



UNIVERSITY *of*  
DENVER

STURM COLLEGE OF LAW

# Sturm College of Law Emergency Preparedness Plan 2022

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## **Introduction and Purpose**

The Sturm College of Law is committed to the safety and well-being of its faculty, staff, students and guests. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the College or the University.

This plan applies to all employees of The Sturm College of Law and any person occupying the physical plant of the Frank Ricketson Law Building; to include students, University of Denver employees, and guests.

The scope of this plan is intended to encompass all hazards. This plan may be consulted when responding to any and all emergencies. When encountering a situation which has not been expressly addressed in this plan, use good judgment and the guiding principles outlined below.

## **Responsibility**

The Sturm College of Law emergency plan is the responsibility of the Emergency Response Team. The Assistant Dean of Business and Operations will review and update this plan periodically. Revisions will be made as needed throughout the year. Any suggestions, comments, or questions should be directed to the Assistant Dean of Business and Operations.

## **Goals**

The goals of the Sturm College of Law in responding to an emergency situation include:

- The safety of all faculty, staff, students, and guests;
- The physical and emotional well-being of faculty, staff, students, and guests;
- The timely stabilization of an emergency;
- The protection of the Frank Ricketson Law Building's facilities, properties, and the belongings of faculty, staff, students, and guests.

## **Emergency Response Team**

Individuals listed in Appendix A have agreed to serve as Emergency Response Team members. Questions regarding emergency procedures, evacuation protocol, etc. can be directed to the Assistant Dean of Business and Operations at 303-871-6107.

## Emergency Notifications

The University of Denver maintains an Emergency Notification System to provide timely warnings and updates regarding emergencies on or near campus. When this system is activated, all DU email accounts will receive a message. In order to guarantee the flow of information during an emergency, it is recommended that you register your office and mobile phones with the University.

### *Points of Contact:*

**Email:** Every member of the DU community will receive an email when the system is utilized.

**Telephone:** Members of the DU community have the option to register a telephone number with the system to receive a telephone call with an automated message when the system is used.

**Text message:** Members of the DU community also have the option to register a mobile device capable of receiving text messages with the system to receive a text message when the system is used. This is generally regarded as the best way to reach you in an emergency.

### *When the system is utilized:*

An impending emergency situation;

An actual emergency situation;

Updates regarding a current emergency situation;

School closures due to weather or other circumstances

## Training

Faculty and Staff designated as members of the Emergency Response Team (ERT) will keep current with the University's training and assignment responsibilities. At least one person in the ERT will be trained and certified in CPR and AED operation continuously.

## Emergency Protocols

### Fire and Evacuation

#### **In the Event of a Fire:**

Pull the **Fire Alarm** and Call **911**

Use a **Fire Extinguisher** only if:

- You have your back to an unobstructed exit
- The fire is contained and you have reported the fire by **Fire Alarm** or **911** activation

- There is little smoke or flames

*Fire extinguishers are located on every floor inside of a recessed compartment in the wall labeled "Fire Department Valve."*

Never fight a fire if:

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- If you cannot control the fire within 30 seconds, abandon your efforts, close the door(s) and evacuate immediately.

**If you hear a fire alarm or see fire strobes blinking, evacuate the building immediately.**

You should familiarize yourself with evacuation routes (See Appendix B for Building Exit Flows/Floor Plans). If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, cooperate with Campus Safety and emergency personnel and:

- Take only essential belongings with you
- If possible wear weather appropriate clothing (i.e. coats, jackets, etc.)
- If you are the last one to exit your room, close the door
- Leave the building immediately
- Do not investigate the source of the emergency
- . Walk, do not run, to the nearest exit
- Use stairs, not elevators
- If you are unable to evacuate, call 911 and Campus Safety and report your location
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the Department of Campus Safety or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

### **Persons with disabilities:**

*If a person is unable to evacuate the building due to a physical disability, the following steps should be taken:*

- Move them to the designated areas of rescue. Rescue areas are located in the enclosed stairwells in each corner of the building on every floor except the first floor.
- If the building does NOT have a designated area of rescue, the person should be moved to a room that is far from danger. Close all doors and windows and ensure that the room is equipped with a telephone. Call 911 or Campus Safety and leave the phone with the person requiring rescue;

- Do NOT attempt to move or carry the person downstairs unless there is imminent danger of injury or death
- If moving or carrying the person to another floor is necessary to preserve life, the person being moved is the authority on *how* to be moved or carried.
  
- If a person has an auditory or visual disability, but is able to stand, walk, take stairs, etc. the following steps should be taken:
  - Ask if the person needs assistance to evacuate the building
  - In the case of auditory disability, ensure the person is aware of the emergency
  - Do NOT assume that the person needs assistance
  - Lead the person, do NOT push or pull the person
  - If the person is accompanied by a service animal, attempt to lead the animal out with the person, but do NOT endanger yourself or the person to evacuate the animal.

## **Medical Emergency**

### **If someone is injured or becomes ill:**

- Stay Calm
- Dial **911** or call **Campus Safety** and explain the type of emergency, the location, condition, and number of victims
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher
- Do not move the victim unless there is danger of further injury if the person is not moved
- Render first-aid or CPR only if you have been trained to do so. AEDs are located on the first and third floors.
- Do not leave the injured person except to summon help. Send someone else if possible
- Comfort the victim until emergency medical services arrive
- Have someone stand outside the building to flag down the ambulance and/or Campus Safety when they reach the vicinity
- Report all work related injuries to a supervisor and the Department of Risk Management
- Contact and debrief Assistant Dean Business and Operations of situation

## Hostile Intruder/Active Shooter

### **If a hostile intruder/active shooter is INSIDE your building:**

1. Exit the building immediately;
2. Notify anyone you may encounter to exit the building immediately;
3. Call 911. The Dispatcher will ask for the following information:
  - a. Your name;
  - b. Location of the incident (be as specific as possible);
  - c. Number of shooters (if known);
  - d. Identification or description of shooter;
  - e. Number of persons who may be involved;
  - f. Your location

### ***If exiting the building is not possible, the following actions are recommended:***

1. Go to the nearest room or office
  - a. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall, **stand** on the toilet, and keep quiet. Do your best to conceal yourself from others within the restroom;
2. Close and lock the door and/or block it (barricade the door with desks and chairs);
3. Cover any windows if possible. Do not use materials that will attract attention;
4. Call 911;
5. Keep quiet and act as if no one is in the room (silence cell phones);
6. DO NOT answer the door;
7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you);
8. Do not respond to any voice commands until you are sure that they are from a Police Officer or a Campus Safety Officer.

**If a hostile intruder/active shooter ENTERS your office or classroom:**

1. Remain calm;
2. Dial 911 (if you cannot speak, leave the line open so the dispatcher can listen to what is taking place);
3. Try to escape, but if you are unable, you must take action to survive!
  - a. Try to hide (stay out of sight and be quiet);
  - b. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); **only you can decide if this is something you should do**
  - c. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. **Again, only you can decide if this is something you should do**

***If the hostile intruder/active shooter leaves your area:***

1. Close and lock the door and/or block it;
2. Call 911 (if not on the line already);
3. DO NOT answer the door;
4. Do not respond to any voice commands until you are sure that they are from a Police Officer or a Campus Safety Officer. In situations where talking doesn't give your position away, 911 dispatch can be contacted to determine it is law enforcement or Campus Safety.

**If you decide to flee during a hostile intruder/active shooter situation:**

1. No matter what the circumstances, make sure you have an escape route and plan in mind;
2. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible);
3. Move quickly;
4. If you come across law enforcement, keep your hands up; high and visible;
5. Follow the instructions of any Police Officers you may encounter.

**What to expect from responding police officers:**

Police Officers responding to an active shooter proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.



Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm;
2. Do as the officers tell you;
3. Put down any bags or packages you may be carrying;
4. Keep your hands up and visible at all times;
5. If you know where the hostile intruder/active shooter is, tell the officers;
6. Once out of harm's way remain at whatever assembly point authorities designate;
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned;
8. Do not leave until you have been interviewed and released.

## **Utility Failure and Natural Disasters**

### **Utility Failures:**

These may include electrical outages, plumbing failure/flooding, gas leaks, ventilation problems, etc. For your personal safety, in the event of a utility failure:

- Remain calm;
- Immediately notify Campus Safety and Facilities Management at 303-871-2200 (during business hours);
- If the building must be evacuated, follow the instructions under **Fire and Evacuation**;
- Unplug all electrical equipment (including computers) and turn off light switches;
- Use a flashlight: Do not light candles or use other kinds of flames for lighting.

### **Elevator Failures:**

For your personal safety, in the event of an elevator failure:

- If passengers are trapped in an elevator, advise them to stay calm and tell them you are seeking help;
- If it is safe for you to stay in the building, stay near the passengers until assistance arrives;
- If you are trapped in an elevator, remain calm;
- Use the Call Button to call for help;
- Do not try to climb out or exit the elevator without assistance.

**Floods:**

Campus Safety monitors the National Weather Service and other emergency advisory systems to stay informed of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- If present in your area, report all hazardous materials (chemical, biological, and/or radioactive)
- Move to higher, safer ground
- Shut off all electrical equipment
- Do not attempt to drive or walk through flooded areas
- Wait for further instructions on immediately action from Campus Safety
- If the building must be evacuated, follow the instructions in **Fire and Evacuation**
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by Campus Safety
- Do not attempt to clean up the flooded areas until Risk Management and insurance investigators have documented losses and remediation duties have been assigned

**Tornadoes:**

A “**Tornado Watch**” means that tornadoes could potentially develop. A “**Tornado Warning**” means a tornado has actually been sighted. If you see a tornado, report it immediately by calling 911 and Campus Safety, and then seek shelter or safety:

- Above all else, the key to staying safe during Colorado tornado activity is staying away from exterior glass. Move to an interior room, hallway or restroom without windows (restrooms, kitchens, filing and storage rooms)
- Listen for reports on television or radio stations
- Avoid:
  - Top floors of buildings;
  - Areas with glass windows or doors;
  - Auditoriums, gymnasiums, cafeterias, or other areas with large, free-span roofs
- If out in the open:
  - Cars - do not wait out the storm in a car; cars are not safe in tornadoes
  - Move away from the path of the tornado;
  - Lie flat in the nearest depression, ditch, or ravine if there is no time to escape

## **Earthquakes:**

In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions
- Get under a desk, table, door arch, or stairwell
- If none of these is available: move against an interior wall and cover your head with your arms
- Remain under cover until the movement subsides
- After the shaking stops, survey your immediately area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform Campus Safety immediately
- If it is safe to do so, remain at your location and await further instructions from Campus Safety
- If in the open:
  - Stay in an open area away from buildings, power lines, trees or roadways
  - If in a car, pull over and stop. Do not park under an overpass or near a building. Be cautious about driving again. Watch for road damage.
- After an earthquake:
  - If the power is out use a flashlight. Do not light a match or candle
  - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
  - Check on others. If there are injuries or other urgent problems, report them to Campus Safety
  - Render first aid only if trained to do so. Assist any disabled persons in finding a safe place
  - Evacuate if the building seems unsafe or if instructed to do so:
    - Use stairs, not elevators
    - Bring keys, purses, wallets, appropriate clothing if possible
    - Be prepared for aftershocks
    - Cooperate with emergency personnel, keep informed, and remain calm

## Shelter in Place

Shelter in Place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows. It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus.

- Stop classes and/or other operations in the building.
- If there are visitors in the building, provide for their safety by asking them to stay—not leave. When public safety officials provide directions to shelter in place, they want everyone to take those steps immediately.
- Close and lock all doors, windows, and other openings to the outside.
- If necessary/possible, turn off heating or cooling system.
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
- Lock the door to any rooms being used and draw the curtains/shades or cover the windows. You should not be visible from the outside or from the corridor.
- Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
- Stay away from windows and doors.
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- Remain calm and await further instructions.
- **DO NOT** leave the room until directed to do so by a public safety official.

## Bomb Threat

- If you receive a bomb threat, **remain calm** and:
- Obtain as much information as possible;
- Write down the number from where the call is coming;
- Write down the exact time of the call;
- Write down any statements made during the call;
- Listen to the voice to determine the gender, age, accents, lisps, tone, etc., if possible (Note any distinguishing feature);
- Listen for background noises;
- Quietly signal for someone else to listen on the telephone line, if possible and signal for an additional person to dial 911;

- Do not hang up; stay on the line as long as possible; wait for the caller to hang up;
- Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
  - When will the bomb go off? How much time remains?
  - Where is the bomb located?
  - What does it look like?
  - What kind of bomb is it?
  - What will make it explode?
  - How do you know about this bomb?
  - Did you place the bomb?
  - Why was it placed here?
  - What is your name?
- After the caller has disconnected, call **911** immediately and then the Department of Campus Safety
- Stay in place and refrain from touching objects, opening doors or cabinets, or searching for the bomb. Have your notes ready for responding officers when they arrive.

## **Suspicious Package or Object**

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance. Call Campus Safety.

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

### **Characteristics of Suspicious Packages:**

- No return address
- Special deliveries, foreign mail, or air mail
- Restrictive markings such as “Confidential” or “Personal”
- Excessive postage

- Handwritten or poorly typed addresses
- Incorrect titles
- Misspelled words
- Stains or discoloration on the package
- Excessive weight
- Rigid, lopsided, or uneven envelopes
- Protruding wires or aluminum foil
- Excessive tape or string
- Visual distractions such as illustrations

**Appendix A – Emergency Contact List**

Name	Phone	Room Number
Anne Aguirre	1-6279	407A
Jessica Boynton	1-6138	115G
Ryan Dessler	1-6149	404
John Farrell	1-6129	310
Noah Koester	1-6192	115M
Cheryl Miller	1-6107	215F
Michael Whitlow	1-6745	230H

## Appendix B – Building Exit Flows/Floor Plans











## Appendix C – DU Campus Resources

### Police – Fire – Ambulance

911

*Daytime Resources* (from campus phones, dial x1 + last four digits)

<b>Campus Safety (Emergency)</b>	<b>303-871-3000</b>
Non-emergency	303-871-2334
Student support consultation	303-871-2400
Health and Counseling Center	303-871-2205
DU Chaplain	303-871-4488
Title IX	303-871-7726
CAPE (Center for Advocacy, Prevention and Empowerment)	303-871-3853
Campus Safety Anonymous Tip Line	303-871-3130

*After Hours Resources*

<b>Campus Safety (Emergency)</b>	<b>303-871-3000</b>
Counselor on-call or CAPE Advocacy	303-871-2205
Colorado Crisis Services	844-493-8255
National Suicide Prevention Lifeline	800-273-8255

### Helpful Websites:

Campus Safety: <https://www.du.edu/campussafety/>

Emergency Resources: <https://www.du.edu/emergency/resources/index.html>

DU Health and Counseling Center: <https://studentaffairs.du.edu/health-counseling-center>

DU CAPE (Center for Advocacy, Prevention, & Empowerment):

<https://studentaffairs.du.edu/health-counseling-center/survivor-advocacy>