**EMERGENCY PLAN (Abbreviated)**

**School:** Auguste Escoffier School of Culinary Arts  
**Address:** 637 B South Broadway St., Boulder, CO 80305  
**THIS LOCATION:** 691 B South Broadway St., Boulder, CO 80305

### NAMES AND TELEPHONE NUMBERS OF EMERGENCY CONTACT

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE PHONE</th>
<th>OTHER PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department</td>
<td>911</td>
<td>303-441-3333</td>
</tr>
<tr>
<td>Police Department</td>
<td>911</td>
<td>303-441-3333</td>
</tr>
<tr>
<td>Medical Assistance</td>
<td>911</td>
<td>Boulder Community Hosp. 720-854-7854</td>
</tr>
<tr>
<td>Bomb Squad</td>
<td>911</td>
<td></td>
</tr>
</tbody>
</table>

**Building Manager/Lessor:**  
WW Reynolds  
303-442-8687

**Official In Charge:**  
Ken Hause  
303-494-7988  
702-375-2763

### EMERGENCY ORGANIZATION INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>DUTY</th>
<th>PHONE</th>
<th>OTHER PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ken Hause</td>
<td>Campus Director</td>
<td>303-494-7988</td>
<td>702-375-2763</td>
</tr>
<tr>
<td>2. Graham Mitchell</td>
<td>Executive Chef</td>
<td>303-494-7988</td>
<td>512-507-9644</td>
</tr>
<tr>
<td>3. Pat Hagan</td>
<td>Registrar</td>
<td>303-494-7988</td>
<td>303-913-8751</td>
</tr>
</tbody>
</table>

### EMERGENCY PLAN GUIDANCE

**IMPORTANT!** Know Evacuation Routes. Know the Plan of Action. Be Prepared to assist the handicapped.

#### FIRE OR SMOKE

- Sound Building Alarm  
  - Record information on separate form
- Call Fire Department  
  - Notify Official in charge
- Notify Official in Charge  
  - Notify Police
- Notify Building Manager/Lessor  
  - Notify Building Manager/Lessor
- Assist Fire Department  
  - Search immediate area & public areas for any suspicious packages or objects
- Evacuate area Immediately  
  - If suspicious package or bomb is found: **CALL 911**
- Close windows and doors *(Do not lock)*  

#### HAZARDOUS MATERIAL

- Do not touch  
- Do not handle the substance  
- Do not clean the substance  
- Isolate employees  
- Keep employees calm  
- Notify Fire Department  
- Shut off the HVAC  
- Secure objects outside building  
- Evacuate the area  
- Stay away from large windows  
- For tornado, open windows

#### CIVIL DISTURBANCES

- Notify Official in Charge  
  - Know location of utility shutoff valves & switches
- Secure all doors  
  - Stay tuned to weather reports
- Notify Police  
  - Standby for further instructions
- Notify Building Manager/Lessor  
  - Take cover under a table, desk or in a doorway
- Do not run outdoors

#### EARTHQUAKE

- Notify Building Manager/Lessor  
  - Take cover under a table, desk or in a doorway
- Do not run outdoors