

AURARIA CAMPUS EMERGENCY PROCEDURES



University of Colorado Denver

A GUIDE FOR FACULTY, STAFF, and STUDENTS

**TO REPORT EMERGENCIES:
DIAL 9-1-1 FROM A CAMPUS PHONE**

OR

DIAL 303-556-5000

**To Directly Access the Auraria Campus Police
Department**

February 2, 2009

AURARIA CAMPUS EMERGENCY PROCEDURES

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A one-page printable Quick Reference Guide is available on the Emergency Preparedness webpage on the AHEC website:

<http://www.ahec.edu/emergency/>

TO REPORT A CAMPUS EMERGENCY:

**Auraria Campus Police Department.....DIAL 9-1-1
from any campus phone or (303) 556-5000 from cell phones**

The Auraria Campus Police Department (ACPD) responds to all emergencies on the Auraria Campus. It is recommended that you enter the Auraria Campus Police Department phone number (303) 556-5000 in your cell phone as one of your speed dial numbers.

***FOR A RECORDING ON THE STATUS OF A CAMPUS EMERGENCY, CALL
THE 24 HOUR INFORMATION LINE AT (303) 556-2401.***

EVACUATION PROCEDURES

When directed to do so, employees and students will respond to an emergency situation in one of the following manners.

Evacuation Routes and Floor Plans

Defined exits are located by following green illuminated EXIT signs that have directional arrows pointing to the nearest exit. Exit doors will have illuminated green EXIT signs posted over them without directional arrows. We are in the process of updating floor plans which will include two evacuation paths, and locations of fire extinguishers, and fire alarm pulls. When complete, these will be posted in each of the classrooms, office suites and work spaces in each of the buildings on campus.

General Building Evacuation

General Evacuation is used to get students, faculty and staff out of the building through the nearest exit. An evacuation means that **ALL** Students, Faculty and Staff **MUST** evacuate the building.

Example: A fire alarm activated or other non-specific emergency that would require building evacuation.

Student & Personal Responsibilities

- Gather personal belongings such as coats and car keys
- Form small groups of three, and initiate the buddy system for evacuation.
- Evacuate quickly and calmly to the nearest, safe exit
- Close the door behind you
- Stay out of the building until you are given the **"ALL CLEAR"**

Faculty and Staff Responsibilities

- As a group, leave the building immediately, in a calm orderly manner using the nearest exit available.
- Count the students as they leave the room and then recount them once you reach the safe zone or designated evacuation point.
- For safety of individuals with disabilities, consider that they may need assistance evacuating and/or direction to a safe area. Provide direction to others in need.
- Move (and remain) at least **500** feet away from the building.
- Stay with students, keeping them in a group. Immediately report any missing students to the Auraria Campus Police Department or the emergency responder on scene.
- **ACCOUNT** for all students and remain together, if possible.
- **IMMEDIATELY** report any missing students to an Auraria Campus Police Officer or an Emergency Responder on scene.
- **WAIT** to be contacted. **Do not return** to the building or move to another side of the building unless told to do so by emergency personnel or a delegate.

Directed Building Evacuation (Non-Fire Emergency)

Directed Evacuation is used to get students, faculty and staff out of the building by a route designed to avoid contact with a potential threat. This type of evacuation will be coordinated by first responders or Facilities Management personnel.

Example: A suspicious package, a bomb threat, or an active shooter.

Personal Responsibilities

- Gather personal belongings such as coats and car keys
- Evacuate quickly and calmly to the nearest, safe exit
- Listen closely, and follow instructions given to you by responders.
- Stay out of the building until you are given the "**ALL CLEAR**"

Faculty and Staff Responsibilities

- As a group, leave the building immediately in a calm orderly manner, using only the exits and directions given by the first responders.
- For safety of individuals with disabilities, consider that they may need assistance evacuating. Provide direction to others in need.
- Move (and remain) at least **500** feet away from the building.
- Stay with students, keeping them in a group.

- **ACCOUNT** for all students and remain on the same side of the building to which you were evacuated, or the area you were directed to.
- **IMMEDIATELY** report any missing students to an Auraria Campus Police Officer or emergency responder on scene.
- **WAIT** to be contacted. **Do not return** to the building or move to another side of the building unless told to do so by emergency personnel or delegate.
- Refer all media who want to speak with you or students to on-site media spokesperson.

Campus Evacuation

A Campus evacuation is used to get students, faculty and staff off the Auraria Campus due to a severe emergency in the area.

Example: A severe incident has occurred in downtown Denver, such as a major hazardous materials incident, or other catastrophic activity.

Students, Faculty and Staff Responsibilities

By Vehicle:

- If the road is usable, leave by a main exit, following directives of emergency personnel (where applicable).
- Drive with caution and courtesy and follow directions.
- Do not block the way for other vehicles.
- Some vehicles may be selected for emergency transportation; please cooperate if yours is chosen.
- If the road is not usable, leave your vehicle and evacuate on foot.

On Foot:

- The best choice, if usable, is to leave by a main exit.
- Proceed to a safe location, as directed.

Persons with Disabilities

If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.

NOTE: If the fire alarm is not pulled, the elevators should be used to expedite the evacuation of anyone that needs help evacuating the building. The guidelines in the Evacuation Plan for Individuals with Disabilities are as follows:

Individuals with Mobility Impairments

Some individuals with mobility impairments may need special equipment such as wheelchairs, braces or crutches to move around the campus; others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently.

If elevators are operational, individuals with mobility impairments can be escorted down by elevator. Otherwise, they may need to be escorted to a designated safe area. Their location should be noted and reported to the Fire Department, Auraria facilities staff and/or the Auraria Police Department.

It is not advisable to try to carry a person who is in a wheelchair. Only trained personnel should attempt to carry the individual and/or the wheelchair.

Wheelchairs may have parts not intended for lifting; batteries or life support equipment may be connected. Trained emergency personnel should be directed to the area as soon as possible.

Individuals with Vision Impairments

If elevators are operational, individuals with vision impairments can be escorted down by elevator. If people are being escorted out of the building, the individual with the vision impairment should be evacuated together with the sighted evacuees. If you are escorting a blind or vision impaired individual, take your directions from the individual about how to guide them. For example, if you are going down stairs, they may ask you to stand in front of them and by the right side of the stairwell – they may have one hand on your shoulder and one hand on the handrail. If walking side by side, they may take your arm (above the elbow) while holding their cane and or leash of an animal with their other hand.

Individuals who are Deaf/Hard of Hearing

As the individual with a hearing loss may not perceive an audio emergency alarm, alternative communication/warning techniques may be needed. These techniques include: switching the lights on and off to get the person's attention, writing down the type of emergency and closest evacuation route and escorting the person out of building.

AURARIA CAMPUS LOCKDOWN PROCEDURES

Campus Lockdown

If there is a need to restrict access to a specific building, or multiple buildings on the campus as a precaution or a protective measure, please follow these steps:

- Remain calm and communicate with others in a clear and concise manner. Tell others exactly what the situation is and what you need them to do.
- Auraria Campus Police Department (ACPD) and/or Facilities Management personnel will lock all the exterior doors to the building. Remain in classrooms or offices. If you are in a common area, stay away from windows and all doors (solid and glass).
- Do not allow access once the doors are locked, as this will compromise the safety of those inside. Do not allow anyone to talk their way inside, as they may be the suspect or they are being coerced by the suspect, outside of your view.
- Wait for further instructions and do not allow anyone to leave until Auraria Campus Police Department or Facilities Management staff releases the building/give an **"ALL CLEAR"** signal or message.

Individuals, who may be on the outside of buildings during a lockout of all campus buildings, should move away from the affected area (indicated by the presence of emergency personnel and equipment).

SHELTERING

To shelter in-place is a means to protect students, faculty and staff by having them remain in their classrooms, offices or other designated locations. The nature and extent of the event, the location of the event and the condition of the surrounding area will determine shelter-in-place decisions. Additionally, a shelter in-place and protect directive from ACPD could be issued during an incident involving a weapon or (potentially) violent situation. Either one of these directives could be followed very closely by a decision for an immediate evacuation. In all these cases, it is essential that communications be clear, concise and followed immediately.

Shelter In-Place:

Example: A hazardous materials spill, or imminent danger due to severe weather.

Faculty or Staff Responsibilities

- Close ***all exterior doors and windows***. Harmful chemicals or other contaminants could enter the building through an open door or window.
- In a very serious emergency, it may be necessary to limit the amount of outside air coming into the building through ventilation systems.
 - In these cases, Facilities Management staff will disable air-intake units until the danger has passed.
- Move to the safest place in the room, away from and below windows, if warranted, ***but not under desks or other furniture***.
- You should be able to move from the room quickly if needed so be sure that personal belongings are gathered such as wallets and car keys.
- For safety of individuals with disabilities, consider that they may need assistance evacuating.
- **WAIT** to be contacted. **Do not return** to exterior areas or evacuate classroom, offices, or sheltered areas unless told to do so by emergency personnel or delegate.

While many events will allow for faculty and students to be sheltered in their individual classrooms, the situation could change and require their movement out of the classroom and relocated elsewhere.

Shelter In-Place and Protect:

Example: An active shooter or hostage situation.

If there is a need to lockdown the campus as a precaution or as a protective measure during a (potentially) violent situation, please follow these steps for your classroom, office suite, conference room, etc.:

Faculty or Staff Responsibilities

- Remain calm and communicate with others in a clear and concise manner. Tell others exactly what the situation is and what you need them to do.
- Lock the door to the room. If the door does not have a lock, secure or block the entrance with objects within the room (tables, bookcase, desk, etc). Work together and act quickly.
- Turn off the lights, stay quiet and stay away from doors and windows.
- Do not allow access once the room is secure, as this will compromise the safety of those inside.
- Wait for further instructions and do not allow anyone to leave until Auraria Campus Police Department or Facilities Management staff releases the building/give an **"ALL CLEAR"** signal or message.

ACTIVE SHOOTER

An active shooter scenario on campus is probably the most difficult situation to predict, and the events will happen very quickly. Please be aware that if we are faced with an active shooter scenario, that ACPD may implement several types of activities, such as campus lockdown, shelter in-place and protect, AND evacuation.

- Seek sanctuary by proceeding to a room that can be locked, close and lock all windows and doors and turn off all lights OR exit the building if safe conditions exist.
- Get down on the floor and ensure that no one is visible from outside the room.
- Call 9-1-1 from a campus phone or dial (303) 556-5000 from any other phone to access the Auraria Campus Police Department (ACPD) and advise the dispatcher of the events.
- Inform him/her of your location, and remain in place until the police give the **"ALL CLEAR"** signal.
- If you are in a room that cannot be locked, place large, heavy objects in front of the doorway to impede the path and vision of an intruder.
- If an active shooter enters your office or classroom, try to remain calm. Call 9-1-1 from a campus phone or dial (303) 556-5000 from any other phone, and if possible, alert police of the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place.
- 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, as these items could be **POTENTIALLY DANGEROUS** to you and others.

HAZARDOUS MATERIAL INCIDENTS

A hazardous material incident may occur at any time involving transportation of chemicals via railroad, highway, airway, waterway or an industrial accident at a nearby business.

Response to a hazardous material incident will vary according to the location, quantity, chemical involved, time of day, day of the week, and weather conditions.

Notification of an incident may be issued by Fire/Rescue, Police, Denver County Emergency Management, Administration, the news media or an ordinary citizen.

Directives given by ACPD may include shelter in-place, and/or evacuation. Shelter in-place should be given first consideration if the facility provides protection from the chemical involved.

Unless directed by an authority having jurisdiction, choose a route for evacuation that leads away from possible exposure and consider:

1. Wind direction
2. Chemical runoff
3. Traffic congestion:
 - a. Time of day
 - b. Day of the week

Students, Faculty or Staff Responsibilities

- Report to the Auraria Campus Police Department all suspicious or unusual odors
- Know the location, effects and first aid treatment for all chemicals stored on campus that are part of your program or curriculum
- Locate ill or injured persons, alerting the Auraria Campus Police Department as to their location and needs. Be aware that contamination can be spread by physical contact or contact with clothing and equipment.
- Faculty should account for all students, if possible.

Additional precautions to take include:

- Do not walk into or touch spilled materials. Avoid inhalation of fumes, smoke and vapors, even if no dangerous materials are known to be involved. Do not assume that gases or vapors are harmless because of lack of a smell – odorless gases or vapors may be harmful.

- USE CAUTION! Do not handle empty containers because they may still present hazards until they are cleaned and purged of all residues.

Do not attempt to enter an area contaminated with toxic materials or vapors without proper training and equipment. This applies to rescue attempts. If hazardous materials are airborne, evacuate under emergency conditions, out of the path of prevailing winds.

FIRE

If You Discover A Fire...

DO NOT PANIC - (R – E – D)

- **React** – Take alarms, indication of smoke or fire seriously. Warn others, activate the alarm.
- **Evaluate** – Judge the level of threat & conditions of immediate area; and the needs of others.
- **Decide** – Two choices: Follow the plan & leave immediately; if you are unable to leave move to a safe area and take defensive action (faculty/staff should direct students to that area).

Anyone reporting a fire or explosion should call **9-1-1** from any campus phone or immediately call the Auraria Campus Police Department at **(303) 556-5000**. The person calling should be ready to provide the following vital information:

- Location (*Building and Room number if known)
- Type of fire or explosion if known (e.g., trash, electrical, chemical, etc.)
- Extent of the fire
- Caller's name
- Number/location of injured persons.

Auraria Campus Police Department upon receiving a call, will:

- Immediately relay the information to the Denver Fire Department.
- Dispatch officer coverage to the scene of the incident.
- Dispatch officer coverage to guide in the responding emergency vehicles.
- Call Environmental Health and Safety Office for list of possible HazMat in building. (303)556-8397 or 8396.
- Facilities Management will be called upon at the request of Denver Fire or Auraria Campus Police Department.
- Notify the Chief of the Auraria Campus Police Department.
- Upon arrival at the scene, assist in evacuation.
- Establish a safe perimeter around the incident for safety.
- Assist in crowd control.

- Assist the Safety Officer as requested.
- Submit an Incident Report including photographs (if possible) of fire damage to the Risk Manager and the Environmental Health and Safety Office.

Students, Faculty and Staff in an affected building should:

- Ensure all students evacuate in a prompt and orderly manner, and go to a designated evacuation point.
- Faculty and Staff should count heads as students and other staff leave a particular room, en route to the safe zone or the designated evacuation point.
- Evacuees should organize themselves in groups of three and use the buddy system for safe evacuation.
- Supervise and assist those individuals with mobility issues. If they do not have a buddy, the faculty member responsible for the class will need to assign one or two people to assist this individual.
- Keep all students a safe distance from the affected building at an evacuation assembly point and do a head count to assure that all students are out of the building and relocate them to a safe area.
- Maintain a clear path of access for emergency vehicles.
- Do not return to the evacuated building until specifically instructed to do so by a campus police officer or a delegate.

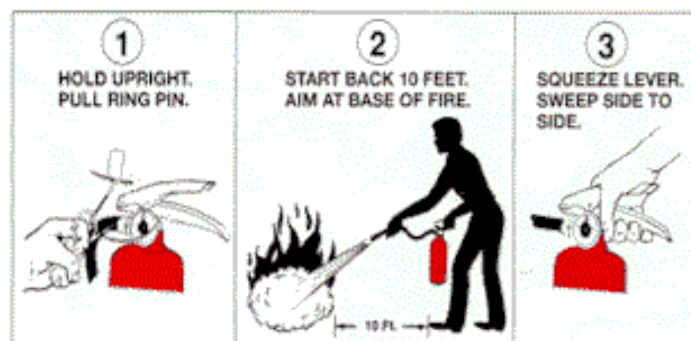
How To Use Fire Extinguishers

All Auraria Campus buildings are equipped with fire extinguishers.

Kitchens are equipped with Automatic Hood extinguishers that are for use in B and C type fires. (Grease Fires)

How to Use an Extinguisher: (Fires not bigger than a trash can only)

- A. Check class of fire extinguisher (Class A-B-C for most fires).
- B. Check pressure gauge for needle over green area in indicator.
- C. Remove extinguisher from bracket and:
 - P** 1. Pull the safety pin out and discard it.
 - A** 2. Aim the nozzle at the base of the fire.
 - S** 3. Squeeze the two handles together.
 - S** 4. Sweep back and forth at the base of the fire.
- D. When fire appears to be out, back away, as it may suddenly flare up again.



BOMB THREAT

Background

Each bomb threat that is received at any Auraria Campus facility will be considered and responded to as a legitimate and real threat to the Auraria Campus. It is understood that each bomb threat will be unique in its presentation and various methods of response will be employed to resolve each issue. In each issue, the safety and well being of the faculty, staff and students will be paramount, and the Auraria Campus response will be to resolve the issue and return to normal operation at the earliest possible time with minimal disruption.

Procedure

Procedures will vary with each bomb threat. The nature of the threat, the specificity of the threat and the threatened location will determine a large portion of the decisions made to resolve the issue. In each instance, the bomb threat response will be followed for the campus involved as closely as possible. It is understood that deviations to an established response are to be expected. However, safety to life, protection of property and resumption of classes will guide the process.

The facility search will be conducted by selected Auraria Campus Police Department and other personnel and the instructions applicable to each situation will be followed. At all times, the activity will be coordinated with law enforcement personnel present.

The response guidelines for each building will be followed as closely as possible but deviations dictated by the uniqueness of each situation will take priority.

Bomb Threat

The Auraria Campus Police Department will be notified of a bomb threat by calling (303) 556-5000 on a cell phone or 9-1-1 from a campus phone. ACPD will notify the appropriate institutional administrators and continue with Bomb Threat Procedure if a threat is determined credible.

AHEC and Institutional staff and student body will initiate evacuation.

- Students will remove all personal property.
- Faculty should check for, **but not disturb**, unusual objects as they depart classroom.
- Staff should check for, **but not disturb**, unusual objects as they depart work areas. Report these unusual objects to the Auraria Campus Police Department and emergency personnel.
- Re-assembly will be at least **500** feet from the affected area or wherever is determined to provide the best safety from potential danger.

- The fire department will respond and stage equipment at a discreet location in the vicinity of the campus unless otherwise requested or circumstances dictate a different course of action.
- The Auraria Campus Police Department will be updated on the status of evacuation, students, faculty and staff location, and status of building inspection.
- ACPD will conduct common area, entrance, and surrounding area inspections of involved buildings.
- **Radios and cell phones will not be used within 300 feet of a building suspected of containing an explosive device. Radios will be turned off before searching the building!!!**
- If any person observes a suspected device, suspicious item or unusual object, ACPD must be notified.
- If no device or object is located and it is determined that the building appears to be clear, a decision will be made by the Incident Commander to re-enter the buildings affected and re-establish classes.
- Do not re-enter the building until emergency personnel or designee notifies you to do so.
- Appropriate notifications will be made to the Institutions administration as to the results of the bomb threat event.



AURARIA CAMPUS POLICE

BOMB THREAT CHECKLIST GENERAL TELEPHONE INSTRUCTIONS

BE CALM. BE COURTEOUS. LISTEN. DO NOT INTERRUPT CALLER. NOTIFY SUPERVISOR/SECURITY OFFICER BY PREARRANGED SIGNAL WHILE CALLER IS ON THE PHONE. TAPE RECORD CONVERSATION IF POSSIBLE. TRY TO WRITE OUT COMPLETE MESSAGE. PROLONG CONVERSATION. DETERMINE AND NOTE AS MUCH OF THE FOLLOWING AS YOU CAN:

BASIC INFORMATION

NAME OF PERSON RECEIVING CALL _____ TIME _____ DATE _____
CALLER'S IDENTITY Male _____ Female _____ Adult _____ Juvenile _____ Appx. age _____

ORIGIN OF CALLER Local _____ Long Distance _____ In Booth _____ Within Bld. _____

EXACT WORDS OF CALLER. Use extra paper if necessary.

BOMB FACTS

PRETEND DIFFICULTY WITH HEARING. KEEP CALLER TALKING. IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will the bomb go off? Hour _____ Time Remaining _____
Where is it located? Building? _____
What kind of bomb is it? _____
Where are you now? _____
How do you know so much about the bomb? _____
What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

CHARACTERISTICS OF CALLER

VOICE	SPEECH	MANNER	LANGUAGE	ACCENT	BACKGROUND NOISE
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Emotional	<input type="checkbox"/> Fair	<input type="checkbox"/> Local	<input type="checkbox"/> Office machines
<input type="checkbox"/> High pitched	<input type="checkbox"/> Stutter	<input type="checkbox"/> Laughing	<input type="checkbox"/> Foul	<input type="checkbox"/> Foreign	<input type="checkbox"/> Animals
<input type="checkbox"/> Raspy	<input type="checkbox"/> Slurred	<input type="checkbox"/> Coherent	<input type="checkbox"/> Good	<input type="checkbox"/> Race	<input type="checkbox"/> Mixed
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Poor	<input type="checkbox"/> Not local	<input type="checkbox"/> Quiet
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Righteous	<input type="checkbox"/> Excellent	<input type="checkbox"/> Region	<input type="checkbox"/> Music
<input type="checkbox"/> Deep	<input type="checkbox"/> Nasal	<input type="checkbox"/> Calm	<input type="checkbox"/> Other	FAMILIARITY WITH THREATENED FACILITY	<input type="checkbox"/> Angry
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Lisp	<input type="checkbox"/> Irrational	<input type="checkbox"/> Rational		<input type="checkbox"/> Voices
<input type="checkbox"/> Other	<input type="checkbox"/> Fast	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Street traffic		<input type="checkbox"/> Airplanes
			<input type="checkbox"/> Other		<input type="checkbox"/> Party
				<input type="checkbox"/> Much	<input type="checkbox"/> Trains
				<input type="checkbox"/> Some	<input type="checkbox"/> Factory machines
				<input type="checkbox"/> None	<input type="checkbox"/> Bedlam

ACTIONS TO TAKE IMMEDIATELY AFTER CALL

Notify your supervisor or security officer as instructed. Talk to no one other than as instructed by your supervisor or security officer.

SUSPICIOUS PERSON

Please be vigilant on campus, and report anything that you perceive to be out of the ordinary. The Police would rather investigate and inconvenience someone, than not get a call and someone gets hurt. If something doesn't seem right, it probably isn't.

Students, Faculty and Staff Responsibilities

- Do not physically confront the person. Get a mental image of the person, focus on basic description details, and anything that might stand out for identification purposes (hair/eye/skin color, height/weight, tattoos/scars/birthmarks, etc)
- Do not let anyone into a locked building or an office.
- If the individual is inside, do not block the person's access to an exit.
- Call 9-1-1 from a Campus phone or dial (303) 556-5000 to access Auraria Campus Police Department. Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

The object could be mail, a package, a duffel bag, or unattended briefcase, for example. Anything that may appear out of the ordinary that you determine to be out of place, AND no other explanation for its location.

Students, Faculty and Staff Responsibilities

- Do not touch or disturb the object.
- Call 911 from a campus phone to access
- Auraria Campus Police Department or dial (303) 556-5000 from all other phones.
- Notify your supervisor, faculty or staff member immediately.
- Be prepared to evacuate.

CRIMINAL ACTIVITY AND CIVIL UNREST

Auraria Campus Police Department's initial response to criminal activity and civil disorder will be directed toward protecting life and property. Auraria Campus Police should identify the incident, isolate the area where the incident is occurring and coordinate actions with assisting law enforcement agencies.

FLOOD WATCH/WARNING

Except in the case of flash flooding from thunderstorms, storms or dam failure, the onset of most floods is a relatively slow process - with adequate warning. The build-up usually takes several days. Progressive reports are issued by the National Oceanic and Atmospheric Administration (NOAA). Flooding occurs by several means. Institutions will be notified of possible flooding through all user email, Auraria's voice message system or by monitoring local weather broadcast stations. The notice may include the type and expected duration of the alert:

"Flash Flood or Flood Watch" - Flash flooding or flooding is possible within the designated WATCH area - be alert.

"Flash Flood or Flood Warning" - Flash flooding or flooding has been reported or is imminent - take necessary precautions at once.

"Urban or Small Stream Advisory" - Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, **IS** occurring.

Flash Flood - may occur within minutes or up to six hours of the rain event. Most flash flooding is caused by slow-moving thunderstorms with heavy rains.

Flooding - a longer term event and may last a week or more.

River Flood - Seasonal flooding due to spring rains coupled with melting snows or torrential rains.

Urban Flood - Flooding caused by urbanization of fields and woodlands because the land has lost its ability to absorb rainfall. Streets can become swift moving rivers.

If evacuation is ordered, do so immediately and take the following precautions:

- Avoid areas subject to flooding - dips, low spots, washes, etc.
- Do not attempt to cross-flowing streams. Be aware that the roadbed may not be intact under floodwaters. Turn around and go another way. **NEVER** drive through flooded roadways.
- If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away. Two feet of water will carry away most vehicles!
- If you come upon a flowing stream where water is above your ankles, **STOP!** Turn around and go another way.

In case of flooding (**if time allows**) before evacuation is enforced, move records and equipment up off the ground onto shelves and tables to prevent damage from minor flooding and turn off/unplug all electrical equipment. In multi-story

buildings, items can be moved to an upper level. Store all back-up records off site at a distant site location.

After the flood, when permission to return has been given by emergency personnel or designee:

- Verify that electrical equipment has been checked and dried before returning to service.
- Discard any fresh food that has come in contact with floodwaters.
- Use flashlights, not lanterns, torches or matches to examine buildings. Report broken utilities to appropriate authorities.
- Boil drinking water or use bottled water until local health authorities approve water system.
- Restock any emergency supplies used.

TORNADOS

Tornado: A violent, highly destructive whirling wind up to 200 mph, accompanied by a funnel shaped cloud that progresses in a narrow path over land and occurs with little or no warning.

Tornado Watch: A warning issued by the National Weather Service that weather conditions are favorable for possible formation of tornadoes. When a tornado watch has been issued, the Auraria Campus Police Department will be responsible for monitoring statements made by the National Weather Service and any updates.

Tornado Warning: A warning issued by the National Weather Service that a tornado has been sighted in the area. When a tornado warning has been issued, Auraria Campus Police Department will be responsible for advising all staff, students and faculty of the current status. Institutions will be notified through the Communications Department, Auraria's voice message system or other means. The ACPD will also continue to monitor National Weather Service reports, in addition to the following:

Measures To Take In The Event of a Tornado

The following measures are to be taken if there is a Tornado Warning (or a Tornado is sighted in the vicinity):

- If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get beside a sturdy piece of furniture. (This is the TRIANGLE OF LIFE. It requires taking refuge next to large solid objects in case of structural failure; providing best possible space for survival from a building collapse or fire).
- Stay away from windows. Do NOT open windows. Leave the windows alone; instead, immediately go to a safe place.
- Any Fire Doors in hallways should be closed.
- Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave it immediately. If caught outside or in a vehicle, lie flat in a nearby ditch or depression.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after storm passes and stay clear of damaged area. Beware of fallen debris, downed power lines and gas leaks.
- Follow the directives of Emergency Personnel and/ or Auraria Campus Police Department.

EARTHQUAKES

The following steps are to be taken in the event of an earthquake:

- During the shaking, stay indoors if already there.
- Take cover beside sturdy furniture, such as work tables, desks. (Triangle of Life.)
- Stay near the center of the building.
- Stay away from glass and windows.
- Do not run through or near buildings where there is danger of falling debris.
- If outside, stay in the open, away from buildings and utility wires.
- After the shaking, evacuate the facility, stay out of damaged buildings - aftershock may make them fall.
- Wait at the safe area (at least **500** feet away from any building) until you receive further instructions from emergency personnel or designee.

Facilities staff and utilities personnel will check for damaged pipes, shorted wires, gas leaks, etc., cutting off supplies if necessary.

In the event of injuries, first aid is to be given and emergency assistance is to be requested by calling Auraria Campus Police Department at (303) 556-5000 from a cell phone and 9-1-1 from a campus phone.

ELEVATOR EMERGENCIES

In the event of an elevator emergency (stuck elevator, interruption of service, etc);

Students, Faculty and Staff Responsibilities:

- Activate the emergency alarm located on the control panel.
- Locate the emergency phone panel and follow the instructions for its use.
- Do not attempt to force the door open.
- Stay in place and remain calm.

NATURAL GAS ODOR EMERGENCY

Natural gas is an important energy source, but it can be dangerous if not used carefully. In its pure state, natural gas is odorless and colorless. Gas suppliers add a harmless chemical called mercaptan to the gas to help us smell a leak. The odor smells like a rotten egg or a skunk.

Students, Faculty and Staff Responsibilities:

- Alert others and have everyone leave the area immediately,
- leave electrical devices alone,
- Never light a match or lighter,
- Never turn lights on or off,
- Never use the telephone, including cell phones
- From a safe location, call the Auraria Campus Police Department by dialing (303) 556-5000 from a cell phone, or dial 911 from any campus phone

SNOW CLOSURE

- Closure options include: Closed for the day and evening; Closed for the evening beginning at 4 p.m.
- Tune to a local radio or TV station for closure information and/or call the 24 Hour info line at (303) 556-2401 for status on snow closures.
- Road Conditions can be obtained by calling the Colorado Department of Transportation Hotline at (303) 639-1111. (24Hr recording)
- The Auraria Campus is an Emergency Shelter location for the American Red Cross if there is a need to provide temporary shelter for stranded individuals.