



Emergency Procedures for Events

MSU DENVER EVENTS

- If you are hosting an event in an MSU Denver space (Jordan Student Success building (JSSB), or Aerospace and Engineering Sciences building (AES) it is the client's responsibility to inform event attendees of the nearest exits and understand the procedures in case of emergencies and evacuations.
- Evacuation maps for your event location are attached in your calendar event invite that you received from the Event Scheduling Coordinator.
- If you have additional questions regarding your emergency exits for your space, contact the Event Scheduling Coordinator at facilities@msudenver.edu

In case of an emergency during an event:

- If you are calling from a campus phone, call 911.
- If you are calling from a cell phone, call 303-556-5000.
 - Both numbers will direct you to the Auraria Campus Police Department.
 - **If you call 911 from your cell phone you will be calling the Denver Police Department, which may delay response times.**
- Know the address where you are before calling the Police Department
 - Jordan Student Success Building (JSSB) | 890 Auraria Pkwy. Denver, CO 80204
 - Aerospace and Engineering Science Building (AES) | 1449 7th St. Denver, CO 80204

Please make yourself aware of the space in which your event is being held.

- Have a plan to evacuate your event
 - Recommended meeting location – **South Side of Tivoli**
 - Have contact information or a list of guests
 - Know where all exits are in relation to your event location
 - Make your attendees aware of exits

Emergency Procedures

Bomb Threat	Call Auraria Campus Police Department 911 from any campus phone or 303-556-5000 from a cell phone
Building Evacuation	<ul style="list-style-type: none"> • Use the building's nearest exit • DO NOT use elevators • Go to your recommended meeting location
Fire	<p>Call Auraria Campus Police Department - 911 from any campus phone or 303-556-5000 from a cell phone</p> <ul style="list-style-type: none"> • Evacuate building • Do not re-enter the building until authorized by emergency personnel • If it is safe for you to assist a person 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

Tornado Earthquakes Severe Weather	<ul style="list-style-type: none"> • If any underground or designated shelter is not available, move to an windowless 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 • 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 personal Auraria Campus Police
Power Outage	<ul style="list-style-type: none"> • 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 (use emergency notification tab in AHEC website)
Active Shooter	<p>Evacuate – If it is safe to do so, leave the building immediately. Be sure to:</p> <ul style="list-style-type: none"> • Have an escape route in mind • Leave your belongings behind • Help others escape, if possible • Follow the instructions of the police officers • Do not attempt to move wounded people • Call 911 when you are safe <p>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</p>

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

EVACUATION PROCEDURES

EVACUATION ROUTES

- Building exits can be located by following the green illuminated EXIT signs with directional arrows pointing to the nearest exit. Exit doors have illuminated green EXIT signs posted over them without directional arrows.
- Floor plans, which include evacuation paths, locations of fire extinguishers, fire alarm pulls, AEDs and emergency intercoms, are posted in each campus building's classrooms and event spaces. (See links below)
- Assemble in one area well away from the building and remain in that designated area until cleared to return. **Recommendation: South Side of Tivoli**

PERSONAL RESPONSIBILITIES

- Do not take time to gather your books, computer, or other large items. Take only the essentials (e.g., cell phone, purse, wallet, and keys)
- Form small groups of three and use the buddy system for evacuation.
- Evacuate quickly and calmly to the nearest exit.
- Stay out of the building until you are given the "all clear" by emergency responders.

PERSONS WITH DISABILITIES

- If there are attendees with disabilities at the event, wait for emergency services to arrive to help them evacuate.
 - Be sure to inform emergency personnel, that they are attendees with disabilities in the building
- If you are not on the ground floor, attendees unable to use the stairs can wait near an elevator and use a telephone to communicate with emergency services.

EXIT ROUTE MAPS (Click on Link)

JSSB: [Floor Plans](#)

AES: [Floor Plans](#)