

**ANY POLICE, FIRE, & MEDICAL EMERGENCY—911**

Montrose Dispatch: 970.252.4021

Non-emergency calls: 970.252.5200 or 970.252.4010 after business hours

Colorado Mesa University Montrose Campus has an Emergency Operations Plan in place to deal with major emergencies on campus. The Emergency Operations Plan is designed to effectively coordinate the use of University and community resources to protect life and property immediately following a major natural or accidental disaster on the Montrose Campus. The Plan is placed into operation whenever an emergency affecting the campus cannot be controlled through normal channels. The primary emergencies envisioned by this plan are fire, chemical spill, radiological emergency, bomb threat, the need for campus-wide evacuation, or a major earthquake.

**INTRODUCTION**

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University personnel and equipment will be utilized to provide priority protection of:

1. Life
2. Environment
3. Property
4. Restoration of the academic program

This booklet is not intended to cover all contingencies that may result in a campus emergency. However, it is designed to provide employees with general guidelines to follow in certain emergency situations.

**FIRE**

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Non-Emergency: Montrose Fire Department—970.249.9181

**NOTIFICATION:** As soon as any fire, large or small, is detected, notify the occupants of the building by sounding the fire alarm or by personal contact if your building is not equipped with a fire alarm system. Call or have someone else call 911 from any campus or residence hall phone.

**IF THE FIRE IS SMALL,** attempt to put it out with a fire extinguisher.

Training in the use of fire extinguishers is available through the Montrose Fire Department, and can be arranged through the Montrose Campus office, and should be obtained before the need arises. Call 970.249.7009 to arrange for training.

**IF THE FIRE CANNOT BE CONTROLLED**, close the door to the room where the fire is located and evacuate the building. Stay in the area to inform emergency personnel of the nature and location of the fire.

**EVACUATE THE BUILDING:** Whenever you hear a fire alarm, evacuate the building. Do not use the elevator; use stairwells. Do not attempt to re-enter the building for any reason until local fire officials give permission.

**PERSONS WITH DISABILITIES** who need assistance should be assisted out of the building when possible, or to a designed stairwell or other location where emergency personnel should respond to assist.

**ONCE A BUILDING IS EVACUATED** it will be secured and no one will be allowed to enter without the proper authorization. The building will remain closed until the decision to reopen is made by the appropriate authority.

**PRESERVATION OF LIFE** is much more important than preservation of property. **DO NOT TAKE RISKS!**

## **CHEMICAL SPILL**

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**EVACUATE THE AFFECTED AREA:** As soon as the spill occurs, evacuate and isolate the affected area.

**NOTIFICATION:** For a major spill, pull the nearest fire alarm and call 911 to report the accident. If your building is not equipped with a fire alarm system, personally contact the people in the area.

**EVACUATE THE BUILDING.**

**REMAIN IN THE AREA** to inform emergency personnel of the nature and location of the spill.

**CLEAN UP:** Someone from the Montrose Campus staff will respond to assess the emergency and provide direction on cleaning up the spill.

## **RADIOLOGICAL EMERGENCY**

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A radiological emergency means any incident involving radioactive materials where there exists the possibility of an internal or external hazard to personnel. An incident may vary from a small, very low-level activity spill that would be easy for one person to clean up, to a fire or explosion that caused widespread contaminations or destruction. The effluents from a radiological emergency may be liquids, gases, solids, dust vapors or particles.

- If a fire is involved, call 911.
- Notify the Montrose Campus staff at 970.249.7009.

- Notify the Laboratory Supervisor as soon as practicable.
- Minimize the radiation exposure to personnel by assuring that they go from the area involved to an area isolated from the emergency. However, KEEP THEM THERE UNTIL THEY CAN BE CHECKED FOR CONTAMINATION AND RELEASED.
- Post warnings and allow no one to enter unaware.
- Use absorbent material if possible to limit spread.
- If contamination is airborne, close windows, doors and vents, and turn off the ventilation and air conditioning.
- Do not attempt decontamination unless directed to do so by Facilities Services and the Hazardous Materials Division of the Grand Junction Fire Department.

Be advised that access to the work area may be prohibited as long as the threat of the hazard exists.

## **BOMB THREAT**

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IF YOU RECEIVE A BOMB THREAT over the phone, write down the exact wording of the threat. If the caller allows, ask the following questions:

- When is the bomb going to explode?
- Where is the bomb right now?
- What kind of bomb is it?
- What does the bomb look like?
- What will cause it to explode?
- Why did you place the bomb?
- Where are you calling from?
- What is your name?
- What is your address?
- What is your telephone number?

NOTE THE FOLLOWING INFORMATION if it can be determined:

- Sex of caller
- Age of caller
- Caller's voice
- Background noise
- Time call received
- Time call terminated

- Date

REPORT: As soon as the caller hangs up:

- CALL 911
- CALL THE PRESIDENT'S OFFICE at 248-1498
- NOTIFY SUPERVISOR

A form outlining the above information can be found on the last page of the Colorado Mesa University Telephone Directory. Additional forms can be obtained from the Telecommunications Department at 248-1957

## **CAMPUSWIDE EVACUTATION**

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If a threat is deemed to be campus wide, the following procedures will be implemented:

NOTIFICATION: You will be notified by telephone, by computer message, and/or by personal notification.

YOU WILL BE TOLD THIS IS A CAMPUSWIDE EMERGENCY and you need to leave the campus immediately.

TRAFFIC CONTROL: Colorado Mesa University staff and Montrose Police Officers will be controlling traffic exiting the parking lots and around the campus perimeter.

IF YOU ARE LEAVING CAMPUS BY FOOT, leave by the most direct route. If you are relying on someone to pick you up, you will be told where to gather. Communication with your means of transportation can be from the gathering place.

NO ONE WILL BE ALLOWED TO ENTER THE CAMPUS: Pedestrian and vehicular traffic attempting to enter campus will be turned away.

PERSONS WITH DISABILITIES who need assistance should be assisted out of the building when possible, or to a designated stairwell or other location where emergency personnel should respond to assist.

ONCE THE CAMPUS IS EVACUATED it will be secured and no one will be allowed to enter without the proper authorization. The campus will remain closed until the decision to reopen is made by the President.

Notification will be made through local media when the campus is reopened.

## **EARTHQUAKE**

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### **DURING THE EARTHQUAKE - WHAT TO DO**

STAY CALM, do not run or panic. Think through the consequences of any action you take.

IF INSIDE, STAY INSIDE and take cover under any sturdy table or desk, under interior door frames, or in an interior corner away from shelves and windows.

IF OUTSIDE, STAY OUTSIDE and move away from buildings and powerlines. In earthquakes, most injuries occur as people are entering or leaving buildings.

IF IN A MOVING CAR, stop as quickly as safety permits, but stay in the vehicle until the shaking stops. When you drive on, watch for hazards such as fallen objects, downed electric wires, or broken or undetermined roadways.

IF YOU ARE TRAPPED IN FALLING DEBRIS remain calm. Search and rescue teams will be on the way as soon as possible.

### **AFTER THE SHAKING STOPS -- WHAT TO DO**

BE PREPARED FOR AFTERSHOCKS: Although most of these are smaller than the main shock, many may be large enough to cause additional damage or break down weakened structures. Evacuate buildings with caution!

DO NOT use elevators under any circumstances.

DO NOT use matches, lighters, or other ignition sources because there may be gas leaks that could cause an explosion.

IF POSSIBLE, CLOSE DOORS to rooms where chemical spills have occurred.

LOCATE ANY INJURED PEOPLE near you and get trained CPR or First Aid personnel to them. If the injury is life-threatening, dial 911. If telephone lines are not operational, send someone to find assistance.

USE PHONES ONLY FOR EMERGENCIES: Leave lines free for disaster services.

SEARCH AND RESCUE TEAMS will soon be on their way. Collect as much information as possible regarding injured, trapped or missing persons. Relay this information to the police or other emergency personnel who respond to the area.

REENTRY: Stay away from you building until it has been cleared for occupancy by an inspection team. Listen to your radio for information. Once your building has been cleared for reoccupancy, your department head will tell you what to do next.

### **CRITICAL INCIDENT (Lockdown/Shelter-in-Place Drills)**

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You will be alerted to undergo Lockdown or Shelter-in-Place Drills through the Colorado Mesa University Emergency Notification System.

1. Students should report to the nearest classroom.
2. Close all windows, lock your doors, and do not leave for any reason.

*Green Card: If everyone in the classroom is free of harm, slide a green card (posted by the door) under the door into the hallway.*

*Red Card/No Card: If a problem exists in the classroom, slide a red card into the hallway but only if possible. If a red card or no card is in the hallway near the classroom door, the classroom will be treated as if an emergency exists in the room.*

3. (For Shelter-in-Place only) Seal the gap between the bottom of the door and the floor.
4. Stay away from all doors and windows (For Lockdown Only) Move students to interior walls and drop.
5. (For Lockdown Only) Shut off lights, BE QUIET!
6. (For Shelter-in-Place only) Permit classroom use of telephones in emergencies only.
7. Wait for further instructions.