|  |  |
| --- | --- |
| Primary Rally Point | **[Primary Rally]** |
| Secondary Rally Point | **[Secondary Rally]** |
| Indoor Rally Point | **[Indoor Rally]** |

|  |
| --- |
| [Department] |
| Emergency Response Plan |
| [Publish Date] |

AHEC Police

303-556-5000

911 (from landlines)

Metropolitan State University of Denver

Emergency Management

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# Responsibility

This plan is maintained by **position**. It is updated annually and distributed to the department.

# Order of Succession

The positions responsible for leadership of the department, in order, are:

1. Position
2. Position
3. Position

# Personnel Accountability

Accountability of personnel following an emergency will be accomplished through text messages to the three positions listed in [Order of Succession](#_Order_of_Succession).

Cell phone numbers for these positions are found in the [Directory](#_ANNEX_B:_Directory).

# Emergency Locations

## Physical Location

**Physical location of workspace**

## Evacuation Routes

Primary evacuation route: **[Primary Evacuation]**

Secondary evacuation route: **[Secondary Evacuation]**

## Rally Points

Primary rally point: **[Primary Rally]**

Secondary rally point: **[Secondary Rally]**

Indoor rally point: **[Indoor Rally]**

## Shelters

Shelter locations in or near the workspace include:

**[Shelters – New line for each]**

# ANNEX A: Emergency Procedures

## Fire and Evacuation

**In the Event of a Fire:**

Activate the **Fire Alarm** and call **AHEC Police** at **303-556-5000** or **911** from landlines

Use a **Fire Extinguisher** only if:

* You have been trained
* You have your back to an unobstructed exit
* You have a fully charged and proper type extinguisher for the fire you are fighting
* The fire is contained and you have reported the fire
* Evacuation is in progress
* There is little smoke and small flames

Never fight a fire if:

* You lack a safe way to escape should your efforts fail
* It has spread from its source of ignition
* There are multiple fires
* You are unsure of the type of extinguisher you need or have

**If you cannot control the fire within 30 seconds, abandon your efforts, close the door(s), and evacuate!**

**If you hear a fire alarm and/or see fire strobes blinking, evacuate the building immediately.**

* Use your nearest, unobstructed evacuation route
	+ **[Primary Evacuation]**
	+ **[Secondary Evacuation]**
* Follow directions of emergency responders
* Take only keys, wallet, and essential belongings with you
* If possible, wear weather appropriate clothing
* If you are the last one to exit your room/area, close the door
* Do not investigate the source of the emergency
* Walk, DO NOT RUN, to the exit
* Use stairs, not elevators
* If you are unable to evacuate, move to the elevator lobby or a closed room with a phone and call AHEC Police to report your location
* Gather at your designated rally point
	+ **[Primary Rally]**
	+ **[Secondary Rally]**
	+ **[Indoor Rally]**
* Report your location and condition
* Wait for instructions before returning to your building or disbursing after an evacuation

**Persons unable to evacuate the building due to a physical disability:**

* Move to a designated area of refuge (if available) or the nearest, safe elevator lobby
* If the elevator lobby is unsafe, move to a room with a telephone and close the door
* Use the provided emergency phone in the elevator lobby or a telephone to call AHEC Police and report your location and condition
* Bystanders should NOT attempt to move or carry a person down stairs unless there is an imminent danger of severe injury or death for which no other option is available

**Assisting persons with auditory or visual disabilities in evacuating:**

* Ensure the person is aware of the emergency
* Ask if the person needs assistance to evacuate the building
* Do NOT assume that the person needs assistance
* Lead the person, do NOT push or pull the person
* If the person is unable to evacuate on his or her feet, follow the steps listed under physical disabilities
* If the person is accompanied by a service animal, keep the animal with the person, but do not retreat into the building to retrieve the animal

## Medical Emergency

**If someone is injured or becomes ill**

* Call AHEC Police at **303-556-5000** or **911** (from landlines) and explain the type of emergency, the location, condition and number of patients
* Share any safety hazards with the dispatcher (hazardous materials, fire, fumes, electricity)
* Do not hang up unless told to do so by the dispatcher
* Do not move the person unless there is danger of further injury or death
* Render first aid and/or CPR (compressions only for untrained responders)
* Send someone to get an AED if the person is in cardiac arrest
* Do not leave the person except to summon help; send someone else if possible
* Have someone outside to flag down police and emergency medical services
* Report all work related injuries to a supervisor as soon as possible

## Active Violence

**Help prevent active violence**

* Report suspicious or threatening behavior to AHEC Police
* Report concerns for a student’s well-being to the CARE Team ([msudenver.edu/care](https://www.msudenver.edu/care))
* Report unacceptable or concerning employee behavior to your supervisor and/or Human Resources

**If someone is committing violent acts OUTSIDE of your building**

* Move to a room that can be locked or barricaded; close and lock windows and doors
	+ **[Shelters – New line for each]**
* Turn off the lights
* Get everyone down on the floor; nobody should be visible from outside of the room
* Stay in place
* Do not respond to any voice commands until you are sure that they are from a police officer or emergency responder
* Remain in place until you receive an ALL CLEAR message
* Doors with card access will be locked by AHEC Police

**If someone is committing violent acts INSIDE of your building**

* Evacuate the building by any available route (if possible)
	+ Do not take anything with you
	+ Do not attempt to remove injured people
	+ Follow directions of police officers and emergency responders
* Notify anyone you may encounter to exit the building with you
* Do not go to your designated assembly point; leave campus
* Call AHEC police at **303-556-5000** or **911** from landlines and report the incident

**If you are unable to evacuate the building**

* Move to a room that can be locked or barricaded; close and lock windows and doors
	+ **[Shelters – New line for each]**
* Turn off the lights
* Get everyone down on the floor; nobody should be visible from outside of the room
* Make it seem nobody is in the room; be quiet, silence phones
* DO NOT answer the door
* DO NOT respond to any voice commands until you are sure that they are from a police officer or emergency responder
* Remain in place until you receive an ALL CLEAR message and/or are escorted from the building
* Doors with card access will be locked by AHEC Police

**If someone committing violent acts enters your area**

* Call AHEC Police (if possible) at **303-556-5000** or **911** from landlines and leave the line open even if you cannot speak
* Attempt to evacuate
* If you are unable to evacuate, attempt to hide by staying out of sight and being quiet
* If you are unable to hide, fight the attacker with anything you can use as a weapon
* If someone else begins to fight, your assistance could be essential in subduing the attacker

**When encountering police officers during a violent incident**

* Keep hands visible at all times
* Follow directions of police officers
* If you know where the attacker is, calmly tell the police officers
* Once out of harm’s way, remain at whatever point authorities designate until told to leave

## Threatening Call

**When taking a call in which someone is threatening violence**

* DO NOT hang up
* Have someone else call AHEC Police at **303-556-5000** or **911** from landlines while you talk to the caller
* Obtain as much information as possible
* Complete a Threatening Call Checklist

## Suspicious Package

**Recognizing a suspicious package**

* Special deliveries
* Restrictive markings (Personal, Confidential, Do not bend, Do not X-ray)
* Excessive postage
* Handwritten or poorly typed addresses
* Incorrect titles
* Misspelled words
* Stains or discolorations
* Excessive weight
* Rigid, lopsided, or uneven
* Protruding wires or foil
* Excessive packaging (tape, paper, twine)
* Visual distractions such as illustrations
* No return address

**If you receive a package that appears suspicious**

* DO NOT touch the package
* DO NOT tamper with the package
* DO NOT attempt to move the package
* DO NOT open the package
* DO NOT put the package in water or an enclosed space
* Isolate the package and leave the area
* Call AHEC Police

## Tornado

**If a tornado touches down in the area of campus**

* Go to the lowest level of the building to which you have access
* Seek shelter in an interior room without windows
	+ **[Shelters – New line for each]**
* Avoid rooms that are exposed to the outside
* Listen for reports on television and the radio
* Avoid auditoriums, gymnasiums, cafeterias, and other areas with large, free-span roofs

## Earthquake

**If an earthquake hits the campus**

* Stay away from large windows and heave items which may fall
* Get under or next to a sturdy piece of furniture
* Duck and cover your head with your arms
* Remain under cover until the movement stops
* After the shaking stops, survey your immediate area for potential hazards and trapped/injured people
* Call AHEC Police if you need assistance
* Be alert for aftershocks

## Flood

**If there is flooding in your building**

* Secure vital equipment and records in higher levels
* Shut off and unplug electrical equipment
* Move to higher, safer ground
* Do not drive or walk through flooded areas
* Follow directions of emergency responders
* If the building must be evacuated, use your designated evacuation routes and report your location and condition
* Do not return to your building until you have been instructed to do so
* Do not attempt to clean up the flooded areas yourself

# ANNEX B: Directory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **TITLE** | **EMAIL** | **DESK PHONE** | **CELL PHONE** |
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