

# AURARIA CAMPUS EMERGENCY PROCEDURES



University of Colorado  
Denver

## ACTIVE SHOOTER

- **Evacuate**—If it is safe to do so, leave the building immediately. Be sure to:
  - Have an escape route in mind
  - Leave your belongings behind
  - Help others escape, if possible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe
- **Hide Out**—If you can't evacuate, move to an area out of the shooter's view. If possible go to a room with a door which can be locked or barricaded to prevent access by the shooter.
- **If Evacuating and Hiding are not possible:**
  - Remain calm
  - Dial 911, if possible to alert police of the shooter's location
  - If you can't speak, leave the line open to allow the dispatcher to listen
- **Take Action**—If an active shooter enters your office or classroom, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

## GENERAL EVACUATION INFORMATION

- 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.).
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by emergency personnel and/or Auraria Police Officers.
- Gather 500 feet from the building unless otherwise instructed by emergency personnel and/or Auraria Campus Police.
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.
- Wait to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.

## BOMB THREAT

- Evacuate the building.
- Do not use cell phones or radios within 300 feet of the area suspected of containing explosive device.
- Faculty/Staff should check for, but not disturb, unusual objects as they depart the classroom or offices. Report these unusual objects to the Auraria Police and emergency personnel.
- Do not re-enter the building until authorized by emergency personnel/Auraria Police.

## FIRE

- Activate the nearest fire alarm pull station and call 911 from a campus phone to access Auraria Police or dial (303) 556-5000 from all other phones.
- Evacuate the building.
- Do not re-enter the building until authorized by emergency personnel.
- If it is safe for you to assist persons with disabilities or special needs, do so. If you are unable to assist, notify emergency responders of the location and number of disabled or special needs persons located in your area.

## EARTHQUAKES/TORNADOS/ SEVERE WEATHER

- If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get beside (not under) a sturdy piece of furniture.
- Stay away from windows. DO NOT open windows.
- Any fire doors in hallways should be closed.
- 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.
- Follow directives of emergency personnel/Auraria Police.

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

## POWER OUTAGE

- Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, check Auraria Campus website at [www.ahec.edu](http://www.ahec.edu) or the local media.

## SUSPICIOUS PERSON

- Do not physically confront the person.
- 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. Provide as much information as possible about the person and their direction of travel.

## SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call 911 from a campus phone to access Auraria Police or dial (303) 556-5000 from all other phones.
- Notify your supervisor, faculty or staff member immediately.
- Be prepared to evacuate.

## CAMPUS CLOSURES

- Closure options include: Closed for the day and evening; Closed for the evening beginning at 4 p.m.; Closed for the morning with a "delayed" start being generally at 11:00 a.m.
- Tune to a local radio or TV station for closure information and/or call the 24 hour info line at (303) 556-2401 for status on campus closures.



Auraria Higher  
Education Center

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

**To Report a Campus Emergency: DIAL 911 from a campus phone OR DIAL (303) 556-5000 to directly access the Auraria Police**