

Statistics Building Safety Plan

**Department of Statistics
and
Office of the Dean, College of Natural Sciences**



October 2008

BUILDING SAFETY PLANS

EMERGENCY PHONE NUMBERS:

UNIVERSITY POLICE & Poudre FIRE AUTHORITY 911
UNIVERSITY-POLICE (NON EMERGENCY)1-6425

Department of Statistics..... 1-5269, 1-7277 or 1-5268

Deans Office College of Natural Sciences.....1-6864, 1-1300 or 1-6974

FACILITIES SERVICES DISPATCH 1-0077

CONTACTS STATISTICS BLDG . NAME: DAY #

Building Proctors:	James zumBrunnen	1-6882
	Georgeann Venis	1-6974
Chair, Statistics Dept Chair	Jay Breidt	1-5268/1-6786
Program Asst, Statistics Dept	Admin III	1-5269
Admin Asst, Statistical Lab	Admin II	1-5268
Dean of Natural Sciences	Rick Miranda	1-1300/ 1-6974

CONTACTS FACILITIES SERVICES 1-0077 491-0077

Custodial: Statistics	Donna Holtz	1-2425
	Betty Montgomery	1-0019/1-0139
	Janet Vigil	1-0011
Larimer County Emergency		498-5312

STATISTICS BUILDING EVACUATION “PHONE” TREE

Building Proctor (or assistant) **Jim zumBrunnen** **1-6882**
notifies:
Deot Admin Asst III 1-5269
Stat Lab Admin Asst. 1-5268
CNS Director (**Asst. Proctor**) Georgeann Venis 1-6974

Statistics Department Admin Asst III
1-5269

notifies:
Statistics Department Chair Jay Breidt 1-6786
Jean Opsomer 1-3841
Rose Ramirez 1-7727
Charlene Spencer 1-6546
Basement Offices and Classroom

Statistical Laboratory Admin Asst **1-5268**

notifies:
Faculty Offices **2nd Floor**
GTA Offices **3rd Floor**

CNS Director of Operations **Georgeann Venis** **1-6974**

notifies:
CNS Dean Rick Miranda 1-6974

Rick Miranda will notify:

Jan Nerger 1-6645
Jack McGrew 1-5397
Jim Sites 1-5850
Don Mykles 1-3335

Georgeann Venis will notify:

Cheryl Peregoy 1-5329
Arlene Nededog 1-2036
Jim Cox 1-2138
Donna Merwarth 1-2138
Andrew Warnock 1-2845
Judy Brobst 1-1190
Brandy Rios 1-5711
Erica Nesselroad 1-0287
Admin Asst 1-6864
Nancy Rehe 1-1300

Arlene Nededog will notify:

Current program interns or graduate students

STATISTICS BLDG EVACUATION CHAIN OF COMMAND

1. In case of an emergency situation, immediately notify the building proctor at 491-6882, the assistant proctor at 491-6974, or the Department of Statistics 491-5269.
2. The proctor or assistant proctor will initiate the phone tree for the situation.

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 Statistics and the Dean's Office is:**
 1. **The center of the Oval.**
 2. **If access to that area is not possible, the alternate site is the sidewalk/grass area, which is south of the fountain at the Engineering-D/E entrances and west of the Wagar Building.**
 3. **If case of inclement weather, meet in the lobby of the Weber Building. Bryan Elder, Building Proctor, 1-7925.**
8. There are no emergency back-up generators in the Statistics Building. Safe areas include the basement inner hallways, bathrooms, and the elevator stairwell
9. 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 **location of the fire extinguishers** in the Statistics Building for 1st, 2nd and 3rd floors is in each main hallway north of the stairs on the West wall. The basement extinguisher is in the hallway close to the elevator exit. 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.

Designated Evacuation Locations:

Basement hallway and restrooms of Statistics Building or inner doorways throughout the building.

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.
3. Report to designated area.
4. Call Facilities for assistance in having water shut off.
5. 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.
6. Stay away from all power (electrical) sources.
7. 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.

Designated Tornado Evacuation Locations:

Basement inner hallway and restrooms of Statistics Building.

**ASSAULT, HARRASSMENT, DESTRUCTION OF PROPERTY, MUTILATION,
VANDALISM, CIVIL DISORDER, AND OTHER**

1. Call University Police immediately at 911.
2. Notify the Statistics Department, 491-5269, or CNS Dean's Office, 491-6864 .
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**. 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 office staff, Department of Statistics, or the Dean of Natural Sciences.

NOTE: An Automated External Defibrillator (**AED**) is located in south-east basement hallway of Engineering E-Wing.

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.

FIRE SAFETY OFFICERS

Statistics Dept. Program Assistant: Coordinate evacuation of **basement**

Deans Office, Director: Coordinate evacuation of **1st floor**

Statistical Laboratory, Admin. Assistant: **Coordinate** evacuation of **2rd & 3rd floor**

All Fire Safety Officers and the Building Proctor(s) will gather with building occupants:

- **The center of the Oval.**
- **If access to that area is not possible, the alternate site is the sidewalk/grass area, which is south of the fountain at the Engineering-D/E entrances and west of the Wagar Building.**
- **In case of inclement weather, meet in the lobby of the Weber Building. Bryan Elder, Building Proctor, 1-7925.**

Please follow the standard evacuation plan.

- All building users are to report to designated meeting sites to be counted.
- All classes are to remain together with the instructor until notified.

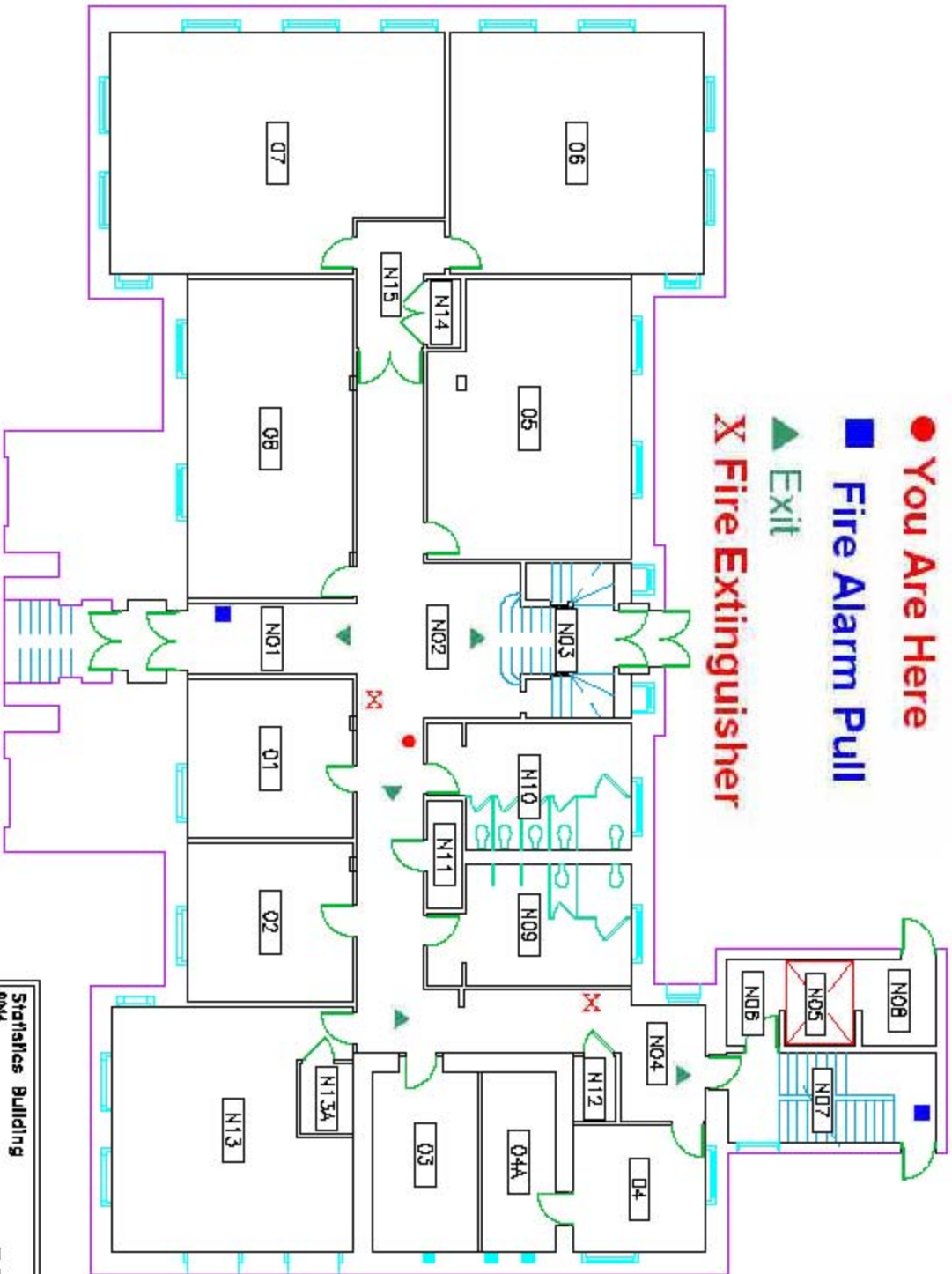
TRAINING AND EXERCISE PROTOCOL TO EVALUATE PLAN & STAFF AWARENESS

1. Training: will be needed to show occupants planned exits.
2. Exercises: at least one execution of plan each year.
3. Building Proctor and Assistant Proctor will keep the Safety Plan updated on a yearly basis.
4. Faculty should mention to students on the first day of each classes where the emergency exits and the meeting areas are.

'GO' BAG

One bag with essential items and information should be ready "to go" in case of an emergency. The building proctor and assistant building proctor will retrieve the bags which will be located in room 200.

The Go Bag should include: a brightly colored vest for building proctor; weather radio; Statistics Building Safety Plan; pens, pencils, and notepad; walkie talkies; flashlights and spare batteries; CSU severe weather manual; first aid kit. A CSU or personal cell phone should be available.



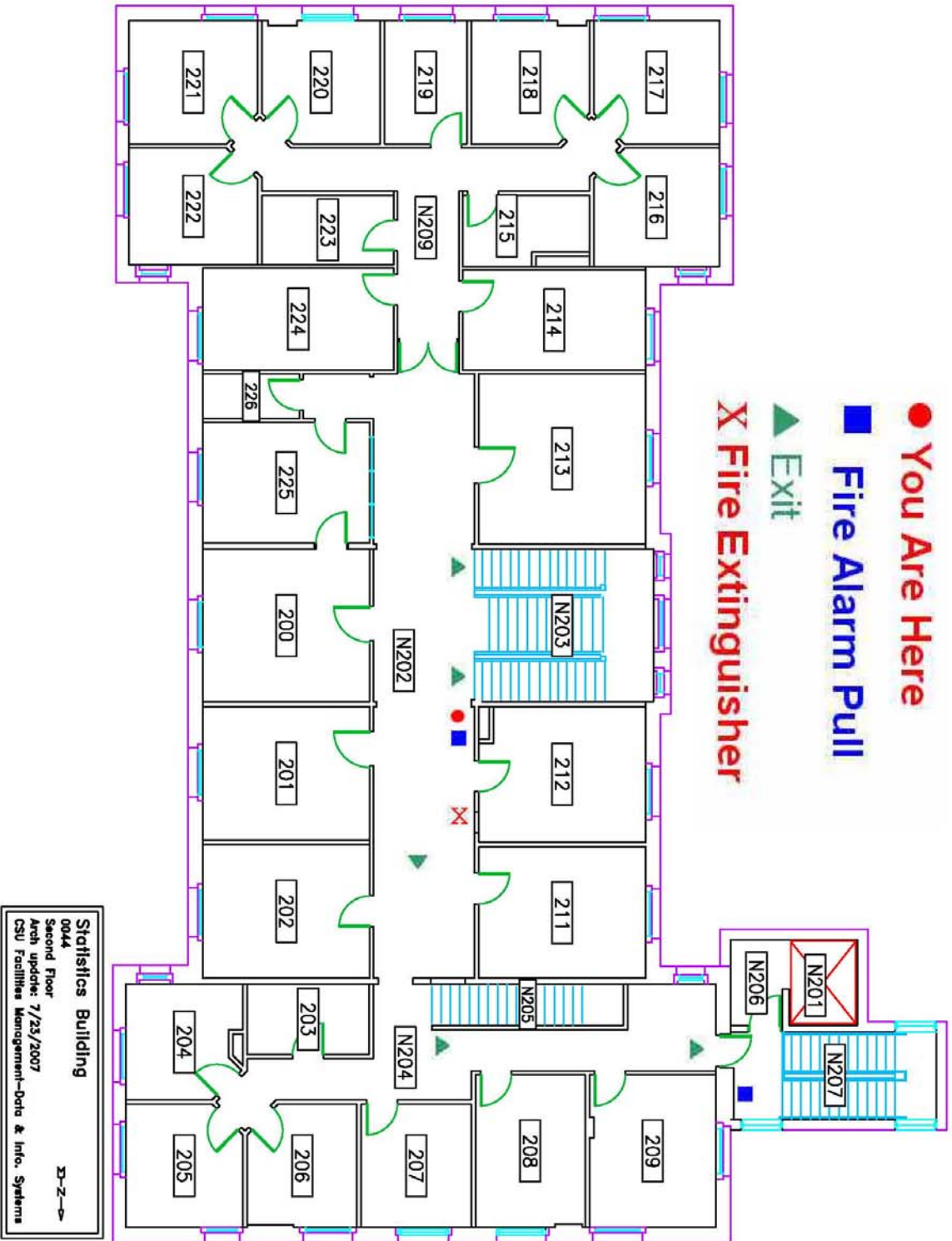
● You Are Here

■ Fire Alarm Pull

▲ Exit

X Fire Extinguisher

Statistics Building
 004
 Basement Floor
 Archi updated: 7/23/2007
 CSI Facilities Management - Data & Info. Systems

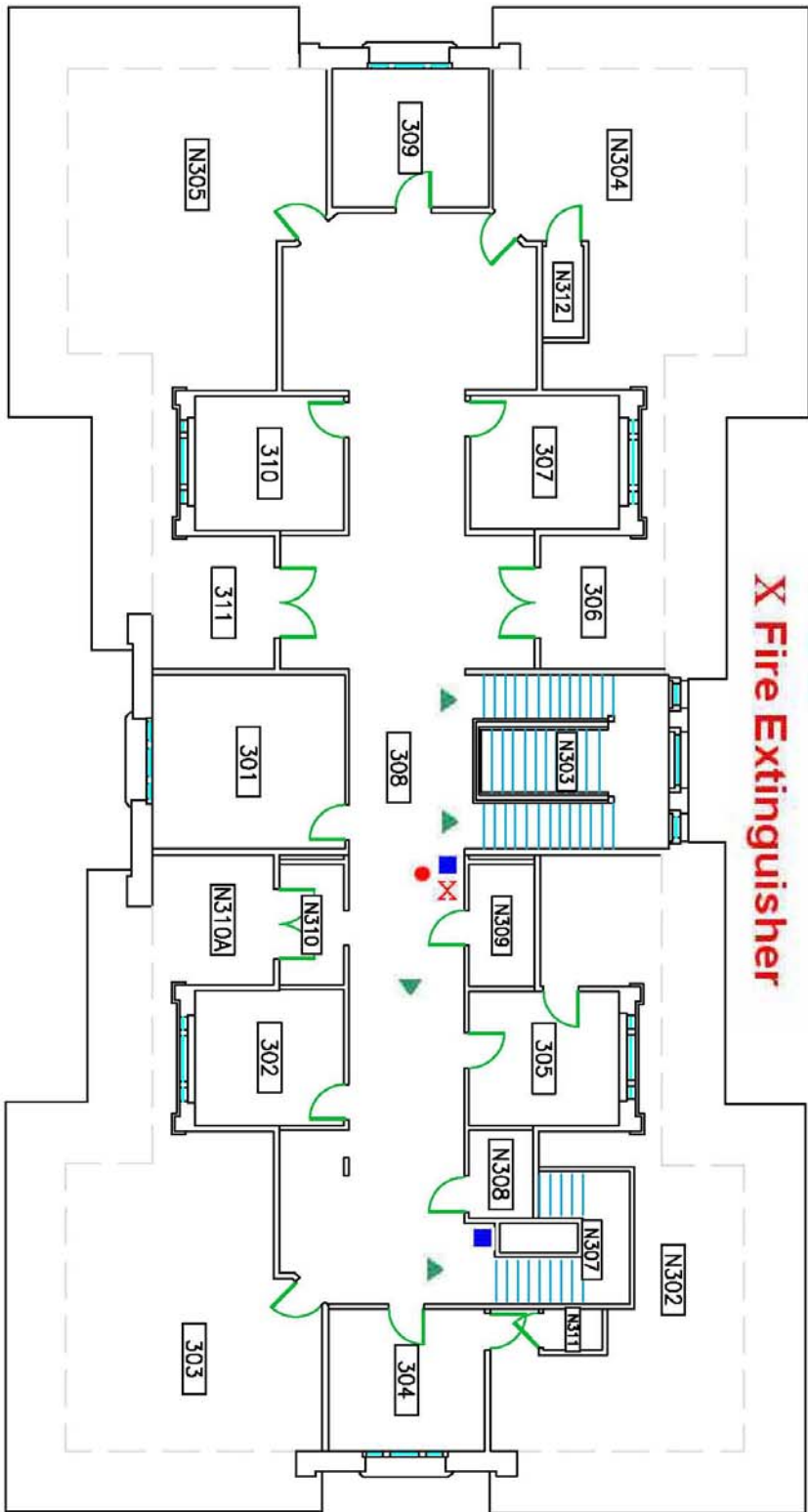


● You Are Here

■ Fire Alarm Pull

▲ Exit

X Fire Extinguisher



Statistics Building
0044
Third Floor
Arch update: 7/23/2007
CSU Facilities Management—Data & Info. Systems

