



EMERGENCY RESPONSE PROCEDURES

“Supporting Your Emergency Preparedness Efforts”

(grab this during an emergency)

EMERGENCY PHONE NUMBERS/FACILITY EMERGENCY PLAN

MEDICAL EMERGENCY

TORNADO/SEVERE WEATHER

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BOMB THREAT/THREAT OF VIOLENCE

NOXIOUS ODORS/HAZARDOUS MATERIALS


ACTIVE HARMER



EMERGENCY RESPONSE PROCEDURES

(grab this during an emergency)

During a life-threatening emergency:

Call or text 911  *"Call when you can, text when you can't!"*

Contact Security to help facilitate their response:

Boulder — Downtown: (303) 441-3909

Boulder — North Broadway: (303) 441-1406

Longmont — St. Vrain Community Hub: (303) 678-6333

After hours 24/7 On Call Security: (303) 441-3909

Facility Emergency Plan

The Facility Emergency Plan helps facilitate and organize employee actions during workplace emergencies.

Building:

Department:

Plan Point of Contact:

Access your complete plan online through WebEOC:

<https://boulcoco.webeocasp.com/boulcoco/>

User Name: **Employees**

Password: **1Boulder!**

EMERGENCY PHONE NUMBERS/FACILITY EMERGENCY PLAN

Nearest AED Location(s):

1. Provide first aid only if you are trained in first aid.
2. Call 911. If you are providing first aid, have someone else call 911.
3. Provide the location of injured/ill individual along with your name, phone number, building address and office location. Answer the dispatcher's questions and stay with the patient.
4. When possible, have someone direct responding emergency personnel to the patient.
5. Do not move the patient unless he/she is in immediate danger.
6. Someone should always stay with the patient.
7. Notify your immediate supervisor as soon as the immediate threat to the patient has passed.
8. Notify Risk Management at (303) 441-3801 if the injury or illness is work related.

MEDICAL EMERGENCY

Tornado

When a **Tornado Watch** is announced, it means conditions are present for a tornado.

- Keep a radio/TV tuned for further information or monitor a NOAA Weather Radio.
- Get ready by gathering emergency supplies.

When a **Tornado Warning** is issued, it means a tornado has been sighted or is imminent.

- If you hear a tornado siren go off, take shelter immediately inside a building.
- Go to the basement or lowest level of the building. Go to an interior hallway or small interior room, such as a bathroom or a closet.
- If you work outside or in a temporary building, take cover in a ditch or low-lying area. Lie down and cover your head.
- If you are in a multi-story building and cannot get to the lowest floor, go to the stairwells, bathrooms, or most interior rooms.

**Flip to the SHELTER IN PLACE tab
for this building's recommended locations.**

TORNADO/SEVERE WEATHER

Flash Flood

Flash floods can often occur without warning following heavy rainfall upstream. Stay informed about weather conditions by listening to a NOAA Weather Radio or local media outlets.

When a **Flash Flood Watch** is announced, it means conditions are present for a flash flood.

- Get ready and gather emergency supplies.

When a **Flash Flood Warning** is issued flash flooding is occurring or imminent.

- Evacuate immediately to high ground.
- If driving, leave your vehicle. A vehicle can float in as little as 18" of water. Do not drive through flooded areas.
- Do not attempt to cross flooded areas. Debris and fast moving water is dangerous.
- If floodwaters have already arrived and you are trapped in a building, go to an upper floor or roof and shelter-in-place.

**Flip to the SHELTER-IN-PLACE tab
for this building's recommended locations.**

FLASH FLOOD

Nearest Fire Extinguisher Location(s):

[TOP](#)

Nearest Fire Alarm Pull Station(s):

If you discover a fire:

1. Leave the area immediately using your nearest EXIT.
2. Yell "Fire" and bang on doors, walls, and other objects on your way out of the building.
3. Pull the fire alarm pull station (if your building is equipped with one).
4. Use stairs. DO NOT USE ELEVATORS.
5. Before opening a door, use the back of your hand to check for heat. If it feels hot, use another evacuation route.
6. If you encounter dark smoke or fumes while exiting, retrace your steps. Find a room where you can close the door to block the smoke. Signal for help from a window if there is one.
7. Call 911 from outside the building and a safe distance away- even if the alarm is sounding (to ensure emergency response).
8. Provide your location to the dispatcher. Answer any other questions they might have.
9. Do not attempt to extinguish the fire unless:
 - It is very small in size (for example, small waste basket)
 - You know how to use an extinguisher
 - You have an extinguisher nearby
 - You have an EXIT to your back (in case you are not able to extinguish it)

FIRE

Report all utility failures to Facilities by calling (303) 441-3965.

Power Outage

If there is a failure of electrical service:

1. Remain in your offices at your workstations. Your supervisor will determine if you are to continue working during a power outage.
2. Do not relocate to stairwells.
3. Do not attempt to use elevators.
4. Turn off all electrical equipment to lessen the electrical load on circuits when power is restored.
5. Check the elevator to determine if anyone is trapped. If someone is trapped, call 911.

Fire Sprinkler Malfunction

Automatic fire sprinkler systems are an effective tool for protecting life and property from unfriendly fire. Never assume your office's sprinkler system turning on is a malfunction — always treat it as a real emergency.

1. Leave the area immediately using your nearest EXIT.
2. If possible, alert any other people in the area.
3. Use stairs. DO NOT USE ELEVATORS.
4. Call 911 from outside the building and a safe distance away—even if the alarm is sounding (to ensure emergency response).
5. Provide your location to the 911 dispatcher. Answer any other questions they might have.

Water Pipe Leak

1. Only if it is safe to do so, unplug and remove all electronics from the affected area.
2. Leave the area immediately using your nearest EXIT.
3. Report the leak to Facilities.

UTILITY FAILURE

Bomb Threat/Threat of Violence

If you receive a threat – take a deep breath, try to remain calm, and try to gather any of the following information:

What is the threat? (circle one) **BOMB** or **THREAT OF VIOLENCE**

If Bomb:

Where is the bomb located? _____

When is the detonation going to occur? _____

What is the description of the device? _____

What does the bomb look like? _____

What will cause the bomb to explode? _____

Why/Reason for the threat? _____

Ask for the caller's name and/or group affiliation: _____

If Threat of Violence:

Where will the violent act occur? _____

When is the threatened action going to occur? _____

What is the description of the threatened action? _____

Who is making the threat to do the violent act? _____

Note the characteristics of the caller's voice, such as approximate age, gender, accent, or any background noise.

Why/Reason for the threat? _____

Ask for the caller's name and/or group affiliation: _____

BOMB THREAT/THREAT OF VIOLENCE

Report any noxious orders and/or hazardous materials by calling 911.

Natural Gas, Ammonia and Refrigerant Odors:

A natural gas odor can be recognized by a “rotten egg/dead fish” smell. Ammonia leaks have a tendency to cause watery eyes and a burning sensation in the sinuses. Refrigerant leaks are usually odorless; however in large amounts can cause nausea, vomiting and headaches. The evacuation of the building for most odors is a decision to be made by each person, department Key Staff, Department Head, or Police or Fire officials.

If you recognize a noxious odor, such as natural gas, ammonia or refrigerant, as above:

1. If you can determine its source, move away as quickly as possible.
2. Call 911 immediately using a phone located in an area away from any strong gas odor.
3. If possible, warn anyone else in the area of the odor and encourage them to evacuate with you.

Hazardous Materials:

If notified by public safety officials of a hazardous materials release, monitor local media for further information.

If you discover a hazardous materials incident, call 911.

If the hazardous materials incident is inside:

1. Evacuate immediately and follow instructions of authorities carefully.
2. Try to stay Uphill, Upwind, and Upstream from the hazardous material.

If the hazardous materials incident is outside:

1. Follow all instructions given by authorities.
2. Close all exterior doors and windows.
3. Close vents and as many interior doors as possible.
4. Call facilities to turn off air conditioners and ventilation systems.
5. Go to pre-selected shelter room (above ground room with fewest openings to the outside).
6. If warned of the possibility of an explosion, close shades in the room and stay away from windows.
7. Remain in the room until authorities say it is safe to leave your shelter.

NOXIOUS ODORS/HAZARDOUS MATERIALS



RUN/ESCAPE

IF POSSIBLE



HIDE

IF ESCAPE IS
NOT POSSIBLE



FIGHT

ONLY AS A
LAST RESORT

Active Harmer

How to respond when an active harmer is in your vicinity:

1. RUN

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible.

2. HIDE

- Hide in an area out of the harmer's view.
- Block entry to your hiding place and lock the doors.
- Silence your cell phone (don't just put it on vibrate!).

3. FIGHT

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the harmer.
- Act with physical aggression and throw items at the active harmer.

How to respond when law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands (e.g., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Information you should provide to law enforcement or the 911 dispatcher:

- Location of the active harmer
- Number of individuals
- Physical description/clothing attire
- Number and type of weapons
- Number of potential victims at the location

CALL OR TEXT 911 ONLY WHEN IT IS SAFE TO DO SO

**Flip to the SHELTER-IN-PLACE tab
for this building's recommended locations to hide.**

ACTIVE HARMER