REGIS UNIVERSITY EMERGENCY PREPAREDNESS GUIDE

IN CASE OF EMERGENCY

LOWELL CAMPUS: DIAL 4122 FROM A CAMPUS PHONE OR 303.458.4122 FROM A CELLPHONE
EXTENSION CAMPUS: DIAL 9-911 FROM A CAMPUS PHONE OR 911 FROM A CELLPHONE

RU ALERT

Notifications and instructions will be sent through RU Alert via text message, email, voicemail and through Regis.edu. Sign up for RU Alert by visiting Regis.edu/RUAlert.

To access this guide in digital formal, visit regis.edu/emergencyplan

Download IN CASE OF the App from the Apple App Store or Google Play

Active Shooter

- Proceed to a safe location such as a locked classroom or office out of sight of the shooter. Assist persons with disabilities. If a room can't be locked, use heavy objects to barricade the door. If possible, don't gather everyone together in one area of the room.
- Do not flee unless you are assured it is safe to do so and you have a clear exit plan in mind. Do not attempt to bring anything with you.
- If on the Lowell Campus, dial 4122 from a campus phone or 303.458.4122 from a cellphone. If on an extension campus, Dial 9-911 from a campus phone or 911 from a cellphone. Provide authorities with as much detail as possible, including:
    - Location of the shooter(s)
    - Description of the shooter(s) and name, if known
    - Any details on how many people have been injured and their location
- If you can't safely speak while on the line with 911, keep the line open so the dispatcher can listen and pinpoint your location.
- Follow instructions issued by RU Alert.
- Expect that when you see law enforcement on scene, their first priority will be to find the shooter and secure the scene. Once it is safe, emergency responders will be allowed in to treat the wounded.
- Turn your phone to "silent" and reduce the "brightness" of your screen

Alcohol Poisoning/Drug Overdose

- Stay with the victim and call authorities. If on the Lowell Campus, dial 4122 from a campus phone or 303.458.4122 from a cell-phone. If on an extension campus, dial 9-911 (campus phone) or 911 (cellphone).
- Lay the ill person on his/her side.
- Make sure he/she is breathing and vomit isn't obstructing his/her airway.
- Loosen any tight clothing that might restrict breathing.
- Monitor body temperature. If need be, use blankets to keep the person warm.
- Follow any other instructions given by emergency personnel.
- Save any bottles or pill containers for emergency personnel that can provide information as to what the person ingested.

Bomb Threat

- If you receive a bomb threat over the telephone, listen carefully for details and try to get the caller to tell you as much of the following:
  - Exact location of the device
  - When it is going to explode
  - What it looks like
  - What will cause it to explode
  - Reason for the threat
  - Who placed the bomb
  - Caller's name

- Make note of any other details, such as background noise, sex and age of the caller, and his/her emotional state. Also note what time you received the call.

- If on the Lowell Campus, call 4122 from a campus phone to alert Campus Safety. If on an extension campus, call 9-911 from a campus phone. Do not turn on light switches or pull the fire alarm. Such activity could activate a live device.

- Follow any instructions issued by RU Alert or given by emergency personnel.

- If a suspicious device is found in your area, do not touch the item and calmly evacuate the area. As soon as you've reached a safe area, call authorities. If on the Lowell Campus, dial 4122 (campus phone) or 303.458.4122 (cellphone). If on an extension campus, dial 9-911 (campus phone) or 911 from a (cellphone).

Earthquake

- Calmly take cover under a sturdy desk or table, in a doorway or an interior stairwell. Keep clear of shelves and windows and protect yourself from anything that could fall from the ceiling (light fixtures, ceiling tiles, plaster, etc.)
- If outside, move to an open area away from buildings, power poles or other objects that could fall.
- Do not use an open flame or electrical equipment due to threat of natural gas line disruptions.
- Once the tremors cease, look for injured people in your immediate area. Do not move an injured person unless danger is imminent.
- If evacuation is necessary, assist anyone who is injured and persons with disabilities.
- Follow any instructions issued by RU Alert or emergency personnel.

Fire

- Know your evacuation route.
- Know your assembly area.
- If you discover a fire of any size or smell smoke, pull the fire alarm.
- Evacuate the building. Do not use elevators.
- Assist any persons with disabilities.
- Alert authorities. If on the Lowell Campus, dial 4122 from a campus phone or 303.458.4122 from a cellphone. If on an extension campus, dial 9-911 from a campus phone or 911 from a cellphone.
- Do not open hot doors. Before opening any interior door, touch the doorknob to see if it is hot.
- If you become trapped in a building during a fire, move to a room with an outside window if possible. If on the Lowell Campus, dial 4122 (campus phone) or 303.458.4122 (cellphone) to tell emergency responders where you are. If on an extension campus, dial 9-911 (campus phone) or 911 (cellphone). If you can't call, stay where rescuers can see you through the window. Stuff clothing, towels or paper in the cracks of doors to keep smoke out of your area.
- An all clear signal will be given to re-enter the building.

Hazardous Chemical Spill

- Report the spill or suspected spill. If on the Lowell Campus, dial 4122 from a campus phone or 303.458.4122 from a cellphone. If on an extension campus, dial 9-911 (campus phone) or 911 (cellphone).

- If the spill occurs inside a building, pull the fire alarm to evacuate the building immediately. If you can do so safely while evacuating, close doors to isolate the spill.

- If the spill occurs outside, ensure that all personnel are directed away and upwind of the spill.

- Determine if there are any injuries from exposure to the hazardous materials. If qualified, render appropriate first aid to the injured until emergency personnel arrive. Don't do so if it puts yourself at risk for injury.

Information Technology Breach

FOR A SUSPECTED DATA BREACH:

- Notify the ITS Help Center, 303.458.4050.
- For a HIPAA breach, file a Privacy and Security Incident Report (Search for "HIPAA incident" on www.regis.edu).

FOR STOLEN COMPUTING HARDWARE:

- Report to the ITS Help Center.
- On Lowell Campus: Call Campus Safety, 303.458.4122.
- On an extension campus: Notify the campus associate and file a police report.

FOR LOST COMPUTING HARDWARE:

- Report to the ITS Help Center.

FOR A COMPROMISED ACCOUNT:

- Change your password immediately.
- Immediately notify the ITS Help Center of the compromise.

Be alert to and cautious about phishing attempts. If you receive an email and do not know the sender, do not click on any links or open any attached files. Delete suspicious emails immediately. Ignore requests to provide personal information, including your username and password. ITS will never ask a user to provide either to validate an account. If you have opened something in a suspicious email, change your password immediately, notify the ITS Help Center and be watchful of suspicious behavior on your computer.

Medical Emergency/Illness

- For life threatening emergencies, dial 9-911 (campus phone) or 911 (cellphone).
- Alert emergency responders and request an ambulance. If on the Lowell Campus, dial 4122 from a campus phone or 303.458.4122 from a cellphone.
- Be prepared to explain in detail the injury/illness to the operator, as well as the injured/ill person's location.
- Remain with the injured/ill person. Follow any instructions offered by emergency personnel, or if qualified, render appropriate first aid.
- If possible, have someone meet emergency personnel to direct them to the injured/ill person more quickly.

Natural Gas Leak

- If you detect an unusual odor of natural gas, get to a safe place and call authorities immediately. If on the Lowell Campus, dial 4122 from a campus phone or 303.458.4122 from a cellphone. If on an extension campus, dial 9-911 (campus phone) or 911 (cellphone).

- Be prepared to provide details including:
  - Location of the odor
  - Strength of the odor
  - Any symptoms you or others in the immediate area might be feeling
  - Known or suspected sources of the odor

- Avoid turning lights on or off

- In the event of evacuation, move away from any apparent source and stay upwind of the leak. Do not return to the building until RU Alert or emergency personnel say it is safe to do so.

Weather Emergency

The National Weather Service issues tornado watches and warnings.

- A tornado watch means conditions in your area are favorable for a tornado. Be alert to quickly changing weather conditions and further announcements.
- A tornado warning means a funnel cloud or tornado has been sighted or indicated on radar and danger is imminent.

- If a tornado warning is issued, follow instructions issued by RU Alert and move quickly and calmly to your designated shelter area typically on the lowest level of a building. Assist any persons with disabilities.
- Do not use elevators.
- Stay away from windows.
- Protect your head and neck as much as possible from falling or flying debris.
- If outside, seek indoor shelter if possible.
- Wait for RU Alert to issue an "all-clear" message before leaving your area of shelter.
- After the storm has passed, check for injured people in your immediate area. If qualified, provide appropriate first aid until emergency personnel arrives.
- In all instances for tornadoes get as far away from windows and external doorways as possible.

Earthquake

- Stay away from glass, windows or anything that could fall.
- Drop to the ground, take cover under a sturdy table or other piece of furniture and hold on firmly until the shaking stops.
- Use a doorway as a shelter only if it is close to you and it is strongly supported.
- If no furniture is available, crouch in an inside corner of the building and cover your face and head with your arms.
- Do not use elevators.
- Be aware that aftershocks can occur after an earthquake.
- In the event of an injury or life threatening situation contact 911 immediately and notify your manager or someone else in management.

Weather Emergency

- Wait for instructions from RU ALERT or local authorities before exiting the building to ensure it is safe to leave.
- If an evacuation is required, please refer to "Evacuation" information for guidance.

Extreme Heat

- In the event of heat exhaustion or heat stroke contact 911 immediately and notify your manager or someone else in management.

Flood in Building

- Move chemicals, research paperwork, and sensitive equipment to a secure location.
- Water-reactive chemicals should be removed and secured away from the immediate threat.
- Evacuate the building, following the University's Emergency Evacuation Plan, if/when directed to do so.
- Do not use elevators. Use stairways to leave the building if an evacuation is necessary; assist individuals who cannot evacuate by themselves.
- If an evacuation is required, please refer to "Evacuation" information for guidance. If you are instructed to leave the office, please remember these tips:
- In the event of an injury or life threatening situation contact 911 immediately and notify your manager or someone else in management.
- If the power goes out, remain calm and wait for RU alert instructions
- Stop using all electrical equipment.
- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be swept away quickly.
- Move to a safe location – normally, the basement or lowest level of the building.

Weather Emergency

Severe Thunderstorm/Lightning

- Severe thunderstorm/lightning can occur without notice or warning and can create dangerous situations.
- Stay indoors and do not go outside unless absolutely necessary.
- Avoid water using electrical appliances, office equipment to include telephones.
- Stay away from glass doors and windows.
- If the power goes out, remain calm and wait for RU alert instructions

Winter Storms and Extreme Cold

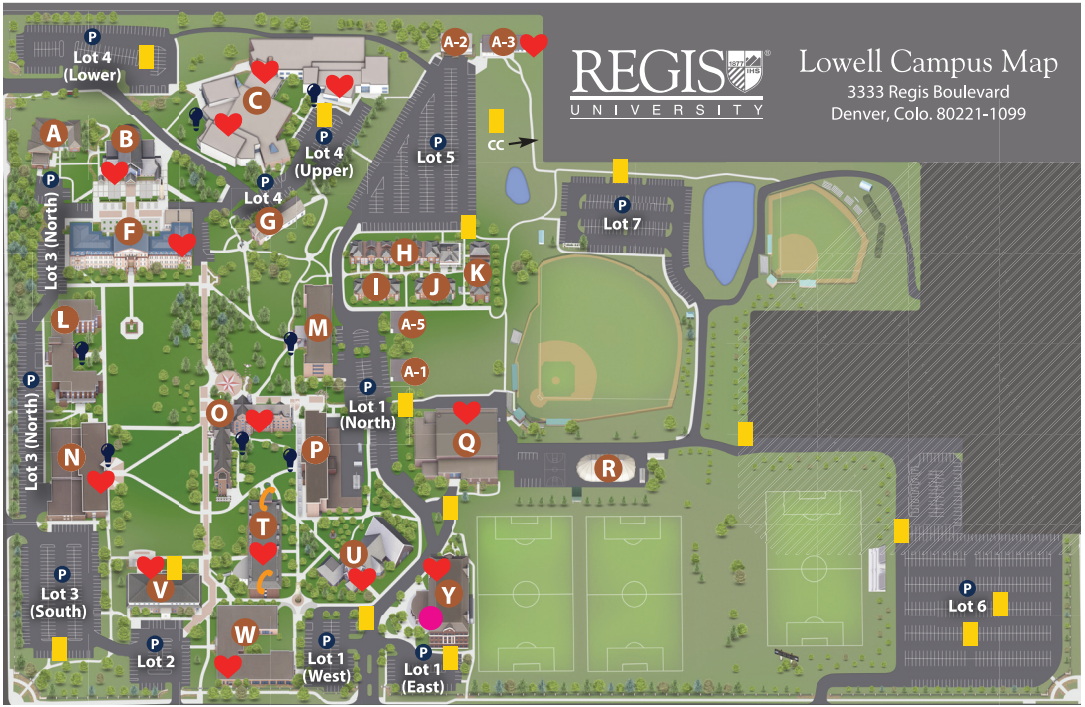
- Be prepared by listening to local news and weather reports from organizations like National Oceanic and Atmospheric Administration (NOAA).
- Be aware of winter storm warnings: storms occurring within 12 to 24 hours.
- Be aware of winter storm watch advisories: storms occurring within 12 to 48 hours.
- Stay indoors during the storm.
- If you must go outside, walk carefully on snowy, icy, walkways.
- Drive only if it is absolutely necessary. If you must drive: travel in the day; don't travel alone; keep others informed of your schedule; stay on main roads and avoid back road shortcuts.
- If the power goes out, remain calm and await further instructions from RU Alert.

Safe Shelter Areas

Active Shooter	
All buildings and offices	Lock your office or barricade the doors / Get to an area that can be secure.

Tornado In all instances for tornadoes, get as far away from windows and external doorways as possible	
Athletic Fields	Field House, detention ponds or dugouts
Carroll Hall	first floor inner hallways and restrooms
Chapel	basement
Clarke Hall	basement
Claver Hall	lowest level, center hallway
DeSmet	basement
Field House	racquetball courts
Fine Arts Building	restrooms or the inside gallery wall
Library	basement center area by Media Services
Life Directions Center	restrooms
Loyola Hall	east / west hallways
Main Hall	first floor, center hallway
Modular Units	center of the building, or into the restrooms
O'Connell	center stairwell, lowest level
Ranger Dome	Field House
Science Center	basement hallway
Student Center	faculty lounge or main floor bathrooms
Townhomes	first-floor bathrooms
West Hall	center stairwell or center hallways
Extension Campuses	
DTC	inner hallways and restrooms
Interlocken at Broomfield	inner hallways and common area restrooms
Colorado Springs	inner hallways and restrooms
Loveland	inner hallway and restrooms
Thornton	inner hallway and restrooms

For evacaution and safe shelter areas, you can also consult the In Case of Crisis App



A	Jesuit House	B	St. John Francis Regis Chapel	M	O'Connell Hall	T	Felix Pomponio Family Science Center
A-1	A187 Residence Life, Housing and Event Services	C	St. Peter Claver, S.J., Hall	N	Student Center	U	Coors Life Directions Center
A-2	A185 Classroom	F	Main Hall	O	Carroll Hall	V	Dayton Memorial Library
A-3	A186 Classroom	G	O'Sullivan Fine Arts Building	P	DeSmet Hall	W	Loyola Hall
A-5	A184 Classroom	H-K	Residence Village	Q	Field House	Y	David M. Clarke, S.J., Hall
		L	West Hall	R	Ranger Dome	CC	Greenspace

Campus Map

CALL BOXES

Located on the exterior of several buildings and in many parking lots, call boxes are designed to report emergencies occurring at Regis University through Campus Safety radio. To initiate communication simply press the button on the face of the call box and follow the written instructions or pre-recorded verbal direction as applicable.

Dayton Memorial Library – north side of building
Field House – northwest side of building
Green Space – northeast corner
Clarke Hall – north and south side of building
Lot 1 – northeast side of west lot
Lot 3 – south parking area
Lot 4 – upper and lower lots
Lot 5 – south end of lot near Residence Village
Lot 6 – north, south and east side of lot
Lot 7 – entry to Lot 7 and near Ignatian Village Trail

SCIENCE EMERGENCY PHONES

The emergency phones in the Felix Pomponio Family Science Center provide quick and direct contact with Campus Safety through Regis's phone system. These emergency phones are located in the hallways – north and south – on each level and function simply by pressing a button to connect to Campus Safety.

Science Center – first, second and third floors on north and south end of hallways

EMERGENCY BLUE LIGHT PHONES

Like call boxes, emergency blue light phones are located around campus (freestanding) to make the reporting of an emergency easy. Blue light phones are connected to the Regis telephone system and can be used to call Campus Safety x4122, or off campus 9-911.

Carroll Hall – center of building on basement level
Claver Hall – near Claver Café on west side of building and entryway to pharmacy in upper lot 4
DeSmet Hall – west main entry vestibule
O'Connell Hall – west main entry vestibule
Student Center – east side of building on the north side of the two doors in the main entrance
West Hall – main entry vestibule on east side of building

RESCUE ASSISTANCE BUTTONS (CLARKE HALL)

Rescue assistance buttons are located in the elevator lobbies in Clarke Hall on the fourth, third and second floors as well as in the basement. These buttons are in place for people to contact Campus Safety through Regis's phone system for emergency assistance.

Clarke Hall – all floors near elevator lobby except first floor

AEDs

An automated external defibrillator (AED) is used to provide emergency medical assistance. Once an AED is retrieved from a cabinet, a local alarm will annunciate and an alarm will be sent to Campus Safety.

A-3 186 – near the west entry
Campus Safety – in vehicle
Carroll Hall – basement level near center stairwell, third floor near center stairwell
Chapel – kitchenette area near restrooms
Clarke Hall – second and forth floor near north stairwells
Claver Hall – near Room 305, Room 220 and near Recital Hall
Coors Life Directions Center – south lobby
Dayton Memorial Library – north main vestibule
Field House – north side of gym
Loyola Hall – southwest hallway near dean's office
Main Hall – first floor near east stairwell, third floor near east stairwell
Pomponio Family Science Center – second floor directly across from the amphitheater

EXTENSION CAMPUSES

Colorado Springs – in the front lobby, under the clock and to the right of the fire extinguisher
DTC – on the wall in the storage area behind the downstairs service desk, next to the emergency back door
Interlocken at Broomfield – on the wall in front of the student break area
Loveland – on the north wing, near the elevator

Dear Regis community,

It is my pleasure to present our updated emergency preparedness guide. We are excited to share this guide electronically with you. It is available on our website and through a new downloadable app.

Please take the time to familiarize yourself with this content and keep it available for quick and easy reference. The guide offers critical and life-saving information about what to do and where to go in several emergency situations.

1. Download the free In Case of Crisis – Education App. It is available in the Apple App Store, Google Play and Kindle Fire store. There is also dynamic content available for Blackberry, Windows Phone, and desktop computers. Once you download the app, you can search for "Regis University" and download available plans to your smartphone or tablet.

2. Sign up for RU Alert, Regis University's official emergency notification system. You can register to receive the alerts via text message or email or both. Visit regis.edu/RUAlert.

I want to emphasize how important our safety and security is here at Regis. While we hope we never need to put these plans to use, we know that being prepared is an important first step toward protecting our community.

Best,

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REGIS UNIVERSITY