



WESTERN STATE
COLORADO UNIVERSITY

EMERGENCY GUIDE



EMERGENCY CONTACTS

GUNNISON DISPATCH

Emergency	911
Non-Emergency	970.641.8000

CAMPUS SECURITY

Security Office	970.943.3084
Security Cell	970.209.1020
Security Duty Cell	970.209.8798

CAMPUS FACILITIES

Facilities Office	970.943.3087
Facilities Duty Cell	970.901.2449

ACTIVE SHOOTER

During an active shooter event, the University employs the philosophy of:

RUN. HIDE. FIGHT.

This philosophy of response was suggested by our police chief Keith Robinson who also holds legal jurisdictional authority over Western. The procedure is also endorsed by the FBI as well as the Dept. of Homeland Security. Here is further clarification of the three responses:

RUN	HIDE	FIGHT
If there is an escape path, attempt to evacuate	Lock and/or blockade the door	Attempt to incapacitate the shooter
Evacuate whether others agree or not	Silence your cell phone	Act with physical aggression
Leave your belongings behind	Hide behind large objects	Commit to your actions
Help others escape if possible	Remain very quiet	
Prevent others from entering the area		
Call 911 when you are safe		

RAVE Alert *getrave.com* will continue to be the central communication channel to notify the campus of an Active Shooter or any other Crisis situation.

**ACTIVE
SHOOTER**

EMERGENCY NOTIFICATION

Beginning with the 2010 fall semester, Western implemented **Rave Mobile Safety** as our primary emergency notification system. This system has had tremendous success across the country.

Students, faculty and staff are strongly encouraged to register for this service. All Western students receive an email at their Western email address asking them to sign-up with **Rave Mobile Safety**. Students will continue to receive messages requesting that they sign-up until they have done so. Western will conduct tests of the Rave emergency notification system periodically throughout the semester to ensure the system is working properly.

To sign up for **Rave Mobile Safety** alerts, please go to:

getrave.com/login/western

Use your Western login to enter the site and sign up.

Western and **Rave Mobile Safety** will have all participating faculty, staff, and students' cell phone numbers and email addresses on file. If there is an emergency on campus or in the community that must be communicated, a mass text message and email will be sent out. For general questions about the system, please contact the Student Affairs Help Desk Manager at 970.943.2232, or you may stop by the Office of Student Affairs in Taylor Hall 301.

Western will use the alert broadcast messaging service for emergencies only.

**EMERGENCY
NOTIFICATION**

CARE TEAM

The mission of the Western State Colorado University **Campus Assessment, Response and Evaluation (CARE) Team** is to promote student, faculty and staff success and campus safety by identifying individuals who demonstrate behaviors that may be early warning signs of possible disruptive or violent behavior and intervene at the earliest possible point.

The focus of Western's **CARE Team** is the care and concern for students, faculty members or staff members who may be in distress. Team members coordinate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the Western community healthy and safe.

Are you or someone you know...

Experiencing a decline in work or academic performance?

Sad, anxious, or experiencing dramatic mood shifts?

Demonstrating disruptive or disturbing behavior?

Abusing alcohol or drugs?

Showing dramatic changes in appearance, behavior or weight?

Isolating themselves socially?

Having problems at home, classes, or work?

Acting paranoid or suspicious?

Making disturbing comments in conversation, email, letters, or social media?

Frequently angry or easily frustrated?

Struggling with health problems?

These reports can be confidential. Be prepared to give detailed information regarding the nature of the observed behaviors and any supporting documentation.

Confidential **CARE** reporting forms
western.edu/current-students/student-affairs/care-team

File a report by phone: **970.943.2616 Monday through Friday, 8am-5pm**

After hours: **Security 24-hour phone 970.209.8798**

**** Dial 911 for anyone in imminent danger of harm to self or others ****

CARE TEAM

WEAPONS ON CAMPUS

Report all weapons to Campus Security Services and a staff member. If you are not sure if this warrants the arrival of a guard, call anyway. It is best to err on the side of caution.

Do not assume you can handle this by yourself. Call Campus Security Services and assist as requested.

Western recognizes the rights of people with a concealed weapon permit to carry concealed weapons on campus.

WEAPONS
ON CAMPUS

TITLE IX / SEXUAL MISCONDUCT

The University will take all necessary measures to deter sexual misconduct, including but not limited to preventive educational programs, prompt and thorough investigation of sexual misconduct complaints and the imposition of appropriate disciplinary sanctions against policy violators.

Reporting Sexual Misconduct

The University encourages victims of sexual misconduct to talk to somebody about what happened – so that victims can get the support they need and the University can respond appropriately. This policy is intended to make individuals aware of the various reporting and confidential disclosure options available to them so that they can make informed choices about where to turn should they become a victim of sexual misconduct.

Title IX/Sexual Misconduct Administrator

Chris Luekenga | Taylor Hall 301 | 970.943.2616 | cluekenga@western.edu

On-Campus Confidential Resources

Should a complainant wish to speak with an individual in confidence, they should speak with someone at the University's Counseling Center. Counselors generally will only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these individuals will not trigger a University investigation into an incident against the victim's wishes.

Campus Counseling Center

Tomichi Hall 104

970.943.2484

After Hours Emergency:

970.252.6220

Campus Health Clinic

Tomichi Hall 104

970.943.2707

Center for Mental Health

710 N. Taylor Street

970.641.0229

Project Hope

Victim Support Services

970.641.2712

24/7 Helpline: 970.275.1193

www.hope4gv.org

Gunnison Police Department

Emergency 911

970.943.8240

MECHANICAL FAILURE

Emergency mechanical failure is defined as **mechanical failure that causes immediate risk to personnel or property**. Mechanical failure can be but is not limited to:

- Building flooding
- Gas leak
- Run-away boiler

In the event of a mechanical failure:

- Stay calm
- Pull the fire alarm
- Call 911
- Follow the evacuation procedure outlined in Section 3
- Call Facility Services and notify your supervisor

FIRE

If you discover a fire:

Remain calm and activate a fire alarm.

Call 911.

Follow the evacuation procedure.

If the fire is small, call 911 first. You may then attempt to put it out with a fire extinguisher if you can do so safely. Use the **P-A-S-S** method:

Pull the pin in the handle

Aim at the **BASE** of the fire

Squeeze the nozzle, while employing a

Sweeping motion

Never allow the fire to come between you and an exit path.

If you are unable to put the fire out, evacuate by the nearest emergency exit.

Touch closed doors with the back of your hand prior to opening them. If it is hot or if smoke is visible, do not open that door. Seek another exit path.

If cool, exit carefully.

If there is smoke, crouch near the floor upon exit.

If there is fire, confine it as much as possible by closing doors and windows (do not lock the doors).

Never use an elevator during a fire evacuation.

Evacuate down stairs, or as a last resort, to the roof.

Do not re-enter building until authorized by emergency personnel.

In the event you cannot get out of the room you are in safely, call 911 and inform them of your location and place towels or clothing underneath the door to prevent smoke from entering.

FIRE

EVACUATION

Emergency situations require immediate decision making regarding evacuation procedure. The following information will give guidelines when evacuations are necessary.

All building evacuations will occur when a fire alarm sounds and/or upon notification by campus administration, Campus Security Services, Gunnison Police or other county officials.

Remain calm.

When a fire alarm is activated, leave using the nearest marked exit and alert others to do the same as you leave the building.

Each building shall have its own procedures for assisting people with special needs, attempting to protect HRCI (High Risk Confidential Information), and any other special conditions that may be applicable.

Do not use any elevator!

If you are directing others, communicate clearly and succinctly.

Example: "We have a (type of emergency). Evacuate to (predetermined building evacuation area) and do not leave the area. Take your belongings. DO NOT use the elevators."

If you are assigned to do so, assist persons with disabilities.

Turn off applicable equipment and secure area.

Close doors but do not lock them.

Keep exiting groups together.

Avoid wearing high heel shoes.

Do not carry liquids, beverages, or water bottles into the stairwell (fall and slip hazards).

Exit the building via the nearest safe exit route. Walk, do not run.

Once outside, proceed to the predetermined assembly point. This point should be at least 300 feet away from the affected building. Keep walkways, fire hydrant areas, fire lanes, and streets clear for emergency vehicles and personnel. It is your responsibility to know your building's assembly point.

Account for all known faculty, staff, and students.

Wait at evacuation point for instructions. Do not leave the area and instruct those present to do the same.

Do not return to an evacuated building unless told to do so by campus administration, Campus Security Services, Gunnison Police or other county officials.



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