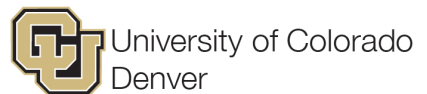




GUIDE TO WORKPLACE EMERGENCY PROCEDURES



Auraria Campus Emergency Procedure Guidelines

The Auraria Higher Education Center (AHEC) Office of Emergency Preparedness has set forth guidelines for students, faculty, and staff in the event of an emergency on campus.

These guidelines are highlighted on our website (www.ahec.edu/emergency) and are available in two printed formats: a small, spiral-bound reference booklet, called “Emergency Procedures,” and a “Quick Reference Guide” that is a one-page, multi-colored sheet posted in each classroom, meeting room, and office on campus. (If you do not have a copy of the desk booklet, please ask your office administrator for one, or contact the Auraria Higher Education Center Office of Emergency Preparedness.)

These guidelines provide simple, concise instructions for reacting to a number of potential campus emergency situations. Please take the time to read and be familiar with these emergency procedures.

Developing Workplace Emergency Procedures—Introduction

To increase the level of preparedness of the Auraria Campus, we recommend that all departments of each institution, and each office or floor of all buildings on campus, create a location-specific workplace emergency procedures guide.

The information contained in this document provides instructions and templates for creating office-specific emergency procedures, identifying important risks to consider when developing a site-specific guide.

Emergency Procedure Questions

Please direct questions or concerns to the AHEC Office of Emergency Preparedness.

Contact: **Nancy Barjenbruch, Training and Exercise Coordinator**
P 303.556.8088 | C 303.229.2518 | nancy.barjenbruch@AHEC.edu
www.ahec.edu/emergency

Designate a Leader

Designate a workplace emergency preparedness leader. This person will be responsible for creating your emergency procedures, keeping them updated, and coordinating training and drills with your organization's emergency preparedness contact.

Creating workplace emergency procedures should be collaborative. The leader of the process should organize a team of office representatives to participate in developing and updating your workplace emergency procedures.

Conduct a Site Assessment

The emergency preparedness office team should tour your location to identify the best and most efficient emergency procedure applications according to your area's resources and potential hazards.

Building/Office Area Tour

While touring the area, consider the following items and make notes for reference:

- Exits (including windows on the first-level area)
- Doors/Areas that can be secured
- Available means (furniture, door stops, etc.) to secure an area that does not have a locking door
- Location of fire extinguishers, AEDs, emergency phones, and fire alarm pull stations
- Evacuation routes (identify more than one)
- Gathering areas after evacuation

Shelters Within the Building

Identify the best area within your building to take shelter in the event of a tornado, earthquake, or other severe weather. Consider the following:

- The lowest floor (or basement) of the building
- A location that is not near windows
- If the lowest floor contains windows, look for ground-floor restrooms or stairwells
- Alternatively, gather in an interior room or hallway and create a protective barrier with furniture (however, do not take shelter *under* furniture)

Building Evacuation

Identify an outdoor meeting location (rally point) 500 feet from the building in the event of an evacuation, keeping in mind the following factors:

- Ensure there is at least one building between the evacuees and the building being evacuated
- Identify a primary and secondary location—the secondary may be inside another building if the evacuation happens during inclement weather
- Assign a person from the office to account for staff, students, and visitors to ensure that everyone has vacated the building

Evacuation Considerations

When conducting the site assessment, consider which actions or procedures need to be addressed for persons with disabilities or special needs. Also take into consideration that you may have visitors who will need assistance if an emergency occurs.

Create Your Site-Specific Emergency Procedures Document

Identify Procedures for Specific Hazards

After conducting the site assessment, the emergency procedures team leader should organize a meeting with the rest of the planning team. At this meeting, the team should review the AHEC Emergency Procedures Quick Reference Guide (www.ahec.edu/emergency-procedures) and create a set of specific procedures for each of the hazards listed.

When creating site-specific procedures, use the information gathered from the site assessment to customize your emergency procedures. Discuss the challenges you would face for each hazard and come up with a simple solution using the resources in your office. This interaction promotes understanding of a workplace's unique emergency procedures.

Use Diagrams and Maps

In addition to written instructions, use diagrams and maps where possible to illustrate evacuation routes and fire extinguisher locations. Make a copy of the office/floor schematic and include it in the workplace emergency procedures document.

Emergency Communication Code Word

You will also need to establish an emergency communications code word. This word serves as a discreet prompt to notify authorities of a problem. For example, use this word in the event of a hostile visitor whom you would like to discreetly report to the police.

Provide Updates and Training

Changes frequently occur to the physical layout of office spaces and buildings on campus. Changes to doors, exits, and walls, or the addition of security locks, could all influence the procedures. Emergency procedures are "living documents" that should be reviewed and updated regularly.

Perform drills in conjunction with office meetings, or after major changes in the procedures occur. To inform new hires about workplace emergency procedures, share your guide in orientation materials and request sign off by new employees.

Provide Documentation

It is essential that emergency procedure drills are documented with the results. This information should be forwarded to your respective institution's emergency preparedness contact.

The following pages offer generic templates for workplace emergency procedures. Discuss with your team which modifications (if any) are appropriate for your site-specific plan.

Active Shooter Procedures

Evacuate

If it is safe to do so, leave the building immediately.

- Leave your belongings behind
- Help others escape, if possible
- Follow the instructions of any emergency personnel or 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 that has a door with locks or one that can be 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.

Active Shooter Emergency Information

Workspace Location:	
Primary Evacuation Route/Exit:	
Secondary Evacuation Route/Exit:	
Primary Room to Shelter-in-Place:	
Secondary Room to Shelter-in-Place:	

General Evacuation Procedures

General Evacuation

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 or Auraria Campus Police Officers

Rally Points

Assemble at the pre-designated rally point for this office unless otherwise instructed by emergency personnel or Auraria Campus Police. (The rally point should place at least one building between the evacuees and the building being evacuated.)

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.

Persons with Disabilities

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 persons with disabilities or special needs located in your area.

General Evacuation Emergency Information

Workspace Location:	
Primary Evacuation Route/Exit:	
Secondary Evacuation Route/Exit:	
Primary Rally Point:	
Secondary Rally Point:	
Closest Emergency Phones:	

Bomb Threat Procedures

Bomb Threat

- Evacuate the building using the nearest exit.
- Assemble at the pre-designated rally point for this office unless otherwise instructed by emergency personnel or Auraria Campus Police. (Rally point should place at least one building between the evacuees and the building being evacuated.)
- Do not use cell phones or radios within 300 feet of the area suspected of containing an explosive device.
- Check for, but do not disturb, unusual objects while leaving a classroom or office. Report these unusual objects to the Auraria Campus Police or emergency personnel.
- Do not re-enter the building until authorized by emergency personnel or Auraria Campus Police.

Bomb Threat Emergency Information

Workspace Location:	
Primary Evacuation Route/Exit:	
Secondary Evacuation Route/Exit:	
Primary Rally Point:	
Secondary Rally Point:	

Fire Procedures

Fire Procedures

- Activate the nearest fire alarm pull station. Call 911 from a campus phone to access Auraria Campus 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 persons with disabilities or special needs.

Fire Emergency Information

Workspace Location:	
Fire Alarm Pull Station Location(s):	
Primary Evacuation Route/Exit:	
Secondary Evacuation Route/Exit:	
Primary Rally Point:	
Secondary Rally Point:	

Earthquakes/Tornados/Severe Weather

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.
- 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 and Auraria Campus Police.

Severe Weather Emergency Information

Workspace Location:	
Primary Evacuation Route/Exit:	
Secondary Evacuation Route/Exit:	
Primary Rally Point:	
Secondary Rally Point:	

Suspicious Object

Suspicious Object

- Do not touch or disturb object.
- Call 911 from a campus phone to access Auraria Campus Police or dial 303.556.5000 from all other phones to give a detailed description of the item/situation:
 - Where is the object?
 - Describe the object (bag/box/container, size, color, etc.)
 - Did you see anyone carrying it or leave it behind? (Describe the person.)
 - How long has it been there?
- Notify your supervisor, faculty, or staff member immediately.
- Be prepared to evacuate. If evacuating, assemble at a pre-designated rally point for your team, unless otherwise instructed by emergency personnel and/or Auraria Campus Police. The rally point should be at least one building between the evacuees and the building being evacuated.

Suspicious Object Emergency Information

Workspace Location:	
Primary Evacuation Route/Exit:	
Secondary Evacuation Route/Exit:	
Primary Rally Point:	
Secondary Rally Point:	

