

AURARIA CAMPUS EMERGENCY PROCEDURES



University of Colorado
Denver

ACTIVE SHOOTER

- **Evacuate**—If it is safe to do so, leave the building immediately. Be sure to:
 - Have an escape route in mind
 - Leave your belongings behind
 - Help others escape, if possible
 - Follow the instructions of any police officers
 - Do not attempt to move wounded people
 - Call 911 when you are safe
- **Hide Out**—If you can't evacuate, move to an area out of the shooter's view. If possible go to a room with a door that can be locked or barricaded to prevent access by the shooter.
- **If evacuating and hiding are not possible:**
 - Remain calm
 - Dial 911, if possible, to alert police of the shooter's location
 - If you can't speak, leave the line open to allow the dispatcher to listen
- **Take Action**—If an active shooter enters your office or classroom, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

GENERAL EVACUATION INFORMATION

- In the event of a building alarm or official notification, evacuate the building using the nearest exit (or alternate if the nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, wallets, etc.).
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by emergency personnel and/or Auraria Campus Police.
- Gather 500 feet from the building unless otherwise instructed by emergency personnel and/or Auraria Campus Police.
- 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 or special needs.
- 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.

BOMB THREAT

- Evacuate the building.
- Do not use cell phones or radios within 300 feet of the area suspected of containing an explosive device.
- Check for, but do not disturb, unusual objects while leaving a classroom or office. Report these unusual objects to the Auraria Campus Police or emergency personnel.
- Do not re-enter the building until authorized by emergency personnel or Auraria Campus Police.

FIRE

- Activate the nearest fire alarm pull station. Call 911 from a campus phone to access Auraria Campus Police or dial 303.556.5000 from all other phones.
- Evacuate the building.
- Do not re-enter the building until authorized by emergency personnel.
- 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 or special needs.

EARTHQUAKES/TORNADOS/ SEVERE WEATHER

- If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get beside (not under) a sturdy piece of furniture.
- Stay away from windows. Do NOT open windows.
- Fire doors in hallways should be closed.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines, and gas leaks.
- Follow directives of emergency personnel and Auraria Campus Police.

**REMAIN CALM. PROVIDE ASSISTANCE
TO OTHERS, IF NECESSARY.**

POWER OUTAGE

- Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, check Auraria Campus website at www.ahec.edu or the local media.

SUSPICIOUS PERSON

- Do not physically confront the person.
- 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.
- Call 911 from a campus phone or dial 303.556.5000 to access Auraria Campus Police. Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call 911 from a campus phone to access Auraria Campus Police or dial 303.556.5000 from all other phones.
- Notify a supervisor, faculty, or staff member immediately.
- Be prepared to evacuate.

CAMPUS CLOSURES

- Closure options include: closed for the day and evening; closed for the evening beginning at 4 p.m.; closed for the morning with a "delayed" start, which is generally at 11 a.m.
- Tune to a local radio or TV station, call the 24-hour info line at 303.556.2401, or visit www.ahec.edu for campus closure information.



www.ahec.edu/emergency

**Report an emergency to Auraria Campus Police: Call 303-556-5000,
Call 911 (from a campus phone), or Text-a-Tip to 720-593-TIPS (8477)**