

Building Safety Plan

EMERGENCY TELEPHONE NUMBERS

POLICE AND FIRE	911
BUILDING PROCTOR.....	
DEPARTMENT CHAIR.....	
LAB COORDINATOR.....	
SAFETY OFFICER.....	719.549.2513
ENVIRONMENTAL HEALTH SERVICES.....	719.549.2513

EVACUATION PLAN

1. Faculty who are teaching classes at the time of the emergency are responsible for the orderly evacuation of the class.
2. **DO NOT** take time to turn off computers, 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.
6. Stay in the designated reporting area until you are instructed to leave. This way an accurate head count can be taken. Faculty and Lab assistants are responsible for the students.
7. Upon arrival of Sheriff's department personnel, the proctor will assist them in whatever manner they request or direct. Pueblo fire department and/or the Sheriff's department will clear the building, checking elevators, areas for the use of the physically disabled, and laboratory areas in the building.

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.

FIRE

1. Pull the red fire alarm. Refer to the floor plan and be familiar with the nearest alarm location. The Sheriff's department will call the fire department.
2. If there is immediate danger, remain calm and follow evacuation procedures and **then** call Sheriff's department at **911** from a nearby building.
3. If there **IS NOT** an immediate danger, call the Sheriff's department at **911**.
4. If calling **911** from a cell phone, the call will go to the Pueblo County Dispatch Center. Immediately identify your location as at CSU - Pueblo and you will be transferred to the Sheriff's department. Follow evacuation plan. Listen for directions and congregate at the designated area. Faculty and lab assistants will account for students.
5. Call the building proctor. (See emergency telephone numbers)
6. **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 Pueblo County Dispatch Center. Immediately identify your location as at CSU - Pueblo and you will be transferred to the Sheriff's department.
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.

HAZARDOUS MATERIALS SPILL

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.

1. Remain calm.
2. Contain the spill with absorbent pillows.
3. Consult the Materials Safety Data Sheet (MSDS).
4. If you are familiar with handling the spilled reagent, obtain the proper spill kit and follow the directions that are with the spill kit.
5. Notify the Principle Investigator for the laboratory.
6. Dispose of all adsorbent according to; Colorado State University 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.

1. Remain calm.
2. Only if there **is NO immediate danger**; call **911**, have the following information available for the dispatcher; where the spill has occurred, what was spilled, how much was spilled, when the spill occurred, and if there are any injuries. Stay on the line until the dispatcher tells you to hang up. If there **is immediate danger**, follow the evacuation procedures and call the Sheriff's department from a nearby building and have the above information available.
3. If calling **911** from a cell phone, the call will go to the Pueblo County Dispatch Center. Immediately identify your location as at CSU - Pueblo and you will be transferred to the Sheriff's department.
4. Call the Principle Investigator 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... .

SPECIAL AREAS

To assist the Sheriff's department and Pueblo fire department with possible emergencies that require special attention, laboratories , computer areas that have critical data, or any other area which may require special attention in an emergency should be listed here.

1. FLOOR NUMBER
2. ROOM NUMBER
3. WHAT IS SPECIAL ABOUT 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 Sheriff's department.
5. Remain calm.
6. If damage appears heavy, evacuate **ONLY** when notified by Sheriff's department that it is safe to leave.
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 physical plant for assistance in having water shut off.
4. Call the Sheriff's department 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 Pueblo County Dispatch Center. Immediately identify your location as at CSU – Pueblo and you will be transferred to Sheriff's department dispatch
6. Stay away from all power (electrical) sources.
7. Stay away from utility vaults.

EXTERIOR FLOODING

1. Remain calm.
2. Call Sheriff's department 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 Pueblo County Dispatch Center. Immediately identify your location as at CSU - Pueblo and you will be transferred to Sheriff's department 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 Pueblo County Dispatch Center. Immediately identify your location as at CSU - Pueblo and you will be transferred to the Sheriff's department Dispatch
4. Do **NOT** move the victim or give first aid unless you are trained and certified to do so.
5. 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 (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. If calling **911** from a cell phone, the call will go to the Pueblo County Dispatch Center. Immediately identify your location as at CSU - Pueblo and you will be transferred to the Sheriff's department.
4. Monitor the storm by listening to the radio. **DO NOT LEAVE THE TORNADO EVACUATION POINT SAFE AREA UNTIL TOLD TO DO SO.** Sheriff's department and Pueblo fire department personnel 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 Sheriff's department or Pueblo fire department personnel that it is safe to leave.

BOMB THREAT

1. Locate the FBI Bomb Data Questionnaire and fill it out while talking to the caller. If questionnaire is not immediately available, record every word 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 University Police at **911** and have the following information available; where the bomb threat is, who is taking bomb threat call, an estimate of how many people are in the building, and have them stay on the line until the dispatcher tells them to hang up.
3. If calling **911** from a cell phone, the call will go to the Pueblo County Dispatch Center. Immediately identify your location as at CSU – Pueblo and you will be transferred to the Sheriff's department.
4. Notify the department head.
5. Notify the building proctor.
6. Evacuate the building immediately.

OTHER EMERGENCIES

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

1. Call Sheriff's department 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 police arrive.
5. Obtain names, addresses, and telephone numbers of witnesses.

POWER FAILURE

1. Facilities maintenance will be contacted by designated departmental personnel.
2. Sheriff's department 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 sever storm, Housing Management along with other University operations, will coordinate food and shelter as necessary.