provocative remarks to your abductors. Try to establish some kind of rapport with your captors.



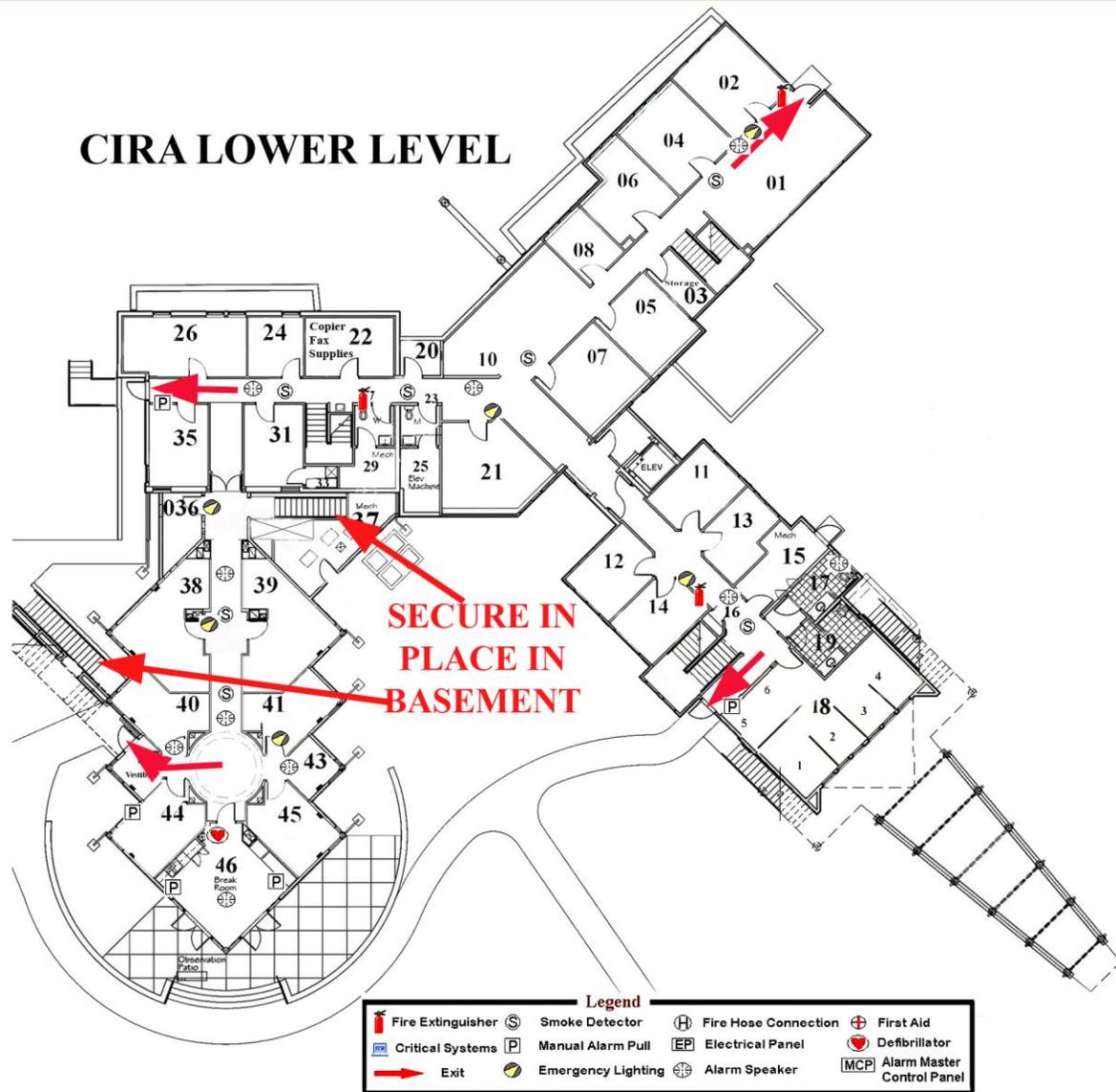
### CIRA Building - Upper Level

## EMERGENCY EVACUATION PLAN - UPPER LEVEL



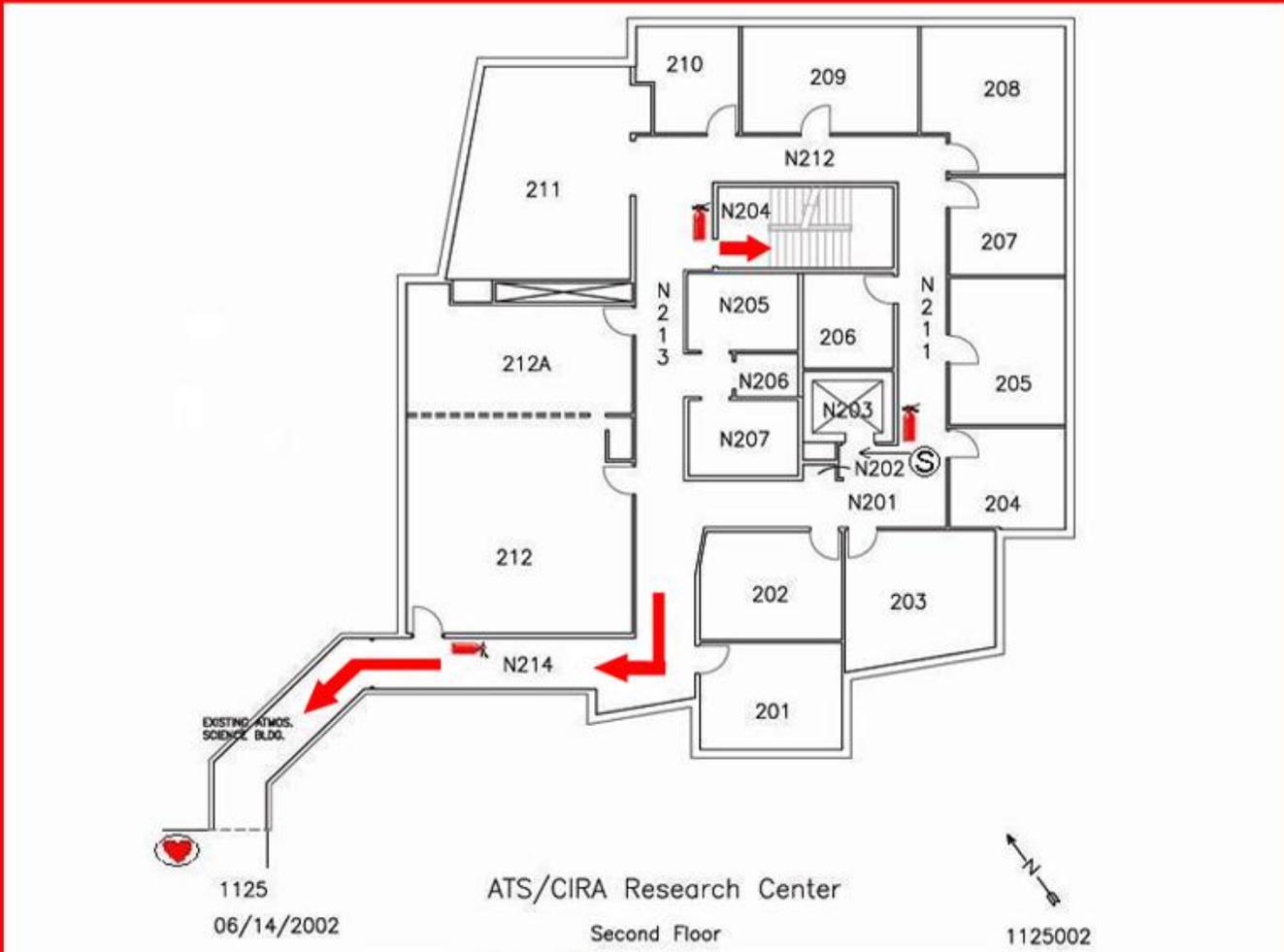
### CIRA Building - Lower Level

## EMERGENCY EVACUATION PLAN - LOWER LEVEL



ATS-CIRA Research Center Building - 2nd Floor

EMERGENCY EVACUATION PLAN - ATS-CIRA 2ND FLOOR

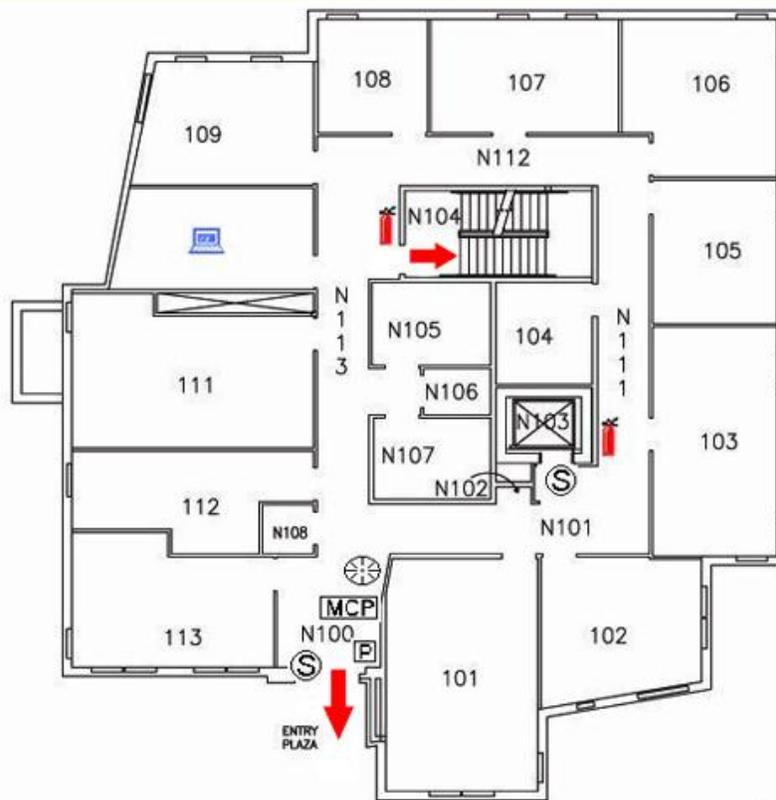


**Legend**

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

ATS-CIRA Research Center Building - 1st Floor

EMERGENCY EVACUATION MAP - ATS-CIRA 1ST FLOOR



1125  
06/14/2002

ATS/CIRA Research Center  
First Floor

1125002

Legend

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

### ATS-CIRA Research Center Building - Basement

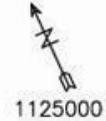
## EMERGENCY EVACUATION PLAN - ATS-CIRA BASEMENT

Secure in place **HERE**



1125  
05/29/2002

ATS/CIRA Research Center  
Lower Level



### Legend

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