Auraria Campus

Emergency Procedures

A Guide for Faculty, Staff, and Students

Report Emergencies to the Auraria Campus Police Department
Dial from a campus phone: 911
Dial from a cell phone: 303-556-5000
Use Text-a-Tip: 720-593-TIPS (8477)
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A one-page quick reference guide is available at [www.ahec.edu/emergency-procedures](http://www.ahec.edu/emergency-procedures)
REPORTING EMERGENCIES TO THE AURARIA CAMPUS POLICE DEPARTMENT

The Auraria Campus Police Department (ACPD) responds to all emergencies on the Auraria Campus. Add the Auraria Campus Police Department phone number (303-556-5000) and Text-a-Tip line (720-593-8477) as favorites in your cell phone to quickly connect with the ACPD to report emergencies.

- Dial 911 from a campus phone
- Call ACPD Emergency Dispatch: 303-556-5000
- Text-a-Tip (with photos): 720-593-TIPS (8477)
- Use the emergency one-button call boxes located in all campus buildings and on the red towers located in parking lots and along walking paths

FOR A RECORDING ON THE STATUS OF A CAMPUS EMERGENCY, CALL THE 24-HOUR INFORMATION LINE: 1-877-556-EMER.

GUIDELINES FOR MEDICAL EMERGENCIES ON CAMPUS

The Auraria Campus Emergency Preparedness, Coordination, & Recovery Committee, in partnership with the Health Center at Auraria, provide the following guidelines for health-related emergencies that occur on the Auraria Campus:

All faculty, staff, and students should immediately contact the Auraria Campus Police Department (ACPD) at the first sign of a medical emergency.

- From any campus landline, including classroom phones, dial 911
- From a cell phone, dial ACPD Dispatch: 303-556-5000 (dialing 911 from a cell phone will delay response times)

Trained dispatchers will evaluate the medical emergency and dispatch appropriate resources, which may include Denver Health Paramedics, the Denver Fire Department, and/or Health Center at Auraria providers.

Some individuals experiencing a medical problem may request that the ACPD not be contacted and/or to not have an ambulance dispatched to the scene for their medical condition (e.g., for some seizure disorders.) However, this could have grave consequences for the individual experiencing a medical issue. It is advised that the ACPD is contacted immediately, regardless of such a request, and that trained personnel respond to the emergency.

When an ambulance arrives, any patient has the right to refuse a hospital transport, if they are deemed by the medical personnel on scene to be coherent to make personal medical decisions.

These guidelines are in place to protect all parties, as well as to ensure that the campus community remains safe during medical emergencies.

EMERGENCY COMMUNICATIONS

Communication plays a critical role in keeping the Auraria Campus safe. During an emergency that may disrupt normal campus operations or threaten the health and safety of the community, the Auraria Campus disseminates official information about the event to faculty, staff, and students through a text and email emergency notification system. After it has been determined there is no longer an ongoing threat, an “all clear” alert will be sent.

Enrollment in the emergency notification system is automatic, and is handled individually by each campus institution. For guidance on how to review or update contact information in the system, visit www.ahec.edu/ens.
EVACUATION PROCEDURES

When directed to do so, faculty, staff, and students will respond to an emergency situation by evacuation.

Evacuation Routes and Floor Plans

Building exits can be located by following the green illuminated EXIT signs with directional arrows pointing to the nearest egress. Exit doors have illuminated green EXIT signs posted over them without directional arrows. Floor plans, which include evacuation paths, locations of fire extinguishers, fire alarm pulls, and AEDs, are posted in each campus building’s classrooms, office suites, and work spaces.

General Building Evacuation

A general evacuation is used to leave the building quickly through the nearest exit. An evacuation means ALL students, faculty, and staff MUST evacuate the building.

Example: A fire alarm activation or other non-specific emergency

Personal Responsibilities

- Do not take time to gather your books, computer, or other large items.
- Take only the essentials (e.g., purse, wallet, and 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” by emergency responders.

Faculty and Staff Responsibilities

- As a group, leave the building immediately, in a calm and orderly manner using the nearest exit available.
- Count your students as they leave the room and recount them once you reach the safe zone or designated evacuation point.
- For the safety of persons with disabilities, consider they may need assistance evacuating and/or help locating a safe area (see p. 5).
- 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 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.

For guidance on developing workplace emergency procedures, visit www.ahec.edu/workplace-emergency-procedures.

Directed Building Evacuation (Non-Fire Emergency)

A directed evacuation is used to exit the building by a route designed to avoid contact with a potential threat. This type of evacuation is coordinated by first responders or Facilities Services personnel.

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

Personal Responsibilities

- Evacuate quickly and calmly to the nearest safe exit.
- Listen closely, and follow instructions given to you by emergency responders.
- Stay out of the building until you are given the “ALL CLEAR” by emergency responders.
Faculty and Staff Responsibilities

- As a group, leave the building immediately in a calm and orderly manner, using only the exits and directions given by first responders.
- For safety of persons with disabilities, consider they may need assistance evacuating (see p. 5).
- 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 or area to which you were evacuated.
- 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 responders.
- Refer all media who want to speak with you or students to the on-site media spokesperson.

Campus Evacuation

A campus evacuation is used in the event of a severe emergency in the area.

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

Students, Faculty, and Staff Responsibilities

By Vehicle:

- If the road is usable, leave using a main exit, following direction from emergency personnel.
- 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 through a main exit.
- Proceed to a safe location, as directed.

By Mass Transit:

- In some cases, bus or light rail may be the best way to leave the area.
- If there is a hazard at a roadway exit from campus, go to the closest RTD station to evacuate by mass transit.
- Follow direction from emergency personnel, if they are present, at bus and light rail stops.
- NOTE: During some evacuation events, mass transit may be unavailable.

Evacuation Guidelines for 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 persons with disabilities located in your area.

NOTE: If the fire alarm is not pulled, the elevators should be used to expedite the evacuation of anyone who needs help leaving the building.

Persons with Mobility Impairments

Some persons with mobility impairments may need special equipment, such as a wheelchair, braces, or crutches; others whose challenges 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, persons 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, Facilities Services staff, and/or the Auraria Campus Police Department.

Do not 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, and batteries or life support equipment may be connected. Trained emergency personnel should be directed to the area as soon as possible.
Persons with Visual Impairments
If elevators are operational, persons with visual impairments can be escorted down by elevator. If people are being escorted out of the building, the person with a visual impairment should be evacuated together with sighted evacuees. If you are escorting a person who is visually impaired, ask how the individual wants to be assisted. For example, if you are going down stairs, they may ask you to stand in front of them 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 the leash of guide dog with their other hand.

Persons who Are Deaf/Hard of Hearing
Individuals who are deaf or hard of hearing may not perceive an audio emergency alarm, so alternative communication and/or warning techniques may be needed. These techniques could 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 the 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 Services personnel will lock all the exterior doors to the building remotely. 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 to anyone 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 your view.
■ Wait for further instructions via text and/or email, and do not allow anyone to leave until Auraria Campus Police Department, Facilities Services staff, or emergency personnel releases the building and gives 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
Shelter-in-place is a means to protect students, faculty, and staff by remaining in 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 the 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 of these cases, it is essential that communication is clear, concise, and followed immediately.

Shelter-in-Place
Example: A hazardous materials spill or imminent danger due to severe weather

■ Close all exterior doors and windows. Harmful chemicals or other contaminants could enter the building through an open door or window.
■ In a serious emergency, it may be necessary to limit the amount of outside air coming into the building through ventilation systems.
  • In these cases, Facilities Services 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.
■ If it is safe to do so, call 911 from a campus phone, 303-556-5000 from a cell phone, or text-a-tip to 720-593-8477 to advise the Auraria Campus Police Department (ACPD) of the events.
■ 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 persons 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.

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

**Shelter-in-Place and Protect**

**Example:** An active shooter or hostage situation

If the campus is locked down as a precaution or as a protective measure during a potentially violent situation, follow these steps for your classroom, office suite, or conference room:

■ Seek sanctuary by proceeding to a room that can be locked if the situation allows. Close and lock all windows and doors and turn off all lights, staying away from doors and windows. OR, exit the building if safe conditions exist.
■ If you are in a room that cannot be locked, place large, heavy objects (tables, bookcases, desks, etc.) in front of the doorway to impede the path and vision of an intruder. Work together and act quickly.
■ Get down on the floor and ensure that no one is visible from outside the room.
■ Do not allow access to anyone once the room is secure, as this will compromise the safety of those inside.
■ If it is safe to do so, call 911 from a campus phone, 303-556-5000 from a cell phone, or text-a-tip to 720-593-8477 to advise the Auraria Campus Police Department (ACPD) of the events.
■ Wait for further instructions and do not allow anyone to leave until the Auraria Campus Police Department, Facilities Services staff, or emergency responders release the building or 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 quickly. Please be aware that if the campus is faced with an active shooter scenario, the ACPD may implement several types of activities, such as campus lockdown, shelter-in-place and protect, and/or evacuation.

■ If the threat is in your building or area, and if it is safe to do so, evacuate to a safe area.
■ If you are unsure if it is safe to exit the building, seek sanctuary by proceeding to a room that can be locked if the situation allows. Turn off the lights, close and lock all windows and doors, and stay out of view.
■ Silence cell phones and remain quiet.
■ If you are in a room that cannot be locked, place large, heavy objects (tables, bookcases, desks, etc.) in front of the doorway to impede the path and vision of an intruder. Work together and act quickly.
■ Get down on the floor and ensure that no one is visible from outside the room.
■ Do not allow access to anyone once the room is secure, as this will compromise the safety of those inside.
■ If it is safe to do so, call 911 from a campus phone, 303-556-5000 from a cell phone, or text-a-tip to 720-593-8477 to advise the Auraria Campus Police Department (ACPD) of the events.
■ If an active shooter passes by your office or classroom, try to remain calm. Contact the ACPD, 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, do not touch anything that was in the vicinity, as these items could be potentially dangerous. Give additional information to the dispatcher if you are able to.
■ If the attacker enters your classroom or office, and if there are no other options, fight the attacker as a group. Commit to stopping the attacker with overwhelming force and improvised weapons (fire extinguishers, purses/backpacks, chairs, scissors, broom/mop handles, etc.). Fight like your life depends on it.
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 a citizen.

Directives given by the 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 with jurisdiction, choose a route for evacuation that leads away from possible exposure and consider the following:

- Wind direction
- Chemical runoff
- Traffic congestion
  - Time of day
  - Day of the week

Students, Faculty, and Staff Responsibilities

- Report all suspicious or unusual odors to the Auraria Campus Police Department.
- 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, and alert the Auraria Campus Police Department of 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

- 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 and 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 residue.

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 indication of smoke or fire seriously. Warn others, activate an alarm.
- Evaluate—Judge the level of threat and conditions of the immediate area, considering the needs of others.
- Decide—Follow the plan & leave immediately; or if you are unable to leave, move to a safe area and take defensive action (faculty/staff should direct students to a safe area).
Report a fire or explosion to the Auraria Campus Police Department by calling 911 from a campus phone or 303-556-5000 from a cell phone. 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 or persons with disabilities

**Students, Faculty, and Staff Responsibilities**

- Ensure all students evacuate in a prompt and orderly manner, and meet at a designated evacuation point.
- Faculty and staff should count heads as students leave a particular room for the safe zone or designated evacuation point.
- Evacuees should organize themselves in groups of three and use the buddy system for safe evacuation.
- Supervise and assist 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 the individual.
- Keep all students a safe distance from the affected building at an evacuation assembly point, and do another head count to ensure that all students are out of the building.
- Maintain a clear path of access for emergency vehicles.
- Do not return to the evacuated building until specifically instructed to do so by emergency responders.

**Fire Extinguisher Guidance**

All Auraria Campus buildings are equipped with fire extinguishers.

Kitchens are equipped with Automatic Hood extinguishers that are for use grease fires (types B and C).

For fires that are smaller than a trash can, use a fire extinguisher:

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 follow the PASS procedures:
   1. Pull the safety pin out and discard it.
   2. Aim the nozzle at the base of the fire.
   3. Squeeze the two handles together.
   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.

After using an extinguisher, notify the ACPD to document the incident and replace the used extinguisher.
BOMB THREAT

Background

A bomb threat received at any Auraria Campus facility will be considered and responded to as a legitimate 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 every incident, the safety and well-being of the campus community 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 the decisions made to resolve the issue. In each instance, the bomb threat response will be followed as closely as possible. It is understood that deviations to an established response are to be expected. However, safety of 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.

Bomb Threat

If the ACPD receives a bomb threat notification, they will inform the appropriate institutional administrators, and continue with the bomb threat procedure if a threat is determined credible.

Upon direction, faculty, staff, and students will initiate evacuation.

- Students will remove all personal property.
- Faculty and staff should check for, but not disturb, unusual objects as they depart classroom and work areas. Report these unusual objects to the ACPD and emergency personnel.
- Re-assemble at least 500 feet from the affected area or a locations that 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 campus, unless otherwise requested or if circumstances dictate a different course of action.
- The ACPD will be updated on the status of the evacuation; the location of students, faculty, and staff; and the status of the building inspection.
- The ACPD will conduct common area, entrance, and surrounding area inspections of the involved buildings.
- DO NOT USE radios and cell phones within 300 feet of a building containing a suspected explosive device. Radios will be turned off before searching the building.
- Notify the ACPD immediately if you or anyone in your group observes a suspected device, suspicious item, or unusual object.
- If the ACPD does not locate a device or object, and it is determined that the building is clear, a decision will be made by the incident commander to re-enter the affected buildings and re-commence classes.
- Do not re-enter the building until emergency personnel notifies you to do so.
- Appropriate notifications will be made to campus administration on the results of the bomb threat event.
BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:
- Call __________________________
- Handle note as minimally as possible.

If a bomb threat is received by email:
- Call __________________________
- Do not delete the message.

Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT (select one)
- Follow your local guidelines
- Federal Protective Service (FPS) Police
  1-877-4-FPS-411 (1-877-437-7411)
- 911

BOMB THREAT CHECKLIST

Date: __________________ Time: __________________

Time Caller Hung Up: __________________ Phone Number Where Call Received: __________________

Ask Caller:
- Where is the bomb located? (Building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will it make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:
- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller’s Voice:
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lip
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:
- Animal noises
- House noises
- Kitchen noises
- Street noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance
- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:

Homeland Security
SUSPICIOUS PERSON

Please be vigilant on campus, and report anything you perceive to be out of the ordinary. The ACPD 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. Capture a mental image of the person, focusing on basic description details and anything that might stand out for identification purposes (e.g., hair/eye/skin color, height/weight, tattoos/scars/birthmarks, etc.).
- Do not let anyone into a locked building or office.
- If the individual is inside, do not block the person’s access to an exit.
- Report a suspicious person to the ACPD by calling 911 from a campus phone or 303-556-5000 from a cell phone. You can also text-a-tip to 720-593-TIPS (8477) with photos. Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

Suspicious objects could be mail, a package, a duffel bag, or an unattended briefcase. Anything that may appear out of the ordinary that you determine to be out of place with no explanation is a suspicious object.

Student, Faculty, and Staff Responsibilities

- Do not touch or disturb the object.
- Report a suspicious object to the ACPD by calling 911 from a campus phone or 303-556-5000 from a cell phone. You can also text-a-tip to 720-593-TIPS (8477) with photos. Provide as much information as possible.
- Notify your supervisor, or a 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. The ACPD will identify the incident, isolate the area where the incident is occurring, and coordinate actions with assisting law enforcement agencies.
FLOOD WATCH OR 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 Weather Service.

Institutions will be notified of possible flooding that poses an imminent threat via text message and email by the Auraria Campus emergency notification system. The notice may include the type and expected duration of the alert, including:

- **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 currently 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, which 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 flood water. Turn around and go another way. NEVER attempt to drive through flooded roads.
- If your vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf your vehicle and 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 minor flooding and if time allows (before evacuation is enforced), move records and equipment off the ground onto shelves and tables to prevent damage and turn off/unplug all electrical equipment. In multi-story buildings, items can be moved to an upper level. Best practice is to store all archived/back-up records off-site at a distant location.

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

- Verify that electrical equipment has been checked and dried before returning to service.
- Discard any fresh food that has come in contact with flood water.
- 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 the 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 watch is issued by the National Weather Service when 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 and updates made by the National Weather Service.

Tornado Warning
A warning is issued by the National Weather Service when a tornado has been sighted in the area. When a tornado warning has been issued, Auraria Campus Police Department will notify the campus community through the Auraria Campus emergency notification system. The ACPD will monitor the National Weather Service reports and provide updates as they have them.

Measures to Follow During a Tornado Warning
■ If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor, and take cover beside sturdy furniture. (This is considered the “triangle of life”: taking refuge next to a large solid object in case of structural failure, providing the best possible space for survival from a building collapse.)
■ Stay away from windows and do NOT open them.
■ Fire doors in hallways should be closed.
■ Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave the vehicle immediately. If caught outside, lie flat in a nearby ditch or depression.
■ When an initial text and email alert is made to the community from the emergency notification system, it will include the expiration time of the warning (set by the National Weather Service). Remain in a safe area until the warning has expired.
■ If the facility is damaged, evacuate after the storm passes, staying clear of the damaged area. Be aware of fallen debris, downed power lines, and gas leaks.
■ Follow the directives of emergency personnel and/or the ACPD.

EARTHQUAKES

Measures to Follow During an Earthquake
■ During the quake, stay indoors if you are already there.
■ Take cover beside sturdy furniture, such as a work table or a desk. (This is considered the “triangle of life”: taking refuge next to a large solid object in case of structural failure, providing the best possible space for survival from a building collapse.)
■ Stay near the center of the building, 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 quake stops, evacuate the building and stay out of damaged buildings because an aftershock may cause them to collapse.
■ Wait in a safe area (at least 500 feet away from all buildings) until you receive instructions from emergency personnel.

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

In the event of injuries, first aid should be given and emergency assistance should be requested by calling the Auraria Campus Police Department: 303-556-5000 from a cell phone or 911 from a campus phone.
ELEVATOR EMERGENCIES

In the event of an elevator emergency (e.g., a stuck elevator, interruption of service, etc.), follow these measures:

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

NATURAL GAS 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 help detect a leak. The odor is unpleasant, often described as rotten cabbage or eggs.

Measures to Follow During Natural Gas Emergencies

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

WEATHER CLOSURES AND DELAYS

When administration considers the campus conditions unsafe due to severe weather, campus may close or operate on a delayed schedule.

■ Closure/delay options include:
  • Closed for the day and evening
  • Closed for the evening beginning generally at 4 p.m.
  • Delayed opening schedule
■ Closures and delays are announced via text and email alerts from the Auraria Campus emergency notification system. Information is also posted on the Auraria Higher Education Center website (www.ahec.edu), as well as on Twitter (www.twitter.com/aurariacampus) and Facebook (www.facebook.com/auraria).
■ Tune to a local radio or TV station for closure information, and/or call the 24-hour info line at 1-877-556-EMER for status on snow closures.
■ Road conditions can be obtained from the Colorado Department of Transportation at www.cotrip.org.
■ The Auraria Campus can be activated as an emergency shelter location for the American Red Cross if there is a need to provide temporary shelter for stranded individuals.