



## TO REPORT A CAMPUS EMERGENCY

**Dial 911** to report an in-progress fire or medical emergency

**Dial 255-3111 (3111 from a campus phone)** to directly access **UCCS Police**

### SHOOTING/ASSAULT

- EXIT the building if it is safe to do so; or...
- SEEK SHELTER by proceeding to a room that can be secured or barricaded, close and lock all windows and doors if possible and turn off all lights. Get down on the floor and ensure that no one is visible from outside the room. Silence cell phones, pagers, and other devices. Call 911 or 3111 and give them the events, your location, and remain in place until instructed to exit.
- If a shooter enters your office or classroom, try to remain calm. Call 911 or 3111 and, if possible, alert police of the shooter's location. If it is not safe to speak, leave the line open so the dispatcher can hear what's happening.
- If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

### GENERAL EVACUATION INFORMATION

- In the event of an alarm or official notification, evacuate using the nearest exit (or alternate if nearest exit is unsafe). DO NOT use elevators!
- Take SMALL personal belongings (keys, wallets etc.) with you.
- Secure any hazardous materials or equipment before leaving.
- Gather in your designated assembly point unless otherwise instructed.
- Assist persons with disabilities or special needs if it is safe to do so. If you are unable to assist, notify emergency personnel of the location and number of disabled or special needs persons located in your area.
- Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

### BOMB THREAT

- Evacuate the building.
- Do not use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Faculty and Staff should check for, but not disturb, unusual objects as they depart classrooms or offices. Report these unusual objects to police or other emergency personnel.
- Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

### FIRE

- Activate the nearest fire alarm pull station if safe to do so and call 911 or 3111 to alert emergency personnel.
- If the fire is small, attempt to use a fire extinguisher if you can. If the fire does not extinguish, EVACUATE THE BUILDING IMMEDIATELY.
- Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

### TORNADOES/SEVERE WEATHER

- Move to an interior room or hallway on the lowest floor and get beside (not under) a sturdy piece of furniture.
- Stay away from windows. DO NOT open windows. Close any doors.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of debris, power lines, and gas leaks.
- Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

### POWER OUTAGE

- Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, check [www.uccs.edu](http://www.uccs.edu) or call the emergency info line at 255-3346.

### SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- If the person is inside, do not block the person's access to an exit.
- Call 255-3111 (3111 from a campus phone). Provide as much information as possible about the person and their location and direction of travel.

### SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Call 255-3111 (3111 from a campus phone) to access UCCS Police.
- Notify your supervisor, faculty, or staff member immediately.
- Be prepared to evacuate.

### CAMPUS CLOSURES

- Closure options include: all day closure, afternoon/evening closure beginning at 3:00 p.m., and immediate closure due to unforeseen events.
- Tune to a local TV or radio station, call the emergency info line at 255-3346, or check campus email or [www.uccs.edu](http://www.uccs.edu) for closure information.

### UCCS POLICE DEPARTMENT

**255-3111**

EMERGENCY INFORMATION LINE

**255-3346**