CU Building
Emergency Response Plan
Approval and Implementation

This University of Colorado Denver CU Building Emergency Response Plan will be effective upon submission by the University of Colorado Denver | Anschutz Medical Campus Emergency Manager and approval by the Provost and Chancellor of the University of Colorado Denver.

This plan will be executed upon order of the Provost and Chancellor, or their authorized representative(s).

This document replaces and supersedes all previous versions of the University of Colorado Anschutz Medical Campus’s emergency response plans.

SUBMITTED:

___________________  _______
Essi Ellis          Date
University of Colorado Denver | Anschutz Medical Campus
Director of Emergency Management

APPROVED:

___________________  _______
Dorothy Horrell       Date
University of Colorado Denver
Chancellor

APPROVED:

___________________  _______
Roderick Nairn       Date
University of Colorado Denver | Anschutz Medical Campus
Provost
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SUBMITTED:

Essi Ellis  
Date: 4/13/18

University of Colorado Denver  
Anschutz Medical Campus  
Director of Emergency Management

APPROVED:

Dorothy Horrell  
Date: 2/14/18

University of Colorado Denver  
Chancellor

APPROVED:

Roderick Nairn  
Date: 2/23/18

University of Colorado Denver  
Anschutz Medical Campus  
Provost
INTRODUCTION:

The University of Colorado Denver’s (CU Denver’s) Building is located at 1250 14th Street, Denver, Colorado 80202 and is an eight story structure with approximately 144,900 rentable square feet and was constructed in 1977. The occupants of the building include staff, faculty and students of the following CU Denver and CU Anschutz Medical Campus entities: College of Architecture and Planning, InWorks, College of Arts and Media, and Business School Executive Masters of Business Administration Program.

The CU Denver Building and Annex has an effective emergency response plan that outlines actions to response to various emergencies. All staff, faculty, and students are to follow these actions to the best of their ability.

PURPOSE:

The primary purpose of this plan is to provide CU Denver students, faculty, and staff with information that may be critical to ensure your safety or the safety of others in the event of an emergency.

Accidents and emergency situations can happen to anyone, at any moment. Take the time to learn the emergency procedures and contacts listed in this document. Take responsibility for your own safety and the safety of others by reporting potentially dangerous conditions or concerns to the appropriate departments. You should consider making preparations for emergency events. Learn both main and alternate paths of egress from your work areas. Most importantly, discuss this document with the individuals within your department. Pre-plan your group’s actions. Make sure that everyone knows the basic procedures to follow in the event of an emergency situation.

This document contains scenario-specific response protocols and should be adhered to by all CU Denver students, faculty, and staff that occupy the CU Denver Building and Annex facility.

Included in this document are appendices which serve to identify specific activities required to support emergency response and accountability processes:

- Appendix A – Quick Reference Emergency Response Plan
- Appendix B – Evacuation Muster/Rally Point Map for Tenants of the CU Building and Annex Facility
- Appendix C – CU Building and Annex Facility Floor Plans
- Appendix D - Accountability Procedures (to be developed by departments, schools, and colleges located within the CU Denver Building and Annex)
CONTACT INFORMATION:

**EMERGENCIES:** Call Denver Police – 911 from a campus or cell phone.

**Non Emergencies:** Call the CU Denver Building and Annex Security Guard Station at 303-315-6000 or Auraria Police Department at 303-556-5000 from a campus or cell phone.

Information on campus closures and delays may be obtained by calling the CU Denver / Auraria Campus Information Line: 877-556-3637

Building-wide intercom system messages can be formulated and distributed by Denver Fire Department, building security and/or CU Denver Facilities Management. If instructions are provided over the intercom system, please promptly follow the instructions and do as directed. The intercom system can only be controlled by emergency personnel.

CU Denver | Anschutz Medical Campus Departmental Contacts:

Facilities Operations: 303-315-1777, DISPATCH@UCDENVER.EDU
Environmental Health & Safety Department (Anschutz): 303-724-0345
Fire & Life Safety Officer: 303-724-0293
Human Resources: 303-315-2700
Risk Management: 303-724-1127
Office of Information Technology/Telecomm: 303-724-HELP (4357)
Care (Campus Assessment, Response & Evaluation) Team: 303-352-3579
Emergency Management Division: 303-724-4999

CU Denver | Anschutz Title IX:

Stop sexual assault, sexual harassment & discrimination! If you believe there has been an act of discrimination on the basis of sex against any person or group, contact the university’s Title IX Coordinator at 844-288-4853.

CU Denver | Anschutz CARE Team:

The Campus Assessment, Response & Evaluation (CARE) Team is committed to improving campus safety and student success by proactively and collaboratively managing situations and individuals that pose, or may reasonably pose, a threat to the safety and wellbeing of the campus community. The team coordinates with students, faculty, and staff as well as concerned others, using objective and thoughtful approaches to identifying, assessing and intervening with individuals of concern.

If you encounter a student who appears to be exhibiting unusual behavior, contact the CARE team at shareaconcern@ucdenver.edu.

If you encounter a faculty/staff member who is exhibiting unusual behavior, contact the FAST team at 303-315-0182.
Behaviors to report:

- Erratic behavior and paranoia
- Threatening words or actions
- Violent or aggressive behavior
- Classroom disruptions or excessive absenteeism
- Relationship or self-violence
- Writings or social media postings that convey potential threats
- Observed self-injurious behaviors
- Extreme rudeness or insubordination towards others
- Extreme or sudden changes in behavior
- Lack of emotional expression or responsiveness
- Alienation/isolation from others

Report erratic behavior to the Auraria Police Department at 303-556-5000.

COMMUNICATION DURING AN EMERGENCY:

The CU Denver Building and Annex will be notified of imminent threats to the building through the CU Denver emergency notification system (CU Alerts!) by text, email, and/or phone message. Imminent threats are those that may cause serious harm or death to individual(s) of the campus community or severe structural damage to campus facilities. It is also encouraged to monitor reliable local news media, weather sources, and social media outlets. Campus closure and delay information can also be obtained through the CU Denver/Auraria Campus Information Line at 877-556-3637.

Follow these instructions in order to receive text (SMS) emergency alerts from the CU Alerts! system:

1. Go to www.my.cu.edu and log in using your CU credentials
2. Under “My Info” click on “Contact Details”
3. Once your identity has been verified, you may add or change your cell phone number (choose “Cellular” as the phone type in the drop down list)

THREAT SPECIFIC PROCEDURES:

Due to its location and geological features, the campus is vulnerable to the damaging effects of several threats and hazards that include, but are not limited to:

**Natural Hazards**: Tornado, straight-line winds, snow/ice/hail, extreme temperatures, drought, flood, and pandemic (human and/or animal).

**Technological Hazards**: Hazardous materials spill (fixed facility or transportation), fire/explosion, building/structure collapse, power/utility outage, transportation
accident (rail, aircraft, motor vehicle), information technology outages (network disruption, communications failures, etc.).

**Human-Caused Threats:** Demonstration/special events, riot, workplace violence/active harmer, cyber-attacks, economic emergency, terrorism/sabotage, hostage situation, attack (conventional, radiological, nuclear, biological, chemical).

The following are procedures for threat-specific incidents.

**Medical Emergencies:**

1. Dial 9-1-1 to contact Denver Police from campus or cell phone.
2. Report location of person needing assistance. Remain calm and be specific when speaking to police dispatch.
3. State that you have a medical emergency and whether or not an ambulance is needed. The call will be transferred to the responding agency. Be prepared to give a basic description of the nature of the injury or illness.
4. If trained, begin first aid. **Do not move the ill/injured person unless failure to do so would cause further injury and it is safe to do so.**
5. If police are not on scene, send someone to direct the emergency responders to the location of the medical emergency.

**Natural Disasters and Severe Weather:**

In the event of an imminent severe weather threat to the campus (or campus closure) the university will notify students, faculty and staff via **CU Alerts!**. Building intercom systems may also be used, but may not be available given the emergency. The text, email and phone message system is the official form of notification.

**Tornadoes and Severe Weather:** Do not assume that it is safe if a weather alert (“watch” or “warning”) has not been issued as tornados or other severe weather can crop up at any time. You may be at risk and should prepare to take cover anytime severe weather threatens. Severe weather information will be disseminated through the **CU Alerts!** system and/or digital signage on campus (where applicable). If severe weather occurs in the area:

1. Remain calm; do not run or panic.
2. As it is safe to do so, seek shelter in the lowest possible level of the building, in an interior space, away from windows.
3. Wait for the “all-clear” from the fire department (via the fire enunciator system in the building or in person), police, or **CU Alerts!** before leaving your area of protection.
**Blizzards/Heavy Snow:** The Chancellor (or designee) is responsible for the decision to close any or all campuses or to issue campus advisories. Such decisions will be made for extreme weather conditions that pose an immediate health and/or safety hazard. **Notifications of campus closures and/or delays will be transmitted through the CU Alerts! system.** Campus closure and delay information can also be obtained through the CU Denver / Auraria Campus Information Line at 877-556-3637.

**Flood:** During periods of heavy rain and flash flooding:

1. Be cautious of low-lying areas that may have flash flood conditions; if the road is covered, find an alternate route. If inside a building, evacuate to higher ground immediately if it is safe to do so. Move to higher floors within the building if you are unable to evacuate.

2. Report flooding on or near campus to Auraria Higher Education Center (AHEC) Police from a campus or cell phone at 303-556-5000.

3. Be aware that floods are usually accompanied by other severe weather conditions.

**Hazardous Material Release:**

College or Architecture and Planning (CAP) students, faculty, and staff: If you have a more immediate threat them might pose a health or safety incident, please contact the Design and Fabrication Lab (303-315-2071), alert your supervisor or CAP leadership (303-315-1015), or Facilities Operations (303-315-7777).

**Emergency Release:** Uncontrollable, high toxicity hazard, potential fire/explosion hazard, or unknown substance. If an emergency release occurs:

1. Evacuate the immediate area of all personnel.

2. Close the doors to contain the material.

3. Call Denver Police from a safe area campus or cell phone at 9-1-1, and provide the dispatcher with any of the following known information:
   a. The exact location of release and the area(s) affected.
   b. Injuries due to exposure, number (and names) of person(s) affected, and conditions/symptoms.
   c. Hazardous product(s) released and amount released.
   d. Where the caller will meet emergency responders and a contact number to reach the caller.

**Incidental Release:** An incidental release is a spill of known material with low toxicity that can easily controlled with proper protection and equipment available. Personnel causing the spill will initiate cleanup immediately. If an incidental release occurs:
1. Fill out an EHS Incident Report Form (Appendix E) and submit to ehs.compliance@ucdenver.edu. EHS will notify proper university authorities.

**Air Quality:** For concerns with air quality University of Colorado Denver Campus, employees, students, and/or staff should contact Facilities Operations at 303-315-7777. University Facilities Operations serves as the point of contact and will involve personnel from University Environmental Health & Safety and University Risk Management, as needed.

**Fire:**

Upon discovery of a fire on the University of Colorado Denver Campus, follow the A-RACE actions:

1. **Active:** Pull the nearest fire alarm pull-box (at/near an exit door).
2. **Rescue:** If safe, assist any injured or disabled persons out of the area. Do not put yourself in danger.
3. **Alert:** Notify others in the immediate area. From a safe location, call Denver Police from a campus or cell phone at 9-1-1. Give the exact location, what is burning, and your name.
4. **Confine:** Close doors as you exit the fire area.
5. **Extinguish and/or Evacuate:** Extinguish the fire, if safe. Otherwise, evacuate the building by following the exit signs to the shortest or safest route, but **DO NOT USE ELEVATORS**. Assemble at your assigned muster/rally location shown on the map in Appendix B.

Floors/departments may choose to implement a floor warden process in order to assist with evacuation and/or sheltering; communications internally and with first responders; and accountability of students, faculty, staff, and visitors.

Floor warden duties should be split between more than one person in order to accomplish these tasks and proper training to staff should be provided.

Report injured, trapped, or unaccounted for persons to fire personnel. **DO NOT** re-enter the building until alarms have stopped and/or emergency personnel advise you that it is safe to re-enter.

**Suspicious Activity and Bomb Threats:**

**Bomb Threats:** All bomb threats must be considered real until proven otherwise. If you receive a bomb threat:

1. Remain calm.
2. Call Denver Police at 9-1-1 and provide the dispatcher with information:
   a. What the bomb suspect said and a description of the suspect including his/her voice (male/female, excited, angry, etc).
b. **Exact time the bomb threat was made.**
c. **The reported location and description of the bomb, package, or object.**
d. **Try to get as much information as possible about the suspect and incident.**

If you discover a suspicious package or object, **do not** touch or move it. **AVOID** using a cell phone! Immediately:

1. Encourage persons in the area to move away.
2. Call Denver Police at 9-1-1 and provide the dispatcher with information:
   a. **The location and description of the bomb, package, or object.**
   b. **A detailed description of the item(s)**
   c. **Exact time the suspicious package/object was found.**

**Active Shooter/Harmer:** An active shooter/harmer is an armed person who has used deadly physical force on individuals and who may continue to do so while having unrestricted access to additional victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the attack or shooting and mitigate harm to additional victims. How you respond to an active shooter will be dictated by the specific circumstances of the encounter. Be aware that there could be more than one shooter involved in the situation.

**If an active shooter is outside your building:**

1. Seek sanctuary by proceeding to a room that can be locked. Close and lock all windows and doors and turn off all lights. If rooms do not lock, attempts to barricade the door with large objects should be made, in order to prevent the suspect from entering your room.
2. If possible, get down on the floor and ensure that no one is visible from outside the room.
3. Call 9-1-1 from a campus or cell phone and advise the dispatcher of the events and inform him/her of your location.
4. Remain in place until the police, or a campus administrator known to you, gives the “all clear”.

**If an active shooter is in the same building:**

1. Seek sanctuary by proceeding to a room that can be locked. Close and lock all windows and doors, and turn off all lights and get down on the floor.
2. **OR,** if you can do so safely, exit the building.

**If an active shooter enters your office or classroom:**

1. Try to remain calm and call 9-1-1 from a campus or cell phone, if possible, and alert police to the shooter’s location.
2. If you can’t speak, leave the line open so the dispatcher can listen to what is taking place. Normally, the location of a 9-1-1 call made from a campus phone can be determined without speaking.
3. If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a very last resort after all other options have been exhausted.

4. If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

EMERGENCY PROCEDURE CONSIDERATIONS FOR SPECIAL INTEREST POPULATIONS AND VISITORS:

Incidents are likely to pose a challenge for the whole community but specifically the special needs population which includes, but are not limited to, children, individuals with disabilities, and others with access and functional needs, diverse communities, the elderly, and people with limited English proficiency. These groups may be lacking in resources, mobility, and/or capability to react, cope, or understand the emergency conditions and circumstances.

These members of the community may have needs before, during, and after an incident in access and functional areas, including but not limited to: communication, transportation, supervision, and medical care. Emergency planning will enable members of the community (including visitors) with or without disabilities to evacuate, use emergency transportation, and participate in all emergency and disaster related programs.

As needed, prepare personal evacuation and shelter plans for individuals requiring special assistance during an emergency. Issues to consider in this plan include:

- Intended route and means of evacuation
- Who will/can be of assistance
- Areas of refuge where they can wait for assistance. If your building does not contain designated areas of refuge, first responders will look for people who are unable to evacuate on stairwell platforms throughout the building.

Also update your departmental emergency response plan to accurately describe the number of people with disabilities who may require special assistance during an evacuation and their primary work location(s).
Appendix A
Quick Reference Emergency Response Plan
CU Building and Annex
Quick Reference Emergency Response Plan
CU Building and Annex

EVACUATION

IF A FIRE ALARM IS ACTIVATED, THE BUILDING MUST BE EVACUATED.

FLOOR WARDEN DUTIES:

- CLEAR PEOPLE FROM BUILDING USING STAIRWELLS
  - If conditions allow, assist in evacuating staff, students, and visitors/patrons from the building by directing everyone to the nearest stairwell exit (do not use elevators) and muster area.
  - Do not take unnecessary risks. People who refuse to leave must take responsibility for their own actions.

- RALLY AT MUSTER AREAS
  - The building has three muster areas:
    - PRIMARY: Park located between Larimer and Lawrence Streets, in between Speer Blvd north and south bound lanes.
    - SECONDARY: Parking lot/open space located on southeast corner of Market and 14th Streets.
  - Make sure there is a least one floor warden at each of the muster sites to assist in staff accountability.
  - Implement communication, when applicable, between every muster site during an evacuation for accountability and emergency communication purposes.

- DO NOT RE-ENTER THE BUILDING UNTIL THE AHEC POLICE, DENVER POLICE, FIRE MARSHALL, BUILDING SECURITY OR FACILITIES GIVES APPROVAL!

About floor wardens:
- Floor warden is a position it is not a specific individual. This is because we don’t know who will be in the building when an emergency occurs.
- Duties can be split between more than one person (when applicable).

Evacuation of Persons with Disabilities
- Direct persons with disabilities to closest stairwell.
- Emergency personnel (firemen, police, EMTs, etc.) will be responsible for assisting the evacuation of persons with disabilities from the building.
- If you know that there are people with disabilities in the stairwells, please alert emergency personnel.
SHELTER-IN-PLACE

BUILDING OCCUPANTS MAY BE DIRECTED TO SHELTER-IN-PLACE VIA THE CU Alerts! SYSTEM.

TORNADO

General Tornado Sheltering Guidelines:
- Stay away from windows.
- Move to interior spaces on the lowest floor possible.
- THE AHEC POLICE, DENVER POLICE, FIRE MARSHALL, BUILDING SECURITY OR FACILITIES WILL GIVE THE “ALL CLEAR” WHEN THERE IS NO LONGER AN IMMINENT THREAT TO THE CAMPUS.

OTHER CAMPUS SHELTERING INCIDENTS  
  e.g. Chemical, biological, radiological, terrorist, etc

General Sheltering Guidelines:
- Take refuge in a small, interior room, with no or few windows.
- Keep an emergency preparedness kit in your shelter location.
- Close and lock doors and close window coverings.
- THE AHEC POLICE, DENVER POLICE, FIRE MARSHALL, BUILDING SECURITY OR FACILITIES WILL GIVE THE “ALL CLEAR” WHEN THERE IS NO LONGER AN IMMINENT THREAT TO THE CAMPUS.

Shelter-in-Place for Persons with Disabilities
- If conditions allow, direct and assist persons with disabilities to appropriate safety area (stairwell or restroom). Otherwise, shelter-in-place in current location.
- If you know that there are people with disabilities in safety areas (or other locations), please alert emergency personnel when they arrive on scene.
- Emergency personnel (firemen, police, EMTs, etc.) will be responsible for assisting the evacuation of persons with disabilities from the building, as applicable.

Be advised that there are no shelter-in-place locations within the CU Building or Annex Facility that meet the engineered requirements outlined by the National Fire Protection Association (NFPA) and the International Building Code (IBC). Emergencies do not follow a specific pattern and therefore it is nearly impossible to predict an incident or specific shelter-in-place locations. Use the above recommendations as guidance for making informed sheltering decisions during emergencies.
Appendix B
Evacuation Muster/Rally Point Map for Tenants of the CU Building and Annex Facility
Appendix C
CU Building and Annex Facility Floor Plans
CU Denver Building
1250 14th Street (Denver)
6th Floor

- Fire Extinguisher
- Fire Pull Station
- Primary Exit
- First Aid Kit
- Emergency Phone
8th Floor Plan Under Development
Appendix D
Accountability Procedures
(to be developed by departments, schools, and colleges)
Appendix E
EHS Hazardous Material Incident Report Form
ENvironmental Health & Safety

Denver Campus Incident Report

Complete pages 1 and 2, and submit to ehs.compliance@ucdenver.edu.

<table>
<thead>
<tr>
<th>Report initiated by:</th>
<th>Phone:</th>
<th>Date/Time:</th>
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</thead>
</table>

**Type of Incident**

- [ ] Biological exposure
- [ ] Chemical exposure
- [ ] Fire
- [ ] Flood
- [ ] Injury/illness
- [ ] Loss potential
- [ ] Property damage
- [ ] Spill
- [ ] Other:

**General Incident Information**

Bldg: Room: Time:

If outside, describe location:

Clinic/hospital treatment required: [ ] Yes [ ] No

Emergency services response required: [ ] Yes [ ] No

**Detailed Incident Description**

**People Involved in Incident**

(injured, witnessed, present, exposed/potentially exposed)

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**Injury Follow-Up**

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[ ] Yes [ ] No
### ACTIONS TAKEN AT THE SCENE BY THOSE INVOLVED

### CAUSE ANALYSIS

**Immediate causes – Action and conditions which contributed to this event.**

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<tr>
<th>Substandard Actions</th>
<th>Substandard Conditions</th>
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<tr>
<td>Operating equipment without authority or supervision</td>
<td>Removing safety devices</td>
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<td>Failure to warn</td>
<td>Failure to use proper PPE</td>
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<tr>
<td>Failure to secure</td>
<td>Using defective equipment</td>
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<tr>
<td>Making safety devices inoperable</td>
<td>Under influence of alcohol/drugs</td>
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<td>Horseplay</td>
<td>Warning system</td>
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<td>Noise exposure</td>
<td>Visibility</td>
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<td>Fire and explosion hazards</td>
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**Other (describe):**

**Basic causes – Specific personal or job factors that contributed to this event (if applicable).**

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<thead>
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<th>Personal Factors</th>
<th>Job Factors</th>
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<tbody>
<tr>
<td>Capability</td>
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<td>Purchasing</td>
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<td>Motivation</td>
<td>Maintenance</td>
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**Other (describe):**

EHS risk assessment or further training desired:  

[ ] Yes  [ ] No
## ACTION PLAN

<table>
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<tr>
<th>Action</th>
<th>Responsible Person</th>
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### INVESTIGATORS

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### MANAGEMENT REVIEW

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P/Lab coordinator:

Comments:

EHS lead:

Comments:

Risk Management:

Comments: