Emergency Procedures Manual
The AESCA Emergency Procedures Manual provides guidance for responding to emergencies that may disrupt programs and operations, or threaten the health or safety of the school community.

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Purpose

AESCA is committed to protecting the welfare of its faculty, staff and students, as well as its intellectual property and facilities. The school strives to minimize the impact of emergencies and assure maximum and efficient utilization of resources in responding to and recovering from any occurrences.

This document provides guidance for responding to emergencies that may disrupt programs and operations, or threaten the health or safety of the school community. The plan address fires, explosions, hostage situations, hazardous materials release, extended power outages, etc. Various department leaders will be designated as members of the Crisis Management Team (CMT). When an emergency occurs, response actions are guided by the institution’s goals to:

- protect life and safety;
- secure our critical infrastructure and facilities; and
- resume teaching and all other institutional day-to-day operations as quickly as possible.

Any questions regarding this policy should be directed to the Campus Director at 512-451-5743.

Scope

The Crisis Management Team will be activated in the event of serious incidents including the following:

- any death on campus or at a school-sanctioned or sponsored event in/around a school facility;
- any death of a student or employee traveling to, from, or on behalf of AESCA;
- any near fatal accident or incident, or any attempted suicide;
- serious behavior of student which is determined to be threat to the school;
- serious damage to school property;
- any threat to health, safety, or welfare of the school community;
- other incidents unique to the campus demanding special attention, but not involving the above (e.g., serious injury to a visitor or extraordinary damage to community property by students); and
- other incidents which would benefit from input from the Crisis Management Team.
Roles & Responsibilities

The school has formalized a response hierarchy for emergencies from minor events to catastrophes. A variety of different departments may play a part in handling emergencies.

**Campus Director** In all emergency situations, the Campus Director will investigate the report, arrange for site security, implement notification requirements, set emergency area boundaries, establish communications and write a report that is distributed to the Crisis Management Team.

**Facilities Management** Through the office of the Executive Chef, Facilities Management will advise and assist with hazardous-material spill control and cleanup. When the ability to respond adequately to a hazardous agent spill or release is beyond the capability of school personnel, the Executive Chef will advise the Campus Director to call the local fire department or local hazardous materials response team. Facilities Management may be involved to provide access, advice on building features and technical expertise.

**Safety marshals** The Campus Emergency Guidelines require that department heads will serve as safety marshals, who are the key contact for emergency personnel in incidents in their assigned areas.

**Crisis Management Team** The Campus Emergency Guidelines call for the establishment of a Crisis Management Team (CMT). The CMT will gauge the scope of any incident and advise the president. The CMT will also establish response strategies, deploy resources and initiate the emergency recovery process. The co-chairs of the CMT are the Campus Director and the Executive Chef.
Crisis Media Plan

As appropriate, the Campus Director will:

- Develop a statement of facts that will be released to the news media. This will include the topics about which the media will have questions.
- Designate a location for the media which is convenient for the school and at a safe distance from the emergency situation.
- Coordinate any press conferences, prepare or approve notes for speakers involved in news conferences and prepare or approve written statements for the press.
- Prepare or approve a fact sheet containing relevant information about students and personnel.
- Arrange interviews with the faculty and staff involved in the emergency.
- Coordinate information to be shared with faculty and staff personnel during and after the crisis.
Crimes on Campus

AESCA is committed to protecting the welfare of its faculty, staff and students, as well as its property and facilities. The school strives to minimize the impact of emergencies and assure maximum and efficient utilization of resources in responding to and recovering from any occurrences. This document provides plans and procedures for responding to emergencies that may threaten the health and safety of the school community or disrupt its programs and operations. The plans address fires or explosions, hazardous materials releases, extended power outages, etc.

When an emergency occurs, response actions are guided by the institution’s goals, to:

- protect life and safety;
- secure our critical infrastructure and facilities; and
- resume teaching and all other institutional day-to-day operations as quickly as possible.

Any questions regarding this policy should be directed to the Campus Director at 720-457-9612.

Responsibility to Report Crimes

All members of the AESCA community, its guests and visitors are encouraged to report emergency situations or instances of possible violations of law or school policies to the Campus Director. The Campus Director has the primary responsibility for responding to such reports.

Listed below are the types of incidents which may result in injury or serious threat of injury to a person or person’s property and require reporting:

- Assault and battery
- Bomb threat
- Sexual offenses
- Theft of property
- Arson
- Furnishing, selling, use or possession of any unauthorized substances described in the code of conduct for students
- Distribution, sale, purchase, manufacture, or unlawful possession of controlled substances while on, or within ¼ mile of, campus
- Extortion
- Possession of weapons on campus
- Vandalism
- Possession or sale of stolen property
- Threatening to take the life of or inflict bodily harm upon another
- Perceived threats toward someone
- Furnishing, selling, use or possession of controlled substances, including without limitation drugs, narcotics, or poisons
Crime Reporting Procedures

Notify the Campus Director at 512-451-5743, and provide the following information:

- Name of the person calling in the report (not required)
- Nature of the incident
- Location of the incident
- Description of person involved
- Description of property involved

Death, Serious Injury, or Illness on Campus

If the situation warrants, dial 911.

If there is a situation on campus in which faculty, staff, a student, or a campus visitor is injured or seriously ill, immediately contact Campus Director.

If a qualified individual is available to administer first aid, ask that person to assist the injured or ill person until the Campus Director or EMS arrives on the scene. Whenever a student, employee or visitor on campus is injured, the following procedures should be followed:

- If in doubt, dial 911
- Determine injuries and provide first aid, as necessary.
- Restore order and move students away from the scene. Students should not be allowed to leave class to go to the scene.
- Assess extent of situation by determining who was involved or committed the act. Identify witnesses and remove them to a secure area. Keep witnesses separated. Keep the scene secure. Do not disturb possible evidence or remove the victim if determined to be deceased.
- The Office of Campus Director will activate the CMT to define actions to be taken.
- Follow emergency procedures for communication of information to the staff and students for evacuation.

Student Trips

Pre-planning is an essential element of trip preparation. The following steps must be completed prior to an off-campus trip:

- The department sponsoring the trip will have address, phone number, and emergency contact information for each student on hand.
- Participant roster will be sent to the Executive Chef and the Campus Director.
- Schedules must also be on hand with the Executive Chef and the Campus Director.
Off-Campus Emergency

In case of an accident or student injury, the trip leader will follow these emergency procedures. If the trip leader is unable to carry out this process, the student captain will take the place of the trip leader.

- Trip leader calls appropriate emergency number or 911.
- Trip leader then contacts Campus Director.
- If appropriate, the Campus Director will dispatch appropriate individual(s) to hospital, accident scene, etc.
- All students involved in the accident, regardless of whether they are injured, are taken to the hospital to be examined unless they refuse.

Fire

The procedures listed below are to be followed when a fire is identified in any building on campus:

- Sound the fire alarm immediately.
- Notify Campus Director at 512-451-5743.
- Evacuate the building, following the building evacuation plans noted previously.
- Do not close windows; close doors but do not lock.
- Everyone must remain out of any driveway or other hard surfaced area close to the building.
- The Campus Director will meet the first responders
- Students, faculty and staff members will be allowed to return to the building at the direction of Campus Director only upon the recommendation of the Fire Department.

Utility Failure

Utility failures can shut down electricity, water, or other services around campus and could result in suspending classes and campus closure.

Electrical utility failure most often occurs during major storms and is generally a result of problems unrelated to events on campus. Electrical utility failure can have a significant impact on class schedules. If the power goes off in a building, contact the Campus Director. If the electrical failure affects class scheduling, the Crisis Management Team may be activated to manage the emergency and coordinate recovery.

In the event of a downed power line (sparks, exposed wires, etc.) clear everyone from the area and alert Campus Director immediately.

If the utility failure is water, the effect on the campus could be significant. In the event of water failure, alert the Campus Director.

Disruption of natural gas utilities could have significant impacts on campus functions. In the event of a natural gas failure, notify the Campus Director. If disruption of gas is accompanied by a gas smell, evacuate the building immediately.
**Bomb Threat or Explosion**

All bomb threats are to be taken seriously. A bomb threat may occur in various ways. If you receive a bomb threat, it is important to gather as much information as possible and immediately notify your supervisor or Campus Director.

Please keep in mind that the vast majority of bomb threats are false and are made with the intent of disrupting normal business. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the Campus Director. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone and are generally brief. If you get a call, attempt to keep the caller on the phone and gather as much information as possible.

Notify Campus Director at 512-457-5743, or 911. Give your name, phone number and location.

The Campus Director will be responsible for notifying safety marshals and evacuating the building as appropriate.

In an evacuation, students, faculty and staff should only carry their own personal items. Portable radios, cellular phones, and pagers must not be used during a bomb threat incident. In addition, equipment such as microwaves must be turned off during a bomb threat.

Employees should be aware of unusual or suspicious boxes, packages, noises, devices, or disturbances in their classroom or in the hallway as they evacuate the building. Do not touch anything that looks suspicious. Report suspicious items to your supervisor or the Campus Director.

The affected building will be searched by Campus Director and Facilities Management personnel with assistance from others if needed. The Campus Director will consider the time indicated by the caller to determine when the building will be searched.

Once a building is evacuated, stay in the designated area until the campus director or designee indicates it is safe to return to the building.

**Bomb Explosion**

The following procedures are to be followed if there is an explosion in a campus building:

- Take cover under sturdy furniture, cover heads with hands and continue kneeling face down or until flying debris ceases.
- Stay away from windows.
- Do not light matches or lighters.
- Once an explosion has occurred, evacuate building using standard evacuation procedures when all flying debris ceases.
- Move well away from the site of the explosion to a safe location, preferably the building evacuation site.
- Call 512-451-5743 or dial 911 from a cell- or public telephone.
- Assist with injured, wounded or trapped students, faculty or staff.
The Campus Director will meet with the emergency first respondent to explain the situation.
Severe or Inclement Weather

Campus Director is alerted to potential severe or inclement weather by television, internet, and weather radio. Upon receiving this information, notification is made to the School community by email, school web page, and the local news.

Severe or inclement weather includes:
Severe thunderstorms: Thunderstorms having tornadoes, gusts at least 58 mph, or hail at least ¾ inch in diameter
Tornado Watch: Conditions are favorable for tornado or severe weather
Tornado Warning: Tornado has been sighted, or indicated by Doppler radar
Winter Storms: Storms likely to bring ice, strong winds, freezing rain, and snow

Notification of Severe Thunderstorm or Tornado

When Campus Director is notified of a severe thunderstorm or tornado, s/he will immediately notify faculty, staff, and on-campus students.

Upon notification:

- Anyone outside should be instructed to come into a building.
- Stay away from windows and exterior doors.
- Faculty and staff should close all windows and blinds to create a protective barrier against flying debris.
- Move away from glass/window areas and proceed to a designated position against an inner hallway on the lowest floor or a smaller interior room of the building without windows, such as a bathroom or closet.
- If sheltering in an interior room/office, go to the center of the room. Stay away from corners as they attract debris.
- Get under a piece of sturdy furniture such as a workbench, heavy table, or desk.
- Assume a kneeling position, head down, use arms to protect head and neck from falling or flying debris.
- Remain quiet so any directions given can be heard.
- Anyone in unsafe locations will be asked to go to a safer area on campus. Areas designated as unsafe are areas near windows, doors, and outside the buildings.
- Never try to "out drive" a tornado. Abandon the vehicle immediately and take shelter in a nearby building, lie in a ditch, culvert, or low-lying area, or crouch near a strong building. Use arms to protect head and neck.

Once the threat of severe weather has passed, a clear signal will be communicated from Campus Director to notify building occupants that it is safe to return to offices or classrooms.
Inclement Weather Policy

AESCA will determine its own schedule with regard to cancellation of classes, school activities and other events and any delayed opening during periods of inclement weather.

Employees should use their own best judgment in terms of whether or not it’s safe to travel to work. Be here on time if possible, late if necessary, and stay off the road if the drive is too hazardous. If you are going to be unusually late or out of the office entirely, please notify your manager.

AESCA will utilize the following with regard to operating hours:

- **Option 1**: The School is closed. All day and evening classes, activities and events are cancelled.
- **Option 2**: All day-classes, activities and events are cancelled.
- **Option 3**: All day- and mid-day classes, activities and events are cancelled.
- **Option 4**: All evening-classes, activities and events are cancelled.
- **Classes in Progress**: If weather conditions deteriorate during the day to the point that the administration determines in the interest of safety that the school should be closed, announcements will be made across the campus as quickly as possible. Typically a specific time will be relayed to suspend all classes and activities. The cancellation or delay of any on-going classes or activities will not result in automatic cancellation or delay of evening or weekend classes or activities.

The Campus Director in conjunction with the Lead Chef will make every effort to determine all administrative and morning class delays or closures by 5:30 am or sooner. Delays or closures will be communicated via the student portal; via channels 4 (Denver CBS), 2/13/31 (Fox) and channel (Denver NBC) (we may be listed as either Auguste Escoffier or Escoffier). Students should look to the portal or to these stations for information on delays or closure. They may also call the school’s main number at 303-494-7988 and listen to the recording. Contacting the chef instructor is NOT NECESSARY.

For students and employees, travel to school is always at the individual’s discretion. **Regardless of whether or not the campus is open, students and employees should always use their own judgment in terms of whether or not they can safely travel to school or work.** Individuals not coming to work should notify their supervisor.

1. Barring a major event, and even if classes are canceled, the administrative office will not close. If the administrative office is closed, for all or part of the day, it will be noted on the school’s voicemail message at 303-494-7988. If the message does not specify a change in operating hours, the administrative office is considered open. This does not change the fact that employees should use their own judgment when deciding whether or not to come to the office, as noted in item 1 above.
2. **Administrative employees** - if the administrative office is closed, a phone tree has been established as a backup to the school’s voicemail message. Starting with The Campus Director, who will call each campus manager, each manager will call his or her direct reports. If an administrative employee has not heard from his/her manager, and is wondering if the office is closed, s/he should call the main number at 303-494-7988 and listen to the message. No message re: closing means admin office is open. If the office is open it does not change the fact that
employees should use their own judgment when deciding whether or not to come to the office, as noted in item 1 above.

3. **Instructors** - Check the portal or tune to local channels 4 (CBS), and 2/13/31 (Fox), or call the main number at 303-494-7988 and listen to the message.

4. **Purchasing** – Executive Chef Graham Mitchell will call to let you know whether or not classes are canceled. If you haven’t heard from Chef Graham and want to know if class is canceled, tune to local channels 4 (CBS), and 2/13/31 (Fox), or call the main number at 303-494-7988 and listen to the message.

5. **Home Cook** – Ellie will make the decision in terms of whether or not classes will be held and will coordinate communication with hosts/assistants/chefs/students.

6. **Students** – Check the portal! Also, students can tune to local channels 4 (CBS), and 2/13/31 (Fox) and 9 (NBC). Also, students may call the main number at 303-494-7988 and listen to the message. **No message re: delay or closure means no delay or closure.**

**IMPORTANT:**

Staff and students should notify the front desk immediately if your contact information, especially cell number or email address, changes.

*Please do not call the Campus Director, as he will be busy assisting students and handling situations related to the event.*

For students, any school closure or delay must be made up at a later time.

For employees, at no time is school closure, class delays or cancellation of class, events or activities due to inclement weather to be construed as "free" days or hours off from work. Any time away from work must be made up at the discretion of the supervisor, taken as flexible time off, or taken as leave without pay. When unable to report to work due to weather conditions, employees should notify their supervisors in accordance with departmental guidelines.

**Severe Weather Damage**

If damage occurs to a building on campus during a severe weather event, notify the Campus Director immediately.

Upon notification, Campus Director will make a decision to evacuate and move to another building or stay within the damaged building depending on the damage assessment.

If the decision is made to evacuate the building, follow standard evacuation procedures and assist any injured or trapped persons. Do not try to move the seriously injured unless they are in immediate danger of further injury.

Once a damaged building is evacuated, stay out of the building until Campus Director determines that you may return.

Reassignment of classrooms will be made a quickly as possible.
Resources


Accuweather – http://www.accuweather.com


The Weather Channel – http://www.weather.com

**Student Disturbances**

AESCA has a responsibility to ensure that disturbances on campus do not interfere with the normal operations of the school. If students are causing a disruption and the misbehavior or disruption is not serious, attempt to have students return to their normal routine. If the disruption continues or if injury occurs, contact Campus Director at 720-457-9612.

**Classroom Disturbances**

The following procedures are to be followed if an unauthorized person enters a classroom:

- Faculty should offer assistance to the individual and communicate in a non-threatening manner until help can be obtained.
- If the person is hostile or threatening, notify Campus Director for assistance as soon as it is safe to do so.
- If the intruder is perceived as a threat or shots are fired, evacuate everyone to the safest position away from the intruder. Otherwise, everyone should remain in the room or office and the door should be locked to prevent entry by an intruder.
Suspicious Person on Campus

AESCA faculty, staff, and students share in the responsibility to ensure a safe environment exists on our campus. One of the ways this can be accomplished is to report suspicious persons or activities promptly to the Campus Director. Everyone can contribute to a safe campus environment by recognizing and reporting suspicious behavior to Campus Director.

An example of a behavior that should raise suspicions is observing someone going from room-to-room or door-to-door between offices. Likewise, if someone is loitering near a building or elsewhere, and looks like he or she doesn’t belong or just makes people uncomfortable, notify Campus Director. If someone is suspicious or is not recognized, politely offer to be of assistance. If this is not comfortable for you to do yourself, contact your supervisor or the Campus Director. If the person has business there, he or she will appreciate the assistance. If the person has no reason for being in the building, promptly contact Campus Director. A school employee should remain with the individual until officers arrive unless the employee feels threatened. When contacting Campus Director, be prepared to fully describe the person and/or the vehicle that is of concern. For example, describe any hat, hair color/style, facial features, shirt/jacket, etc. In reporting a vehicle, provide the color, make and model, tag number and state, distinguishing characteristics such as decals, dents, and any other features that would differentiate this vehicle from all others.

Although most “suspicious” behavior is innocent, trust your intuition and don’t hesitate. We would much rather intervene and find no problem than respond to an emergency situation afterward.

Suspicious Person Notification

Upon notification to faculty and staff of a suspicious person in the building, classroom and office doors should be locked immediately and remain locked until notification is given again by the Campus Director that all is clear.
**Hazardous Materials Incident**

Because hazardous materials may be in use, a spill or accidental release may occur. Appropriate and immediate response can prevent serious injury to students and staff. If you witness a hazardous material spill, evacuate the spill site, warn others to stay away and refer to your Materials Safety Data Sheets (MSDS) for guidance. Call the Manager of Facilities to resolve the spill appropriately.
**Suspicious Mail or Packages**

The U.S. Postal Service has identified some common characteristics of letters and parcels that should be considered suspicious and require additional care:

- Type of mail: Foreign, Priority, Special Delivery;
- Restrictive endorsements: Confidential, Personal, To be opened by Addressee Only;
- Visual distractions: Fragile, Rush, Handle with Care;
- Excessive postage: (usually postage stamps);
- Fictitious or no return address; incorrect titles; titles with no names; misspellings of common words;
- Oily stains or discolorations, powders, soil, sand, liquids of any kind or color or sticky/adhesive substances;
- Excessive weight or uneven weight distribution;
- Excessive binding material; masking, electric or strapping tape, string, twine;
- Rigid, lopsided or uneven envelope; or
- Protruding wires, screws or other parts

**Identification of Suspicious Package**

If you identify a suspicious package:

- Do not handle, shake or empty it.
- Do not carry to other areas or show it to other people.
- If anything spills, don’t try to clean it up.
- Call Campus Director at 720-457-9612. The Campus Director will notify local emergency response authorities.
- Cover any spilled contents immediately with clothing, paper, or a trashcan. Do not remove the covering materials from the spill. Isolate all suspicious packages and cordon off the immediate area.
- If possible, place the item in a plastic bag or some other container to prevent leakage.
- All personnel should leave the room and, if possible, turn off airflows, such as fans or air conditioning.
- Anyone who touched the item should wash his or her hands with soap and water immediately.
- Make a list of anyone who has handled the item. Include contact information and provide to the Campus Director.
- Contain the potentially affected individuals to ensure that they receive proper medical attention.
- Employees who may have come in contact with any contamination should shower and place all clothing in plastic bags as soon as feasible. While showers may not be readily available, the hazardous response team will assist. The clothing should be available to the police officer responding to the incident.
- Attempt to verify the sender and/or the legitimacy of the package (i.e., ask the recipient if he/she was expecting a package that matches the suspect package’s size and shape).
**Hostage Situation**

If you are in a situation where you hear or see something that indicates there may be a hostage situation, immediately remove yourself and others, employees and students, away from any danger. Immediately notify the Campus Director and be prepared to give the following information:

a. Location and room number of incident  
b. Number of possible hostage takers  
c. Physical description and names of hostage takers, if possible  
d. Number of possible hostages  
e. Any weapons the hostage takers may have  
f. Your name  
g. Your location and phone number

**Taken Hostage**

If a situation should arise where one or more persons holds students, faculty, or staff hostage at the school, the following precautions and procedures should be considered:

- Do not attempt to escape unless you are absolutely sure that you can get away. If you fail, your life is at risk.  
- Accept the situation. Do not become argumentative. Do not speak unless spoken to. Do as you are told. Do not complain. Avoid being belligerent. Comply with all orders and instructions.  
- Speak normally. Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks.  
- Avoid getting into political or ideological discussions with the captors.  
- Do not lose hope. Avoid displays of emotion. Try to keep the hostage taker from being depressed. Make him think that a solution can be worked out.  
- Request medication if you need it. A hostage taker does not like ill hostages.  
- Be observant. If you are released, the police will need as much information as possible about the hostage taker and the room. Observe the captors – their physical traits, voice patterns, clothing or other details that can help provide a description later.  
- Try to stay low to the ground or behind cover from windows or doors, if possible.  
- If the police break into the scene, lie still on the floor and do not raise your head until told to do so by someone in uniform. In this situation, expect to hear a lot of noise, to see bright lights, and possibly smell some type of tear gas. You may even be handcuffed and treated as a prisoner until everything is secure since the police do not know if the hostage taker has switched clothes with you.
Active Shooter

- **Secure Immediate Area**
- Lock and barricade doors
- Turn off lights
- Close blinds
- Block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet, and out of sight
- Keep yourself out of sight and take adequate cover/protection such as concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- Silence cell phones
- Place signs in exterior windows to identify the location of injured persons

Un-Securing An Area

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force.
- Attempts to rescue people should only be attempted without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few.

If doubt exists for the safety of the individuals inside the room, the area should remain secured.

Contacting Authorities

Call 911 if appropriate; otherwise, call the Campus Director 720-457-9612

E-mail (AESCA SLT) may be an option when unable to speak.

What To Report

- Your specific location
- Number of people at your specific location
- Injuries - number injured, types of injuries
- Assailant(s) - location, number of suspects, race/gender, clothing description, physical features, type of weapon(s) (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

Building Emergency & Evacuation

The Campus Director will work with the Crisis Management Team to develop emergency and evacuation plans for each building. The plans will include a telephone tree for notifying key persons in case of emergency. All building occupants will receive training in their respective emergency plan.

Evacuation is not needed or recommended for all emergencies. Evacuation information will be distributed to staff and faculty by the appropriate building safety marshal and drills will be conducted periodically.
The following guidelines are critical for a safe and successful building evacuation:

- The individual reaching the outside door first will hold it open for the others.
- Walk to the closest exit in a quiet, orderly manner. If an exit is blocked, the safety marshal will give guidance on the exit route.
- Faculty should ensure classrooms are cleared and they should be last to leave the room.
- Safety marshals should clear their designated zone by checking all rooms including restrooms, conference rooms and remote areas, closing doors behind them.
- Advise any remaining employees or other persons on the floor about the emergency and the need to evacuate.
- Report any persons refusing to leave or problems to the Campus Director or the Crisis Management Team.

All fire alarms are to be taken seriously. Evacuation of the facility is mandatory until the signal to re-enter has been given by Campus Director.
Evacuation Locations

If your building is evacuated for any reason, you should move to the evacuation location designated below:

- Professional & Home Cook kitchens & lecture rooms evacuate to the Administrative Building
- Administrative Building evacuate to the Home Cook kitchen vestibule
- If both buildings are evacuated, evacuate to the hill at the southwest corner of the Table Mesa parking lot.

Safety marshals in each building on campus will be responsible for ensuring that faculty, staff and students with disabilities have been evacuated and to report any individuals to the Campus Director who may not have been evacuated.
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>
<tr>
<td>Building Manager/Lessor:</td>
<td>WW Reynolds</td>
<td>303-442-8687</td>
</tr>
<tr>
<td>Official In Charge:</td>
<td>Ken Hause</td>
<td>303-494-7988</td>
</tr>
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EMERGENCY ORGANIZATION INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>DUTY</th>
<th>PHONE</th>
<th>OTHER PHONE</th>
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<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>
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EMERGENCY PLAN GUIDANCE

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

<table>
<thead>
<tr>
<th>FIRE OR SMOKE</th>
<th>BOMB THREAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound Building Alarm</td>
<td>Record information on separate form</td>
</tr>
<tr>
<td>Call Fire Department</td>
<td>Notify Official in charge</td>
</tr>
<tr>
<td>Notify Official in Charge</td>
<td>Notify Police</td>
</tr>
<tr>
<td>Notify Building Manager/Lessor</td>
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</tr>
<tr>
<td>Assist Fire Department</td>
<td>Search immediate area &amp; public areas for any suspicious packages or objects</td>
</tr>
<tr>
<td>Evacuate area Immediately</td>
<td></td>
</tr>
<tr>
<td>Close windows and doors (Do not lock)</td>
<td>If suspicious package or bomb is found: CALL 911</td>
</tr>
</tbody>
</table>

HAZARDOUS MATERIAL

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

CIVIL DISTURBANCES

| Know location of utility shutoff valves & switches |
| Stay tuned to weather reports             |
| Standby for further instructions         |

EARTHQUAKE

| Take cover under a table, desk or in a doorway |
| Do not run outdoors                         |