Building Safety Plan
# Building Safety Plan

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EMERGENCY TELEPHONE NUMBERS

Police and Fire ___________________ 911
Police and Fire (Non-Emergency) _______ 1-6425
Department of Physics ________________ 1-6206
Facilities Services Dispatch __________ 1-0077
Building Proctor, Alicia Armentrout____ Office 1-7948, Cell 402-278-0811
Department Chair, Jacob Roberts______ Office 1-6246, Cell 970-402-6742
Lab Coordinator _____________________ 1-2540
Safety Officer _______________________ 1-7948
Environmental Health Services _______ 1-6745
Biosafety ___________________________ 1-6729
Fire Safety __________________________ 1-4749
Hazardous Chemicals _________________ 1-4830
Radioactive Materials ________________ 1-3736
Food Safety/Water Quality/Indoor Air___ 1-6121
Risk Management ________________ ___ 1-7726
CSU Health Network __________________ 1-7121
Counseling Services _________________ 1-6053
Tell Someone ________________________ 1-1350

AED is located in the basement of the E wing
Fire extinguishers are located in multiple places along the D and E-wing hallways—see map

COMMUNICATIONS

Emergency

In case of an emergency situation, immediately notify one of the following individuals:
  Building Proctor, Alicia Armentrout, at 1-7948 or 402-278-0811
  Department Chair, Jacob Roberts, at 1-6246 or 970-402-6742
  Physics Department at 1-6206

The Proctor or the Chair will initiate the phone tree for the situation. Email ListServ contact may be initiated by the proctor or chair:
  Fizfac
  Fizstaff_list
  Fizgrad
  Fizugrad

Calling 911 or texting 911

Be prepared to provide the following information:
  a. Your location (building and room), your name, and telephone number of your location.
  b. Nature of the emergency.
  c. Whether there are any people trapped or in immediate danger.
  d. Whether there are disabled individuals needing assistance and their location.
  e. Whether there are people with injuries and the extent of those injuries.
  f. Provide additional information or special instructions for the emergency area.
  g. DO NOT HANG UP until released by the Police dispatcher.
Other Communication Sources

Information can be obtained from the following sources:
1) Emergency text and e-mails;
2) CSU Public Safety and CSU homepage websites;
3) Today@Colostate announcements;
4) Social media (Facebook, Twitter);
5) (970) 491-7669;
6) Local and regional television stations;
7) Local and regional radio stations.
EVACUATION PLAN

Building Evacuation Plans

The designated reporting area for Physics is:

1) Primary: The front of the Physics building in the area of the fountain.

2) Secondary: 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) Indoor: If case of inclement weather, meet in the lobby of the Wagar Building.

Instructions

• Faculty who are teaching classes at the time of an 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.

• DO NOT take time to turn off computers, printers, or office lights. Close, but DO NOT lock, office door and windows.

• Exit the building through the closest exit. Know alternative exit routes.

• Do not use the elevator.

• Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)

• All personnel should be familiar with exit paths for their areas. REFER TO YOUR FLOOR PLAN. Be familiar with the shortest path possible and a secondary exit.

• Proceed in an orderly manner as quickly as possible to the nearest exit and then to the designated reporting area. Be familiar with the shortest path possible and Evacuation Route Maps.

• Absolutely all students/building occupants in each class are to report with the instructor to the designated rally point.

• Be alert for individuals with disabilities or injuries who may need assistance. However, under no circumstances should an individual risk or jeopardize his or her personal safety in an attempt to rescue another person. All occupants who are physically incapable of exiting the building without assistance should go to the nearest stair tower or area of refuge and await rescue. Notify the building proctor or responding emergency personnel of any known individual that may be unable to independently exit the building.
• Stay at the designated rally point until you are instructed to leave. This way an accurate head count can be taken. Faculty and lab assistants are responsible for the students. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.

• Upon arrival of University police, the proctor will assist them in whatever manner they request or direct. Poudre Fire Authority staff or the University Police will clear the building, checking elevators, areas for the physically disabled and laboratory areas.

• 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.

Campus Evacuations

• Evacuate as instructed in emergency announcement.
• Leave by vehicle unless instructed otherwise.
• Do not return to campus until instructions are received saying it is safe.
• Move to designated campus rally points if unable to go home or if you are instructed to do so.

INCIDENTS

Assault, Harassment, Destruction of Property, 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.

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.

Elevator (People Are Trapped)

1. Tell passengers to stay calm and that you are getting help.
2. Call 911 and provide information.
3. Stay near the passengers until police or other assistance arrives provided it is safe to do
   so.
4. Do not try to pry open the elevator or extract people from a trapped elevator car.

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.

First Aid/ 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.

Tell Someone (Mental Health)

If you are concerned about a student OR an employee, Tell Someone. Call (970) 491-1350 to discuss concerns about any member of the CSU community, or use the Online Referral Form.

There may be times when you become concerned about a CSU student or university employee. People who may be experiencing an emotional difficulty or mental health illness may show specific signs that they need help. Below you can find Information about campus resources and signs that someone may need help.

- Referrals will be made to campus resources that can develop strategies and use resources to discreetly help students and employees who may be in distress.

If you believe a member of the campus community is in imminent danger to themselves or others, immediately contact CSU police by calling 911 or the department’s non-emergency number at 970-491-6425.

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.
3. 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.

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 and safely handled by staff, and occurs where there are NOT any injuries to persons in the vicinity.

- Remain calm.
- Consult the Materials Safety Data Sheet (MSDS).
- Contain the spill with absorbent material.
- If you are familiar with handling the spilled reagent, obtain the proper spill kit and follow the MSDS directions to clean the spill.
- Notify the principal investigator for the laboratory.
- Dispose of all material according to the Colorado State University Hazardous Chemical Waste Systems Manual.
NOTE: If you are not familiar with the spilled reagents or you do not feel comfortable cleaning up the spill, follow the 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 involves injuries.

- Remain calm.
- Evacuate and isolate the immediate area. Evacuating the entire building is not required if the spill and fumes or vapors can be contained within a single area inside the building.
- If there is danger to all building occupants, pull the fire alarm and follow the building evacuation procedures. Call 911 and have the information below available:
  - where the spill has occurred
  - what was spilled
  - 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 calling 911 from a cell phone, immediately identify your location at CSU and follow the dispatcher's instructions.
- Once you’ve hung up, call the Principal Investigator for the laboratory.

Note: All laboratories must be equipped with spill kits for the appropriate materials being used in the laboratory, for example, acids, bases, mercury, etc.

Mail (Suspicious)

1. Do not try to open the package. If there is spilled material, do not try to clean it up and do not smell, touch or taste the material.
2. Do not shake or bump the package or letter.
3. Isolate the package, placing it in a sealable plastic bag, if available.
4. Calmly alert others in the immediate area and leave the area, closing the door behind you.
5. Wash hands and exposed skin vigorously with soap and flowing water for at least 20 seconds. Antibacterial soaps that do not require water are not effective for removing anthrax or other threatening materials.
6. Call CSUPD and give them your exact location, the location of the item and why it appears suspicious or concerning.
7. Wait for CSUPD to respond. Do not leave the building unless instructed to do so by CSUPD personnel.

Identifying Suspicious Packages and Envelopes

- Inappropriate or unusual labeling
- Excessive postage
- Handwritten or poorly typed addresses
- Misspellings of common words
- Strange return address or no return address
- Incorrect titles or title without a name
- Not addressed to a specific person
- Marked with restrictions, such as: “Personal,” “Confidential” or “Do not X-ray”
- Marked with threatening language
- Postmarked from a city or state that does not match the return address
- Powdery substance felt through or appearing on the package or envelope
- Oily stains, discolorations, or odor
- Lopsided or uneven envelope
- Excessive packaging material such as masking tape, string, etc.
- Excessive weight
- Ticking sound
- Protruding wires or aluminum foil

Odors (Indoor Air Quality)

1. Report to the building proctor for EHS to evaluate. This is especially true in Laboratory, chemical storage or hazardous materials areas and buildings.
2. Do NOT stay in the area.
3. Identify people who may have been exposed to any dangerous fumes for medical follow-up. When a complaint is received, please try to obtain the following basic information:
   - When the odor or smell was first detected.
   - Exact location of the odor or smell.
   - What type of odor or smell is present (sewer gas, burning electrical, natural gas, etc.).
   - Determine whether there is work being done in or around the area (inside or outside) where the complaint is located.

NOTE: Call 911 if anyone is having medical or physical reactions to fumes or odors and move out of the area.

Shelter-in-Place

If you are told to shelter-in-place, follow these instructions:

- Immediately bring students and employees indoors. If you have evacuated because of a fire or other event, entering the building may put you at higher risk. You need to assess each situation and use your best judgment for each incident.
- Provide for the safety of visitors in your building and ask them to stay – not leave. Do not drive or walk outdoors.
- Have at least one telephone in each room. There should be a way to communicate among all rooms where people are sheltering-in-place.
- Select an interior room with the fewest windows or vents. Select several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows also may be appropriate.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- Close window shades, blinds, or curtains.
- Call emergency contacts and have a phone available if you need to report a life-threatening condition.
- If directed to do so, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and report to your designated building proctor.
- Listen or watch for an official announcement from emergency personnel (via local radio, CSU email or text) and stay where you are until you are told all is safe or you are told to evacuate.
- University and local officials on the scene are the best sources of information for your particular situation. Follow their instructions during and after emergencies regarding sheltering, food, water, and clean-up.
Terrorism or Response to Shooters

Follow the *Run, Hide, Fight* protocol. Consider all exits when running/leaving the situation. Only once you are safe, do you call 911. If you are hiding and call (or text) 911, and know your location when you call. While you can encourage people to leave, if they do not leave or do not follow you, don't go back or wait for them.

1. **Run:** If fleeing, notify anyone you may encounter to exit the building immediately.

   Evacuate to a safe area away from the danger, and take protective cover. Stay there until assistance arrives.

   Call (or text) 911, say that you are on CSU campus 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.

2. **Hide:** Individuals not immediately impacted by the situation but unable to safely exit are to take protective cover, staying away from windows and doors until notified otherwise.

   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.
   - If possible, move heavy items in front of the door.
   - Keep quiet and act as if no one is in the room.
   - Stay put until rescued by authorities.

3. **Fight:** If you are directly caught up in the situation and there is no option of escape or hiding than it is recommended that you fight. Utilize anything you have as a weapon and try to fight the threat to the best of your ability. Use whatever force necessary to save yourself or others.
Train Derailment

If evacuation is the prescribed action, please consider the following:

1. If possible, evacuate in your own vehicle. This will provide you with needed transportation during the evacuation period.
2. When evacuating remember to evacuate upwind, uphill, upstream from the incident.
3. Remember that an evacuation may last for several hours or even days. Be sure to take essential items with you, medications, some clothing, health aids, telephone contact lists. Do not allow this to delay your evacuation.
4. Monitor updated information about the accident and evacuation.

If sheltering in place is recommended, you should do the following:

1. Turn off all air conditioners and fans. Facilities Management will turn off building HVAC units.
2. Close and seal all exterior windows and doors using materials in your go kit.
3. Monitor local radio or television for details and instructions.

Utilities

The building proctor should contact Facilities Maintenance. Or, contact CSUPD after normal working hours and on the weekends.

Laboratory personnel should secure all experiments, unplug electrical equipment (including computers) and shut off research gases. All chemicals should be stored in their original locations. Fully CLOSE fume hoods. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is restored.

Weather

The Public Safety Team Executive Committee will announce closures with actions to take. In a severe storm, Housing and Dining Services along with other university operations will coordinate food and shelter as necessary.

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.
4. Immediately go to the highest area possible.

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

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.

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.

PREPAREDNESS

Safety Security Inspections / Violation Reporting

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

Workplace Violence Recognition / Reporting / Prevention

- Ensure that staff are trained to recognize behavioral warning signs and implied or direct threats.
- Ensure that staff know expected reporting procedures, situation review processes, and documentation requirements and are comfortable with them.
- Make "course corrections" as needed to improve process and prevent violent events.
- 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!
- Involve police, Human Resources, EAP, supervisors and others as needed during any event or suspected threat.
FBI BOMB DATA PROGRAM

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 it is?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. 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: ______ 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

If voice is familiar, who did it sound like?

BACKGROUND SOUNDS

___Street noises           ___Voices            ___Music
___Crockery                ___Clear             ___Static
___PA system               ___House noises       ___Motor
___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

FERPA Notification
Colorado State University is committed to maintaining the privacy and confidentiality of your education records. With this in mind, we wanted to give you a brief summary of your rights under the Family Educational Rights and Privacy Act (FERPA), the federal law that governs the release of and access to your education records.

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an educational agency/institution or by a party acting for the agency/institution. Examples at CSU may include, but are not limited to, data and information related to a student’s application, financial aid, tuition/fees, disciplinary proceedings, courses and program(s) of study, in-course activity, learning outcomes and outcomes after graduation. Education records are used primarily as official documentation of a student’s experience at CSU, but secondarily to further our understanding of student learning and to improve the educational experience for current and future students.

A student’s rights include:

a. The right to inspect and review the student’s Education Records within 45 days of the day the university receives a request for access.

b. The right to request amendment of the student’s Education Records that the student believes are inaccurate or misleading and a right to place with the Education Record a statement about the contents of the record. If the university decides not to amend the records as requested, the student will be notified of this decision and advised of the right to a hearing. Additional information about the hearing procedures will accompany the notification.

c. The right to limit disclosure of personally identifiable information contained in the student’s Education Records, except to the extent that FERPA authorizes disclosure without consent, and the right to consent to disclosures that are not otherwise authorized by law.

d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

A student’s responsibilities include:

a. The responsibility to read the Student Record Privacy Statement and Annual Notification under FERPA.

b. The responsibility to manage any restrictions on the disclosure of Directory Information, so that these restrictions do not interfere with the student’s work or academic life by preventing disclosures intended for his or her benefit.
c. The responsibility to manage any consent that the student has given for disclosures to be made to any other person, and to withdraw such consent, in writing (or via FAMweb, where applicable), when the student no longer wishes to permit such disclosures.

Generally, colleges must have written permission from the eligible student in order to release any information from a student’s education record. However, FERPA allows institutions to disclose private information to the following parties or under the following conditions without the student’s consent, as authorized under the FERPA regulations, (20 U.S.C. § 1232g; 34 CFR Part 99):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies. A health or safety emergency exists whenever there is an articulable and significant threat to the health or safety of the student or another person;
- State and local authorities, within a juvenile justice system, pursuant to specific State law. Any other exception provided under FERPA applies.

Of note, federal law requires that the University disclose the “final results” of any institutional disciplinary proceeding dealing with an alleged crime of violence or an alleged non-forcible sex offense to the alleged victim of the offense (or the alleged victim’s next of kin, or to any person whom CSU determines to have a legitimate interest in such information). As used herein, “final results” that may be disclosed after all hearings and determinations are final under the University's rules and policies, are: the student’s name; the violation committed under CSU’s Student Conduct Code; and any sanction imposed by the institution against the student;

Institutions may disclose, without consent, ‘directory’ information. Public or directory information may also be released upon request, and includes:

- Student name
- Current mailing address
- E-mail address
- Telephone number
- Major field of study
- Classification level (freshman, sophomore, etc.)
• Dates of attendance
• Current or previous enrollment status
• Anticipated date/term of graduation and expected degree(s)
• Honors and degrees awarded
• Participation in official recognized activities and sports
• Height and weight of athletic team members
• Video and photographic images of students with the exception of the official CSU identification photograph.

Students may choose what directory information is displayed in the printed and online CSU directories through [RAMweb](#). Once they log in they should click on the “Manage My Student Record” link under the Records heading, then the “Change my Directory Preferences” link.

If you have a concern or question you should contact the [Registrar’s Office](#) at [Centennial Hall](#), 1000 East Drive, Fort Collins, CO 80523. You also have the right to file a complaint with the U. S. Department of Education concerning alleged failures by Colorado State University to comply with the requirements of FERPA.