



Date Created:	8.25.2009
Category:	Emergency Response
Revised:	6.23.2010
Approved by COO:	9.15.2010

Subject: Emergencies, Medical Assistance and Contact Numbers

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Purpose: To ensure that all UPI employees know what to do in case of an emergency.

Policy: For all emergencies call 911 and the Property Manager. In case of an emergency, there are blue phones located on each level of the parking garage. The blue phone is direct dial contacts for 911 and will be linked with the Anschutz Medical Campus Police Department.

Procedures: Call 911 and provide operator with the following information:

- Your Name
- The type of emergency
- Phone number you are calling from
- Company name (UPI) and the floor where the emergency exists
- The street address is 13199 E. Montview Ave, Aurora
- The person’s name that is in need of medical attention
- Any information regarding the type of medical attention needed

Do not hang up the phone until operator has hung up. Meet the emergency medical team at the floor’s elevator lobby and take them to the appropriate location.

Also, contact the Property Manager regarding emergency.

MEDICAL ASSISTANCE

Call 911 and provide operator with the above information.

EMERGENCY TELEPHONE NUMBERS

Police Department Emergency Number	911
Police Non-Emergency Number	303.739.6050
Aurora Fire Department	911
Bomb Squad	911
Poison Control	911
Colorado State Patrol	303.239.4501
Medical Emergencies	911
Building Engineer [office]	303.493.8136
[cell]	720.219.0105
Property Manager [office]	303.493.8344
[cell]	720.454.4159

Renewal/Review: This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.



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Governance: Property Manager is responsible for adoption and/or implementation of this policy.