

Campus Safety & Emergency Plan



Colorado Campus Safety & Emergency Plan

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1.1 Statement of Emergency Plan Goals

This emergency plan was created with the goals of assuring that all school personnel (full and part time) are provided with the basic training necessary to respond to a wide range of emergency situations that may occur on campus, both inside and outside of scheduled class time. This Plan conveys basic instructions so that stakeholders can respond to such emergencies with a known plan of action. While this Plan attempts to incorporate best practices in how to deal with various types of emergencies, no attempt is made to provide an exhaustive list of responses: Common sense measures should always prevail. It is the school's belief that the information in this Plan will assure that stakeholders can respond more promptly when faced with an on-campus emergency.

1.2 Campus Personnel Responsibilities

Campus Director

As the leader of the school, the Campus Director is charged with not only providing updated details to this Plan, but also to assure that all campus personnel and students have a basic understanding of how to respond to the various emergency situations covered in this Plan. With respect to various campus shifts (day and evening), Campus Directors should assure that the senior administrative person on campus, including department heads, have a clear understanding of the material contained in this Plan. In addition, Campus Directors should assure that students are provided with timely instructions and/or precautions in the event of an emergency.

Supervisors

All campus department heads are considered to be supervisors with respect to their departmental staff, and instructors are considered to be supervisors with respect to the classes they are teaching at any given time.

Employees

All employees on campus are considered to be "supervisors" with respect to visitors who could be present on campus when an emergency occurs. As supervisors, these individuals should have a good understanding of the "do's and don'ts" contained herein and be prepared to communicate with those they supervise at the time of an emergency.

1.3 Aid to Individuals Requiring Assistance

Supervisory personnel who are aware that a particular employee, co-worker or student may require assistance are charged with providing whatever assistance may be needed for that individual. For example, an instructor who is aware that a student has a breathing difficulty may focus attention on and provide assistance to that student in the event of an evacuation by fire.

2.1 Evacuation Procedures

Evacuation Procedures and Employee/Visitor Accountability

Several of the emergencies listed in this Plan call for an evacuation of the campus. When an evacuation is required, there are two key elements:

- Assuring that all individuals calmly and quickly exit the premises; and
- Assuring that, after the evacuation, all individuals, including those that may be visiting campus, are accounted for (that no one was left in the building).
- The following sections detail various procedures related to the type of emergency

General Evacuation Procedures

- All individuals are to evacuate and meet in the open parking lot adjacent to Campus.
- Education Department personnel (including Graduate Assistants) should sweep the studio areas of the campus to assure that everyone has received the notice to evacuate.
- Upon exiting the building, all individuals are to be directed to the *evacuation assembly area* by the school's supervisors.

- **The *evacuation assembly area* is the parking lot adjacent of the Campus. Proceed at least 200 feet away from the building and wait for roll call.**
- Campus Directors are to account for Department Directors/Coordinators presence in the evacuation assembly area; Department Directors are to account for their department's personnel; Instructors are to account for the students attending class at the time of the evacuation; Admissions personnel are to account for any visitors that are on campus at the time of the evacuation. Any individuals not accounted for should be reported to official first responders on scene, or if no first responders are yet present, to the campus director or senior staff member present.
- An "all clear" message will be given to authorize safe reentry into the building. No staff member, student, or visitor is to reenter the building until told to do so by competent authority.

2.2 Fire

Detection and Notification

In the event of a fire in the building the smoke detectors will likely provide automatic detection; if you discover a fire, pull the nearest manual pull box alarm. While this system is monitored, anyone discovering smoke or fire in the building is instructed to activate a manual pull box AND call 911 for the Fire Department.

Evacuation

When the alarm sounds, all personnel must evacuate the building, unless otherwise instructed. Evacuation must be done in a brisk and orderly manner. If the situation and time permits, close all doors as the interior offices are vacated (but avoid locking any doors). Proceed to the designated assembly area to check in. Stand ready for instructions as to re-entry or other action. Do not re-enter the building until the "all-clear" is given by the Official in charge at the scene. When moving to the designated assembly area, employees and students are not to impede the progress of emergency personnel or equipment entering the area in front of the building. Approaches to the building must remain free of obstructions during evacuation. Stay clear of all emergency vehicles.

Supervisors will check to verify that all the students, employees and visitors are safely evacuated from the building. If persons are missing, unaccounted for, or refuse to evacuate, the Official in Charge and the Fire Department should be notified

immediately. Supervisors should also inform Fire Department Officials of information regarding the fire, including its location if they know this information.

Assembly Area

Unless other specific instructions are issued with the evacuation order, building occupants are to assemble in the designated assembly area, which is:

the parking lot

Stairways/Stairwells:

Stairways are to be used for evacuation unless they have been determined to be unsafe due to fire, smoke, damage, or otherwise present an imminent danger to evacuating personnel.

Elevators: Elevators are not to be used in a fire emergency.

Personal Belongings:

If time permits, personnel may quickly take wallets, purses, and other similar valuables with them when evacuating. No one will be allowed to re-enter an evacuated area to obtain such items.

Procedures

- Activate manual pull box (make sure the alarm sounds!).
- When the alarm sounds, the building must be evacuated immediately using the stairs and nearest exits.
- All building occupants must assemble in the assigned area.
- Call 911 from a safe area and explain the nature of the emergency.
- If properly trained and confident in their use, activate the portable fire extinguisher. Fire extinguishers are located in main hallways throughout the campus. Do not attempt to extinguish a fire larger than trash can sized.
- Assist any persons who are disabled or injured even if evacuating them is not possible; safely move them to a location as far away from the fire as possible

Fire Prevention Rules

- Keep stairway doors closed at all times to minimize the spreading of fire.
- Keep room and corridor doors closed in case of fire to provide a temporary barrier against the spread of fire (all corridor walls and doors, and stairwell doors are fire-resistant).
- Do not store equipment or materials in corridors – escape/evacuation hazard.
- Do not plug excessive numbers of electrical equipment/appliances into outlets. Continuous loading of electrical lines causes insulation to become friable and fall away from the wire; the hot wiring can readily ignite wall partitions or other structures. Multiple plugs or unrated power strips should be avoided, and never plug appliances such as coffee pots, microwaves, etc., into surge suppressor strips (will melt the solenoid and create an extremely hot fire, quickly).
- Maintain good housekeeping in all areas of the campus.
- If you use electronic equipment such as cup warmers, fans, coffeemakers, etc., make sure to turn them off before leaving the building – *especially* over weekends!

2.3 Earthquake

Although rare, some areas are occasionally subject to earthquakes. Obviously, there is no advance warning of an impending earthquake.

Procedures In Case of Earthquake

- Do not run out of the building!
- If possible, move to an interior hallway. The hallways are the strongest portion of the building.
- Stay away from unstable, tall furniture and bookcases, windows, and overhead light fixtures.
- Take precautions against aftershocks, which can happen immediately or many minutes after the initial shock.

- Once advised that it is safe to leave the building, watch for falling debris, downed electrical wires, etc. Proceed to a safe area, away from danger of being struck.
- Notify the Fire Department of any fires and/or gas leaks. Remember, they already know about the earthquake.
- Immediately following the earthquake:
 - Administer first aid and assist in rescue operations, as needed (move the seriously injured to an emergency treatment center, if possible, or at least to a safe area).
 - The Official in Charge or the Building Manager will ensure that utilities (gas, electric) will be turned off.
 - Extinguish any small fires, if possible.
 - Reserve telephones for emergency use only.
 - Turn on radios for information about local situations.

2.4 Severe Storm or Tornado

Severe storms and possibly tornados are possible at any time of the year.

Procedures In Case of Severe Storm or Tornado

Once alerted of an impending severe storm or tornado, the Campus Director (or designee) will make a decision as to the emergency action to be taken. If the decision is made to relocate employees to another part of the building, an announcement will be made, and the following steps will be initiated immediately:

- If time permits, employees should be directed to close the doors as interior offices, studios and classrooms are evacuated. Employees should remain calm.
- If there is no access to the **designated gathering area**, all personnel, students, and visitors should relocate to interior offices and/or the main hallway (preferable on the first floor) as the hallways are the strongest part of the building and have no window exposure. As a last resort, personnel may seek shelter under heavy furniture.

- Keep away from windows, tall and unstable furniture, and exterior walls. If time permits, electrical equipment should be turned off/unplugged.
- Do not use the elevators.
- Telephones should not be used except for calls involving an extreme emergency.

2.5 Bomb Threat

Unfortunately, any business or school may be subject to a bomb threat. Any call, note, recording or other means of conveying a threat should be taken very seriously, and reported to the Campus Director or his/her designee immediately. All staff should be familiar with the following procedures:

Procedures In Case of a Bomb Threat

- The Campus Director or a Supervisor should be informed immediately about a bomb threat – regardless of the method in which the threat is conveyed (note, recording, video, etc.).
- If the threat is made on a live phone call, the person to whom the threat is made should make every attempt to gather as much information as possible from the caller. The following form gives examples of how to handle the call.

Procedures for a Bomb Threat Phone Call

If a Bomb Threat Call is received, remain calm and LISTEN.

1. Obtain the following information if possible. Do not interrupt caller except to ask:
 - a. When is it set to explode?
 - b. Where is it?
 - c. What kind is it?
 - d. What does it look like?
 - e. Who are you?
 - f. Why are you doing this?
2. If possible, try to take down the *exact language* of the threat
3. Be alert to the characteristics of the caller:
 - a. Male or Female, Adult or Juvenile?
 - b. Voice characteristics: Loud, soft, high pitched, deep, raspy, pleasant, or intoxicated?

- c. Speech characteristics: Fast, slow, distinct distorted, stutter, nasal or slurred?
 - d. Language characteristics: Good, fair, or poor use of language; use of foul language; foreign accent detectable; repeated use of certain words or phrases?
 - e. Accent characteristics: Local, not local, foreign, race, etc.?
- 4. Try to discern the emotional state of the caller:
 - a. Calm v Angry
 - b. Rational v Irrational
 - c. Coherent v Incoherent
 - d. Emotional v Flat
 - e. Righteous
 - f. Laughing v Crying
- 5. Be alert for clues as to the caller's location:
 - a. Street Traffic
 - b. Office/Office machine sounds
 - c. Trains/Airplane noises
 - d. Factory sounds
 - e. Animal sounds
 - f. Music or Party Atmosphere

After reporting to the designated official – the person taking the call should be isolated until they can be interviewed by the appropriate authorities.

Based on the best information available, the Campus Director should immediately involve authorities and evacuate the campus (follow fire emergency evacuation procedures).

2.6 Workplace/School Violence

Our campuses have historically been free of incidents of workplace violence and follow The Clery Act Campus Safety and Security Procedure (see website). However, the school cannot ignore the fact that acts of violence or threats of violence could occur. Violence or threatening behavior on the campus can generate from various sources, including current and former employees, students, family members and friends, or members of the public. Violent and threatening behavior, including threats, whether verbal or written, and physical attacks are strictly prohibited both in the schools Employee Handbook and in the School Catalog provisions to be adhered to by

students. The possession of firearms, ammunition, and dangerous or deadly weapons is prohibited on campus.

All employees are required to promptly report violent or threatening behavior by notifying their supervisors and/or appropriate management officials. In cases requiring immediate emergency assistance, employees should call Emergency 911.

Managers and Supervisors are held accountable for providing a safe working environment for all employees. They are responsible for identifying actual violent and threatening behaviors, as well as striving to identify potential violent or threatening behaviors and taking appropriate action when such situations are identified.

Procedures in the Event of Campus Threats/Violence

Be familiar with the following guidelines for dealing with violence or threats of violence:

- **For an angry or hostile student or co-worker:**
 - Stay calm.
 - Listen attentively.
 - Be courteous.
 - Be patient.
 - Keep the situation in your control.
- **For a person shouting, swearing, and threatening:**
 - Signal a co-worker or Supervisor that you need help (use a pre-arranged signal).
 - Do not make any calls yourself.
 - Have someone call the Chicago Police Department
- **For someone threatening with a gun, knife, or other weapon:**
 - Stay calm.
 - Quietly signal for help (use a code word media).
 - Maintain eye contact.
 - Stall for time.
 - Keep talking – but follow instructions from the person with the weapon.

- Don't risk harm to yourself or others.
- Never try to grab for the weapon.
- Be alert – watch for a possible chance to escape to a safe area.

EMERGENCY CONTACT INFORMATION	
Police Department	911
Fire Department	911
HR / Personnel	Campus Director – Imran Ali (303-884-8000) Yamile Ruiz, Corporate Liaison (786-583-8345)

2.7 Serious Medical Emergencies

In the event of a serious medical emergency on campus – ALWAYS immediately dial 911 for help. When calling 911, be ready to tell the operator:

1. What is happening with the patient?
2. What triggered the medical emergency (if known)?
3. Is the patient breathing? Conscious?
4. Tell the operator your exact location within campus (floor and room)
5. Have personnel meet the emergency crew at the entry doors and escort them to the exact location.

If you, or another immediately available staff member is so qualified, provide Cardio-Pulmonary Resuscitation (CPR) and/or First Aid until emergency medical services arrive. Notify the Campus Director as soon as possible, but do not notify the patient's family or others (the Campus Director will make all appropriate notifications)

2.8 Civil Unrest and Demonstrations

No single, standard procedure can be issued to cover all types of demonstrations, since they vary in their origin and nature and the resulting problems they present. The following general procedures will apply:

Procedures for Civil Unrest and Demonstrations

- Remain calm and do not attempt to give views or advice to the crowd. Do not enter a personal or face-to-face discussion or confrontation with any of the demonstrators. Avoid physical contact.
- Stay inside the building and do not attempt to leave, unless directed to do so by your Supervisor.
- Stay away from windows and doors – keep a low profile.
- If just arriving at the building, do not attempt to park at, or enter, the building during this time – remain a safe distance away and contact your supervisor via cell phone, or return home and contact your supervisor, for instructions.
- Employees must maintain a law-abiding posture and refrain from initiating any actions.
- Call the Chicago Police Department, if necessary.

2.9 Suspicious Activities/Individuals

If you observe suspicious activities or individuals in or around campus, it is important to remember that “if you see something, say something.” The following procedures should be utilized, depending on the nature of the activity(ies) or individual(s) involved.

Procedures for Suspicious Activities

- Notify a manager or your supervisor. If you believe that harm to a person or property may ensue, also call 911 and give authorities a clear description of the situation.
- If possible, jot down identifying characteristics such as a license number, car type and color, descriptions of individuals involved including clothing, to share with police.
- Individuals who are not authorized to be on campus should be approached as to their reason for being there – in a calm and friendly manner. However, if the person has no legitimate business on campus, they should be asked to leave.
- If a person refuses to leave, immediately contact the authorities. Do not attempt to physically remove the person from the premises. If this activity occurs in an area near one of the campus security cameras, point out the existence of the camera to the person and notify them that “these cameras record 24/7”.
- If a person threatening physical violence to any staff member or student can be prevented from entering campus by locking the doors – do so and immediately call authorities.
- If the concern involves a suspicious package – a bomb or suspected biological threat – See Suspicious Object/Package and Biological Threats sections below.

2.10 Gas Leak

If any staff member or student detects the smell of natural gas, or other toxic odor, campus staff should be notified immediately.

Procedures for Gas Leaks

- Stop what you are doing and caution others to stop. Immediately stop using any equipment which might cause a spark but do not take the time to shutdown computers, fans, etc.
- Do not use phones, fire alarms, and/or elevators, as this could lead to an explosion.
- Advise any available Supervisor of the presence of toxic odors. He/she will determine the appropriate action. Inform everyone around you of the gas leak and be ready to start the evacuation process.
- Evacuate to the designated assembly area.
- When outside the building, use a cell phone to call 911.
- Stop anyone from attempting to enter the building.

2.11 COVID-19

Following the recommendations of the CDC and other health organizations, all Campuses will be enacting a safe "social distancing" policy throughout the institution. Our institutions will remain open and continue face to face instructional activity and a process is in place to ensure instruction and meetings with students are conducted in small group settings.

Our institutions are "niche" and operate with a small number of administrative staff that will be present on campus for students in a safe spacious enclosed office. This allows for a social distancing greater than the recommended distance in addition to surface wipe downs with disinfectant throughout the campuses multiple times per day and soap refills as needed.

Classrooms and labs are monitored for social distancing in addition to the requirement of facial coverings while on campus and temperature checks upon entrance.

All confirmed cases or exposure to COVID-19 should be immediately reported to the Campus Director.

3.1 Emergency Contact Information

Emergency Rescue/Police	911
Additional Emergency No.	
Police	911
Non-Emergency No.	311
Public Safety Department	
Medical Services (Paramedics/Ambulance)	911
City Animal Control	311
Emergency Management Agency	
State Patrol	303-289-4760
American Red Cross	303-722-7474
Poison Control	800-222-1222