PROCTORS OF SOUTH CAMPUS

Lorie Johnson
South Campus Facility and Safety Manager
DMC Building Proctor
lorie.johnson@colostate.edu
970-297-5114
Building Proctors

A building proctor and assistant proctor operate as a *point of contact* and *liaison* for their assigned building/s. Responsibilities may include multiple aspects of:

- Maintenance
- Construction/Renovation Projects
- Facilities Management
- Security
- Safety

Actions include:

- Coordination
- Inspection
- Reporting
Resources

• Training and Organizational Development
• Environmental Health Services
• CSUPD
• Facilities Management
• Emergency Responders
• Co-Proctors
• Administration
How Did It Start On South Campus?

- The building proctor system was enacted to identify a liaison and channel for information. One proctor and assistant proctor were identified for the VTH ‘complex’.
  - Veterinary Teaching Hospital (1979)
    - Hospital / Food Animal and Equine Barns / Isolation Barn / Raptor Center

- South Campus grew with addition of the
  - Robert H. and Mary G. Flint Animal Cancer Center (2002)
    - Gail Holmes Orthopaedic Research Center (2002)
      - Diagnostic Medicine Center (2009)
        - APHI Laboratory (2011)
SOUTH CAMPUS is . . .

More than an animal hospital!

APHI Laboratory

Animal Cancer Center / Veterinary Teaching Hospital

Computer Building

Diagnostic Medicine Center

Orthopaedic Research Center

Orthopaedic Laboratory

SCAVMA

and more!
South Campus

• Building Proctors, Assistant Proctors and Safety Associates

• South Campus Health and Safety Action Team

• South Campus Management Team
A Process Is In Place

TOP PRIORITIES

- Safety plans and drills
  (South Campus Emergency Action Plan)

- Safety and awareness training relative to work

- Communications
Check list, please

✓ Review and update all Building Safety Manuals

✓ Create and post evacuation maps for all South Campus buildings

✓ Conduct fire drills with full evacuation of all buildings, PFA responding

✓ Debrief with emergency responders and solicit feedback from participants after activities

✓ Initiate internal emergency notification phone system
Check list, please

✓ Bring in expert speakers for educational presentations available to not only building occupants, but anyone on campus

✓ Tour grounds and buildings with CSUPD and PFA

✓ Implement **On-line training** beginning with South Campus Emergency Action Plan for all associated with South Campus (this will be template for subsequent requirements)

All made possible by . . .
Not one plan will work for all –

Outside gathering places must be established for each building.

ACC/VTH and ORC have live animals to consider when faced with an emergency.

The DMC has the BSL3 lab to consider – those folks may need a special place of their own to shelter or gather.

Having a plan is a start.

Fine-tuning the plan will customize it.
## On-line Training

### CSU’s Safety Training Classes

<table>
<thead>
<tr>
<th>Show All</th>
<th>AED/CPR</th>
<th>Biosafety</th>
<th>Ergonomics</th>
<th>Haz-Chemical</th>
<th>IDRC</th>
<th>Lab Animal Resources</th>
<th>Radiation</th>
<th>South Campus</th>
</tr>
</thead>
</table>

### Available Online Classes

<table>
<thead>
<tr>
<th>Online Class</th>
<th>Group</th>
<th>Class Type</th>
<th>Unit Name</th>
<th>Class Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take Now</td>
<td>South_Campus</td>
<td>Online Training</td>
<td>South Campus EAP</td>
<td>South Campus Emergency Action Plan</td>
</tr>
</tbody>
</table>

### Available Classroom Training Schedule

Sorry, NO Classroom Training has been secluded. Please check with the individual groups if they offer training.

To register for training you must have a CSUID number. The CSUID is a nine digit unique numeric identifier that begins with the digit 8. If you are not associated with the university you will not be able at this time to register for these classes.
Emergency Maps

The ensuing emergency maps, with corresponding colors or icons, provide information for each South Campus building on the following:

- Evacuation routes
- Reporting areas outside
- Internal designated tornado shelters
- Location of AEDs
- Location of fire extinguishers
- Location of fire alarm pulls

These maps are posted throughout South Campus buildings specific to each building emergency action plan.

Please familiarize yourself with this information. In case of evacuation, it is important that you move to the nearest reporting area so that proctors and safety associates can account for all persons within your building. Please remain at your reporting area until receiving further instructions.
Emergency Action Plan Training Quiz

On the left is your quiz. Select the best answer for each of the questions and click submit to retrieve the next question. If you are uncertain about an answer, provided is the training slides to the right. Use the controls to find the section you need.

At the end of the quiz, your score will be displayed and you will have the option to retake the quiz if you did not pass. If you exit out of this page without completing the quiz, you will have to log back in to the training page and watch the entire powerpoint from the beginning, and then complete the quiz.

Do not use your browsers back button to view previous questions.

DMC's Emergency Action Plan Training Quiz:

Question Number 1 of 25

When can you re-enter a building after a fire alarm?

Select an Answers:

- As soon as the alarm stops
- As soon as a fire, police, or EHS person instructs you that it is safe to re-enter the building
- As soon as you remember that you forgot your purse or back pack

Submit Answer

Training Objectives:

- Emergency Telephone Numbers
- Medical Emergency
- Evacuation Plan
- Animal Care
- Fire
- Tornado
- Building Emergency Maps
- Hazardous Materials Spill
- Armed Person/Shooter
- Bomb Threat
- Odors
- Other Emergencies
Congratulations!
You have passed
South Campus EAP Online Quiz.
Thank you for taking your South Campus EAP training! Listed below are your results:

<table>
<thead>
<tr>
<th>Detailed Results:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Percent Score: 100%</td>
</tr>
<tr>
<td>Required Percent Score: 80%</td>
</tr>
<tr>
<td>Number of Missed Questions: 0 Questions.</td>
</tr>
</tbody>
</table>

No questions missed
- No questions missed none to display

Number of Correct Questions: 25 out of 25 Questions.

Print Certificate
1. Building Safety Plan Revisions (Including Maps)

2. Send Electronically and Post on Website Post Maps In Buildings

3. On-line Training EAP

4. Coordinate & Conduct Fire Drills EHS, PFA, FM, CSUPD, Occupants

5. Debriefing and Feedback Make Necessary Updates
What Has Worked!

- Establishment of teams and process to reach South Campus in a coordinated effort
- Projects are identified and prioritized
- People are involved and take ownership
- Training is established in regular intervals
- A ‘master’ schedule brings health and safety to the forefront including training, educational presentations, and drills and table-top exercises
Not So Well . . .

• Need better mechanism for accounting for people in an evacuation including visitors

• Communications in the event of an emergency for remote areas of South Campus

• Recognition of proctors, assistant proctors and safety associates

• Training compliance identification
Hopefully this gives you some ideas for proceeding with your proctor duties.

**Thank you!** And good luck! We’re all in this together, if you have any questions, please feel free to contact me:

Lorie Johnson  
South Campus Facility and Safety Manager  
DMC Building Proctor  
lorie.johnson@colostate.edu  
970-297-5114