



COLORADO SCHOOL OF MINES



Emergency Procedures Summary

ACTIVE SHOOTER — ARMED INTRUDER

- **RUN** - Evacuate or flee if possible and safe. Have an escape plan. Consider all exits and windows. Distance yourself from the shooter.
- **HIDE** - If flight is impossible, **SHELTER IN PLACE** — Get out of sight.
- Block entry or lock doors. Put something solid between yourself and the shooter.
- Be prepared to wait; elapsed time is a good sign.
- Wait for instructions from Law Enforcement .
- **FIGHT** - As a last resort **TAKE ACTION**, and only when your life is in imminent danger. Attempt to disrupt and/or incapacitate the shooter. Act with aggression.

FIRE or GENERAL EVACUATION

- **FIRE** - Activate nearest fire alarm if not already activated & call 911.
- **Evacuate Building. This is MANDATORY for FIRE alarms.** Take your valuables (keys, wallets, purses, etc.) with you.
- **DO NOT** use elevators. **DO NOT** re-enter the building until authorized.
- If it is safe, assist others moving from the area. If unable, notify emergency personnel of the location of any disabled or special needs persons.
- Proceed to your predetermined meeting spot.

MEDICAL EMERGENCY

- **Contact 911.**
- Render first aid if trained.
- Stay with the injured / ill person until help arrives.
- Try to gather as much information about the emergency to pass along to emergency responders.
- Learn the locations of AED's (Automatic External Defibrillators).

BOMB THREAT or SUSPICIOUS OBJECT

- **DO NOT** touch or move any suspicious device.
- **DO NOT** turn switches on or off – leave them as they were.
- Evacuate the area—take your belongings with you.
- **DO NOT** use cell phone or radios in area of device.
- Proceed to your predetermined meeting spot.
- If you have information regarding the incident contact Public Safety.
- **DO NOT** re-enter the area until authorized.

SHELTER-IN-PLACE

- Lock and barricade doors.
- Turn off lights.
- Close blinds, block windows.
- Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover or protection (i.e. concrete walls, desks, filing cabinets).
- If not communicating with authorities turn off cell phones.
- Remain in a safe area until danger has passed or contacted by authorized personnel.

POLICE

Can be reached by calling:

9-1-1

(To report any emergency DIAL 911 from any campus phone)

From on campus: ext. 3333

From off campus: 303-273-3333

SEVERE WEATHER

- **Monitor local TV, Radio, and Internet.**
- **Be prepared to take shelter on the lowest indoor level.**
- **Stay away from windows; move to an INTERIOR HALLWAY.**
- **If outdoors, lie in a ditch or low-lying area or crouch near a strong building.**
- **Wait for an All-Clear before returning to the area.**

HELPFUL TIPS

- **Remain Calm** - Those in your charge are looking to you for guidance & direction. Provide assistance to others, if necessary/possible.
 - **Think Ahead** - Regularly run “what if” situations through your head to determine what you may do in any situation before it happens.
 - **Be Patient** - Response takes time. When you are waiting for response to a crisis a few minutes may feel like hours.
- VISIT INSIDE.MINES.EDU:**
- PublicSafety.mines.edu
 - EHS-Emergency-Information