

# Emergency Action Plan



Facility Name: **Wellshire Events Center**

Facility Address: 3333 S Colorado Blvd, Denver, CO 80222

Updated 1/24/2018

## **EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

DESIGNATED COFPA RESPONSIBLE OFFICIAL – Debbie Reece, CMP 720-468-2549 & Board of Directors President, or Chairperson.

WELLSHIRE SALES OFFICIAL: Todd Seymour- 303-759-3333

DESIGNATED RESPONSIBLE OFFICIAL

General Manager at Wellshire:

Name: Chris Schild Phone: 720-480-7320

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Debbie Reece or Wellshire Staff.

EMERGENCY COORDINATORS:

Name: Laura Thomas Phone: 303 819 1765

Name: Todd Seymour Phone: 720 394 0174

## **EMERGENCY PHONE NUMBERS**

FIRE DEPARTMENT: **720-913-3473** OR **911**

PARAMEDICS: **303-871-8356** OR **911**

AMBULANCE: **911**

POLICE: **911**

SECURITY SYSTEM: Stanley **877-476-4968**

BUILDING MANAGER (If applicable): Lisa Lumley **720 913 1515**

## **UTILITY COMPANY EMERGENCY CONTACTS**

Xcel Energy 53-2924760-9 Main Building 53-2010171 Pub Phone :1800 895 4999

Denver Water Acc # (Billed to Parks and Rec) Phone :303 893 2444

Comcast Tel and Int. 8497303300000297 - Pub 8497303300008297 - Main Phone: 1800 391 3000

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- STRUCTURE CLIMBING/DESCENDING
- EXTENDED POWER LOSS
- EXTENDED HEATING/COOLING LOSS
- OTHER (specify) terrorist attack/hostage taking

## **MEDICAL EMERGENCY**

Call medical emergency phone number (check applicable):

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number),
- c. Your name and phone number from which you are calling.

Do not move victim unless absolutely necessary.

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:

- Stop the bleeding with firm pressure on the wounds (note:
  - avoid contact with blood or other bodily fluids).
- Clear the air passages using the Heimlich Maneuver in case of choking
- Attempt first aid ONLY if trained and qualified.

## **FIRE EMERGENCY**

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, dial 911 from a phone and notify the site personnel about the fire emergency

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

### **Upon being notified about the fire emergency, occupants must:**

- Leave the building using the designated escape routes.
- Assemble in the designated area: South Side of South Parking lot
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.
- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures

### **Area/Floor Monitors & BOD must:**

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area. Assistants to Physically Challenged should:
- Assist all physically challenged employees in emergency evacuation.

## **EXTENDED POWER LOSS**

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

- Facilities with freezing temperatures for extended period should turn off and drain the following lines in the event of a long-term power loss. Fire sprinkler system, Standpipes, Potable water lines, Toilets
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

**Upon Restoration of heat and power:**

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

**CHEMICAL SPILL**

When a Chemical Spill has occurred: Evacuate building as necessary

- Evacuate building as necessary
- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Dial 911

**TELEPHONE BOMB THREAT CHECKLIST**

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_Female \_Adult \_ Juvenile \_\_\_\_

APPROXIMATE AGE: \_\_\_\_\_

VOICE CHARACTERISTICS/SPEECH?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building ! Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Call 911 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

**COFPA Designated safe area: Leave the building and meet at the Golf shelter on the back putt-putt area. See map on page 7.**

## **SEVERE WEATHER AND NATURAL DISASTERS**

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:

- Small interior rooms on the lowest floor and without windows,
- Hallways on the lowest floor away from doors and windows, and
- Rooms constructed with reinforced concrete, brick, or block with no windows.

- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over. Earthquake:
- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

Flood: If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.

## **TELEPHONE BOMB THREAT CHECKLIST**

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_

APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS

- SPEECH
- LANGUAGE
- \_\_\_ Loud
- \_\_\_ High Pitch
- \_\_\_ Raspy
- \_\_\_ Intoxicated
- \_\_\_ Soft
- \_\_\_ Deep
- \_\_\_ Pleasant

Other \_\_\_\_\_

- \_\_\_ Fast
- \_\_\_ Distinct
- \_\_\_ Stutter
- \_\_\_ Slurred
- \_\_\_ Slow
- \_\_\_ Distorted
- \_\_\_ Nasal

Other \_\_\_\_\_

- \_\_\_ Excellent
- \_\_\_ Fair
- \_\_\_ Foul
- \_\_\_ Good
- \_\_\_ Poor

Other \_\_\_\_\_

ACCENT  
MANNER

BACKGROUND NOISES

- \_\_\_ Local
- \_\_\_ Foreign
- \_\_\_ Race
- \_\_\_ Not Local
- \_\_\_ Region
- \_\_\_ Calm
- \_\_\_ Rational
- \_\_\_ Coherent
- \_\_\_ Deliberate
- \_\_\_ Righteous
- \_\_\_ Angry
- \_\_\_ Irrational
- \_\_\_ Incoherent
- \_\_\_ Emotional
- \_\_\_ Laughing
- \_\_\_ Factory
- \_\_\_ Machines
- \_\_\_ Music
- \_\_\_ Office
- \_\_\_ Machines
- \_\_\_ Street
- \_\_\_ Traffic
- \_\_\_ Trains
- \_\_\_ Animals
- \_\_\_ Quiet
- \_\_\_ Voices
- \_\_\_ Airplanes
- \_\_\_ Party
- \_\_\_ Atmosphere

**BOMB FACTS**

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

- When will it go off? Certain Hour \_\_\_ Time Remaining
- Where is it located? Building area
- What kind of bomb? \_\_\_\_\_
- What kind of package? \_\_\_\_\_
- How do you know so much about the bomb? \_\_\_\_\_

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.  
Activate malicious call trace: Hang up phone and do not answer another line.

CALL 911

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

**COFPA Designated safe area for Active Shooters, Bomb threats:  
Leave the building and meet at the Golf shelter on the back putt-putt area.**

