

Housing and Dining Services Emergency Evacuation Assembly Areas



HOUSING & DINING SERVICES
COLORADO STATE UNIVERSITY

BE YOU. BE AWARE. BE A SAFERAM.



HDS Emergency Evacuation and Assembly Areas

There are many reasons a building may need to be evacuated including but not limited to fire and smoke, active assailant, or a gas leak. Per 1910 Occupational Safety and Health Administration (OSHA), an emergency evacuation is the immediate and urgent movement of people away from a threat or actual occurrence of a hazard. All residents and staff are expected to adhere to any and all applicable university, municipal, state, and/or national fire codes and standards.

Evacuation of a building may be necessary when there is a potential for, or, an active hazard occurring in the building that threatens life and/or property. To initiate a building evacuation, begin by activating the fire alarm system by pulling a pull station, or, call 911 or CSU Police Department and follow their instructions. If calling 911 from a cell phone you will get Fort Collins dispatch. Immediately identify your location at CSU. Be prepared to provide a physical address.

In the event of a building evacuation, it is mandatory that all occupants evacuate if safe to do so. Follow all directions given by emergency responders. Re-entry is not permitted until an all clear is given by emergency responders, university officials, and/or housing officials.

EVACUATION PROCEDURES

In the event a potential or active hazard has been identified and a building evacuation is required:

1. **Leave:** Evacuate the building immediately using the nearest safe exit.
 - a. Before opening doors, feel the door first using the back of your hand. If the door is hot, do not open it. If it is not hot, brace yourself against it and open it slowly to check for flames and/or smoke.
 - b. Do not waste time gathering belongings, but if within your reach, gather essential items such as keys, phone, medications, and/or jacket.
 - c. Use stairs to exit the building.
 - d. Always know multiple ways out of a building in case an exit is blocked.
 - e. Close doors behind you if it is safe to do so, but do not delay evacuation.
 - f. NEVER ignore a fire alarm or assume it is a false alarm.
2. **Alert:** Direct others to evacuate by knocking on doors and shouting while you are leaving.
 - a. DO NOT delay your evacuation to alert others.
3. **Go:** Go to designated Emergency Evacuation Assembly Area.
4. **Inform:** Call 911 if you have information about the cause of the building evacuation.

Shelter-in-Place

In the event safe evacuation is not possible, stay in room and shelter-in-place:

1. Shut the door.

2. Call 911.
3. Prevent smoke from coming into room by taping or stuffing items around door and vents.
4. Get the attention of emergency responders out a window.

Persons with Disabilities

Persons with disabilities who cannot evacuate the building using stairwells should seek shelter in the nearest exterior or enclosed stairwell and remain there. Once in the stairwell, call 911 and provide dispatch with the location of the stair tower (level and direction) which is indicated on a sign hung in the stairwell. If possible, the person should notify an individual of their location. If evacuation to a stair tower is not possible, shelter-in-place and call 911. Provide dispatch with the location of the room.

ASSEMBLY AREAS

Accounting for Occupants

1. Staff and residents should check-in with their supervisor, RD/RM, ARD/ARM, or RA/CC.
 - Utilize roster system
2. If someone is suspected to still be in the building, alert emergency responders immediately.

About Assembly Areas

- Assembly areas are a safe distance from the evacuated building and are large spaces capable of hosting groups of people.
- Assembly areas are situated in locations out of the way of emergency responders. Evacuees must stay out of the way of first responders and avoid fire lanes.
- NEVER enter a building that is evacuated or in fire alarm until it is deemed safe for reentry by emergency responders and permission is given by Poudre Fire Authority, CSUPD, or a university official.

Relocation of Assembly Area

The incident commander should assess the environment for safety and determine if an alternate exterior or interior space is required for the safety, security, and sheltering of building evacuees. Building occupants should be escorted to Assembly Area B locations within an appropriate timeframe based on the discretion of the incident commander. Possible conditions that warrant the need for moving occupants to alternate assembly areas include:

- Inclement weather (snow, rain, lightning, high winds)
- Cold weather temperatures and/or cold wind chill temperatures
- Evacuation occurs late at night/early morning
- Bomb threat

- Primary assembly area is compromised (smoke, snow, sprinklers, fallen objects)
- Only a portion of the building is affected and use of the lobby for evacuees is appropriate
- Evacuation is going to last longer than 30 minutes

If an alternate exterior assembly area is required, use the following considerations to establish a safe exterior space:

- Stay upwind. Avoid any smoke.
- Stay away from fire lanes and fire hydrants. Keep out of the way of responders.
- Get a safe distance from the building (~1.5 times the height of the building).

REPORTING A BUILDING EVACUATION

The ARD/ARM on-duty, the facility manager, or the building proctor are responsible for notifications of building evacuations.

Two notifications will be required:

1. All building evacuations should be reported immediately to the HDS Safety Coordinator.
2. Written notification about the evacuation should be sent to the HDS Safety Coordinator within 24 hours of the incident. The ARD/ARM on-duty, the facility manager, or the building proctor is responsible for notification. The information below should be addressed in the written notification:
 - a. Building and area of building evacuated
 - b. Date
 - c. Time of evacuation
 - d. Duration of evacuation
 - e. ARD/ARM on-duty, facility manager, or building proctor reporting
 - f. Responders
 - g. Reason for Evacuation
 - h. Time of Call to HDS Safety Coordinator
 - i. Summary of Events:
 - i. Cause of evacuation, about the evacuation, what went well, what can be improved, and recommendations

CONTENTS

Residence Halls.....	1
Academic Village Engineering.....	2
Academic Village Honors.....	3
Academic Village Aspen.....	4
Allison Hall.....	5
Braiden Hall.....	6
Corbett Hall.....	7
Durward Hall.....	8
Edwards Hall.....	9
Ingersoll Hall.....	10
Laurel Village Alpine.....	11
Laurel Village Pinion.....	12
Newsom Hall.....	13
Parmelee Hall.....	14
Summit Hall.....	15
Westfall Hall.....	16
 Apartments.....	 17
Aggie Village.....	18
Aggie Village Family.....	19
International House.....	20
University Village.....	21
 Dining Centers.....	 22
Allison.....	23
Braiden.....	24
Corbett.....	25
Durrell.....	26
Edwards Bakeshop.....	27
Parmelee.....	28
Ram's Horn.....	29
 HDS Facilities.....	 30
Durrell Center.....	31
Housing Services Center.....	32
Housing Warehouse.....	33
Laurel Village Pavilion.....	34
Mountain Campus.....	35
Palmer Center.....	36
RamCard Office.....	37

BE YOU. BE AWARE. BE A SAFERAM.

Residence Halls

RD/RM/ARD/ARM FIRE ALARM PROCEDURES

- Leave using nearest exit.
- Go to desk staff assembly area and put on orange safety vest.
- Walk perimeter of building from a safe distance and check student evacuation assembly areas.
 - Assist with crowd control.
 - Prevent people from entering building.
- Identify yourself to emergency responders as a point of contact for the building.
- Check in with RA/CCs for any needed assistance.
- Assist emergency responders if needed.
- Initiate phone tree to alert others about the situation.
- Call HDS Office of Fire & Life Safety, Safety Coordinator to report evacuation.

RA/CC FIRE ALARM PROCEDURES

- Leave using nearest exit.
- Go to desk staff assembly area and put on orange safety vest.
- Go to designated assembly area.
 - Assist with crowd control.
 - Prevent people from entering building.
- Account for floor residents.
- Assist emergency responders if asked to do something. If information needs to be relayed to emergency responders, alert RD/RM and have RD/RM approach responders.





RESIDENT FIRE ALARM PROCEDURES

- Leave using nearest exit.
- Go to designated assembly area.
- Check in with other floor residents and RA/CC.
- Do not leave assembly area until directed to do so by emergency responders or University Housing staff members.

Academic Village Engineering Emergency Evacuation Assembly Areas

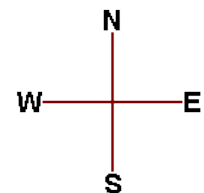
Engineering Residents	Assemble on grassy area of Newsom northwest wing
Desk Staff	No desk staff
Building Staff	Assemble on grassy area of Newsom southwest wing
Assembly Area B	Newsom Event Center



	= Exterior Door
	= Student Assembly Area
	= Vest Bag Assembly Area
	= Staff Assembly Area

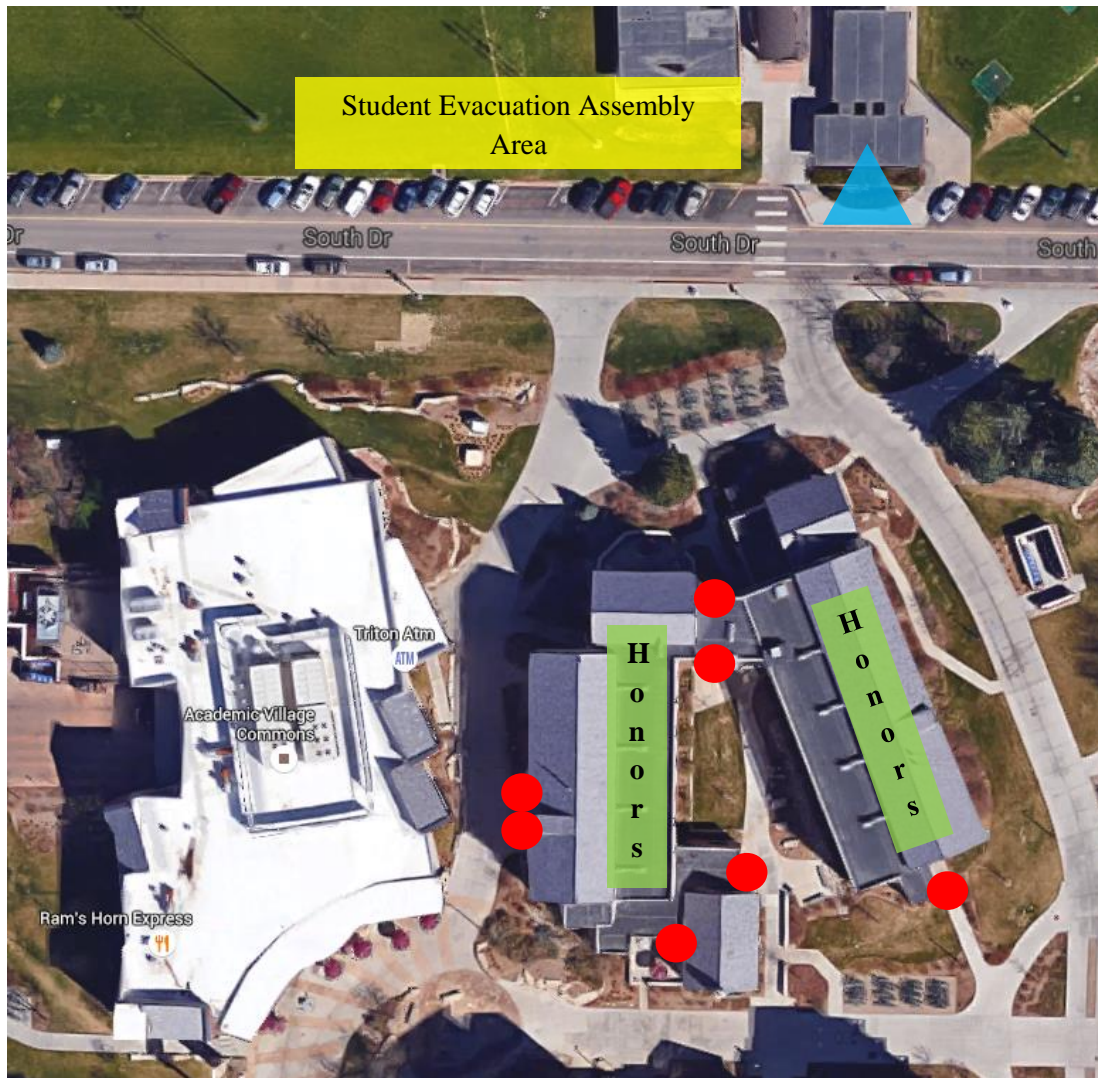
*Distance from building to
assembly area ~220 ft.*

Building capacity >250



Academic Village Honors Emergency Evacuation Assembly Areas

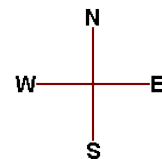
Honors Residents	Assemble on IM Fields, cross South Dr using crosswalk
Desk Staff	No desk staff
Building Staff	Assemble on north sidewalk, cross South Dr using crosswalk
Assembly Area B	Newsom Event Center



- = Exterior Door
- = Student Assembly Area
- = Vest Bag Assembly Area
- ▲ = Staff Assembly Area

Distance from building to assembly area ~190 ft.

Building capacity >250



Academic Village Aspen Emergency Evacuation Assembly Areas

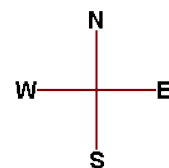
Aspen Residents	Assemble on grassy area of Newsom northwest wing
Desk Staff	Get vest bag from Ram's Horn then assemble on grassy area near bike rack at Newsom northwest wing
Building Staff	Assemble on grassy area of Newsom southwest wing
Assembly Area B	Newsom Event Center



●	= Exterior Door
	= Student Assembly Area
●	= Vest Bag Assembly Area
▲	= Staff Assembly Area

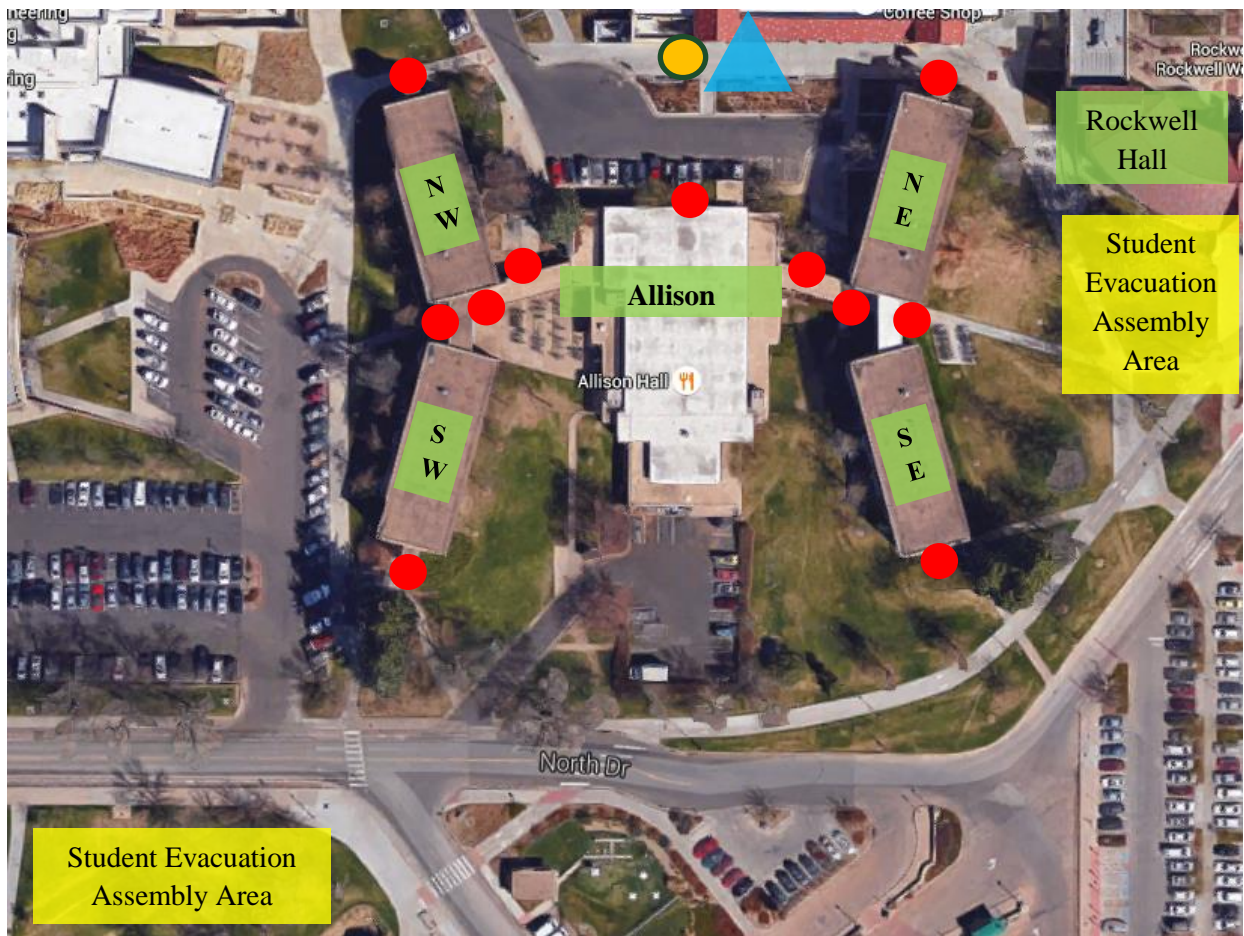
Distance from building to assembly area ~150 ft.

Building capacity >250



Allison Emergency Evacuation Assembly Areas

East Wings	Assemble on grassy area of Rockwell Hall
West Wings	Assemble on south grassy area, cross Plum St using crosswalk
Desk Staff	Assemble on sidewalk of Rockwell Hall West
Building Staff	Assemble on sidewalk of Rockwell Hall West
Assembly Area B	Parmelee Lobby

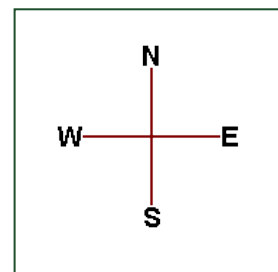


●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

Distance from east wings to assembly area ~120 ft.

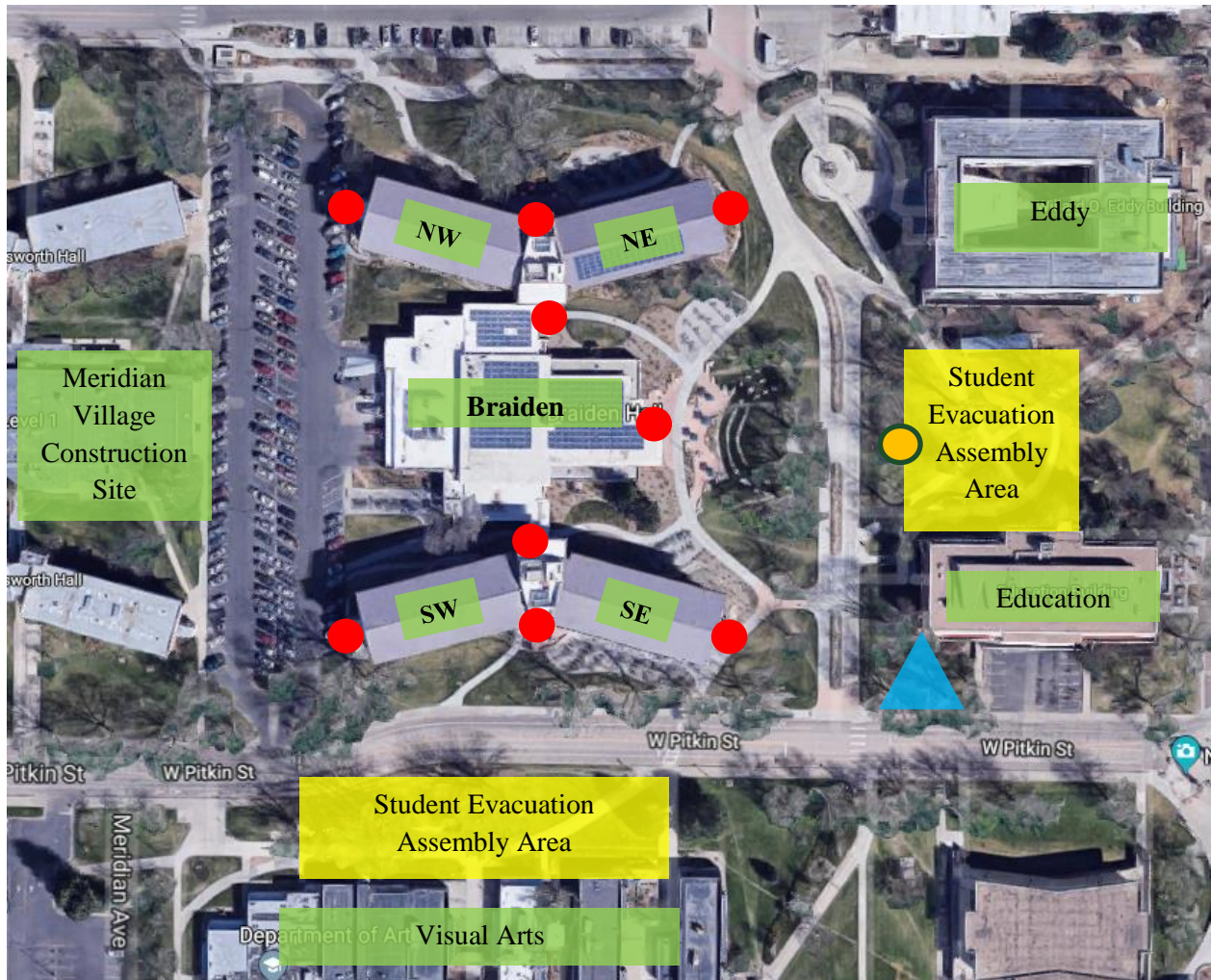
Distance from west wings to assembly area ~190 ft.

Building capacity ~450



Braiden Emergency Evacuation Assembly Areas

East Wings	Assemble on grassy area between Eddy and Education buildings
West Wings	Assemble on grassy area north of Visual Arts
Desk Staff	Assemble on grassy area between Eddy and Education buildings
Building Staff	Assemble on grassy area southwest of Education Building
Assembly Area B	Newsom Event Center

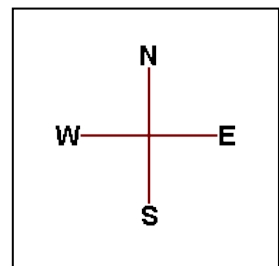


●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

Distance from east wings to assembly area ~130 ft.

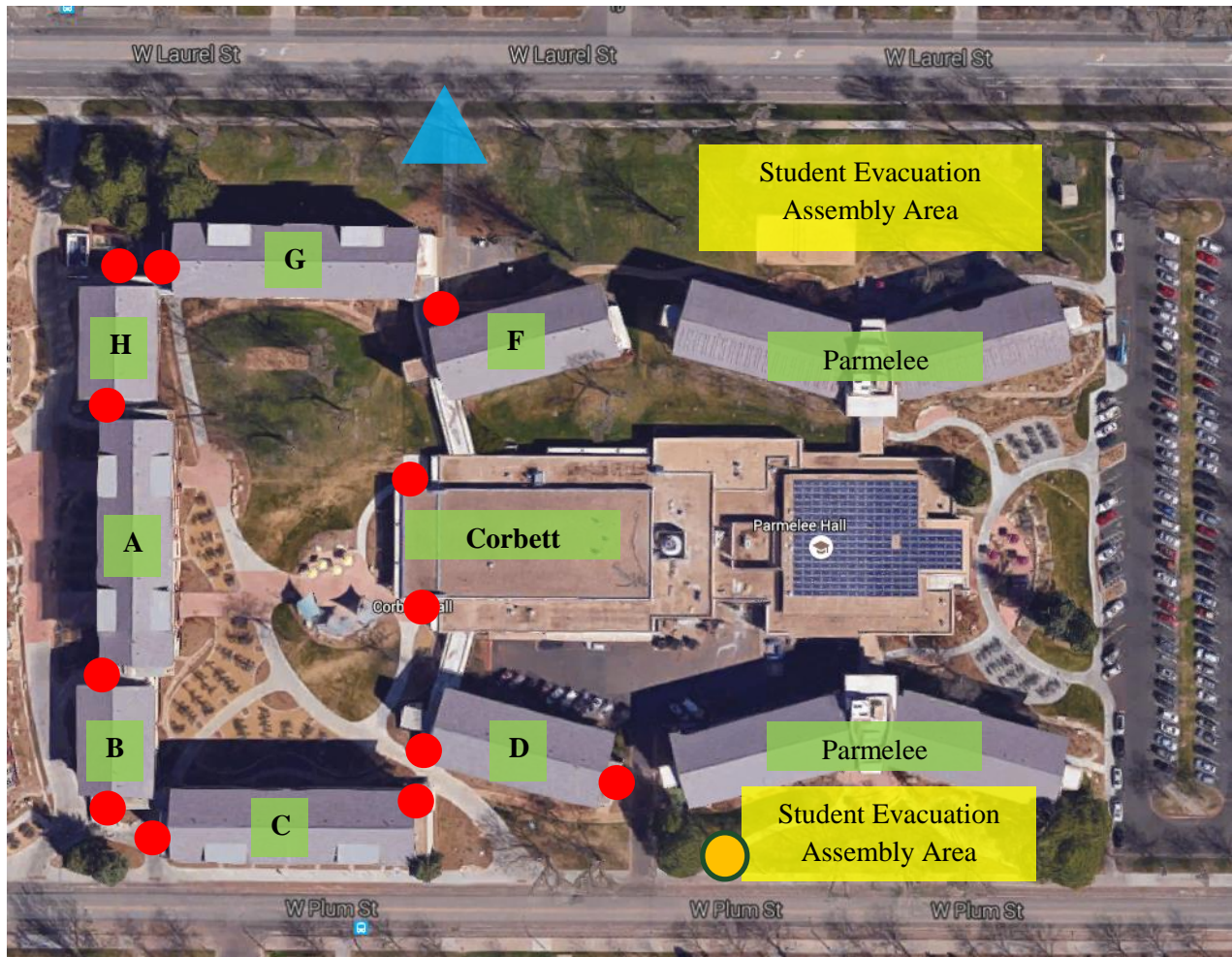
Distance from west wings to assembly area ~100 ft.

Building capacity ~600



Corbett Emergency Evacuation Assembly Areas

A, F, G, and H Wings	Assemble on grassy area north of Parmelee north wings
B, C, and D Wings	Assemble on grassy area south of Parmelee south wings
Desk Staff	Assemble on edge of grassy area south of Parmelee S wing
Building Staff	Assemble on sidewalk north of 'G' wing
Assembly Area B	Pavilion or Durrell

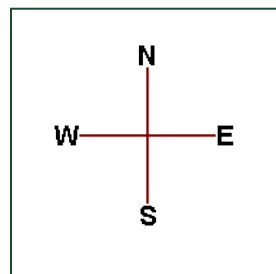


	= Exterior Door
	= Student Assembly Area
	= Desk Staff Assembly Area
	= Staff Assembly Area

Distance from F wing to assembly area ~100 ft.

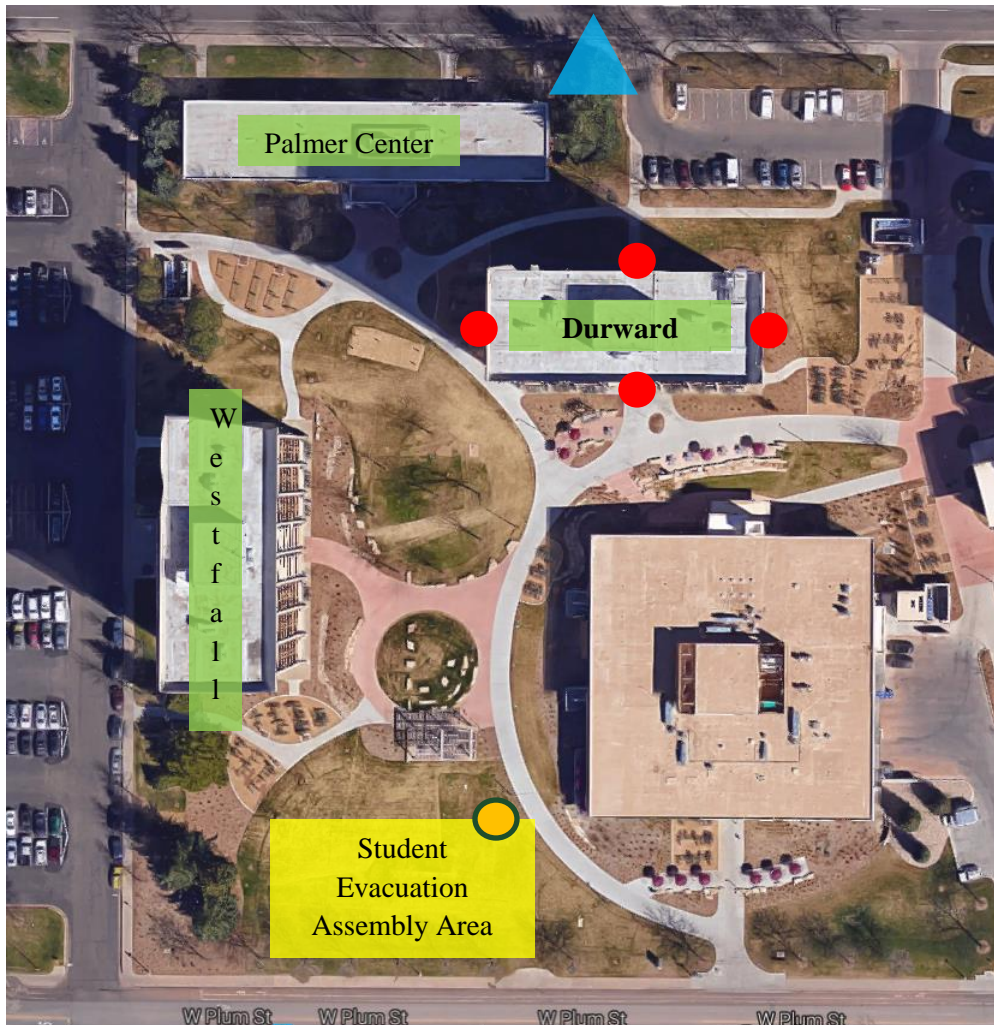
Distance from D wing to assembly area ~100 ft.





Building capacity ~950



Durward Emergency Evacuation Assembly Areas

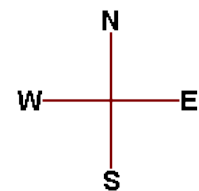
Durward Residents	Assemble on grassy area southeast of Westfall Hall
Desk Staff	Assemble on grassy area near sidewalk southeast of Westfall Hall
Building Staff	Assemble on sidewalk northeast of Palmer Center
Assembly Area B	Durrell or Pavilion



	= Exterior Door
	= Student Assembly Area
	= Desk Staff Assembly Area
	= Staff Assembly Area

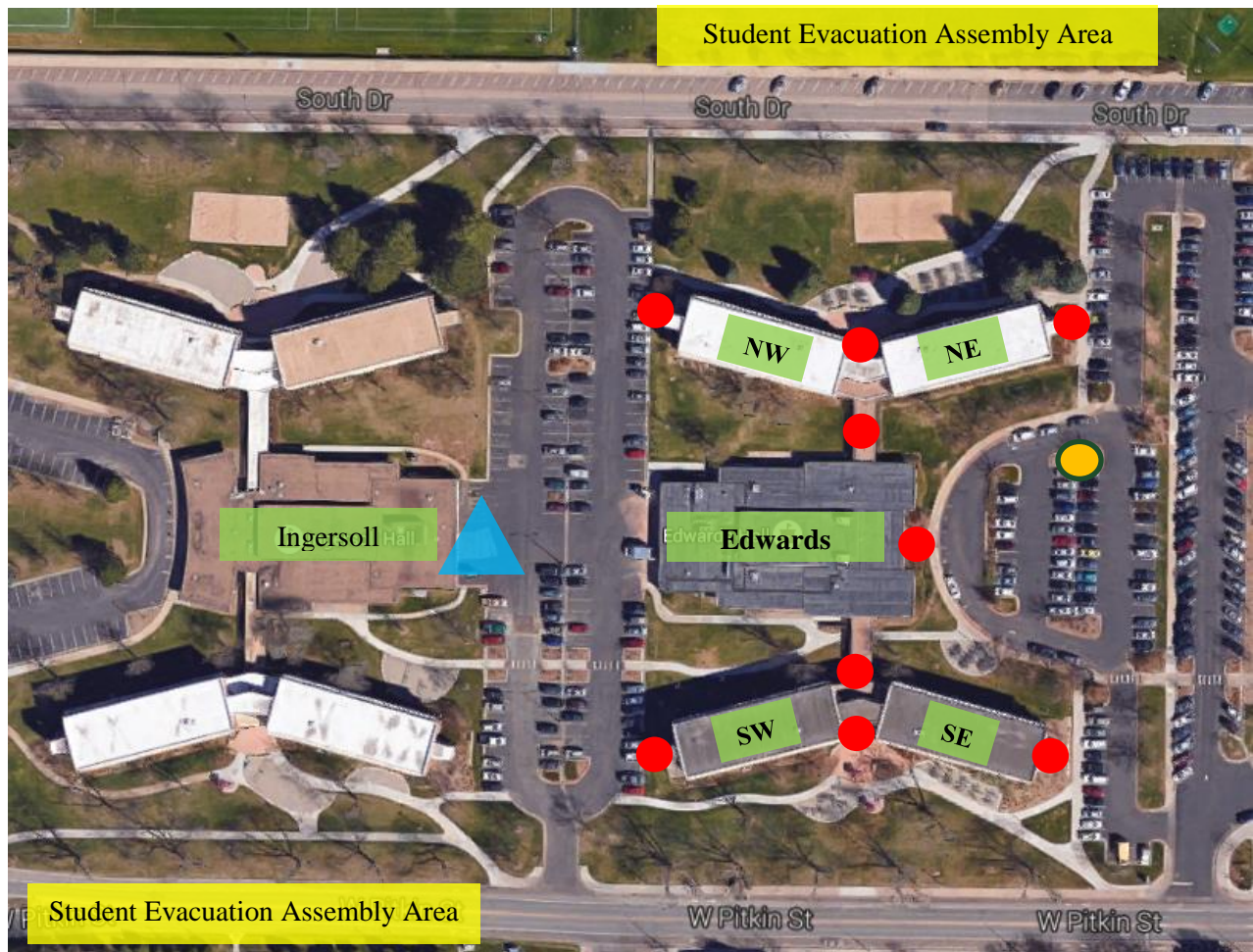
*Distance from
building to meeting
area ~230 ft.*

*Building capacity
~450*



Edwards Emergency Evacuation Assembly Areas

North Wings	Assemble on grassy area on IM fields, use caution when crossing South Dr
South Wings	Assemble on grassy area south of Ingersoll Hall's south wings
Desk Staff	Assemble on parking lot island northeast of front door
Building Staff	Assemble at Ingersoll Hall back dock area
Assembly Area B	Ingersoll Lobby

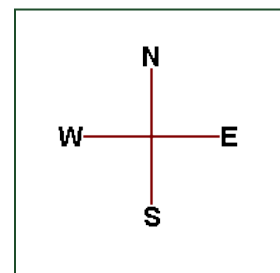


●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

Distance from north wings to assembly area ~175 ft.

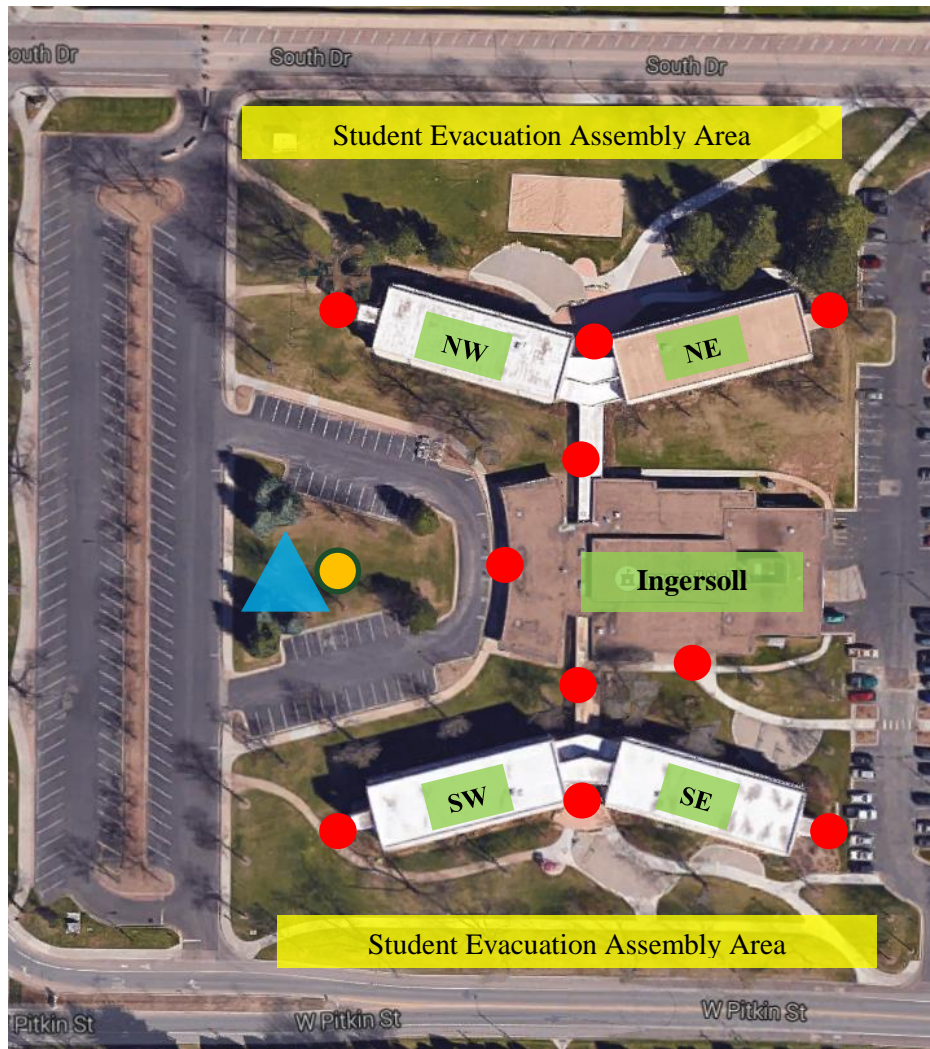
Distance from south wings to assembly area ~130 ft.

Building capacity ~450



Ingersoll Emergency Evacuation Assembly Areas

North Wings	Assemble on grassy area along the north sidewalk
South Wings	Assemble on grassy area along the south sidewalk
Desk Staff	Assemble on grassy area west of Ingersoll main entrance
Building Staff	Assemble on grassy area west of Ingersoll main entrance
Assembly Area B	Edwards Event Center

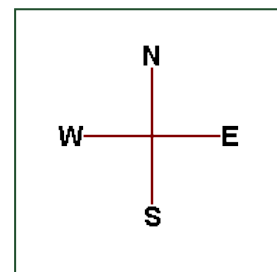


●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

*Distance from north wings
to assembly area ~100 ft.*

*Distance from south wings
to assembly area ~60 ft.*

Building capacity ~450



Laurel Village Alpine Emergency Evacuation Assembly Areas

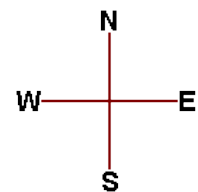
Alpine Residents	Assemble on grassy area east of Westfall Hall
Desk Staff	Get vest bag from Pavilion front desk then assemble on grassy area near sidewalk east of Westfall Hall
Building Staff	Assemble on grassy area north of Durward Hall
Assembly Area B	Pavilion or Durrell



●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

Distance from building to meeting area ~300 ft.

Building capacity ~300



Laurel Village Pinion Emergency Evacuation Assembly Areas

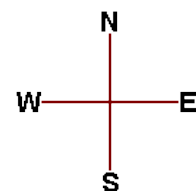
Pinion Residents	Assemble on grassy area of southeast of Westfall Hall
Desk Staff	Get vest bag from Pavilion front desk then assemble on grassy area near sidewalk southeast of Westfall Hall
Building Staff	Assemble on grassy area south of Durrell Center
Assembly Area B	Pavilion or Durrell



●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

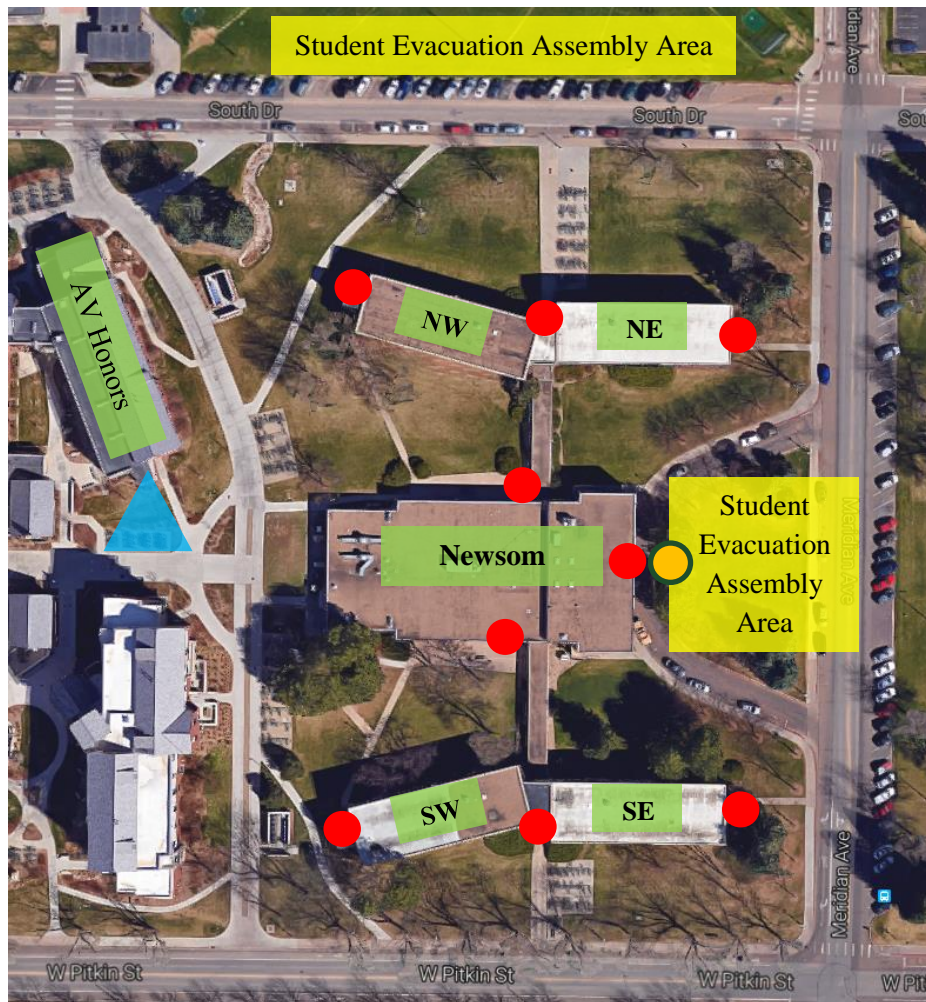
Distance from building to meeting area ~300 ft.

Building capacity ~300



Newsom Emergency Evacuation Assembly Areas

North Wings	Assemble on grassy area on IM fields, use caution when crossing South Dr
South Wings	Assemble on grassy area east of main entrance
Desk Staff	Assemble on grassy area east of main entrance
Building Staff	Assemble on grassy area near bike racks south of AV Honors Hall
Assembly Area B	Edwards Event Center

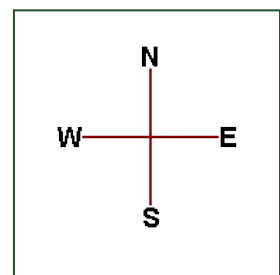


●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

Distance from north wings to assembly area ~170 ft.

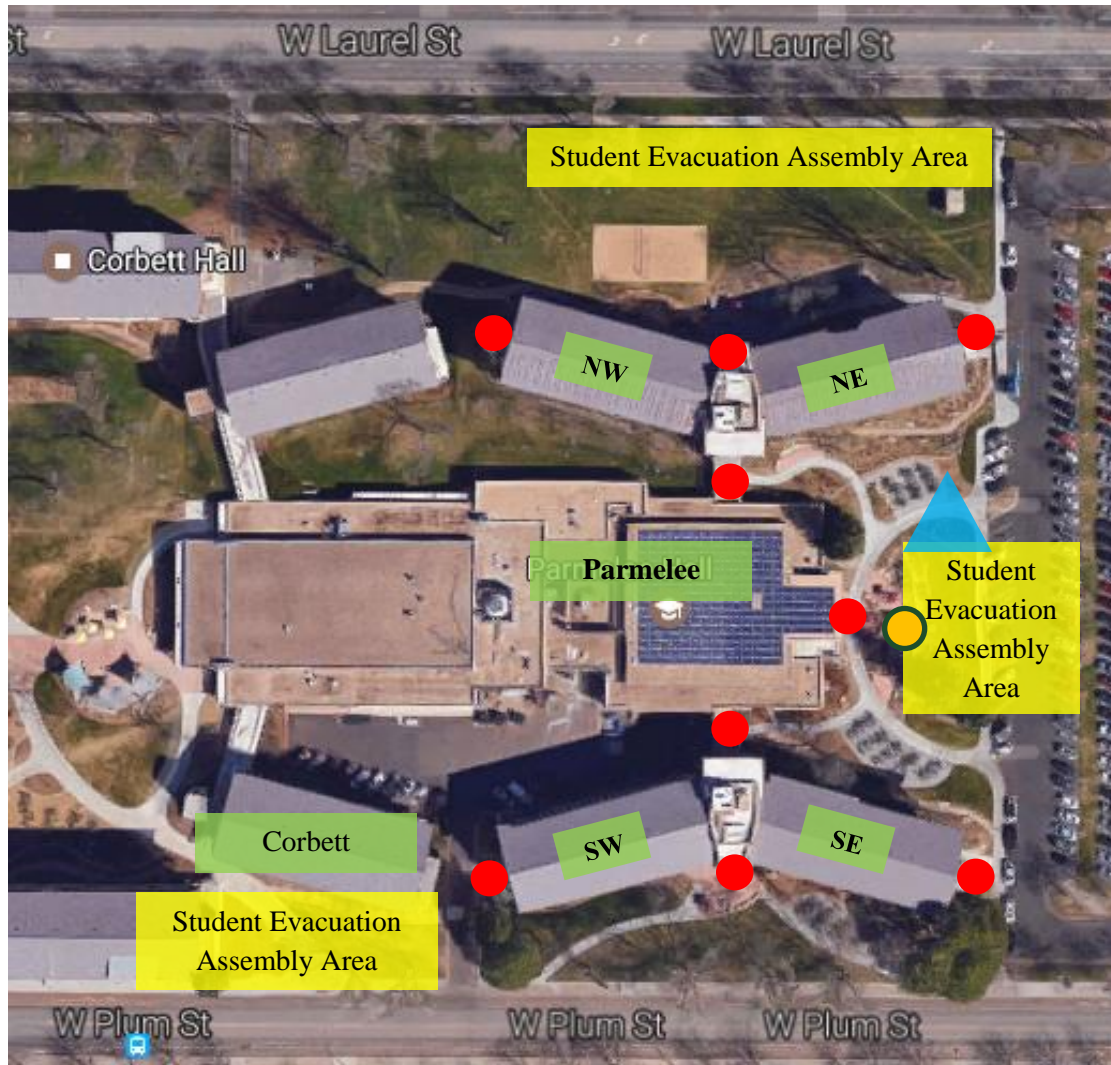
Distance from south wings to assembly area ~100 ft.

Building capacity ~400



Parmelee Emergency Evacuation Assembly Areas

North Wings	Assemble on grassy area along north sidewalk
Southeast Wing	Assemble on grassy area east of main entrance
Southwest Wing	Assemble on grassy area south of D wing
Desk Staff	Assemble on grassy area near sidewalk east of main entrance
Building Staff	Assemble on grassy area near sidewalk east of main entrance
Assembly Area B	Corbett Lobby

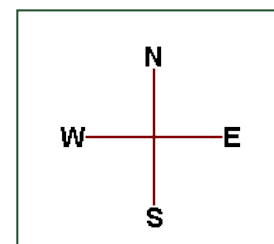


●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

*Distance from north wings
to assembly area ~100 ft.*

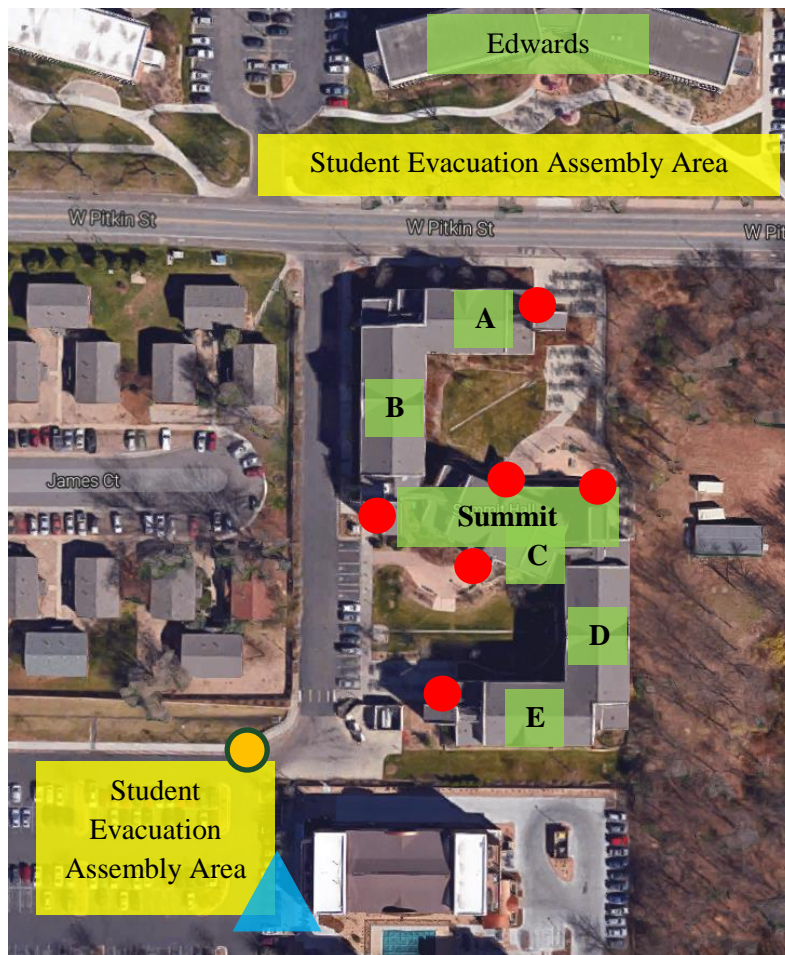
*Distance from south wings
to assembly areas ~50-55 ft.*

Building capacity ~600



Summit Emergency Evacuation Assembly Areas

A & C Wings	Assemble on grassy area of south of Edwards, use caution when crossing Pitkin St
B, D & E Wings	Assemble in Summit 'Z' parking lot
Desk Staff	Assemble in Summit 'Z' parking lot
Building Staff	Assemble in Summit 'Z' parking lot
Assembly Area B	Edwards Event Center

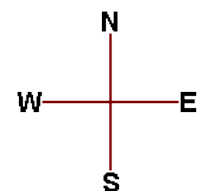


- = Exterior Door
- = Student Assembly Area
- = Desk Staff Assembly Area
- ▲ = Staff Assembly Area

Distance from A & C wings to assembly area ~80 ft.

Distance from B, D & E wings to assembly area ~150 ft.

Building capacity ~550



Westfall Emergency Evacuation Assembly Areas

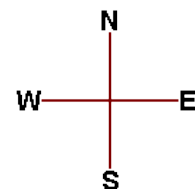
Westfall Residents	Assemble on grassy area along Plum St sidewalk
Desk Staff	Assemble on grassy area near sidewalk south of Durrell Center
Building Staff	Assemble near picnic benches south of Durrell Center
Assembly Area B	Pavilion or Durrell



●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

Distance from building to assembly area ~140 ft.

Building capacity ~450



Apartments

AGGIE VILLAGE: FIRE ALARM PROCEDURES

- Leave using nearest exit.
- Go to designated assembly area.
- Check in with roommates, neighbors, and University Housing staff.
- Do not leave assembly area until directed to do so by emergency responders or University Housing staff members.

INTERNATIONAL HOUSE: FIRE ALARM PROCEDURES

- Leave using nearest exit.
- Go to designated assembly area.
- Check in with roommates, neighbors, and University Housing staff.
- Do not leave assembly area until directed to do so by emergency responders or University Housing staff members.

AGGIE VILLAGE FAMILY: SMOKE ALARM PROCEDURES

- Smoke alarms will alert you to a fire before you may even see or smell it. **NEVER** disconnect or cover your smoke alarm. Smoke alarms save lives.
- If you are sleeping and hear your smoke alarm, feel the door before opening it. If it is warm, there is likely fire on the other side. Call 911 for help. Prevent smoke from coming into room by stuffing items around door. Then waive something bright out window until help arrives. See page 19 for more information.
- If you can get out safely, go to your pre-designated meeting location area you established with family, roommates, or neighbors.
- Call 911 to report the fire.
- Never reenter apartment.

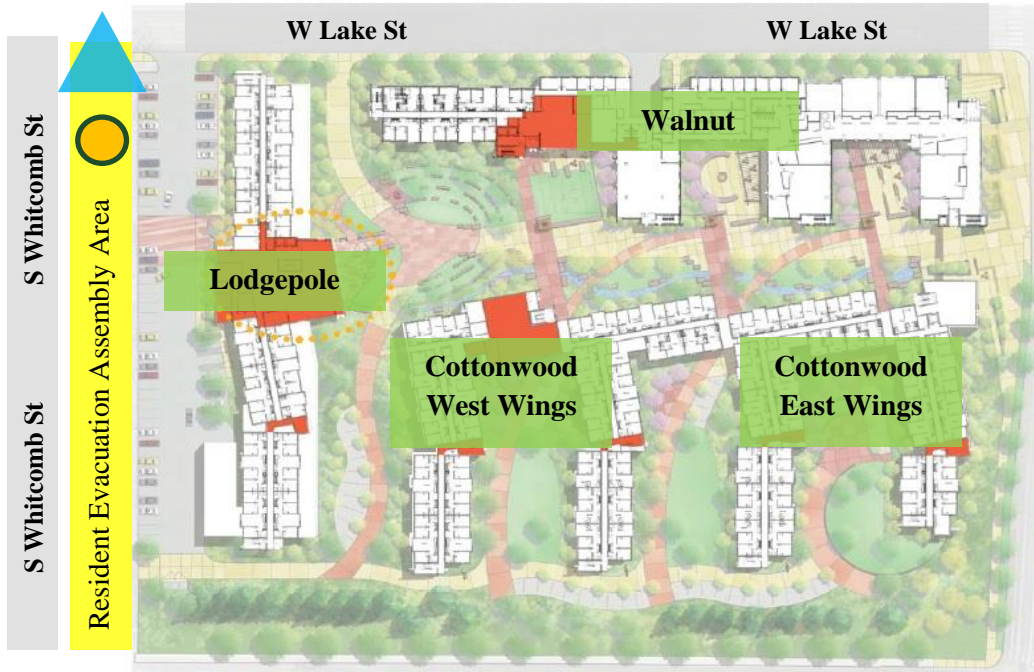
UNIVERSITY VILLAGE: SMOKE ALARM PROCEDURES

- Smoke alarms will alert you to a fire before you may even see or smell it. **NEVER** disconnect or cover your smoke alarm. Smoke alarms save lives.
- If you are sleeping and hear your smoke alarm, feel the door before opening it. If it is warm, there is likely fire on the other side. Call 911 for help. Prevent smoke from coming into room by stuffing items around door. Then waive something bright out window until help arrives. See page 21 for more information.
- If you can get out safely, go to your pre-designated meeting location area you established with family, roommates, or neighbors.
- Call 911 to report the fire.
- Never reenter apartment.

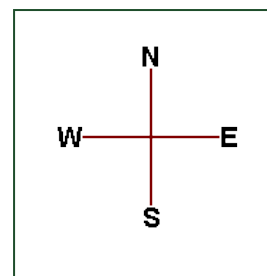
Aggie Village Emergency Evacuation Assembly Areas

Cottonwood Residents West Wings	Assemble on grassy area west of parking lot along S Whitcomb St
Cottonwood Residents East Wings	Assemble on grassy area north of W Lake St, use caution when crossing W Lake St
Lodgepole Residents	Assemble on grassy area west of parking lot along S Whitcomb St
Walnut Residents	Assemble on grassy area north of W Lake St, use caution when crossing W Lake St
Desk Staff	Assemble on grassy area west of parking lot along S Whitcomb St
Building Staff	Assemble on grassy area west of parking lot along S Whitcomb St
Assembly Area B	Lodgepole lobby or Walnut academic area

Resident Evacuation Assembly Area



	= Resident Assembly Area
	= Desk Staff Assembly Area
	= Staff Assembly Area



Aggie Village Family

SMOKE ALARMS

- Aggie Village Family buildings have no fire alarm system.
- Aggie Village Family buildings do have smoke alarms in every apartment.
- Smoke alarms will alert you to a fire before you may even see or smell it. **NEVER** disconnect or cover your smoke alarm. Smoke alarms save lives.
- Did you know that working smoke alarms in the home reduce the risk of death from smoke and fire by 50%?
- You can test your smoke alarm manually by pressing and holding the test button until alarm sounds.
- If a smoke alarm is chirping, contact your front desk or submit a work order to have the battery or smoke alarm replaced.

FIRE EXTINGUISHERS

- Only use a fire extinguisher on a small fire, like a fire in a pan on the stovetop. If there is a large fire get outside immediately and call 911 for help.
- To use a fire extinguisher:
 - **P** – Pull the pin out
 - **A** – Aim at the base of the flames
 - **S** – Squeeze the lever
 - **S** – Sweep side to side
- Keep a safe distance, 6-8 feet, between you and the fire when using a fire extinguisher.
- Never block or hang things on the fire extinguisher.
- Fire extinguishers can only be used once. If you use your fire extinguisher or have a fire, report it to your front desk. All fires must be reported.

COOKING SAFETY

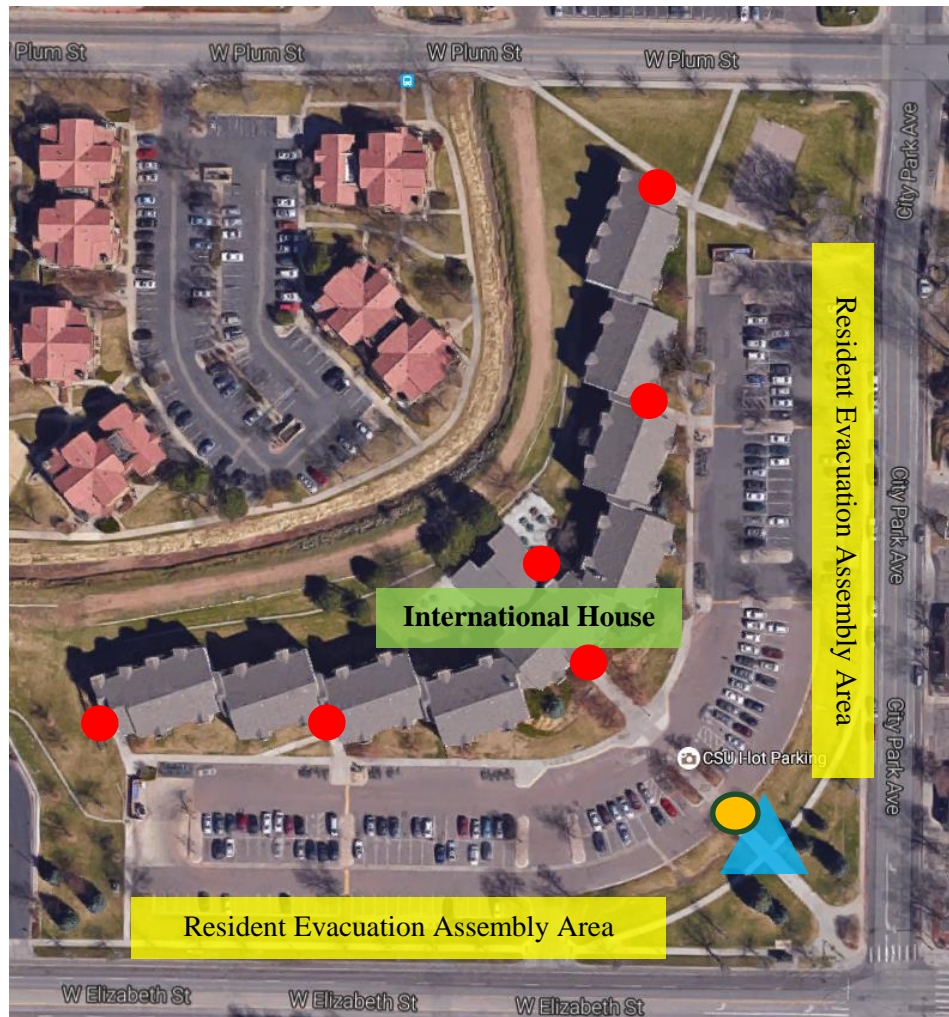
- Did you know that cooking is the #1 cause of fires at CSU and across the nation?
- When cooking, never leave food unattended.
- Always keep your stovetop and oven clean to prevent fire.

EVACUATION

- Always know two ways out of your home. A window could be considered a secondary exit.
- Always keep walkway paths clear, and never block any of your exits.
- Designate a safe area outside with family and/or roommates to meet in the event of fire or emergency evacuation.

International House Emergency Evacuation Assembly Areas

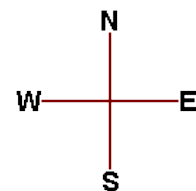
IH Residents	Assemble on grassy areas around parking lot
Desk Staff	Assemble on grassy area southeast of main entrance
Building Staff	Assemble on grassy area southeast of main entrance
Assembly Area B	UV 34 Program Space



●	= Exterior Door
	= Student Assembly Area
●	= Desk Staff Assembly Area
▲	= Staff Assembly Area

Distance from building to assembly area ~145 ft.

Building capacity ~200



University Village

SMOKE ALARMS

- University Village buildings have no fire alarm system.
- University Village buildings do have smoke alarms in every apartment.
- UV 1700 apartments are heated by gas and have a carbon monoxide/smoke alarm.
- Smoke alarms will alert you to a fire before you may even see or smell it. **NEVER** disconnect or cover your smoke alarm. Smoke alarms save lives.
- Did you know that working smoke alarms in the home reduce the risk of death from smoke and fire by 50%?
- You can test your smoke alarm manually by pressing and holding the test button until alarm sounds.
- If a smoke alarm is chirping, contact your front desk or submit a work order to have the battery or the smoke alarm replaced.

FIRE EXTINGUISHERS

- Only use a fire extinguisher on a small fire, like a fire in a pan on the stovetop. If there is a large fire get outside immediately and call 911 for help.
- To use a fire extinguisher:
 - **P** – Pull the pin out
 - **A** – Aim at the base of the flames
 - **S** – Squeeze the lever
 - **S** – Sweep side to side
- Keep a safe distance, 6-8 feet, between you and the fire when using a fire extinguisher.
- Never block or hang things on the fire extinguisher.
- Fire extinguishers can only be used once. If you use your fire extinguisher or have a fire, report it to your front desk. All fires must be reported.

COOKING SAFETY

- Did you know that cooking is the #1 cause of fires at CSU and across the nation?
- When cooking never leave food unattended.
- Always keep your stovetop and oven clean to prevent fire.

EVACUATION

- Always know two ways out of your home. A window could be considered a secondary exit.
- Always keep walkways paths clear, and never block any of your exits.
- Designate a safe area outside with family and/or roommates to meet in the event of fire or emergency evacuation.

Kitchen and Dining Centers

First and foremost, **if in immediate danger of fire, get out of the building!**

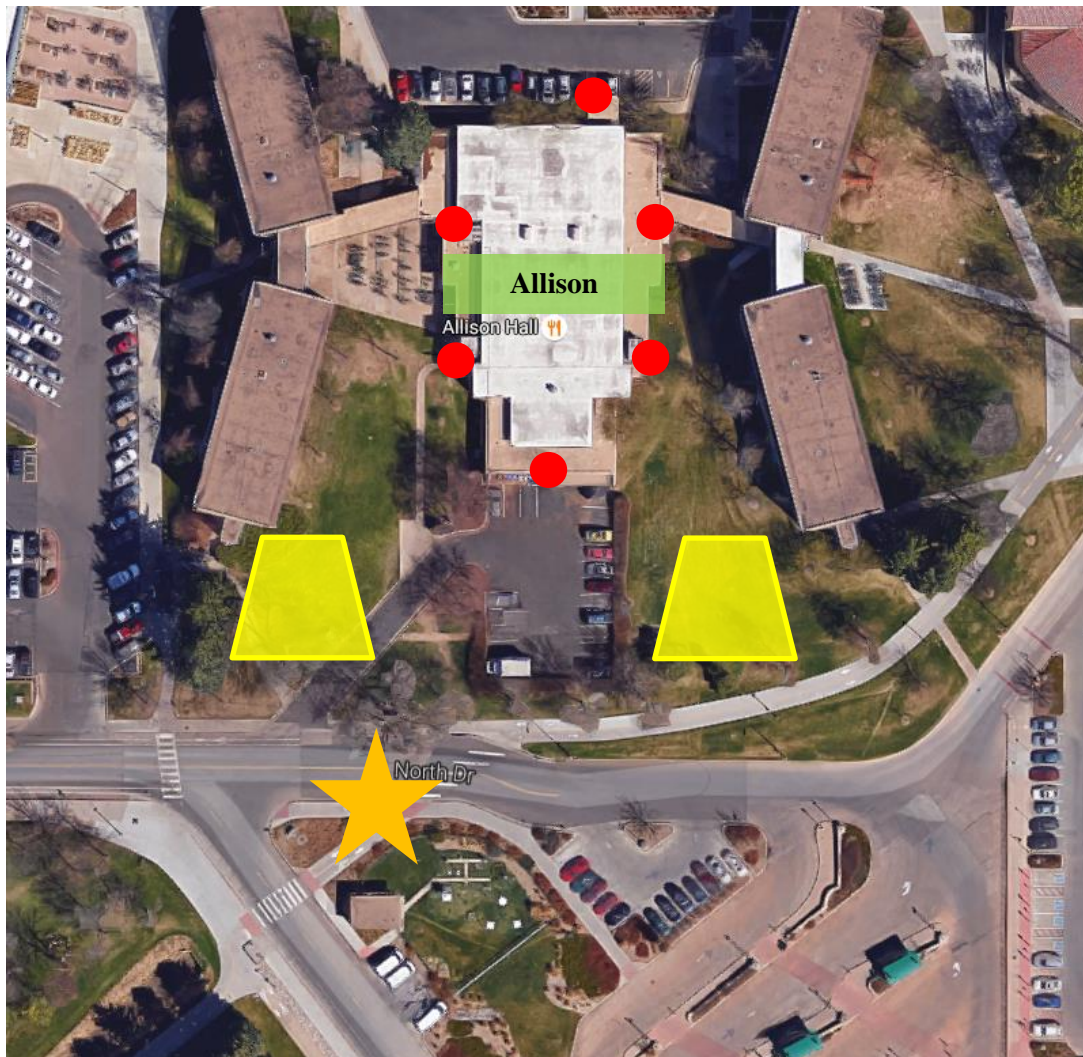
If the fire alarm has not already sounded, the General Manager/Acting supervisor will activate the fire alarm or have someone else activate the alarm. If time permits, and you are out of danger, put on the florescent orange vest located in General Manager's office.



Otherwise, follow procedures when fire horn sounds and then evacuate to designated assembly areas (see Assembly Area Map posted in your unit).

- General Manager/Acting supervisor "STOPS" admittance to dining room and service areas and coordinates evacuation procedures.
 - Students/guests should leave their plates on the table. **Plates, glasses, silverware or other utensils should not be removed from the dining center.** Dining personnel will remove trays from dining room upon returning to dining center.
 - Meal Checker helps in the orderly evacuation of students and closes windows in dining room, if time permits.
 - Line personnel stop serving food and close service line doors to dining room taking care not to lock them. If out of danger and time permits, turn off serving area appliances (grills, toasters, waffle irons, etc.).
- Dish room/pots and pans personnel turn off equipment in dish room (dish machine, exhaust fans, sink aerator, garbage disposal), if out of danger and time permits.
 - Kitchen personnel turn off gas and electrical equipment, if in use. If out of danger and time permits, shut down hoods/vents and close all doors/windows.
- **DO NOT TURN OFF LIGHTS OR LOCK DOORS.**
- If smoke or heat is encountered, get down on your hands and knees and crawl to the nearest exit.
- If not in immediate danger evacuate all students/guests and Dining Services staff through the front dining room entrance for hand stamp reentry. Otherwise evacuate to the nearest exit (refer to the fire exit diagram posted in kitchen/dining room). Everyone should report to the building hall assembly area (see map).
- If the situation safely permits, utilize nearest fire extinguisher.
- Immediately after evacuating the building, General Manager/Acting supervisor should:
 - Account for all Dining Services staff.
 - If emergency personnel have not arrived or the sound of approaching emergency vehicles is not heard, GO to the nearest adjacent building and call University Police (911). State the purpose of the call and location of the fire, as well as the name of the building. Do not hang up the telephone until instructed to do so.
 - Upon arrival of emergency personnel, provide any information that may be helpful (e.g., location, type of fire/emergency, etc.).
- **DO NOT RE-ENTER THE BUILDING** until instructed by emergency personnel to do so.
- Upon clearance to return to the building:
 - Meal Checker returns to dining room entry door and upon notification from General Manager/Acting supervisor, allows students/guests with hand stamp to re-enter within one hour of the evacuation of dining center. All others must present meal card for entry. (Emergency exit doors are not to be used for re-entry).
 - Dining Services staff return to work stations and resume assigned duties.
- Follow emergency call procedures as appropriate.

Allison Dining & Kitchen Emergency Evacuation Assembly Areas

Dining Staff	Assemble on sidewalk along North Dr, use crosswalk when crossing North Dr
Dining Patrons	Assemble on grassy areas west or east of parking lot
Assembly Area B	Parmelee lobby

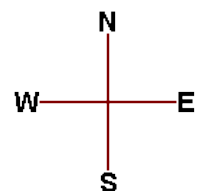


	= Exterior Door
	= Staff Assembly Area
	= Patrons Assembly Area

Distance from building to staff assembly area ~175 ft.

Distance from building to patron assembly area ~70 ft.

Dining room capacity 335



Braiden Dining & Kitchen Emergency Evacuation Assembly Areas

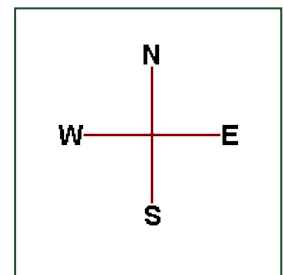
Dining Staff	Assemble along sidewalk on north side of Visual Arts
Dining Patrons	Assemble on grassy area between Eddy and Education buildings
Assembly Area B	Newsom Event Center



Distance from building to staff assembly area ~100 ft.

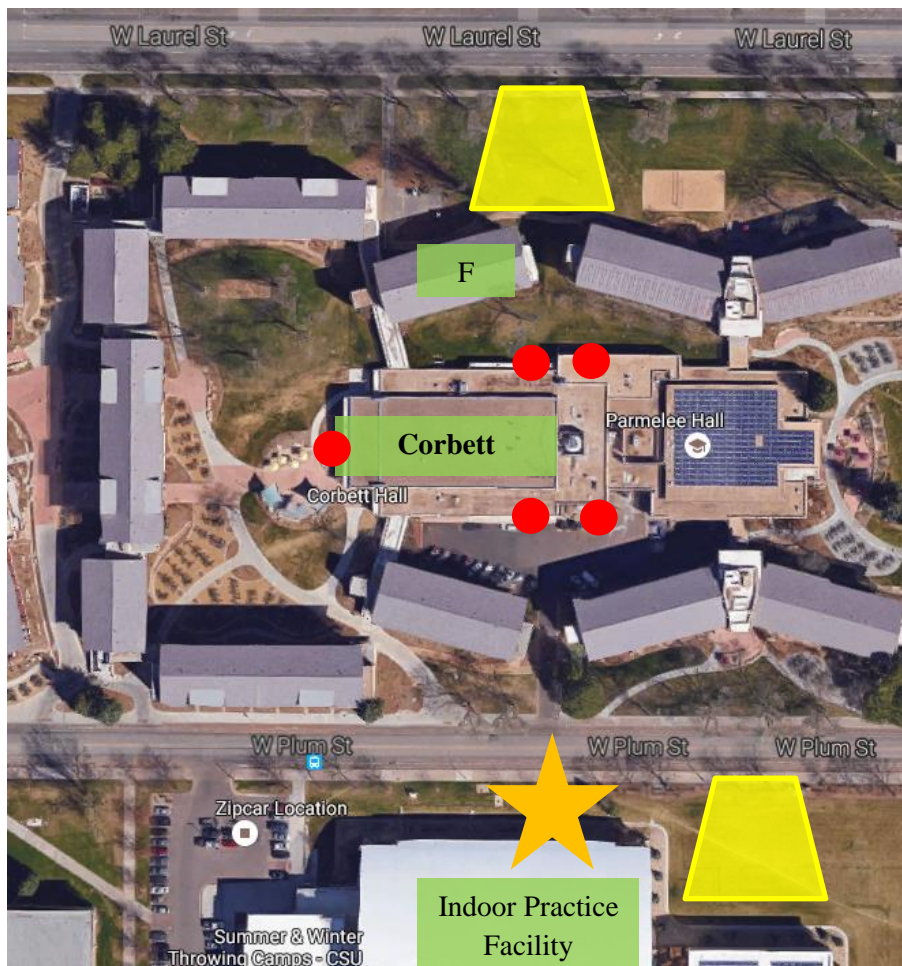
Distance from building to patron assembly area ~170 ft.

*Dining room capacity 330
Late night dining capacity 70*



Corbett Dining & Kitchen Emergency Evacuation Assembly Areas

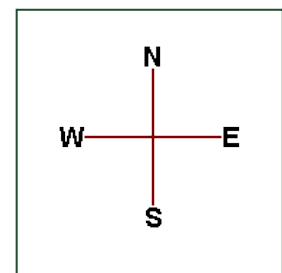
Dining Staff	Assemble on sidewalk north of Indoor Practice Facility, use caution when crossing W Plum St
Dining Patrons	Assemble on grassy area north of 'F' wing OR Assemble on grassy area east of Indoor Practice Facility, use caution when crossing W Plum St
Assembly Area B	Pavilion or Durrell



Distance from building to staff assembly area ~220 ft.

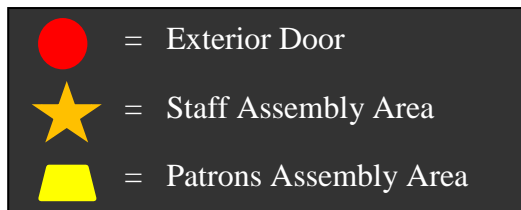
Distance from building to patron assembly area ~150-275 ft.

Dining room capacity 573



Durrell Dining & Kitchen Emergency Evacuation Assembly Areas

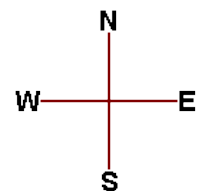
Dining Staff	Assemble on grassy area southeast of Durrell
Dining Patrons	Assemble on grassy area south of Westfall Hall
Assembly Area B	Pavilion



Distance from building to staff assembly area ~100 ft.

Distance from building to patron assembly area ~150 ft.




Dining room capacity 543



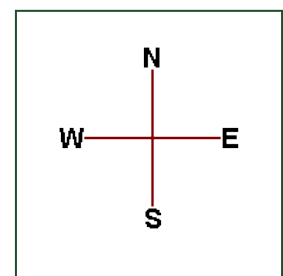
Edwards Bakeshop Emergency Evacuation Assembly Areas

Bakeshop Staff	Assemble at Ingersoll Hall back dock area
Assembly Area B	Ingersoll lobby



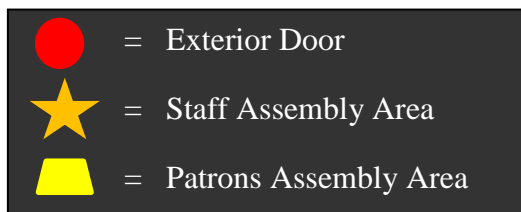
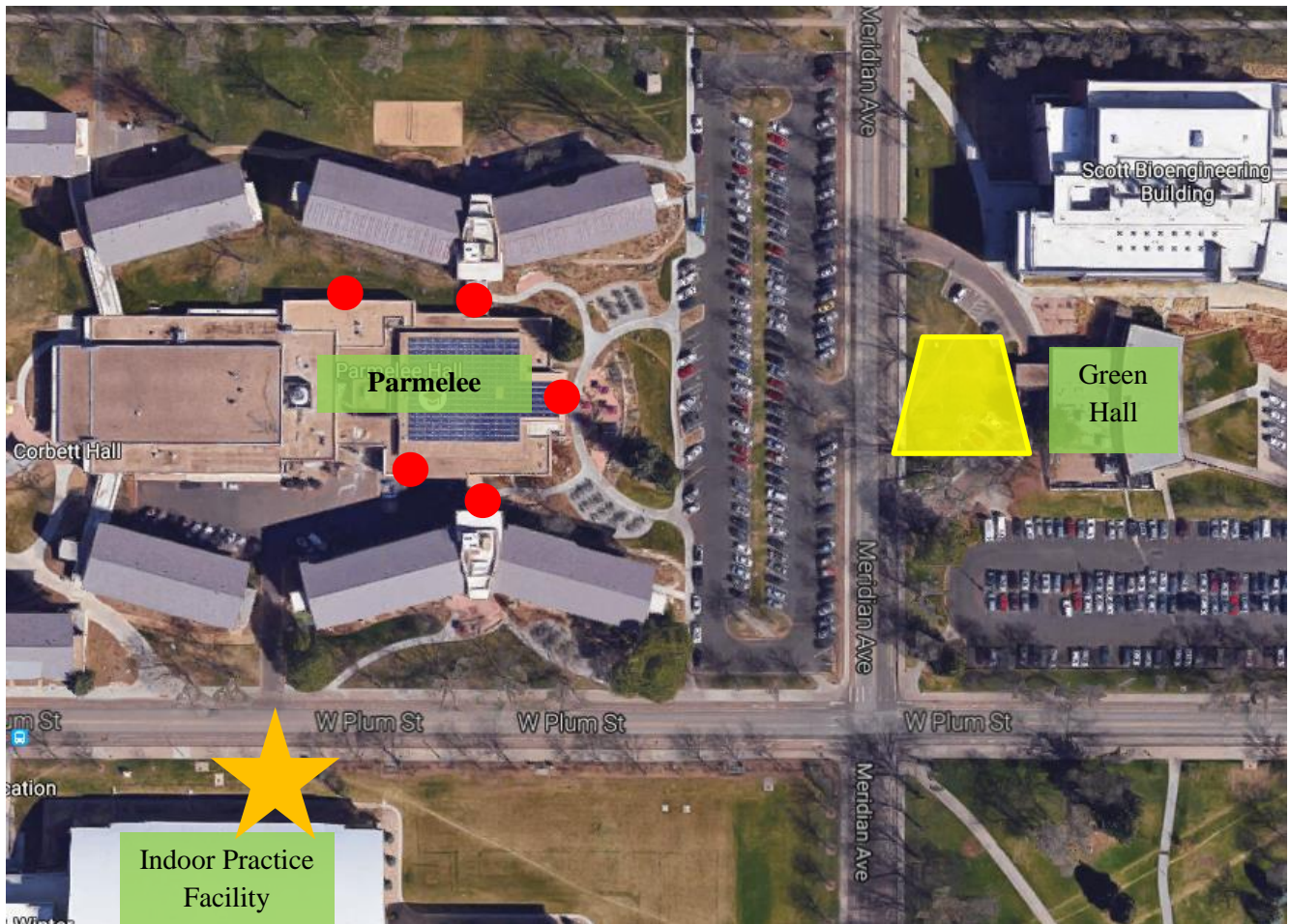
	= Exterior Door
	= Staff Assembly Area
	= Patrons Assembly Area

*Distance from building to staff
assembly area ~140 ft.*

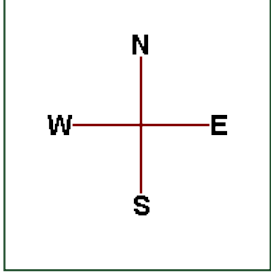


Parmelee Dining Emergency Evacuation Assembly Areas

Dining Staff	Assemble sidewalk north of Indoor Practice Facility, use caution when crossing W Plum St
Dining Patrons	Assemble on grassy area west of Green Hall
Assembly Area B	Corbett lobby

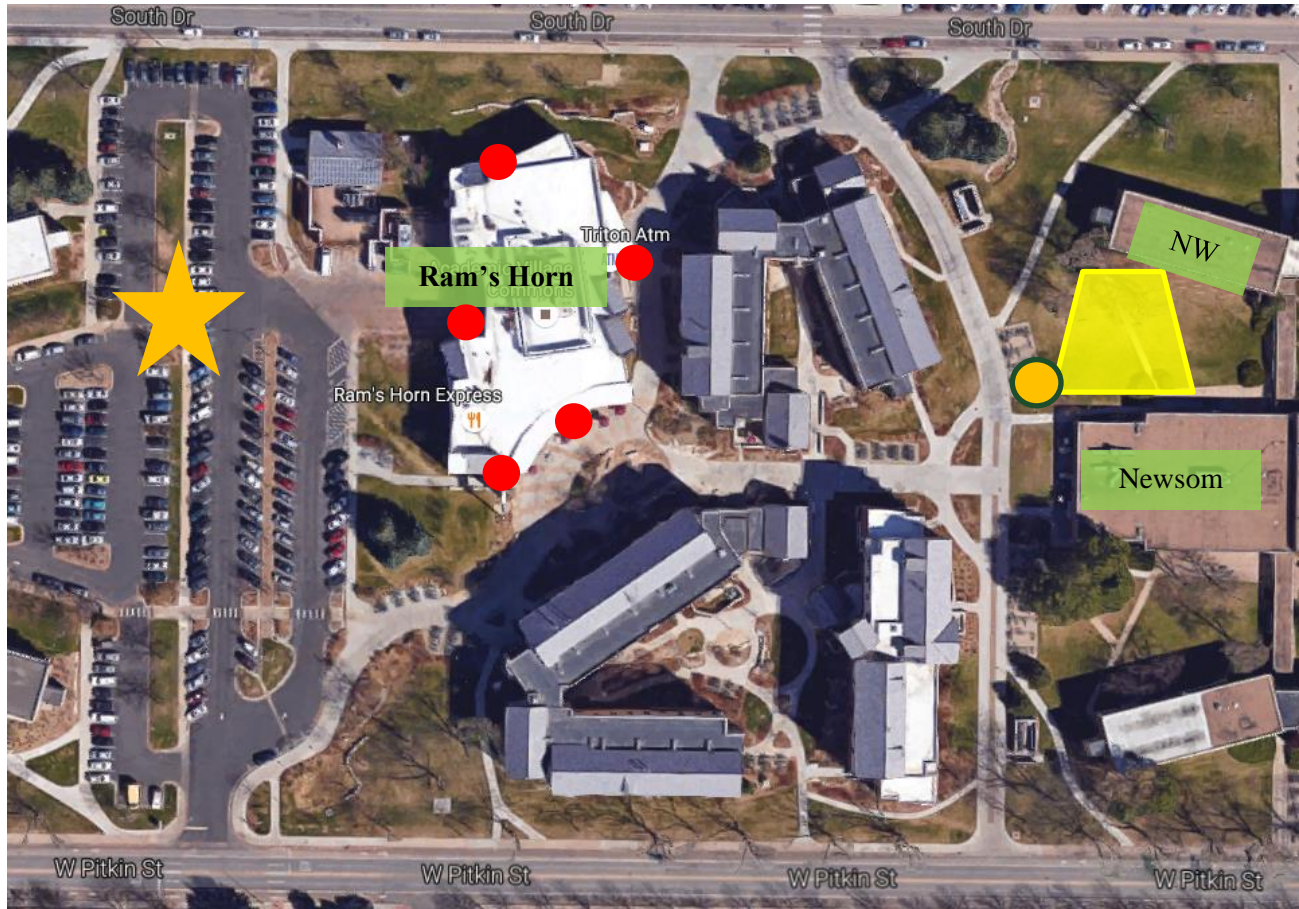


Distance from building to staff assembly area ~100 ft.
Distance from building to patron assembly area ~290 ft.
Dining room capacity 372



Ram's Horn Dining & Kitchen Emergency Evacuation Assembly Areas

Dining Staff	Assemble on grassy island in parking lot
Dining Patrons	Assemble on grassy area of Newsom northwest wing
Desk Staff	Assemble on grassy area near bike rack at Newsom northwest wing
Assembly Area B	Newsom Event Center

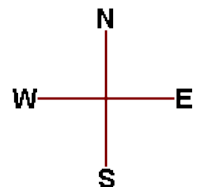


- = Exterior Door
- ★ = Staff Assembly Area
- ▤ = Patrons Assembly Area
- = Desk Staff Assembly Area

*Distance from building to staff
assembly area ~100 ft.*

*Distance from building to patron
assembly area ~290 ft.*

*Dining room capacity 500
Patio capacity 60
Sports Grille capacity 175*



HDS Staff

FIRE ALARM PROCEDURES

- Leave using nearest exit.
- Go to designated assembly area.
- Check in with supervisor.
- Account for fellow employees.
- Do not leave assembly area until directed to do so by emergency responders.
- Notify emergency responders if you are aware of the cause of the fire.
- If your building has a delayed egress door, the door will automatically unlock when the building is in alarm.
- Assist emergency personnel if needed.
- Provide building information to emergency personnel if needed.

Durrell Center Emergency Evacuation Assembly Areas

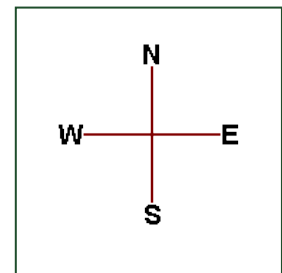
Staff	Assemble on grassy area south of Westfall Hall
Non-Staff	Assemble on grassy area south of Westfall Hall
Assembly Area B	Pavilion



●	= Exterior Door
▲	= Staff Assembly Area
●	= Non-staff Assembly Area
●	= Desk Staff Assembly Area

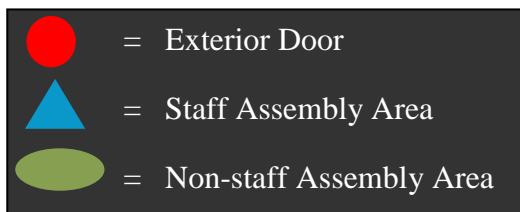
*Distance from building to staff
assembly area ~160 ft.*

*Distance from building to non-staff
assembly area ~180 ft.*



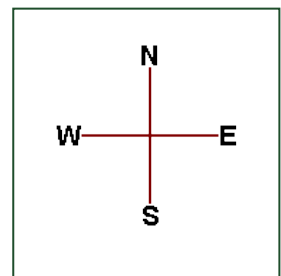
Housing Services Center Emergency Evacuation Assembly Areas

Staff using North or East Exits	Assemble on grassy area north of UV building 22
Staff using West Exit	Assemble on grassy median south of Warehouse
Non-Staff	Assemble on grassy median south of Warehouse or on grassy area north of UV building 22
Assembly Area B	UV 34 Program Space



Distance from building to staff /non-staff north and east exit assembly area ~90 ft.

Distance from building to staff/non-staff west exit assembly area ~90 ft.



Housing Warehouse Emergency Evacuation Assembly Areas

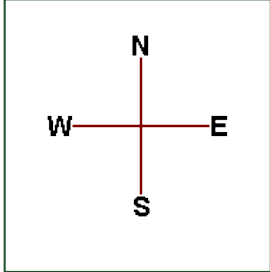
Staff	Assemble on grassy median south of Warehouse
Non-Staff	Assemble on grassy median south of Warehouse
Assembly Area B	UV 34 Program Space



- = Exterior Door
- ▲ = Staff Assembly Area
- = Non-staff Assembly Area

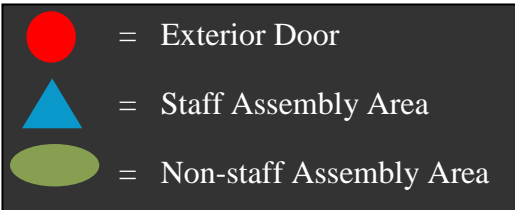
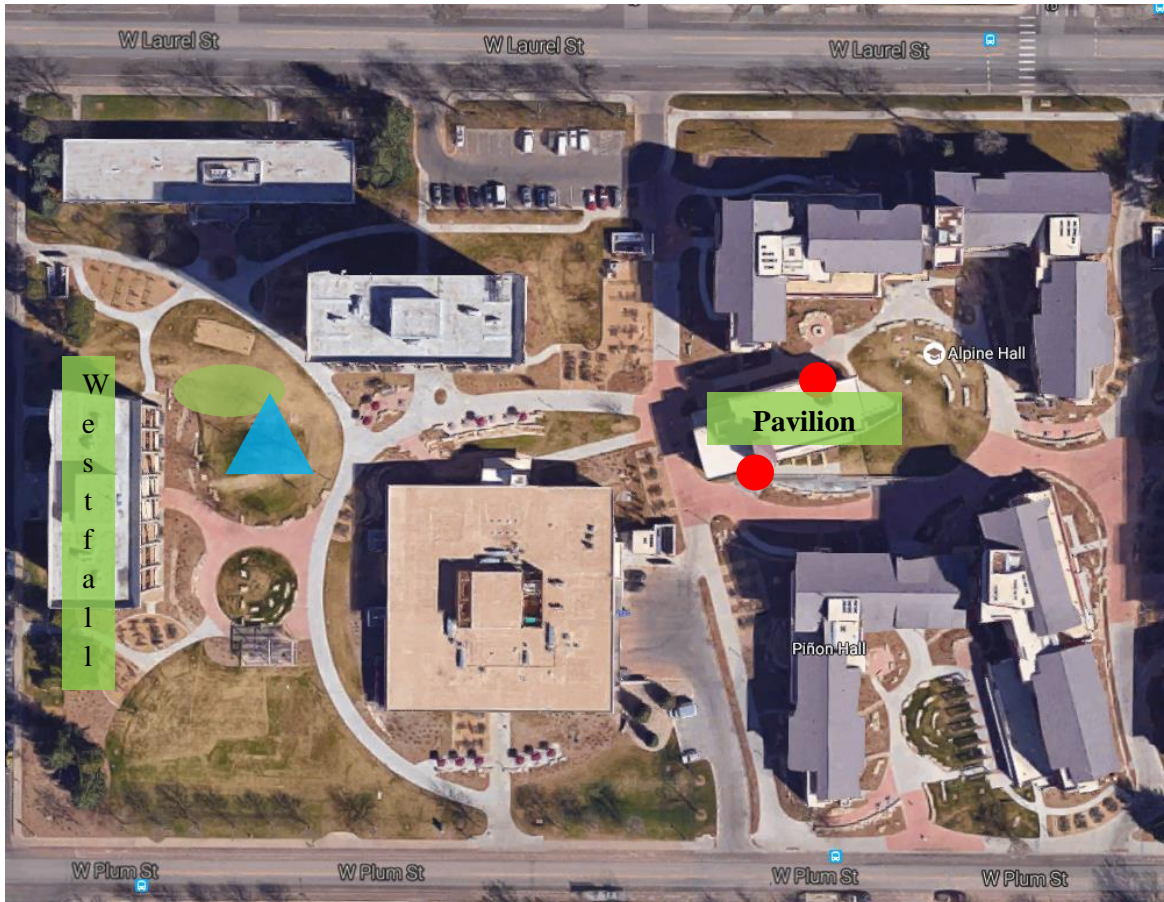
Distance from building to staff assembly area ~90 ft.

Distance from building to non-staff assembly area ~90 ft.



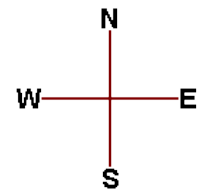
Laurel Village Pavilion Emergency Evacuation Assembly Areas

Staff	Assemble on grassy area east of Westfall Hall
Non-Staff	Assemble on grassy area east of Westfall Hall
Assembly Area B	Durrell



Distance from building to staff assembly area ~275 ft.

Distance from building to non-staff assembly area ~275 ft.



Mountain Campus Emergency Evacuation Procedures

BUILDING FIRE PROCEDURES

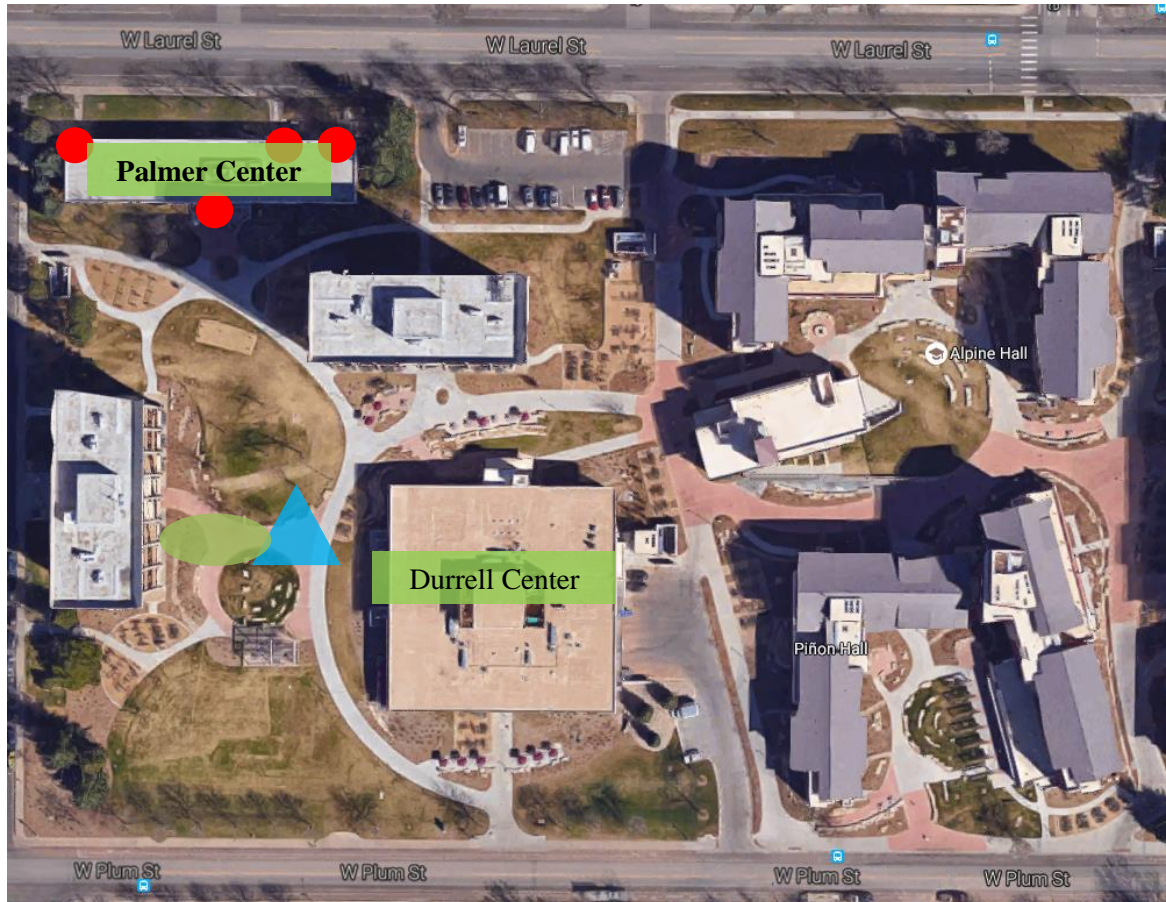
- Evacuate building and account for all guests and inhabitants
- Clear nearby buildings and contact Management Team
- Sound fire alarm in back of the store (this can come later)
- Initiate Fire Plan:
 - Contain fire
 - Don't endanger staff
- Utilize fire trucks and domestic water hoses
- Protect nearby buildings
- Contact CSUPD
 - 911
 - 970-491-6425 (non-emergency)




WILDFIRE PROCEDURES

- Call FC Interagency Wildfire Dispatch Center
 - 970-295-6800
- Gather relevant information and contact Management Team
- Utilize fire trucks if applicable
- Plan evacuation of campus:
 - Conference Center & Dorms
 - Conference Coordinator is responsible
 - Student Cabins
 - Assistant Director is responsible
 - Total Campus
 - Director responsible

Palmer Center Emergency Evacuation Assembly Areas

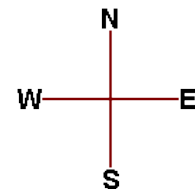
Staff	Assemble on sidewalk west of Durrell
Non-Staff	Assemble on sidewalk west of Durrell
Assembly Area B	Pavilion or Durrell



	= Exterior Door
	= Staff Assembly Area
	= Non-staff Assembly Area

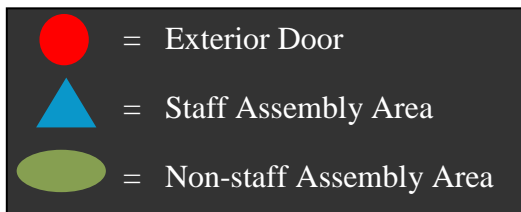
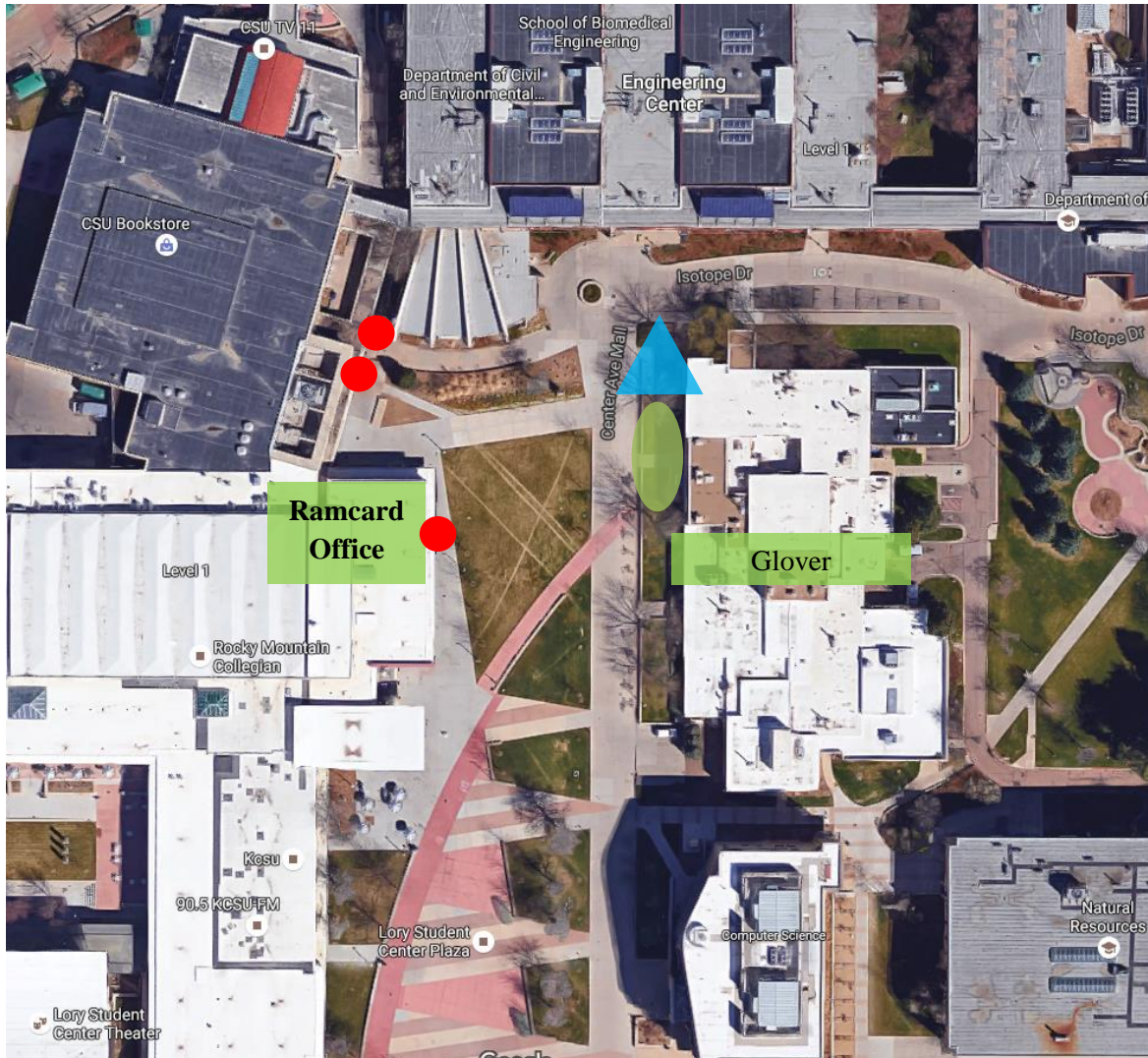
*Distance from building to staff
assembly area ~230 ft.*

*Distance from building to non-staff
assembly area ~230 ft.*



RamCard Office Emergency Evacuation Assembly Areas

Staff	Assemble along the grassy area on the west side of Glover
Non-Staff	Assemble along the grassy area on the west side of Glover
Assembly Area B	Warmer College of Natural Resources First Floor Lobby



Distance from building to staff assembly area ~130 ft.

Distance from building to non-staff assembly area ~130 ft.

