

Emergency Procedures

Fire

- Pull fire alarm and evacuate building (move 50 ft. away).
- **When alarm sounds, close doors, evacuate building immediately.**
- Do not attempt to put out fire unless you are trained to use an extinguisher.

Theft

- PREVENT: Know your surroundings, lock doors, get in/out of cars quickly.
- Do not attempt to fight—your safety comes first.
- When theft happens, call Campus Safety: 303.871.3000 (on campus: x13000).

Tornado

- Move to the inside of the building or basement away from windows.
- Do not use the telephone (ties up circuits).
- If radio is available, turn it to KOA AM 850.

Injuries

- Do not transport any injured person (medical staff only should transport).
- All injuries: call 911, then Campus Safety: 303.871.3000 (on campus: x13000).
- On-the-job designated providers: Rocky Mountain Medical Group or Concentra Medical Centers.
- File report with Risk Management within 24 hours. Contact Loss Control Manager: 303.871.2354.

Disabilities

- NEVER attempt to carry a person with disabilities unless imminent threat of death.
- Disabled person should remain in place and wait for rescue assistance. Imperative that there be phone communication with the disabled person.
- Your job is to notify emergency personnel of the disabled person's location.
- If disabled person is hearing-impaired, write instructions on a piece of paper.

Bomb Threat

- Treat all bomb threats seriously—DO NOT TRANSFER CALL!
- Get as much information from the caller as possible. Remain calm.
- Call 911, then Campus Safety: 303.871.3000 (on campus: x13000).
- DO NOT TOUCH SUSPICIOUS OBJECTS OR PACKAGES!

Hostage Situation

- Call 911, then Campus Safety 303.871.3000 (on campus x13000).
- **"Shelter in Place"**: take shelter inside the building away from windows and perimeter doors until University officials arrive.

Active Shooter

- Call 911, then Campus Safety: 303.871.3000 (on campus x13000).
- If you can run, then run.
- If not, **"Shelter in Place"**: secure immediate area, turn off lights, put cell phone in silent mode, remain calm and wait until University officials arrive.

Hazardous Materials

- Stay alert to your surroundings. Report any suspicious behavior or circumstances to Campus Safety: 303.871.3000 (on campus x13000).
- Do not touch, or move objects.
- **"Shelter in Place"**: take shelter inside the building away from windows and perimeter doors until University officials arrive.

University of Denver Resources

Shuttle Service

- No charge.
- Late night, call: Van 1 at 303.475.1003 or Van 2 at 303.475.1194.
- Shuttle map: www.parking.du.edu/documents/pdf/shuttle_map.pdf

Emergency Phones

- **HOTLINE PHONES** are identified with a blue light at the top of dark red posts and are located around campus. More information at: du.edu/campussafety
- Pick up the phone. You will automatically be connected to Campus Safety.

Whistle Stop Program

- DU Campus Safety will provide whistles to all employees to “Blow the Whistle on Crime.”
- Use it in emergency situations. Blow the whistle only when you are out of danger.
- If you hear a whistle, contact Campus Safety at 303.871.3000 (on campus x13000). Provide name and location.

Key Phone Numbers

Campus Safety

- Emergency: 303.871.3000
- Non-emergency: 303.871.2334
- Administration: 303.871.2139
- Investigations: 303.871.4226
- Victim Services: 303.871.3019
- Crime Prevention: 303.871.3019

Other Campus Resources

- Sexual Assault Response Coordinator: 303.871.3853
- Health and Counseling Center: 303.871.3853
- Ombuds: 303.871.4712
- Housing and Residential Education: 303.871.2246
- Risk Management: 303.871.2354
- Facilities Management: 303.871.2717
- DU Parking Services: 303.871.3210
- DU Shuttle Service: 303.871.2369

Blow the Whistle on Crime

- Denver Police District 3: 720.913.1300
- Emergency: 911
- Non-emergency: 303.913.2000
- Denver Sheriff: 720.865.9556
- Rape Crisis Hotline: 303.322.7273
- Suicide Hotline: 1.800.784.2433
- Rocky Mtn. Poison Center: 303.739.1123
- Denver Jail: 720.913.3600

www.du.edu/emergency