



HDS Emergency Evacuation Assembly Areas

Synopsis

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.

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).

Academic Village Engineering	
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
Academic Village Honors	
Honors Residents	Assemble on IM Fields, cross South Dr using crosswalk
Desk Staff	No desk staff
Building Staff	Assemble north sidewalk, cross South Dr using crosswalk
Assembly Area B	Newsom Event Center
Academic Village Aspen	
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
Academic Village Ram's Horn	
Dining Staff	Assemble on grassy island in parking lot
Dining Patrons	Assemble on grassy are of Newsom northwest wing
Assembly Area B	Newsom Event Center
Aggie Village	
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
Aggie Family	
Aggie Family Residents	Assemble at a pre-designate exterior meeting location area with family, roommates, and/or neighbors. Use landmarks to meet at such as trees, tables, or courtyard BBQs.
Building Staff	Assemble on sidewalk or grassy area a safe distance away from building affected and out of the way of emergency responders. Do not assemble inside courtyard areas.
Assembly Area B	Aggie Village Lodgepole
Allison	
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

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
Braiden	
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
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
Corbett	
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 south wing
Building Staff	Assemble on sidewalk north of 'G' wing
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
Durrell	
Building Staff	Assemble on grassy area south of Westfall Hall
Non-Staff	Assemble on grassy area south of Westfall Hall
Dining Staff	Assemble on grassy area southeast of Durrell Center
Dining Patrons	Assemble on grassy area south of Westfall Hall
Assembly Area B	Pavilion
Durward	
Durward Residents	Assemble on grassy area southeast of Westfall hall
Desk Staff	Assemble on grassy area near sidewalk southeast of Westfall
Building Staff	Assemble on sidewalk northeast of Palmer Center
Assembly Area B	Durrell or Pavilion
Edwards	
North Wings	Assemble on grassy area of IM fields, use caution when crossing South Dr
South Wings	Assemble on grassy area south of Ingersoll's south wings
Desk Staff	Assemble on parking lot island northeast of front door
Building Staff	Assemble at Ingersoll Hall back dock area
Bakeshop	Assemble at Ingersoll Hall back dock area
Assembly Area B	Ingersoll lobby
Housing Services Center	
Building Staff using North or East Exit	Assemble on grassy area north of UV building 22
Building Staff using West Exit	Assemble on grassy median south of Warehouse

Non-Staff	Assemble on grassy area north of UV building 22 OR Assemble on grassy median south of Warehouse
Assembly Area B	UV 34 Program Space
Housing Warehouse	
Building Staff	Assemble on grassy median south of Warehouse
Non-Staff	Assemble on grassy median south of Warehouse
Assembly Area B	UV 34 Program Space
Ingersoll	
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	Assembly on grassy area west of Ingersoll main entrance
Assembly Area B	Edwards Event Center
International House	
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
Laurel Village Alpine	
Alpine Residents	Assemble on grassy area of 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
Laurel Village Pavilion	
Building Staff	Assemble on grassy area east of Westfall Hall
Non-Staff	Assemble on grassy area east of Westfall Hall
Assembly Area B	Durrell
Laurel Village Pinion	
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
Newsom	
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
Palmer Center	
Building Staff	Assemble on sidewalk west of Durrell Center
Non-Staff	Assemble on sidewalk west of Durrell Center
Assembly Area B	Durrell or Pavilion
Parmelee	
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
Dining Staff	Assemble on 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
RamCard Office	
Office 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	Warner College of Natural Resources First Floor Lobby
Summit	
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
University Village	
University Village Residents	Assemble at a pre-designate exterior meeting location area with family, roommates, and/or neighbors. Use landmarks to meet at such as trees, tables, or courtyard BBQs.
Building Staff	Assemble on sidewalk or grassy area a safe distance away from building affected and out of the way of emergency responders. Do not assemble inside courtyard areas.
Assembly Area B	UV 34 Program Space
Westfall	
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	Durrell or Pavilion