



Official State of Colorado Emergency Response Guide ~ Quick Facts

<ul style="list-style-type: none"> ▫ Active Shooter <ul style="list-style-type: none"> ▶ Run ▶ Hide ▶ Fight 	<ul style="list-style-type: none"> ▫ Explosion <ul style="list-style-type: none"> ▶ Take shelter under a sturdy object ▶ Call 9-1-1 ▶ Evacuate as soon as it is safe to do so 	<ul style="list-style-type: none"> ▫ Power Outage <ul style="list-style-type: none"> ▶ Turn off or disconnect all unnecessary electrical equipment, including sensitive electronics without surge protectors. Surges or spikes can damage equipment. If evacuation is necessary, move cautiously to lighted areas ▶ Lighted signs will indicate exits 	<ul style="list-style-type: none"> ▫ Suspicious Packages <ul style="list-style-type: none"> ▶ Do not touch, move or open the package ▶ Isolate the package by evacuating the room & locking the door ▶ Call 9-1-1 ▶ Notify other staff and evacuate the building
<ul style="list-style-type: none"> ▫ Bomb Threat <ul style="list-style-type: none"> ▶ Phone threats: Use bomb threat checklist to gather information ▶ Call 9-1-1 ▶ Suspicious packages: follow suspicious package procedure ▶ Evacuate the building ▶ Do not use your cellphone 	<ul style="list-style-type: none"> ▫ Fire (Structure) <ul style="list-style-type: none"> ▶ Pull the closest Fire Pull Station to activate alarm ▶ Evacuate the building ▶ Call 9-1-1 	<ul style="list-style-type: none"> ▫ Radiological Hazard <ul style="list-style-type: none"> ▶ Isolate the area ▶ Deny entry ▶ Evacuate the area ▶ Call 9-1-1 	<ul style="list-style-type: none"> ▫ Winter Weather <ul style="list-style-type: none"> ▶ Avoid traveling unless absolutely necessary ▶ If you must travel: Check road conditions before leaving and plan your route accordingly
<ul style="list-style-type: none"> ▫ Civil Unrest <ul style="list-style-type: none"> ▶ Remain inside, move away from windows ▶ Call 9-1-1 ▶ Do not leave until the “all clear” is received 	<ul style="list-style-type: none"> ▫ Fire (wildland) <ul style="list-style-type: none"> ▶ Ready: Pack an emergency kit and include your emergency contact list ▶ Set: Maintain situational awareness during high fire danger days ▶ Go: When you receive the evacuation notice, leave immediately 	<ul style="list-style-type: none"> ▫ Severe Weather/Tornado <ul style="list-style-type: none"> ▶ Move away from windows and external doors ▶ In small buildings, relocate to the basement or interior hallways ▶ In high-rise buildings, go to interior rooms and hallways on the lowest floor possible ▶ Stairwells and below ground parking garages are good places to seek refuge Remember, an automobile is not a safe place to be 	<ul style="list-style-type: none"> ▫ Workplace Violence (other than Active Shooter) <ul style="list-style-type: none"> ▶ Call 9-1-1 ▶ Do not attempt to disarm the individual ▶ Assist anyone who is injured
<ul style="list-style-type: none"> ▫ Earthquake <ul style="list-style-type: none"> ▶ Drop ▶ Cover ▶ Hold on 	<ul style="list-style-type: none"> ▫ Flood <ul style="list-style-type: none"> ▶ If outside: Move to higher ground immediately ▶ If inside: Move to a safer location within the building or evacuate if instructed by local authorities 	<ul style="list-style-type: none"> ▫ Shelter-in-Place <ul style="list-style-type: none"> ▶ Listen: To alert systems and follow instructions ▶ Shelter: Go inside to designated safe areas ▶ Shut: Close doors, windows & accessible vents ▶ Monitor: E-mail, news, voicemail for further instructions 	<ul style="list-style-type: none"> ▫ Agency/Location Specific Information <ul style="list-style-type: none"> ▶ _____
<ul style="list-style-type: none"> ▫ Elevator Entrapments <ul style="list-style-type: none"> ▶ Press the Alarm Bell, which will notify responders ▶ Press the Call Button for communications with responders ▶ Do not try to exit the elevator if it is between floors 	<ul style="list-style-type: none"> ▫ HAZMAT Spill <ul style="list-style-type: none"> ▶ Isolate the area ▶ Deny entry ▶ Evacuate the area ▶ Call 9-1-1 		
<ul style="list-style-type: none"> ▫ Evacuation Procedures <ul style="list-style-type: none"> ▶ Follow your designated evacuation route ▶ Close, but don't lock, doors ▶ Do not use elevators ▶ Follow directions given by emergency personnel - do not evacuate unless instructed to do so 	<ul style="list-style-type: none"> ▫ Lockdown <ul style="list-style-type: none"> ▶ Close windows & doors and hide out of sight ▶ Call 9-1-1 ▶ Silence phones ▶ Await further instructions 		
	<ul style="list-style-type: none"> ▫ Medical Emergencies <ul style="list-style-type: none"> ▶ Call 9-1-1 ▶ Follow the dispatcher's instructions ▶ Provide aid if trained to do so 		