



Advanced Manufacturing Center Emergency Guidebook



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I. Purpose

This guidebook provides a guide on how the staff, faculty and students should respond to emergency events at the Advanced Manufacturing Center (AMC) facility. This plan is intended to protect the lives and property at the facility. In addition, this plan is designed to preserve the organizational structure and ensure continuity or early resumption of essential services.

The college has developed an Emergency Operation Plan that encompasses all campuses. This guidebook does not supplant that plan but is a supplement to it. This guidebook addresses specific, and unique situations at this facility. The college emergency master plan can be found on-line at <https://www.ccd.edu/docs/emergency-operations-plan>.

II. Situation

Located approximately three (3) miles north of the Auraria Campus, AMC houses the college's machining and welding programs. It currently serves up to 100 students per semester. This facility also is the location of the BNSF corporate training lab which provides training for up to 24 BNSF employees every two weeks.

The building is 33,280 ft² facility and has a fire suppression system, security alarm and cameras to ensure the security and safety of the faculty, staff and students.

III. Building Emergency Coordinator

The Building Emergency Coordinator will implement this plan with the assistance of the Facilities Manager. They will also have the following responsibilities:

- Ensure that building occupants receive training of this emergency plan.
- Conduct periodic emergency drills.
- In coordination with the Facilities Manager, revise the plan as necessary.
- Response Functions:
 - Determine, if possible and safe, the nature of the incident, location of the incident, and whether hazardous materials are involved.
 - As it becomes available, provide information to executive staff about the nature and status of the incident.
 - Serve as point of contact for first responders for information about the location, nature, and status of the incident.
 - Once the incident has been made safe by emergency responders, notify occupants they may safely re-enter the building.

IV. Emergency Telephone Numbers

Denver Police	dial 911
Non-emergency Help.....	720.913.2000
Hazardous Materials Emergency.....	dial 911
Sexual Assault/Interpersonal Violence	
Phoenix Center at Auraria	
24/7 Helpline.....	303.556.CALL(2255)
Suicide/Crisis Prevention Hotline.....	303.860.1200
	Or 303.343.9890
Poison Control Number.....	303.739.1123
Other Important Numbers:	
AMC Director/Building Emergency Coordinator	
Matthew Sweeney.....	303.289.1125
Alt Building Emergency Coordinator	
Spring Johnson.....	303.477.0146
Facility Manager	
Brad Warren.....	720.480.7427
Director of Facilities	
Kevin Seiler.....	720.235.2844

V. Emergency Procedures

A. General Emergency Lockdown Procedures

- A “Campus Lockdown” or “Shelter-in-Place” emergency is declared by the AMC Director/Building Emergency Coordinator when it may be more dangerous to evacuate the campus than to stay in assigned rooms or buildings. Threats that trigger an emergency lockdown are likely life-threatening.
- Examples of situations that may cause a campus lockdown include: violent or potentially violent behavior exhibited by an individual, uncontrollable acts of aggression, a person or persons threatening with a gun or other deadly weapon, active shooter, robbery in progress, terrorist attacks, hostile intruder, etc.
- The campus authority of the affected campus will activate the Emergency Communication Plan to alert building occupants of a lock down (For more information on the Emergency Communication Plan, please see the Emergency Operations Plan that can be found at <https://www.ccd.edu/docs/emergency-operations-plan>). The Building Emergency Coordinator will alert occupants of the AMC of a lock down at that facility. Fire alarms should not be sounded.

Action Steps:

- Lock all interior and exterior classroom and office doors.
- Close all windows and window treatments.
- Turn off lights.
- Account for everyone in the classroom or office.
- Everyone should remain quiet and not enter hallways. Leaving a room is a personal decision and should be based on the individual situation.
- Crouch down in areas that are out of sight from doors and windows.
- If a gunshot is heard, stay near the floor and shielded under or behind furniture as much as possible.
- Individuals in hallways should seek shelter in the nearest open classroom or office.
- Individuals in outdoor areas should immediately take cover.
- Medical emergencies at AMC are to be reported to Denver Police and Fire by dialing 911.
- The lockdown will remain in effect until cancelled by responding emergency personnel.
- Should the fire alarm sound, do not evacuate the building unless:
 - You have first-hand knowledge that there is a fire in the building.
 - You are in imminent danger.
 - You have been advised by responding emergency personnel to evacuate the building.

B. General Evacuation Procedures

An evacuation may be ordered for events such as fire, bomb threats, hazardous material accidents, utility failures, or in any situation where it is safer to evacuate than to stay in the building.

Action Steps:

- Leave building and move to a designated/marked evacuation assembly area.
- Individuals unable to exit the building without assistance should move to a safe area. Emergency responders or 911 should be notified of the location of any individuals needing evacuation assistance.
- All instructors including evening and weekend instructors are responsible for seeing that students are properly evacuated during an emergency and for following all emergency directives.
- Account for all personnel/students once outside and report any missing persons to the fire department.
- Inform emergency responders of the location of any individuals unable to exit the building, along with their last known condition.
- The College President will activate the Emergency Communication Plan.
- Building occupants should not return to the building until responding emergency officials declare the building and area safe.

C. Bomb Threats

According to law enforcement and security professionals, most bomb threats are false and/or prank. Nevertheless, all threats **MUST** be taken seriously.

Action Steps

- If a bomb threat is received by telephone, ask the caller the following questions:
 - When is the bomb going to explode?
 - Where is the bomb right now?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

Record the following information:

- Date/Time of the call.
- Exact words of the person.
- Age and gender of the caller.
- Speech pattern or accent.
- Background noises.

Contact Denver Police by dialing 911 as soon as possible. Provide the above information to the police upon their arrival.

- If a suspicious package, container, or object is found, report it immediately to Denver Police by dialing 911. Do not touch, move, or open it and keep others from doing the same.
- Decisions about evacuating, searching, and re-entry to the building will be made by Executive Staff in coordination with responding emergency officials.
- Faculty/staff may be called on to search their area for suspicious items.
- If instructed to evacuate, take purses, briefcases, etc. with you to make the search easier.
- Do not return to or re-enter building until instructed by officials that it is safe to do so.

D. Fire

Early detection and reporting of fires are keys to limiting the fire, containing it, and putting it out. Activated fire alarms will be treated as an actual fire. When the fire alarm system is activated, audible alarms will alert building occupants. When a fire alarm sounds, faculty and staff will assist in evacuating personnel from the premises.

Action Steps

- Activate the building fire alarm.
- If safe to do so, evacuate the building following general evacuation procedures.
- Close, but do not lock, all doors including door to the room where the fire is located.
- Call 911.
- Fight fire only if not life endangering and if an appropriate fire extinguisher for the type of fire is available.
- Faculty/staff will assist students, staff, and faculty during evacuation.

E. Explosion

Explosions in campus facilities can occur as a result of building operations, classroom activity, or terrorist act. The extent of damage, destruction, fire, casualties, and operational disruptions depends on the type and magnitude of the explosion.

Action Steps

- If an explosion occurs or has possibility of occurring, the staff or faculty member involved will activate the fire alarm and immediately order the evacuation of the building.
- Call 911.
- The College President will activate the Emergency Communication Plan.
- Building occupants should not return to the building until responding emergency personnel declare the building and area safe.

F. Hazardous Materials Accidents

Hazardous materials are defined as materials or substances that pose a risk to the safety and health of the community or environment when released from a container. Hazardous materials include chemicals, gases, flammable liquids, radioactive substances, and biological substances. Hazardous materials are used for normal building operations and in the course of some classroom activities. Should a spill, accident, inadvertent release, or dumping of any hazardous materials occur at any campus facility, immediate action is required.

Users of hazardous materials must follow all Federal, State and County regulations. Users must read and understand the producer/manufacture instructions and have written instructions or procedures on the use and disposal of hazardous materials.

Action Steps

If you suspect that a harmful substance has been released or spilled, unless properly trained, do not attempt to clean up the hazardous spill.

- Secure the area around the substance and leave the area.
- Contact the Denver Police & Fire at 911 and provide specific information about the substance involved.
- The Director of Facilities will determine if HVAC system should be shut down, buildings evacuated, and emergency responders notified.
- If the fire department is contacted and responds, they will attempt to further assist in identification of the substance, decide if further evacuation is necessary and return the building to normal operations when it is deemed safe.
- If evacuation is ordered, the College President will activate the Emergency Communication Plan.
- Suspicious odors should be reported to the AMC Director at 303. 289. 1125 or the Facilities Manager at 720.480.7427.

G. Severe Weather

The National Weather Service can usually forecast weather that could affect the operations of the campus or threaten the safety of students and employees.

Tornado

- Tornado watch means that conditions are favorable for the development of tornadoes in, and close to, the watch area. During a watch, people should review tornado safety rules and be prepared to move to a safe place if threatening weather approaches.
- Tornado warning is issued when a tornado has been sighted or indicated on radar. Public warnings will come over the radio, TV, or outdoor warning sirens. The sounding of outdoor warning sirens constitutes the official and immediate notice to move to a place of shelter. The campus will provide supplemental information of severe weather by using various methods of communication.

Actions Steps

- Immediately move from the perimeter of the building and exterior glass – if applicable, close doors when leaving the room.
- Do not use the telephone to get information or advice. This only ties up circuits. Updated information will be passed along by police, Building Emergency Coordinator, or other various methods of communication as often as possible.
- Keep calm and stay quiet.
- Wait for the “all clear” announcement to be given before returning to your work area or leaving the building.
- In the event of major damage, evacuation procedures will be implemented.

H. Snow Closure

It is the goal of the College to remain open and operational at all times. However, winter weather conditions occasionally require a delayed start or campus closure. The decision to delay opening or to close the AMC will be the decision of the College President. Factors involved in the recommendation include the campus’s ability to remove snow from campus parking lot and walkways and judgments about the ability of students, staff, and faculty to safely travel to and from the campus.

Action Steps

- During normal business hours: Early closure will be announced through e-mail, in person, ConnectEd, CCD website, RAVE mobile notification system, and local media.
- Outside of normal business hours: Delay start times or Campus closure will be announced through e-mail, CCD website, ConnectEd and local media.
- Call 877-556-3637 for information about campus closures.

I. Utility Failures

Utility disruptions can adversely affect the ability of the campus to deliver instruction or maintain the safety of students, staff, and faculty. Upon notification that a situation exists, the Director of Facilities will determine the nature, scope, and duration of the disruption. In the event of an extended power outage or confirmed gas leak, the College President will activate the Emergency Communication Plan.

J. Gas Leak/Suspected Gas Leak

Action Steps

- In the event of a suspected natural gas leak, do not activate fire alarms or use telephones.
- Evacuate the building following general evacuation procedures.
- Suspected gas leaks at AMC are to be reported to Denver Fire and Police by dialing 911.
- If a natural gas leak is confirmed, the appropriate security authority will contact Xcel Energy; maintenance will shut down the HVAC system, and notify emergency responders.

K. Power Outage

Actions Steps

- Move cautiously to a lighted area. Evacuations will be made as necessary.
- If possible turn off and unplug computers and other voltage sensitive equipment.
- In the event of an extended campus wide or area wide power outage during normal business hours instructions and information regarding closure will be provided to building occupants by the Building Emergency Coordinator, a member of the Campus Administration or the Facilities Department.