

Classroom Emergency Action Procedures

This telephone is for emergency situations only.

When the telephone rings ...

1. Do not answer the initial ring ... this is an indication that a threatening situation exists in the building ...
2. Immediately lock the doors to the classroom / seminar room using the “hex” key located in the AV cabinet or the deadbolt lock on the door
3. Move all students to the front of the classroom in front of the chalk boards ... in a seminar room, move the students to the right or left of the door ... the intent is to minimize student exposure to the “line-of-sight” from outside the room
4. Once the classroom/seminar room is securely “locked down,” pick up the phone. You will hear other classrooms and Dean’s Office front desk. (If you do not hear others on the phone, hang up and wait for another call. If it has been more than 5 minutes call the Dean’s Office at (303-492-8047) for further actions and updates ...)
5. Should an emergency situation be initiated in the classroom, use the telephone to call CUPD at 911 when the situation allows. Note, this phone is shared with all other classrooms, do not stay on the phone longer than necessary.