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Introduction

A. Preface

Platt College's Emergency Plan Procedures have been written to provide a basic manual for college personnel to follow and to help in planning for emergencies occurring on campus. While it cannot provide a guide for every conceivable situation, it does provide guidelines that when followed will allow a crisis to be handled in an orderly fashion. All requests for procedural change will be submitted to Platt College's administrative team for review. All changes recommended by the team will be made accessible to all college employees. The Platt College's administrative team will conduct an annual review of the Crisis Management Plan and have updates completed by July 1 of each year.

B. Emergency Phone Numbers:

Fire, Medical, Police	911
Administrative Emergency Resource Team	
President (Emergency Director)	Ext. 224
Vice President of Academic Affairs	Ext. 223
Dean of Nursing	Ext. 227
Associate Dean of Nursing	Ext. 220
Faculty Coordinator of Foundational Liberal Arts	Ext. 241
IT Support Services Coordinator	Ext. 247
Director of Financial Services	Ext. 225
Director of Financial Aid	Ext. 233
Financial Aid Officer	Ext. 228
Registrar	Ext. 226
Academic Support and Career Services Coordinator	Ext. 239
Information Specialist/Library Assistant	Ext. 234
Communication Liaison (Front Desk)	Ext. 200
Clinical Placement Coordinator	Ext. 222
Nursing Admissions Coordinator	Ext. 231
Admissions Representative	Ext. 232
Online Services Coordinator	Ext. 240
Nursing Laboratory Operations Specialist	Ext. 213
School of Nursing Administrative Assistant	Ext. 238

C. Public Agency Numbers

These are non-emergency, general information numbers. For an actual emergency, it is recommended that you dial 911.

Fire	303-627-3130 (Non-Emer. Dispatch)
Ambulance	303-343-7098
Police	303-739-6000
Arapahoe County Sheriff	303-795-4711
Aurora Regional Medical Center	303-695-2600
Electric (Aurora Electric Company)	303-337-5190
Water (Aurora City Water)	303-739-7388
Excel Energy (Power Outage Number)	1-800-895-1999

**D. Emergency Resource Team Chart
Order of Contact Information During a Crisis**



Part One: Emergency Plan

A. Major Emergency Guidelines:

1. The major emergency procedures outlined in this guide are designed to aid in the protection of lives and property through effective use of available college resources. Whenever an emergency affecting the College reaches proportions that cannot be handled by routine measures, the College President or designee may declare a state of emergency and implement these guidelines.

2. The College President or designee serves as overall emergency director during any major emergency disaster. The following definitions of an emergency are provided as guidelines to assist Platt College employees in determining the appropriate response.

- a. **Minor Emergency:** Any incident that will not seriously affect the overall functional capacity of the College. Report immediately to the College President or his designee at extension 224. In the event that College President is not on the premises, report immediately to the Vice President of Academic Affairs at extension 223 or the Dean of Nursing/Associate Dean of Nursing at extension 227/220 .
- b. **Major Emergency:** Any incident that affects the entire building, which will disrupt the overall operation of the College. In this case outside emergency services will be required, as well as major resource efforts from the Emergency Resource Team. Call 911.
- c. **Disaster:** Any event that seriously impairs or halts the operations of the College. In some cases mass personnel casualties and severe property damage may be sustained. A coordinated effort of all college-wide resources is required to control the situation. Outside emergency services will be essential. In all cases of disaster, an emergency control center will be activated by the Emergency Resource Team and the appropriate support and operational plans will be executed. Call 911.

3. The College President or designee will make the determination if a state of emergency is to be declared and the type. During a college emergency, the College President or designee will place into effect the necessary measures to secure the College personnel and property. Only authorized persons will be allowed on the college premises during the declared state of emergency. The Emergency Resource Team, and others designated by the College President as essential will comprise authorized personnel.

B. Reporting Emergencies:

1. For police, fire, or ambulance: **dial 911**
2. Immediately notify beginning with the top of the Emergency Resource Team.

Off-Campus Resources of Assistance:

For police, fire, or ambulance:	dial 911
Arapahoe County Sheriff:	303-795-4711
Electric (Aurora Electric Company)	303-337-5190
Water (Aurora City Water)	303-739-7388
Power Outage (Excel Energy)	1-800-895-1999

C. College Notification System:

The telephone system is the primary means of emergency notification. The phone system will be used as a college wide paging system in the event of an emergency. During an emergency, the system should be limited to transmission of specific information regarding the emergency. Initial contact with team members should be made through the telephone system. The message that comes over the telephone system will indicate which emergency is occurring, code followed by a color. If the phone system is not functioning, the Emergency Director will indicate by word-of-mouth, which code is occurring.

D. Direction and Coordination:

1. Definitions

- a. **Emergency Director** - The President or designee shall direct all emergency operations. In the absence of the President, an assigned administrator shall assume operational control of the emergency.
- b. **Emergency Coordinator** - The President shall coordinate all operations of the administrative emergency resource team. The administrative emergency resource team shall consist of the President and his administrative staff.
- c. **Emergency Command Post** - The emergency command post is to be set up in the President's office. If this sight in not useable, the Emergency Director will select an alternative location.

2. Responsibilities

a. Emergency Director/President

1. Provides overall direction of the College emergency response.
2. Prepares the College's specific response.
3. Declares and cancels the College's state of emergency
4. Notifies ACCSC and other applicable agencies.
5. Approves media communication.

b. Administrative Team

1. Oversees coordination of the College's emergency response.
2. Notifies other employees and other companies (not associated with Platt College-if needed) in the building of the emergency.
3. Works with the Program Dean(s) and the Registrar in establishing alternative classroom areas as required.
4. Implements plan for media coverage if applicable.
5. Maintains contact with the President for handling communications and public information.
6. Obtains the assistance of utility companies as required.
7. Surveys habitable space and relocates essential functions.
8. Aids in directing students to safe areas and assists with accountability of students.
9. Provides directional assistance where needed.
10. Coordinates counseling resources and services as needed.
11. Contacts appropriate personnel in the building to inform, update, and communicate status of emergency.
12. Administers evacuation plans for the building.

Part Two: Emergency Procedures

This section contains the recommended procedures to be observed during specific types of emergencies. These procedures serve as a guide and should be used as such. No guide can cover every conceivable situation and common sense should always prevail.

A. Evacuation Procedures

1. Building Evacuation Procedures- In the event of an emergency, employees should use the following procedures to assure an organized evacuation of all students, faculty, staff and visitors in the building. Procedures should always be followed in sequence, unless in evacuation notification.

- a. All evacuations will occur either when an alarm sounds or when an evacuation notice from the phone occurs. Administration will assist in evacuation notification.
- b. Students, faculty, staff, and visitors should promptly proceed to the nearest exit or emergency route in an organized, timely manner.
- c. Faculty members who have students with disabilities in their classes shall designate specific student(s), as well as staff, to provide primary and backup assistance in the evacuation of the disabled person(s) during the emergency.

Elevators should not be considered as an exit option.

- d. Once outside, students, faculty, and staff should proceed to the designated assembly area or at least 200 feet from the building.
- e. **NO PERSONS** should return to the evacuated building until an official emergency personnel give the “all clear” signal.

2. Evacuation Procedures

- a. Evacuation of all or part of the building will be announced by an administrator.
- b. All students, faculty, staff, and visitors are to immediately evacuate the area in question.
- c. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals to evacuate the area in question.

B. Disasters and Emergencies

1. Tornado: Code PURPLE

- a. If a tornado warning is issued for Arapahoe County, the President or his designee will issue a warning by telephone to take cover immediately. All Platt College employees will help in making the announcement throughout the building.
- b. Persons should move quickly and calmly to designated areas, as directed.
- c. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals to move quickly and calmly to designated areas.
- d. Persons should remain in safe locations until an administrator gives the “all clear” signal.
- e. If a tornado occurs, the administrative team will convene and will call 911.

2. Tornado Shelter Locations: Code PURPLE

- a. Upstairs in the building: the back stairwell, additional space in the upstairs restrooms

- b. Downstairs in the building: the downstairs restrooms, the nursing offices, additional space in the conference room, back stairwell

Stay away from all windows and doors. Stay out of large open areas.

3. Earthquakes: Code PURPLE

- a. Remain calm, and take cover in a doorway, under a desk or table.
- b. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals to take cover in a doorway, under a desk or table.
- c. Stay away from glass shelves and heavy equipment.
- d. After the initial shock, call 911.
- e. If an emergency exists, activate the building alarm and evacuate the building.
- f. Do not return to an evacuated building until an administrator has given the “all clear” signal.

4. Fire: Code RED

- a. If a fire cannot be contained immediately, call 911 and sound the alarm to evacuate the building.
- b. Upon exiting the room, close all doors and windows to contain the fire.
- c. If a minor fire appears controllable, use a fire extinguisher to attempt to put out the fire.
- d. When exiting the building, stay low or crawl to stay below the smoke. Also, cover your nose and mouth to keep from inhaling the smoke.
- e. Faculty, staff or students in proximity to persons with disabilities should proceed to help those individuals stay low, crawl, or use other means of movement to stay below the smoke.
- f. Once outside, move to the designated assembly area.
- g. Do not return to the evacuated building until an administrator has given the “all clear” signal.

5. Bomb Threats: Code YELLOW

- a. If you observe a suspicious object or potential bomb, **do not handle the object. Clear the area and call 911.**
- b. Any person receiving a phone-call bomb threat should follow the bomb threat checklist (Appendix A). Familiarize yourself with the information on the checklist so you will be able to respond to the call and complete the report.
- c. Follow evacuation procedures, as directed.
- d. Faculty, staff or students in proximity to persons with disabilities should proceed to assist those individuals to follow evacuation procedures, as directed.

6. Chemical, Biological, or Radiological Event: Code GREEN

When evaluating and taking action against a possible chemical, biological, or radiological incident your personal safety is of primary concern. If a chemical, biological, or radiological event is suspected, clear the area that is suspect and call 911.

7. Health or Mental Health Emergency: Code BLUE

If a health or mental health emergency occurs, the following steps shall be taken:

- a. Call 911
- b. Contact the appropriate administrator, according to policy, where a report can be written. An initial report of an injury sustained during clinical, classroom, or laboratory must be reported within 24 hours of injury. See Policy 06:03:00 *Workplace Injury and Unusual Occurrence*.

8. Threats of Violence: Code Orange

- a. Call 911
- b. Do not leave students unattended with someone who is threatening violence. If possible, send a student out of the classroom to contact an administrator immediately.
- c. If necessary and possible, have students evacuate the classroom into another location in the building.

An employee who witnesses an incident of violence, threats of violence or suspicious behavior, must immediately report such conduct to local law enforcement and his/her appropriate college administrator. See Policy 06:03:00 *Workplace Violence Prevention*.

9. Immediate Danger: Code BLACK

- a. Call 911
- b. Do not leave students unattended with someone who is an immediate danger. If possible, send a student out of the classroom to contact an administrator immediately.
- c. If possible, have students evacuate the classroom into another location in the building.
- d. Employees and students who cannot evacuate the building immediately, should seek shelter under a desk or table and crawl on the ground.

C. Training

1. All administrators will review the Crisis Management Plan annually and will also be responsible for:
 - a. Providing and facilitating training for all staff and faculty, including new hires to assure employees are familiar with the Crisis Management Plan.
 - b. Assuring that all employees are knowledgeable regarding specific emergency situations.
2. Students will be notified of evacuation procedures by the following:
 - a. Students can refer to instructions in the event of an emergency posted in throughout the building.
 - b. Instructors will explain that students should follow outlined instructions throughout the building in the event of an emergency.

D. Practice Drills

The administrators shall conduct drills yearly to educate all employees and students about emergency procedures.

Bomb Threat Checklist

DO NOT INTERRUPT THE CALLER EXCEPT TO ASK:

1. When will it go off? Certain hour _____ Time remaining _____
2. Where is it placed? Building/Department _____ Area _____
3. What does it look like? _____

INDICATE YOUR IMPRESSION OF THE ORIGIN OF THE CALL:

Local _____ Long Distance _____ Phone Booth _____ Internal _____

CHECK THE ITEMS THAT BEST DESCRIBE THE CALLER AND THE CALL:

1. Familiar with the building: Yes _____ No _____ Not Sure _____
2. Sex: Male _____ Female _____ Not Sure _____
3. Approximate age: Under 20 _____ 21-40 _____ Not Sure _____
4. Voice characteristics: Loud _____ High Pitch _____ Raspy _____ Intoxicated _____
Soft _____ Deep _____ Pleasant _____ Other _____
5. Accent: New England _____ Southern _____ Mid-Western _____ Western _____
Racial or Ethnic _____ Other _____
6. Language: Excellent _____ Good _____ Fair _____ Poor _____ Foul _____
Other _____
7. Speech: Fast _____ Distinct _____ Stutter _____ Slurred _____ Slow _____
Distorted _____ Nasal _____ Other _____
8. Manner: Calm _____ Rational _____ Coherent _____ Deliberate _____
Righteous _____ Angry _____ Irrational _____ Emotional _____
Laughing _____ Giggling _____ Nervous _____ Other _____
9. Background noises: Office machines _____ Factory machines _____ Street traffic _____
Airplanes _____ Trains _____ Animals _____ Music _____ Party _____
Quiet _____ Voices _____ Other _____
10. Use of certain words/phrases:

TAKE THE FOLLOWING STEPS IMMEDIATELY FOLLOWING THE CALL:

1. Notify an administrator
2. Call 911. Identify your location.

Printed name of person taking call _____ Date _____ Time _____

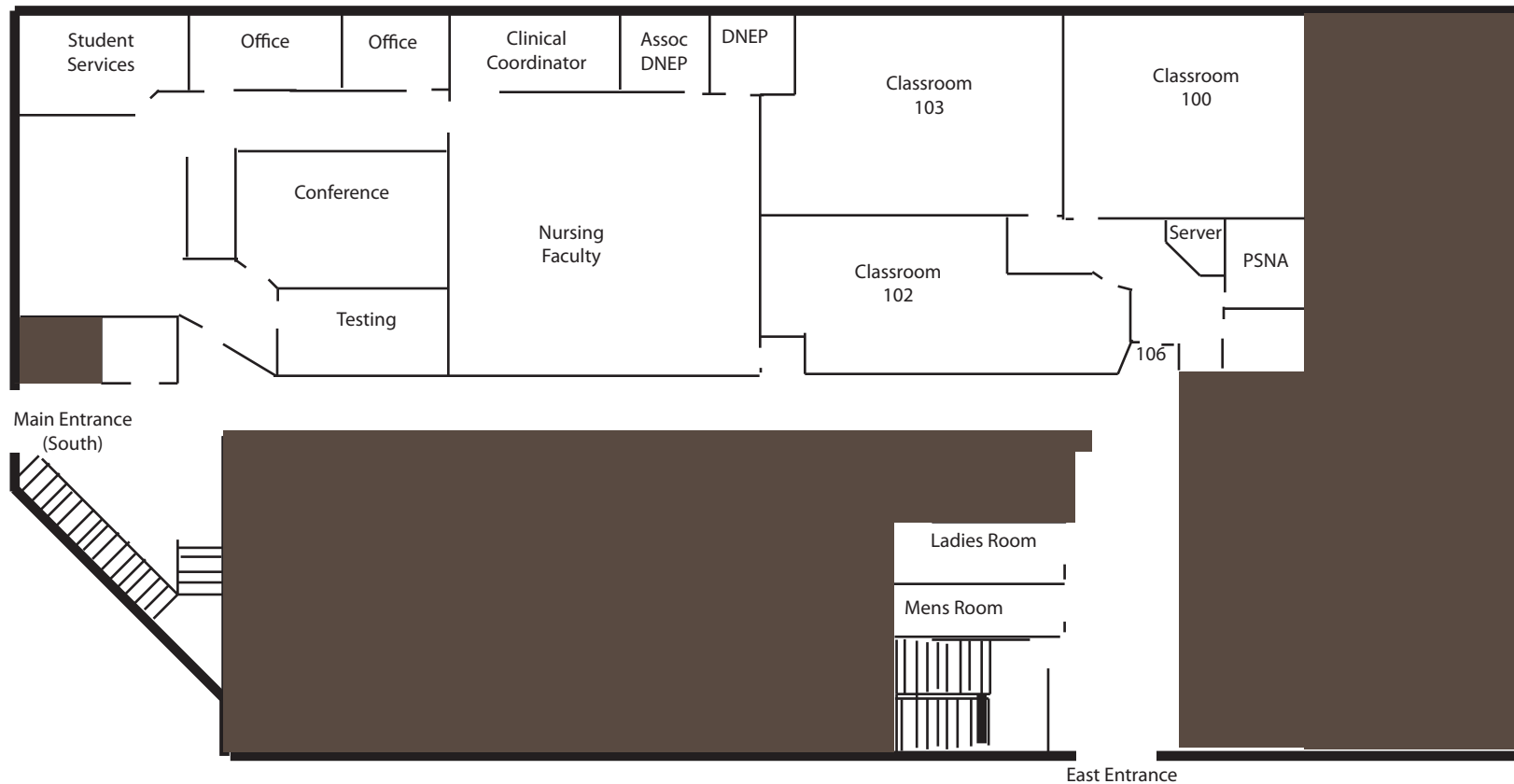


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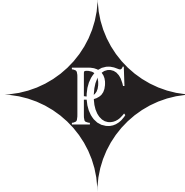
Setting the Standard in Nursing Education

School of Nursing

FirstFloor Emergency Evacuation Routes



Platt College
3100 South Parker Road, Suite 200
Aurora, Colorado 80014-3141

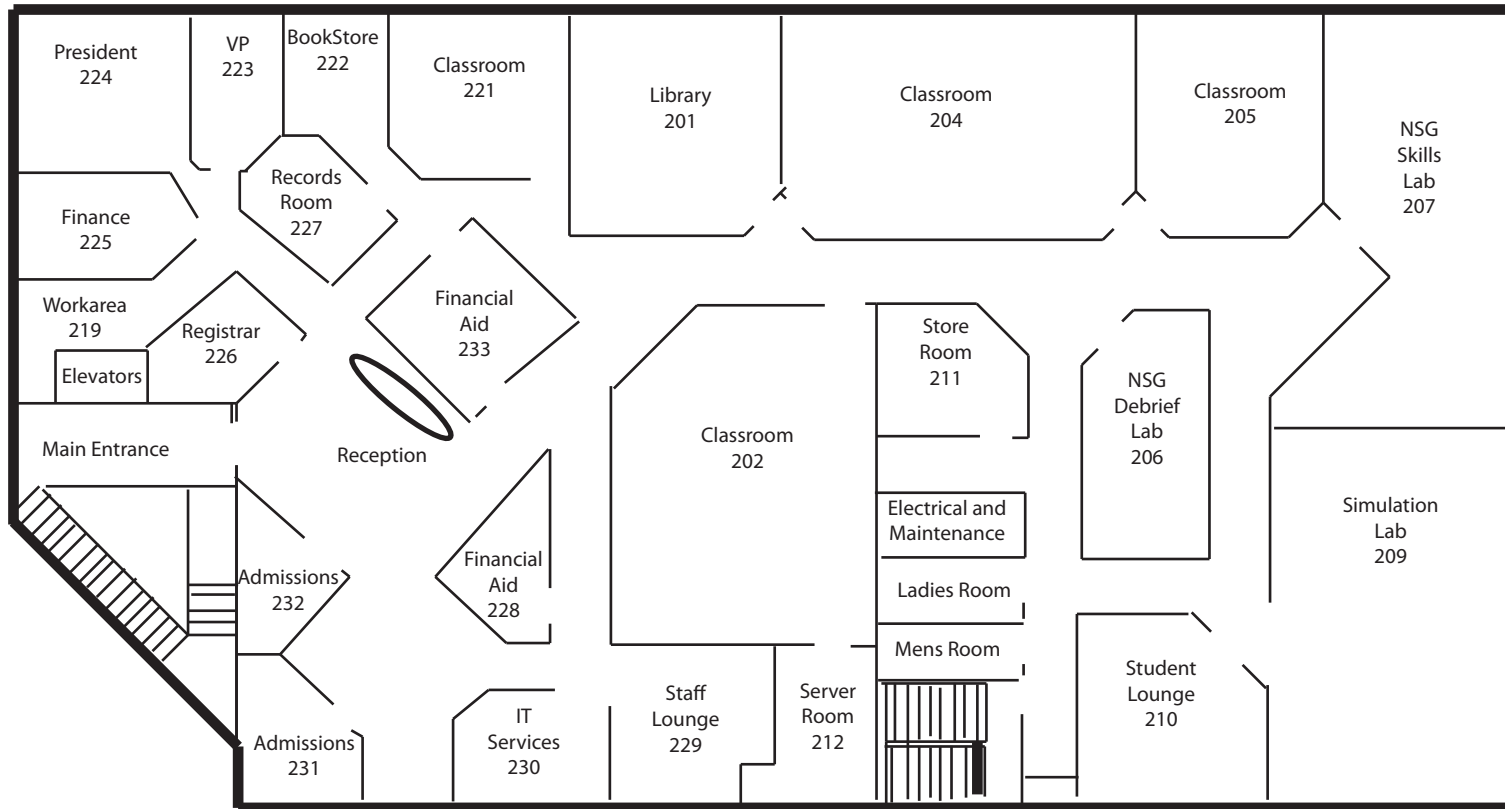


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Second Floor Emergency Evacuation Routes



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