



University of Colorado
Denver

EMERGENCY PREPAREDNESS QUICK-REFERENCE GUIDE

SAFETY BEGINS WITH YOU!

NOTE: This guide is intended for employees who occupy the buildings on the University of Colorado Denver. AHEC has developed a separate, but similar, plan for the Auraria Campus. If you are working in a building administered by a different authority, please refer to their plan for emergency actions. In an emergency, satellite clinics and departments not located on the two campuses must access municipal emergency services, usually through the 9-1-1 system.

Revised 2018

The primary purpose of this guide is to provide you with information that may be critical in the event of an emergency; take the time to learn the emergency procedures and contacts listed in this document, and be prepared for emergencies. Take responsibility for your own safety and the safety of others by reporting potentially dangerous conditions or concerns to the appropriate departments. Learn both main and alternate paths of egress from your area, and pre-plan your group's actions and meeting places. Sign up for the first aid and fire safety courses, have a first aid kit available in your department, and consider putting together a basic disaster supply kit. Most importantly, discuss this document with the staff members and students within your department. Make sure that everyone knows the basic procedures to follow in emergency situations.

Please note that each department is responsible for pre-planning the actions that will be taken by their staff in the event of an emergency. Contact the **University of Colorado Denver | Anschutz Medical Campus Police Department (University Police) Emergency Preparedness Division at 303-724-4999** for guidance. All departments must have plans in place to assist disabled individuals and visitors, in the event of emergency. **The University Fire & Life Safety Officer is available at 303-724-0293** for fire prevention guidance related to safe areas of refuge, evacuation concerns, and fire safety issues.

GENERAL INFORMATION

University of Colorado Denver (CU Denver) Contacts

CU Denver and Auraria Campus Emergency Contact Phone Numbers

- Emergencies: Call Denver Police at **9-1-1** from a campus or cell phone.
- Non Emergencies: Call Auraria Police Department – **303-556-5000** from a campus or cell phone.
- CU Denver Facilities Management: **303-315-1777** or Dispatch@ucdenver.edu
Facilities is the point of contact for indoor air quality issues, building outages, damage to facilities, service interruptions, disabled elevators, internal flooding, building projects, and/or construction issues.
- Environmental Health & Safety Department (EHS): **303-724-0345** (7:30AM – 5:00PM M-F) or call Campus Police for after-hours emergencies. EHS maintains an on-call person for hazardous materials incidents at all times. University EHS has the following specialists available for consultation: Radiation Safety Officer, Biosafety Officer, Industrial Hygienist, Hazardous Waste Manager, and Laboratory Compliance Assistants.

CU Denver and Auraria Campus and Auraria Campus Non-Emergency Contact Phone Numbers

AHEC Police: **303-556-5000**

CU Denver Emergency Management Division: **303-724-4999**

CU Denver EHS Department: **303-724-0345**

CU Denver Fire & Life Safety Officer: **303-724-0293**

CU Denver Human Resources: **303-315-2700**

CU Denver Risk Management: **303-724-1127**

CU Denver Info Services/Telecomm: **303-724-HELP (4357)**

CU Denver / Auraria Campus Information Line: **877-556-EMER (3637)**

Auraria Campus Text-A-Tip Line: **720-593-TIPS (8477)**

MEDICAL EMERGENCY

In the event of a medical emergency on campus:

1. Dial 9-1-1 to contact Denver Police from a campus landline 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 CONDITIONS

TORNADOS 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 may be disseminated through *CU Alerts!* (the CU Denver Emergency Notification System). 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, police responders, or the *CU Alerts!* system 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!* emergency notification system. Campus closure and delay information can also be obtained through the CU Denver / Auraria Campus Information Line at 303-556-2401.**

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 landline or cell phone at 303-556-5000.

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

HAZARDOUS MATERIAL RELEASE

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 landline 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 and submit to ehs.compliance@ucdenver.edu. EHS will notify proper university authorities.

FIRE

Upon discovery of a fire at CU Denver, follow the A-RACE actions:

1. **ACTIVATE:** Pull the nearest fire alarm pull-box (usually at or 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 landline 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 safe location. Supervisors should try to account for all personnel known to be working in the area of the fire.

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.

The University Fire & Life Safety Officer may be reached at 303-724-0293.

EVACUATION

In the event that a campus or building evacuation is required at CU Denver, move quickly, but in an orderly fashion to the nearest exit. DO NOT USE ELEVATORS.

* It is campus policy to evacuate whenever a fire alarm sounds or when directed by emergency personnel.

Once outside of the building:

1. Continue to a safe distance (a minimum of 100 feet or more when directed by emergency personnel).
2. Keep clear of emergency vehicles.
3. Gather at your pre-determined safe location and try to account for all persons who were in your area. If you know of persons who are injured, trapped, or unaccounted for, report that information to emergency responders.
4. Do not leave the campus without notifying your supervisor.
5. Do not re-enter the facility/campus until AHEC or Denver Police (or other emergency responder) indicates that it is safe to do so.

SUSPICIOUS ACTIVITY AND BOMB THREATS

Title IX

Stop sexual assault, sexual harassment and discrimination. If you believe there has been an act of discrimination on the basis of sex against any person or group, contact:

University's Title IX Coordinator at 303-315-2567.

CARE and FaST Teams

The **Campus Assessment, Response & Evaluation (CARE)** Team and the **Faculty and Staff Threat Assessment and Response Team (FaST)** address the health and safety needs of students, faculty and/or staff. Disruptive and concerning behaviors should be reported immediately. CARE and FaST intervene, when necessary, and more generally, to identify and provide assistance to those in need. The teams take a preventative approach to risk assessment by offering resources, referrals and support to both the concerning individual and those impacted by their behavior.

If you encounter a student who appears to be exhibiting concerning behavior, contact:

CARE Team: shareaconcern@ucdenver.edu or 303-724-8488

To report a concern regarding faculty or staff, contact:

FaST: FacultyStaff.Assessment@ucdenver.edu or 303-315-0182

Behaviors to Report:

Clear signs of distress	Writings that convey clear intentions to harm oneself or others
Erratic behavior	Suicidality, including threats, gestures, ideations, and attempts
Paranoia	Observed self-injurious behavior (such as cutting or burning)
Threatening words or actions	Postings on social media outlets that are threatening
Classroom disruptions	Overreaction to changes in policies/procedures
Violent or aggressive behavior	Extreme or sudden changes in behavior
Excessive absenteeism	Extreme rudeness/insubordination toward university officials
Lack of responsiveness	Alienation/isolation from others
Lack of emotional expression	Relationship violence

Bomb Threat

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

1. Remain calm.
2. Call University Police at 9-1-1 from a campus landline telephone or at 303-724-4444 from a cell phone and provide the dispatcher with information including:
 - a. 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 University Police at 9-1-1 from a campus landline telephone or at 303-724-4444 from a cell phone and provide the dispatcher with information including:
 - 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

An active shooter situation is dynamic and evolves rapidly. In general, 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.
2. If possible, get down on the floor and ensure that no one is visible from outside the room.
3. Call Denver Police at 9-1-1 from a campus landline telephone or a cell phone and calmly 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, 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 Denver Police at 9-1-1 from a campus landline telephone or a cell phone, if possible, and alert police to the shooter's location.
2. If you can't speak, leave the landline open so the dispatcher can listen to what is taking place. 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.
3. 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.

CLERY ACT INFORMATION

Emergency Notification: The safety of faculty, staff, students, patients and visitors is of utmost importance at CU Denver. In the event of an incident that creates a significant emergency or imminent threat to the campus, AHEC Police will issue a campus-wide emergency alert through *CU Alerts!* (the CU Denver Emergency Notification System), unless issuing an emergency alert will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency notifications are issued to **empower individuals to take timely and informed protective actions.**

Procedures for Emergency Notification:

If AHEC or Denver Police confirm a significant emergency or imminent threat at CU Denver, an emergency alert will be created using *CU Alerts!* that describes the threat, recommends safety actions, and refers the recipient CU Denver / Auraria Campus Information Line (877-556-3637) for more detailed information, if necessary.

CU Alerts! consists of the following tools:

- Text, email, and voicemail messaging capabilities.
- Light-emitting diode (LED) signs located in common areas that will display the text message sent through the ENS (where applicable).
- An emergency email list that reaches all CU Denver faculty, staff and students.
- A CU Denver / Auraria Campus Information Line that will contain updated and more detailed information about the emergency: 877-556-3637
- The CU Denver | Anschutz Medical Campus Alerts website, which is located at www.ucdenver.edu/alert.

The initial text and email notifications will include the following information:

- The date and time of the message
- A brief description of the threat
- A recommended action
- A phone number to call for further information
 - More detailed recorded information will be available at the toll-free number

Public address announcements will include

- A brief description of the threat
- A recommended action

Subsequent emergency notifications will be made as needed.