University Memorial Center - Emergency Preparedness Plan

The University Memorial Center (UMC), known as the heart of campus, is home to a wide variety of student services and is one of two public buildings on our large campus. As a result, this Emergency Preparedness Plan has been prepared and updated to provide guidance in regard to what to do in the event of an emergency event involving the UMC. Any person present in the UMC facility should prioritize their own personal safety.

<table>
<tr><th>Type of Emergency</th><th>Course of Action</th><th>Notes</th></tr>
<tr><td>Fire Alarm</td><td>- If you discover a fire, leave the fire area and close the door to the area and sound the fire alarm
- Immediately evacuate the building via the shortest and safest route. Do not use elevators.
- Test doors with the back of your hand before opening them.
- Crawl low if you have to go through smoke.
- Go to a safe area or to a pre-assigned exterior area of your building.
- If you suspect that someone is trapped and in imminent danger, call 911 to report once you’re safely evacuated.
- If you are trapped during a fire emergency, close all doors between you and the fire. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help.
- Stop, Drop and Roll if your clothing catches fire.</td><td rowspan="2"><u>Emergency Numbers</u>

CU Boulder Police Department
303-492-6666
Non-Emergency

Emergency Services
911 Emergency

UMC Reception Desk (for security when available)
303-492-6161

<u>Evacuation Locations</u>

Norlin Lawn: NW exit (near the Bookstore)

Visual Arts Center: NE exit</td></tr>
<tr><td>Medical Emergency</td><td>- Call 911 and inform them of the situation. Be ready to provide the following:
o Your Name
o Emergency Location
▪ Building: UMC
▪ Floor Number: Lower Level, First, Second, Third, Fourth, Fifth
▪ Room Number or Location within the building
▪ Any additional information requested by the Operator
o DO NOT MOVE THE INJURED/AFFECTED INDIVIDUAL(S) UNLESS DIRECTED BY EMERGENCY PERSONNEL</td></tr>
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Active Harmer	- There are three (3) courses of action you can take during an active harmer event: ○ **Run -** If you are in a position to vacate the building safely, do so. Once you are out of the building and out of the line of fire, call 911. ○ **Hide -** If you are unable to vacate the building safely, you need to find a place to hide. Try to secure your hiding place as best you can using furniture or other heavy objects against the door. Turn lights off and, if possible, lock the door(s) of the area you are hiding in. ○ **Fight -** If no other option presents itself, attempt to incapacitate the harmer with improvised weapons or objects from the area around you (i.e. fire extinguisher, chair, heavy book, coffee mug, etc). Act/respond with aggression and force. Commit to your actions to protect yourself.	(near Alfred Packer Grill and the outdoor ATM) **UClub Lawn: Main**/SW exit (near the Reception Desk)
Shelter in Place	- If a shelter in place is issued through Campus Alerts: ○ **Choose an appropriate shelter location** within the building, with the best protection. ○ Only take personal items if space allows. ○ **Remain sheltered until instructed that it is safe to leave**. ○ Monitor **alerts.colorado.edu** for latest information.	
Lock Down	- During a lockdown: ○ **Stay calm:** Do not panic or run. ○ **Seek shelter:** Move to an interior space, and away from windows. ○ **Secure the area:** Lock doors, block entrances, and close blinds. ○ **Silence electronics:** Silence your cell phone and any other devices. ○ **Hide and remain quiet:** Hide behind large items and stay quiet to avoid detection. ○ **Wait for the "all-clear":** Do not leave until you receive an official "all-clear" message from the Campus Alerts system.	

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