Welcome back to a spring semester highlighted by snow. Yes snow!

We hope you'll find this edition informative, and we are working on a fresh appearance to the Ready Colorado State training series and the Emergency Readiness webpage on the Talent Development website too. I'll look forward to hearing your feedback as we go through the semester.

Here's to a wonderful and healthy 2022!

Bob and the Training Team

The CSU Health Network’s Suspicious Package Drill
Completed - Summer 2021
The key to emergency preparedness is having a plan and practicing the plan (ready.gov). Drills are a great way to involve staff and get in that practice. Sometimes, as happened with the CSU Health Network’s Summer 2021 drill, you find flaws in your plans. Our thanks to Bob Chaffee for first suggesting this suspicious package drill, which lead to a change in our protocols.

Our Safety Team created a suspicious backpack and parcel to place at different locations around the Health Network. Creating a backpack that would look suspicious on a college campus was challenging. I discovered a graphic from the Cybersecurity & Infrastructure Security Agency that provides tips and a pneumonic to determine if a bag is suspicious - or just unattended. Our team liked the graphic and pneumonic so much that we’ve added it to our Building Safety Plan. But this is only a part of the need for change we discovered.

<table>
<thead>
<tr>
<th>Suspicious Backpack</th>
<th>Suspicious Parcel</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.jpg" alt="Suspicious Backpack Image" /></td>
<td><img src="image2.jpg" alt="Suspicious Parcel Image" /></td>
</tr>
<tr>
<td>Note the youthful pattern, over-stuffed appearance, wires, and antenna.</td>
<td>Note the non-specific address, excessive tape, lack of postage, and stains.</td>
</tr>
</tbody>
</table>

Another way we tried to counter the “normalcy” of backpacks and parcels in the Health Network was by staging them in odd places. Still, staff did not always notice or respond to the items. The key to the success of this drill was the dialogue and training we had with staff once the items were discovered. Once the items were identified, we asked staff what made them suspicious (or not suspicious) of the items. We also discussed what to do if there were
concerns about an item in the facility. Participating staff correctly identified the Building Safety Plan (which we have printed in our safety binders) as the place to look for instructions. The Safety Team used this opportunity to introduce the “H.O.T.” and “R.A.I.N.” mnemonic to identify and respond to suspicious items.

Note the backpack is “Hidden” under a chair in the empty lobby. The middle of a hall is not a “Typical” place to deliver a package.

It’s a good thing our team was already introducing these new concepts during the drill. While responding to the suspicious parcel in the laboratory, that department’s staff read the Building Safety Plan in their binder. They noticed that it directed staff to place a suspicious parcel into a bag before securing the area or reporting the item. This is not what our Safety Team wants staff to do. This was probably written specifically for a mail room or may have been based on older emergency response concepts. Clearly, no one had read that section line – for – line for some time. If not for the drill, this could have been the instruction someone followed in an emergency.

Following the drill, we combined the Postal Services’ “Suspicious Mail or Packages” poster with the “Suspicious or Unattended” poster and sent all copy to all our staff. We’ve also added a laminated copy to our safety binders and updated the written instructions in our Building Safety Plan (see next page) to reflect those agency’s recommendations.

Having robust emergency preparedness plans is a must. However, if you don’t practice it with your staff, you might never know what you’re missing.

**Safety First:** We communicated with the CSU Police Department weeks before our drill. We provided them with pictures of the suspicious items, as well as a precise schedule of where the items would be, and when. A Safety Committee member was
in sight of the suspicious items at all times, and we provided their contact information to CSUPD in case someone called 9-1-1 during the drill.

Wendy McGahey, MSN, RN, NHDP-BC

Many thanks to Wendy for a well-written and informative article we can all learn from! Bob

(See the checklist below too)

CHECKLISTS (Mnemonics) TO CONSIDER

Is the object H.O.T.?

- **Hidden**
  - Placed out of sight
  - Appears purposely concealed

- **Obviously suspicious**
  - Unexplainable wires or electronics
  - Bomb-like components

- **not Typical**
  - Out of place for the location
  - Potentially related to a threat

If so use R.A.I.N.

- **Recognize the Indicators of a Suspected Explosive Device**
  - Indicators can be related to the characteristics, events, location, or time, including whether the item is Hidden, Obviously suspicious, or not Typical (H.O.T.)

- **Avoid the Area**
  - **Don’t touch** the suspected item. Instead, immediately move and direct others to move away immediately.
  - Do not evacuate the building unless directed to by the CSUPD.

- **Isolate the Suspected Item**
  - Establish a perimeter to secure the area and continue to direct people away. Use frontal and overhead cover and if available wear personal protective equipment.

- **Notify Appropriate Emergency Services**
  - Call 9-1-1 to reach the CSU Police Department.
  - If calling from a cell phone, inform the Fort Collins emergency dispatcher that you are calling from the CSU campus
  - Describe the suspicious item, the location of the item, and the time of placement and/or discovery.
Ready Tips from FEMA

Weathering Winter Storms

If the weather outside is frightful, make sure you are prepared to safely brave snow, ice, and other winter weather hazards.

Here are some tips to help you stay safe:

Pay attention to watches and warnings. A Winter Weather Advisory is issued for snow, freezing rain, freezing drizzle and sleet that will cause inconveniences and can be hazardous if you are not cautious. A Winter Storm Watch is an alert to the possibility of a blizzard or snow, freezing rain, or sleet that could be heavy. It’s issued 12 to 48 hours before a winter storm. When a Winter Storm Warning is issued, heavy snow, freezing rain or sleet is expected soon or may be occurring already. These warnings usually come out 12 to 24 hours before the storm. Sign up for your community’s warning system. The Emergency Alert System and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts.

Stock up before the storm. You may not have to deal with crowds at the grocery store when a storm warning is issued if you already have a supply of water and food that doesn’t need to be cooked if you lose power. Make sure you also have flashlights and extra batteries. Only use generators outside, more than 20 feet away from your home’s doors and windows.

Limit your time outside. Stay off the roads if possible. Keep your car’s gas tank full and keep an emergency kit that includes a blanket in your car. If you need to go out, wear layers of warm clothing.
Watch for signs of frostbite and hypothermia. **Frostbite** causes loss of feeling and color around the face, fingers and toes. If it occurs, go to a warm room, and soak the affected part in warm water. Do not massage or use a heating pad. **Hypothermia** is an unusually low body temperature. A temperature below 95 degrees is an emergency. Signs include shivering, exhaustion, slurred speech, or drowsiness. In a warm room, warm the center of the body first and wrap in warm blankets, including the head and neck.

**Check on neighbors.** Consider connecting by phone, email, text, video chat, and/or via social media.

**Get help with heating bills if needed.** The [Low Income Home Energy Assistance Program](https://www.hhs.gov/) (LIHEAP) is a federally funded program that helps low-income households with their home energy bills. To find out if you are eligible to receive LIHEAP benefits, contact your state LIHEAP office at: [Colorado | The LIHEAP Clearinghouse](https://www.hhs.gov/). For help call: 1-866-674-6327.

Visit [www.ready.gov/winter-weather](http://www.ready.gov/winter-weather) for more information.

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**Individual and Community Preparedness Newsletter**

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**Train for the moments that matter**

[Training Services for Organizations | Red Cross](http://www.redcross.org)

Be on the front lines when it comes to saving lives. Our updated Red Cross First Aid/CPR/AED program combines a new, game-changing educational model with the latest science-based advancements in lifesaving care. Learn lifesaving skills in an interactive and hands-on environment and have the confidence to take immediate action when minutes matter. [Learn more about how you can get involved.](http://www.redcross.org)
WHEN DISASTER STRIKES

Recently we had some devastating fires whip through some small towns between Boulder and Denver, Colorado. Nothing could be done with the high winds we had that day, and a thousand families lost everything they own.

And yet, we are grateful for the limited loss of life. And millions of dollars were contributed by the community within a couple of days to help these folks get through the toughest times of their lives.

What do we learn for our businesses?

First: You can’t control all risks, and nothing is permanent. Whether this was sparked by human error or induced by climate change or whatever, the fact is that significant risk remains.

Second: It’s the people that matter. When you’ve lost all that you own but your family remains, you realize that’s what makes life worth living. Yes, it’s devastating.

But Third: We can all help each other out, whether it’s with dry socks or a kind word or a meal.

And that, my friends, is why there can still be hope after such a loss. Because we can help each other get through even the worst of times.

This article with permission from Carl Dierschow of SMALL FISH BUSINESS COACHING

www.smallfish.us
Updates from Talent Development

While we are trying to do more ‘face to face’ trainings at the University House, the ever-changing face of COVID requires that we all be flexible. We have several trainings scheduled for spring semester, some at University House and some on-line. We may have to move to on-line trainings because of health regulations and policies. Please be patient and attend classes as you can.

YOUR FEEDBACK IS NEEDED!

So, here’s a chance to impact the process! With the peaks in COVID and Omicron currently, are most of you more interested in training ‘in person’ or remotely on-line? Please let me know soon at bchaffee@colostate.edu and thank you very much!!

We’re also updating ‘the look’ of our readiness trainings, our webpage on the Talent Development website, and the Ready CSU Newsletter with the assistance of a very capable student, Breanna (Bre) Torrez. I think you will enjoy the added useability and professional appearance in all these areas of our training. My personal thanks to Bre and to Diane Fromme for their assistance in the ever-present need to update materials!

As always, we look for articles and feedback from you, the learners, to make our trainings as timely and relevant as they can be to help you at work and at home!

Here’s to a solid training year in readiness issues for us all! 

Bob

For more resources visit the Talent Development Website and click on Emergency Readiness Training

training.colostate.edu/emergency-readiness-trainings

or

https://safety.colostate.edu
Ready Colorado State Newsletter is published six times each year – January, March, May, July, September, and November and distributed to subscribers. It includes information from Building Proctors, university staff and faculty, from businesses and professional groups and publications, government sources, and from other campuses throughout Colorado and Wyoming. These articles are put together by your Ready CSU Training Team, a university wide coalition of peers concerned about preparedness, safety, and YOU.

Check with your proctor to see what’s up in readiness here at CSU! Better yet, tell coworkers they can also subscribe to the newsletter at:

https://lists.colostate.edu/cgi-bin/mailman/listinfo/ready_csu_newsletter

This publication is intended to serve YOU, the folks who serve our students: if you have information that may be included here for the benefit of your colleagues, please send it to Bob Chaffee at Talent Development at this email address:

bchaffee@colostate.edu