The background features a decorative graphic consisting of three blue circles of varying sizes, each with a lighter blue ring around its center. These circles are arranged along a diagonal line that runs from the top-left towards the bottom-right. The largest circle is at the top-right, a medium-sized one is in the middle, and a smaller one is at the bottom-right. The text is positioned to the left of this diagonal line.

**FWCB –  
Wagar  
Building  
Safety Plan**

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# J.V.K. Wagar Building Safety Plan

## **EMERGENCY TELEPHONE NUMBERS**

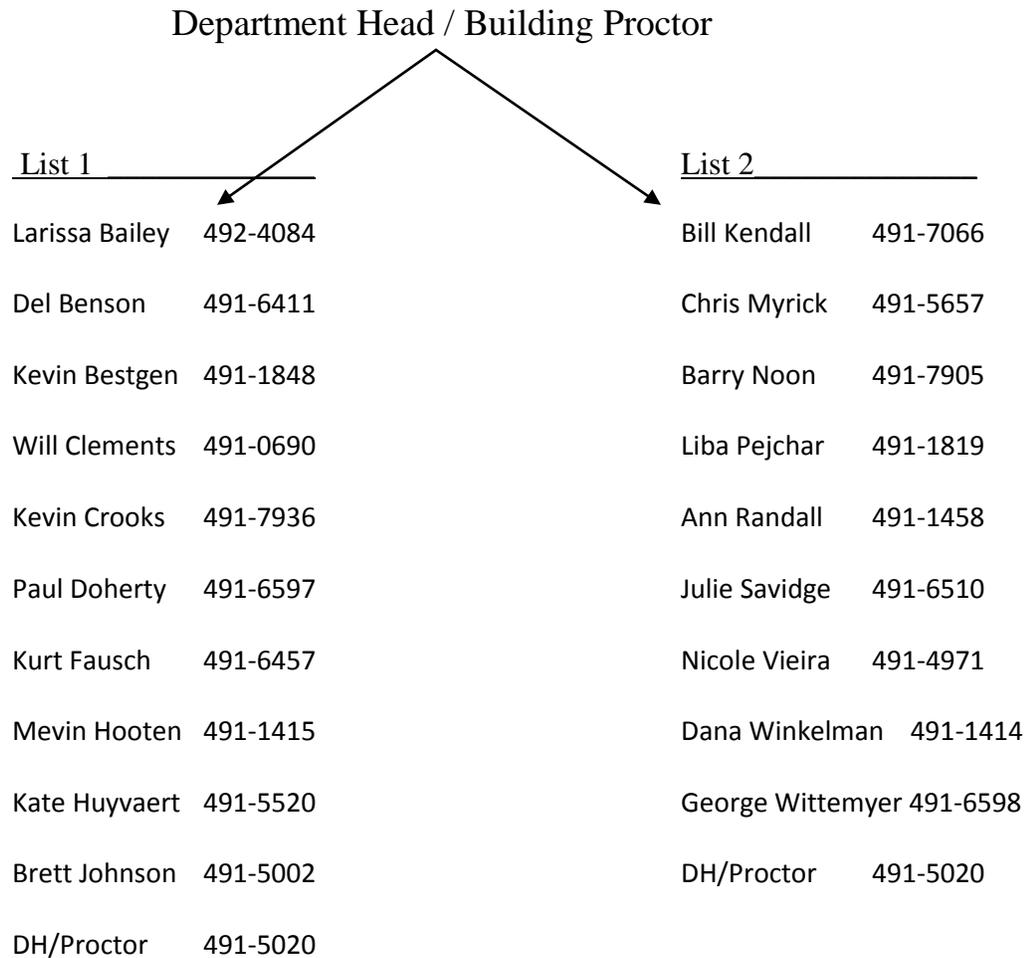
POLICE AND FIRE .....	911
POLICE (NON EMERGENCY)>.....	491-6425
BUILDING PROCTOR.....	491-5020 (Joyce Pratt)
ASSISTANT BUILDING PROCTOR .....	491-xxxx
DEPARTMENT HEAD.....	491-7755 (Ken Wilson)
LAB COORDINATOR .....	N/A
SAFETY OFFICER .....	N/A
ENVIRONMENTAL HEALTH SERVICES .....	491-6745
FACILITIES SERVICES DISPATCH .....	491-0077

## **NOTIFICATION TREE:**

This part of the plan will be unique for each building. It needs to have everyone's home and work phone numbers. The building proctor will initiate the "tree", ensure that information is received by everyone in the building, and will have a return call from the last person on the list. Use the following as an example:

The building proctor calls the first "wave" of building occupants (number of calls depends on size of building). The first "wave" will call people on the second "wave". You keep doing this until all the "waves" have been called. With this example, a designated person on the second "wave" will contact the building proctor to ensure the loop is closed.

## **FWCB NOTIFICATION TREE FOR EMERGENCY PURPOSES:**



The Department Head/Building Proctor (DH/BP) will call the first person on List 1 and List 2 who in turn calls the next person in the list (each side represents one list). When calling down the phone tree, if the caller does not reach the person below them on the list, they will leave a message and call the next person on the list until they speak to a person on their phone tree list. At that time, the person they speak to, will continue the calling tree notification. The last person in list calls the DH/BP.

## **EVACUATION PLAN:**

- 1.) The primary designated reporting area for Wagar is the West side of Wagar next to the water plaza. The second reporting area is East side of Wagar across the street on the North side of the Administration Building.
- 2.) Faculty who are teaching classes at the time of the emergency are responsible for the orderly evacuation of the class and should be the last person out of the room.
- 3.) **DO NOT** take time to turn off computers, printers, or office lights. Close, but **DO NOT** lock, office door.
- 4.) Exit the building through closest exit. Know an alternate exit route.
- 5.) **DO NOT** use the elevator.
- 6.) 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.
- 7.) Proceed in an orderly manner, as quickly as possible, to the nearest exit and then to the designated reporting area.
- 8.) Stay in the designated reporting area until you are instructed to leave. This way an accurate head count can be taken.
- 9.) Upon arrival of University Police, the proctor will assist them in whatever manner they request or direct. Poudre Fire Authority staff and/or the University Police will clear the building, check elevators, laboratories and other areas for the physically disabled.

**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 or police officials.**

## **FIRE/SMOKE**

- 1.) Pull the fire alarm. Refer to the floor plan and be familiar with the nearest alarm location. An alarm will ring at CSU police. University Police will call the Fire Department.
- 2.) If there is immediate danger, remain calm and follow evacuation procedures and **then** call the University Police Department at **911** from a nearby building. If there **IS NOT** an immediate danger, call the University Police Department at **911**.
- 3.) Follow evacuation plan. Listen for directions and congregate at the designated area. Faculty and lab assistants will account for students.
- 4.) Call the building proctor. (See emergency telephone numbers).
- 5.) **DO NOT RE-ENTER THE 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 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, and wave to gain attention.
- 5.) Stay low to the floor near the window, as the smoke will fill higher areas first.

## **HAZARDOUS MATERIALS SPILL**

### **BENCH TOP SPILLS**

A bench top spill is defined as: *A spill that will not contaminate the water supply, sewer, or any other area, is small enough to be easily handled by staff, and there are **NO** 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 Principal Investigator for the laboratory.
- 6.) Notify Environmental Health Services Department of Hazardous Waste Management (491-6745) that a spill has occurred.
- 7.) Dispose of all adsorbent according to the 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 the instructions for large spills.**

### **LARGE SPILLS**

A large spill is defined as: *A spill that may contaminate the water supply, sewer, or any other area, is too large to be easily handled by staff, and there may be injuries.*

- 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, 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 University Police from a nearby building and have the above information available.
- 3.) Call the Principal Investigator for the laboratory to inform them of the situation. If emergency response personnel request their presence, give them all the pertinent information.

**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 University Police and Poudre Fire Authority 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. Examples include but are not limited to biohazard areas, radioactive materials use, chemical storerooms, disabled employees, etc.

- 1.) FLOOR NUMBER
- 2.) ROOM NUMBER
- 3.) WHAT IS SPECIAL ABOUT THE AREA

### **In WAGAR Special Areas Include:**

1. West Basement; 32-32A-32B; Chemicals used in wildlife disease/genetics lab
2. West Basement; 33H; Chemicals used in Larval Fish Lab
3. West Basement; 33J; Chemicals used in Larval Fish Lab
4. First Floor; 102; Chemicals used in Fish Ecology Lab
5. Second Floor; 207A&D; Chemicals used in Ecotoxicology Lab
6. Second Floor; 203; Chemicals used in Fish Lab
7. Second Floor; 208A; Chemicals used in Fish Lab

## **EARTHQUAKE**

- 1.) Remain calm.
- 2.) Take cover under heavy furniture – a table, desk, or bench – or within a doorway.
- 3.) Keep away from glass.
- 4.) Wait for the 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 that it is safe to leave by University Police.
- 7.) Proceed immediately to designated areas.
- 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.) Remain calm.
- 2.) Evacuate the affected area.
- 3.) Report to designated area.
- 4.) Call Facilities Management at 491-0077 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, if there are any injuries and 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.) Call University Police 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 at all possible, have a phone, radio, flashlights, and first aid kits available.
- 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.) Survey the scene for additional dangers (e.g., electrical cords still plugged in; hazardous materials leaking, etc.)
- 3.) Call **911** and stay on the line until the dispatcher tells you to hang up.
- 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 lowest level interior room without windows (Wagar Basement) 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. **DO NOT LEAVE THE TORNADO EVACUATION POINT SAFE AREA UNTIL TOLD TO DO SO.** University Police and Poudre Fire Authority 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.
- 4.) **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 University Police or Poudre Fire Authority that it is safe to leave.**

## **ACTIVE SHOOTER**

If it is possible to do so safely, exit the building immediately when you become aware of an incident and take the following steps:

- 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
- 3.) If possible, call 911.

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended:

- 1.) Go to the nearest room or office
- 2.) Close and lock the door
- 3.) Turn off the lights
- 4.) Seek protective cover. This may be under a desk or table or anywhere else that offers some concealment.
- 5.) Keep quiet and act as if no one is in the room.
- 6.) Do not answer the door.
- 7.) Wait for law enforcement officers to assist you out of the building.

## **BOMB THREAT**

- 1.) Locate the FBI Bomb Data Questionnaire (last page in document) 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 the 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.) Notify the department head.
- 4.) Notify the building proctor.
- 5.) Evacuate the building immediately.

## **OTHER EMERGENCIES:**

### **ASSAULT, HARASSMENT, DESTRUCTION OF PROPERTY, MUTILATION, VANDALISM, PROBLEMATIC AND THEFT:**

- 1.) Call University Police 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 University Police arrive.
- 5.) Obtain names, addresses, and telephone numbers of witnesses.

### **POWER FAILURE**

- 1.) Facilities maintenance will be contacted by designated departmental personnel.
- 2.) University Police will be contacted by designated departmental personnel after normal working hours and on the weekends.
- 3.) Implement the notification tree for your building if the power failure will affect normal working hours.
- 4.) Send e-mail notification to all FWCB faculty and graduate students.

### **SNOW EMERGENCY**

- 1.) Administration will inform you of any closures during normal business hours. In a severe storm, Housing Management along with other University operations will coordinate food and shelter as necessary.

# FBI BOMB DATA PROGRAM

PLACE THIS CARD UNDER TELEPHONE

## 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 address?
- 9.) What is your name?

## EXACT WORDING OF THE THREAT:

-----  
-----  
-----  
-----  
-----  
-----  
-----

Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call was received:  
\_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

## Caller's Voice

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |

If voice is familiar, who did it sound like?

\_\_\_\_\_  
\_\_\_\_\_

## Background Sounds:

- |   |  |
|---|--|
| <input type="checkbox"/> Street Noises    | <input type="checkbox"/> Factory Machinery     |
| <input type="checkbox"/> Crockery         | <input type="checkbox"/> Animal Noises         |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Clear                 |
| <input type="checkbox"/> PA System        | <input type="checkbox"/> Static                |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Local                 |
| <input type="checkbox"/> House Noises     | <input type="checkbox"/> Long Distance         |
| <input type="checkbox"/> Motor            | <input type="checkbox"/> Booth                 |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Other (specify below) |

\_\_\_\_\_  
\_\_\_\_\_

## Threat Language:

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Foul                         |
| <input type="checkbox"/> Incoherent  | <input type="checkbox"/> Irrational                   |
| <input type="checkbox"/> Taped       | <input type="checkbox"/> Message read by threat maker |

**Report call immediately to CSU Police, 911**

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## **'GO' BAG**

One bag with essential items and information should be ready “to go” in case of an emergency. The building proctor or department head will retrieve the bag which will be located in Wagar 109C.

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

For more information about Emergency Preparedness visit  
<http://www.training.colostate.edu/proctor/dps-eop-brochure.pdf>

## **APPENDIX I**

### Recommended Spill Kits for Laboratories:

#### Spill Kits

##### Labs with alcohol/ethanol:

- 5 gallon bucket
- 1 bag kitty liter
- 1 pair surgical gloves (latex/neoprin/nitrile)
- 1 roll duct tape
- 3 black large trash bags
- 1 sharpie marker

##### Labs that also have several acid products:

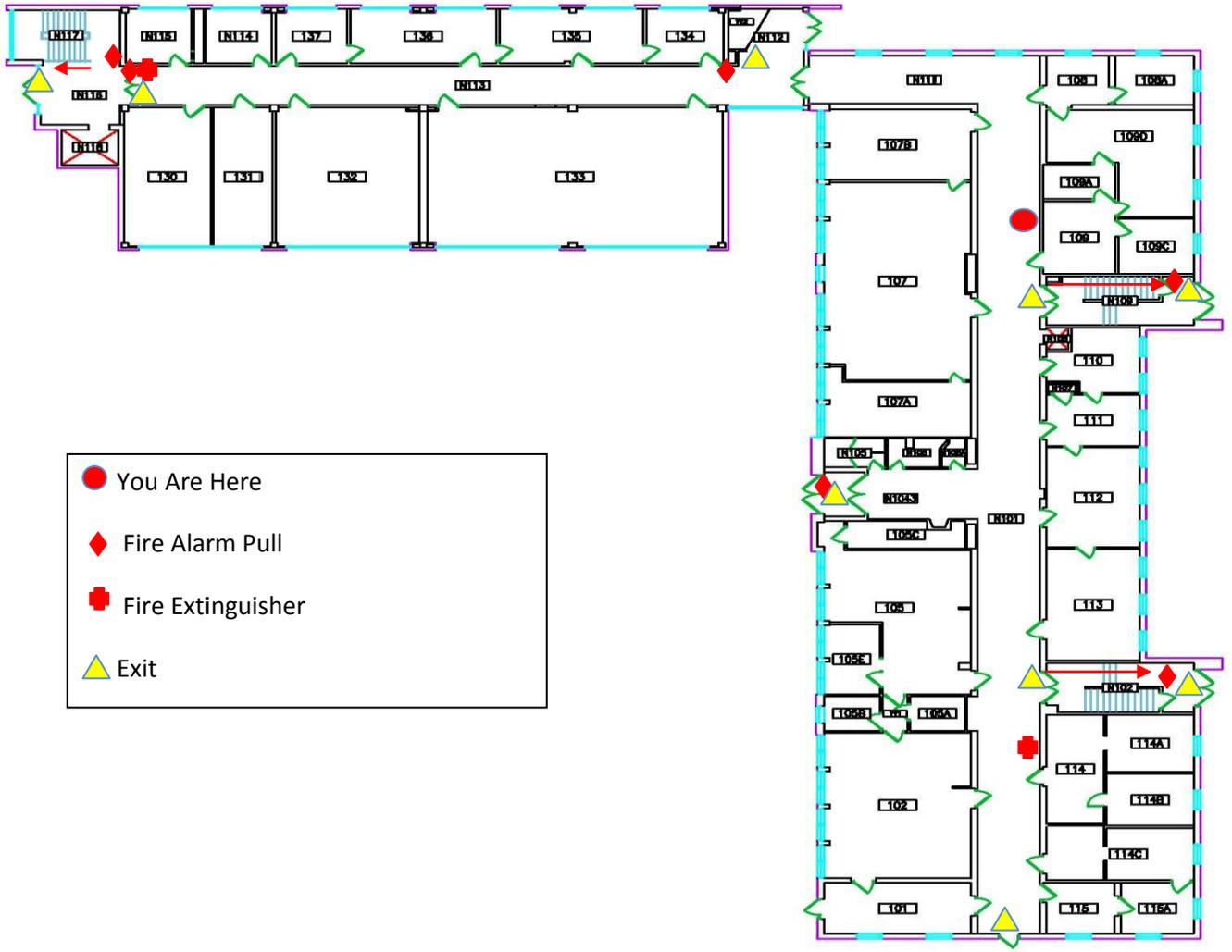
- Above items
- 1 Large package baking soda

##### Labs that also have several base products:

- Above items
- 1 Large Bottle Vinegar

##### Labs that also have Mercury (thermometers)

- Above items
- Mercury spill kit from a biological suppliers



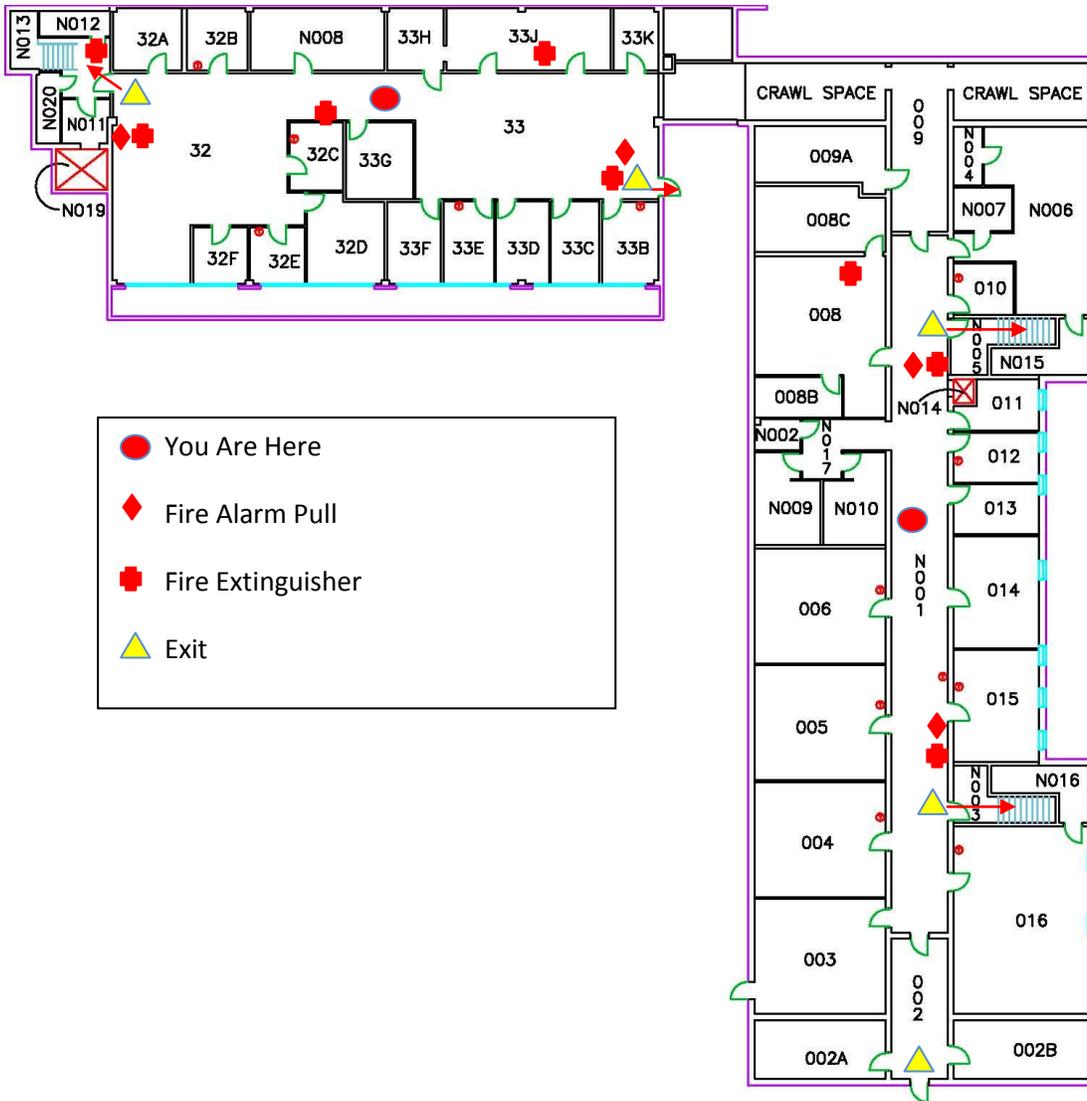
0084  
7/13/2007

WAGAR  
First Floor

0084001







- You Are Here
- ◆ Fire Alarm Pull
- Fire Extinguisher
- ▲ Exit

0084  
02/08/2005

WAGAR  
Basement

↑  
N  
↓

0084000