# AURARIA CAMPUS

# Departmental Emergency Action Plan

_____

Department Name

_____

Date

**AURARIA CAMPUS POLICE DEPARTMENT**

From a cell phone, call **303.556.5000**

From a campus landline, call **911**

Text-a-Tip to **720.593.TIPS (8477)**

AURARIA HIGHER EDUCATION CENTER™

COMMUNITY COLLEGE OF DENVER

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University of Colorado Denver

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# Auraria Campus Departmental Emergency Action Plan

Auraria Campus' number one priority is campus safety, and every crisis or emergency presents its own unique challenges. An emergency is a serious, unexpected, and often dangerous situation requiring immediate action and communication. When threats and hazards potentially impact the Auraria Campus, being prepared and knowing what to do in an emergency helps reduce risk and increase resiliency.

The Auraria Higher Education Center (AHEC) Office of Emergency Management (OEM) has created this Departmental Emergency Action Plan template that will allow each institution's department on campus to create their own emergency action plan tailored to the department's needs.

This Departmental Emergency Action Plan template consists of considerations for potential emergencies that impact Auraria Campus. Work with your emergency management teams for a comprehensive departmental needs assessment and assistance in creating your Departmental Emergency Action Plan.

# Part 1: Developing Your Departmental Emergency Action Plan

To increase the level of preparedness on Auraria Campus, we recommend that all departments of each institution, and each office or floor of all buildings on campus, create a Departmental Emergency Action Plan. This document provides instructions and templates for creating your plan and identifies important risks to consider when developing your department plan.

## Whole Community Approach

Auraria Campus is committed to achieving and fostering a system that uses the Whole Community Approach and is fully inclusive of individual needs and circumstances.

While planning for every situation that may occur in every type of emergency is impossible, being as prepared as possible is critical. During all emergency operations on campus, attention to those with access and functional needs should be incorporated into evacuation operations and response activities. Specific individual planning should be coordinated with respective building coordinators and departments.

All students, staff and faculty are responsible for familiarizing themselves with emergency information regarding classroom, common spaces, work areas, and living areas. They must also develop their own facilities evacuation plans and identify their primary and secondary evacuation routes from each building they use. This includes emergency evacuation plans comprising exits, alternate routes of egress, location of fire alarm pull stations, fire extinguishers, and designated rally points.

## Designate a Leader

Designate an emergency team leader who will be responsible for creating your emergency action plan, keeping it updated, and coordinating training and drills with your emergency management team. Creating your Departmental Emergency Action Plan should be collaborative; the leader of the process should organize a team of office representatives to participate in developing and updating your emergency action plan.

## Conduct a Site Assessment

Your emergency management team can conduct a site assessment of your location to identify the best and most efficient emergency procedure applications according to your area's resources and potential hazards.

### Building/Office Area Tour

While touring the area, consider the following items and make notes for reference:

- Exits (including windows on the first-level area)
- Doors/Areas that can be secured.
- Available means (furniture, door stops, etc.) to secure an area that does not have a locking door.
- Location of fire extinguishers, AEDs, bleeding control stations, emergency phones, and fire alarm pull stations.
- Evacuation routes (identify more than one) and rally points after evacuation.

## Building Considerations

### General Evacuation

In the event of a building alarm or official notification, evacuate the building using the nearest exit (or alternate if nearest exit is blocked):

- Do not use elevators!
- Take personal belongings (keys, wallets, etc.) with you.
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by ACPD.

### Building Evacuation and Rally Points

Identify an outdoor meeting location (rally point) in the event of a building evacuation, keeping in mind the following factors:

- Ensure there is at least one building between the evacuees and the building being evacuated.
- Identify a primary and secondary rally point locations—the secondary may be inside another building if the evacuation happens during inclement weather.

- As the emergency team leader, you should account for staff, students, and visitors to ensure that everyone has vacated the building.
- Do not return to the building or move to another side of the building unless told to do so by emergency personnel.

## Evacuation Considerations

When conducting the site assessment, consider which actions or procedures need to be addressed for persons with access and functional needs. Also take into consideration that you may havevisitors who will need assistance if an emergency occurs.

- Identify areas of rescue assistance in the area in the event a staff member cannot use stairs to evacuate a building.
- Identify if your department has emergency phones in the area for people with access and functional needs to call Auraria Campus Police Department (ACPD) Communications Center for assistance. If one is not available, call **303-556-5000** to reach ACPD Communications Center.
- For a Horizontal Evacuation, use building exits to the outside ground level or go into unaffected areas of buildings.
- For a Stairway Evacuation, use steps to reach ground level exits from the building.

For a Shelter-in-Place, unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. With this approach, the person may keep in contact with ACPD by calling **911** from a campus phone or **303-556-5000** from a cell phone and reporting his or her location to the dispatcher. ACPD Communications Center will immediately relay the location to officers who will determine the necessity for evacuation.

## Shelters Within the Building

Identify the best area within your building to take shelter in the event of a tornado, earthquake, or othersevere weather. Consider the following:

- The lowest floor (or basement) of the building.
- A location that is not near windows.
- If the lowest floor contains windows, look for ground-floor restrooms or stairwells.
- Alternatively, gather in an interior room or hallway and create a protective barrier with furniture.

# Emergency Communications

Your department should determine how you will communicate during an emergency and determine primary and secondary communication plans in case the first plan fails.

- Your department may establish a <u>text group</u> that will allow everyone to notify the team of their location and if they are safe.
- Your department may decide to communicate <u>by phone or radio</u>.
- Your department may create an emergency communication <u>code word or phrase</u>.This word

or phrase would serve as a discreet prompt to your colleagues to notify ACPD of a problem. The best code words or phrases are something that fits the environment in which you work, are simple, easily recognized, and can be used in everyday conversations. The word or phrase could be used in the event of a hostile visitor whom you would like to discreetly report to the police. A few examples are listed below, but feel free to customize your emergency code word for your department:

- o Luke, could you please cancel my 3 p.m. meeting? My uncle is in town.
- o Could you please call Nora? I need her help with this document. (Nora is the acronym for Need Officer Right Away)
- o Can you please tell Mr. Arnold I can meet him in the conference room in 20 minutes?
- o Greg, we need to cut the grass across the street on Speer.

## Provide Updates and Training

Changes frequently occur to the physical layout of office spaces and buildings on campus. Emergency action plans are "living documents" that should be reviewed and updated regularly. To ensure all staff, faculty and students are aware of changes, perform drills in conjunction with office meetings or after major changes to the plan occur. To inform new hires about your Departmental Emergency Action Plan, share your plan during orientation and request sign off by new employees.

ACPD and AHEC OEM partner to provide training to staff, students, and faculty on a variety of topics to include Active Harmer Training, Stop the Bleed Training and CPR. To see a list of available training, visit the [AHEC OEM website](#).

# Part 2: Finalizing your Departmental Emergency Action Plan

After conducting a site assessment, the emergency team leader should organize a meeting with the rest of the planning team in your department. At this meeting, the team should create a set of specific procedures for each of the hazards listed in Part 3 of this document. Discuss the challenges you would face for each hazard and come up with a simple solution using the resources in your office; this interaction promotes understanding of a workplace's unique emergency procedures. Be sure to include specific information about your department, to include where you work, your rally points, and employee contact information on the following pages.

Your completed Departmental Emergency Action Plan should be shared with your department and reviewed regularly. Department information should be shared with the emergency managers of your institution so they can support your department through ongoing training. Lastly, any emergency training conducted with your department should be shared with the emergency managers of your institution as well as any updates to your plan, to include staffing changes.

# Department Emergency Action Plan Information

Department/Workspace Location: _____

Team Leader and Title: _____

Team Leader Phone: _____

Team Leader Email: _____

Primary Rally Point: _____

Secondary Rally Point: _____

Primary Room to Shelter-in-Place: _____

Secondary Room to Shelter-in-Place: _____

Primary Code Word, if using, and definition: _____

Secondary Code Word, if using, and definition: _____

## Incident Specific Considerations

Please list any incident specific information that will prepare your department during an emergency here:

## Department Leaders to Notify During Emergencies

| Name | Title | Phone Number |
|------|-------|--------------|
|      |       |              |
|      |       |              |
|      |       |              |

Please list any other department information that your emergency management team should be aware of here:

# Faculty and Staff Emergency Phone Numbers and Contact

Please include all department staff names and phone numbers below, including department leaders.

| Name | Phone Number | Emergency Contact | Emergency Contact's # |
|------|-------------|-------------------|----------------------|
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# Part 3: Safety Resources and Guidance

For your safety, there are several resources available on the Auraria Campus.

## Auraria Campus Police Department

The Auraria Campus has a dedicated, full-service police department, operating 24 hours a day, seven days a week, 365 days a year. The Auraria Campus Police Department (ACPD) is committed to enhancing the quality of life on the Auraria Campus and for the institutions it serves—the Community College of Denver, Metropolitan State University of Denver, University of Colorado Denver, and the Auraria Higher Education Center.

- Always watch your belongings.
- Use U-locks rather than cable locks for bikes.
- Always lock your vehicle.
- Stay in well-lit areas.

## Medical Emergencies

If you or someone near you is having a medical emergency:

- Call **911** from a campus phone to inform ACPD.
- From a cell phone call ACPD at **303-556-5000**.
- Provide the location, nature of illness or injury, and the current condition of the victim.
- Do not move the victim unless they are in immediate danger.
- If you or some around you are trained, administer first aid/CPR/AED as needed.

## NightRider

Call **303-556-5000** to obtain a safe and free ride to your vehicle from any building on campus or parking lot.

## ACPD Vehicle Unlock

ACPD can unlock your vehicle if you lock your keys in your car. Call **303-556-5000** for assistance.

## Motorist Assistance Program

Parking & Transportation Services offers a free-of-charge Motorist Assistance Program for customers who have vehicle issues while on campus. Call **303-556-2000** for help to:

- Jump-start batteries.
- Provide jumper cables, tire tools, water, and gasoline cans.

## Campus Accessible Shuttle

The Campus Accessible Shuttle service is a transportation program for persons with access and functional needs who need a ride to and from the designated stops within the boundaries of campus and to CU Denver buildings located across Speer Boulevard. For more information visit the AHEC Parking and Transportation Services [website.](#)

- Call **303-556-2001**, Monday-Friday: 7:30 a.m. – 6 p.m.
- After 6 p.m. please call ACPD to schedule a campus safety ride at **303-556-5000.**

## Emergency Notification System

Communication plays a critical role in keeping our community safe. In the event of an immediate, significant danger to the health or safety of the campus community, or campus delay/closure or building closure, ACPD or AHEC OEM may issue an emergency notification to all faculty, staff, and students (formally known as RAVE). This message is like a reverse 911 (a system used to deliver recorded emergency notifications) call from the local police department. Situations that may require an emergency notification include an active harmer situation, inclement weather resulting in a campus delay/closure, or an event, such as a fire, flood, or tornado. For more information regarding enrollment into the emergency notification system, please contact your emergency management team.

# Incident Specific Considerations

Below are some considerations to include in your Departmental Emergency Action Plan based on specific incidents. The verbiage can be copied right into your plan and should be used when training your department on emergency procedures.

### Fire Evacuation

If you or someone sees a fire in your area:

- Activate the nearest fire alarm pull station. Call **911** from a campus phone to notify ACPD.
- Dial **303-556-5000** from all other phones to reach ACPD.
- Evacuate the building and close doors behind you, do not use elevators.
- Assemble at your pre-determined rally points.
- Do not re-enter the building until authorized by emergency personnel.
- If it is safe for you to assist persons with disabilities or access and functional needs, do so. If youare unable to assist, notify emergency responders of the location and number of people with access and functional needs in your location.

## Tornadoes and Severe Weather

When you are notified of a tornado or severe weather at or near Auraria Campus:

- Move to a pre-designated shelter for tornadoes and severe weather, preferably a basement or lowest floor.
- If an underground or designated shelter is not available, move to an interior room or hallway onthe lowest floor and get beside or under a sturdy piece of furniture.
- Stay away from windows. Do NOT open windows.
- 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.

## Potential Phishing/Cyber Attack Considerations

Contact your institution's Information Technology (IT) department immediately if you believe you have received a phishing email or if you believe you are under a cyber-attack. Be sure to forward the suspicious email to IT.

## Suspicious Object

If you see a suspicious object or activity, say something.

- Do not touch or disturb objects.
- Call **911** from a campus phone to inform ACPD or dial **303-556-5000** from all other phones to give a detailed description of the item/situation:

  - Where is the object?
  - Describe the object (bag/box/container, size, color, etc.)
  - Did you see anyone carrying it or leave it behind? (Describe the person)
  - How long has it been there?
- Notify your supervisor, faculty, or staff member immediately.
- Be prepared to evacuate. If evacuating, assemble at a pre-designated rally point for your team, unless otherwise instructed by ACPD.

## Suspicious Person

A suspicious person may be identified by their behavior; these factors may help you assess whether someone poses a threat:

- Inappropriate or oversized clothes
- Keeping hands in pockets or nervousness
- Favoring one side or one area of the body or carrying packages

If you come upon a suspicious person:

- Do not physically confront the person and do not let anyone into a locked building/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 Police.
- Also, call ACPD if you see or are a victim of any sexual misconduct.

## Active Harmer

Although uncommon, everyone should be prepared for how to react when faced with an active harmer situation. The phrase "active harmer" is used because the weapon is not limited to a gun; it could be a knife, a car, a bomb, or something else.

### Run

Your safety and getting yourself out of harm's way is your number one priority. If it is safe to do so, leave the building immediately.

- Know where the threat is before you run and evacuate whether others agree to or not.
- Have an escape route in mind.
- If it is safe to do so, grab your phone, wallet, and keys.
- Escape quickly and help others escape, if possible. If someone cannot escape, notify ACPD of their location.
- Prevent others from entering the dangerous area.
- Go to your primary or secondary identified rally point to meet up with your department and then keep moving away from the threat.
  - Call **911** from campus phones or ACPD at **303-556-5000** when you are safe and provide detailsof the incident and physical description of the suspect(s).
- Follow the instructions from ACPD and keep your hands visible for police officers.
- Do not attempt to move wounded people.

### Hide

If you can't evacuate, move to an area out of the harmer's view. If possible, go to a room that has a doorwith locks or one that can be barricaded to prevent access by the harmer.

- Act quickly, quietly and remain calm.
- Turn off lights.
- Lock and/or barricade door.
- Remain quiet.
- Silence your ringer and vibration mode on your cell phone. If it is safe to do so, contact ACPD to inform them of your hidden location. Auraria Campus Communications Center can be texted at **720-593-TIPS (8477)** if calling is not an option.
- Conceal yourself behind large objects or furniture that provide protection.
- Do not trap or restrict your options for movement.
- Do not open the door for anyone, the Police will have keys to unlock the door. If you have

barricaded yourself in a room, you can ask for the person on the other side of the door to show verification (ID badge under the door) before unbarricading the door.

- Shelter in place until the police says it is safe to move.

**Fight**

If an active shooter enters your area, attempt to disrupt and/or incapacitate the active harmer.

- Act with physical aggression.
- Improvise weapons (chairs, tables) and commit to your actions.
- Keep fighting until you win.

## Bomb Threat

A bomb threat is any communication that indicates the presence of, or intent to detonate, an explosive device. Bomb threats are considered serious until proven otherwise. If you encounter a bomb threat, please use the Bomb Threat Procedures Checklist, found in Appendix 1, to collect all information about the threat. Then call ACPD at 303-556-5000 or 911 from a landline phone on campus.

If the bomb threat is credible in your area:

- Evacuate the building using the nearest exit.
- Assemble at the pre-designated rally point for the office unless otherwise instructed by ACPD.
- 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 ACPD.
- Do not re-enter the building until authorized by ACPD.

# Bomb Threat Procedures Checklist

## BOMB THREAT PROCEDURES

*This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.*

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 immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities 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 e-mail:**

- 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

***Refer to your local bomb threat emergency response plan for evacuation criteria***

**DO NOT:**

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

### WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

**For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov**

Homeland Security        2014

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## 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 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/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

| Caller's Voice | Background Sounds | Threat Language |
|---|---|---|
| ☐ Female | ☐ Animal noises | ☐ Incoherent |
| ☐ Male | ☐ House noises | ☐ Message read |
| ☐ Accent | ☐ Kitchen noises | ☐ Taped message |
| ☐ Angry | ☐ Street noises | ☐ Irrational |
| ☐ Calm | ☐ Booth | ☐ Profane |
| ☐ Clearing throat | ☐ PA system | ☐ Well-spoken |
| ☐ Coughing | ☐ Conversation | |
| ☐ Cracking voice | ☐ Music | |
| ☐ Crying | ☐ Motor | |
| ☐ Deep | ☐ Clear | |
| ☐ Deep breathing | ☐ Static | |
| ☐ Disguised | ☐ Office machinery | |
| ☐ Distinct | ☐ Factory machinery | |
| ☐ Excited | ☐ Local | |
| ☐ Laughter | ☐ Long Distance | |
| ☐ Lisp | | |
| ☐ Loud | **Other Information:** | |
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| ☐ Ragged | | |
| ☐ Rapid | _____ | |
| ☐ Raspy | | |
| ☐ Slow | _____ | |
| ☐ Slurred | | |
| ☐ Soft | _____ | |
| ☐ Stutter | | |