



# **EMERGENCY PREPAREDNESS GUIDE**

# IN CASE OF EMERGENCY

## CALL

### **Northwest Denver Campus**

Dial 4122 from a campus phone or  
303.458.4122 from a cell phone

### **Extension Campus**

**THORNTON CAMPUS:** Dial 911 from a cell phone or  
720.977.5124 (Thornton PD) from a campus phone

**DTC CAMPUS:** Dial 911 from a cell phone or  
303.773.2525 (Greenwood Village PD) from a  
campus phone

**COLORADO SPRINGS CAMPUS:** Dial 911 from a cell  
phone or 719.444.7000 (Colorado Springs PD) from  
a campus phone

## **RU ALERTS**

Notifications and instructions will be sent through  
RU Alert via text message, email, voicemail and  
through Regis.edu.

Sign up for RU Alert by visiting [Regis.edu/RUAlert](https://regis.edu/RUAlert).

# EVACUATION PROCEDURES

In the event that it becomes necessary to order the evacuation of a building, RU Alert will give the location to which you should evacuate. If it becomes necessary to evacuate the entire campus, it may not be possible to drive your vehicle due to streets being shut off or police or fire department orders. In such a case, it may not be possible to direct people to a specific evacuation site. In such cases, walk across the street from where you are on campus to the nearest commercial establishment that is open, unless directed to a specific place of assembly by police, fire or University personnel. Wait for further instructions. If Regis Square is not affected by the situation that caused the campus-wide evacuation, you may assemble at the Campus Safety office (Suite 28).

If you feel that evacuating a particular building or leaving the campus is in your best interest based upon your personal observations (sight, sound, smell, information), you do not have to wait for instructions. However, understand that absent any information from authorities, you will need to be cautious about the place to which you evacuate. If you become aware of a situation that you believe requires you to evacuate, contact Campus Safety and pass on the information so that it may be used for the benefit of others.



# ACTIVE

# SHOOTER

Call 911 to request police assistance. Give the dispatcher your name and location, describe the suspect as best you can. Tell them where he is, what weapon he is armed with and whether there are people injured.

Determine whether it is safer to flee the area or go to a place where you can lock or barricade yourself inside. The circumstances of the incident will dictate your best course of action along with what you can see or hear.

## RUN

If you decide to flee the area, do so immediately. Do not stop to argue or convince others to flee with you. Do not worry about your possessions. Leave the area quickly and without drawing attention to yourself.

## HIDE

If you decide to go to a place of shelter, choose a place with a lockable door, few or no windows and the ability to barricade the door. Turn off the lights, silence your phone and remain quiet. Hide behind objects in the room, preferably something heavy that might stop or slow bullets.

## FIGHT

If you must, prepare to fight — make a plan — and when necessary commit to the plan. Use weapons at hand to defend yourself. Fire extinguishers, laptops, chairs, etc. can be used as bludgeons. Sharp objects, even pens, can be used to stab or slash an assailant. If you can disarm the suspect, retain control of his weapon or throw it far from you to prevent him regaining it.

When law enforcement arrives put your hands in the air and stand still. They will have their weapons out and will be looking for the suspect. They will treat everyone as a potential suspect. They may order you to lay on the floor. They may handcuff you. **DO NOT** argue or attempt to leave the area or pull away.

# BOMB THREAT



If you receive a bomb threat over the telephone, listen carefully for details and try to get the caller to tell you as much of the following:

- Exact location of the device
- When it is going to explode
- What it looks like
- What will cause it to explode
- Reason for the threat
- Who placed the bomb
- Caller's name

Make note of any other details, such as background noise, sex and age of the caller, and his/her emotional state. Also note what time you received the call. Write down everything the caller tells you. Try to keep them on the line as long as possible.

Call Campus Safety. If on an extension campus, call appropriate local PD and Campus Safety from a campus phone. Do not turn on light switches or pull the fire alarm. Such activity could activate a live device.

Follow any instructions issued by RU Alert or given by emergency personnel.

If a suspicious device is found in your area, do not touch the item and calmly evacuate the area. As soon as you've reached a safe area, call the authorities.

You may be asked by law enforcement to assist them by walking with them through your work area. You know what belongs there, what is normal. They do not.



# DATA

# BREACH

## **FOR A SUSPECTED DATA BREACH:**

- Notify the ITS Help Center, 303.458.4050.
- For a HIPAA breach, file a Privacy and Security Incident Report (Search for “HIPAA incident” on [www.regis.edu](http://www.regis.edu)).

## **FOR STOLEN COMPUTING HARDWARE:**

- Report to the ITS Help Center.
- On Northwest Denver Campus: Call Campus Safety.
- On an extension campus: Notify the campus associate or other designated person, file a police report as well as notify Campus Safety.

## **FOR LOST COMPUTING HARDWARE:**

- Report to the ITS Help Center.

## **FOR A COMPROMISED ACCOUNT:**

- Change your password immediately.
- Immediately notify the ITS Help Center of the compromise.

Be alert to and cautious about phishing attempts. If you receive an email and do not know the sender, do not click on any links or open any attached files. Delete suspicious emails immediately. Ignore requests to provide personal information, including your username and password.

ITS will never ask a user to provide either to validate an account. If you have opened something in a suspicious email, change your password immediately, notify the ITS Help Center and be watchful of suspicious behavior on your computer.

# ALCOHOL POISONING AND DRUG OVERDOSE



Stay with the victim and call 911.  
Request emergency medical services.  
Then call Campus Safety.

Lay the ill person on his/her side.

Make sure he/she is breathing and vomit isn't obstructing his/her airway.

Loosen any tight clothing that might restrict breathing.

Monitor body temperature.  
If need be, use blankets to keep the person warm.

Follow any other instructions given by emergency personnel.

Save any bottles or pill containers for emergency personnel that can provide information as to what the person ingested.



# MEDICAL

## EMERGENCY/ILLNESS

For life threatening emergencies, call 911, request an ambulance and then call Campus Safety.

Be prepared to explain in detail the injury/illness to the operator, as well as the injured/ill person's location.

Remain with the injured/ill person. Follow any instructions offered by emergency personnel, or if qualified, render appropriate first aid.

If possible, have someone meet emergency personnel to direct them to the injured/ill person more quickly.

Complete online Report of Illness or Injury to document what you saw, heard and did.

# IN CASE OF

# FIRE



Know your evacuation route and your assembly area.

If you discover a fire of any size or smell smoke, pull the fire alarm.

Evacuate the building. Do not use elevators.

Assist any persons with disabilities.

Once outside the building do not re-enter for any reason. If you suspect that one of your co-workers or other people are still inside, tell a firefighter or police officer. Do not attempt to rescue them yourself.

Alert authorities by calling 911 and Campus Safety.

**DO NOT** open hot doors. Before opening any interior door, touch the doorknob to see if it is hot.

If you become trapped in a building during a fire, move to a room with an outside window if possible. If you can't call, stay where rescuers can see you through the window. Stuff clothing, towels or paper in the cracks of doors to keep smoke out of your area.

An all clear signal will be given to re-enter the building by campus safety.



# HAZARDOUS CHEMICAL SPILL

## INCIDENTAL RELEASE

- Easily controlled
- Known material
- Material that has low toxicity
- Proper protection and cleanup equipment is available
- Personnel causing the spill will initiate cleanup immediately

If an incidental release occurs, call 911 and Campus Safety.

## EMERGENCY RELEASE

- Uncontrollable
- High toxicity or flammable hazard
- Potential fire/explosion hazard
- Unknown substance

If an emergency release occurs:

Evacuate the immediate area of all personnel.

If possible, close the doors to contain the material and protect the drains.

Call Campus Safety from a safe area and provide the dispatcher with any of the following known information:

- The exact location of release and the area(s) affected.
- Injuries due to exposure, number (and names) of person(s) affected and conditions/symptoms.
- Hazardous product(s) released and amount released.
- Where the caller will meet emergency responders and a contact number to reach the caller.

# NATURAL GAS LEAK



If you detect an unusual odor of natural gas, get to a safe place at least 500 feet from the location of the suspected leak. Call 911 immediately and request the fire department. Then call Campus Safety.

Be prepared to provide details including:

- Location of the odor
- Strength of the odor
- Any symptoms you or others in the immediate area might be feeling
- Known or suspected sources of the odor

Avoid turning lights on or off.

When evacuating, move away from any apparent source and stay upwind of the leak. Do not return to the building until RU Alert or emergency personnel say it is safe to do so.

**DO NOT** smoke, turn on light switch or use handset desk telephone.



# WEATHER

# EMERGENCY

## TORNADO

The National Weather Service issues tornado watches and warnings.

- A tornado watch means conditions in your area are favorable for a tornado. Be alert to quickly changing weather conditions and further announcements.
- A tornado warning means a funnel cloud or tornado has been sighted or indicated on radar and danger is imminent.

If a tornado warning is issued, follow instructions issued by National Weather Service and move quickly and calmly to your designated shelter area typically on the lowest level of a building. Assist any persons with disabilities.

**DO NOT** use elevators and stay away from windows.

Protect your head and neck as much as possible from falling or flying debris.

If outside, seek indoor shelter if possible.

Wait for National Weather Service to issue an “all-clear” message before leaving your area of shelter.

After the storm has passed, check for injured people in your immediate area. If qualified, provide appropriate first aid until emergency personnel arrives.

## EARTHQUAKE

Calmly take cover under a sturdy desk or table, in a doorway or an interior stairwell. Keep clear of shelves and windows and protect yourself from anything that could fall from the ceiling (light fixtures, ceiling tiles, plaster, etc.)

If outside, move to an open area away from buildings, power poles or other objects that could fall.

**DO NOT** use an open flame or electrical equipment due to threat of natural gas line disruptions.

Once the tremors cease, look for injured people in your immediate area. Do not move an injured person unless danger is imminent.

If evacuation is necessary, assist anyone who is injured and persons with disabilities.

# WEATHER EMERGENCY



Follow any instructions issued by RU Alert or emergency personnel.

In the event of an earthquake or tremor evacuate the building as soon as possible once the earth movement has stopped. Stay away from buildings, statues, trees, or other things that could fall.

## EXTREME HEAT

In the event of heat exhaustion or heat stroke, contact 911 immediately and notify your manager or someone else in management.

Take affected individual into cooler location and attempt to place cool (not cold) water on pressure points. Provide small amounts of cool (not cold) water. Keep the person awake until help arrives.

## FLOOD

Water-reactive chemicals should be removed and secured away from the immediate threat only if it can be done safely and you are trained to handle them.

If the lower floors of the building are flooding, move to higher floors. Call 911 to advise authorities of your location within the building. Wait for rescue. Hang something brightly-colored from the window of the room you are in.

Evacuate the building, following the University's Emergency Evacuation Plan, if/when directed to do so.

**DO NOT** use elevators. Use stairways to leave the building if an evacuation is necessary; assist individuals who cannot evacuate by themselves.

If an evacuation is required, please refer to "Evacuation" information for guidance. If you are instructed to leave the office, please remember these tips:

In the event of an injury or life threatening situation contact 911 immediately and notify your manager or someone else in management.

If the power goes out, remain calm and wait for RU Alert instructions.

Stop using all electrical equipment.

**DO NOT** walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not



# WEATHER

## EMERGENCY

moving. Check the firmness of the ground in front of you.

**DO NOT** drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be swept away quickly.

In the event of flooding, stay out of standing water. Electric current may be flowing through the water. This is deadly.

### SEVERE THUNDERSTORM/LIGHTNING

Severe thunderstorm/lightning can occur without notice or warning and can create dangerous situations.

Stay indoors and do not go outside unless absolutely necessary.

Stay away from glass doors and windows.

If the power goes out, remain calm and wait for RU Alert instructions.

### WINTER STORMS AND EXTREME COLD

Be prepared by listening to local news and weather reports from organizations like National Oceanic and Atmospheric Administration (NOAA).

Be aware of winter storm warnings: storms occurring within 12 to 24 hours.

Be aware of winter storm watch advisories: storms occurring within 12 to 48 hours.

Stay indoors during the storm.

If you must go outside, wear appropriate attire (layers of clothing and nonskid shoes) and walk carefully on snowy, icy walkways.

If you do not feel that you are able to drive to campus for work or class, do not endanger yourself. Call your supervisor or instructor and explain the situation. Ask for accommodation.

If the power goes out, remain calm and await further instructions via RU Alert.

University officials will make a decision about closing campus prior to 6 a.m. Notifications will be sent via RU Alert and local news.



## SHELTER AREAS

### ACTIVE SHOOTER

All buildings and offices	Lock your office or barricade the doors / Get to an area that can be secure.
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### TORNADO

In all instances for tornadoes, get as far away from windows and external doorways as possible

Athletic Fields	Field House, detention ponds or dugouts
Carroll Hall	first floor inner hallways and restrooms
Chapel	basement
Clarke Hall	basement
Claver Hall	lowest level, center hallway
DeSmet	basement
Fine Arts Building	restrooms or the inside gallery wall
Library	basement center area by Media Services
Life Directions Center	restrooms
Loyola Hall	east / west hallways
Main Hall	first floor, center hallway
Modular Units	center of the building, or into the restrooms
O'Connell	center stairwell, lowest level
Ranger Dome	Field House
Regis Square	bathrooms
Science Center	basement hallway
Student Center	faculty lounge or main floor bathrooms
Townhomes	first-floor bathrooms
West Hall	center stairwell or center hallways

### EXTENSION CAMPUSES

DTC	inner hallways and restrooms
Colorado Springs	
Thornton	

# EMERGENCY RESOURCES



# EMERGENCY RESOURCES

## CALL BOXES

Located on the exterior of several buildings and in many parking lots, call boxes are designed to report emergencies occurring at Regis University through Campus Safety radio.

- Library** - Northside of building
- Field House** - Northwest side of building
- Green Space** - Northeast corner
- Clarke Hall** - North and south side of building
- Lot 1** - Northeast side of West lot
- Lot 3** - South parking area
- Lot 4** - Upper and Lower lots
- Lot 5** - South end of lot near Residence Village
- Lot 6** - North, south and east side of lot
- Lot 7** - Entry to lot 7 and near Ignatian Village Trail
- Softball Field** - Near concession stand
- Walker's Way** - By baseball field and ranger dome

## EMERGENCY BLUE LIGHT PHONES

Like call boxes, emergency blue light phones are located around campus (freestanding) to make the reporting of an emergency easy. Blue Light phones are connected to the Regis telephone system and can be used to call Campus Safety x-4122, or off campus 9-911.

- Carroll Hall** - Center of building on basement level
- Claver Hall** - Near Claver Café on West side of building and entryway to pharmacy in Upper lot 4
- DeSmet Hall** - West main entry
- O'Connell Hall** - West main entry
- Student Center** - South entrance
- West Hall** - Main entry on eastside of building
- Main Hall** - West and East entry

## AEDS

Once an AED is retrieved from a cabinet, an alarm will be sent and Campus Safety will be notified.

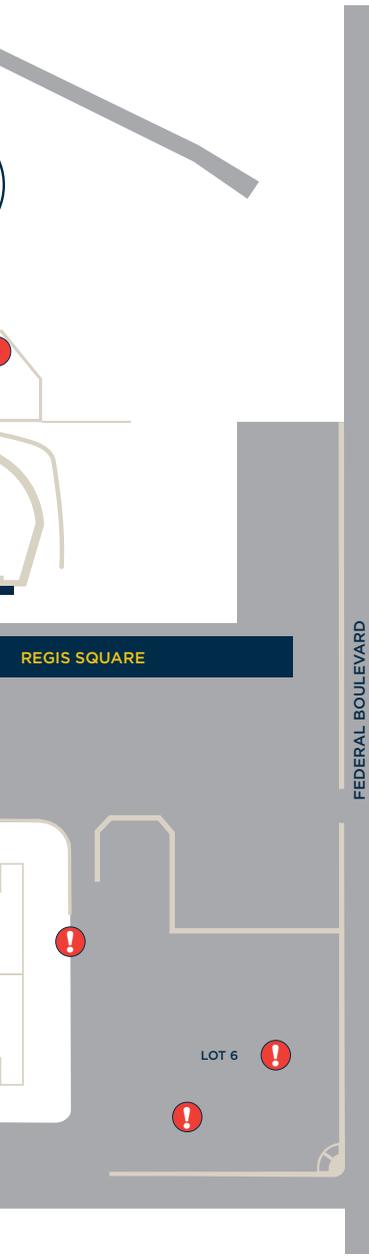
- A-3 186** - Near restrooms
- Carroll Hall** - Basement level near center stairwell, third floor near center stairwell
- Chapel** - Kitchenette area near restrooms
- Clarke Hall** - Second and fourth floor near north stairwells
- Claver Hall** - Near rooms 305, 220, and Recital Hall
- Coors Center** - South lobby
- Field House** - North side of gym
- Loyola Hall** - Southwest hallway near Dean's office
- Main Hall** - First floor near east stairwell, third floor near east stairwell
- Science Center** - Second floor directly across from the amphitheater
- Fine Arts** - Inside art studio
- Student Center** - Second floor
- Library** - Second floor main entry

## SCIENCE EMERGENCY PHONES

The emergency phones in the Feliz Pomponio Family Science Center provide quick and direct contact with Campus Safety through Regis' phone system. These emergency phones are located in the hallways - north and south - on each level and function by pressing a button to connect to Campus Safety.

## RESCUE ASSISTANCE BUTTONS (CLARKE HALL)

Rescue assistance buttons are located in the elevator lobbies in Clarke Hall on the fourth, third and second floors as well as in the basement. These buttons are in place for people to contact Campus Safety through Regis' phone system for emergency assistance.



REGIS SQUARE

FEDERAL BOULEVARD

LOT 6

! Emergency Call Box