

Evacuation Procedures

Introduction

For the safety and security of all individuals at the Comcast Media and Technology Center (CMTC), at all times we must assume that a problem exists and that all people MUST evacuate from the building; no one is to remain in the building for any reason. The best/quickest method to evacuate the building is to activate the fire alarm system. If there is not a fire, this should only be done through consultation with the Auraria Campus Police Department (ACPD). When an evacuation alarm has been activated, individuals may choose to assist others with the evacuation, though no one should do anything that would put them in danger. These functions have been outlined for informational purposes; first responder instructions may be different during an actual event. The following information outlines the responsibility of each level of management during an evacuation.

Emergency Notification Phone Tree

Immediately notify ACPD Dispatch: 303-556-5000 (dialing 911 from a cell phone will delay response times), when an emergency occurs and follow their instruction for initiating an evacuation. In the event of a disaster which threatens any part of the University Center's facilities, furnishings, occupants, and/or equipment, INFORM ONE OF THE FOLLOWING CONTACTS:

1. Alejandro De Jesus, Office – 303-315-0429, Cell- 443-253-6679
2. Brandon Vargas, 303-803-0621
3. Arianne Collopy, 217-722-8015

Procedures

1. Leave the building immediately.
2. Evacuate via the closest designated emergency exit.
3. Proceed to the designated meeting.
4. Evacuation Meeting Location: Marriott Hotel & MSU Denver Hospitality Learning Center 1st Floor Lobby – Leaving the CMTC, make a right down Walnut Street.

Once outside of the building:

- Continue to a safe distance (a minimum of 100 feet or more).
- Keep clear of emergency vehicles.
- Do not leave the campus without notifying your supervisor.
- Do not re-enter the facility/campus until AHEC or Denver Police (or other emergency responder) indicates that it is safe to do so.

Notes for your safety:

- DO NOT use the elevators, turn off the lights, or try to lock to doors.

- Take only those personal belongings that can be immediately gathered. Any items that will take more than a few seconds to collect should be left behind.
- Do not re-enter the building until a representative from ACDP notifies you that it is safe to do so. Only a Public Safety officer can authorize re-entry.
- If someone refuses to leave, continue with the evacuation. Exit the building and immediately inform first responders of the location of the person.
- If you encounter someone who has mobility issues who needs special assistance and feel comfortable in your own safety, you may assist them to the nearest emergency exit. If you are unable to assist the person to the top of the stairs, inform them that you must get help, then go find the nearest first responder and inform them of the position of the disabled person.

Building Information

The CMTC is resides on the lower level of the Tivoli Annex in the north-middle area of the Tivoli Student Union.

Description of the Surrounding Area

- To the north: Walnut Street, Tivoli Parking Garage
- To the south: Plaza Building.
- To the west: Spruce Parking Lot.
- To the east: Tivoli Quad.

Emergency Scenarios

Suspicious/Criminal Activity

Call Auraria Campus Police Department (ACPD) and report the incident, even if you are unsure. ACPD can do a walk through to assess the situation. Report all suspicious persons and behavior. From a cell phone, dial ACPD Dispatch: 303-556-5000 (dialing 911 from a cell phone will delay response times).

- If a person(s) behavior appears to be drug, alcohol or may have a weapon, immediately call.
- If a person(s) has done or is doing malicious damage or committing a crime, immediately call.
- If possible, try to remove them from populated areas. **DO NOT ATTEMPT TO DETAIN THEM.** Use teamwork and available resources.
- Remain Calm and ask witnesses(s) to remain until a representative from the ACPD arrives.

Fire

Fire prevention is the responsibility of all personnel. Employees and students should follow safe practices to minimize the hazard of fire; supervisors must ensure that safe practices are

followed on a daily basis. Supervisors shall check their areas on a daily basis for fire prevention problems and report these problems promptly for corrective actions. In the event that a fire is spotted in the facility, it is extremely important to know the evacuation procedure. Immediately trigger the fire alarm by using one of the wall pull stations. IF YOU HAVE BEEN TRAINED, you may attempt to put out the fire using a fire extinguisher only if it is a small fire using the P.A.S.S. technique - Pull - Aim - Squeeze - Sweep. Confine fire by closing doors as you leave the area. Evacuate the facility using the evacuation procedure found below.

Electrical, Plumbing, HVAC, Elevator, Power Failure

Impactful facility malfunctions should be reported CMTC Staff. Power failures are a common occurrence and normally do not prove to be a hazardous situation. It is, however, important to be prepared should one occur. If a power failure occurs during the day, vision should be satisfactory due to windows and doors providing natural light. Emergency lighting provided by the backup generator will come on. During the day, there may be enough light to allow activity to continue in the sport forums or fitness center. Only self-power generated equipment may be used. Staff person on duty or SM will make the decisions of what may or may not continue. If at night, all activity must be postponed. Emergency Work Order Requests During Business Hours (e.g., gas smell, water pipe break, etc.): Monday–Friday, 7:30 a.m.–5:00 p.m., 303-556-3260. After Hours Emergency Work Order Request: Call the Auraria Campus Police Department Dispatch - 303-556-5000

Severe Weather

Log off and turn off computers, electrical equipment (i.e. TV, radios, etc.), and electrical appliances.

In the case of severe thunder and lightning, have people move away from the windows. Encourage people to remain indoors and to refrain from using telephones while severe lightning is occurring. In the case of a tornado, or other severe weather warning occurs, close cabinets and drawers, log off and turn off computers and other electrical equipment machinery, etc., then, proceed to sheltered area. DO NOT LEAVE THE BUILDING!

When the University announces a closure, this means all classes, offices, buildings and events are cancelled/closed except residence halls and residence hall dining facilities. Stay up to date with University delays, closures, and sign up for campus alerts here:

<https://www1.ucdenver.edu/police/alerts>.

Active Shooter

An active shooter scenario on campus is probably the most difficult situation to predict, and the events will happen quickly. Please be aware that if the campus is faced with an active shooter scenario, the ACPD may implement several types of activities, such as campus lockdown, shelter-in-place and protect, and/or evacuation.

- If the threat is in your building or area, and if it is safe to do so, evacuate to a safe area.

- If you are unsure if it is safe to exit the building, seek sanctuary by proceeding to a room that can be locked if the situation allows. Turn off the lights, close and lock all windows and doors, and stay out of view.
- Silence cell phones and remain quiet.
- If you are in a room that cannot be locked, place large, heavy objects (tables, bookcases, desks, etc.) in front of the doorway to impede the path and vision of an intruder. Work together and act quickly.
- Get down on the floor and ensure that no one is visible from outside the room.
- Do not allow access to anyone once the room is secure, as this will compromise the safety of those inside.
- If it is safe to do so, call 911 from a campus phone, 303-556-5000 from a cell phone, or text-a-tip to
- 720-593-8477 to advise the Auraria Campus Police Department (ACPD) of the events.
- If an active shooter passes by your office or classroom, try to remain calm. Contact the ACPD, and if possible, alert police of the shooter's location. If you can't speak, leave the line open so the dispatcher can listen to what's taking place. If the shooter leaves the area, do not touch anything that was in the vicinity, as these items could be potentially dangerous. Give additional information to the dispatcher if you are able to.
- If the attacker enters your classroom or office, and if there are no other options, fight the attacker as a group.
- Commit to stopping the attacker with overwhelming force and improvised weapons (fire extinguishers, purses/backpacks, chairs, scissors, broom/mop handles, etc.). Fight like your life depends on it.
- Wait for further instructions and do not allow anyone to leave until the Auraria Campus Police Department, Facilities Services staff, or emergency responders release the building or give an "ALL CLEAR" signal or message.

For more information on Auraria Higher Education Center, Emergency Plans and Procedures: <https://www.ahec.edu/services-departments/emergency-preparedness/emergency-procedures>

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