

CSM

EMERGENCY
GUIDEBOOK

Armed Intruder/Active Shooter

- If you see or hear of an active shooter, immediately contact Public Safety by dialing 911.
- Take cover, if possible, and any other appropriate action to protect yourself from harm.
- Do NOT approach the person with the weapon.
- Remain calm and if it is SAFE to do so, immediately leave the area and advise others to do the same.
- If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area, make sure no one is visible from the outside through windows, stay low to the floor, away from doors, and turn off all lights.
- Take action as a last resort and only when your life is in imminent danger. Attempt to incapacitate the active shooter by either throwing items or with physical aggression.
- Remain in place until an “all clear” is given by an authorized person or law enforcement officials. Follow ALL instructions given to you by Public Safety or other authorized law enforcement officials.

**ACTIVE
SHOOTER**

BOMB THREAT

In the event you receive or overhear a bomb or other mass threat, contact Public Safety immediately. For security reasons, it is best to (when possible) avoid using a cell phone or two-way radio when reporting the threat. Do not activate any fire alarms.

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb?
- Why did they place the bomb?
- What is your name?
- Where are you now?

Try to document any pertinent information you gather from the call. Follow all instructions that are given to you by Public Safety and/or other authorized personnel. If evacuation is required, do so calmly and assist disabled persons as needed.

**BOMB
THREAT**

IMPORTANT EMERGENCY PHONE NUMBERS:

Mines Department of Public Safety is the primary contact for all campus emergencies. Calls will be routed to the appropriate campus and / or local responder from Public Safety or Golden Police Dispatch. If you cannot speak, try to leave the line open so the dispatcher can hear what is going on.

Emergency contacts:

- Department of Public Safety – Off Campus: 911 or 303-273-3333
- Department of Public Safety – On Campus: 911 or Ext 3333 from any campus phone
- Medical Emergency – 911
- Fire – 911

Other important numbers:

- Director of Public Safety: 303-273-3447 or ext 3447
- VP Student Life & Dean of Students: 303-273-3231 or ext 3231
- Associate Dean of Students: 303-273-3288 or ext 3288
- Director of Facilities: 303-273-3330 or ext 3330
- Director of Housing: 303-273-3050 or ext 3050
- Environmental Health & Safety: 303-273-3316 or ext 3316
- Student Health Center: 303-273-3381 or ext 3381

**EMERGENCY
CONTACTS**

CAMPUS EMERGENCY NOTIFICATION PROCEDURES

Mines utilizes the Mines Emergency Alert mass communication system in the event of an emergency.

The Mines Emergency Alert System allows Mines to send time sensitive messages to cell phones via text and voice message. The benefits of this service are only available to those who register. If you are a Mines student, faculty or staff member, please go to the Trailhead portal to register for the Mines Emergency Alert system.

Other forms of notification include but are not limited to: campus email, building managers, Mines web site, local television station news, local radio stations, law enforcement personnel, and the campus outdoor warning siren. In the event the outdoor siren is activated please utilize any of the above notification systems to receive information and directions about the emergency.

**EMERGENCY
NOTIFICATION**

EVACUATION PROCEDURES

Building Evacuation:

- When the building evacuation or fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Do not use the elevators in case of fire and/or earthquake.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel on the scene.

Evacuation of individuals with disabilities: If you have disabled persons in your work area or classroom, you and other volunteers should assist these persons during the evacuation.

EVACUATION

EXPLOSION

If there is an explosion:

- Take immediate cover under tables, desks or other objects that will give you protection from falling glass and debris.
- Remain calm. Once it is SAFE to do so, evacuate the building.
- If others around you need assistance and you can SAFELY do so, assist them in exiting the building.
- Use caution when opening doors or exiting the windows of the building.
- As soon as possible, contact Public Safety by dialing 911 and tell them as much information as possible including the location of the explosion, other locations of the building where injured people may be, and any injuries you have observed.
- Follow all instructions given to you by Public Safety and/or other responding emergency personnel.

EXPLOSION

FIRE ALARM OR IF SMOKE/FIRE IS OBSERVED

If you observe smoke or fire **evacuate the building immediately**. While leaving, attempt to find the nearest pull station and activate the fire alarm if it is safe to do so. Contact Public Safety by dialing 911 as soon as possible.

When the fire alarm is activated, evacuation is mandatory.

- Remain calm and **evacuate the building immediately**. Do not use the elevators.
- Take personal belongings with you (keys, purses, wallets, etc.)
- **Notify Public Safety by dialing 911.**
- Follow directions given by the fire department, public safety, or other authorized personnel.
- Help those needing assistance to move from the area. Do not re-enter the building until authorized to do so by emergency personnel.



FIRE

HAZARDOUS MATERIAL SPILL

- Immediately leave the area if it is SAFE to do so, and go to a safe area.
- If you are outside, proceed immediately upwind from the spill location.
- As soon as you or another person is able to, contact Public Safety by dialing 911
- Provide as much information as possible including identity of hazardous material involved, the location, and how many people may be affected.

**HAZMAT
SPILL**

HOSTAGE SITUATION

- **Stay calm and if safe to do so dial 911.**
- **Don't try to be a hero.** Follow the instructions of the captor.
- Cooperate. Don't argue with or antagonize the captor or other hostages. Inform captors of medical or other needs.
- Speak in a calm, even tone.
- Be prepared to wait—elapsed time is a good sign.
- Don't try to escape unless there is no danger in doing so.
- Don't try to resolve the situation by force. Be observant, do not draw attention to yourself, and try to remember everything you see and hear. If a police rescue takes place, lie on the floor, face down, and await instructions from rescuers.

HOSTAGE

SHELTER IN PLACE

Employees, students, and visitors may be asked to shelter in place when it is unsafe to be outside due to a campus emergency, chemical spill, active shooter or ongoing incident in another location. Public Safety and/or Mines Administration will advise when to shelter in place.

All students, visitors, employees must stay in current location or area designated by Mines Authorities. If away from your regular area, seek the nearest building, office or classroom. Secure the door if possible. Remain in place until the police or other law enforcement official gives the “all clear”.

**LOCKDOWN OR
SHELTER IN PLACE**

MEDICAL EMERGENCY

- Remain calm.
- Notify Public Safety by dialing 911. Provide your name, location, number of people injured, and description of the medical emergency. Stay on the phone to receive instructions.
- Send a responsible person to meet first responders outside of the building on the street to lead the emergency responders back to the injured individual.
- Do not move the injured/ill person. If it is SAFE to do so, comfort them and reassure them that help is on the way.
- If you are certified in first aid and it is SAFE to do so, provide care to the person to the extent that you are capable. Be sure to wear personal protective equipment and avoid body fluids.
- Report the medical injury to your supervisor once medical personnel arrive and provide care.
- Mines has several Automatic External Defibrillators (AED'S) on campus, know the location of the nearest one in your building.

**MEDICAL
EMERGENCY**

MISSING PERSON PROCEDURES

If there is a Student, Faculty, Staff or other person missing:

- Immediately contact Campus Safety by dialing 911 or 303-273-3333.
- Be prepared to give your name and phone number as well as provide all information regarding the missing person including a physical description, what they were wearing when they were last seen, where and when they were last seen, what physical condition they were in when last seen, if they are driving, give a description of the vehicle and who they are with.
- Be prepared to provide information on any medical or other special conditions that you know about.

**MISSING
PERSON**

CRISIS RESPONSE

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, please call 911.

If someone is contemplating suicide:

- Remain calm.
- Do not leave the person alone if you can remain with them SAFELY.
- Contact Public Safety by dialing 911.
- If weapons are present, leave the area immediately. Do not touch any weapons or other items that the person may consider using, or has used. Advise Public Safety of all possible weapons or other items if you can do so SAFELY.
- Show support to the person without being judgmental. Follow all directions given to you by authorized personnel.

If there is a possible suicide:

- Do not touch anything in the area.
- Immediately notify Public Safety by dialing 911. Be prepared to give all information possible including your name, phone number, location, and name of victim if known. Remember the police are in charge of the scene until it has been released.
- People must not disrupt or touch anything in the area, and the scene should be kept clear. Do not enter, conduct any searches, or touch the victim or property. If someone does inadvertently enter the scene, it should be reported to the police when they arrive.

If you discover a suspicious package or substance

- Do not touch or open the package. If you have opened the package remain calm.
- Do not move or examine the letter or package further.
- Keep others out of the area. Close off the area if possible.
- **Do not use a cell phone or two way radio near the area.**
- Once away from the area notify Public Safety by dialing 911.
- If the package is leaking a substance or powder and you came into contact with the substance, keep your hands away from your eyes, nose, mouth, or any part of your face.
- Wash all affected areas of the body as soon as possible.
- Create a list of persons in the room where the package was received.
- Follow all instructions given by Public Safety or responding emergency personnel.

**SUSPICIOUS
PACKAGE**

WEAPONS ON CAMPUS

If you find a weapon on campus:

- Remain calm and immediately contact Public Safety by dialing 911.
- Do not touch the weapon.
- If the situation warrants, remove yourself from the area in which the weapon is located.
- Advise Public Safety of a description of the weapon and its exact location. Follow all instructions given to you by Public Safety and/or other authorized personnel.

If you observe a person(s) with a weapon on campus:

- Do not approach the person(s) with the weapon.
- If you can do so safely, contact Public Safety by dialing 911.
- Provide all available information to Public Safety including your name, phone number, and a description of yourself, a description of the person with the weapon, the types of weapon, and the number of weapons you have observed. Follow all instructions given to you by Public Safety and/or other authorized personnel.

**WEAPON ON
CAMPUS**

SEVERE WEATHER

In the event of severe weather, the National Weather Service will issue a warning or advisory. If you hear of a weather alert, contact Public Safety by dialing 911 or ext. 3333. Weather alerts can include but are not limited to ice storms, snowstorms, tornados, or thunderstorms.

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued when a tornado has been sighted, or indicated by weather radar, in the area.

Monitor local Television and radio stations, weather related internet sites, etc. Be prepared to take shelter on the lowest level of your building. Stay away from windows. Move to an interior hallway. Wait for an “all clear” notification prior to returning to your work area or classroom. If you are outside, immediately go into a building to avoid possible falling tree limbs and other debris. Stay inside your building and await further instructions from Public Safety or other authorized personnel. If shelter is not available or if there is no time to get indoors lie in a ditch, low-lying area, or crouch near a strong structure.

WORKPLACE VIOLENCE

Workplace violence is defined as any physical assault, threatening, or intimidating behavior perpetrated by an individual towards another. Should you be threatened while at work:

- Contact Public Safety by dialing 911 or ext. 3333
- Notify a supervisor.
- Document the threat.

If the threat is immediate:

- Remove yourself from harms way.
- Contact Public Safety by dialing 911 or ext. 3333
- Notify your supervisor.
- Document the threat.

PREPARING FOR AN EMERGENCY

Taking personal responsibility to prepare for an emergency in advance can save valuable time in the event a critical incident is threatening the campus. In larger emergencies that may impact the entire campus, responding personnel may not be able to reach you immediately. As a result, there are several simple steps that you can take to be prepared to handle emergencies on your own. In order to be prepared, you should:

- Know what emergencies can impact you and have a plan for each.
- Always locate two exits in any building that you frequent. If on upper floors know where the stairs are located and keep them clear.
- Speak with your coworkers and/or roommates and decide upon an evacuation and communication plan in the event an emergency is occurring in your building. Practice the plan at least a semiannual basis.
- Think about how you will communicate with family and friends during an emergency when cell phone systems may be overwhelmed.
- It may be difficult to remember all the phone numbers that you have entered into your cell phone. Keep a printed list of phone numbers for family, friends, and other important contacts in case your cell phone is inoperable, the battery is dead, or in the event you lose your phone.

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