

**Colorado School of Healing Arts**

# **EMERGENCY PROCEDURE MANUAL**

**BASIC**

Policy/Procedure  
Resources  
Notifications

**EVACUATION**

Fire  
Gas Odor  
Bomb Threat

**SHELTER IN-  
PLACE**

Tornado  
Severe Weather

**Fire, Ambulance, Police Emergency: Call 911**

**LOCK DOWN**

Violence  
Intruder  
Weapon

**October 1<sup>st</sup>, 2021  
7655 W. Mississippi Ave., Suite 100  
Lakewood, CO 80226  
303-986-2320**

**MEDICAL  
EMERGENCY**

Suicide  
Serious Injury

# Table of Contents

Table of Contents .....	1
Basic Emergency Policy and Procedures.....	3
• Crisis Team Coordinator (CTC): .....	3
Public Relations/Media Procedures .....	3
Executive Director/Owner Assumes Responsibility for Issuing Public Statements During an Emergency. ....	3
Resource Phone Numbers .....	4
CSHA Contacts and EMA Building Contacts .....	5
Warning / Notification Basics.....	6
To Activate the PA system .....	6
Fire Alarm Pull Station Locations .....	6
Evacuation Basics (Fire or Smoke).....	7
Gas Odor .....	7
Bomb Threat .....	7
Basic Sheltering Procedures- Tornado/Severe Weather .....	7
Tornado/Severe Weather Watch Has Been Issued .....	8
Tornado Warning Has Been Issued or Tornado Has Been Spotted Near School or Severe Weather Siren Has Sounded.....	8
Lock-Down Procedures.....	8
Violence .....	8
Unidentified Person in the Building (without visitor pass or student ID) .....	9
If Person Refuses to Leave or Demonstrates Hostility .....	9
Consider Them an Intruder .....	9
Weapons.....	9
Suicidal Person on the School Campus .....	9
Suicidal person off campus.....	10
Serious Injury, Illness, Suicide Attempt .....	10
First Aid Supplies .....	10
Floor Plan.....	11
Evacuation Meeting Place Map .....	13

EMERGENCY PROCEDURES GUIDELINES FOR  
Colorado School of Healing Arts

## Basic Emergency Policy and Procedures

- Call 911 and notify the School Director
- Take all appropriate actions to safeguard students and staff.
  - In the event that a situation arises that in the judgment of the Staff/Administration, constitutes a serious, an immediate, or ongoing threat to the health or safety of the CSHA Community, a campus wide “timely warning” or notification will be issued if at all possible. The warning will be issued over the school PA system, by direct contact, by phone, by the CSHA Text Notification System, and/or by email. For weather related notices, the warning will be issued by direct contact, by local or social media, and/or the CSHA Text Notification System.
- Take charge of area/situation until incident is contained or relieved by **Crisis Team Coordinator (CTC)**.
- **Crisis Team Coordinator (CTC):**
  - Weekdays:**
    - 1) School Director (Chris Smith) or
    - 2) Education Director (Kris Will) or
    - 3) Assistant Director (Amy Chavez) depending on who is on campus at the time of the emergency.
  - Evening and Weekends:**
    - 1) The instructor, clinic director or lab faculty who first encounters the emergency or
    - 2) The instructor, clinic director or lab faculty designated by the above.
- Keep all students and non-essential staff away from any unsafe areas if appropriate.
- **Preserve evidence** that may assist in proving the alleged offense occurred or be required for other legal documentation that the alleged victim may need.
- Keep detailed notes of incident.
- Refer media to School Director.

BASIC  
Policy /Procedure  
Public Relations

## Public Relations/Media Procedures

***School Director Assumes Responsibility for Issuing Public Statements During an Emergency.***

School Director serves as spokesperson unless she designates another spokesperson.

**All staff must refer media to school spokesperson.**

## Resource Phone Numbers

### **EMERGENCY CALLS: DIAL 911**

#### **POLICE**

Lakewood (non-emergency/mainline/phone tree/police report) ..... 303-987-7111  
Lakewood (non-emergency/24 hr/dispatch) ..... 303-980-7300  
<https://www.lakewood.org/Government/Departments/Police>  
Home Animal Control..... 303-987-7173

#### **FIRE**

West Metro Fire/Lakewood (Administration) ..... 303-989-4307  
<https://www.westmetrofire.org>

#### **HOSPITALS / HEALTH CARE**

Saint Anthony's Hospital..... 720-321-0000  
11600 W. 2nd Pl. Lakewood, CO 80228 (One block east of Union south side of 2nd)  
<https://www.centura.org/locations/st-anthony-hospital/>

SCL Health Lutheran Medical Center (Hospital) ..... 303-425-4500  
8300 W. 38th Ave, Wheat Ridge, CO 80033 (Four blocks west of Wadsworth south side of 38th)  
<https://www.sclhealth.org/locations/lutheran-medical-center>

Little Clinic at King Soopers ..... 303-459-7105  
7984 W. Alameda Ave., Lakewood, CO 80226 (South side of Alameda, ½ block west of Wadsworth)  
<https://www.thelittleclinic.com/clinic-locator>

Hazardous Materials/Colorado State Patrol..... 303-273-1900  
<https://csp.colorado.gov/sections/units/hazardous-materials>  
Colorado Poison Center- 24/7 Hotline..... 1-800-222-1222  
<https://www.copoisoncenter.org/>

#### **COUNSELING/SUPPORT**

Jefferson Center for Mental Health (24/7 emergency and walk in)..... 1-844-493-8255  
<https://www.jcmh.org/emergency-crisis-services/>

National Suicide Prevention 24/7 Hotline ..... 1-800-273-8255  
<https://suicidepreventionlifeline.org> (chat, Spanish, and Deaf and Hard of Hearing options available)

#### **VICTIM ASSISTANCE**

Center for Trauma and Resilience 24 hour Hotline ..... 303-894-8000  
<http://traumahealth.org/>

The Blue Bench - Sexual Assault 24/7 Hotline ..... 303-322-7273  
<https://thebluebench.org>

Lakewood Police Victim Services..... 303-987-7191  
<https://www.lakewood.org/Government/Departments/Police/Victim-Services>

#### **ALCOHOL AND DRUG ABUSE COUNSELING**

Jefferson Center for Mental Health (24 hour emergency) ..... 303-425-0300  
<https://www.jcmh.org/substance-abuse-and-mental-health-treatment>

#### **DOMESTIC VIOLENCE SHELTERS & COUNSELING**

National Domestic Violence Hotline.....800-799-SAFE (7233) or TTY 800-787-3224  
<https://www.thehotline.org>

Colorado Crisis Services ..... 844-493-8255  
<https://coloradocrisisservices.org>

#### **FIRE ALARM MONITORING COMPANY**

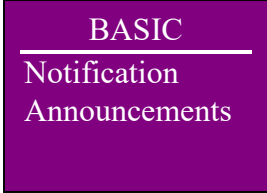
TYCO 800-289-2647  
Code to access Alarm / take system offline – 15245

EMERGENCY PROCEDURES GUIDELINES FOR  
Colorado School of Healing Arts

**CSHA Contacts and EMA Building Contacts**

<b>Position</b>	<b>Name</b>	<b>Work Phone</b>	<b>Cell/Home Phone</b>	<b>Email Address</b>
<b>School Director</b>	<b>Chris Smith</b>	<b>303-986-2320 x 27</b>	<b>720-527-8163(c)</b>	<b>chris@cscha.net</b>
<b>School Assistant Director</b>	<b>Amy Chavez</b>	<b>303-986-2320 x 24</b>	<b>303-882-0973(c)</b>	<b>amy@cscha.net</b>
<b>Director of Education</b>	<b>Kris Will</b>		<b>303-329-6026(c)</b>	<b>kristenwill@hotmail.com</b>
<b>EMA Building Emergency Contacts</b>	<b>Rod Perala</b>		<b>303-324-2725(c)</b>	<b>rod@emaden.com</b>

## Warning / Notification Basics



- Call 911
- Inform School Director at 303-986-2320, extension 27 or CTC.
- Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate PA Announcement. For fire/smoke- pull the fire alarm.
- School Director may email, text or post on Facebook to notify off- campus students and staff.
- School Director or CTC notifies Executive Director/Owner.

## To Activate the PA system

- Press “PAGE” button on any phone in the school, it will ask your page choice, press” BOTH” so that the announcement is made in classrooms AND hallways.
- There are phones located in the lab, clinic, front office, and all other offices.
- Possible announcements:
  - “There is an emergency situation – Please evacuate the building.”
  - “There is an emergency situation – Please lock your doors and await an all clear.”
  - “There is an emergency situation – Please go to an interior shelter area away from all doors and windows.”

## Fire Alarm Pull Station Locations

1<sup>st</sup> Floor: In hallway before the men’s restroom.

2<sup>nd</sup> Floor: In hallway just past library entrance.

3<sup>rd</sup> Floor: In hallway before the restrooms.

## Evacuation Basics (Fire or Smoke)

- Pull Fire Alarm and Call 911
- Direct students and staff to follow fire evacuation procedures and route.
- Instructors/Staff keep students/visitors/clients together.
- Follow alternate route if normal route is too dangerous.  
Note: If door is hot to touch do not open it.
- Do not attempt to retrieve personal belongings!
- **Instructors/Staff should bring class/clinic/lab/visitor/room-rental roster with you if possible.**
- Assist those individuals with special needs or that are handicapped.
- Use the stairs not the elevator.
- Once clear of building, contact the School Director.
- **Meet at NE corner of the parking lot as far from building as possible, instructors take class attendance.**
- No one may re-enter the building until determined safe to do so by police or fire authorities.
- Only speak with police/fire authorities if they initiate conversation (Do not distract them).

## Gas Odor

- Call 911
- Direct students and staff to follow fire evacuation procedures and route.

## Bomb Threat

*Upon Receiving a Message That a Bomb Has Been Planted in School:*

- CTC notifies police (call 911) and notifies the School Director to send email or text message to all active students to say that the school is under a bomb threat.
- CTC orders evacuation of all persons inside school building(s) using PA system or and/or fire alarm.
- Follow the evacuation procedure in *Evacuation Basics Section*.
- No one may re-enter the building until determined safe to do so by police or fire authorities.

## Basic Sheltering Procedures- Tornado/Severe Weather

Shelter/Safe areas are rooms or interior hallways with no windows; i.e. bathrooms, hallways, interior rooms and interior office spaces.

Identify safe area(s) on each floor.

- Director or CTC directs students and staff to assemble in safe areas.
- PA announcement may be made. Email, text message and/or Facebook may be sent or posted.
- Require all students/staff to come inside the building and stay away from windows.
- Close all exterior doors.
- **Instructors/Staff should bring class /clinic/lab/visitor/room-rental roster with them to the safe area if possible.**

EMERGENCY PROCEDURES GUIDELINES FOR  
Colorado School of Healing Arts

- Instructors/Staff should stay with and account for all students/clients/visitors after arriving in safe area.
- All persons must remain in safe areas until notified by Director, CTC, or emergency responders.

### **Tornado/Severe Weather Watch Has Been Issued**

- This indicates that conditions are favorable for tornado/severe weather.
- Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring and keep all school persons inside building.
- Identify shelter areas; be prepared to move to safe areas at a moments notice and follow the basic sheltering procedures.

**SHELTER  
IN-PLACE**

---

Basics  
Tornado  
Severe Weather

### **Tornado Warning Has Been Issued or Tornado Has Been Spotted Near School or Severe Weather Siren Has Sounded**

- Move students and staff to safe areas.
- Remind teachers to take class rosters.
- Account for all students.
- Follow all basic sheltering procedures listed above.
- Remain in safe area until warning expires or until emergency personnel/CTC has issued an all-clear signal.

### **Lock–Down Procedures**

- Director or CTC will issue lock-down procedures by announcing warning over PA system and/or sending a messenger to each classroom.
- PA announcement: “There is an emergency situation - please stay in classroom or treatment room, lock the door and remain in location until the all clear is given.”
- An email, text message or Facebook post may be issued to warn students that the school is on lock down.
- Main Lobby Door remains Unlocked at all times.
- Lock security doors on each floor if possible and always lock classroom doors.  
\*Close blinds on all windows in your area.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until all-clear signal is given by CTC.

**LOCK DOWN**

---

Basics  
Violence

### **Violence**

- Ensure the safety of students and staff first.
- Call 911 and then notify the School Director(s).
- School Director may email, post text or Facebook message if needed.
- Notify CPR/First Aid Certified persons in school of medical emergencies, if necessary. All Faculty and Lab personnel are CPR/First Aid certified.
- Keep students and nonessential staff away from the area.
- Implement Lock-Down or evacuation procedures as necessary.



## Unidentified Person in the Building (without visitor pass or student ID)

- Ask another staff person to accompany you before approaching stranger, if warranted.
- Greet stranger and identify yourself.
- Ask person the purpose of his/her visit - without using leading information. (i.e. “May I help you find something?” not “Are you here for the \_\_\_\_\_?”)
- Inform person that all visitors must register at the front office or if after hours at the lab/clinic desk on the 1<sup>st</sup> or 2<sup>nd</sup> floor.
- If person’s purpose is not legitimate, ask him/her to leave. Accompany them to the closest exit.
- If person asks to speak with a student or client, **do not identify that the student/client is here.** Ask visitor for name and phone # and request that they wait outside the building (as we are a private school). Let them know: “I will attempt to locate the person you are looking for and IF it turns out there is someone in the building by that name, I will give them the message and they may call you”.

### ***If Person Refuses to Leave or Demonstrates Hostility Consider Them an Intruder***

- Call 911 and School Director / CTC if intruder refuses to leave.
- Give police full description of intruder.
- Be aware of intruder’s actions at this time (where he/she is located in school, whether he/she is carrying weapon or package, etc).
- CTC notifies School Director and may issue lock-down procedures.

## Weapons

- If instructor suspects that a weapon is in classroom, he/she should confidentially notify a neighboring instructor. Instructor should then return and remain in the classroom.
- Neighboring instructor should call 911 follow their directions; notify the Directors once safety is ensured.
- Lock-down or evacuation procedures may be issued.
- Email, Facebook or text message may be posted or sent.

## Suicidal Person on the School Campus

- Confirm information.
- Call 911.
- Notify Directors and CTC.
- Meet with suicidal person privately if possible.
- Stay with person until suicide intervention arrives.
- Do not leave suicidal person alone.
- Ask the person, you suspect may be suicidal, the following questions:
  - Are you feeling suicidal?
  - What are your plans for suicide?
  - Do you have the means with you to do so?

EMERGENCY PROCEDURES GUIDELINES FOR  
Colorado School of Healing Arts

- Safeguard other students/staff as needed. Lock-down or evacuation may be necessary.

***Suicidal person off campus***

- If staff, faculty or students are contacted (phone, email, text) by a student who is off campus who indicates they are suicidal, we should immediately contact 911 with that person's contact information and ask for a wellness check.
- Directory information (name, address, and phone) is o.k. to give out about a student in an emergency - all information to save someone's life may be shared.
- Contact School Director.
- Resume normal class routines as soon as possible.



**Serious Injury, Illness, Suicide Attempt**

- Call 911.
- Notify CPR/First Aid Certified persons in school building of medical emergencies. (All faculty and lab personnel are CPR/First Aid certified).
- Contact CTC and Directors.
- Keep all students and non-essential staff from the area.
- Stay with the injured person until help arrives.
- Cooperate with emergency personnel.

**First Aid Supplies**

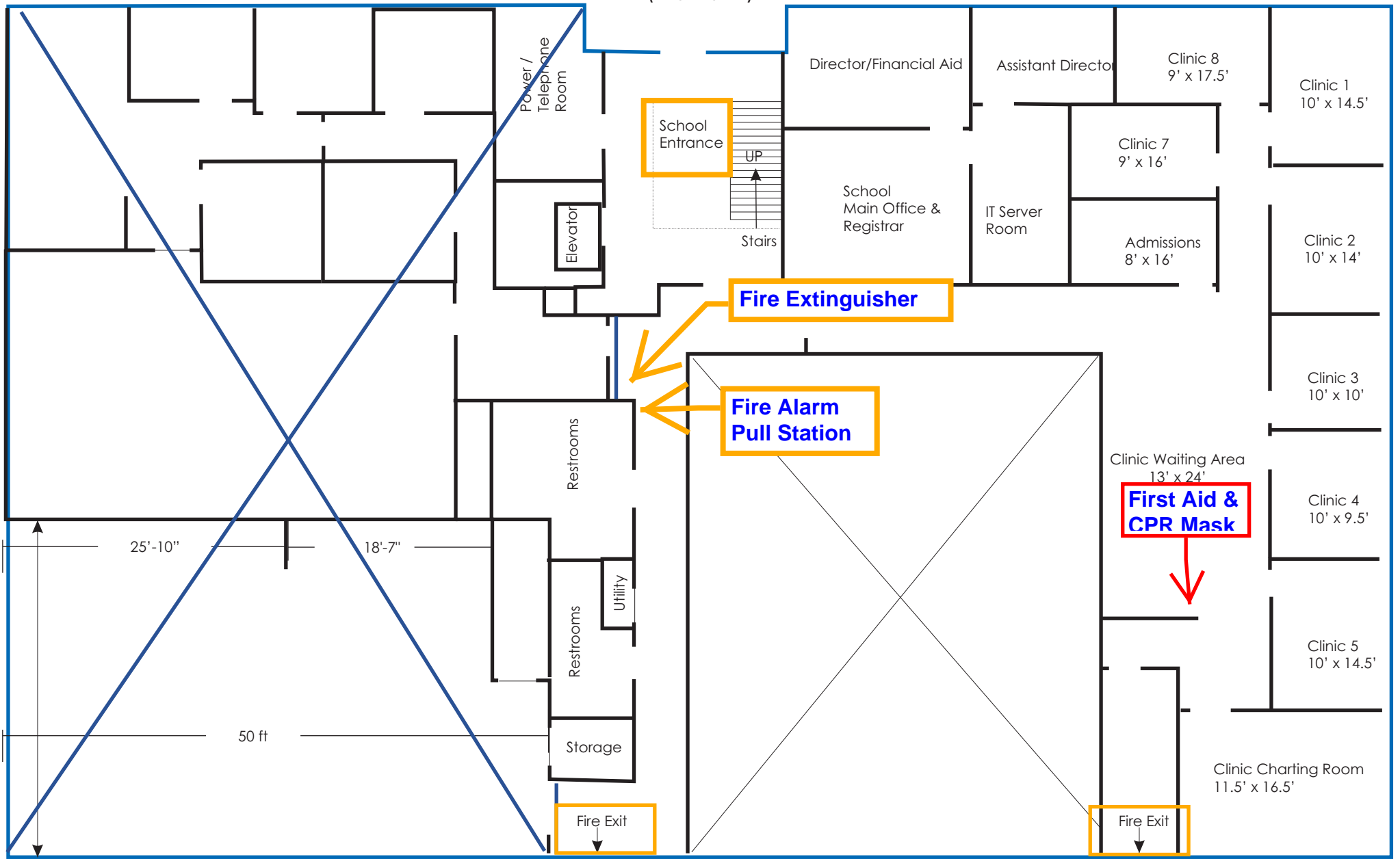
- **First Aid Kits** (with band aids) are located: 1<sup>st</sup> Floor =clinic waiting room below rolling cart, 2<sup>nd</sup> Floor – Kitchen on window wall and 2<sup>nd</sup> Floor Lab/Library desk.
- **CPR masks**: With First Aid kits in Clinic and Kitchen locations. 1<sup>st</sup> floor has a hand pump mask (video on use in clinic library) and the 2<sup>nd</sup> floor Kitchen first aid kit has a mask.
- **Isolation Kit** For use in cleaning up and disposing spilled blood located with First Aid Kit on 1<sup>st</sup> floor (Clinic).
- **Gloves** Located in Library desk drawer and Clinic desk drawer.
- **If you use any of the above supplies notify the Lab Faculty or the front office in writing so they can be replaced immediately.**

# CSHA Current Floor Plan

## 1st FLOOR

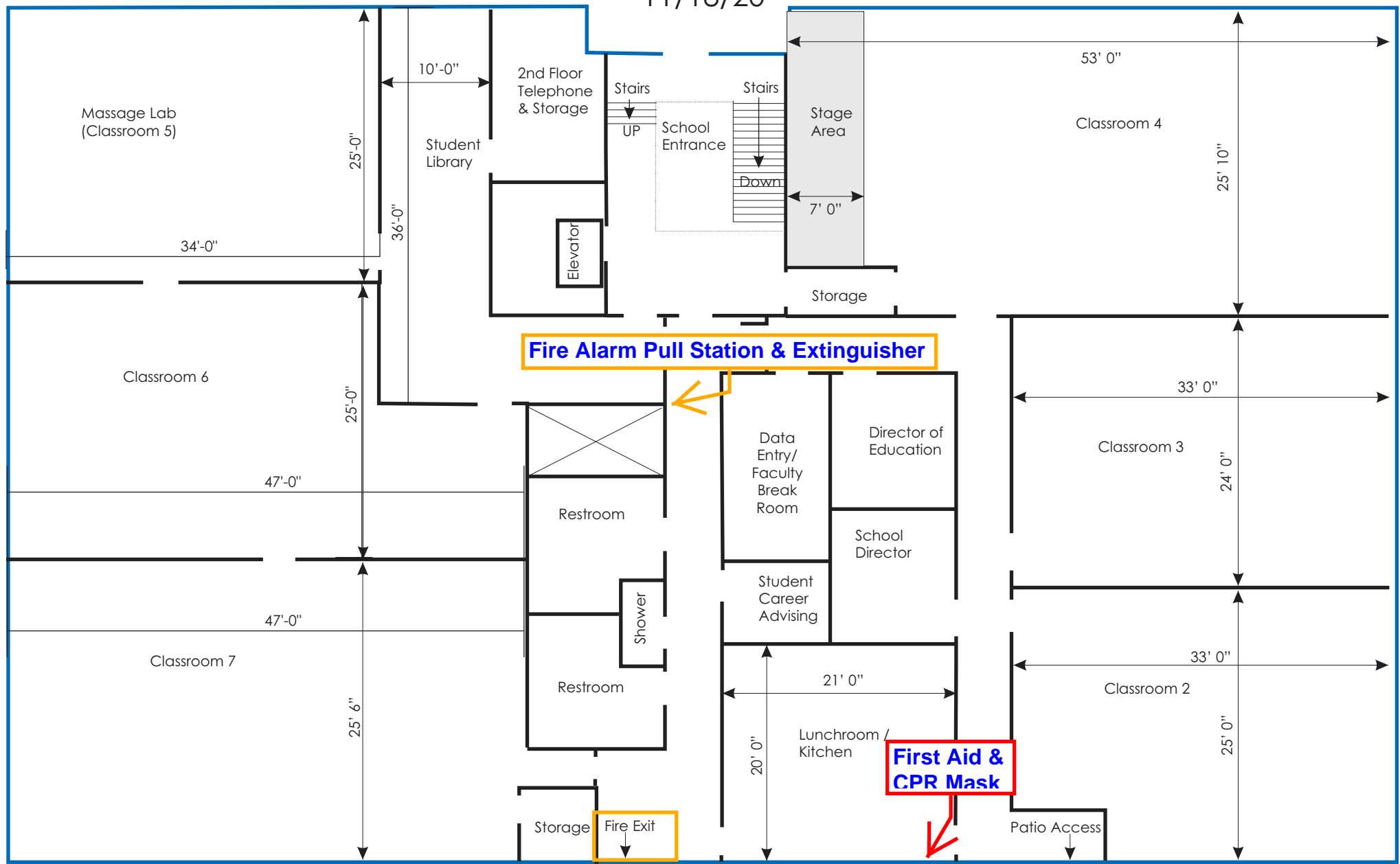
(11/18/20)

Scale 1" = 12'



CSHA Current Floor Plan  
2nd FLOOR  
11/18/20

Scale 1" = 12'



# Evacuation Meeting Place Map

