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INTRODUCTION

This document is designed to do the following:

- Guide you during emergencies
- Inform you of potential emergency situations before an emergency occurs, and
- Help you to avoid and anticipate dangerous situations

Emergencies, accidents, and injuries can occur at any time and without warning. The ability to handle emergencies is a responsibility of each individual working with animals in every animal care and use facility as well as an organizational responsibility of the University of Colorado Denver (CU Denver). The better prepared you are, the more quickly you can take appropriate action and minimize confusion that may occur during an emergency. For more information on emergency procedures in animal care and use areas, contact Dr. Jori Leszczynski, the Director of OLAR and University Veterinarian at 303.724.3987 or jori.leszczynski@ucdenver.edu.

Covered Facilities

<table>
<thead>
<tr>
<th>Office of Laboratory Animal Resources Admin</th>
<th>Downtown Denver Campus (DDC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Comparative Medicine RC1</td>
<td>Denver Health Medical Center (DHMC)</td>
</tr>
<tr>
<td>Center for Comparative Medicine R2</td>
<td>Perinatal Research Facility (PRF)</td>
</tr>
<tr>
<td>Zebrafish Facility (within R2)</td>
<td>Barbara Davis Center (BDC)</td>
</tr>
<tr>
<td>Cardiovascular Pulmonary (CVP) (within R2)</td>
<td>Indirect Calorimetry</td>
</tr>
<tr>
<td>Human Nutrition Animal Facility</td>
<td>Mucosal Inflammation</td>
</tr>
<tr>
<td>Bioengineering (Tg) Core (within R2)</td>
<td>Imaging Core (within RC1)</td>
</tr>
<tr>
<td>Perinatal Research 2 (PR2)</td>
<td>Gnotobiotic Core (within RC1)</td>
</tr>
<tr>
<td>Hearing Measurement</td>
<td></td>
</tr>
</tbody>
</table>

PERSONAL READINESS

Know the location of the following:

- Emergency Information (Manuals)
- Telephones
- Stairs
- Emergency Exits
- Fire alarms and extinguishers
- First aid kits
- Eye wash Stations
- Evacuation Routes and meeting locations
- Shut off valves for Oxygen and Carbon Dioxide
- Any special equipment shut off or safety mechanism for the area you are working in
- Emergency Preparedness Kits

Additional Recommendations:

- Read this Emergency Guide several times each year.
- Be familiar with your building’s floor plan, evacuation routes and meeting locations.
- Participate in practice fire drills and training programs.
- Volunteer to assist during an emergency with the evacuation of personnel and the protection of animals.
- Prepare yourself so you will know what to do, where to go, and how to cope until you are able to get home.
- Read the facility SOPs to assure you are properly advised on what to do when an emergency occurs, because it is only a matter of time until each of us has an emergency.
- Prior to the emergency, notify the Director of the Office of Laboratory Animal Resources (OLAR), Dr. Jori Leszczynski (303.724.3987) if you have a disability that may limit or impeded your ability to evacuate the building in a timely manner.
EMERGENCY CALLING

When to call for Emergency Help:

- Fire
- Major Medical Emergency (Examples):
  - Severe bleeding
  - Broken/dislocated joints or bones
  - Heart attack/severe chest pains
  - Unconscious and/or not breathing
- Hazardous Material Spills (any biohazard exposure)
- Bomb Threat
- Crime in Progress

When NOT to call for Emergency Help:

- When the incident happening to you has occurred at a number of other sites on campus. For example:
  - Do not call to say a tornado has occurred. Listen to media and campus sources for damage information.
  - Do not call to report severe winter weather. Everyone already knows about this!
  - Do not call to report a utility failure. Facilities staff are already aware of these through various monitoring systems.

When calling for Emergency Help, be prepared to give the following:

- **WHAT** - Type of problem or injury
- **WHERE** - Location of emergency:
  - Facility name:
  - Building name and address:
  - Room number and floor:
  - Where you will meet the emergency crew:
- **HOW** - Describe the emergency
  - How did it happen? (Step-by-step)
  - Is the area safe?
- **WHO** - Victim information
  - Number ill, injured, or threatened
  - Age(s)
  - Victim’s medical history or doctor (if known)
- **CONTACT PHONE NUMBER**:
  - Give the telephone number to be used to call you back.
  - STAY ON THE PHONE. DO NOT HANG UP FIRST.
  - Emergency instructions may be given or more information needed.
CU DENVER EMERGENCY TELEPHONE NUMBERS

(Please note that almost all of these numbers are available in the CU Denver Quick Reference Guide available everywhere around campus. Bolded emergencies are unique to the animal program.)

<table>
<thead>
<tr>
<th>Type of Emergency</th>
<th>Contact Point</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Police</td>
<td>911 (all sites)</td>
</tr>
<tr>
<td></td>
<td>Fire &amp; Life Safety Office</td>
<td>303-724-4444 (AMC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-556-5000 (DDC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-436-7444 (DHMC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-724-0293 (AMC)</td>
</tr>
<tr>
<td>Police</td>
<td>Non-Emergency Main</td>
<td>911 (all sites)</td>
</tr>
<tr>
<td></td>
<td>Non-Emergency DT</td>
<td>303-724-4444 (AMC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-556-5000 (DDC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-436-7444 (DHMC)</td>
</tr>
<tr>
<td>Major Medical Emergency</td>
<td>Police</td>
<td>911 (all sites)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-724-4444 (AMC)</td>
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<tr>
<td></td>
<td></td>
<td>303-556-5000 (DDC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-436-7444 (DHMC)</td>
</tr>
<tr>
<td>Animal Rights Demonstration</td>
<td>Police</td>
<td>303-724-4444 (AMC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-556-5000 (DDC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-436-7444 (DHMC)</td>
</tr>
<tr>
<td>Animal Bites/Scratches/Minor Illness/injury</td>
<td>Supervisor</td>
<td>Risk Management Website</td>
</tr>
<tr>
<td>Mon-Fri 8:00 – 5:00</td>
<td></td>
<td>911 (all sites)</td>
</tr>
<tr>
<td>After Hours/Holidays</td>
<td></td>
<td>303-724-4444 (AMC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-556-5000 (DDC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-436-7444 (DHMC)</td>
</tr>
<tr>
<td>Theft/Assault/Threat/Bomb Threat</td>
<td>Police</td>
<td>911 (all sites)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-724-4444 (AMC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>303-556-5000 (DDC)</td>
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<tr>
<td></td>
<td></td>
<td>303-436-7444 (DHMC)</td>
</tr>
<tr>
<td>HVAC Equipment Failure</td>
<td>Facility Engineers</td>
<td>303-724-1777 (AMC)</td>
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<td></td>
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<td>303-556-3260 (DDC)</td>
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<td>303-556-5000 (DDC)</td>
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<td>303-602-2420 (DHMCday)</td>
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<tr>
<td></td>
<td></td>
<td>303-436-5064 (DHMCnight)</td>
</tr>
<tr>
<td>Water system failure/alarm</td>
<td>Facility Manager</td>
<td>See phone list</td>
</tr>
<tr>
<td>Odors (Gas, non-gas)</td>
<td>Environ. Health and Safety After hours</td>
<td>303-724-0345 (AMC)</td>
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<td></td>
<td></td>
<td>911 (all sites)</td>
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<td>303-724-4444 (AMC)</td>
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<tr>
<td>Mon-Fri 8:00-5:00</td>
<td></td>
<td>911 (all sites)</td>
</tr>
<tr>
<td>After Hours/Holidays</td>
<td></td>
<td>303-724-4444 (AMC)</td>
</tr>
</tbody>
</table>
The University of Colorado Anschutz Medical Campus has Police dispatchers available 24 hours a day, 7 days a week. The Facilities Operations Department is the point of contact for indoor air quality issues and as well as any issues related to building projects or construction. The Environmental Health & Safety Department (EHS) maintains an on-call person for hazardous materials incidents at all times. EHS has the following specialists available for consultation: Radiation Safety Officer, Biosafety Officer, Industrial Hygienist, Hazardous Waste Manager, and Laboratory Compliance Assistants.
Office of Laboratory Animal Resources Operated Facilities

AUTHORITY & NOTIFICATION PROCEDURES

• OLAR operates the Vivariums located in several locations on the CU Denver Anschutz Medical Campus, Downtown Denver Auraria Campus, and Denver Health. OLAR provides care for animals used in teaching and research programs of CU Denver as well as veterinary medical care for animals housed in all IACUC approved facilities, including satellites.

• Should an emergency situation occur in any animal facility across campus, the following procedures and authorities will be followed in the order listed. DESIGNATED INDIVIDUAL NOTIFIES:

Jori Leszczynski, DVM, Director of OLAR/University Vet  
303-724-3987, 303-815-8036, jori.leszczynski@ucdenver.edu ).  
If the Director is not available, the following flow of responsibility chain will be followed. This includes if animals need to be moved from their secure location:

Christopher Manuel, DVM, Associate Director of OLAR  
303-724-2320, 303-656-5244 (Chris.Manuel@ucdenver.edu)

Charleen Warder, Associate Director of Operations  
Michelle Wallace, Associate Director of Husbandry  
Derek Fong, Associate Director of Veterinary Services  
Carolyn Russell, Associate Director Admin/Finance  
(see phone numbers next page)

Staff Veterinarian  
Pat Skavlen, DVM, DACLAM, Clinical Veterinarian  
(see phone numbers on next page)

Respective Facility Manager  
(See Contacts and phone numbers on next page)

• Notification should occur immediately. The person in charge of notification should exit the emergency area and seek out a telephone in another University building or other location, as necessary, to make the calls. The designated individuals (in order of priority) and back up for each facility is on the next page. Depending on the nature and extent of the emergency, the Facility Managers will provide instructions to the Supervisory Staff in all areas to contact appropriate personnel via the emergency contact list.
  o Emergency call in procedures for staff will use the Emergency Contact list generated and maintained in the department. The Managers/Assistant Managers of the respective area requiring staff will use the emergency telephone list to contact essential personnel and provide instructions regarding reporting to work, location for reporting and specific tasks.

All OLAR Personnel with the exception of the Administrative Staff, students, and temporary workers are considered Essential Personnel and must report to work even if the campus is closed. They are not authorized to leave work or miss work due to weather conditions or the activation of any phase of the emergency plan without specific approval from the Director of OLAR or their designee.
CCM EMERGENCY PLAN

General: Emergency situations may be divided into four categories of hazards: natural hazards (winter storms, tornados, earthquakes, flooding), technological hazards (chemical or biological spills), operational hazards (power outages, construction), and security hazards (threat, kidnapping, break-ins). Emergency procedures for specific hazards likely to impact the Vivarium may be found on separate pages in this manual as well as in the Continuity of Operations (COOP) plan for the Office of Laboratory Animal Resources. For all University wide hazards, please refer to the University Emergency Guide posted in all facilities or the Campus Emergency Management Plan (CEMP).

The operational organization needed to respond to an emergency depends upon the size and complexity of the emergency and of the facility impacted. This operational organization may be handled at the level of the Vivarium, require the assistance of another department (such as Environmental Health and Safety in the case of a spill), require the establishment of an incident command center and possibly the activation of the Emergency Operations Center (EOC).

An EOC may become necessary to ensure that emergency data is collected rapidly and as completely as possible and coordinated with outside agencies. Specific Vivarium personnel will be given assigned responsibilities to assess emergency impacts, collect information, and report to the Vivarium person(s) responsible for coordinating with the appropriate CU Denver on-site response team. Multiple communications options need to be available (telephone, radio, runner, etc.). In all cases, the Director of OLAR, Associate Directors, Vivarium Managers, and veterinarians will be notified of emergencies related to animal health and safety.

In all cases, while the protection of animal life and research should be a priority, in no case should any policy or procedure endanger human life to rescue research animals. All plans should only proceed when the area is safe and secure.

Is the Facility Safe for Humans to enter?

Yes – Health-check all animals and assess condition of facility. Report back to appropriate Manager (incident command).

No – Wait for appropriate approval from Life Safety before entering.

Is it necessary to evacuate animals?

Yes
- Determine number of animals that can be evacuated and where they will go.
- The order of animals to be evacuated should follow the Animal Evacuation Plan.
- Use UC Denver OLAR run Facilities first, then other UC Denver facilities, then outside facilities (NJH, VA, CSU, Boulder, Humane/rescue organization).
- Transportation – OLAR van, EHS truck or rental.
- Personnel – May need to hire outside workers.

No
- Health-check all animals and evaluate condition of facility first.
- Determine the status of food and water supplies.
- Determine the status of cage wash
- Goal- return to normal operations as soon as possible. First priority is animal health (including food and water), second is spot changing wet and soiled cages, third is full change outs on regular schedule.
ANIMAL AND PERSONNEL EVACUATION PLAN

If it becomes necessary that multiple species of animals belonging to the CU Denver must be moved from their secure housing, the following selection order will be used:

- Transgenic Founder (Breeding) Animals & Frozen Embryos (including fish)
- USDA Covered Species
- Breeding Animals from the Breeding Barrier, gnotobiotics (if possible) and other locations
- Animals in multispecies cages (due to lack of ventilation)
- Aquatics
- Experimental Rodents (non-biohazardous)
- Other Animals

It is the responsibility of the senior individual managing the animal emergency care (see Notification Procedures, page 6) to assure housing, care, and security for any removed animal. Other CU Denver run animal facilities will be used as emergency housing sites for emergency conditions; these include all approved satellites on the AMC campus (including PRF and PR2), the Denver Health and Downtown Denver CU Denver Campus. Other options for housing animals in an emergency include National Jewish, VA Medical Center, CU Boulder, CSU, biotechnology and CROs, and humane organizations.

Elevators may be out of service and so arrangements to move animals via stairwells may need to be made. Animals should be secured in an appropriate transport carrier or their primary container and moved as gently as possible to the stairwell and then to the appropriate location either via walking or transport vehicle.

**Personal Readiness Activities**

- Know the requirements of animals in your area (e.g. special food, water, care).
- Know proper moving and handling techniques
- Know feed/bedding locations
- Know location of carts, dollies, moving devices
- Know how to arrange transport truck to maximize the number of animals to be transported.
- Report to the Facility Manager as soon as you recognize that an emergency has occurred - all OLAR staff are considered essential personnel with the exception of the administrative staff in 401.

  - Access to Vivariums may be restricted until cleared by Life Safety. Assembly points for each facility will be outside of the building. Specifically for OLAR run areas:
    - **AMC RC1 and R2** – Common area between RC1 and R2. If unable to go to that location or inclement weather meet in the lobby of the Administrative Office building AO1). If both above are inaccessible, meet outside South entrance of Henderson Garage.
    - **DDC** – Walkway area near the dock on the South side of the Science Building. If inaccessible/inclement weather, meet in main entrance lobby, North Classroom.
    - **DHMC** – Parking lot near the East entrance to the building. If inaccessible/inclement weather, meet in lobby of the main entrance of Unit 3.
    - **401** – Field west of building 401, inclement weather -South lobby of the Wellness Center
    - **PR2** – Picnic tables on the West side of the PRF building. If inaccessible/inclement weather – dock of RC1 North

  - Access to campus may be restricted. If so, assembly points to wait for instruction are:
    - **AMC campus** – Parking lot for shops at the Southeast corner of Potomac and Colfax Ave
    - **DDC** – Southeast corner of Arapahoe and Speer Blvd
    - **DHMC** – Shopping center at the Southwest corner of W. 6th Ave and Broadway

- If you are in the building when an emergency occurs determine if you are able to remain and shelter-in-place. Assembly points in each facility are the northern most doors leading to the exit stairwell. If you need to evacuate, as you leave the building stuff gloves and masks into your pockets for the initial period of emergency in which you may need to rely upon your own resources and proceed to the assembly point outside of the building.
POLICE ASSISTANCE

General: The Vivarium strives to provide a safe environment for employees and visitors by implementing a program integrating electronic security systems with security officer presence and employee awareness. The AMC and DDC Police Departments and DHMC security office are staffed 24 hours a day, 7 days a week and can be reached by dialing 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC) or 911 (all sites) at any time to report security incidents, suspicious persons, or to request a safety escort. Access is controlled at the perimeters of the facility by the security system. Employee photo ID badge display is required, and temporary identification is issued to visitors, vendors, and contractors.

WORKPLACE VIOLENCE:
- Emergency/life-threatening situations involving CU Denver employees or non-employees in CU Denver operated facilities: Immediately call the Police by dialing 9-1-1 from a campus phone or 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC) from any other phone.
- Non-Emergency Situations: If there is a threat from a CU Denver employee, notify Human Resources at 303.315.2700. Before or after normal business hours, or if Human Resources is otherwise unavailable, notify University Police at 303.724.4444.

ALL incidents or threats by University employees must be reported to Human Resources (HR) at 303.315.2700 and to your supervisor or the appointing authority. The Anti-Violence Policy outlines the campus procedures for dealing with these situations. The Workplace Violence Incident Report Form will be used by HR to document each alleged violation of the policy. A task force team comprised of HR, University Police, Risk Management, Legal Department, and EHS may investigate reports regarding prohibited behavior, or possession, display, or use of any weapon. Refer to the CU Denver Anti-Violence Policy for more information.

Personal Readiness Activities
- Be aware of your surroundings
- Lock offices and laboratories
- Secure valuable property
- Report all crimes, thefts, threats, suspicious persons, and other security-related incidents to CU Denver Police immediately.
ABDUCTIONS AND HOSTAGE SITUATIONS

ABDUCTION SITUATION:

If a CU Denver employee or student witnesses or otherwise becomes aware that a person has been abducted from a CU Denver campus:

- Contact the Police from a campus phone at 9-1-1 or from any other phone at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC).
- If known, provide descriptions of the abductor and missing person(s), the direction of flight, and type of vehicle involved.

Protect the area where the abduction occurred so that law enforcement personnel can process it for evidence. Do not discuss details of the abduction with any other person unless requested by the University of Colorado Denver Office of Public Relations and University Police.

HOSTAGE SITUATION:

If you become aware of a hostage situation on campus, immediately notify the Police from a campus phone at 9-1-1 or from any other phone at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC).

If known, provide the following information:

- Location of the incident, suspect(s), and hostage(s).
- Number, conditions, and descriptions of suspect(s) and hostage(s).
- The demands of the suspect(s) involved and any weapon(s) seen or believed to be present.

The exact wording used by the suspect can provide critical information needed by the police. Be as thorough and specific as possible. The person reporting a hostage barricade incident should remain on the line with police dispatchers as long as safely possible. The University Police will set up containment of the area affected by the incident, and persons in immediate risk from the situation will be evacuated. Surrounding access doors will be locked to deny open access into the affected area and to limit movement of potential suspect(s). Police will be stationed at access points.
ACTIVE SHOOTER

An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. Be aware that there could be more than one shooter involved in the situation.

Personal Readiness Activities

If an active shooter is outside your building:
• Seek sanctuary by proceeding to a room that can be locked. Close and lock all windows and doors and turn off all lights.
• If possible, get down on the floor and ensure that no one is visible from outside the room.
• Call 9-1-1 and advise the dispatcher of the events and inform him/her of your location
• Remain in place until the police, or a campus administrator known to you, gives the “all clear”.

If an active shooter is in the same building:
• Seek sanctuary by proceeding to a room that can be locked. Close and lock all windows and doors and turn off all lights.
• OR, if you can do so safely, exit the building.

If an active shooter enters your office or classroom:
• Try to remain calm and dial 9-1-1, if possible, and alert police to the shooter’s location.
• If you can’t speak, leave the line open so the dispatcher can listen to what is taking place. Normally, the location of a 9-1-1 call can be determined without speaking.
• If there is absolutely no opportunity for escape or hiding, it might be possible to negotiate with the shooter. Attempting to overpower the shooter with force should be considered a very last resort after all other options have been exhausted.
• If the shooter leaves the area, proceed immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

No matter what the circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing. Move quickly, keep your hands visible, and follow the instructions of any police officers you may encounter. Do not attempt to remove injured people; instead, leave wounded victims where they are and notify authorities of their location as soon as possible. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.
CLERY ACT INFORMATION

Emergency Notification: The safety of faculty, staff, students, patients and visitors is of utmost importance to CU Denver. In the event of an incident that creates a significant emergency or dangerous situation, the University Police Department will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the University of Colorado Denver Emergency Notification System (ENS), unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency notifications are issued to empower individuals to take timely and informed protective actions.

Procedures for Emergency Notification:

University Police will confirm that there is a significant emergency or dangerous situation and create text, email, online, and voice notifications that describes the threat, recommends safety actions, and refers the recipient to a toll-free number for more detailed information (877.463.6070).

The CU Denver ENS (RAVE) consists of one or more of the following tools:

- A text, email, and voicemail messaging system. This automatic enrollment system is available for all faculty, staff and students to receive email, text and/or voice/voicemail emergency messages.
- LED signs located in common areas that will display the text message sent by the ENS.
- A campus public announcement system that exists in many buildings.
- An emergency email list that reaches all CU Denver faculty, staff and students on the Anschutz Medical Campus and Downtown Denver Campus.
- A toll-free information line that will contain updated and more detailed information on the emergency, 877.463.6070.
- The CU Denver Alert website (www.ucdenver.edu/alert).

The initial text and email notifications will include the following information:

- The date and time of the message
- A brief description of the threat
- A recommended action
- A phone number to call for further information
  - More detailed recorded information will be available at the toll-free number

Public address announcements will include

- A brief description of the threat
- A recommended action

Subsequent emergency notifications will be made as needed.
General: Vivarium employees need to be alert and aware of unauthorized persons demonstrating on or near campus property. All animal facilities are secure areas. Employees are required to wear photo ID at all times when in animal facility areas, but should remove photo ID when near a demonstration area. Do not engage demonstrators in conversation.

Personal Readiness Activities
- If a peaceful demonstration is underway on public property (e.g., sidewalks, streets, etc.), avoid confrontation by walking around the demonstrators. The campuses all have designated demonstration sites on campus and the protestors should remain in those locations which are not near any of the animal facilities.
- If you learn of an animal activist demonstration targeting the CU Denver, call the police at 303.724.4444 (AMC) or 303.556.5000 (DDC), 303.436.7444 (DHMC).
  - Provide the following to the Police:
    - Nature of demonstration
    - Location
    - Number of people involved
    - Possible threat to personal safety
    - Specific facility targeted
  - Safety precautions during a demonstration (any location):
    - Remain calm
    - Be courteous
    - Avoid an incident
    - If you arrive during a disturbance, leave the area at once
  - If inside the building (above plus):
    - Remain in your office or work area
    - Stay out of the building lobby
    - If needing to leave the building
      - Work with the Facility Manager and CU Denver Police to determine the best way to exit the building
      - Request an escort, if needed
      - Elevators may be taken out of service and stairwells may have to be used. If these actions are necessary, they will be communicated.
General: Vivarium employees need to be alert to unauthorized persons attempting to gain access to animal facilities. Activists sometimes claim to have a delivery, or an appointment, or to have left their access card elsewhere, and may pretend to have authority to gain access. Only those persons authorized for access by the Director of the OLAR are allowed to enter. All animal facilities are secure areas. Employees are required to wear photo ID at all times when in animal facility areas. All visitors must be approved, sign into the main facility office, be escorted at all times, and wear appropriate visitor identification.

Personal Readiness Activities
- If you learn of animal activists targeting the CU Denver, whether on CU Denver premises, at researcher’s homes, or elsewhere, call CU Denver Police at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC).
- If a break-in or other illegal act is in progress, call the Police Department at 9-1-1 from a campus phone or from any other phone at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC).
- Information to be provided to the Police:
  - Nature of situation
  - Location
  - Facility Name
  - Number of People Involved
  - Possible threat to personal safety
- Safety Precautions (any location):
  - Remain calm
  - Be courteous
  - Avoid an incident
  - If you arrive during a disturbance, leave the area at once
- If inside the building (above plus):
  - Remain in your office or work area
  - Stay out of the building lobby
  - If needing to leave the building
    - Work with the Facility Manager and CU Denver Police to determine the best way to exit the building.
    - Request an escort, if needed
    - Elevators may be taken out of service and stairwells may have to be used. If this action occurs it will be communicated with occupants.
BOMB THREAT

General Information: Bomb threats are usually received by telephone or sometimes by note or letter. Most bomb threats are made by callers who want to create an atmosphere of general anxiety and panic, but all such calls must be taken seriously and handled as though an explosive is in the building.

Personal Readiness Activities

- **All bomb threats must be considered real until proven otherwise.**
  - Remain calm.
  - Evacuate from the bomb site to a safe area.
  - Try to get as much information as possible about the suspect and incident, including:
    - A description of the suspect including his/her voice (male/female, excited, angry, calm, etc.)
    - What the bomb suspect said
    - Exact time the bomb threat was made or when the suspicious package/object was found
    - Location and description of the bomb, package, or object.
  - Call University of Colorado Denver Police from a campus phone at 9-1-1 or any other phone at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC), and report the incident.

- **If you discover a suspicious package or object, DO NOT touch or move it. AVOID using a cell phone! Immediately:**
  - Call Police from a campus phone at 9-1-1 or any other landline phone at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC) and provide the dispatcher with information including:
    - Exact time the bomb threat was made or when the suspicious package/object was found.
    - The location and description of the bomb, package, or object.

- If you receive a bomb threat by note, letter, or email, immediately contact Police from a campus phone at 9-1-1 or any other phone at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC) and report the incident.

**ALLWAYS PRESUME THAT BOMB THREATS ARE REAL**
EVACUATION

**General Information:** There may be times where it is necessary to evacuate a building for an emergency.

**Personal Readiness Activities**
- **In the event that a campus or building evacuation is required, move quickly, but in an orderly fashion to the nearest exit. DO NOT USE ELEVATORS.**
- It is campus policy to evacuate whenever a fire alarm sounds or when directed by emergency personnel. Animals should be secured and you should proceed to the nearest exit. During drills, individuals may remain to monitor animals that are under anesthesia ONLY if they have communicated with facility personnel where their location is. Individuals must evacuate in the event of an emergency. In an emergency, animals under anesthesia should be humanely euthanized either via drug overdose, CO2, or by turning up the gas for inhalation anesthetics. If you will leave an animal with an overdose of CO2 or inhalation gas, it is necessary to ensure that they are also in a secure cage or death has been verified before leaving the area.
- Once outside of the building continue to a safe distance (a minimum of 100 feet or more when directed by emergency personnel).
- Keep clear of emergency vehicles
- Gather at your pre-determined facility assembly location (see below) and try to account for all persons who were in your area. If you know of persons who are injured, trapped, or unaccounted for, report that information to your supervisor and/or emergency responders.
- Do not leave campus without notifying your supervisor.

**Evacuation Assembly Areas**
- Access to Vivariums may be restricted until cleared by Life Safety. Assembly points for each facility will be outside of the building. Specifically for OLAR run Vivariums:
  - AMC RC1 and R2 – Common area in between RC1 and R2. If unable to go to that location or inclement weather meet in the lobby of the Administrative Office building AO1).
    - If all areas are inaccessible – meet outside South entrance of Henderson Parking Garage.
  - DDC – Walkway area near the dock on the South side of the Science Building
    - If inaccessible or inclement weather meet in lobby of the main entrance of the north classroom.
  - DHMC – Parking lot near the East entrance to the building
    - If inaccessible or inclement weather meet in lobby of the main entrance of unit 3.
  - 401 – Field west of building 401, inclement weather -South lobby of the Wellness Center
  - PR2 – Picnic tables on the West side of the PRF building
    - If unable to go to that location or inclement weather – dock of RC1 North
- Access to campus may be restricted. If so, assembly points to wait for instruction are:
  - AMC campus – Parking lot for shops at the Southeast corner of Potomac and Colfax Ave
  - DDC – Southeast corner of Arapahoe and Speer Blvd
  - DHMC – Shopping center at the Southwest corner of W. 6th Ave and Broadway

- If you are in the building when an emergency occurs determine if you are able to remain and shelter-in-place. Assembly points in each facility are the northern most doors leading to the exit stairwell. If you need to evacuate, as you leave the building stuff gloves and masks into your pockets for the initial period of emergency in which you may need to rely upon your own resources and proceed to the assembly point outside of the building.
MEDICAL EMERGENCY

**General:** Injuries will occur in life. Those of us who know and use first aid can significantly decrease the effect of injury. Plan now to perform well.

**Personal Readiness Activities**

**In the event of a medical emergency on campus:**
- Dial Police from campus phone at 9-1-1 or from any other phone at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC).
- Report location of person needing assistance.
- State that you have a medical emergency and whether or not an ambulance is needed. The call will be transferred to the responding agency. Be prepared to give a basic description of the nature of the injury or illness.
- If trained, begin first aid. **Do not move the ill/injured person unless failure to do so would cause further injury and it is safe to do so.**
- There are several AED (Automatic Emergency Defibrillators) on the AMC campus. If the emergency involves someone with any potential for cardiac arrest, **if there is more than one person in the area, someone should be sent to get the AED, even if the condition of the individual as not been determined.**
  - a. RC1 – First floor between bathrooms and Hensel Phelps Auditoriums
  - b. R2 – First floor near the restaurant
- If University Police are not on scene, send someone to direct the emergency responders to the location of the medical emergency.
- PPE rules do not apply in the event of a true emergency.

**Work related injuries or illness:**
- Follow the above medical emergency guidelines in an emergency situation.
- In non-emergency situations, administer first aid as you are able.
- Report the incident to your supervisor.
- Seek all non-emergency medical care at the university designated medical provider (DMP). DMP contact information is on the Risk Management website (http://www.cu.edu/risk/).
- Report the incident to Risk Management as soon as practical. If the incident involved exposure to biological materials, it must also be reported to the CU Denver Biosafety Office at 303.724.0345.

**Basic First Aid**
- If a person is unconscious and DOES NOT appear to be breathing
  - o Have someone call 911 immediately
  - o Begin Cardiopulmonary resuscitation (CPR) if you know how and continue CPR until assistance arrived and you are relieved. CPR can be given at about 120 chest thrusts per minute without stopping to administer breaths
  - o Know the location of the Automated External Defibrillators (AED) on campus
- If the person is unconscious and DOES appear to be breathing begin basic First Aid Procedures:
  - o Monitor breathing – Gently tilt the head back and open the airway
  - o Stop Bleeding – Press directly onto the wound with a sterile gauze, paper towel, clean handkerchief, or gloved hand. Maintain steady pressure for 5-15 minutes. If bleeding from an arm or leg, elevate that arm or leg.
  - o Treat for Shock – keep victim warm. Keep victim flat or with legs slightly elevated.
  - o Choking – If victim can speak, encourage coughing. If not, use Heimlich maneuver for conscious person. For unconscious person, call for help and give resuscitation. Try to clear airway if obstruction is obvious.
BITE OR SCRATCHES

General: Bites and scratches can expose animal technicians, laboratory personnel, and others working with animals to biologic hazards transmitted through contaminated saliva, secretions, or blood.

Personal Readiness Activities
- Proper work practices markedly reduce the chances of infection.
- Exercise caution at all times.
- Wear appropriate protective clothing (gloves, gowns, eye protection, shoe covers, mask). These are located in the entry area of the facility and also within animal and procedure rooms.
- Work with at least one other person when handling difficult or unruly animals. Use mechanical restraint devices whenever possible.
- If a bite or scratch occurs:
  - Massage the wound immediately to express possible contamination.
  - Cleanse and irrigate the wound with soap and running water for at least five minutes. Use whatever supplies (disinfectants and bandages) necessary from the first aid kits or treatment supplies.
  - Notify your supervisor and take whatever measures necessary to identify and isolate the animal for evaluation and observation.
  - Get medical treatment at an approved Risk Management University Designated Medical Provider (DMP). DMP contact information is on the Risk Management website (https://www.cu.edu/risk/services/workers-compensation) or the emergency room if the injury is severe and requires emergency intervention.
  - Report the incident to your Supervisor or Facility Manager.
  - Complete and submit the Accident/Illness Report Form on-line at https://www.cu.edu/risk/.

Animal Evaluation
- In case of class B source animals, the biting animal must be examined by CU Denver Veterinary Staff.
- The animal cannot be used for experimental purposes until all necessary diagnostic tests are complete as ordered by the veterinarian.
- Animals that die or show signs of illness during isolation will receive a full diagnostic work-up.
- Animal is showing signs of a central nervous system disorder during isolation may require an evaluation for rabies.
**BIOLOGICAL EXPOSURE**

**General**: Biohazards include body fluids, blood, infectious waste, or other potentially infectious material. All body fluids may contain microorganisms capable of causing disease. Therefore, appropriate protective attire must be worn when having direct contact with all body fluids or tissues. Gloves must be changed, and hands washed after handling laboratory specimens containing body fluids and between animal examinations. All procedures involving blood or other potentially infectious materials must be performed in a manner that minimizes splashing, spraying, and aerosolization of these substances.

**Personal Readiness Activities**
- Provide immediate first aid
- Eyes splattered with blood, biological organisms, or body fluid
  - Flush with water at least 5 minutes
  - Use the eyewash stations located in any procedure room or in the restroom within ABSL
- Mouth splashed with blood, biological organisms, or body fluid
  - Rinse with water at least 5 minutes using the eyewash stations or other potable water
- Needlestick
  - Milk wound to induce bleeding
  - Wash with soap and water for at least 5 minutes
- All injuries
  - Remove contaminated clothing, wash skin, and replace with clean clothing
  - Immediately call the Facility Manager. If you cannot get in contact with the Facility Manager, immediately call the OLAR Director at 303.724.3987 or 303.815.8036
  - Contact the Biosafety Officer at 303.724.0235 or after hours, CU Denver Police who will page the Biosafety Officer 303.724.4444 (AMC). At DDC call 303.556.5000 and DHMC call 303.436.7444 to alert the correct individuals.
  - Proceed directly to the University Hospital Emergency room and tell them you have been exposed to a Biological Agent and to contact the Infectious Disease Physician on call.
  - Submit an Accident/Illness Report Form online ([https://www.cu.edu/risk/](https://www.cu.edu/risk/)).

**Cleanup Actions: Small Spill (<200 ml)**
- Check for exposure
- Protect body by putting on protective clothing (gloves, eye protection, and lab coat)
- Provide first aid if needed
- Flush spilled material with 1:10 dilution of bleach or betadine
- Wipe down all equipment and surfaces that were potentially contaminated
- Dispose of contaminated material as biohazardous waste

**Cleanup Actions: Large Spill (>200 ml)**
- Check for exposure
- Provide first aid if needed
- Do not track spill through facility
- Leave room and close the door
- Post a person by the door to prevent re-entry
- Call Environmental Health and Safety Department at 303.724.0345. After hours, contact Police at 9-1-1 from a campus phone or 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC)
- An incident command will be established to manage the situation
CHEMICAL EXPOSURE

General: Detailed information pertaining to chemical hazards may be found in CU Denver Emergency Management Plan. This plan details the hazard awareness policy, responsibilities, training requirements, special instructions, an index of chemicals, and chemical specific handling and emergency response procedures. Information specific to the Vivarium may be found in the SOPs for that Vivarium.

Chemicals used in the Vivarium include volatile anesthetics, acidic compounds (hydrochloric acid), and caustic compounds (machine distributed soaps). Acids and caustic compounds are handled under a fume hood. Acids and corrosives may cause burns particularly to eyes, skin, and mucous membranes.

Personal Readiness Activities

- Careful handling procedures reduce the potential for injury and spills.
- Know where MSDS sheets are located and read before a spill or exposure occurs.
- First Aid
  - Flush exposed tissue with copious amounts of water.
  - If face and/or eyes are affected, immediately irrigate at the eyewash station for 15 minutes.
  - Remove clothing and flush skin with large amounts of water for 15 minutes.
  - Employees should know the locations of eyewash stations and emergency showers.
- Get Medical attention for all injurious exposures.
- Report your injury to your supervisor and fill out an Accident/Illness Report form online at the Risk Management website https://www.cu.edu/risk/

Cleanup Actions: Small Spill (< 200 ml)

- Check for exposure and provide first aid if needed.
- Protect body by wearing appropriate protective clothing (gloves, protective eyewear, lab coat).
- Cover small spill with absorbent towels.
- Hold spill materials for the Environmental Health and Safety Department to pick up as hazardous waste.
- Call the Environmental Health and Safety Department to report the spill at 303.724.0345.
- Submit an Accident/Illness report form online only if an exposure has occurred.

Cleanup Actions: Large Spill (> 200 ml)

- Turn off gas burners if possible.
- Evacuate the immediate area of all personnel and close the door. Post a person by the area to prevent re-entry.
- Check for exposure and provide first aid if needed.
- Do not track spill through facility.
- From a safe area, call Police at 9-1-1 from a campus phone or 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC) from any other phone and provide the dispatcher the following information:
  - The exact location of the spill or release and the area(s) affected.
  - Injuries due to exposure, number (and names) of person(s) affected, and conditions/symptoms.
  - Hazardous product(s) released and amount released.
  - Where the caller will meet emergency responders and a contact number to reach the caller.
- An incident command may be established to handle the emergency.
RADIATION EXPOSURE

General: Personnel who work in a lab where radioactive materials are used must have previous experience, formal training in the use of radioactive materials or be directly supervised when working with radioactive materials. Information on required safety training, record-keeping, procedures for working with radioactive materials, safe handling practices, exposure monitoring and evaluation, laboratory surgery, and special instructions are covered in the CU Denver Emergency Management Plan. When a person works with radioactive material, he or she is at risk of receiving both external and internal exposure from the radioactive material. Internal exposure is monitored with bioassays. External exposure to radiation is measured with film badges and ring badges worn on the person. Exposure records from the past have shown that practically the entire staff wearing film badges at OLAR facilities receives no measurable radiation exposure. Those who do receive exposures receive a small fraction of the yearly allowed dose.

Personal Readiness Activities
- First Aid
  - Wash skin with soap and water.
  - Remove gloves and all potentially contaminated clothing and place in a marked container with RAM Tape or well labeled.
  - Get Medical attention.
  - Call the Environmental Health and Safety Department at 303.724.0345.
- Report your injury to your supervisor and fill out an Accident/Illness Report form online at the Risk Management website [https://www.cu.edu/risk/](https://www.cu.edu/risk/)

Cleanup Actions: Small Spill (< 500 microcuries)
- Check for exposure and provide first aid if needed.
- Do not track spill through facility.
- Protect body by wearing appropriate protective clothing (gloves, protective eyewear, lab coat).
- Cover small spill with absorbent towels and collect all absorbent material into a radioactive waste container using gloves and a tool to collect the material.
- Dispose of contaminated material by the appropriate procedure.
- Clean spill area with soap and water working from the outside toward the center.
- Check for contamination repeatedly by using a survey meter or wipe test. Clean until there is no detectable contamination.
- Call the Environmental Health and Safety Department to report the spill at 303.724.0345 and they will verify that the contamination has been removed.
- Submit an Accident/Illness report form online only if an exposure has occurred.

Cleanup Actions: Large Spill (> 500 microcuries)
- Shield large spills if possible without contaminating yourself.
- Evacuate the immediate area of all personnel and close the door. Post a person to prevent re-entry.
- Check for exposure and provide first aid if needed.
- Do not track spill through facility.
- From a safe area, call Police at 9-1-1 from a campus phone or 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC) from any other phone and provide the dispatcher the following information:
  - The exact location of the spill or release and the area(s) affected.
  - Injuries due to exposure, number (and names) of person(s) affected, and conditions/symptoms.
  - Hazardous product(s) released and amount released.
  - Where the caller will meet emergency responders and a contact number to reach the caller.
- An incident command may be established to handle the emergency.
EARTHQUAKES

**General:** Earthquakes in the Rocky Mountain region are not likely. However, it is beneficial to be aware of the steps to take to protect yourself and the animals you are responsible for. Earthquake shaking may begin suddenly with a sharp jolt or slowly with a side to side motion. The motion may vary from floor to floor and building to building. Shaking is generally stronger on upper floors than on the first or below ground floors. Earthquakes may be very noisy even when no major damage is occurring. Sounds come from the creak and groan of the shaking building, from the breaking of falling objects, and even from the earthquake itself. You may feel dizzy. You may be unable to walk during the shaking.

**Personal Response Activities**
- Know your work area: heavy objects overhead may fall or tip over on you.
- Know the location of emergency supplies such as flashlights and batteries and first aid kits.
- Know emergency out-of-state telephone contact numbers, family emergency contact numbers.
- Identify Safety Spots in your work areas that will provide you with protection from falling objects such as sturdy tables or desks. If no furniture is available to provide shelter, seek a Safety Spot near an inside wall.

**Response Actions: During Earthquake Shaking**
- Drop, cover, and hold tight as the shaking may move a desk, table, etc., away from you. Be aware that heavy doors may swing uncontrollably back and forth. Shaking often lasts only 10-30 seconds. Counting may help you stay in your Safety Spot until the shaking is done.
- Turn your face toward your knees or the floor to avoid shattered pieces of glass from windows.
- Be prepared to Drop, Cover, and Hold at any time. Shaking may return if new earthquakes occur.
- If outside, move away from buildings, power lines, and poles.

**Response Actions: After the Earthquake Shaking Stops**
- Keep Calm. Do not run or panic.
- Be ready to Drop, Cover, and Hold if the shaking begins again.
- Check for injuries to people nearby and be prepared to begin first aid. Do not move a seriously injured person.
- Do not use candles, matches, or other flames and do not turn electrical equipment on or off.
- Check for building safety.
- Do NOT risk human lives to save animals but if at all possible:
  o Place lids on cages and close doors. Lock cages or secure to racks if possible.
  o Complete a facility check and report all damage to the Facility Manager.
- Exit the building as directed by the Facility Manager, Police, or Emergency Responders.
- Report damage observed in your area to the Facility Manager, Director, Assoc. Director of Husbandry, or Assoc. Director of Operations.
- Use Stairs to move from floor to floor. Never use the elevators during an emergency.
- Stay off the telephone. Unnecessary calls may delay critical emergency care to victims.
- Listen to the radio for information (a battery powered radio is recommended).
- Go to the designated outside assembly area for your facility and report to the Facility Manager.
- Note any missing people and report this information immediately to the Facility Manager or emergency responders.
FIRE

General: Smoke, heat, and toxic gases from a fire are the most common cause of fire related deaths and injuries - not flames. Be aware that these deadly fire elements rise and collect at ceiling levels, pushing cooler, cleaner air toward the floor. While toxic gases and heat are often invisible killers, rising smoke may cover and hide exit signs above doorways. Vivarium personnel need to be able to find building exits even if the signs are covered by smoke.

Personal Readiness Activities

- Upon discovery of a fire on campus, follow the A-RACE actions:
  - ACTIVATE: Pull the nearest fire alarm pull-box (usually at or near an exit door).
  - RESCUE: If safe, assist any injured or disabled persons out of the area. Do not put yourself in danger.
  - ALERT: Notify others in the immediate area. From a safe location, call Police from a campus phone at 9-1-1 or from any other phone at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC). Give the exact location, what is burning, and your name.
  - CONFINE: Close doors as you exit the fire area.
  - EXTINGUISH and/or EVACUATE: Extinguish the fire, if safe. Otherwise, evacuate the building by following the exit signs to the shortest or safest route, but **DO NOT USE ELEVATORS**. Assemble at the designated assembly location outside of the building and report to your Facility Manager. Supervisors should try to account for all personnel known to be working in the area of the fire. Report injured, trapped, or unaccounted for persons to fire personnel. **DO NOT** re-enter the building until alarms have stopped and/or emergency personnel advise you that it is safe to re-enter.
  - **Do NOT risk human lives to save animals.** But if necessary and possible, evacuate animals as soon as possible according to the Animal Evacuation Plan **AFTER** the Fire Marshal approves re-entry.

The CU Denver Fire & Life Safety Officer may be reached at 303.724.0293 for NON-Emergencies.
POWER FAILURE

**General:** Many CU Denver buildings will automatically transfer, within 30 seconds, to a standby power system. Emergency power is supplied to the heating, ventilation, and air conditioning systems including fume hood exhaust systems and all essential Vivarium operations at the main facilities. Emergency lighting is provided in animal care areas to support exiting. Emergency lighting is not in the animals housing rooms or restrooms, so expect these spaces to be extremely dark. Elevators will call to preset levels and will not be available. In the event of an extended power failure, employees may be directed to evacuate the buildings for their safety. There may also be utility service interruptions, internal flooding, information services/telecommunications problems, and numerous other potential disruptions on the campus. To protect/maintain the physical facilities as well as to expedite repairs, please note the following actions:

**NORMAL BUSINESS HOURS:** For building outages, or to report damage:

- The Facility Manager or their designee will call CU Denver Facilities Operations Desk at 303.724.1777 (AMC), 303.556.3260 (DDC) or 303-602-2420 (DHMC day) 303.436.5064 (DHMC night). For Information Services or Telecommunications outages, call 303.724.HELP (4357). This information will be relayed to technicians

**AFTER HOURS & WEEKENDS:** For utility outages after hours and/or on weekends:

- Call the Facilities Operations Desk at 303.724.1777 (AMC), 303.556.5000 (DDC), 303.436.5064 (DHMC).
- If you do not reach a representative at the Facilities Operations Desk, call Police at 9-1-1 from a campus phone or 303.724.4444 (AMC), 303.556. 5000 (DDC), 303.436.7444 (DHMC) from any other phone and the dispatcher will contact the appropriate Facilities Operations representative.

**Personal Readiness Activities**

- If there are no indications of other emergencies (such as fire, explosions, etc), turn off all non-essential electrical equipment to decrease the chances of a power bump when the electricity comes back on.
- Be aware of what equipment is on back-up power. Generally emergency outlets are colored red beneath their splash plates. However, all RC1 and R2 Vivarium operations are on emergency power so the outlets will be a normal color. Other facilities may not be completely on emergency power, therefore check to confirm your facility’s status.
- Check that power to critical equipment is operating (life support systems, freezers). You may be required to stay in the building and on campus even though the power is out or if it is unsafe to travel on city streets.
- Know the location of flashlights and batteries (never use an open flame).
- Cell phones, Push to Talk (PTT) phones, Voice over data systems such as Zello and Skype and other devices may not operate due to cell repeaters and internet being down. Communication may have to occur by other means. You may need to use a battery operated radio to check on local outage reports.
- Listen for announcements over the public address system, if applicable, concerning what actions to take.
- If another emergency (i.e. Fire) accompanies the power failure, follow response actions for other emergencies as well.
- Check if hoods are operating. If not, stop work with hazardous agents and completely close sash and notify supervisor.
- Stay to the right side of hallways, use handrails (if available) to avoid collisions or loss of balance.
- Proceed to facility designated assembly area. Facility managers should verify all personnel are present to ensure that they are out of the building.
- Building entrances to the Vivarium should be monitored to prevent unauthorized building entry
- Do not re-enter the building until instructed to do so by Facilities, CU Denver Police, or your Facility Manager.
• ID Badge readers will continue to work on battery power for several hours. Once battery power has been exhausted, doors will lock shut. If work in the Vivarium will need to continue, doors with magnetic locks will need to be propped open. Contact electronic security in the Police department for assistance if doors need to be propped open. Animal housing rooms doors should remain closed and locked to maintain security.

• Most elevators at the AMC have direct communication to the CU Denver Police by pushing a button on a panel. If persons are trapped in an elevator, call Police from a campus phone at 9-1-1 or from any other phone at 303.724.4444 (AMC), 303.556.5000 (DDC), 303.436.7444 (DHMC). **Do not attempt to open the elevator door yourself.** Police and Facilities Operations personnel will respond and evaluate the situation. If they cannot open the doors, the fire department will be called to assist.
HVAC Failure ---Loss of Supply/Exhaust Fan

General: Fan failure can occur with a loss of motor, VFD (variable frequency drive) for the fans, programming belt or other mechanical failure. The loss of an HVAC (Heating Ventilation Air Conditioning) unit can cause problems with air supply to the facility by not allowing 10-15 air changes per hour. It also can affect the ability to maintain a constant temperature in the facility within a two degree Fahrenheit temperature swing. Therefore, HVAC issues need to be handled quickly, as the repair time can be from a few hours to several days. Due to this, most HVAC systems supplying Vivariums are built with redundancy so that at a minimum, basic operations can occur, even if there is a fan that is not working. Because HVAC is essential to the Vivarium operations, Contact Facilities Immediately if there are problems at:

NORMAL BUSINESS HOURS:
- The Facility Manager or their designee will call CU Denver Facilities Operations Desk at 303.724.1777 (AMC), 303.556.3260 (DDC) or 303-602-2420 (DHMC day) 303.436.5064 (DHMC night). For Information Services or Telecommunications outages, call 303.724.HELP (4357). This information will be relayed to technicians

AFTER HOURS & WEEKENDS:
- Call the Facilities Operations Desk at 303.724.1777 (AMC), 303.556.5000 (DDC), 303.436.5064 (DHMC).
- If you do not reach a representative at the Facilities Operations Desk, call Police at 9-1-1 from a campus phone or 303.724.4444 (AMC), 303.556. 5000 (DDC), 303.436.7444 (DHMC) from any other phone and the dispatcher will contact the appropriate Facilities Operations representative.

Personal Readiness Activities:
- Identify all areas of Facility that can have reduced air so that critical space functions, such as animal housing rooms, procedure areas, ABSL, and active surgical space can continue to operate at normal airflow rates. Provide the list of areas that can have reduced airflow to Facilities staff to include room numbers. The following areas should be checked in the following order to see if reduced airflow is possible.
  - Office areas
  - Break room
  - Locker and restroom areas
  - Any animal housing or procedure rooms that are between or waiting for new research projects and are unoccupied
  - Check surgery and necropsy schedules and reduce air during unoccupied time frames
  - Veterinary diagnostic space
  - All corridors

- Keep all doors closed (opening only for personnel and equipment).
- Alert all staff, including research staff to NOT use hazardous or odorous products or materials
- Check the status of the ventilated racks (generally they are not affected)
- Check the status of the ABSL, to ensure all Biocontainment cages are receiving sufficient air.
WINTER STORMS

**General**: Denver is in a high plains semi-desert area, at the base of a long mountain range. This geography offers substantial protection from severe sudden winter storms, but occasionally this same geography will intensify winter storms. It is essential that the animals are cared for during such storms. The most likely storm related problem will be the loss of electricity or failure of the HVAC. Furred animals can usually do very well in their cages with the doors closed for a long time in such conditions. Special attention should be paid to nude rodents, amphibians, reptiles, and fish. The task of the care provider is to check on the animals, and to report the condition of the room to the Facility Manager or their designee.

**Personal Readiness Activities**

- All OLAR Personnel with the exception of the Administrative Staff are considered Essential Personnel and must report to work even if the campus is closed. They are not authorized to leave work or miss work due to weather conditions or the activation of any phase of the emergency plan without specific approval from the Director of OLAR or their designee.
- Check your work area(s) for adequate caging, feed, and other supplies and ensure that they are well stocked.
- Verify that your animals have been cared for and have full water and feed (in case of extended care delays).
- Check with the Facility Manager for the status of developing weather and changes to the work schedule.
  - If possible, you will be alerted in time to send you home, but be prepared to be confined to the Vivarium for a period up to 24 hours due to sudden severe winter storms.
- Keep emergency supplies in your locker or desk drawers, including out-of-state telephone numbers, family emergency contact numbers.
- Know the location of flashlights, batteries, first aid kit and battery operated radios.
- Use stairs to move from floor to floor if the electricity is out (see Power Failure).
- Collect information on any storm damage and injuries and report to the Facility Manager.

**Animal care operations must continue for all animals on this campus at all times and in all conditions.**
TORNADO

**General**: Tornados are very rare, but can occur in the Denver metro area. There will likely be a warning, and your Facility Manager will have already advised you of the situation. Stay away from windows. The damage your facility will incur depends upon a number of things, such as building construction, building shape, number of stories. Tornados may be very noisy even when no major damage is occurring. Sounds come from the winds and breaking of falling objects.

**Personal Readiness Activities**

- Check your work area(s) for heavy objects (e.g. equipment) stored overhead that could fall on top of you during a tornado. Be aware of the weather conditions during the spring and summer time of the year.
- Move tall cabinets and shelves to locations where they cannot overturn and block your exit.
- Know the location of flashlights and batteries, the first aid kit, and battery operated radio. Keep out-of-state contact numbers and family emergency contact numbers available.
- Identify Safety Spots in your work areas that will provide you with protection from falling objects.
- After the safety of evacuation routes has been checked, exit as directed by the Facility Manager, Supervisors, Police, or other emergency responders.
- Be when evacuating to have to duck and cover your head or crawl over debris.
- Use stairs to move from floor to floor. Never use the elevators during an emergency.
- Stay off the telephone. Unnecessary calls to 911 may delay critical emergency care to victims.
- Listen to the radio for information.
- After the event, go to the designated outside assembly area and report to the Facility Manager. Note any missing people and report that to the Facility Manager or Emergency Responders.
- Collect information on damage and injuries reported and provide that information to the CU Denver Emergency response teams responsible for search and rescue, medical assistance and damage control.
- **Do NOT risk human lives to save animals.** But if necessary and possible, evacuate animals as soon as possible according to the Animal Evacuation Plan AFTER it has been determined by the emergency responders that it is safe to reenter.
UNSCHEDULED ANIMAL DELIVERIES

General: Timely processing of animal deliveries is necessary to avoid loss of life or injury to animals. On rare occasions, animal shipments may arrive unexpectedly on dates different from those posted. Emergency procedures to address both scheduled and unscheduled animal shipments need to be in place.

Personal Readiness Activities

- Identify where to redirect animal shipments if they cannot reach Vivarium personnel and apprise the security staff.
- Let suppliers know that if they learn of a major emergency (e.g. severe storm) affecting the Denver area, they should call to verify shipment instructions
- Contact the Facility Manager, or if not available the Director of OLAR or Veterinarian On-call to receive specific instructions.
- Contact the Police Department at 303.724.4444 (AMC) 303.556.5000 (DDC), 303.436.7444 (DHMC) if you have a suspicion that this may be a developing animal rights intrusion.
UTILITY FAILURE

**General:** Public Service and CU Denver Facilities provide excellent utility service. However, on occasion even the best mechanical devices will break and this may stop or restrict our connection to electricity or other utility service. The table below lists a variety of service related problems and what is expected in each circumstance.

<table>
<thead>
<tr>
<th>FAILURE</th>
<th>WHAT TO EXPECT</th>
<th>WHO TO CONTACT</th>
<th>RESPONSIBILITY OF USER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer system</td>
<td>System down.</td>
<td>Information Systems</td>
<td>Use backup manual/paper system.</td>
</tr>
<tr>
<td>Electrical power failure- emergency generators work</td>
<td>Many lights out. RC1 and R2 Vivarium all outlets work. Others, only RED plug outlets work.</td>
<td>Facility Manager Assoc. Director Operations Assoc. Director Husbandry Facilities</td>
<td>Check ABSL caging and all blowers. Turn off all non-essential electrical equipment. Ensure freezers and insulators are on emergency power. Use flashlights.</td>
</tr>
<tr>
<td>Electrical power failure - total</td>
<td>Failure of all electrical systems.</td>
<td>Facility Manager Assoc. Director Operations Assoc. Director Husbandry Facilities</td>
<td>Check ABSL containment caging, euthanize animals if necessary. Turn off all non-essential electrical equipment. Monitor facility. Use flashlights and lanterns.</td>
</tr>
<tr>
<td>Elevators out of service</td>
<td>All vertical movement will have to be by stairwells.</td>
<td>Facility Manager Assoc. Director Operations Assoc. Director Husbandry Facilities</td>
<td>Use stairs.</td>
</tr>
<tr>
<td>Elevator stopped between floors</td>
<td>Elevator alarm bell sounding.</td>
<td>Facility Manager Assoc. Director Operations Assoc. Director Husbandry Facilities</td>
<td>Keep verbal contact with personnel still in elevator and let them know that help is on the way.</td>
</tr>
<tr>
<td>Fire alarm system</td>
<td>No fire alarms or sprinklers.</td>
<td>Facility Manager Assoc. Director Operations Assoc. Director Husbandry Facilities</td>
<td>Institute fire watch. Minimize fire hazards. Use phones or runners to report fire.</td>
</tr>
<tr>
<td>Natural gas failure or leak</td>
<td>Odor, no flames on burners, etc.</td>
<td>Facility Manager Assoc. Director Operations Assoc. Director Husbandry Facilities EHS</td>
<td>Open windows (if possible) to ventilate. Turn all gas shut off valves throughout the facility to the “OFF” position. Turn off all gas equipment. Don’t turn on or off any electronics or spark-producing devices.</td>
</tr>
<tr>
<td>Animal care equipment</td>
<td>Equipment does not function properly.</td>
<td>Facility Manager Assoc. Director Husbandry</td>
<td>Replace and tag defective equipment for repair.</td>
</tr>
<tr>
<td>Sewer stoppage</td>
<td>Drains backing up.</td>
<td>Facility Manager Assoc. Director Operations Facilities</td>
<td>Do not flush toilets. Do not use water. Stop cage wash operations temporarily in the facility affected. Use other facility.</td>
</tr>
<tr>
<td>Steam failure</td>
<td>No building heat or humidity control. Cage washers will not operate properly.</td>
<td>Facility Manager Assoc. Director Operations Facilities</td>
<td>Use space heaters and backup room humidifiers if necessary. Begin hand washing caging and speak with OLAR Director for further instructions.</td>
</tr>
<tr>
<td>Telephones</td>
<td>No phone services.</td>
<td>Telecommunications Administration</td>
<td>Cell phones, Zello, walkie-talkies, texting. Use runners as needed.</td>
</tr>
<tr>
<td>Ventilation</td>
<td>No ventilation; no heating, cooling, or humidity control.</td>
<td>Facility Manager Assoc. Director Operations Facilities</td>
<td>Close doors. Do not use hazardous/odorous materials.</td>
</tr>
</tbody>
</table>
SPECIAL CONSIDERATIONS

General: There are several specialized facilities within the Vivarium that must receive special consideration in the event of an emergency. It is important to contact the Facility Manager or designated contact for these facilities to receive additional instruction on how to handle emergencies within these areas.

ABSL 2/3 – Located in the RC1 facility, this area has specialized containment for projects that could affect human or animal health. In the event of an emergency, please seek instructions from the Facility Manager of RC1 or their designee. If there appears to be damage to the air flow or emergency power, wait for instructions from the Site Command, which will include representatives from EHS and other life safety groups, as to whether it is safe to enter the area. Additional Personal Protective Equipment (PPE) may be required, including N95 respirators. Animals that are in BioContainment Caging Units (BCU) should be checked first. Animals in BCU caging have approximately 2 hours of oxygen if the airflow is off and must be appropriately handled prior to this time, if possible without affecting human life, in an emergency. It will be important to work with EHS for any clean-up efforts post the emergency situation.

CVP Pumps – In general the CVP Vacuum pumps will fail off. This should return the atmosphere that the animals are housed in to the surrounding environment. If there is a failure of the pumps, the CVP core emergency contact numbers should be used for direction. If animals are in the newer chambers and housed at sea level, it is important to open these chambers, as they are clasped shut in order to achieve appropriate experimental conditions.

Zebrafish Facility – In general, consult the zebrafish facility supervisor or the investigators for instructions (contact numbers above) regarding the care of fish during an emergency. It may become necessary to shut the water supply to the tanks. To do this see laminated sign in pump room or follow the directions below:

1. Shut incoming water off. The valve is next to the reverse osmosis water maker
2. Unplug the Ultraviolet light
3. Flip the main switches off. There are 4 switches to pumps and another switch to the backwash system (5 switches total).

If it becomes necessary to move zebrafish from the facility, consult with the zebrafish users for which lines are a priority to bring. Many lines can be recovered from the zebrafish resource center in Oregon, however several lines are unique to CU Denver. Numbers of fish and tanks that can be moved will depend on available housing capacity in the alternate facility and the nature of the disaster.

Perinatal Research Facility – Accessing this facility requires an N95 respirator in the restricted area. Consult the facility specific emergency manual for evacuation patterns for the animals if this becomes necessary. The grounds are fenced and could be used in the short term to contain the animals on the outside of the facility until alternative arrangements can be made.

Xenopus Frogs – For outages in power and water service that are expected to be prolonged, housing that is flow through or recirculating will become static. Generally there is at least one cage change of water available within the room. Work with the veterinary staff to limit feeding in order to decrease bacterial and ammonia load from food debris and bodily waste as well as consider possibly decreasing the frequency of water changes.

Gnotobiotics – The gnotobiatic animals are in two styles of housing. Flexible film isolators that require power to exchange gases and maintain filtered air. If power is lost, the isolators can be in static mode for at least 24 hours, but after will need to access power or the isolators will have to be opened to remove the animals. The Tecniplast Ventilated Isolation rack has cages that are completely sealed. If power and airflow to the cages is disrupted, the animals will not receive any additional air. This is an emergency situation and the animals must be checked within 1 hour of power disruption, if possible without affecting human life, in an emergency. Animals on this rack may have been treated with a biohazard agent and therefore it will be important to work with EHS for any clean-up efforts post the emergency situation.