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# Emergency Action Plan

## University of Colorado Law School

### Wolf Law Building

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# Purpose

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This Emergency Action Plan has been developed by the University of Colorado Law School to define the actions to be taken prior to and immediately following a major disaster or should a riot or public disturbance occur on Law School premises. The objectives in an emergency are to protect faculty, staff, and students from serious injury, property loss or the loss of life.

For the purposes of this plan a major disaster could be any of the following:

- Fire
- Tornado
- Earthquake
- Bomb Threat
- Riot or Public Disturbance
- Hazardous Chemical Spill

This plan intentionally omits violence in the workplace as a major disaster. The procedures to reduce the probability of violence in the workplace and the actions to be taken should it occur are addressed in the Law School's Workplace Violence Plan.

The Law School does not utilize or store hazardous materials that may result in an internal hazardous chemical spill. The plan does, however, address this type of incident as a spill occurring due to a transport incident external to the facility that may impact the facility and the safety of all faculty, staff, students, and visitors on premises at the time of the incident.

This plan is available to all faculty, staff, and students upon request to the Director of Operations and Financial Management ("Director of Operations").

# Emergency Response Team

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## Organization

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The Law School has established an **Emergency Response Team**. This team will be composed of:

1. Director of Operations
2. Building Proctor
3. IT Manager
4. Dean's Suite receptionist

Following any disaster, directions or requests from the team members or the local authorities responding to the event will be regarded as having originated from the Dean and will be followed as quickly as possible.

Should a disaster event occur and result in activation of the Law School Business Continuity Plan, the duties and responsibilities of the Emergency Response Team will be assumed by the Crisis Management Team established by the Business Continuity Team. This assumption of responsibility will occur when the Emergency Response Team Leader makes a decision to activate the Response activities in the Business Continuity Plan.

## Primary Responsibilities

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### Team Responsibilities

Prior to the occurrence of an incident the Emergency Response Team will:

1. Develop emergency evacuation routes to ensure that faculty, staff, and students can quickly exit the facility following an incident requiring evacuation.
2. Designate assembly points outside the facility where faculty, staff, students, and visitors are to assemble following an emergency evacuation. (Note: The assembly point locations have been established so as not to interfere with local authorities responding to the incident.)
3. Develop emergency procedures for the disaster events identified in the purpose of this action plan.
4. Ensure that the evacuation routes, emergency procedures and emergency telephone numbers are included in the Emergency Quick Reference Guide provided to all faculty and staff.
5. Ensure that at least three (3) individuals are certified by the American Red Cross to provide CPR and First Aid.
6. Designate faculty and staff who will be responsible for using portable fire extinguishers.
7. Ensure that all faculty and staff designated to use portable fire extinguishers are trained in their use.

8. Annually review the action plan and revise as necessary.
9. Train all faculty and staff in their duties under this plan.
10. Ensure that key personnel know the location of the primary (Dean's Suite) and alternate (Admissions Office) Emergency Control Center.
11. Designate a faculty or staff member who will monitor local broadcast stations for weather bulletins whenever a "watch" condition is declared for the local area.
12. Plan training exercises to test evacuation plans.
13. Ensure that all emergency equipment is maintained and available. This includes identifying the location where the emergency equipment is stored.
14. Ensure that emergency evacuation route maps are posted and clearly visible at all exits.
15. Ensure that posters are placed throughout the building at appropriate locations designating the Floor Wardens.
16. Ensure that signs are clearly visible to identify the location of safety equipment (e.g. fire extinguishers).
17. Ensure that emergency telephone numbers are posted on the bulletin board and in other conspicuous locations.

Following the occurrence of an incident the Emergency Response Team will:

1. Assess the nature and extent of the emergency.
2. Assume control of all emergency actions.
3. Assign tasks to faculty and staff to carry out specific actions that may be deemed appropriate and necessary.
4. Order evacuation if deemed necessary.
5. Take any other action necessary to protect the safety of all faculty, staff, students, and visitors.

# Individual Team Member Responsibilities

## Director of Operations

1. Serve as the permanent **Team Leader** for the Emergency Response Team.
2. Establish a working relationship with campus and local authorities that may respond to an incident at our building.
3. Serve as the primary interface with campus and local authorities responding to an incident at our building.
4. Coordinate an assessment of the incident to determine any damage that our building may have sustained as a result of an incident and/or how long authorities estimate we will be unable to enter or use our building.
5. Ensure that the Emergency Action Plan is maintained.
6. Determine if and when the Business Continuity Plan is to be implemented.
7. Incorporate evacuation routes, emergency procedures and emergency telephone numbers into the Emergency Quick Reference Guide.
8. Brief all new faculty and staff on the Emergency Action Plan and their responsibilities in an emergency.

## Building Proctor

1. Serve as the permanent **Alternate Team Leader** for the Emergency Response Team.
2. Is prepared to assume the duties of the Team Leader in the event the Team Leader is absent when the incident occurs or is incapacitated by the event.
3. Coordinate training for faculty and staff designated to utilize fire extinguishers.
4. Coordinate emergency response training for all faculty and staff.
5. Coordinate specialized training for designated faculty and staff in CPR and First Aid.
6. Coordinate assistance and medical care for faculty, staff, and students that may have been injured as a result of the incident.

## Emergency Response Team Members (IT Manager, Dean's Suite Receptionist)

1. Be familiar with the contents of the plan and be prepared to act as the Emergency Team Leader should the Director of Operations and the Building Proctor be absent when an event occurs.
2. Be familiar with the contents of the plan and be prepared to assist the Emergency Team Leader following the occurrence of an event.

## **Emergency Control Center**

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The Emergency Response Team will operate from the Dean's Suite within the building unless or until the incident requires evacuation of the building. When an evacuation occurs the team will operate from their designated assembly point(s) outside the building.

In the event of a hazardous chemical spill that results in authorities directing a building evacuation or the Emergency Response Team determining that evacuation of the building is appropriate, the Emergency Response Team may designate an assembly area for the team and for all faculty, staff, students, and visitors evacuating the facility. The locations to be used for assembly areas will be announced when the evacuation is ordered – possibilities: west (Lot 470); east (Lot 402).

## **Communications**

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The Law School will provide each member of the Emergency Response Team with a cellular telephone and a radio telephone (may be one unit). This equipment is to be kept in working condition at all times and team members are expected to have this equipment accessible to them at all times.

Each team member's cellular telephone will be preprogrammed with the cellular telephone numbers (identification codes for radio transmission) of the other team members. The cellular telephone numbers (identification codes for radio transmission) of other key organizational members may also be preprogrammed into the telephones.



# Emergency Alarms and Emergency Response Team Actions

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Notification of an emergency may come from any one or more of the following sources:

- Automated alarm from the fire detection/suppression system.
- Commercial radio or television.
- Messenger.
- Telephone call from a faculty, staff, or student within the building or from local authorities.
- Police.
- Civil defense system.

Any person receiving notification of a possible disaster or other emergency should immediately notify the Dean's Office. If the emergency is a fire, the faculty, staff, or student discovering the fire will also activate the fire alarm.

## Bomb Threat

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Alarm: **Fire alarm ... long, intermittent audio signal and flashing strobe lights**

Most bomb threats will be received by a telephone call to a faculty or staff member in the building. Other possible modes of notification, however, do include written correspondence sent by mail or messenger or fax as well as telephone calls to outside parties such as local law enforcement or the media. In all cases, notification should be provided immediately to the supervisor of any faculty or staff receiving a bomb threat notification and to the Dean's Office. This notification should include a completed Bomb Threat Checklist if the person notified is a faculty or staff member.

Upon receipt of notification of a Bomb Threat:

1. The Emergency Response Team will assemble in the primary Emergency Control Center (Dean's Office).
2. Immediate notification will be provided to local law enforcement and the Fire Department.
3. If the notification indicates that there is sufficient time to conduct a visual search of the building without endangering the safety of faculty, staff, students and visitors, all faculty and staff will be notified of the bomb threat by the Emergency Response Team and requested to conduct a search.
4. The Emergency Response Team will determine when it is appropriate to order an evacuation of the building. At such time they will activate the evacuation alarm.

## Earthquake

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Alarm: The initial notification of an earthquake will be when everyone in the building feels the building rolling or shaking. Following pre-planned emergency instructions they will take cover and remain in the facility.

Immediately following an earthquake the Emergency Response Team will assemble in the primary Emergency Control Center (Dean's Office).

1. Designate a faculty or staff member to monitor local broadcast stations using a portable radio to determine any orders being issued by local authorities and the severity of the event.
2. Determine if any individuals were injured by the event and insure that First Aid is rendered when appropriate.
3. The Emergency Response Team will attempt to obtain ambulance service for any faculty, staff, students, or visitors requiring medical treatment beyond basic First Aid.
4. Assess the damage sustained by the building. This includes checking for possible fires, gas leaks, the loss of power and basic services such as water. If gas leaks are found, immediately turn off gas service at the main control. The same action should be taken if water leaks are discovered.
5. Contact the Fire Department if any serious fires are found.
6. Contact the utility company if any gas lines, electrical lines or water lines are broken.
7. If the earthquake was a major earthquake and the building has been damaged or reports indicate that severe damage has been sustained by the public infrastructure, the Emergency Response Team Leader will determine whether or not it is appropriate to activate the Business Continuity Plan.

## Fire Detection/Suppression System

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Alarm: Long, intermittent audio signal accompanied by flashing strobe lights

Faculty, staff, students, and visitors will evacuate the building to their designated assembly areas located in the parking lots at the west (Lot 470) and east (Lot 402) sides of the building. The Emergency Response Team will meet at their designated assembly point (west side parking lot ... Lot 470) outside the facility and initiate action as described by their primary responsibilities.

## Tornado

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Alarm: Determination will be made concerning the type and delivery of this alarm since evacuation is not the appropriate initial response.

When the Director of Operations becomes aware that a "Tornado Watch" has been declared by the National Weather Service, a faculty or staff member will be assigned to monitor local stations for

additional weather bulletins. In addition, faculty and staff members will be advised to keep a close eye on the weather for possible funnel clouds.

Should the "Tornado Watch" be upgraded to a "Warning" condition or should a funnel cloud be observed, the Emergency Response Team will be notified immediately. The Emergency Response Team will sound the emergency alarm for all faculty, staff, students, and visitors to move to the designated safe assembly areas in the building (i.e. elevator lobby areas, restrooms, courtrooms, windowless areas).

If a tornado should impact the physical facility, the Emergency Response Team will initiate actions to:

1. Render first aid to any faculty, staff, students, or visitors that may have been injured.
2. Summon ambulances for any faculty, staff, students, or visitors that may have suffered more than minor injuries.
3. Determine the extent of damage sustained by the building.
4. If the damage is severe, the Emergency Response Team Leader will determine whether or not it is appropriate to activate the Business Continuity Plan.

## **Hazardous Chemical Spill**

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Alarm: **Determination will be made concerning the type and delivery of this alarm since evacuation may not be the appropriate initial response.**

Initial notification of a hazardous chemical spill will probably come from local officials who have been called to the scene to assess the situation and clean up the spill. The Emergency Response Team will act in strict accordance with instructions provided by these officials.

If local officials order an evacuation of the area the Emergency Response Team will announce the evacuation and the assembly points to which associates should proceed upon departing the facility. They will also provide any other special instructions they may have received from the local officials.

The Emergency Response Team will attempt to determine how long officials estimate the facility will be closed for clean up of the spill. This information will serve as the basis for determining whether or not the response activities in the Business Continuity Plan are to be activated.

## **Riot or Public Disturbance**

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Alarm: **Determination will be made concerning the type and delivery of this alarm since evacuation may not be the appropriate initial response.**

Riot or public disturbance will probably first be observed by those faculty and staff with a view outside the facility. These faculty and staff will immediately notify the Dean's Office of the situation. The Director of Operations will determine if the activity occurring warrants activation of this plan. If the plan is activated, the Emergency Response Team will assemble in the primary Emergency Control Center (Dean's Office).

1. Secure all entrances and exits from the building.
2. Close windows and, if they are equipped with drapes, window shades or other devices to inhibit observation, move the drapes, shades or other devices to the closed position.
3. The Emergency Response Team will notify local law enforcement and coordinate actions to be taken by faculty and staff in the building with these officials.
4. The Emergency Response Team will notify all faculty, staff, and students of the situation and the actions taken and being taken.
5. Faculty, staff, and students will distance themselves from windows.

# Fire Prevention and Workplace Hazards

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It is the responsibility of all faculty, staff, and students to prevent any type of fire in the building. Common sense, strict adherence to University policies and safety and safe work policies greatly reduce the risk of fire. Policies of particular importance are:

1. Smoking. This facility is a designated No Smoking facility.
2. Flammable Materials. All flammable materials are to be stored in controlled areas established for that purpose.
3. Housekeeping. The housekeeping policy provides guidelines to ensure that the building and all work areas are kept clean and free from clutter.

The Director of Operations will take action to:

1. Work with FacMan to ensure that adequate electrical power is available before introducing new electrical equipment into the work place.
2. Ensure that all faculty and staff members observe good housekeeping practices at all times. This includes:
  - Discarding waste materials into the proper containers.
  - Keeping all aisles and exits clear at all times.
  - Keeping all storage and file areas neat and orderly.
3. Ensure that any cleaning materials used by faculty and staff members in their areas to clean their desks or equipment are used in strict accordance with the manufacturers directions and are properly stored when not in use. Often these materials contain highly flammable substances and their improper use could result in a fire.
4. Maintain a heightened degree of vigilance when outside contractors or maintenance personnel are working in your work area. Fires and other emergencies often result from the careless acts of such personnel in accomplishing their work.

The Director of Operations, along with FacMan, is responsible for ensuring that:

- The fire alarm and suppression system is inspected and serviced in accordance with the manufacturers maintenance schedules.
- Any required inspections of handheld fire extinguishers is performed in a timely manner and properly recorded on the inspection record attached to the extinguisher.
- Required maintenance of the heating and cooling systems are scheduled and completed as specified in the manufacturers maintenance schedules.
- The areas immediately surrounding all heating systems are kept clean and free from any combustible materials not required for their operation.

- When any of the fire suppression systems are deactivated for maintenance, trained faculty or staff members are standing fire watch to respond quickly to any fire emergency in the normally protected area.
- Appropriate warning signs are posted in those areas protected by a gas fire suppression systems that may pose a hazard to health of associates (e.g. CO2, Halon 1411).
- All mechanical areas are kept free and clear of storage items, file cabinets, and combustible materials, etc.

Director of Operations will also coordinate with FacMan and local fire officials for periodic fire safety inspections to be conducted. Any deficiencies found during such inspections will be remedied as quickly as possible.

Director of Operations will conduct periodic assessments of the threats and risks present in the building and the immediate areas outside the building. Such assessments should be conducted at least once every 24 months.

## **Appendix A - Associate Emergency Procedures**

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(For additional information and guidance, please familiarize yourself with and consult the “Emergency Quick Reference Guide.”)

## **Bomb Threat**

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### **INSTRUCTIONS:**

If you receive a bomb threat, get as much information as possible from the caller. Listen while he or she talks and then make certain observations (i.e., was the caller male or female, what time was it, long distance or local, voice characteristics of the caller, background noise such as clock chime, passing train, airport, etc.). Immediately write all information down on the **Bomb Threat Checklist** (see accompanying copy of checklist).

### **Bomb Threats Must Be Reported**

If you receive a bomb threat, **immediately call 9-1-1** and inform emergency authorities. Notify the Dean's Office (Director of Operations or the Building Proctor). The person you notify will initiate the appropriate emergency actions.

### **Employee Search Plan**

Immediate arbitrary evacuation upon initial receipt of a bomb threat is not recommended unless the caller indicates that the time the bomb detonation is imminent. The safest and most expedient way of handling a bomb threat is the Employee Search Plan.

Examine your office space for strange or suspicious items. **DO NOT TOUCH** any suspicious items. Some bombs are set to detonate upon movement. Report any strange or suspicious items to the Directory of Operations or the Building Proctor immediately. Remember, no outsider knows your area as well as you do. What appears commonplace to the outsider may be out of place to you.

### **Building Procedures**

The Director of Operations will activate the Emergency Response Team when advised of a bomb threat. The Emergency Response Team will notify local law enforcement and the Fire department. The Emergency Response Team will notify supervisors/managers of the threat and if time permits will initiate the Employee Search Plan.

The Emergency Response Team is responsible for determining when evacuation is appropriate and will initiate the evacuation alarm at that time.



## Bomb Threat Checklist

### QUESTIONS TO ASK:

1. When is bomb going to explode? \_\_\_\_\_
  2. Where is it right now? \_\_\_\_\_
  3. What does it look like? \_\_\_\_\_
  4. What kind of bomb is it? \_\_\_\_\_
  5. What will cause it to explode? \_\_\_\_\_
  6. Did you place the bomb? \_\_\_\_\_
  7. Why? \_\_\_\_\_
  8. What is your name? \_\_\_\_\_
  9. What is your phone number? \_\_\_\_\_
  10. What is your address? \_\_\_\_\_
- Sex of Caller \_\_\_\_ Age \_\_\_\_ Accent? \_\_\_\_\_ Length of Call \_\_\_\_\_

**Did Caller appear familiar with the facility by his or her description of the bomb location?**

### CALLERS VOICE:

____ Calm	____ Laughing	____ Lisp
____ Angry	____ Crying	____ Raspy
____ Excited	____ Normal	____ Deep
____ Slow	____ Distinct	____ Clearing
____ Rapid	____ Slurred	____ Crackling
____ Soft	____ Nasal	____ Disguised
____ Loud	____ Stutter	____ Familiar

### BACKGROUND SOUNDS:

____ Street Noises	____ Motor	____ Factory	____ Local	____ Machinery
____ Voices	____ Office	____ Animal	____ Long	
____ Noises	Distance	____ PA System	____ Machines	____ Clear
		____ Music	____ Static	____ Other
		____ House Noises		

### THREAT LANGUAGE:

____ Well Spoken (educated)	____ Foul	____ Incoherent	____ Message Read by caller
	____ Irrational	____ Taped	

**REMARKS:** \_\_\_\_\_

### REPORT CALL IMMEDIATELY TO 911

Date \_\_\_\_\_ Time \_\_\_\_\_ Phone Number \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_  
Company \_\_\_\_\_ Suite # \_\_\_\_\_

## Earthquake

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Earthquakes come without warning and are generally of short duration. The Law School building was designed to meet the highest earthquake specifications. This should minimize damage and the potential for injuries. In the event of an earthquake:

- **Remain calm**
- **Get under a sturdy object (such as a desk or table) away from glass.**
- **Cover your head.**
- **If you are outside, stay clear of falling glass.**
- **In the event of a fire resulting from an earthquake, follow the company emergency procedures for a fire.**

*Please see the accompanying illustrations for proper protection of you head and body while underneath a table or standing in a doorframe.*

### **Building Services**

Many of the normal services and/or emergency services may be interrupted because of the scope of an earthquake.

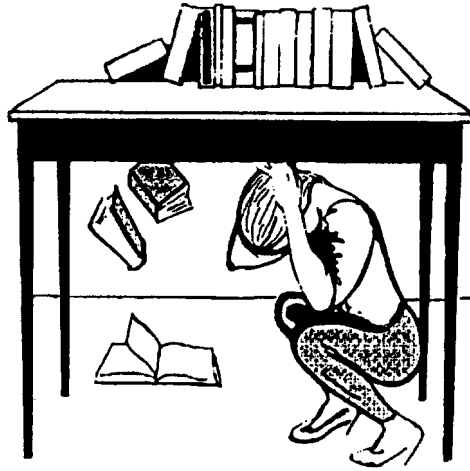
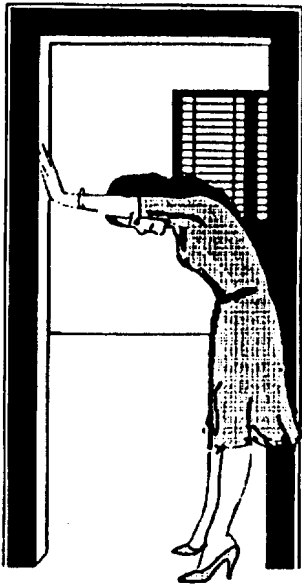
### **Special Instructions**

Following a major earthquake the Emergency Action Plan will automatically be implemented. The Emergency Response Team will determine the appropriate action to be taken by our faculty, staff, and students and advise them of these actions. The team will also attempt to determine the local damage that has resulted from the earthquake and pass this information along to all associates.

Faculty and staff should not leave their work areas until advised to do so by the Emergency Response Team. Adequate food, water and sanitary supplies are available for all personnel for up to 3 business days, should local authorities request that you remain on-site.

The Director of Operations, Building Proctor and other qualified associates will check to determine if any of our require first aid. The Emergency Response Team will coordinate first aid assistance and, if necessary, will summon additional medical assistance for injuries that require treatment beyond basic first aid.

Should any detect the odor of gas or observe a water leak, they should immediately notify the Emergency Response Team.



## Evacuation

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Evacuation routes have been established for all faculty, staff, students, and visitors to follow in the event an emergency evacuation of the building is necessary. **A map showing these routes is on the following page.** Additionally, copies of the map are posted by all exits.

Immediately following an emergency evacuation from the building, all personnel and their visitors should proceed to their designated assembly point on the west side of the building (Lot 470) and the east side of the building (Lot 402). The location of each assembly point is also shown on the map.

### **Evacuation Assembly Area**

It is important that management knows that you have safely exited the building when an emergency requires an evacuation of the facility. Please check with the Director of Operations or the Building Proctor immediately upon exiting the building.

A building evacuation may not result in the end of your workday. The Emergency Response Team will assess the situation and inform you of action to be taken. To ensure that you are informed of decisions made by the Emergency Response Team insure that they know of your location until you are advised of any decision made by the Emergency Response Team.

### **Hot Doors**

- **Before opening** a door, **touch** it near the top to see if it is hot.

A fire on the other side could blast through the smallest opening with tremendous force and heat.

***DO NOT OPEN A HOT DOOR.***

- **When an evacuation alarm (e.g. fire alarm) sounds or the Emergency Response Team orders an immediate evacuation, all faculty, staff, students, and visitors are to immediately evacuate the building.**

Map showing evacuation routes from the building is being prepared and will be provided by FacMan.

## Fire

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- If you **SEE A FIRE**
  - 1) **Pull Fire Alarm.** Fire alarms are located by each exit door.
- If you **SUSPECT** there is a **FIRE**
  - 1) **Call Fire Dept., 9-1-1**
  - 2) **Notify the Dean's Office (2-8047) or Building Proctor (2-8040)**
  - 3) **Pull Fire Alarm**
  - 4) **Evacuate the Office Calmly**

### **Fire Extinguisher Locations**

Fire extinguishers are located throughout the building. Key personnel are provided training in their use.

### **Don't Be a Spectator**

Move away from problem areas. Do not become a spectator or you may become part of the problem.

### **Hot Doors**

- **Before opening** a door, **touch** it near the top to see if it is hot.

A fire on the other side could blast through the smallest opening with tremendous force and heat.

***DO NOT OPEN A HOT DOOR.***

### **Evacuation Assembly Area**

It is very important that you evacuate to the designated area for head count purposes. The Director of Operations and the Building Proctor, with the help of the other members of the Emergency Response Team, are responsible for knowing your whereabouts and making sure that you got out of the building safely. Please check with the Director of Operations or Building Proctor before leaving the area.

## **Hazardous Chemical Spill**

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Faculty and staff should ensure that all outside doors, windows and vents are closed.

Faculty and staff should remain in their work areas until directed to evacuate the building by the Emergency Response Team.

Faculty and staff should assemble at locations designated by the Emergency Management Team when they announced the evacuation.

Faculty and staff outside of the building should leave the immediate area and contact their supervisors by telephone as soon as possible to advise them of their location.

## **Medical Emergency**

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### **CPR/First Aid**

Key personnel have been certified by the American Red Cross to administer CPR and First Aid.

Accident or sudden illness may cause an emergency that necessitates immediate first aid and subsequent medical attention. The Fire Department Emergency Services is equipped to handle breathing and other lifesaving problems, and have trained resuscitation teams.

To save valuable time in a serious emergency **dial 9-1-1 immediately**. Determine, if possible, the nature of the illness from the patient, what medication, if any, has been taken, and the doctor and hospital of the patient's choice.

### **First Aid Kits**

An extensive First Aid Kit is located in the Dean's Suite on the 3<sup>rd</sup> floor. Minor kits are located in Admissions and Clinics on the First Floor; Library Circulation Desk and Café servery on the 2<sup>nd</sup> floor; Career Services on the 3<sup>rd</sup> floor; and, Faculty Assistants on the 4<sup>th</sup> floor.

### **Handicapped Personnel**

Handicapped personnel should be familiar with emergency procedures for floor evacuation, use of exits and any special arrangements necessary for their safe exit from the building. Please note: pregnant women are also considered handicapped.



## **Riots or Public Disturbances**

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### **Outside the Building**

If a general disturbance occurs outside of the building and you do not observe police on the scene notify the Campus Police Department at **9-1-1**. At the same time, notify the Dean's Office (2-8047).

Faculty, staff, and students in the building should remain in their immediate work/classroom areas unless directed to do so by the Emergency Response Team.

### **Inside the Building**

If participants enter the building, be courteous and do not provoke an incident. If necessary, call the Campus Police Department at **9-1-1**. At the same time, notify the Dean's Office (2-8047).

Faculty and staff in other areas of the building should secure their work area to limit the ability of the participants to enter. Faculty and staff should not attempt to leave their work area unless advised to do so by the Emergency Response Team through their supervisor or by general announcement.

### **General Precautions**

- **Remain calm.**
- **Do not become a spectator.**
- **If outside of your office, leave or avoid the area to prevent possible injury.**  
(As soon as possible, notify the Dean's Office (2-8047) by telephone of your location.)
- **Close all drapes.**
- **Avoid window areas.**
- **Do not argue or enter into debate with participants.**

### **Director of Operations**

The Director of Operations will activate the Emergency Action Plan and initiate coordination with campus and local authorities. Appropriate action to protect our faculty, staff, students, and visitors that are on-site at the time of the disturbance will be initiated by the Emergency Action Team in coordination with or at the direction of the campus and local authorities managing the incident.

## **Tornado**

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Faculty, staff, students, and visitors move from their work areas to designated safe assembly areas within the building.

The Director of Operations or the Building Proctor will ensure that supervisors account for all faculty, staff, students, and visitors.

Faculty, staff, and students should remain in the designated safe assembly areas until the tornado has passed or the tornado warning has been rescinded.

## Appendix B - Emergency Telephone Listing

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### EMERGENCY NUMBERS:

Fire	911
Police	911
Ambulance	911
POLICE DEPARTMENT	Campus: 303-492-6666 Boulder: 303-441-3333
COUNTY SHERIFF	303-441-4444
STATE POLICE	303-469-1966
FBI	303-629-7171
POISON INFORMATION	1-800-222-1222
ELECTRIC UTILITY	FacMan: 303-492-5522
GAS UTILITY	FacMan: 303-492-5522
WATER DEPARTMENT	FacMan: 303-492-5522
EMERGENCY CONTROL CENTER	
Primary: Dean's Office	303-492-8047
Alternate: Admissions	303-492-3825

## **Appendix C - Emergency Equipment and Supplies**

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List all emergency equipment, except for fire extinguishers and first aid kits, and supplies stored and maintained by the Law School. The listing should identify the equipment or supplies, quantities and location where it is stored.