

COLORADO COLLEGE EMERGENCY PROCEDURES

QUICK REFERENCE GUIDE

EMERGENCY NUMBERS

Dial 911 (9-911 from a campus phone) to report an immediate emergency

Dial 719-389-6911 (6911 from a campus phone) to contact Colorado College Campus Safety

ACTIVE SHOOTER

- Stay in your building, proceed to a space that can be secured or barricaded, close and lock all windows and doors, barricade if possible, and turn off the lights.
- Get down on the floor and ensure that no one is visible from outside the room. Call 911 from a non-college phone, 9-911 from a college phone.
- If the shooter enters your hall or room, try to remain calm, alert the police of the shooter's location. If it is not safe to speak, leave the line open so the dispatcher can hear what is happening.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the area of the shooter.
- Keep your hands empty and in plain view at all times for police officers.
- Follow the direction of the emergency personnel.

FIRE

- Alert others in the immediate area and activate the nearest fire alarm pull station.
- Don't fight the fire if you have not been trained or are unsure about what type of fire extinguisher to use.
- Exit the building and close doors behind you to help prevent the fire from spreading
- Call 911 and advise emergency personnel of size and location of the fire.
- Also advise emergency personnel if you know that someone is in the building.
- Do not re-enter the building that is on fire.

SHELTER IN PLACE

- Stay in the building. Close and lock all doors and windows.
- Move to an interior room or office away from windows if possible.
- If safe to do so, turn off all fans, heating and air conditioning systems.
- Stay in place until emergency personnel notify you that it's safe to leave.

EVACUATE

- If the fire alarm sounds or you are notified by an official, evacuate using the nearest exit or alternative if nearest exit is unsafe.
- Assist others, including persons with disabilities, if safe to do so.
- Notify emergency personnel of the location of people who are still in the building or not accounted for.
- Do not return to the building or move to another location unless told to do so by officials.

MEDICAL EMERGENCIES

- Do not move a seriously injured person unless they are in an unsafe area. If they must be moved, move as a unit, supporting the head and neck.
- Call 911 and follow the dispatcher's instructions.

BOMB THREAT

- If it is determined that an evacuation is necessary, EVACUATE the building
- DO NOT use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Check for, but do not disturb, unusual objects as you evacuate. Report your observations to the emergency personnel.

POWER OUTAGE

- Remain calm. Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off or unplug computers and other voltage sensitive equipment
- Report outage to Campus Safety 719-389-6707.

SEVERE WEATHER

- Stay away from windows.
- Move to an interior room or hallway on the lowest floor
- Close any doors
- Remain in the safe area until all danger has passed
- Follow directions given by emergency personnel. Do not return to building or move to another one unless told to do so by officials.