



# Colorado School of Mines

## Incident Response Summary



### FIRE

- Activate fire alarm system if not already activated
- Evacuate Building—this is MANDATORY. Take your valuables (keys, wallets, purses, etc.) with you
- DO NOT use elevators
- Assist others moving from the area
- Proceed to your determined meeting spot

### ARMED INTRUDER

- Flee if possible and safe—consider all exits and lower windows
- If flight is impossible, SHELTER IN PLACE
- Distance yourself from the shooter
- Put something solid between yourself and the shooter
- Be prepared to wait; elapsed time is a good sign
- Wait for instructions from Law Enforcement

### MEDICAL EMERGENCY

- Contact 9-1-1
- 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 OR BOMB THREAT

- 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
- Proceed to your determined meeting spot
- If you have information regarding the incident contact the on-duty Public Safety Officer

### 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/protection i.e. concrete walls, desks, filing cabinets
- If not communicating with authorities turn off cell phones

### POLICE

Can be reached by calling:

**9-1-1**

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 and direction

**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.