

# COLORADO SCHOOL OF MINES



## EMERGENCY MANAGEMENT PROCEDURE



# INTRODUCTION

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

### EMERGENCY PREPAREDNESS AT THE COLORADO SCHOOL OF MINES

Emergencies, disasters, accidents, injuries, and crimes can occur without warning at any time. Being physically and psychologically prepared to handle unexpected emergencies is an individual, as well as an organizational responsibility.

This Emergency Procedure Flipchart has been developed to assist in minimizing the negative affects from such events. Please read this guide thoroughly before an emergency occurs, become acquainted with the contents, and keep this flipchart available in your office for immediate reference. **DO NOT FILE THIS DOCUMENT!** Once you are familiar with the information enclosed, you will be better prepared to protect yourself and your co-workers.

If you have questions concerning a unique situation not covered in this reference, need additional emergency information, or would like to register for a training course, please contact the Colorado School of Mines Department of Public Safety at (303) 273-3333, or the Department of Environmental Health and Safety at (303) 273-3316.

### WHAT YOU CAN DO NOW TO PREPARE

- Keep emergency supplies in your office (medications, flashlights, comfortable shoes, bottled water, batteries, portable radios).
- Post this Emergency Procedure Flipchart in a visible location in your office.
- Become familiar with the quickest exit routes from your building.
- Locate the nearest fire extinguisher and pull station, and register for a fire extinguisher training course.
- Register for CPR, first-aid, crime prevention, or other safety training courses.



# PHONE TREE

**COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE**

**YOU MAY DRAW A PHONE TREE IN THE SPACE BELOW TO HELP WITH NOTIFICATIONS**







# ARMED INTRUDER/CIVIL DISTURBANCE

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

Civil disturbances include riots, demonstrations, threatening individuals, crime in progress, or assemblies that have become significantly disruptive.

### IN CASE OF ARMED OR THREATENING PERSON

1. Flee if possible and safe—consider all exits and lower windows
2. If flight is impossible, **SHELTER IN PLACE**
3. Distance yourself from the shooter
4. Put something solid between yourself and the shooter
5. Be prepared to wait; elapsed time is a good sign
6. Wait for instructions from Law Enforcement

### IN CASE OF CIVIL DISTURBANCE:

1. Call **911**.
2. Avoid provoking or obstructing demonstrators
3. Secure your area (lock door, safes, files, vital records, and expensive equipment).
4. Avoid area of disturbance.
5. Continue with normal routines as much as possible.
6. If the disturbance is outside, stay away from doors or windows. **STAY INSIDE – SHELTER IN PLACE!**

### **SHELTER IN PLACE**

1. Lock and barricade doors
2. Turn off lights
3. Close blinds, block windows
4. Turn off radios and computer monitors
5. Keep occupants calm, quiet, and out of sight
6. Keep yourself out of sight and take adequate cover/protection i.e. concrete walls, desks, filing cabinets
7. If not communicating with authorities turn off cell phones



# POWER OUTAGE

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

The inherent danger during a major power outage is panic. All university personnel should attempt to remain calm. To report a minor, localized power outage, call Plant Facilities at (303) 273-3331.

Keep flashlights and batteries in key locations throughout your work areas.

### **IN CASE OF A MAJOR, CAMPUS-WIDE POWER OUTAGE:**

1. Remain calm.
2. Follow directions from the Colorado School of Mines Department of Public Safety for immediate action.
3. If evacuation of a building is required, seek out persons with special needs and provide assistance.
4. Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all windows and/or doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
5. Do not light candle or other type of flame for lighting.
6. Unplug all electrical equipment (including computers) and turn off light switches.

### **IF PEOPLE ARE TRAPPED IN AN ELEVATOR:**

1. Tell passengers to stay calm and that you are getting help.
2. Call **911** and provide information.
3. Stay near passengers until police or other assistance arrives, provided it is safe to stay in the building.



# FLOODING

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

Major flooding on campus would be the result of catastrophic run-off from Mount Zion or extraordinary water level increase from Clear Creek. In either case, flood time to the Colorado School of Mines campus would be very rapid.

### IN CASE OF MAJOR FLOODING:

1. Evacuate from campus immediately. See the “Evacuation” section of this guide.
2. Follow instructions from the Colorado School of Mines Department of Public Safety for immediate action.

Minor or area flooding of campus is a more likely scenario. This could be the result of major, multiple rainstorms, or a water main break. In the case of imminent or minor weather-related flooding, the Colorado School of Mines Department of Public Safety will monitor the National Weather Service and other advisories to determine necessary action such as evacuation of areas and cancellation of classes. In cases of water main failure, affected areas of campus would need to be evacuated immediately. In this case, refer to the “Evacuation” section of this guide.

### IN CASE OF MINOR IMMINENT FLOODING:

1. Secure vital equipment, records, and chemicals (move them to higher, safer ground). Shut off all electrical equipment. Secure all laboratory experiments. When able, notify Plant Facilities at (303) 273-3331.
2. Wait for instructions from the Colorado School of Mines Department of Public Safety for immediate action.
3. Do not return to your building unless you have been instructed to do so by someone from incident command or the Colorado School of Mines Department of Public Safety.





# SUSPICIOUS PACKAGE / OBJECT

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

If you receive or discover a suspicious package or foreign device, **DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT!**

**IMMEDIATELY DIAL 911 TO REPORT IT TO COLORADO SCHOOL OF MINES DEPARTMENT OF PUBLIC SAFETY**

### LETTER AND PARCEL BOMB RECOGNITION CHECKLIST

#### Be cautious of:

- Foreign mail, air mail and special deliveries
- Restrictive markings such as “confidential” or “personal”
- Excessive postage
- Handwritten poorly typed address
- Incorrect titles
- Misspellings of common words
- Oily stains or discolorations on package
- Excessive weight
- Rigid, lopsided or uneven envelopes
- Protruding wires or tinfoil
- Excessive tape or string
- Visual distractions
- No return address



# EARTHQUAKE

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

Golden is located near an active fault line and although it is unlikely, the potential for an earthquake does exist. If major earthquakes were to occur, the Colorado School of Mines must be prepared to provide its own resources for an unlimited period of time. It is always a good idea to maintain certain supplies in your office (see “Introduction” for details).

### IF INSIDE:

1. **STAY THERE!** Do not run outside.
2. **DO NOT USE ELEVATORS!**
3. Stay away from windows and objects that could fall on you.

### IF OUTSIDE:

1. Run to an area away from trees, buildings, walls, and power lines.
2. Drop to your knees and get into a fetal position, close your eyes and cross your arms over the back of your neck for protection.
3. Stay in a fetal position until the shaking stops.

### AFTER THE SHAKING STOPS:

1. Do not use regular or cellular telephones **EXCEPT** to report serious injuries.
2. Assist in the building evacuation or persons with special needs.
3. Tune portable radios to an Emergency Broadcast Station (EBS, and follow instructions given.)
4. Be prepared to evacuate if instructed to do so. (The decision to evacuate from campus will be based on the severity of the earthquake and the damage to buildings.)
5. The Colorado School of Mines Department of Public Safety will provide instructions for immediate action by means of door-to-door alerting, police vehicle loud speakers, fire alarms, or bullhorns.
6. If personnel are instructed to evacuate, see the “Evacuation” section of this guide.
7. Do not enter any building that is deemed or looks unsafe.



# BOMB THREAT

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

### BY TELEPHONE:

1. **DO NOT HANG UP! REMAIN CALM!**
2. Take the caller seriously.
3. Ask a lot of questions using the guide below.
4. Have a co-worker call **911** on another line, or call **911** immediately after hanging up.

### BOMB THREAT CHECKLIST

#### ASK:

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_ Why? \_\_\_\_\_
7. What is your name? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. Exact wording of Threats \_\_\_\_\_



# BOMB THREAT

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

### CALLERS VOICE:

Calm	Nasal	Slow	Raspy	Loud	Angry	Stutter
Excited	Rapid	Deep	Soft	Clearing Throat	Laughter	Normal
Disgusted	Distinct	Deep Breathing	Crying	Accent	Slurred	Lisp
Ragged	Cracked	Familiar	Other: _____			

### IF KNOWN:

Name of Caller: \_\_\_\_\_ Number from which call originated: \_\_\_\_\_

Male / Female

Race: \_\_\_\_\_

Approximate Age: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

### BACKGROUND SOUNDS:

Street Noises	Factory Machinery	Animal Noises	Other Voices	PA System	Static	Music
Long Distance	House	Motor	Office Machinery	Other:		

### ADDITIONAL COMMENTS:

---

---

---

---



# EVACUATION

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

In advance of an emergency, determine the nearest exit to your location and the best route to follow.

If time permits during evacuation, secure your workplace and take personal items such as keys, purse, medication, and glasses. In fire conditions, evacuate immediately leaving personal items behind.

In most emergencies, complete evacuation of the campus is not necessary. If, however, there is a major hazardous materials release, flood, or other major incident, it may be necessary to relocate all university personnel to a safer location as listed below.

### EVACUATION FROM A BUILDING:

1. Walk, do not run.
2. **DO NOT USE ELEVATORS!**
3. Assist people with special needs.
4. Gather outside at a designed staging area. There your supervisor will take roll and account for all personnel.
5. If you cannot return to your building, wait for instructions from incident command or the Colorado School of Mines Department of Public Safety.

### ON AND OFF CAMPUS STAGING AREAS:

In the event of an immediate, life threatening emergency during which the entire campus must be evacuated in a matter of minutes, an off-campus staging area may be located at:

- **Jefferson County Fairgrounds – 6<sup>th</sup> Avenue Frontage Road** (If this staging area is not available, incident command will announce another location as soon as possible.)
  1. Take all necessary steps to get to the staging area.
  2. Once there, register with the Red Cross or other assistance organization. It is important that everyone check-in to ensure personnel are accounted for when family or friends call to determine the whereabouts of loved ones.



# EVACUATION

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

In the event of a building or area evacuation, on-campus staging areas may be located in the following (or other) areas:

- **Ben Parker Student Center – 16<sup>th</sup> and Maple Street**
- **CTLM Parking Lot – 900 Block of 18<sup>th</sup> Street**
- **Lot E – 1100 Block of 18<sup>th</sup> Street**
- **Kafadar Commons – 1500 Block of Illinois Street**
- **Intramural Fields, Lot D – west of Elm St and W Campus Drive**

Food, water, first-aid, shelter, and information will be made available at these staging areas.



# MEDICAL EMERGENCIES

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

All university personnel are encouraged to learn first-aid and CPR. Call the Department of Environmental Health and Safety at (303) 273-3316 for more information.

**DON'T SECOND GUESS, ALWAYS CALL 911!**

### TO STOP BLEEDING:

1. Call **911**.
2. Apply pressure directly onto the wound with sterile gauze, clean handkerchief, or bare hand.
3. Maintain a steady pressure for 5 to 10 minutes.
4. If victim is bleeding from an arm or leg, elevate it.
5. Stay with the victim until help arrives.

### HEAT-RELATED ILLNESS:

1. Call **911**.
2. Get the victim to a cool place.
3. Loosen tight clothing.
4. Apply cool, wet cloths to the skin.
5. Fan the victim.
6. If the victim is conscious, give cool (not cold) water to drink.
7. Call an ambulance if victim refuses water, vomits, or loses consciousness.

### CHOKING VICTIM: (ABDOMINAL THRUSTS)

1. Get behind the victim. Wrap your arms around the person's waist, just above their naval.
2. Clasp your hands together in a doubled fist. **PRESS IN AND UP IN QUICK THRUSTS.**
3. Be careful not to exert pressure against the victim's rib cage with forearms.
4. Repeat procedures until choking stops.



# FIRE

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

All employees, especially in certain occupations, should learn to use a fire extinguisher. Laboratory, facilities management, food service, residential life, and student health employees should attend fire extinguisher training. Call the Colorado School of Mines Department of Environmental Health and Safety at (303) 273-3316 to set up a training class.

See the “Evacuation” section of this guide for more information.

### IF YOU DISCOVER A FIRE ON YOUR FLOOR:

1. Manually activate the fire alarm system.
2. Immediately exit the building, closing doors behind you. **DO NOT USE ELEVATORS!**
3. Call **911**.

### ONCE FIRE ALARM IS ACTIVATED:

1. Walk to the nearest exit. **DO NOT USE ELEVATORS!**
2. Assist persons with special needs.
3. Notify fire personnel if you suspect someone is trapped inside the building.
4. Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to do so by the Colorado School of Mines Department of Public Safety or the incident commander.

### IF TRAPPED IN A ROOM:

1. Wet and place a cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal to someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke may be drawn into room).





# FIRE

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

### IF CAUGHT IN SMOKE:

1. Drop to hands and knees and crawl toward an exit.
2. Stay low, as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through your nose and use a filter such as a shirt or a towel.

### IF FORCED TO ADVANCE THROUGH FLAMES:

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.

### USING A FIRE EXTINGUISHER:

If you have been trained and it is safe to do so, you may fight a small fire with a fire extinguisher.

### FIRE EXTINGUISHER INSTRUCTIONS:

- **P**ull safety pin from handle.
- **A**im at base of fire.
- **S**queeze the trigger handle.
- **S**weep from side to side at base of fire.



# HAZARDOUS MATERIALS INCIDENT

## COLORADO SCHOOL OF MINES EMERGENCY MANAGEMENT PROCEDURE

**ONLY TRAINED AND AUTHORIZED PERSONNEL ARE PERMITTED TO CLEAN UP HAZARDOUS MATERIAL SPILLS.**

**KNOW THE LOCATIONS OF EMERGENCY SHOWERS, FIRE EXTINGUISHERS, FIRST AID KITS, AND EYE WASH STATIONS PRIOR TO THE START OF WORK.**

**CALL 911 IMMEDIATELY FOR ANY HAZARDOUS MATERIALS INCIDENT INVOLVING INJURY.**

### **IN THE EVENT OF A HAZARDOUS MATERIAL SPILL:**

1. Do not attempt to clean up the spill.
2. Immediately evacuate the area, closing doors behind you.
3. Notify the lab coordinator, and the Department of Environmental Health and Safety at (303) 273-3316. Call **911** after hours.
4. Provide clean-up personnel with appropriate Material Safety Data Sheets (MSDS) and other pertinent information if available.

### **NOTE THE FOLLOWING WHENEVER POSSIBLE:**

- What is the form of the spill material? (i.e. clear liquid, powder, gas, etc.)
- Where is the spill located? (i.e. building, room number, hallway, type of room or area)
- Were personnel in the room or area of the spill? Who are they? Where are they now? Can they identify the spilled material?
- Is there an odor associated with the spilled material? (Do not directly approach the material and smell it.)
- Is the size of the spill increasing?