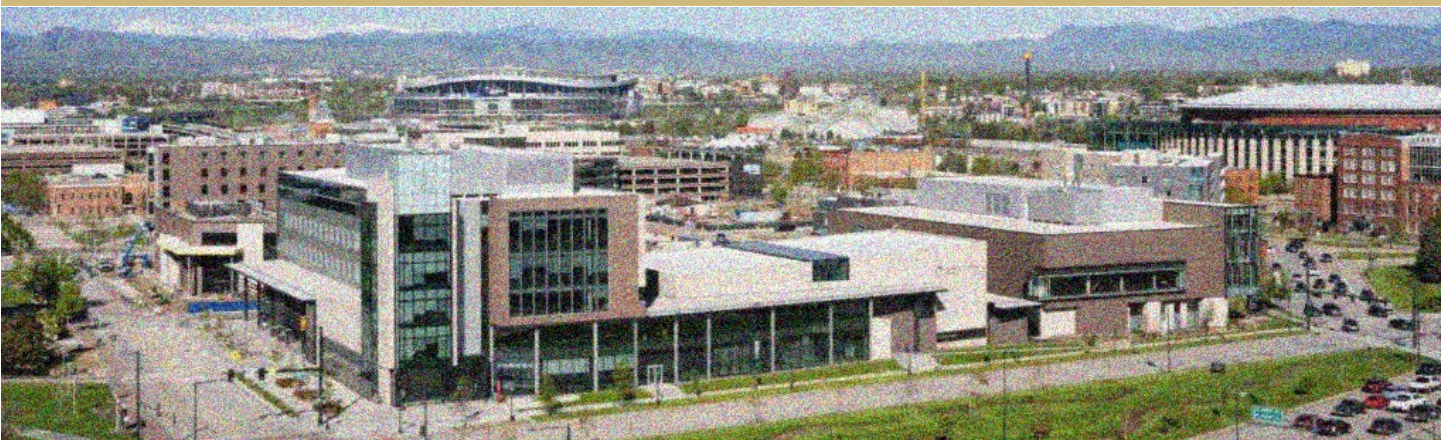




# University of Colorado Denver Preparedness Planning Handbook

The following document represents the all-hazards approach to emergency preparedness, for the University of Colorado Denver Campus community.



# In an emergency

Dial 9-1-1 from a campus phone or 303-556-5000 from a cell phone to reach Auraria Campus Police Department Dispatch

## CU Denver | Anschutz Contacts

Facilities Mgmt.	..... 303-315-7777	University Police	..... 303-724-4444
Office of the Provost	..... 303-315-2100	Emergency Mgmt.	..... 303-724-0252
OIT	..... 303-724-4357	University Events	..... 303-315-5815
Registrar	..... 303-315-5969	Student Affairs	
U. Communications		Student Housing	..... 303-315-5272
Human Resources	..... 303-315-2700	Bursar	..... 303-315-1800
Research Admin.	..... 303-315-5826	University Counsel	..... 303-315-6617
Risk Mgmt.	..... 303-724-6494		

## CU Denver Schools and Colleges

CAP	..... 303-315-1000	CEDC	..... 303-315-7170
CAM	..... 303-315-7400	CLAS	..... 303-315-7000
BUS	..... 303-315-8000	SPA	..... 303-315-2228
SEHD	..... 303-315-6300	Graduate School	..... 303-315-2183

## AHEC Contacts

Facilities Mgmt.	..... 303-556-3260	Event Services	..... 303-556-2755
AHEC Police	..... 303-556.5000	Parking Services	..... 303-556-2003
Emergency Mgmt.	..... 303-556-8088		

## *Statement from Emergency Management*

# Welcome

The Emergency Management Division of the University of Colorado Denver | Anschutz Medical Campus provides guidance and support in the realm of emergency preparedness for the downtown Denver Campus, as well as the Anschutz Medical Campus.

Through collaboration and coordination with students, faculty, staff, visitors, and external partners, the CU Denver | Anschutz Medical Campus Emergency Management Division is continually striving to create a culture of inclusiveness and preparedness for the University of Colorado Denver and Anschutz Medical Campus.

In order to provide effective preparedness for, response to, and recovery from emergency situations, campus organizations must plan and prepare together with the federal, state, local and tribal governments, as well as the private and non-profit sectors. The University of Colorado Denver | Anschutz Medical Campus Emergency Management Division exists to ensure a high level of preparedness and readiness for both campuses and their campus communities.

### ***Preparedness activities include the following:***

- Campus wide emergency planning
- Planning & preparedness for all schools & colleges during all phases of emergencies (preparedness, mitigation, response, recovery, and continuity of operations or COOP)
- Preparedness education and outreach for all members of the campus community
- Facilitation of training and exercises with campus partners and stakeholders
- Coordination and collaboration with campus partners, as well as external stakeholders (other campuses, other universities, local, county, state, and federal partners)
- Management and continued development of the campus Emergency Operations Center (EOC)

The Emergency Management Division is here to assist all members of the campus community (students, faculty, and staff) with all of your preparedness needs. Please contact the division if you need assistance, information, or guidance on your preparedness activities.



University of Colorado Denver | Anschutz  
Emergency Management Division

1380 Lawrence Street  
LSC - Office 320B  
Denver, CO. 80204

303-724-2000

## Campus Safety



The Auraria Campus is a dynamic and vibrant higher education community located in the heart of downtown Denver. The 150-acre campus is shared by three separate and distinct institutions of higher learning: Community College of Denver, Metropolitan State University of Denver, and University of Colorado Denver.

Auraria is roughly bounded by Auraria Parkway, Speer Boulevard, Colfax Avenue and Fourth Street ([map](#)). Auraria has a dedicated, full-service [police department](#), operating 24 hours a day/year-round. The Auraria Police Department (ACPD) responds to police, fire, medical and environmental emergencies and investigates crimes, vehicle accidents and suspicious activities on the Auraria Campus. For emergencies on the Auraria Campus call 303.556.5000.

For CU Denver buildings located **North of Speer Blvd.** to include Lawrence Street Center, Business School Building, and the CU Denver Building, police services are provided by the Denver Police Department. For emergencies north of Speer dial 9-1-1.

Emergency preparedness is provided by the CU Denver | Anschutz Emergency Management Division

The campus is equipped with emergency towers all over the campus and in every building, parking lot and along the walkways.

These are easy to identify as they are large red towers with blue lights at the top of them and the word "emergency" down each side. If ever faced with needing to use one and you don't know where you are, you can activate a tower which will give the Auraria Police Department your location.

ACPD has partnered with Auraria Parking to offer a **NightRider service**, between 5:00pm and 10:00pm. You can call 303-556-5000 for an officer escort anywhere on campus if you don't feel safe walking to your class or back to your vehicle or light rail station. If it is after 10:00pm, you can call the Auraria Campus Police Department for an escort.

Regardless of an imminent threat or emergency, you can use these safety tips to take active step in your own safety while on campus.

- Be aware of your surroundings (e.g., exits, doorways, etc.)
- Note the location of emergency wall phones, buttons, and emergency response quick reference guides.
- Program **303-556-5000** in your cellphone.
- Always wear your ID badge.
- Add cellphone # to your CU Portal

# Emergency Notifications

CU Denver Emergency Notifications play a critical role before, during, and after any emergency or disaster. CU Denver works in partnership with Auraria to provide emergency notifications to the campus community. There are two types of emergency notifications.

## CU Alerts!

The CU Denver Emergency Notification System (CU Alerts!) provides campus emergency alerts via text and /or e-mail when conditions develop on or near CU Denver/Auraria, which pose an imminent threat of danger to the Campus Community. Examples may include:

- Physical plant issues (e.g., natural gas leak, etc.)
- Inclement weather closures or delays
- Campus safety threats (e.g., active harmer, bomb threat, etc.)
- Hazmat situations

All CU Denver students, faculty, and staff are automatically registered to receive these alerts to the University issued email address.

You may register to receive these alerts to your personal cell phone by logging into your CU Portal and updating your **CELLULAR** contact information.

## Campus Timely Warnings

When a specific crime covered by the Clery Act occurs, the ACPD is required to evaluate if there is a serious or ongoing threat to the campus community to determine if a Timely Warning email needs to be issued to all faculty, staff, and students. Timely Warnings are also posted and archived on the Auraria Campus website

In an effort to keep information current during an evolving situation, e-mail and text emergency alerts will be brief and may direct the reader to the CU Denver/Auraria toll-free emergency information lines. **877-556-3637**



# *Evacuations, Lockdowns, and Shelter-in-Place*

## **Evacuations**

### **IF A FIRE ALARM IS ACTIVATED, THE BUILDING MUST BE EVACUATED**

In the event of an evacuation, follow the building evacuation guides, posted throughout all campus buildings. Be aware of primary and secondary evacuation routes closest to you.

Each building has designated primary and secondary “Rally Points” for occupants to assemble. In the event of an evacuation, Rally Points provide a process for reunification and accountability.

Do not re-enter the evacuated building until given official approval to do so by law enforcement, facilities management, or building leadership.

In the event of an active harmer situation and personal evacuation is possible, move as far away from the incident as possible until safe.

### **Evacuation for those with access and functional needs**

If you or someone you know has an access or functional need that prevents them from full evacuation, head to the nearest emergency stairwell. Notify

emergency personnel that you or someone you know is in an emergency stairwell. Emergency personnel will be responsible for assisting with the evacuation from the building.

## **Shelter-in-Place**

Students, faculty, and staff may be directed to shelter-in-place. If a shelter-in-place action is activated, you will receive notification via *CU Alerts!*

- Take refuge in a small, interior room with no or few windows.
- Close and lock doors when possible.
- Stay away from windows and decrease visibility from interior and exterior openings.
- Turn off lights.
- Silence cellphones and turn off monitors and projectors.
- Remain in place until given the “ALL CLEAR” from *CU Alerts!* or emergency personnel.

## **Lockdowns**

Lockdowns are initiated from the Auraria Campus Police Department. When initiated, all exterior doors will automatically lock, preventing entry from the outside. Emergency exit will still be possible. Interior doors with badge readers will function as normal.

## *Special Interest Populations & Visitors*

Emergencies and disasters impact the whole- community. Special interest populations include but are not limited to, children, individuals with disabilities, and others with access and functional needs, diverse communities, the elderly, and people with limited English proficiency. These groups may be lacking in resources, mobility, and/or capability to react, cope, or understand the emergency conditions and circumstances.



These members of the community may have needs before, during, and after an incident in access and functional areas, including but not limited to:


- Communication
- Transportation
- Supervision
- Medical care.

Prepare personal evacuation and shelter plans for individuals requiring special assistance during an emergency. Issues to consider in this plan include:

- Intended route and means of evacuation
- Who will/can be of assistance
- Areas of refuge where they can wait for assistance.

### **Visitors**

If you are planning to visit CU Denver and Auraria Campus, communicate with your hosting school, department, or college for more information.

- Follow the official CU Denver Twitter  Page to receive campus updates.
- Be aware of your surroundings (e.g., exits, doorways, etc.)
- Note the location of emergency wall phones, buttons, and emergency response quick reference guides.
- Program ACPD's **303-556-5000** and CU Denver/Auraria toll-free emergency information line **877-556-3637** in your cellphone.

## *Campus Disaster Planning*

On any given day, the Auraria Campus may have between 45,000 to 55,000 students, faculty, staff, and visitors walking the corridors, attending classes, and conducting research. While this is one of the safest campuses in the nation, it is important to be prepared.

While complexities may change with the scope and nature of an emergency or disaster, you can take many steps toward your personal and departmental readiness.

1. **Assess Risks** - review this handbook and campus plans to learn what hazards are most likely to affect you.
2. **Make a plan** - identify essential staff, resources, procedures, records, and equipment you will need in an emergency.
3. **Purchase** or assemble an emergency disaster kit with personal disaster supplies.
4. **Develop** a communications plan for emergency communications
5. **Plan ahead** for shelter-in-place and evacuation procedures.
6. **Practice** your plan through regular drills, tabletop exercises and discussion-based exercises.



The CU Denver | Anschutz Emergency Management Division, in partnership with Auraria, has identified the following risks to the campus community:

- Medical Emergencies
- Fire
- Severe Weather Events
- Hazardous Materials
- Suspicious Activity
- Bomb Threat
- Active Harmer Incident
- Concerning behavior or sexual misconduct



# Campus Emergency Response Guide

Revised 12.21

## Auraria Campus EMERGENCY PROCEDURES

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



### Bomb Threat

REMAIN CALM

- Follow instructions of emergency personnel
- If evacuating, assemble at pre-determined rally points
- Restrict unnecessary cellphone or radio usage
- Avoid the area. No re-entry until authorized by emergency personnel or Auraria Campus Police.



### Active Harmer

RUN, HIDE, FIGHT

- Try to escape area safely
- Hide and barricade if you cannot escape
- Protect yourself by locking doors, turning off lights, silencing cellphones
- Fight back as a last resort
- Follow instructions of emergency personnel



### Fire

EVACUATE

- Pull fire alarm
- Leave the building, close doors behind you
- Avoid using elevators
- Assemble at pre-determined rally points
- Do not re-enter the building until directed by emergency personnel



### Access & Functional Needs

INCLUSION

- Please support and use a "buddy system" to assist people with disabilities and access and functional needs.
- If you are unable to assist, notify emergency responders of the location and the number of persons who need help in the area.



### Emergency

CALL/REPORT/PREPARE

**911**

(From A Campus Phone)

– OR –

**303-556-5000**

(From A Cellphone)

**720-593-Tips (8477)**

(Text-A-Tip)

For more info, visit

[www.ahec.edu/emergency](http://www.ahec.edu/emergency)



### Suspicious Object/Activity

SEE SOMETHING, SAY SOMETHING

- A person is behaving strangely
- The object is out of the ordinary
- Sexual misconduct
- Trust your instincts
- Notify police



### Hazardous Materials

STAY BACK

- Pull the fire alarm and evacuate the building
- Notify police
- Assemble at the pre-determined rally point
- Do not re-enter the building until directed by emergency personnel



### Severe Weather

SHELTER-IN-PLACE

- Move to an interior room on the lowest level
- Stay away from windows and exterior doors
- Follow directives of emergency personnel
- After the storm passes, stay clear of damaged areas. Be aware of hazards.



### Medical Emergency

TAKE ACTION

- Notify police
- Provide location, nature of illness/injury, the current condition of the victim
- Do not move the victim unless in immediate danger
- If trained, administer first aid/CPR/AED as needed

# Campus Emergency Response Guide

## Medical Emergencies

1. Dial 9-1-1 from a campus phone or 303-556-5000 from a cell phone to contact Auraria Campus Police.
2. Remain calm and be specific when speaking to police dispatch.
3. Report location of person needing assistance.
4. State that you have a medical emergency and whether or not an ambulance is needed. Be prepared to give a basic description of the nature of the injury or illness.
5. If trained, begin first aid. Do not move the ill/injured person unless failure to do so would cause further injury and it is safe to do so.
6. If police are not on scene, send someone to direct the emergency responders to the location of the medical emergency.



## Fire

Upon discovery of a fire, follow **the A-RACE** actions:

**Active:** Pull the nearest fire alarm pull-box (at/near an exit door).

**Rescue:** If safe, assist any injured or disabled persons out of the area. Do not put yourself in danger.

**Alert:** Notify others in the immediate area. From a safe location, call ACPD or dial 9-1-1. Give the exact location, what is burning, and your name.

**Confine:** Close doors as you exit the fire area.

**Extinguish** and/or Evacuate:  
Extinguish the fire, if safe. Otherwise, evacuate the building by following the exit signs to the shortest or safest route, but **DO NOT USE ELEVATORS**.

Assemble at designated Rally Points.

Report injured, trapped, or unaccounted for persons to fire personnel. **DO NOT** re-enter the building until emergency personnel advise you that it is safe to re-enter.

# *Campus Emergency Response Guide*

## **Severe Weather Events**

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In the event of imminent severe weather on the campus (or campus closure) the university will notify students, faculty and staff via *CU Alerts!*

### **Blizzards/Heavy Snow:**

Inclement weather decisions are always made collectively and cooperatively by the members of the Auraria Executive Council (AEC) or their designees, which includes leadership from each of the three educational institutions on campus (CU Denver, Metropolitan State University of Denver, and Community College of Denver), as well as AHEC (Auraria Higher Education Center)

Notifications of campus closures and/or delays will be transmitted through *CU Alerts!*. Campus closure and delay information can also be obtained through the CU Denver / Auraria Campus Information Line at **877-556-3637**.

### **Tornadoes:**

Do not assume that it is safe if a weather alert (“watch” or “warning”) has not been issued as tornados or other severe weather can crop up at any time. You may be at risk and should prepare to take cover anytime severe weather threatens. Severe weather information will be disseminated through *CU Alerts!*

If severe weather occurs on or in close proximity to campus:

1. Remain calm; do not run or panic.
2. As it is safe to do so, seek shelter in the lowest possible level of the building, in an interior space, away from windows.
3. Wait for the “all-clear” from the fire department (via the fire enunciator system in the building or in person), police, or the CU Alerts! system before leaving your area of protection.

# *Campus Emergency Response Guide*

## **Hazardous Materials**

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**Emergency Release:** Uncontrollable, high toxicity hazard, potential fire/explosion hazard, or unknown substance. If an emergency release occurs:

1. Evacuate the immediate area of all personnel.
2. Close the doors to contain the material.
3. Call ACPD or dial 9-1-1 from a safe area and provide the dispatcher with any of the following known information:
  - a. The exact location of release and the area(s) affected.
  - b. Injuries due to exposure, number (and names) of person(s) affected, and conditions/symptoms.
  - c. Hazardous product(s) released, and amount released.
  - d. Where the caller will meet emergency responders and a contact number to reach the caller.

**Incidental Release:** An incidental release is a spill of known material with low toxicity that can be easily controlled with proper protection and equipment available. Personnel causing the spill will initiate cleanup immediately.

### **For concerns with air quality:**

University of Colorado Denver spaces contact Facilities Operations at 303-315-7777.  
AHEC owned spaces Contact AHEC Facilities at 303-556-3260

# Campus Emergency Response Guide

## Suspicious Activity

### SEE SOMETHING SAY SOMETHING

Trust your instincts. Always err on the side of caution. If you believe something is suspicious, say something.

**Objects:** that are out of the ordinary or present a significant concern.

**Persons:** Behaving strangely, displaying signs of distress, or erratic behavior.

Some behaviors of concern to report:

- Erratic behavior and paranoia
- Threatening words or actions
- Violent or aggressive behavior
- Classroom disruptions or excessive absenteeism
- Writings or social media postings that convey potential threats

**Sexual Misconduct:** Any conduct which is sexual in nature, and which is unwelcomes and engage in without consent. This type of misconduct can refer to everything from unwanted groping to rape.

Report suspicious activity to the Auraria Campus Police Department. DO NOT attempt to approach the object or interfere if it is unsafe for you to do so.

**Text-a-Tip: 720-593-TIPS (8477)**

## Bomb Threat

### All bomb threats must be considered real until proven otherwise.

If you receive a bomb threat:

Remain calm

Call Denver Police at 9-1-1 and provide the dispatcher with information including:

- What the bomb suspect said and a description of the suspect including his/her voice (male/female, excited, angry, etc.).
- Exact time the bomb threat was made.
- The reported location and description of the bomb, package, or object.
- Try to get as much information as possible about the suspect and incident.

If you discover a suspicious package or object, do not touch, or move it.  
AVOID using a cell phone!

Immediately after discovering the suspicious package or object:

**Dial 9-1-1 or 303-556-5000**

# Campus Emergency Response Guide

## Active Harmer Incident

These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the attack and mitigate harm to additional victims.

In general, how you respond to an active harmer incident will be dictated by the specific circumstances of the encounter



### **RUN**

If there is an accessible escape path, take it and get as far away as possible until you are safe

- Have at least two evacuation routes planned or in mind
- Evacuate even if others don't follow
- Leave your belongings behind
- Help others escape if possible but do not let others slow you down
- Keep your hands visible and follow instructions from emergency personnel and law enforcement

### **HIDE**

If escape is not possible, find a secure hiding place

- Stay out of harmer's view
- Lock doors and turn off lights

- Silence cell phones and electronic devices
- Hide behind large items
- Blockade the door if it does not lock
- If escape becomes possible, take it

### **FIGHT**

As a last resort and **ONLY** if your life is in immediate danger, FIGHT.

- Act as aggressively as possible to disrupt or incapacitate the harmer
- Throw items and use improvised weapons (chairs, books, bags)
- Commit to your actions
- If with others, work as a team against the active harmer

The CU Denver | Anschutz Emergency Management Division and ACPD Regularly hold in-person and virtual Active Harmer Response Trainings. For more information contact: [emergencymgmt@ucdenver.edu](mailto:emergencymgmt@ucdenver.edu)

# *Campus Emergency Response Guide*

## **Concerning Behavior or Sexual Misconduct**

### **CU Denver | Anschutz Title IX:**

Stop sexual assault, sexual harassment & discrimination! If you believe there has been an act of discrimination on the basis of sex against any person or group, contact the university's Title IX Coordinator at 303-315-2567 or email at [equity@ucdenver.edu](mailto:equity@ucdenver.edu).

### **CU Denver | Anschutz CARE Team:**

The Campus Assessment, Response & Evaluation (CARE) Team is committed to improving campus safety and student success by proactively and collaboratively managing situations and individuals that pose, or may reasonably pose, a threat to the safety and wellbeing of the campus community. The team coordinates with students, faculty, and staff as well as concerned others, using objective and thoughtful approaches to identifying, assessing, and intervening with individuals of concern.

Faculty and Staff: if you personally need immediate crisis counseling contact the REAL Help Hotline at **833-533-CHAT (2428)**.

If you encounter a student who appears to be exhibiting unusual behavior, contact the CARE team at **[shareaconcern@ucdenver.edu](mailto:shareaconcern@ucdenver.edu)**.

If you encounter a faculty/staff member who is exhibiting unusual behavior, contact the FAST team at **303-315-0182**.

**Report erratic behavior to the Auraria Police Department at 303-556-5000.**

# Emergency Disaster Kit

An emergency disaster kit is a collection of basic items your office and or household may need in the event of an emergency. You can have multiple kits to fit your needs. Make sure they are easily accessible in your office, home, and vehicle.

## Emergency Needs

- Battery powered radio
- First aid kit & manual
- Sleeping bags & blankets
- Manual can opener
- Waterproof/Windproof matches
- Non-Perishable foods
- Flashlight
- Water storage
- Water purification tablets
- Utility knife
- Battery powered lanterns
- Extra eyeglasses/contact lenses
- Essential medications
- Extra clothing
- Personal toiletries
- Plastic trash bags & ties
- Disinfectant
- Toilet paper | Paper towels
- Chargers and power cords
- Vital documents
- Food & water for pets

## Contact Card Info

Name:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact Name:

\_\_\_\_\_

Emergency Contact Number:

\_\_\_\_\_

Primary Care Doctor Name/ #/ Addr:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Listed Allergies & Medications:

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