Physics Building Safety Plan

Department of Physics

October 2008
**BUILDING SAFETY PLAN**

**EMERGENCY PHONE NUMBERS:**

- UNIVERSITY POLICE & Poudre Fire Authority .................................................. 911
- UNIVERSITY-PODRE POLICE (NON EMERGENCY) ............................................. 1-6425

- Department of Physics ......................................................................................... 1-6206
- Environmental Health Services ............................................................................ 1-6745
- Facilities Service Dispatch .................................................................................. 1-0077
- Larimer County Emergency ................................................................................ 498-5312

**CONTACTS: Physics**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DAY #</th>
<th>NIGHT</th>
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<tbody>
<tr>
<td>Building Proctor:</td>
<td>Stuart Field</td>
<td>1-3773</td>
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<tr>
<td>Chair, Physics</td>
<td>Dieter Hochheimer</td>
<td>1-6246</td>
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<tr>
<td>Staff Assistant, Physics</td>
<td>Bonnie Gilmore</td>
<td>1-7948</td>
</tr>
</tbody>
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**CONTACTS: FACILITIES SERVICES**

<table>
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<tr>
<th>NAME</th>
<th>DAY #</th>
<th>NIGHT</th>
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<tbody>
<tr>
<td>Custodial Supervisor</td>
<td>Donna Holtz</td>
<td>567-6479 (Cell)</td>
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PHYSICS DEPARTMENT EVACUATION CHAIN OF COMMAND

1. In case of an emergency situation, immediately notify the Building Proctor, Stuart Field, at 1-3773 or 219-5364; the Department Chair at 223-0176 or 1-6246; or the Physics Department at 491-6206.

2. The Proctor or the Chair will initiate the phone tree for the situation.

E-MAIL LISTS

E-mail contact may be initiated by the proctor or chair.

Physics
fizall@physics.colostate.edu
fizugrads@physics.colostate.edu
Using the Physics Department Telephone Tree:

1. You will get called by someone higher up the tree.
2. Call everyone further down the tree to whom you are connected by an arrow.
3. If you can’t get through to someone, leave a message and then call the people they were supposed to call. If you can’t reach them, keep moving down the list until you are sure that your branch has been covered.
STANDARD EVACUATION PLAN

1. Faculty and instructors 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 room.

2. **DO NOT** take time to turn off computers, printers, or office lights. Close, but **DO NOT** lock doors.

3. Exit the building through the **closest exit**. Know the alternate exit routes.

4. **DO NOT** use the elevator.

5. All personnel should be familiar with the exit paths for their areas. **REFER TO FLOOR PLAN.** Be familiar with the shortest path possible and Evacuation Route Maps.

6. Proceed in an orderly manner as quickly as possible to the nearest exit and then go to the designated reporting area. Absolutely **all** students/building occupants in each class are to report with the instructor to the designated reporting area. They must remain there until otherwise notified.

7. **The primary designated reporting area for Physics is:**

   1. **The front of the Physics building in the area of the fountain.**

   2. **If access to that area is not possible, the alternate site is grassy area outside the north exits of the Physics building, just to the west of the Weber building.**

   3. **If case of inclement weather, meet in the lobby of the Wagar Building.**

8. Upon arrival of University Police, the proctor will assist them in whatever manner they request or direct. Poudre Fire Authority staff and/or University Police will clear the building and check the elevator area.

**NOTE:** Emergency alarms being turned off **DOES NOT** mean the building is clear and safe to reenter. 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 or police officials.
FIRE / SMOKE

1. PULL THE FIRE ALARM. Refer to the floor plan and be familiar with the alarm location nearest to your office or classroom. An alarm will ring at the University Police office. They will call the fire department.

2. If there is immediate danger, remain calm and follow evacuation procedures then call the University Police Department at 911 from a nearby building. If there is NOT an immediate danger, call University Police Department at 911 or 1-6425.

3. Follow the evacuation plan. Listen for directions and congregate at the designated area. Faculty will account for students in classrooms.

4. Call the building proctor. (See emergency telephone numbers.)

5. **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, ceiling, floors, and doors are designed to withstand fire for a safe period of time.
3. Pack the crack under the door with wet 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 to gain attention.
5. Stay low to the floor near the window, as the smoke will fill higher areas first.

**NOTE:** The **locations of the fire extinguishers** in the Physics Building are given on the map at the end of this document. For small fires, you may use fire extinguishers **after** calling 911.
HAZARDOUS MATERIALS SPILL

1. Remain calm.
2. If there is no immediate danger: call 911, have the following information available for the dispatcher:
   - Where the spill has occurred;
   - What was spilled (with correct spelling);
   - How much was spilled;
   - When the spill occurred;
   - 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 University Police from a nearby building and have the above information available.
EARTHQUAKE

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

INTERIOR FLOODING

1. Evacuate the affected area.
2. Notify Building Proctor who will call Facilities at 1-0077 for assistance to have water shut off. If the proctor is unavailable you may call facilities yourself.
3. Report to designated area.
4. Call University Police at 911 from a nearby building and have the following information available: where the flooding occurred, injuries, if any. Stay on the line until you are told to hang up.
5. Stay away from all power (electrical) sources.
6. Stay away from utility vaults.

EXTERIOR FLOODING

1. Remain calm.
2. Notify Building Proctor who will call University Police (911) and let them know what building is flooded, how high the water is, and how many people are with you.
3. If there is water all around the building, proceed to higher floors of the building.
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.
TORNADOES AND WINDS

1. Proceed to the nearest interior room that has been designated as a tornado evacuation point. See listing below of Designated Tornado Evacuation locations. Go in and close door.
2. Contact University Police at 911.
3. Monitor the storm by listening to the radio. DO NOT LEAVE THE TORNADO EVACUATION POINT SAFE AREA UNTIL TOLD TO DO SO. University Police and the Poudre Fire Authority will be making rounds throughout campus to determine damages and will 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. There may be structure damage.
4. In the event of building damage, stay out of building damaged areas, including exposed metal and glass; electrical exposed metal and glass; electrical hazards; building collapse.

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 the University Police or the Poudre Fire Authority that it is safe to leave.
ASSAULT, HARRASSMENT, DESTRUCTION OF PROPERTY, MUTILATION, VANDALISM, CIVIL DISORDER, AND OTHER

1. Call University Police immediately at 911.
2. Notify the Physics Department, 491-6206.
3. Observe suspicious persons but DO NOT ATTEMPT TO DETAIN THEM.
4. Ask the victim to remain until University Police arrive.
5. Obtain names, addresses, and phone numbers of witnesses.

BOMB THREAT

1. Locate the FBI Bomb Data Questionnaire (a copy is at the end of this document). Record every word spoken by the caller and any background noises. If unable to locate questionnaire, take detailed notes.
2. Alert a co-worker via note, if possible, while on the line with the bomb threat caller. Have a co-worker call University Police at 911 and have the following information available:
   • Where the bomb threat is;
   • Who is taking the bomb threat call;
   • An estimate of how many people are in the area;
   • Stay on the line until the dispatcher tells you to hang up.
3. Notify the department head.
4. Notify the building proctor.
5. Evacuate the building immediately.
6. Do not pull fire alarm.

MEDICAL EMERGENCY

1. Call University Police at 911 immediately.
2. Give the location and condition of the victim.
3. Keep the victim still. DO NOT move the person.
4. Keep the victim warm; cover with a coat or blanket.
5. Stay with the victim until police arrive.
6. Respond to questions from University Police.
7. Submit an accident report to the main Physics office staff.

NOTE: An Automated External Defibrillator (AED) is located in south-east basement hallway of Engineering E-Wing. See the map at the end of this document.
TERRORISM OR RESPONSE TO SHOOTERS

1. Notify anyone you may encounter to exit the building immediately.
2. Evacuate to a safe area away from the danger, and take protective cover. Stay there until assistance arrives.
3. Call 911, which will connect you with highly trained CSU Police Department dispatchers, and provide the following information:
   - Your name;
   - Location of the incident (be as specific as possible);
   - Number of shooters (if known);
   - Identification or description of shooter(s);
   - Number of persons who may be involved;
   - Your exact location;
   - Injuries to anyone, if known.
4. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.
5. If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:
   - Go to the nearest room or office.
   - Close and lock the door.
   - Turn off the lights.
   - Silence cell phones.
   - Seek protective cover. This may be under a desk or table or anywhere else that offers some concealment.
   - Keep quiet and act as if no one is in the room.
   - Stay put until rescued by authorities.

WINTER STORMS AND SEVERE WEATHER

1. Administration informs departments of closure during regular hours.
2. Know if you are considered ‘essential personnel.’ If you are, can you safely reach campus?
3. Prior to working hours:
   - Listen to local radio statements;
   - Watch local cable channel 14 and Denver stations 2, 4, 7, 9, and 31 or;
   - Call 491-SNOW (491-7669);
   - Check CSU website: www.colostate.edu
THUNDERSTORMS AND LIGHTNING

All thunderstorms (including dry thunderstorms without rain) produce lightning and are dangerous.

Shelter
If you are indoors during a thunderstorm, remain inside. If you are outdoors, seek shelter—preferably a building. Do not stand under trees. Remember the 30/30 lightning safety rule: go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.

Thor Guard
At Colorado State University, the Thor Guard Lightning Prediction and Warning System is in place for a majority of Main Campus (Intramural Fields, Jack Christensen Track, and the Ropes Course) as well as Hughes Stadium.

The Thor Guard system consists of a sensor that constantly monitors atmospheric conditions within a 2-mile radius. When lightning is sensed, a signal is relayed to the horn assemblies. The horn sounds an alarm (including a strobe light) for 15 seconds that can be heard approximately 700 yards in all directions. When activated, people should seek appropriate shelter until the storm passes.

The system is not infallible, and common sense should be followed during a thunderstorm, the system is an important tool for enhancing the safety of students, employees, and visitors.
Physics Department
Engineering D & E
Emergency Equipment and Exits

Map Key
❤ Automated External Defibrillator (AED)
🔥 Fire Extinguisher
💨 Exit

D WING
E WING

Basement

1st Floor

2nd Floor
QUESTIONS TO ASK

1. When is the bomb going to explode?
2. Where is it right now?
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?
8. What is your name?

INFORMATION ON CALL RECEIVED

Time of Call ________ AM/PM  Date of Call ________________
Number at which call was received ______________________

EXACT WORDING OF THREAT:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

INFORMATION ON CALLER

Sex of Caller:  ______ Race________ Age:____

CALLER’S VOICE

____Calm ____Angry ___ _Excited ____Slow ____Rapid ____Soft
____Loud _______Laughter ___ _Crying ___ _Normal ___Distinct ___Slurred
____Nasal _______Stutter ___ _Lisp ___ _Raspy ___Deep ___Ragged
____Clearing ___ _Deep ___ _Cracking ___ _Disguised ___Accent ___Familiar
____Throat breathing voice
If voice is familiar, who did it sound like?____________________________________________________

BACKGROUND SOUNDS

____Street noises __Crockery _____Voices _____PA System _____Music
____House noises _____Motor _____Clear ____Static _____Local
____Office Machinery ___Factory Machinery ___Animal noises ___Booth
____Long Distance ____Other (specify)________________________________________

THREAT LANGUAGE

____Well Spoken (educated) _______Incoherent __Taped ___Foul
____Irrational __Message read by threat maker

REMARKS

____________________________________________________________________________________

Report call immediately to: CSU Police at 911

NAME ______________________________________ DATE____________ PHONE_____________
POSITION ____________________________________________________________________________