

GENERAL BUILDING SAFETY PLAN

Scott Bioengineering Building

Updated July 2017

A paper copy of this plan must be present in each laboratory.

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1. EMERGENCY TELEPHONE NUMBERS

POLICE & FIRE (EMERGENCIES - THREATS TO LIFE & SAFETY)....	911 or 491-6425
BUILDING PROCTOR (Jim Jensen).....	491-5356
BUILDING LAB MANAGER (Ellen Brennan-Pierce).....	491-5046
CBE DEPARTMENT LAB MANAGER (Tim Gonzales).....	491-2390
ENVIRONMENTAL HEALTH SERVICES.....	491-6745
BIOSAFETY.....	491-6729
FIRE SAFETY.....	491-4749
HAZARDOUS CHEMICALS.....	491-4830
RADIOACTIVE MATERIALS.....	491-3736
FOOD SAFETY/WATER QUALITY/INDOOR AIR.....	491-6121
FACILITIES MANAGEMENT / AFTER-HOURS FACILITIES ISSUES.....	491-0077
RISK MANAGEMENT.....	491-7726
STUDENT HEALTH	491-7121

On Job Injuries:

Injured Person on University Payroll:

Emergency Care

Poudre Valley Hospital Emergency Department
1024 South Lemay Ave
Fort Collins, CO
24 hours, 7 days per week

Walk-In Urgent Care

Harmony Urgent Care
2127 E. Harmony Road
Fort Collins, CO 80528
970-297-6250
Daily, 8 am - 7 pm

Concentra
620 S. Lemay Avenue
Fort Collins, CO 80524
970-221-5811
Mon - Fri, 7 am - 7 pm
Sat, 8 am - 2 pm
Sun, 10 am - 2 pm

Occupational Health

Colorado Health Medical Group Occupational Health
4674 Snow Mesa Dr., Ste. 200
Fort Collins, CO 80525
970-495-8450
Workers' comp: Mon - Fri, 8 am - 5 pm by appointment
Walk-ins are welcome Mon - Fri, 8 am - 5 pm

Injured Person NOT on University Payroll

On Campus: Hartshorn Health Service, Hartshorn Health Center

2. REQUIRED SAFETY TRAINING

- All building users must be familiar with the General Building Safety Plan in this document.
- All personnel who access the laboratory side of the building must also be familiar with sections 3 and 4.1 of the Scott Bioengineering Building Laboratory Safety Plan (General Laboratory Safety Rules General Work Practices).
- All laboratory users must be familiar with this document and the entirety of the Scott Bioengineering Building Laboratory Safety Plan document, and complete the training detailed in the latter document. In the Scott Bioengineering Building, the term “laboratory” applies to all rooms listed in [Appendix A](#), regardless of the nature of the work.
- Card access to laboratories will be granted after completion of training.
- All visitors to the laboratories must be escorted by a trained laboratory user at all times and wear appropriate personal protective equipment (PPE).

3. GENERAL BUILDING SAFETY PLAN

3.1 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.
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 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, 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.

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.

BUILDING RALLY POINTS

The rally points in order are:

1. Outside of the building:
 - a. Southeast of Scott Bioengineering (on the west side of Allison Hall)
 - i. Classes and College of Engineering staff
 - b. East of Scott Bioengineering (on the south side of West Rockwell Hall)
 - i. Environmental Engineering and Bioanalytical Devices research pods
 - c. Southwest of Scott Bioengineering (near the green CSU Police Department sign)
 - i. Systems and Synthetic Biology and Biomedical Engineering research pods
2. Inside a neighboring building: Atrium of West Rockwell Hall

SHELTER IN PLACE

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

1. 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.
2. Building Proctors get their "Go Kit".

3. Provide for the safety of visitors in your building and ask them to stay – not leave. Do not drive or walk outdoors.
4. Have at least one telephone in each room. There should be a way to communicate among all rooms where people are sheltering-in-place.
5. Select an interior room with the fewest windows or vents. The second floor classrooms of Scott Bioengineering are recommended. 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.
6. Close and lock all windows, exterior doors, and any other openings to the outside.
7. Close window shades, blinds, or curtains.
8. Call emergency contacts and have a phone available if you need to report a life-threatening condition.
9. 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.
10. Write down the names of everyone in the room, and report to your designated building proctor.
11. 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.
12. 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.

3.2 FIRE

1. Pull the red 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. When evacuating laboratories, turn off electrical equipment and flammable gas outlets. **Then** call University Police Department at **911** from a nearby building.
3. If there **IS NOT** an immediate danger, call University Police Department at **911**.
4. If calling **911** from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location as at CSU and you will be transferred to CSUPD Dispatch
5. Follow evacuation plan. Listen for directions and congregate at the designated area. Faculty and lab assistants will account for students.
6. Call the building proctor. (See emergency telephone numbers)
7. **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 Larimer County Dispatch Center. Immediately identify your location as at CSU and you will be transferred to CSUPD Dispatch
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 VERY SMALL FIRES OR A PATH OF FIRE TO GET OUT OF BUILDING. DO NOT USE A FIRE EXTINGUISHER TO PUT OUT A LARGE FIRE.

3.3 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 faculty member 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 University Police from a nearby building and have the above information available.
3. Call the faculty member 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...

3.4 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.

1. Fourth floor – critical data for College of Engineering
2. Rooms 280, 290, 366 – Biosafety Level 2

3.5 SUSPICIOUS ODORS (INDOOR AIR QUALITY)

- Report to the building proctor for EHS to evaluate. **THIS IS ESPECIALLY TRUE IN LABORATORY, CHEMICAL STORAGE OR HAZARDOUS MATERIALS AREAS AND BUILDINGS.**
- Do NOT stay in the area.
- 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.

3.6 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 University Police.
5. Remain calm.
6. If damage appears heavy, evacuate **ONLY** when notified by University Police 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.

3.7 SUSPICIOUS MAIL

- 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.
- Do not shake or bump the package or letter.
- Isolate the package, placing it in a sealable plastic bag, if available.
- Calmly alert others in the immediate area and leave the area, closing the door behind you.
- 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.
- Call CSUPD and give them your exact location, the location of the item and why it appears suspicious or concerning.
- Wait for CSUPD to respond. Do not leave the building unless instructed to do so by CSUPD personnel.

3.8 FLOODING

INTERIOR FLOODING

1. Evacuate the affected area.
2. Report to designated area.
3. Call Facilities for assistance in having water shut off.
4. Call University Police 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. Stay away from all power (electrical) sources.
6. 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 calling **911** from a cell phone, the call will go to the Larimer County Dispatch Center. Immediately identify your location as at CSU and you will be transferred to CSUPD 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.

3.9 FIRST AID / MEDICAL

1. Remain calm.
2. Call **911** and stay on the line until the dispatcher tells you to hang up.
3. Do **NOT** move the victim or give first aid unless you are trained and certified to do so.
4. Remain with the victim and try to keep the victim warm and alert by talking with them until emergency response teams arrive.

3.10 TORNADOS AND WINDS

1. Proceed to the nearest interior room that has been designated as a tornado evacuation point (basement of the stair towers in Scott Bioengineering) and close the door. 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.

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.

3.11 BOMB THREAT

1. Record every word spoken by the caller and any background noises. Then immediately fill out the Bomb Threat Checklist ([Appendix B](#)).
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. Immediately dial *57 or write number down incoming telephone number from phone display.
4. Notify the department head and building proctor.
5. Evacuate the building immediately if requested by CSUPD.

3.12 WARNING AND NOTIFICATION

- Ensure that the Building Proctor has current email addresses for all building users, and all supervisors have current cell phone numbers for all of their staff.
- Practice once per semester doing a “call out” to ensure that staff know what to expect, how to use information, and that numbers are up to date (especially cell phones).
- Post telephone trees in appropriate locations for review.

Information from the Public Safety Team Executive Committee 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 and radio stations

3.13 OTHER EMERGENCIES

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

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

LOSS OF BUILDING UTILITIES

- Contact Facilities Maintenance.
- 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.

IF PEOPLE ARE TRAPPED IN AN ELEVATOR

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

SEVERE 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.

ACTIVE SHOOTER

If the shooter is outside your building:

- Turn off all the lights, close and lock all windows and doors. If you cannot lock the door, try to block the door with desks and chairs.
- If you can do so safely, get all occupants onto the floor and out of the line of fire.
- If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave. Do not respond to commands until you are certain they are issued by a police officer.

If the shooter is inside your building:

- If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Do not take anything with you.
- As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- If you get out of the building and do not see a police officer, attempt to call the police by dialing 911. Tell the dispatcher your name and location and follow their instructions.
- If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor or, if possible under a desk and remain silent. Wait for the police to come and find you.
- If the shooter enters your office or classroom:
 - There is no set procedure in this situation. If possible, call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
 - Use common sense. If you are hiding and flight is impossible, playing dead may also be a consideration.
 - Attempting to overcome the suspect with force is potentially very risky and should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** If you opt for this action, your odds are best if you act as a group to confront the attacker, but remember there may be more than one shooter.
 - If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
 - While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officers instructions.

3.14 EMERGENCY PREPAREDNESS

DOORS MUST NOT BE PROPPED OPEN

- For the safety of all Scott Bioengineering building users, propping doors open is prohibited for the following doors: building entries, lab corridors, laboratories, receiving (dock), and all doors on fire-rated walls. In short, any door with a card reader should never be propped open.

SAFETY SECURITY INSPECTIONS / VIOLATION REPORTING

- AEDs, Fire Extinguishers, Fire Department Water Connections, emergency exits and routes, and posted maps are checked regularly to ensure that all are functional and up to date.
- Facilities tests the building generator on a scheduled basis.
- Once each semester, designated rally points are reviewed to ensure that they still fit department needs. Secondary (weather contingency) locations are also checked and agreements with other buildings or departments regarding these are updated.

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.
- Practice a situation or scenario once per year to make sure the staff knows the expectations.
- 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.

APPENDIX A, Matrix of Required Safety Training by Room

Research Pbd	Lab Name	Room Number	Training Required for Lab Use
Bioanalytical Devices	Analytical Chemistry Lab	165	GST, HWT, Biosafety 1 & 2
	Bioanalytical Lab	169	GST, HWT, Biosafety 1 & 2
	Bioengineering Lab	171	GST, HWT, Biosafety 1 & 2
	Instrument Lab	180	GST, HWT, Biosafety 1 & 2
	Microfabrication/Fluidics	177	GST, HWT, Biosafety 1 & 2
	Optics Lab	178	GST, HWT, Biosafety 1 & 2, Laser Safety Training
Common	Walk-in Cold Room	163	GST, HWT, Biosafety 1 & 2
	Autoclave Room1	182	GST, HWT, Biosafety 1 & 2 Equipment training for autoclave use and glassware washer use
	Chemical Storage Room	190	GST, HWT, Biosafety 1 & 2
	Loading Dock	NA	Equipment training for liquid nitrogen dispensing
Systems and Synthetic Biology	Algae Lab	160	GST, HWT, Biosafety 1 & 2
	Equipment Room	166	GST, HWT, Biosafety 1 & 2
	Fermenter Lab	172	GST, HWT, Biosafety 1 & 2
	Microbial Cultivation Lab	174	GST, HWT, Biosafety 1 & 2
	Molecular Biology Lab	168	GST, HWT, Biosafety 1 & 2
	Phytotron	184A	GST, HWT, Biosafety 1 & 2
	Plant Cell Culture	184	GST, HWT, Biosafety 1 & 2
	Proteomics & Metabolomics	161	GST, HWT, Biosafety 1 & 2
Environmental Engineering	Constant Temp. Rooms	260A,B,C	GST, HWT, Biosafety 1 & 2
	Dark Room	290A	GST, HWT, Biosafety 1 & 2
	Env. Biotech Lab	290	GST, HWT, Biosafety 1 & 2
	Environmental Lab	276	GST, HWT, Biosafety 1 & 2
	Equipment Room	280/294	GST, HWT, Biosafety 1 & 2
	Instrument Lab	284	GST, HWT, Biosafety 1 & 2
	PILOT Lab	272	GST, HWT, Biosafety 1 & 2
Teaching	Walk-in Cold Room	288	GST, HWT, Biosafety 1 & 2
	Biochemical Engineering	271	In-class Safety Training
	Preparation Lab	269	In-class Safety Training
	U OPS/Th Fluids Equip	260	In-class Safety Training
	Unit OPS/Thermal Fluids	261	In-class Safety Training
Water Quality Teaching	268	Students: In-class Safety Training Researchers: GST, HWT, Biosafety 1 & 2	
Biomedical Engineering	Keck Lab	384/384A	GST, HWT, Biosafety 1 & 2, Laser Safety Training
	Histology Reception	380	GST, HWT, Biosafety 1 & 2, Animal Training (LAR and IACUC)
	Electrical Characterization	360	GST, HWT, Biosafety 1 & 2
	Equipment Room	382	GST, HWT, Biosafety 1 & 2
	Lab Support	360A	GST, HWT, Biosafety 1 & 2
	Lab without hoods S&9	377	GST, HWT, Biosafety 1 & 2
	Lab with hoods 1	372	GST, HWT, Biosafety 1 & 2
	Lab with hoods 2	374	GST, HWT, Biosafety 1 & 2
	Lab with hoods 3	376	GST, HWT, Biosafety 1 & 2, Blood Borne Pathogen Training
	Lab with hoods 4	378	GST, HWT, Biosafety 1 & 2
	Lab with hoods 6&7	371	GST, HWT, Biosafety 1 & 2
	Histology	380A	GST, HWT, Biosafety 1 & 2
	Mammalian Tissue Culture	367	GST, HWT, Biosafety 1 & 2
	Micromanipulation Lab	370B	GST, HWT, Biosafety 1 & 2, Laser Safety Training
	Microscopy labs	370/370A/370C	GST, HWT, Biosafety 1 & 2, Laser Safety Training
	Surface Characterization	362	GST, HWT, Biosafety 1 & 2
	Wet Lab 1	365	GST, HWT, Biosafety 1 & 2
Wet Lab 2	361	GST, HWT, Biosafety 1 & 2	
Cell Culture	366	GST, HWT, Biosafety 1 & 2	
Common	Walk-in Freezer	390	GST, HWT, Biosafety 1 & 2
	Autoclave Room2	394	GST, HWT, Biosafety 1 & 2 Equipment training for autoclave use and glassware washer use
	Radioisotope Lab	392	GST, HWT, Biosafety 1 & 2, Radiation Safety Training

GST - General Safety Training, HWT - Hazardous Waste Training, LAR - Lab Animal Resources, IACUC - Institutional Animal Care and Use Committee

APPENDIX B, Bomb Threat Checklist



BOMB THREAT CHECKLIST

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it? _____
5. What will cause the bomb to explode? _____
6. Did you place the bomb?
7. Why?
8. What is the address?
9. What is your name?

CALLER'S VOICE

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"/> Voices | <input type="checkbox"/> Crockery |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Static |
| <input type="checkbox"/> Music | <input type="checkbox"/> House noises |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Office machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Other (please specify): _____ |

EXACT WORDING OF BOMB THREAT:

BOMB THREAT LANGUAGE:

- | | | |
|--|-----------------------|---|
| Sex of caller: _____ | Race: _____ | <input type="checkbox"/> Well spoken (education) |
| Age: _____ | Length of call: _____ | <input type="checkbox"/> Incoherent |
| Telephone number at which call is received:
_____ | | <input type="checkbox"/> Foul |
| Time call received: _____ | | <input type="checkbox"/> Message read by threat maker |
| Date call received: _____ | | <input type="checkbox"/> Taped |
| | | <input type="checkbox"/> Irrational |

REMARKS:

Your name: _____
 Your position: _____
 Your telephone number: _____
 Date checklist completed: _____

CALLER'S VOICE:

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



Colorado State University
 Police Department

Emergency: 911
 Non-Emergency: 970-491-6425
<http://police.colostate.edu>

***57 Initiates "CALL TRACE"**