



## EMERGENCY QUICK REFERENCE GUIDE

**Campus Police: 911\***

Wolf Law Building Proctor: 2-8040

Law School Director of Operations: 2-3090

Return this copy to:

Phone/Service Desk Location: \_\_\_\_\_

Department/Unit/Person: \_\_\_\_\_

This handbook is designed to address emergencies within the Law School facilities. A copy of this document should be in every office and classroom. Law School administration is required to ensure that all faculty, staff, and student assistants read this information and know, within one month of hire, where the guide is located. It should be reviewed annually by all faculty, staff, and student assistants.

Please send changes or suggestions for improvements to this document to the Director of Operations and Financial Management of the Law School ([dennis.russell@colorado.edu](mailto:dennis.russell@colorado.edu)).

**\*Note: Calling 911 from a cell phone will reach Boulder City 911 services. Calling 911 from a campus phone will reach CU Police 911 services. Either location can quickly patch you to the appropriate service.**

### **BOMB THREAT**

1. If a telephone threat is received, write down every word spoken by the caller. Pay close attention to voice quality and background noises.
2. If possible, use “**Bomb Threat Checklist**” which should be next to all phones.
3. **IMMEDIATELY** contact Campus Police (911)
4. Call the Dean’s Office and report (2-8047)
5. Follow the instructions of Campus Police in all instances. **IF TOLD TO EVACUATE THE BUILDING**, do so, **IMMEDIATELY**, using the nearest exit.

### **CRIME**

1. Call Campus Police (911) immediately if the incident is in progress. If the incident has already occurred, notify police at 492-6666.
2. Observe and report suspicious persons to campus police. **DO NOT ATTEMPT TO DETAIN THEM.**
3. Ask the victim of the crime to remain until a representative from Campus Police arrives.
4. Obtain names, addresses, and telephone numbers of witnesses.

### **VANDALISM**

1. Report all property damage to the Dean’s Office (2-8047)

## **DISRUPTIVE PERSONS**

Disruptive behavior is behavior that interferes with other students, faculty, or staff and their pursuit of an appropriate educational or work environment. The behavior can include the ongoing and pervasive disruption of academic, administrative, and other campus activities.

Any extreme type of behavior, such as physical assault or the threat to physical safety, should be reported to the Campus Police (911).

Other types of disruptive behavior include:

1. Persistent or unreasonable demands for time and attention inside or outside the building;
2. Words or actions that have the effect of intimidating or harassing another;
3. Words or actions that cause another to fear for his or her personal safety; or,
4. Threat of physical assault.

Instead of ignoring the disruptive behavior, the campus Ombuds Office encourages employees not to take this behavior as a personal attack, but to calmly tell the individual that the behavior is inappropriate, and that there are consequences for failing to deal with the behavior which include removal from the building or other student disciplinary procedures. Be sure to apprise your supervisor and the Dean's Office of the incident. Fill out an incident report form available in the Dean's Office.

## **COMPUTER EMERGENCIES**

1. Office computers – Technical problems should be directed to the Law School's ITS "Bug Buster," Bob Akright, by e-mailing him at [help@colorado.edu](mailto:help@colorado.edu) or calling him at 5-4357 (5-HELP). Say that you are in Wolf Law and your message will be immediately routed to Bob's wireless pager.
2. Classroom AV equipment and support – Technical problems should be directed to Chris Bell at [cbell@colorado.edu](mailto:cbell@colorado.edu) or calling him at 2-1980.
3. Kiosks – Technical problems should be directed to Chris Bell at [cbell@colorado.edu](mailto:cbell@colorado.edu) or calling him at 2-1980.
4. Faculty Printers – Technical problems should be directed to the Law School's ITS "Bug Buster," Bob Akright, by emailing [help@colorado.edu](mailto:help@colorado.edu) or calling 5-4357 (5-HELP). Say that you are in Wolf Law and your message will be immediately routed to Bob's wireless pager.

## **FIRST AID AND EMERGENCY SUPPLIES**

There are small caches of first aid and emergency supplies, “Grab Buckets,” for protection of the computers, files, and records around the building. Contact the Dean’s Office (2-8047) to find out the closest Grab Buckets to your location. More emergency supplies are in the Dean’s Office – 3<sup>rd</sup> floor, Room 326, Reception Area.

## **EMERGENCY NOTIFICATION LIST**

**IMMEDIATELY REPORT ALL EMERGENCIES TO THE DEAN’S OFFICE (2-8047). IF NO ANSWER, CALL CAMPUS POLICE (911).** Specify nature of emergency and room number. Building Proctor should then be notified, if between 8:00AM and 4:30PM.

In the event of an emergency which threatens any part of the building also CONTACT AT LEAST ONE of the following people who will notify the others as appropriate.

Kari Robinson	Building Proctor	2-8040
Dennis D. Russell	Dir. of Oper.	2-3090
Chris Bell	IT Manager	2-1980
Georgia Briscoe	Assoc. Dir. Library	2-7312
Vacant	Libn. Pub. Serv.	2-2504
Karen Marchesi	Lib. Admin. Asst.	2-4945
David H. Getches	Dean	2-3084
Barbara Bintliff	Dir. of Library	2-1233

*This list is CONFIDENTIAL – for emergencies and official Law School business only.*

### **MAINTENANCE PROBLEMS**

1. Report Wolf maintenance problems to the Building Proctor (2-8040) or Dean's Office (2-8047) Monday-Friday, 8:00AM – 4:30PM. Be specific about the nature of the problem and location room number. Non-emergency maintenance problems which occur during night/weekend hours should be reported to the Building Proctor on the next business day.
2. During night/weekend hours report emergency maintenance problems, such as leaks, problems with toilets or sinks, and other repairs that need immediate attention to Facilities Management Service Desk (2-5522). Be specific about the nature of the problem and give a room number.

### **ELEVATOR EMERGENCY**

1. If you are in an elevator and the doors do not open at a floor, press the "ALARM" button and "CALL" button. Remain calm and wait for help to arrive.
2. If you are responding to someone stuck in an elevator, make voice contact and see if everyone is OK. Contact the Dean's Office (2-8047) or dial 911.
3. To report problems with the elevator to Otis Elevator Company, call 1-800-233-6847. They will ask for our building ID: TMN452945.
4. **DO NOT** use elevators during an emergency.

### **WATER LEAKS / FLOODS**

1. During working hours: call the Dean's Office (2-8047) and report. Specify location and severity of leak.
2. After-hours, weekends, vacations: call Facilities Management Service Desk (2-5522). If no answer, call Campus Police (2-6666 or 911). Specify location and severity of the leak.
3. Turn off and unplug all electrical equipment in the path of spreading water. Do not step in water as it may be in contact with live electrical wires.
4. If safe to do so, cover computer equipment that may be exposed to damage with plastic sheets stored in: 103 (Admissions); Library (Circ. Desk); 326 (Dean's Suite); 434 (Faculty Asst.).
5. Follow the instructions of the Dean's Office, Facilities Management, and Campus Police.

## **ALL INJURIES**

Any injury occurring on University property that might require any medical attention should be reported to CUPD immediately. Call **911 if an emergency** or 2-6666 if non-emergency.

## **MEDICAL EMERGENCIES REQUIRING AMBULANCE/IMMEDIATE**

### **MEDICAL ATTENTION**

1. Call Campus Police (911) to report. Note exact location and condition of victim. Campus Police will obtain an ambulance. If in Wolf, also call Dean's Office (2-8047) to report.
2. Stop any profuse bleeding with the application of pressure.
3. Clear the victim's breathing passages, if necessary.
4. Keep victim still – DO NOT MOVE HER/HIM. Keep victim warm – cover with a coat or blanket.
5. Stay with victim until help arrives and, if the victim can respond, ask if there is someone who should be notified – spouse, parent, etc.
6. Determine cause of accident, if possible, and tell security personnel when they arrive.
7. Follow instructions from Campus Police and/or Dean's Office.

## **INJURIES ON THE JOB (between 8:00 AM – 5:00 PM) – NOT REQUIRING AMBULANCE**

The injured employee should take a completed Worker's Compensation "Accidental Injury Report" form with them to Arbor Occupational Medicine, 4790 Table Mesa Drive, Suite 200, Boulder, CO 80305, (303) 443-0496, if possible. This form is available from the Dean's Office (2-8047). Copies of all reports must be sent to the Dean's Office (401 UCB).

## **OTHER MEDICAL EMERGENCIES – NOT REQUIRING AMBULANCE**

Students, staff, volunteers or faculty who are injured on campus but do not require an ambulance can obtain medical assistance and supplies at Wardenburg Health Center, located South of the Music Building, at the corner of Wardenburg Drive and 18<sup>th</sup> St. (492-5101). The entrance for the Central Registration Desk (2<sup>nd</sup> floor) is on the west side of the building by the emergency parking lot. **Remember: Any injury occurring on University property that might require any medical attention, even if no ambulance is required, should be reported to CUPD immediately (2-6666).**

## **WHEN WARDENBURG IS CLOSED**

Injuries that require emergency medical attention (but not an ambulance) that occur when Wardenburg is closed should be treated at Boulder Community Hospital Emergency Rooms, either on North Broadway and Balsam; or Arapahoe and 47<sup>th</sup> Street.

## **NOTIFY SUPERVISOR**

All on-the-job injuries must be reported to the injured person's supervisor in writing within four days.

**Dean's Office (492-8047)**

**Internal Wolf Law Building calls: (any one of the numbers)**

1. Faculty Assistants: 2-5006, 2-3097, 2-1057, or 2-3096
2. Library: 2-7534, 2-3522, 2-4945, 2-7312
3. Clinics: 2-2635, 2-2640, 2-5289
4. Admissions: 2-3825, 2-3083, 2-7085, 2-3092
5. Career Development: 2-8651, 2-4332, 2-5911
6. Journals: 2-6145, 2-2956, 2-0913, 2-0732
7. Centers: 2-1286, 2-3615, 5-5633

Not all units are listed. For these systems to be effective, each department must organize themselves as to “who does what, when, and how” in the event of a lockdown emergency - to provide communication and to provide for absences.

## **POWER OUTAGE**

1. Call the Dean's Office (2-8047) and report. If no answer, call FacMan (2-5522).
2. Distribute flashlights, if necessary. Each department must have several flashlights in working condition.
3. Turn off or unplug all electrical equipment including computer workstations.
4. Report any malfunctioning emergency lights to the Dean's Office (2-8047).

## **FIRE / EXPLOSION**

1. **PULL FIRE ALARM FIRST** – Alarm will immediately alert Boulder Fire Department, CU Police, and Facilities Management Service Desk.
2. If the fire is small, attempt to put it out with a fire extinguisher. See locations of fire extinguishers on the floor plans on the last page of this guide (BUILDING MAP)
3. If time allows, unplug or turn off any electrical equipment.
4. Close doors and windows as you leave, if safe to do so.
5. Evacuate the building.

## **EVACUATION**

1. Upon activation of the building alarm system, all occupants should evacuate the building immediately, within seconds if possible.
2. If you are a supervisor, direct others to leave immediately.
3. Without jeopardizing your own safety and when feasible, guide people out and advise them that in smoky conditions oxygen will be found close to the floor.
4. Walk, do not run, to the nearest **EMERGENCY EXIT – DO NOT USE ELEVATORS**. See locations on floor plans at the back of this guide (BUILDING MAP). If smoke is present use an alternate route; or if one is not available, crawl along the floor.
5. When you are not in danger: **call 911** and **REPORT EXACT LOCATION AND THE SIZE OF FIRE OR INCIDENT**. Tell the dispatcher if anyone is injured and where they are located.
6. Congregate no closer to the building than one hundred (100) feet.
7. Do not reenter the building for any reason. **DO NOT PROP OPEN FIRE DOORS!**
8. If you have useful information regarding possible injuries or crimes, report this to emergency or security personnel outside the building.

**Note:** If there is someone in the building who is hearing, visually, or mobility impaired, assist them to exit the building, if you can safely do this. Many electric carts are extremely heavy and you should not attempt to move them. Urge people who cannot exit the building to “**shelter in place,**” while you evacuate and notify security or emergency personnel of location of impaired person(s). **Sheltering in place:** Close doors between impaired person and the fire. Stuff cracks to keep out smoke. It is best for them to try to wait near a window and signal, and they should call 911 if they can.



## **WEATHER EXTREMES**

1. Severe weather extremes may result in a loss of power and may require building evacuation.
2. Under extreme weather condition, the Chancellor may close Campus offices and departments.
  - a. If the Campus is scheduled to be closed before the start of the workday, local news stations such as KBVI (1490 AM), KBCO (97.3 FM), of KOA (850 AM) are notified of Campus closing and the University Hotline (303-492-5500) provides notification via a recorded message. Most TV stations also report closures during early newscasts.
  - b. The Dean's Office will be notified if the Campus is closed during the workday. The Emergency Notification List is then used to notify all Law School departments.
  - c. Sign-up with the University to receive text-messages on your cell phone.

## **TORNADO**

Tornado warnings are issued when a tornado has actually been sighted or indicated by radar. If you hear a city-wide "take-cover" siren or if you are told there is a tornado warning:

- a. Notify the Dean's Office – who will advise people to move to basement or low level areas minimizing exposure to wind-blown glass.
- b. Evacuate to the following low-level or basement areas: Teaching Courtroom, Wittemyer Courtroom, elevator/restroom core areas, southeast staircase.

## **EARTHQUAKE**

1. **Do not run for an exit, or run outside.**
2. Keep away from windows, bookcases, and bookshelves. Take cover under heavy furniture such as a table or desk and hold on to the furniture; or stay inside a doorway. If inside a doorway, be aware the door may close suddenly.
3. Wait for shaking to subside and falling objects to come to rest before evacuating. Avoid electrical fixtures and wires when evacuating.

## **BUILDING LOCKDOWN**

1. During a severe weather emergency or other threats, everyone may be asked to remain in the building. E-mail and/or word-of-mouth would normally inform staff and the public of the situation.
2. A backup or alternative system for emergency notification is the following department phone-tree. Each department contacts the other designated departments. Departments should in turn notify all of their department personnel. If phoning and the line is busy, call the next department and come back to the number that was busy. Allow 8-10 rings before determining there is no answer. Relay the message quickly. Do not answer questions except to repeat the message. Refer questions to the Dean's Office (2-8047).
3. This diagram could also be used to notify offices or areas on foot. Be sure to notify people in public areas on your floor or department.

