2 MINUTE TRAINING/DISCUSSION

TOPIC LIST

*Goal* - *initiate discussion and awareness, at every staff meeting or retreat, about potential emergencies that can and will happen in our workplace.*

Active Assailant or Intruder
Weather emergencies and weather warning system
Lightning
Tornado
Disoriented Person Enters
Intoxicated/Drugged Person in Building
Evacuation and secondary threats
Bomb threats
Threat or possible/veiled threats
Workplace injury or medical emergency
Civil disturbance or sit-in Outside or Blocking Entrance
I saw a gun/knife/bomb/suspicious person, package, device
I am the victim of a crime
What about solicitors
What/who is a suspicious person, package/item, or behavior
There is a news reporter here asking questions
Someone is asking about the alarm system and taking pictures
A person has been observing our building for over an hour from their car
I heard that a co-worker has a restraining order against their spouse
Chemical issue or spill
Broken pipe with water running throughout a floor or wing of your building
Personal protective equipment and safety gear
Wildlife in/around building – who to report to
Generate a list of resources for emergencies and workplace situations
Research Animal(s) Escape
Can We Call 911 Silently? (Text to 911)
Calling 911 – what will dispatchers need and ask?
Youth on the roof or climbing exterior ladder or walls
How will we notify/communicate in an emergency (recorded line, group texts, other)?
Dangerous Animal (bear, mountain lion, rattlesnake, rabid small game) in or near the building

AED Alarm is Sounding
Vehicle Crash with person(s) injured in the lot
Notification from CSU PD to ‘LOCK DOWN’ or ‘LOCK OUT’! Our Procedure?

Building next door is being evacuated in sub-zero temperatures with wind and snow – can they shelter in our building? Where?

A faculty or staff member brings in a copy of a protective order from the court and says they may be endangered by a family member. Who do you call? What warnings do you give? What confidentiality must be maintained? The Support and Safety Assessments Office is a great resource – maybe have them attend a meeting?

Suspicious/dangerous? Odor in building?
Wild animal inside the building
Lost child enters your facility or parent looking for a child

These discussions can go a long way toward awareness, updating your procedures, and inoculating your staff against the shock/stress of an actual emergency. If they know what to do, they’ll respond more quickly and comfortably.

Start with simple issues and build on successful solutions or updates for your building plan!

If you don’t know what to do and can’t make a plan for yourselves, contact Emergency Management, CSUPD, or Talent Development for an orientation session.