

Red Rocks Community College

# **EMERGENCY OPERATIONS PLAN**

**June 2015**

# Letter from the President

Red Rocks Community College is committed to protecting the welfare of its community members as well as its intellectual property and facilities. The Red Rocks Community College (RRCC) Emergency Operations Plan (EOP) is the official plan designated to address specific hazards and circumstances that constitute an emergency for RRCC staff, faculty, students, and property. The EOP is given authority by the President of CCCS under State Board for Community Colleges and Occupational Education Board policies.

This EOP is a guide for emergency management and coordination of all phases of emergency response in order to minimize the impacts of disasters and incidents, to protect people and property, and to restore any interruptions to College operations.

Red Rocks Community College can best prepare to meet the enormous challenges emergencies present by working together. Thus, RRCC expects individual [departments] to develop their own detailed plans to effectively organize, coordinate, and direct available resources toward emergency response and recovery.

The EOP is designed to help students, staff, and faculty respond appropriately when emergency conditions exist. Although events are unpredictable, this EOP allows for immediate response procedures thereby minimizing danger to lives and property. Every member of Red Rocks Community College should review this plan, in order to understand her or his role should an emergency or disaster occur.

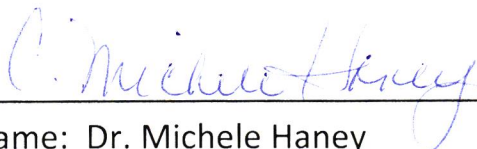
Dr. Michele Haney  
President  
Red Rocks Community College

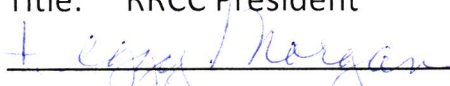
# Approval and Implementation


The Red Rocks Community College Emergency Operations Plan is written and maintained under the authority of Chief of Police Sean Dugan.

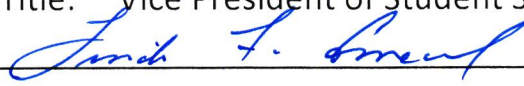
This plan supersedes all previous emergency plans and shall be in full effect as of the date shown.


This Emergency Operations Plan has been reviewed and approved by the College's Policy Group:

  
\_\_\_\_\_  
Name: Dr. Michele Haney  
Date: 11-4-15

  
\_\_\_\_\_  
Name: Peggy Morgan  
Date: 11-4-15

Title: Vice President Administrative Services  
  
\_\_\_\_\_  
Name: Dr. Lisa Fowler  
Date: 11/4/15

Title: Vice President of Student Success  
  
\_\_\_\_\_  
Name: Linda Comeaux  
Date: 11/4/15

Title: Vice President of Instruction  
  
\_\_\_\_\_  
Name: Sean Dugan  
Date: 11/4/15  
Title: Chief of Police

# Record of Changes and Reviews

The College EOP<sup>1</sup>, including annexes, will be reviewed and approved by [name of responsible official] in conjunction with the System Legal Department, on an annual basis. All updates and revisions to the plan, excluding minor typographical and grammatical errors, will be tracked and recorded in the following table.

This plan is a “living document” and will be continuously updated as conditions change. This plan may be updated as a result of exercise lessons learned, as new guidelines are distributed, and as needed.

<b>CHANGE # or REVIEW</b>	<b>DATE</b>	<b>ENTERED BY</b>	<b>SUMMARY OF CHANGES</b>
1	10/30/15	Peggy Morgan	Emergency messages updated to text as recorded for campus system

<sup>1</sup>Terms are defined in Appendix [X]

# Record of Distribution

The Red Rocks Community College Emergency Operations Plan (EOP) has been distributed to each member of the Policy Group and Emergency Management Operations Group (EMOG).

Copies of this plan are to be made available to the following external partners:

Local Law Enforcement Agencies to include:

Lakewood Police Department

Jefferson County Sheriff's Office

West Metro Fire Department

Jefferson County Public Schools Emergency Manager(s)

An electronic version of the EOP has been posted to the secure site at [www.rrcc.edu](http://www.rrcc.edu).

## Acknowledgements

The Colorado Community College and Red Rocks Community College wish to acknowledge Pikes Peak Community College for its development of a model plan from which this EOP was built.

Additional acknowledgements include:

- The i love you guys Foundation for making its Standard Response Protocol available for use by the Colorado Community College System;
- The emergency operations teams at each of the 13 CCCS colleges and the System Office for working collaboratively with ERCM consultants to share best practices and experiences for the development of this EOP.

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# Section 1: Overview

## 1.1 INTRODUCTION

Red Rocks Community College is committed to the safety and well-being of its students, faculty, staff, and visitors. In accordance with applicable laws, regulations, and policies that govern emergency preparedness and response, the College has established an Emergency Operations Plan (EOP) to address major emergencies that may threaten the health and safety of the College community and/or its neighbors, affect College facilities and resources, or disrupt College operations.

The EOP is designed to provide guidance for response to, and management of, minor emergencies, major emergencies, and disasters. An emergency is any unplanned event that may cause death or significant injuries to members of the College community or the public, may disrupt College operations, may cause physical or environmental damage, or may threaten the College's financial standing or public image.

Because this EOP is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency. The overall priorities of the College during a disaster are the protection of lives, property, campus, local community, and the environment. The overall objective is to respond quickly to emergency conditions and manage the process of restoring College academics and services.

## 1.2 PURPOSE

The Red Rocks Community College Emergency Operations Plan is the College's general plan to prepare for, respond to, and recover from emergencies and disasters. The College established this plan to address the immediate requirements for an emergency or disaster that interrupts normal operations.

The EOP provides:

- An organizational and conceptual framework for emergency management;
- Guidelines and procedures for responding to a broad range of natural and human-caused emergencies;
- Key responsibilities and assignments; and

- Guidelines and procedures for recovery and continuity of operations following an emergency.

### **1.3 SCOPE**

The EOP provides guidance for the five phases of emergency management and applies to all hazards that could potentially occur on any property owned or operated by the College.

However, the EOP may also be activated during a community or regional crisis that may impact College personnel or business operations. A regional utility outage, a hazardous material spill on a major highway, or a wildfire in a local area may necessitate EOP activation to coordinate emergency information and support services for personnel. A major emergency in the community that affects our students, faculty, and staff is also a College emergency.

### **1.4 EMERGENCY MANAGEMENT PHASES**

The EOP addresses activities that take place during all five phases of emergency management: prevention, mitigation, preparedness, response, and recovery.

#### **Prevention**

Prevention encompasses all measures taken to decrease the likelihood that an event or crisis will occur.

#### **Mitigation**

Mitigation encompasses the elimination of hazards, reduction in the probability of hazards causing an emergency situation, and/or the lessening of consequences from unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

#### **Preparedness**

Preparedness occurs before an emergency or disaster strikes, and is intended to save lives as well as assist with response, rescue, and recovery efforts. Preparedness activities include, but are not limited to, developing and maintaining Emergency Operations Plans and Continuity of Operations Plans; conducting training for College personnel; conducting periodic drills and exercises to test emergency procedures and training.

## **Response**

Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.

## **Recovery**

The recovery phase includes short-term and long-term actions to resume normal operations once an emergency incident is under control or over. Examples of recovery programs include restoration of College services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities and infrastructure.

### **1.5 SITUATIONS**

A disaster can strike anytime, anywhere, and can take many forms: blizzard, tornado, flood, epidemic, fire, hazardous material spill, act of nature, or an act of terrorism. It can build over a number of days or weeks, or can occur suddenly without warning.

The EOP is an all-hazards plan, meaning it applies to all types of hazards that can threaten the College, its occupants, and the surrounding community.

Hazards generally fall into three categories:

- **Natural Hazards:** Natural threats such as severe weather, fire, flood, earthquake, epidemic.
- **Technological Hazards:** Technological or industrial accidents such as cybersecurity issues, radiological or hazardous materials release, power failures.
- **Human-Caused Hazards:** Deliberate, intentional human actions to threaten or harm others including criminal or terrorist acts, school violence, or bombings.

## 1.6 PLANNING ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

The following planning assumptions were incorporated into this EOP:

- The safety of students and the continuity of their education are paramount.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater based radio systems, cellular telephones and information systems.
- A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.
- Some emergency incidents will necessarily involve a regional response.
- The College might receive delayed response from, or be without, certain city, county, or contract emergency response personnel and must be prepared to handle these situations until outside assistance arrives.
- Any employee of the College may be tasked by this EOP.
- Local law enforcement agencies and fire departments will respond based on jurisdiction and support agreements or mutual aid agreements.
- Major roads, overpasses, bridges and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- Conditions may be unsafe to travel off campus and people may become stranded at the College.
- The College will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus while emergency conditions exist.
- Emergency conditions that affect the campuses will likely affect the surrounding communities.
- The decision to declare a Campus State of Emergency rests with the College President or designee.
- Once the emergency is over, the College will resume normal operations.

## **1.7 CONCEPT OF OPERATIONS**

In any emergency situation, the top priorities are:

- Life safety
- Incident stabilization
- Protection and preservation of property and the environment

Emergency Management Group personnel will immediately respond to an emergency incident occurring at the College, and will request additional external and internal resources as necessary to address the situation. The Emergency Management Operations Group, in conjunction with designated information technology personnel, will issue alerts and instructions as the situation warrants.

If a prolonged emergency operation occurs, the CCCS Emergency Management Operations Group (EMOG) and Policy Group will be activated to coordinate support for CCCS staff, faculty, and students during and after an incident, and to ensure continuity of College operations.

The nature and scope of a given emergency situation may necessitate partial or full evacuation of buildings and/or campuses, or lockdown of campus facilities. Access to specific campus areas may be temporarily restricted. Normal operations will resume at the discretion of the President or his/her designated representative.

## **1.8 CAMPUS STATE OF EMERGENCY**

A Campus State of Emergency is a declaration which usually suspends normal functions of the campus or College, alerts staff, faculty and students to change their normal behaviors, or implements parts of the Emergency Operations plan. The College would normally declare a Campus State of Emergency during a time of natural or man-made disaster.

The authority to declare a Campus State of Emergency rests with the College President or designee. If a Campus State of Emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

## **1.9 DEPARTMENTAL RESPONSIBILITY: CONTINUITY OF OPERATIONS**

Each department and division should prepare and maintain a Continuity of Operations Plan (COOP). The COOP basically contemplates destruction of the departments or division's physical setting, and reasonable measures to mitigate both short-term and long-term effects of displacement.

Each responsible director and department head should maintain, and have available, an emergency list of employee names and telephone numbers. COOP documents should include an organizational chart that clearly delineates chains of responsibility.

## **1.10 EMPLOYEE RESPONSIBILITY**

An emergency can strike anytime or any place, and a disaster will affect everyone. All CCCS employees have a personal responsibility to know what to do before, during, and after an emergency in order to ensure their own personal safety.

College employees should read and be familiar with safety and emergency information. They should also know the locations of emergency exits, fire extinguishers, Automated External Defibrillators (AEDs), and designated shelter areas, as well as emergency phone numbers to communicate with law enforcement. The measures outlined in this EOP, together with common sense, are intended to prevent injury and to minimize property damage. It is important to remember that while first responders will do their best to assist people, during an emergency situation individuals (including those with access and functional needs) are ultimately responsible for their own safety.

## **1.11 PLAN DEVELOPMENT AND MAINTENANCE**

This **Emergency Operations Plan** will be reviewed for completeness at least once per calendar year under the direction of the Legal Department.

Changes will be documented on the Record of Changes and Reviews page at the beginning of this document.

## **1.12 AUTHORITIES**

Legal authority for emergency operations is granted by established federal, state, and laws, statutes, ordinances, executive orders, regulations, Board Policies, System President's Procedures, and formal agreements relevant to emergencies.

A full list of authorities and references is supplied in Appendix A of this plan.



# Section 2: Organization and Assignment of Responsibilities

## 2.1 ORGANIZATION FOR PLANNING

The RRCC Executive Leadership Team reviews and coordinates College-level emergency preparedness plans with the Emergency Management Operations Group.

## 2.2 COLLEGE EMERGENCY MANAGEMENT STRUCTURE

### 2.2.1 Emergency Activation Levels

➤ **Level 1 Emergency:**

Campus emergencies which are managed using existing College resources with limited outside assistance, and are typically on College property.

Policy Group may activate. If activated, Policy Group will determine if the Emergency Coordination Center (ECC) will be activated with partial or full staffing. Incident Command may be initiated depending on circumstances.

➤ **Level 2 Emergency:**

A major emergency that affects an area or building of the College community, may significantly affect life safety concerns, and/or impact mission critical functions.

External emergency resources will likely be required and will assume command of the emergency response effort with input from College resources. The Policy Group and EMOG should activate and determine whether the Emergency Coordination Center (ECC) should be staffed partially or fully. College Incident Command will be activated to handle internal CCCS command functions and may participate in Unified Command with local responders.

➤ **Level 3 Emergency:**

A disaster, which by nature and impact extends beyond the College, not only disrupting and/or halting operation and functions of the College, but also those of the surrounding community.

External emergency resources will assume command of the emergency response effort. The College will provide support as requested and able. The Policy Group and EMOG will activate, along with the ECC where the EMOG will convene. College Incident Command will be activated to handle internal command functions and will participate in Unified Command with local responders.

### **2.2.2 Incident Management**

To manage emergency incidents, the College utilizes a tiered structure involving a Policy Group and Emergency Management Operations Group.

The Policy Group, which is formed around the President's Executive Team, serves as an advisory board for the President and provides strategic guidance during incidents.

The Emergency Management Operations Group (EMOG) includes a group of senior staff members that support CCCS students, staff, and faculty, and College operations during and after an emergency incident.

The College will activate the **Emergency Coordination Center (ECC)** any time the EMOG is activated for an emergency or disaster and immediately notify the System Office.

## **2.3 POLICY GROUP**

Under the direction of the President or designee, the Policy Group provides direction in making strategic policy decisions for any incident that affects the College's ability to perform its critical operational functions. This group has the authority to proclaim College emergencies and to issue directives regarding the status and resumption of College educational programs. The Policy Group is also responsible for notifying and informing key College constituents and stakeholders.

The Policy Group is comprised of President, VP of Instruction, VP of Student Success, VP of Administrative Services, and Chief of Police.

The President is the senior executive official for the College. In the absence of the President, a designee will assume these responsibilities.

### 2.3.1 Policy Group Responsibilities

- Serves as a strategic planning committee that focuses on policy issues separate and distinct from direct operational response to an emergency or disaster.
- Provides guidance and support to the Emergency Management Operations Group.
- Approves action of the Emergency Management Operations Group as needed.
- Works with the PIO to communicate information to key constituents and stakeholders through various means.

### 2.3.2 Policy Group Activation

- The Policy Group is activated by the President or designee. When activated, the Policy Group will convene at [location], or other location as dictated by the nature and location of the incident, or as determined by available members of the Policy Group. The Policy Group should establish protocols for convening electronically, as needed.

### 2.3.3 Overview of Policy Group Member Responsibilities

President	<ul style="list-style-type: none"> <li>• Acts as highest level of campus authority during emergency, crisis or disaster.</li> <li>• Leads Policy Group in making critical policy decisions regarding College response and recovery.</li> </ul>
Chief of Operations: V.P. Administrative Services Controller (Alternate)	<ul style="list-style-type: none"> <li>• Acts as primary alternate in President’s absence.</li> <li>• Responsible for decisions concerning the cancellation, rescheduling, or relocation of classes, tests, and other programs interrupted by an incident.</li> <li>• Provides policy guidance.</li> <li>• Acts as liaison with state Risk Management.</li> </ul>
Student Services: V.P. Student Success  Exec. Director Advising, Transfer and Career Services (Alternate)	<ul style="list-style-type: none"> <li>• Maintains logs of significant events related to student services.</li> <li>• Assesses and coordinates student crisis management and other needs.</li> <li>• Ensures compliance with Dept. of Education regulations.</li> <li>• Accountability.</li> <li>• Coordinates class rosters with registrar.</li> </ul>
Academics: V.P. Instructional	<ul style="list-style-type: none"> <li>• Serves as lead representative in matters related to academic interface with the ECC operations and academic issues.</li> </ul>

Instructional Dean (Alternate)	<ul style="list-style-type: none"> <li>• Liaison for instructional services.</li> <li>• Works with Incident Command to assess disaster effects on academic areas.</li> </ul>
Director Human Resource Asst. Director HR (Alternate)	<ul style="list-style-type: none"> <li>• Maintains logs of significant events related to human resources.</li> <li>• Requests for legal advice from CCCS Legal Department on behalf of Policy Group or EMOG.</li> <li>• [Any other duties]</li> </ul>
Director Marketing and Communications	<ul style="list-style-type: none"> <li>• Maintains logs of significant events related to media.</li> <li>• Obtains information and periodic updates from Incident Command.</li> <li>• Works with President and Incident Command PIO to develop the College's messages.</li> </ul>
Legal System Office General or Associate Counsel	<ul style="list-style-type: none"> <li>• Responds to requests for legal advice from Policy Group or EMOG</li> </ul>

## **2.4 EMERGENCY MANAGEMENT OPERATIONS GROUP (EMOG)**

The Emergency Management Operations Group (EMOG) is drawn from departments or divisions involved in managing emergencies or supporting emergency management.

The following functions should be included:

- Operations
- Public Safety/Emergency/Security
- Students Services
- Risk Management
- Human Resources
- Marketing and Communication
- Finance (Emergency Response)
- Business Services (Continuity of Operations)
- Procurement
- Facilities
- Executive/Administrative Assistant Support
- Information Technology
- Campus Emergency Resource Personnel
- [College personnel with Fire Science, Homeland Security, Emergency Management, EMT, public safety or similar background]

This group will provide input and advisement to Incident Command staff and/or the CCCS Policy Group during an emergency incident.

The President will designate a chair of the EMOG. The EMOG will meet to discuss plans and readiness a minimum of twice per calendar year, and will convene as necessary for emergencies, incidents, or large-scale events.

### **2.4.1 EMOG Activation**

The EMOG is activated by any member of the group after consultation with appropriate Incident Command Staff. The notification will be sent out by either Marketing and Communications or his/her designee, members of the Department of Public Safety/Campus Police Department or other designees.

A senior on-duty member of the Department of Public Safety/Campus Police Department may activate the EMOG without further discussion by virtue of the likelihood that he/she may be serving as the Incident Commander at any given scene.

When activated, the EMOG will convene the following pre designated location

LOCATIONS:

1. \_\_\_ Red Fox Room \_\_\_\_\_

2. \_\_\_ ETC \_\_\_\_\_

Other locations as dictated by the nature and location of the incident, or as determined by consensus of available EMOG members may also be utilized.

## 2.4.2 Overview of EMOG Roles and Responsibilities

Functional Group/Title	Role
<b>EMOG Chair</b> President	<ul style="list-style-type: none"> <li>• Directs all activities of the EMOG.</li> <li>• Serves as liaison between Policy Group and EMOG.</li> </ul>
<b>Public Safety/Emergency Management/Security</b> Chief of Police	<ul style="list-style-type: none"> <li>• Declares and ends the emergency.</li> <li>• Directs activities of college incident response team.</li> <li>• Coordinates with external emergency response agencies.</li> <li>• Reports to incident site as requested.</li> <li>• Solicits qualified personnel to incident site (traffic and perimeter controls).</li> <li>• Conducts after-action reviews.</li> </ul>
<b>Student Services</b> VP Student Success	<ul style="list-style-type: none"> <li>• Liaison with student support services.</li> <li>• Provides relevant information regarding existing students of concern from disciplinary and behavioral intervention team records.</li> <li>• Responsible for patient tracking and reunification.</li> </ul>
<b>Risk Management</b> VP Admin Services & Dir Facilities	<ul style="list-style-type: none"> <li>• Acts as campus safety officers and compiles information needed for the after action report.</li> </ul>
<b>Human Resources</b> Executive Director HR	<ul style="list-style-type: none"> <li>• Responsible for personnel accountability and legal matters.</li> </ul>
<b>Marketing and Communications</b> Director Marketing and Communications	<ul style="list-style-type: none"> <li>• Responsible for information dissemination to college community, public sector, and media outlets.</li> <li>• Assists with emergency notification.</li> </ul>
<b>Finance – Emergency Response</b> Controller	<ul style="list-style-type: none"> <li>• Coordinates financial matters.</li> <li>• Works with HR director for allocation of employee reimbursement during emergencies.</li> </ul>
<b>Business Services – COOP</b> VP Administrative Services	<ul style="list-style-type: none"> <li>• Coordinates financial matters as needed for continuity of operations.</li> </ul>
<b>Procurement</b> Director Purchasing	<ul style="list-style-type: none"> <li>• Determines whether a Request for Proposal (RFP), competitive sealed bid, or other methods shall be used for each procurement during an emergency.</li> </ul>
<b>Facilities</b> Facilities Director	<ul style="list-style-type: none"> <li>• Solicits qualified staff members to incident site for utility control, trades, environmental health &amp; compliance, and damage control.</li> <li>• Technical resource for long-term shelter in place.</li> </ul>
<b>Executive/Administrative Support Group</b> Executive Assistant to President/Exec Assistant to VP Administration	<ul style="list-style-type: none"> <li>• Acts as liaison to Policy Group.</li> <li>• Serves as a resource person.</li> <li>• Documents activities and meetings.</li> </ul>
<b>Information Technology</b> Director IT/ Asst. Dir IT	<ul style="list-style-type: none"> <li>• Assists with emergency notification and equipment.</li> <li>• Provides support for communications and data management.</li> </ul>
<b>Campus Emergency Resource Group</b> Corporal, Campus Police	<ul style="list-style-type: none"> <li>• Solicits qualified personnel to incident site.</li> <li>• Assists EMOG and Leadership in interpreting, understanding, and predicting activities of external public safety organizations.</li> <li>• Functions as Liaison with external public safety agencies.</li> </ul>

## **2.5 EMERGENCY COORDINATION CENTER (ECC)**

Upon activation at Emergency Activation Level 2 (major campus emergency) or Level 3 (disaster that extends beyond campus), the CCCS Emergency Coordination Center (ECC) serves as the centralized location to monitor and report the impact of emergencies while providing communication between the ECC and the campus, and between the EOC and surrounding jurisdictions. The ECC is the focal point for coordination, direction, and control of emergency preparedness, response, and recovery activities for the campus, and is the location to which EMOG will report for duty and assume their EMOG roles. Their roles in the emergency response activities, and work assignments will be planned, coordinated and delegated from the ECC.

The primary ECC location is Warren Tech, Jeffco Public Schools. The facility is a designated but not a dedicated ECC facility. Supplies are to be maintained in a state of readiness for conversion and activation when needed. Other possible facilities will be determined at the time of activation.

In the event the campus is secured and access is limited, ECC members may be told to report to an alternate location.

### **2.5.1 ECC Activation**

The ECC may be activated when necessary to facilitate the College's response and subsequent recovery from any emergency. The Emergency Activation Levels are used to classify the significance of the event. Any member of the Emergency Management Operations Group or Policy Group is authorized to activate the ECC.

In a Level 3 activation, emergency personnel responding to the ECC from off campus should display appropriate identification for access to campus. ECC members are to bring their own laptops, cell phones, power cords, and chargers (if available) to the ECC.

### **2.5.2 Notifications**

In an emergency, the individual activating the ECC will notify the EMOG or contact the Public Information Officer or his/her designee, who will give notice to EMOG.



A brief message describing the event will be provided for inclusion in the EMOG notification. The message will ask for availability and will require a response. When notified of an event requiring ECC activation, personnel should report directly to the ECC. If an individual is unsure about reporting for duty, he or she should contact RRCC Campus Police at 303-914-6394.

Whenever a College activates the ECC for Level 3 response, notification will also be made to the appropriate local jurisdiction's Emergency Operations Center (EOC) if activated and the Colorado Community College System Office at 303-620-4000.

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### **2.5.3 ECC Setup**

Upon notification of EOC activation, the Executive/Administrative Support section will initiate setup. General setup responsibilities include:

- Ensure that the ECC is accessible.
- Post entry/exit log at ECC entrance and ensure staff sign in as they arrive.
- Post communications information including phone numbers of departments.
- Establish a "quiet space" where ECC staff can take a break and make private calls.
- Continue to monitor ECC operations and logistical needs during the time the ECC is operational.

### **2.5.4 ECC Security and Access Control**

Access to the ECC will be controlled by EMOG staff or security when necessary. Prior to being allowed access, additional staff must be granted authorization from the Chief of EMOG Operations, or Incident Commander. All ECC staff must sign in upon arrival, and sign out when departing.

### **2.5.5 Incident Documentation**

It is important that the incident be properly documented from the beginning of the incident until the ECC is demobilized. ECC Activity Logs provided for each ECC position to record include:

- Initial Briefing Report

- Incident Action Plan
- Incident Phone Log
- Event/Decision Log
- Checklists for the position
- ECC Deactivation Checklist
- After Action/Corrective Action Plan

Additional documentation will be provided by message forms provided for messages received and sent by the ECC staff, maps generated to support the incident, damage assessment forms, and media releases developed by the ECC or received from other sources.

### **2.5.6 ECC Deactivation and Demobilization**

The President or designee will determine when to deactivate the ECC and transition to normal campus operations. The process of demobilizing includes demobilizing all staff, documenting the incident in preparation for requests for city/state/federal disaster recovery funds, and documenting the incident in preparation for the After Action Report and updates to college plans and procedures. To accomplish this:

- The ECC Chief of Operations will notify sections when they are no longer required in the ECC.
- All staff must ensure that any open actions not yet completed will be handled after the deactivation.
- All staff must ensure that all required forms or reports are completed prior to deactivation and have copies made of all logs, reports, messages, and any documents used and received in the ECC. Leave originals in the position folder.
- An official notification will be sent to all involved internal and external participants that the EVC is deactivated.
- Additional deactivation items are listed in the unit checklists and the ECC Deactivation Checklist.

This action signifies the transition from the response phase to the recovery phase. Prior to deactivation, the Policy Group will assign staff to a Disaster Recovery Group to establish the short-term recovery goals that facilitate long-term recovery. The recovery plan could address one or all of the following:

- The recovery effort's goals
- The recovery organization's structure, including the roles of government, the public, and business in the process
- Short-term recovery operations such as debris removal and restoring essential utilities such as water and power
- Inspecting facilities for safety, health, and structural integrity
- Volunteer and donations management
- Economic recovery
- Environmental recovery
- Financial and community resources
- Social and psychological aspects of recovery

### **2.5.7 Establishing an Alternate EOC**

Depending on the dynamics of an incident, it may be necessary to relocate to another location to perform the ECC functions. The incident may either disrupt the functionality of the primary EOC or it may jeopardize the safety of staff working at the ECC.

The backup ECC locations are Warren Tech, ETC, RRCC Arvada Campus and the Sheridan Denver West. If this location is damaged or unsafe, a determination will be made by the Incident Commander as to an appropriate location either on campus or off-campus. Notifications will be made to staff and to the external agencies of the new ECC location.

Executive/Administrative Support Group should arrange for the transfer of needed supplies and equipment from the original ECC to the alternate location. This might include:

- Computers
- Communication equipment
- Maps and displays
- EOC forms box
- Binders with disaster plan

### 2.5.8 Communications Between the EOC and Response Organizations

The ECC must maintain communications with the first responders, external agencies, (e.g., Red Cross), the CCCS Office and other constituents. EMOG members will have access to landlines, cellular phones, and the internet as available on campus.

## 2.6 TRAINING

Training is an integral part of emergency preparedness and response. Leadership and key personnel need to be trained in specific emergency management subject matter to ensure the College's overall preparedness, and to ensure that college personnel can efficiently and effectively integrate into incident command structures utilized by emergency response agencies.

Relevant training includes, shall be determined by the Policy Group. All members of the EMOG shall receive IS-100 - HE Certification. Other available trainings include:

- IS-100.b Introduction to Incident Command System (ICS)
- Or
- IS-100.HE Introduction to the Incident Command System for Higher Education
- IS-200.b ICS for Single Resources and Initial Action Incidents
- ICS-300 Intermediate Incident Command System
- ICS-400 Advanced Incident Command System
- IS-700 National Incident Management System (NIMS), an Introduction
- IS-800.b National Response Framework, an Introduction
- G-367 Emergency Planning for Campus Executives
- G-290 Basic Public Information Officer

## 2.7 EMERGENCY AUTHORITY

The College serves as the head of the Policy Group which activates for emergency situations or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on campus – at a time when the President is absent from campus – the authority to take all necessary and appropriate actions on behalf of the President is hereby delegated to the following College administrators (in the order listed below). Such authority is delegated to the highest ranked College officials on the list with whom the person reporting the emergency is able to make contact:

1. Vice President Administrative Services
2. Vice President Student Success
3. Vice President Instruction

For a civil disturbance or time-critical situation only, the following personnel Chief of Police Sean Dugan or his designee; is hereby delegated the authority to take necessary and appropriate actions on behalf of the President when:

- Neither the President nor any of the College officers listed above can be contacted within a reasonable time, given the immediacy and other circumstances of the threatened or actual event.
- An actual civil disorder or other violent event is in progress and immediate action is necessary to protect persons or property from further injury or damage.

## **Section 3: Direction, Control, and Coordination**

### **3.1 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

The National Incident Management System (NIMS) is a structured framework used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and/or terrorist attacks at the local, state, and federal levels of government. The 2003 presidential directive HSPD-5 required all federal agencies to adopt NIMS and to use it in their individual domestic incident management and emergency prevention, mitigation, preparedness, response, and recovery programs and activities. The directive also required federal departments to make adoption of NIMS by state, tribal, and local organizations a condition for federal preparedness assistance and in applying for federal grant assistance.

The College has adopted NIMS as its system of preparing for and responding to disaster incidents. This EOP is part of the overall campus and community emergency preparedness efforts. The procedures and guidance contained herein are subject to and compliant with NIMS and Incident Command System.

### **3.2 INCIDENT COMMAND SYSTEM (ICS)**

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept that is used by emergency response agencies nationwide to manage incidents of all types, sizes, and complexities. ICS is one component of the National Incident Management System (NIMS), which is a flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions.

NIMS requires that schools receiving emergency preparedness funding adopt and train personnel in ICS as a condition for receiving that funding.

The Incident Command System:

- Uses standardized position titles for all responding agencies.
- Allows ICS positions to be filled by the most qualified personnel.
- Establishes a modular structure that can be expanded to accommodate large-scale incidents, or reduced as an incident winds down.

- Uses plain English and common terminology to allow responding agencies to better communicate with one another.
- Establishes unity of command, wherein incident personnel report to only one supervisor.
- Utilizes a management by objective approach.

### **3.3 ICS AND the College**

Emergencies and or large-scale events are normally managed with the use of the Incident Command System. ICS has been adopted, recognized and utilized by all emergency response agencies in the surrounding area, the State of Colorado, and all Federal organizations. If an emergency and/or large-scale event occurs at one of the College, College resources may be quickly depleted or inadequate for the type of incident (i.e. fire, hazardous materials spill). Local emergency agencies responding to assist will most likely implement ICS to control and manage ongoing operations.

College personnel will support the Incident Command structure and may become part of the system as requested by the Incident Commander or his/her Command Staff.

### **3.4 COORDINATION WITH LOCAL AGENCIES**

The College maintains Memorandums of Understanding (MOUs) with local emergency response agencies. MOUs define the assistance and resources agencies are willing to provide during emergency incidents.

The College maintains MOUs with the following emergency response agencies:  
City of Lakewood Police Department

If necessary, a Mutual Aid Request can be made for West Metro and Arvada Fire Departments, and Arvada Police.

## Section 4: Communications

### 4.1 CAMPUS EMERGENCY NOTIFICATION

The College uses various communication formats to relay information about emergency situations on or affecting its campuses.

#### 4.1.1 Connect-Ed

Connect-Ed is the notification system the College uses to send emergency messages to its entire community. Emergency notifications are sent via e-mail, text (SMS), and voice mail to mobile or home phones.

All students, staff, and faculty are automatically enrolled to receive emergency notifications via their school email, home phone, and work phone as available through the Banner system.

To receive mobile phone and text messages (SMS), users must opt-in to this service. The College does not charge for signing up to Connect-Ed; however, standard text messaging fees may apply to text messages received via this system. The user is responsible for payment of these costs.

Connect-Ed messages are broadcast at the direction of any member of the Policy Group or [title of responsible official], or any of their respective representatives.

#### 4.1.2 Door-to-Door Notification

If safe to do so, designated college personnel including Public Safety and Facilities staff will go to specific rooms and/or wings of the affected campus to alert occupants to an emergency.

#### 4.1.3 Childcare Facilities Notification

Contact Childrens Center Director – 303-914-6328

RRCC Campus Police – 303-914-6394 (Dispatch)

#### 4.1.4 Additional Notification Methods



## **Emergency RRCC Email notification**

### **4.1.5 Sample Emergency Messages (Repeat Twice)**

#### **LOCKOUT – SECURE PERIMETER**

Attention, Attention!

The campus is on Lock Out. All entrances will be locked. No one should enter or exit until the campus is safe. Be aware of your surroundings. Those inside conduct business as usual.

#### **LOCKDOWN**

Attention, Attention!

The campus is on Lockdown. Move away from sight and maintain silence. Lock doors. A police officer will come to your location and release you when the campus is safe. Wait for police to open door or wait for the 'All Clear'.

#### **EVACUATE**

Attention, Attention!

An emergency has been reported in the building! Leave the building immediately utilizing the nearest exit. Leave all belongings. Assist those who need help. Avoid using elevators.

#### **SHELTER – TORNADO**

Attention, Attention! A Tornado has been sighted near the campus. Evacuate to lowest floor or interior corridors and stay away from glass. This is not a drill.

#### **SHELTER – GENERAL/OTHER**

Attention, Attention!

There is an emergency situation occurring that requires you to immediately Shelter for (state the hazard) \_\_\_\_\_

## **4.2 CONNECT-ED NOTIFICATION PROCESS**

- All emergency messages will be initially drafted by VP of Administrative Services and Chief of Police
- The President and VP of Administrative Services identifies who should receive the message and how it will be disseminated.

- Connect-Ed messages currently available:
  - Text
  - Home phone
  - Cell phone
  - E-mail personal and college

### **4.3 PUBLIC INFORMATION OFFICER**

Campus and CCCS Public Information Officers (PIO) will work with the Policy Group and EMOG to disseminate incident-related information to the College community and the general public.

The PIO will work as part of the Unified Command public information officers about any large-scale incident that affects the College and its neighboring jurisdictions and requires a multi-agency response.

The PIO will be the primary point-of-contact for media inquiries regarding campus emergencies and incidents. No employee of the College is authorized to speak to the media on behalf of the college without explicit approval from the President or his/her designee.

# Section 5: Administration

## 5.1 AFTER ACTION REPORT AND IMPROVEMENT PLAN

The completion of an After Action Report and Improvement Plan (AAR/IP) is a part of the College reporting process. It is used to document the College's involvement in an incident or event to help identify lessons learned and corrective actions.

### 5.1.1 Protection of AAR/IP Information

The information gathered in the AAR/IP is considered "For Official Use Only" (FOUO) and should be handled as sensitive information not to be disclosed. These documents should be safeguarded, handled, transmitted, and stored in accordance with appropriate College security procedures. Reproduction of these documents, in whole or in part, without prior approval from a member of the Policy Group is prohibited.

### 5.1.2 Dissemination

The AAR/IP will be disseminated only on a need-to-know basis. When unattended, it will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

## 5.2 PURPOSE OF AFTER ACTION REPORTS

AAR/IP documents serve the following important functions:

- Provide a source for documentation of response activities.
- Identify problems/successes during emergency operations.
- Analyze the effectiveness of the College's response components.
- Describe and define a plan of action for implementing improvements.
- Emphasize the improvement of emergency management at all levels.
- Provide a vehicle for documenting system improvements and a work plan for implementing these improvements.
- Assist with coordination of the after-action report process when multiple agencies/agencies/jurisdictions are involved in the emergency.

## 5.3 COLLEGE AFTER ACTION REPORT/IMPROVEMENT PLAN PROCESS

### 5.3.1 Responsibility for After Action Report

- At both the field and EMOG levels, the planning function is responsible for initiating the After Action Report process.
- At the completion of the emergency period, and after the field ICS and EMOG level organizations have been deactivated, VP of Administrative Services will assume the responsibility for continuing the After Action Report process.
- VP of Administrative Services will assign the After Action Report to a team as early as possible in the incident to allow establishment of timelines and expedite the preparation of the After Action Report.
- AAR team members should be familiar with the planning function, emergency organization functions, and CCCS's policies and procedures.

### 5.3.2 AAR Documentation

- Documentation actions need to be initiated in the early stages of an emergency
- Adequate documentation:
  - Is essential to operational decision-making;
  - May have future legal ramifications;
  - May have implications for reimbursement eligibility.
- Documentation should include materials from the planning function and the entire emergency organization. Key components should be identified prior to an incident or event.
- Recommended documentation includes:
  - Action plans developed to support operational period activities
  - Forms used in the College field level Incident Command System
  - Unit activity logs and journals
  - Written messages
  - Function and position checklists
  - Public information and media reports

### 5.3.3 AAR Preparation

- Develop a detailed work plan that includes:

- Scope of work
- Work schedules with milestones
- Resource needs
- Compile the results of surveys, critiques, and workshops.
- Identify and contact key agencies involved in the incident (including primary response agencies and secondary or support agencies) to solicit input for the AAR.  
Options may include:
  - Prepare an incident-oriented survey to distribute to key agencies.
  - Conduct interviews with agency personnel when the initial data gathering process has been completed.
  - Conduct a facilitated workshop with key representatives of involved emergency response agencies. The workshop should focus on fact-finding and gathering of pertinent information related to emergency response and recovery activities.
- Review, analyze, and sort documentation according to the areas covered in the sample after action report in Figure 1, or another format as appropriate to the organization.
- Prepare AAR drafts for review and approval, and distribute to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
- Prepare final after action report and forward it to [title of responsible official].

**Figure 5-1: Sample After Action Report Outline**

**Sample After Action Report Outline**

The after action report should follow this structure, but can be adapted to the situation:

**Introduction and Background**

- Administrative handling instructions
- Table of Contents

**Part I: Executive Summary**

- Mission/objectives
- General description
- Dates, locations, and major participants
- Significant issues
- Limitations

**Part II: Lessons Learned**

- Observations
- Discussions
- Lessons learned
- Recommended actions
- Comments

**Part III: Events**

- Chronology of events
- Operations plan
- Standing operating procedures
- Analysis of capabilities

**Part IV: Conclusion**

Appendix [ ]: Improvement Plan  
Appendix [ ]: Acronyms

[If an AAR contains graphics, figures, or tables, they should be numbered and listed in the Contents section (e.g. Figure 1, Table 1, etc.)]

# Section 6: Finance

## 6.1 FINANCE

The College's goal is to effectively provide priority protection for lives, preservation of College property, and the restoration of academic and other programs of the college through the effective use of college, community, and state resources in emergency situations.

In coordination with the State of Colorado Office of Emergency Management (COEM) and the State of Colorado Office of Risk Management, CCCS's financial operations will follow direction and procedures as dictated by state fiscal rules, including the expenditures of funds that may require expeditious action based on sound financial management and accountability given the known parameters at the time of the decision. The Office of Emergency Management administers a comprehensive emergency management program for the State of Colorado and may at its discretion, in the event of a disaster or emergency, activate the State Emergency Operations/Coordination Center (SEOC) to support the College. The State may modify normal operations and redirect resources to assist and support the College in protecting property and reestablishing essential services. Financial support for emergency operations shall be from funds appropriated by state resources as directed by the Office of Emergency Management and Office of Risk Management. Once state resources are exhausted or determined high cost, the Office of Emergency Management may seek Federal help and recovery.

Within the established state guidelines, the College will be responsible to respond to an incident using its available resources concerning financial mitigation and recovery of operations. Coordination and flexibility between the state agencies and the College, will allow the state to accommodate the individual nature and magnitude of severity that each emergency may present. The College will be responsible to pay applicable deductibles and any additional cost recovery actions it deems appropriate to procure for non-property loss.

At minimum, the College, under the direction and instruction of the Office of Emergency Management and Office of Risk Management, shall ensure the responsible oversight and documentation for all costs and financial considerations of the emergency incident, including future payments, payment of personnel costs, and cost recovery. Responsibilities may include, but are not limited to:

- Secure materials, equipment and contractors needed during the emergency
- Oversee necessary contract negotiations
- Track personnel and equipment time
- Plan and document the necessary evidence (both written and photographic) for financial cost recovery following the incident
- Financial and cost analysis

- Ensure the continuation of all payroll and purchasing functions
- Plan for the resumption of normal campus operations and recovery focus

The College is protected from liability by the Governmental Immunity Act, (24-10-101 et seq. C.R.S.) and the Risk Management Act (24-30-1501 et seq. C.R.S.) of the State of Colorado. The Governmental Immunity Acts states that the public entities (includes all public entities, cities, counties, school districts and other special governmental districts such as water and utility districts) in this state are immune from liability, except in waived areas as noted in the state statute. In those waived areas, the Act limits the assessment of judgments against public entities to levels as currently designated by law.



## **Section 7: Logistics**

Most often, Facilities will act in the role of Logistics and help coordinate recovery efforts to include coordinating resource ordering.

### **7.1 PROCUREMENT**

Emergency events will be handled by mitigating the emergency, and then contacting the Office of the State Architect to receive emergency funding. In addition, the College will work with the Procurement and the System Office and the State Controller's Office to procure additional resources.

### **7.2 UTILITIES**

Facilities staff will coordinate with Campus utility providers to assist in mitigation and recovery efforts.

### **7.3 MISSION ESSENTIAL PERSONNEL**

Most Facilities staff is considered mission essential personnel and is required to assist during emergencies.

# Section 8: Reporting Emergencies, Crimes, and Suspicious Activity

## 8.1 CONTACT CAMPUS POLICE

Students, staff, faculty, and visitors should call **911** to report an emergency such as a fire, medical emergency, act of violence, etc. 911 may be directly dialed from any campus phone without having to dial 9 for an outside line. **The CCCS Department of Public Safety/Campus Police will be notified of any campus emergency**, as well as all 911 calls made from campus phones.

For non-emergency issues, contact the RRCC Campus Police – 303-914-6394.

## 8.2 REPORTING AN EMERGENCY

Report all emergencies immediately to **911**.

Be prepared to provide the following information:

- Type of emergency (e.g. medical, fire, traffic accident, active shooter, hazardous materials spill, tornado).
- Location of the emergency, including the physical address, campus, building, and room number.
  - **NOTE: You MUST be specific about which campus is involved!**
- Brief description of the situation, such as what happened, how large the fire is, number of victims (if known), etc.
- In the event of a shooting or other act of violence, the last known location and description of the perpetrator(s).
- Your name, phone number, and location.

### **8.3 ANONYMOUS REPORTING VIA SAFE2TELL**

Safe2Tell is a way for members of the CCCS community to anonymously report anything that scares or endangers them, their friends, or their family, including:

- Assaults
- Harassment
- Weapons on Campus
- Suicide Prevention
- Abuse
- Sexual Harassment
- Dating Violence
- Vandalism
- Gangs
- Threats
- Domestic Violence
- Theft

Safe2Tell will notify someone who can intervene while protecting the reporting person's anonymity.

To contact Safe2Tell:

- Call 1-877-542-SAFE (1-877-542-7233)
- [Include location of Safe2Tell link on College website, if applicable]

# Section 9: General Emergency Procedures

## 9.1 EMERGENCY RESPONSE GUIDE

Each classroom, office, or work area shall be equipped with a (SRP), Standard Response Protocol Classroom Poster which lists the most common types of responses to an emergency.

## 9.2 PREPARING FOR EMERGENCIES

Emergencies can happen at any time. All staff, faculty, and students should take personal responsibility for themselves and prepare for emergency situations before they happen.

- Review emergency procedures, guides, the Standard Response Protocol in Annex [ ] and this EOP.
- Identify primary and secondary evacuation routes from the building.
- Know the locations of designated shelter areas on campus.
- Know the location of fire extinguishers and Automated External Defibrillators (AEDs), if applicable.
- Sign up for CCCS emergency notifications and alerts.

## 9.3 BUILDING EVACUATION

### 9.3.1 General Building Evacuation Procedures

When the building fire alarm sounds, or when directed by a College official to evacuate, **all** occupants will leave the building through the nearest exit. Designated Public Safety/Security or Facilities personnel may remain behind for the purpose of assisting other occupants or emergency responders.

- Treat fire alarms as actual emergencies and not drills.
- Quickly gather personal belongings such as coats and car keys.
- Leave the building immediately in a calm, orderly manner through the nearest available exit.
- If there is no one behind you, close doors as you leave.
- Listen for and follow instructions.
- Do NOT use elevators.

- Provide assistance to individuals with functional impairments who may need help evacuating.
- Stay together in a group with your class or work section if possible. Instructors must account for all students. Supervisors must account for all employees in their work sections.
- Move (and remain) at least 150 feet away from the building, and if possible to the upwind side.
- WAIT to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.

### **9.3.2 Faculty and Staff Responsibilities**

- If possible, keep students together in a group during the evacuation and stay with them.
- Account for all students present upon reaching the evacuation point.
- **Immediately** report any students you believe to be missing to Public Safety/Security or local law enforcement or fire department.

### **9.3.3 Directed Building Evacuation (Non-Fire Emergency)**

Directed Evacuation is used to get occupants out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package or a hazardous material spill, or if usual evacuation routes are blocked.

Directed evacuation procedures are the same as general evacuation procedures.

Instructions for a directed evacuation will be provided via the public address system or other appropriate communication.

### **9.3.4 Building Evacuation for People with Disabilities**

People with disabilities or mobility impairments should plan for emergencies by developing an evacuation strategy and sharing it with staff, faculty, and fellow students who can assist them with evacuation. People with service animals should practice evacuating so that their service animal becomes familiar with both primary and alternate evacuation routes.

Some individuals with mobility impairments utilize special equipment such as wheelchairs, braces or crutches to move around the campus. Others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently.

During an emergency situation, those persons requiring assistance should be consulted regarding their needs prior to assisting them. The suggestions listed below may vary depending on the emergency situation and the needs of the person requiring assistance.

To evacuate people with mobility impairments:

- Assist and accompany to evacuation site if possible.
- Use a sturdy chair (or one with wheels) to move the person.
- Help carry individual to safety if possible, or use an evacuation chair (stair chair) (see section 9.3.5 below).
- Utilize rescue chairs where available to navigate stairs.
- If unable to assist a person with mobility impairment, notify Public Safety/Security or emergency responders.

To evacuate people using wheelchairs:

- Consult the individual before moving him/her.
- Individuals at ground floor locations may be able to exit without help.
- Utilize evacuation chairs (stair chairs) where available to navigate stairs (see section 9.3.5 below).

To assist people with visual impairment:

- Announce the type of emergency.
- Take directions from the individual about how best to guide him/her.
- Tell the person where you are going and what obstacles you encounter.
- When you reach safety, ask if further help is needed.

To alert people who are deaf or hard of hearing:

- Turn lights on/off to gain person's attention.
- Indicate directions with gestures.

- If time permits, write a note with evacuation directions.
- Escort the person out of the building if requested to do so.

To assist people with service animals:

- A service animal may become hesitant or confused during an emergency. Discuss how to best assist the person with a disability if this should occur.

### **9.3.5 Emergency Evacuation Chairs (“Stair Chairs”)**

N/A

### **9.3.6 Building Evacuation Signage**

Emergency Exits are to be physically marked by illuminated EXIT signs or similar indicators over each doorway.

Emergency Exits are to be indicated on floor plan maps located in hallways at each campus and in classrooms.

Appendix [X] of the EOP provides maps of all campuses that show emergency exit locations.

## **9.4 SHELTER**

Building occupants may be directed to shelter for situations such as severe weather or an outside hazardous material spill. The nature and location of the incident will determine the extent of shelter-in-place actions.

In all instances, be prepared to evacuate the building or relocate to another area within the building. Listen for instructions via the public address systems, and follow the direction of College or first responder personnel.

### **9.4.1 General Shelter Procedures**

For severe weather:

- If safe to do so, close blinds and curtains on exterior windows.
- Move away from exterior windows.

- If possible, seek shelter in a lower-level interior room with no windows, restroom, or a Designated Shelter Area.

For incidents involving hazardous materials outside the building:

- Close doors and windows.
- Seal doors and windows with tape if available.

## 9.5 LOCKDOWN

A lockdown may be ordered for a human threat such as an active shooter. In a lockdown situation, all exterior doors to a building are secured and occupants are expected to remain inside.

- Stay calm.
- Remain in classrooms or offices. If in a common area, stay away from windows and doors.
- Lock doors and barricade them if possible.
- Do not allow anyone access once the doors are locked, as this may compromise the safety of those inside.
- Do not allow anyone to talk their way inside, as he/she may be the suspect or may be coerced by the suspect outside of your view.
- Wait for further instructions and do not allow anyone to leave until given the “all clear” signal or message.
- If you are unable to find a secure room, consider self- evacuation from the building

Individuals who may be on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).



## **9.6 LOCKOUT**

A Lockout moves people into a building from the outside or keeps people in the building away from a threat outside of a Campus. A Lockout may be ordered in the event of a threat such as police chase in the area or wild animal that poses potential danger.

## **9.7 CAMPUS EVACUATION**

A campus evacuation is used to get students, faculty and staff off of campus due to a serious emergency in the area.

When leaving campus, drive with caution, be courteous, and follow directions from emergency personnel. Do not block access/egress for emergency vehicles.

## Section 10: Specific Emergency Procedures

### ABDUCTION

Call 911 from any campus phone or available cell phone.

Provide as much information as possible, including:

- Victim description:
  - Name
  - Sex
  - Age
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- Suspect description:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- Suspect vehicle:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Time and location of abduction.
- Do **NOT** attempt to detain the person.
- Ask any witnesses to remain until Campus Police arrives.

## **ACTIVE SHOOTER**

Call 911 from any campus phone or available cell phone.

Active shooter incidents are unpredictable and evolve quickly. A shooter will not stop firing until his/her objectives have been met or he/she is engaged by law enforcement. Each situation is different and will change rapidly. Staff, faculty, and students must be responsible for their own safety until additional law enforcement and first responders are available to provide assistance.

Law enforcement officers responding to the incident will first focus on containing/eliminating the threat.

There are three options during an active shooter incident: Run (get out), hide (lockdown), or prepare to defend (take out).

### **Run (Get Out)**

- Leave the area if it is safe to do so, moving away from the shooter's location.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Prevent people from entering an area where an active shooter may be.
- Call 911 as soon as it is safe to do so.

### **Hide (Lockdown)**

- Hide in an area out of the shooter's view, and behind large items that provide concealment and protection from gunfire.
- Block entry to your hiding place and lock the doors.
- Do not trap or restrict your options for movement, if necessary.
- Turn off lights, computer monitors, and radios. Close blinds.
- Silence all cell phones and pagers.
- Stay calm, quiet, and out of sight.

- Unless you are in imminent danger from fire, ignore any fire alarms sounding but stay aware of your surroundings. Active shooters may pull fire alarms in an attempt to shoot people as they exit the building.
- If you are in a safe location and not in harm's way, do not leave your hiding place until directed to do so by law enforcement officials.
- Keep your hands in plain view at all times for police officers. Follow directions exactly and carry nothing that could be mistaken for a weapon.

### **Prepare to Defend (Take Out)**

- As an absolute last resort, and only when in imminent danger, attempt to disrupt and/or incapacitate the shooter.
- Throw items and improvise weapons from available objects.
- Hit, kick, or tackle the shooter if close enough.
- Act with physical aggression.
- Commit to your actions.

### **What to expect from emergency responders:**

- The first responding law enforcement officer(s) **will not stop** to aid the wounded or injured. Their primary mission is to contain the threat.
- Medical and rescue teams will begin treatment of the injured only after the area is declared safe by law enforcement personnel.
- Law enforcement may relocate building occupants to a safe area, or may instruct occupants to remain where they are.

### **After the incident:**

- After evacuation, you may be taken to a holding area for medical treatment, interviewing, and/or counseling.
- Law enforcement personnel may detain you as a witness to the incident.
- You may be asked to provide statements to law enforcement right away, or at a later time.
- The entire area will be treated as a crime scene.
- Once you have been evacuated, you will not be allowed to re-enter the building.
- Information will be released to the CCCS community as soon as possible.

## AED (AUTOMATED EXTERNAL DEFIBRILLATOR) – CARDIAC ARREST

Call 911 from any campus phone or available cell phone.

An **automated external defibrillator** or **AED** is an electronic device that delivers an electric shock to the heart of a person in cardiac arrest. The AED is a “smart” device and will only deliver a shock when it is needed. Anyone can use an AED since the device gives verbal instructions for each step of the process.

An AED should be used when a person collapses or becomes unconscious, is unresponsive to shaking or shouting, has no pulse and isn’t breathing.

- If a person is unconscious and unresponsive to shaking or shouting, send someone to call 911 and to retrieve one of the AEDs.  
**Note:** An alarm will sound when the AED is removed from its cabinet.
- Check the patient for respirations and pulse. If the patient is not breathing and has no pulse, begin cardiopulmonary resuscitation (CPR).
- Open the lid of the AED to activate the verbal instructions. Stay calm and follow the instructions until emergency medical personnel arrive.

## **AIRCRAFT ACCIDENT/CRASH**

Call 911 from any campus phone or available cell phone.

Depending on the type and location of an aircraft crash on or near a campus, students, staff, and faculty may be directed to:

- Evacuate the building;
- Relocate to another location within the building, or to another building;
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

During the incident:

- Avoid the crash site.
- Keep roads and driveways clear for emergency responders.
- Be aware of the potential for secondary fires and explosions.
- Disturb aircraft debris only to assist victims, and only if it is safe to do so.

## ASSAULT/RAPE

Call 911 from any campus phone or available cell phone.

- If the suspected assailant is still in the area, get a physical description and provide it to police:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also provide any vehicle description that may assist police with locating the suspect:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Do **NOT** attempt to detain the suspected assailant.
- Take the victim to a quiet area and ask him/her to remain until the arrival of Campus Police.
- Assign a staff member to stay with the victim.
- Calmly explain to the victim that showering or cleaning up before a police officer makes contact will compromise or destroy evidence.

## SIGNIFICANT BEHAVIORAL PROBLEMS

Call 911 from any campus phone or available cell phone.

- Tell the dispatcher the location or last known location of the person.
- Provide a physical description of the person:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also provide any vehicle description that may assist police with locating the person:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Do **NOT** attempt to detain the person.
- Ask any witnesses to remain until law enforcement arrives.



## **BOMB THREAT**

Call 911 from any campus phone or available cell phone to report any bomb threat received at, or targeted at, a campus or facility.

Each bomb threat that is directed at any campus facility will be evaluated and responded to as a legitimate and real threat to the College. The safety and well-being of students, staff, and faculty will be paramount. The College's goal will be to resolve the situation and return to normal operations at the earliest possible time with minimal disruption.

Response procedures will vary with each bomb threat. Deviations to standardized procedures are expected based on variations in the nature of the threat, the specificity of the threat, and the threatened location.

### **Bomb Threat Received via Telephone**

- Enter all aspects of the call on the **Bomb Threat Reporting Checklist** (see page 57).
- Immediately call 911. Then notify Public Safety/Security, who will, in turn, notify appropriate college administrators and continue with Bomb Threat Standard Operating Procedures if a threat is determined credible.
- Students, staff, and faculty may be ordered to evacuate the building in the event of a credible threat.

### **Bomb Threat Received via Text Message or Social Media**

- Immediately report the threat by calling 911.
- Read bomb threat message to the dispatcher exactly as written.
- Report the identity of the sender, the date and time the e-mail was received, who the message is intended for, who received carbon copies, and the subject line from the e-mail message.
- Do not respond to the sender.
- Do not delete the bomb threat message.
- Print a copy of the bomb threat message, if possible.
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the email.
- Employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.

## Evacuation

***Any evacuation ordered due to a bomb threat is mandatory.*** All occupants of the area being evacuated shall immediately move towards a safe exit and remain outside the area until Campus Police determine it is safe to re-enter.

- Students will take all personal property with them.
- Staff and faculty will inspect for, **but not disturb**, unusual objects as they depart classrooms and work areas.
- Notify Campus Police of any suspicious or unusual object.
- Do **NOT** touch, move, or tamper with any suspicious item.
- Students, staff, and faculty will assemble at least 500 feet from the building, or at a designated location.
- Do **NOT** use cell phones or portable 2-way radios within 300 feet of a building suspected of containing an explosive device.
- Don't re-enter the building until notified by emergency personnel.
- If it is determined that a sweep for evidence/devices is necessary, employees may be asked to conduct a sweep (with authorized police personnel) in areas where they are most qualified to identify items that do not belong.

## BOMB THREAT REPORTING CHECKLIST

**Stay Calm. Be Courteous. Listen. Do Not Interrupt the Caller.**

**YOUR NAME:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CALLER'S IDENTITY:**

Male \_\_\_ Female \_\_\_ Adult \_\_\_ Juvenile \_\_\_      Approx. Age: \_\_\_ Years

**ORIGIN OF CALLER:**

Local \_\_\_      Long Distance \_\_\_      Telephone Booth \_\_\_      Within Building \_\_\_

**EXACT WORDS OF CALLER** (Use extra sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 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? \_\_\_\_\_

### CALLER CHARACTERISTICS

VOICE	SPEECH	MANNER	LANGUAGE	ACCENT	BACKGROUND NOISE
___ Loud	___ Distinct	___ Calm	___ Fair	___ Local	___ Office
___ Soft	___ Stutter	___ Angry	___ Foul	___ Not local	___ Animal
___ High Pitch	___ Slurred	___ Coherent	___ Good	___ Foreign	___ Traffic
___ Deep	___ Distorted	___ Incoherent	___ Poor	___ Race	___ Music
___ Raspy	___ Slow	___ Rational	___ Excellent	___ Regional	___ Airplanes
___ Pleasant	___ Fast	___ Irrational			___ Factory
___ Nasal	___ Lisp	___ Deliberate			___ Party
	___ Intoxicated	___ Emotional			___ Voices
Other:	Other:	Other:	Other:	Other:	Other:

## **CIVIL DISTURBANCE/RIOT**

Call 911 from any campus phone or available cell phone.

In the event of a civil disturbance, Public Safety/Security will isolate the area where the incident is occurring and coordinate activities with law enforcement agencies assisting with the incident.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building;
- Relocate to another location within the building, or to another building;
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

## CRIMINAL ACTIVITY

Call 911 from any campus phone or available cell phone.

Criminal activity may include, but is not limited to:

- Assault
- Burglary
- Robbery
- Theft
- Use or possession of illegal drugs or alcohol on campus
- Illegal possession of a weapon on campus
- Vandalism

Provide as much information as possible to dispatcher, including:

- Suspect description:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- Suspect vehicle:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Time and location of activity.
- Do **NOT** attempt to detain the suspect.
- Ask any witnesses to remain until law enforcement arrives.

## **CYBERSECURITY**

### **Identifying Cybersecurity Incidents:**

- The College employs both a Malware Prevention System (MPS) and Intrusion Detection System (IDS) via the Colorado Community College System Information Technology department (CCCS-IT). The MPS and IDS are combined to address both internal and external threats of cyber-attack.
- If a cybersecurity issue is identified, the Director of ITSS notifies CCCS-IT. In the event of an issue that constitutes a security breach, College IT notifies CCCS-IT and CCCS legal.
- When CCCS-IT identifies cyber security issues, a representative creates a helpdesk ticket and assigns it to the designated a technical point of contact for resolution. CCCS-IT also works with the Security Operations Center (REN-SOC) staff of the system's upstream Internet provider and resolves any issues that are identified at the provider level. In the event of an issue that constitutes a security breach, CCCS-IT notifies management, starts an investigation, and submits a formal report to ISOC.

### **Reporting Cybersecurity Incidents:**

- Any student, staff, or faculty who become aware of a cybersecurity issue should notify College IT at once.
- College IT provides incident reports on cyber security incidents to CCCS-IT on an as needed basis.
- CCCS-IT provides incident reports on security incidents to the State of Colorado Information Security Operations Center (ISOC) on an as needed basis. These reports are created by the CCCS Senior Network Security Administrator, approved and then forwarded to ISOC per the legal reporting requirements in HB1157. A summary of these incidents is provided in a summary IT report that must be submitted to management on a yearly basis (submitted in July).

## EARTHQUAKE

Earthquakes are not a common event in Colorado, but they can happen.

In the event of an earthquake:

- If outside, stay in the open, away from buildings and utility wires.
- If indoors, take cover under sturdy furniture such as work tables and desks.
- Stay near the center of the building.
- Stay away from glass and windows.
- Do not run through or near buildings where there is danger of falling debris.
- After the quake, evacuate the facility. Stay out of damaged buildings as aftershocks may cause them to collapse.
- Provide first aid to injured people. For medical assistance, call 911 from any campus phone or available cell phone.
- Stay with your class or workgroup. Wait at the safe area (at least 150 feet away from any building) until you receive further instructions from emergency personnel.

## ELEVATOR EMERGENCIES

In the event that an elevator becomes stuck, or elevator service is interrupted by a malfunction or power outage:

- Stay calm.
- Do not attempt to force open the door.
- Activate the emergency alarm located on the control panel.
- Locate the emergency phone panel and follow instructions for its use. The emergency phone panel may be identified with words, a symbol similar to the one shown below, or both.
- If the emergency phone is out of order and you have a cell phone, dial 911 or 303-914-6394 for assistance.



Emergency Phone Symbol



## **FIRE**

### **If You Discover a Fire or Smell Smoke:**

- Sound the alarm by activating a fire alarm pull station and evacuate the building.
  - If there is no alarm in the building, notify other occupants by knocking on doors and shouting "**FIRE**" as you leave the building.
- As soon as you can, and when it is safe to do so, call 911.
- If the fire is small and you are comfortable doing so, use a fire extinguisher to put it out. (See "Fire Extinguisher Operation" on page 67 of this manual)
- If you encounter smoke:
  - Find another exit if possible.
  - Stay low under the smoke, and keep your nose and mouth covered.
- Do not open doors that are hot to the touch.
- When evacuating, stay with the group from your area.
- Once outside, stay clear of emergency vehicles and personnel.
- Do not go back into the building for any reason until the fire department or Campus Police declare it safe to do so.

### **If You Cannot Evacuate or Are Trapped:**

- Close doors between you and the fire and/or smoke.
- Seal door cracks and cover vents to keep out smoke.
- Call 911. Tell the dispatcher the location where you are trapped.
- Signal firefighters from a window if possible.

### **If Your Clothes Catch Fire:**

- **Stop** where you are.
- **Drop** to the ground and cover your face with your hands.
- **Roll** over and over to smother the flames.

## FIRE ALARM SOUNDING

Fire alarms will be treated as actual emergencies until officially determined otherwise.

When the fire alarm sounds:

- Stay calm.
- Evacuate the building at once by moving quickly, but in an orderly manner, to the nearest exit.
- Move at least 150 feet away from the building.
- Do **NOT** use elevators.
- Do **NOT** remain in inner courtyards. Move away from the building(s) as quickly as possible.
- Assist people with disabilities who may need help evacuating.
- If you encounter smoke:
  - Find another exit if possible.
  - Stay low under the smoke, and keep your mouth covered.
- Do not open doors that are hot to the touch.
- Stay with the group from your area during evacuation.
- Once outside, stay clear of emergency vehicles and personnel.
- **Do not go back into the building for any reason until authorized to do so by the fire department or Campus Police.**

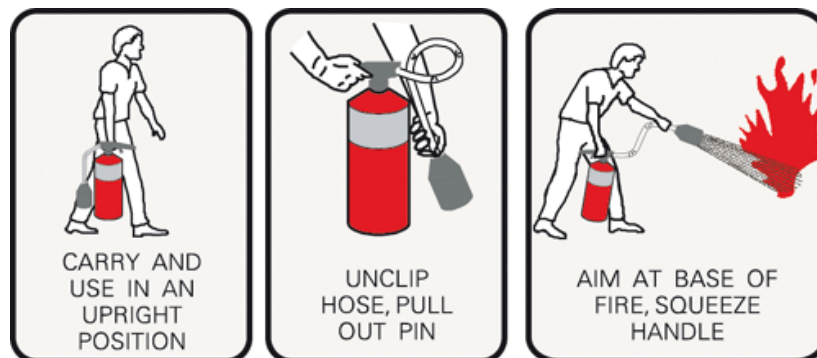
## FIRE EXTINGUISHER OPERATION

Use a fire extinguisher to put out a fire **ONLY** if:

- The fire is no larger than a trash can;
- There is an extinguisher nearby; AND
- You feel confident about using a fire extinguisher to put out the fire.

### How to Use an Extinguisher (Small Fires Only):

- Check the fire extinguisher to make sure it is appropriate for the type of fire. Class A-B-C extinguishers, located throughout CCCS campuses, are suitable for most fires.
- Check the pressure gauge. The needle should be in the **GREEN** section of the gauge.
- Remove extinguisher from its cabinet or bracket.
- Use the acronym PASS to operate:
  - P**     **Pull** the safety pin, breaking the plastic tab, and discard it.
  - A**     **Aim** the nozzle at the base of the fire.
  - S**     **Squeeze** the handle to discharge the dry chemical powder.
  - S**     **Sweep** the nozzle back and forth across the base of the fire.
- Use the entire contents of the fire extinguisher. If the fire does not go out after emptying the extinguisher, evacuate immediately.
- When the fire appears to be out, back away, as it may flare up again. Do **NOT** turn your back to a fire.



## FLOOD

### Terminology:

**Flash Flood or Flood Watch:** Flash flooding or flooding is possible within the designated watch area. Be alert.

**Flash Flood or Flood Warning:** Flash flooding or flooding has been reported or is imminent. Take necessary safety precautions at once.

**Urban or Small Stream Advisory:** Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

### Leaving Campus During Flood Conditions:

- Avoid areas subject to flooding – dips in the road, low spots, washes, etc.
- Do not attempt to cross flowing streams or flooded roadways. The roadbed may not be intact under floodwaters. Turn around and go another way. **NEVER** drive through flooded roadways.
- If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.
- If the water on the roadway is ankle-deep or greater, turn around and find another route, or find a safe location to wait out the storm and/or flooding.

### Flooded Building on Campus:

- Notify Facilities (303-249-8123-Greg Berry) and/or Campus Police (303-914-6394) from an in-house phone, or via a campus emergency red phone.
- Relocate to an upper floor and await instruction from Campus Police.
- Assist those with functional impairments who may need assistance.
- If time allows, move records and equipment up off the floor onto shelves and tables to prevent damage from minor flooding.
- If the building is evacuated, do not return to the building until notified to do so by a college official.

**After a Flood:**

- Verify that electrical equipment has been checked and dried before returning to service.
- Food vendors will discard any fresh food that has come in contact with floodwaters.
- Facilities and Operations personnel will use flashlights, not candles, matches, or other open flame, when examining buildings for damage.
- Facilities personnel will report damaged utilities to appropriate authorities.
- Use bottled drinking water until the water supply system has been inspected and is operating normally.
- Restock any emergency supplies used.

## HAZARDOUS MATERIAL INCIDENTS

Call 911 from any campus phone or available cell phone.

A hazardous material incident may occur at any time. The incident may be on campus or nearby, such as a transportation accident involving railroad, highway, or airway, or an industrial accident at a nearby business.

Report any incident involving hazardous materials on or near any CCCS campus immediately. Provide as much information as possible, to include:

- Location of the incident
- Material involved (if known), or identifying placards or shipping labels
- Amount of hazardous material involved
- How many people may have been affected
- Whether the area has been evacuated

Campus response procedures for a hazardous material incident will vary according to the location of the incident, the quantity and type of chemical involved, time of day, day of the week, and weather conditions.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building;
- Relocate to another location within the building, or to another building;
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

In the event of evacuation, staff, faculty, and students will be directed to the safest evacuation route based on:

- Wind direction
- Chemical runoff
- Traffic congestion:
  - Time of day
  - Day of the week

When evacuating because of a hazardous materials incident:

- Remain upwind of the incident, and monitor shifts in wind direction.
- Do not enter the hazardous or contaminated area for ANY reason, including rescue.
- Secure the scene if you can safely do so to keep others out of the hazardous area.
- Avoid contact with spilled hazardous materials or empty containers.
- Avoid inhalation of fumes, smoke, and/or vapors, even if no dangerous materials are known to be involved, or gases or vapors appear harmless.
- Assist those with functional impairments.

## MEDICAL EMERGENCIES

Call 911 from any campus phone or available cell phone.

- Stay calm. The dispatcher may ask you for the following information:
  - The patient's exact location
  - Nature of the illness or injury
  - Your name and phone number
  - Whether the patient is conscious or unconscious
  - Whether or not the patient is breathing
  - Do not hang up until told to do so
- Keep the patient still, quiet, calm, and as comfortable as possible. Let him/her know help is on the way.
- Do NOT move the patient unless there is an imminent danger to life or safety.
- Assign someone to stay with the patient until emergency medical personnel arrive, and disperse bystanders.
- If trained and comfortable doing so, administer first aid.
  - Keep the patient warm by covering him/her with a blanket or coat.
  - Control serious bleeding by applying direct pressure with a clean cloth.
  - If the patient is not breathing and has no pulse, administer CPR until an Automated External Defibrillator (AED) can be applied.
- Do not attempt to transport the patient to a medical facility. Wait for emergency responders to arrive.



## ROBBERY

Call 911 from any campus phone or available cell phone.

- Stay calm.
- Do as the robber says, and give him/her what he/she requests.
- Discreetly activate the panic alarm if one is available.
- Try to get the best possible physical description of the robber:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also try to obtain any vehicle description that may assist police with locating the suspect:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle

## SEVERE WEATHER

Severe weather can include high winds, thunderstorms, lightning, hail, floods, extreme heat or cold, blizzards, or other weather events that have the potential to create safety hazards or cause property damage. Staff, faculty, and students should monitor weather conditions and take appropriate precautions as necessary.

### Terminology:

**Watch:** Issued when conditions are favorable for the development of severe weather. During a watch, review weather safety guidelines and be prepared to seek shelter.

**Warning:** Issued when a hazardous weather event is occurring or is imminent and is capable of posing a threat to life and property. Seek shelter immediately.

In the event of severe weather conditions, the College will announce shelter in place, evacuation, or reverse evacuation procedures over all available notification systems.

If sheltering in place for an imminent severe weather event:

- Do not leave a hardened structure. If in a modular, prefabricated, or temporary structure, get to the closest hardened structure immediately.
- Move away from windows and toward interior rooms. Take cover in a Designated Shelter Area if available.
- If a Designated Shelter Area is not available, seek cover in a space that:
  - Is located in the interior of a hardened structure
  - Is on the lowest level of the building
  - Does not have windows or skylights
  - Is not in a long corridor spanning the structure (wind tunnel effect)
- Avoid using landline telephones.
- Remain in the building until the storm passes.

## SUSPICIOUS PACKAGES OR LETTERS

Mail Room (Construction Tech) is the first point of review for any letter or package received at the campus. However, all staff and faculty members who handle mail should be familiar with the indicators of a suspicious package or letter. Everyone should be diligent in reviewing mail for anything suspicious or harmful such as explosives, chemical, or biological agents.

### Suspicious Package Indicators:

- Unexpected delivery from someone unfamiliar to you or from a foreign country.
- No return address, or one that cannot be verified as legitimate.
- No postmark (may indicate hand delivery).
- Marked with restrictive endorsement such as "Personal," "Confidential," or "Do Not X-ray."
- Postage irregularities including excessive postage, no postage, or unusual stamps.
- Badly typed, misspelled, or poorly written addresses and markings.
- Protruding wires or aluminum foil.
- Strange odors.
- Discoloration or oily stains.
- A city or state in the postmark that doesn't match the return address.
- The item is of unusual weight given its size; lopsided or oddly shaped; rigid; uneven; soft spots; or bulges.
- Crystals, powder, or powder-like substance leaking from package.
- Ticking or other unusual sound.
- Marked with threatening language.
- Inappropriate or unusual labeling.
- Excessive packaging material such as masking tape and string.
- Misspelling of common words.
- Addressed to someone no longer with the College or outdated.
- Incorrect titles or title without a name.
- Not addressed to a specific person.

### Actions to Take:

- ***DO NOT OPEN, SHAKE, HANDLE, OR INVITE OTHERS TO EXAMINE THE ITEM.***
- Move away from the item and call 911.

- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any contaminant.
- Campus Police will assess the situation and determine subsequent actions to be taken, to include requesting a Hazardous Materials team if necessary.

See the next page for an illustration of suspect letter and package indicators.

# SUSPICIOUS MAIL OR PACKAGES

**Protect yourself, your business, and your mailroom.**

**If you receive a suspicious letter or package:**

▪ **Stop. Don't handle.**

▪ **Isolate it immediately.**

▪ **Don't open, smell, or taste.**

▪ **Activate your emergency plan. Notify a supervisor.**



**If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:**

- **Isolate area immediately**
- **Call 911**
- **Wash your hands with soap and water**



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## Suspicious Mail or Package Indicators

## SUSPICIOUS PERSON/ITEM

Call 911 from any campus phone or available cell phone.

Move away from any suspicious item prior to calling law enforcement.

### Suspicious Person:

- If the suspicious person is still in the area, get a physical description and provide it to police:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also provide any vehicle description that may assist police with locating the suspicious person:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Do **NOT** attempt to detain the person.
- Ask any witnesses to remain until a Campus Police Officer arrives.

### Suspicious Item:

- Do NOT touch any package or item that appears out of place, abandoned, or otherwise suspicious.
- Move away from the item and notify law enforcement.

## TORNADO

Tornados can occur just about anywhere in Colorado. Students, staff, and faculty are encouraged to personally monitor weather conditions, NWS reports, campus emergency notifications, and to sign up for weather alerts from commercial media outlets.

### **Tornado Watch:**

The National Weather Service issues a **tornado watch** when weather conditions are favorable for possible formation of tornadoes.

#### **Actions to take:**

- Public Safety/Security or Facilities will check to be sure that shelter areas are accessible should the tornado watch evolve into a tornado warning.
- Students, staff, and faculty should remain alert for approaching storms and monitor radio and television for current weather information.
- Anyone located in a temporary or modular building on campus should consider moving into a permanent structure until the threat has passed.

### **Tornado Warning:**

The National Weather Service issues a **tornado warning** when a tornado has been sighted in the area or is indicated by weather radar. Take shelter immediately.

#### **Actions to take:**

- Follow directions issued by the College through its emergency notification systems
- Do not leave a permanent structure. People in modular, prefabricated, or temporary structures should immediately get to the closest permanent structure.
- Move away from windows, doors, exterior walls, hallways, and open areas.
- Take cover in a Designated Shelter Area if available.
- Evacuate upper levels and lobby areas.
- Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span such as auditoriums and gymnasiums.
- If a Designated Shelter Area is not available, move to an interior room or hallway on the lowest level of the building. Avoid long corridors that span the structure. If possible, get under a sturdy piece of furniture.
- Provide assistance to people with functional impairments or disabilities.
- Close fire doors in hallways.
- Remain in place for at least 15 minutes until the threat has passed.

**If you are outside of the building and a tornado is approaching:**

- Get out of your vehicle. Do NOT stay in your vehicle, and NEVER try to outrun a tornado.
- Move into a permanent building if there is time to do so safely.
- If you can't make it to a building, lie flat in a nearby ditch or depression until the tornado has passed.

**After a Tornado:**

- If the building has suffered structural damage, evacuate immediately. If you cannot evacuate or are trapped, call 911.
- Follow directions of College officials and emergency responders.
- Stay clear of damaged areas.
- Beware of fallen debris, exposed electrical lines, downed power lines, and gas leaks.
- Stay with your group and account for everyone.
- Administer first aid to the injured.

**Designated Shelter Areas:**

- Campus users will be directed via loudspeaker system to evacuate to the lowest floor or interior corridors and stay away from glass.



## **APPENDIX A**

### **AUTHORITIES AND REFERENCES**

#### **Federal**

Robert T. Stafford Disaster Relief and Emergency Act and Amendments, 42 U.S.C. § 5121 et seq., (Federal Government disaster preparedness and assistance)

Title 44 Code of Federal Regulations, Federal Emergency Management Agency, Department of Homeland Security (rules and regulations on Federal disaster response and recovery)

Emergency Planning and Community Right-to-Know Act, 42 USC, Chapter 116

Emergency Management and Assistance, 44 CFR

Homeland Security Act 2002

Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents

Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System

National Incident Management System

National Response Framework

Nuclear/Radiological Incident Annex of the National Response Plan

Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120

Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 42 U.S.C § 9601 (hazardous substances releases and liability)

Clean Water Act, 33 U.S.C § 1311 (effluent limitations). Public Health Security and Bioterrorism Preparedness and Response Act, 42 Code of Federal Regulations Part 73

Resource Conservation Recovery Act (RCRA), 42 U.S.C § 6901 (requires proper management of hazardous waste)

Public Health Security and Bioterrorism Preparedness and Response Act, 42 U.S.C § 201.  
Agricultural Bioterrorism Protection Act of 2002, 7 U.S.C § 8401, (addresses possession, use and transfer of biological agents and toxins)

Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120

Clery Act-Federal Timely Warning Reporting Obligations

## **State**

Colorado Disaster Emergency Act of 1992 (Title 24, Article 32, Part 21, Colorado Revised Statutes)

State of Colorado Emergency Operations Plan

## **Local**

**as applicable to two campus locations in Lakewood and Arvada**

Lakewood Municipal Code

[http://www.lakewood.org/City\\_Clerk/Codes\\_and\\_Laws/Municipal\\_Code/Municipal\\_Code.aspx](http://www.lakewood.org/City_Clerk/Codes_and_Laws/Municipal_Code/Municipal_Code.aspx)

Arvada Municipal Code

[https://www.municode.com/library/co/arvada/codes/code\\_of\\_ordinances?nodeId=PTIICOOR](https://www.municode.com/library/co/arvada/codes/code_of_ordinances?nodeId=PTIICOOR)

Jefferson County Emergency Operations Plan <http://jeffco.us/sheriff/emergencies/emergency-management/>

Lakewood Emergency Operations Plan <http://lakewood.org/EmergencyPrep/>

Arvada Emergency Operations Plan

<http://arvada.org/safety-and-health/emergency-preparedness/>

## **College**

Colorado Community College System (Title 23, Article 20, Part 1, Colorado Revised Statutes)

<http://highered.colorado.gov/CCHE/title23.html>

The National Center for Higher Education Risk Management (NCHERM) policy and procedures

CCCS: Delegation of Authority to Presidents to ensure policy and procedures are implemented under Board Policy (BP) 3-120 and BP 4-120.

Special acknowledgement goes to Pikes Peak Community College and its Emergency team. This EOP is patterned after the Plan developed by Pikes Peak Community College.

**Other**

The Standard Response Protocol and SRP Guidance for Community Colleges, Trade and Technical Schools, the i love you guys Foundation,

## APPENDIX B ACRONYMS AND GLOSSARY

AAR	After Action Review or After Action Report
CERT	Campus Emergency Response Team (also Community Emergency Response Team)
COOP	Continuity of Operations Plan
DHS	Department of Homeland Security
EOC	CCCS Emergency Coordination Center
EMOG	CCCS Emergency Management Operations Group
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERG	Emergency Response Guide
IC	Incident Command or Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OEM	Office of Emergency Management
PIO	Public Information Officer

**After Action Review:** A review of actions, procedures, and policies that is conducted after an incident or exercise to identify strengths, weaknesses, and areas of improvement.

**Campus Emergency Response Team:** College staff and faculty who are trained to respond to minor emergencies on campus and assist Campus Police with evacuations.

**Campus State of Emergency:** A declaration which usually suspends a few normal functions of the college, alerts staff, faculty and students to change their normal behaviors, or implements parts of the emergency operations plan.

**Connect-Ed:** The system used by CCCS to notify staff, faculty, and students of emergency situations on campus or affecting a campus. (Also see Mass Notification System)

**Continuity of Operations Plan:** A plan to restore complete operations and/or relocate operations following a major disruption such as a natural disaster or fire that affects the College's physical assets and facilities.

**Department of Homeland Security:** Federal department tasked with homeland security missions including: preventing terrorism and enhancing security; securing and managing borders; enforcing and administering immigration laws; safeguarding and securing cyberspace; and ensuring resilience to disasters.

**Designated Shelter Area:** An area in a building that has been designated as a preferred place to take cover shelter in the event of a tornado or other emergency event.

**Emergency:** Any incident, whether natural or human-caused, that requires responsive action to protect life or property.

**Emergency Coordination Center:** The designated facility where the campus Emergency Management Operations Group will convene during an emergency or disaster. The ECC may be located on campus or at an off-site location as the situation dictates.

**Emergency Management Operations Group:** A group of College senior staff members that supports emergency operations and advises the Incident Commander. The EMOG may be activated for in-house special event management.

**Emergency Notification System:** A communications system designed to provide emergency notification via text messaging, e-mail, telephone, and/or other electronic methods.

**Emergency Operations Center:** A facility designated for managing a disaster or emergency. It is where the local first responders Incident Management Team makes decisions to allocate and coordinate resources, provides for incident communications coordination, and directs the overall disaster emergency response. This center may be separate from the Incident Command Post.

**Emergency Responder:** Any member of campus or local emergency services, to include law enforcement, fire, and emergency medical services.

**Emergency Response Guide:** Quick reference charts for emergency situations posted in each classroom and office area at all CCCS campuses.

**Evacuation:** An emergency protocol in which all of a building's occupants are required to exit the building.

**Finance Section:** In the Incident Command System, this section manages all financial aspects of the incident to include purchasing and contract support.

**Hazardous Material:** Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**Incident Command Post:** The location(s) from where the local first responders Incident Commander and his/her staff manage an emergency incident, as determined by local first responders.

**Incident Commander:** Person who is responsible for the overall management of the incident.

**Incident Management Team:** A multi-agency/multi-jurisdictional team that is formed and managed at the local, state, or federal level, and is used for extended incidents,

**Liaison Officer:** In the Incident Command System, the person assigned to coordinate incident activities with all participating emergency response agencies.

**Lockdown:** An emergency protocol in which access to a building is restricted by locking all exterior building doors.

**Logistics Section:** In the Incident Command System, this section provides facilities, materials and services for the incident.

**Memorandum of Understanding:** An agreement between jurisdictions to provide assistance and resources during times of emergency.

**National Incident Management System:** A flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions.

**Operations Section:** In the Incident Command System, this section manages tactical operations at the incident.

**Planning Section:** In the Incident Command System, this section manages all information relevant to the incident and provides the operational support required for long-term incidents.

**Policy Group:** Formed around the President's Executive [Team, Cabinet, Committee], the Policy Group serves as an advisory board for the President and provides strategic guidance during incidents.

**Public Information Officer:** Individual develops and releases information about the incident to the media, incident personnel, and other appropriate agencies and organizations.

**Reverse Evacuation:** An emergency protocol in which persons outside of the building are directed to return to the shelter of the building. Such a protocol might be used in the event of sudden and threatening weather or other threat outside the building.

**Safety Officer:** In the Incident Command System (ICS), the Safety Officer oversees safety for the incident.

**Service Animal:** Any guide dog, signal dog, or other animal trained to assist an individual with a disability.

**Shelter-in-Place:** An emergency protocol in which all building occupants are directed to remain in their offices, classrooms, or work areas for safety reasons.

**Unified Coordination System:** A formal system used to coordinate resources and support between agencies or jurisdictions in regional situations.

**APPENDIX C**  
**CAMPUS EMERGENCY MAPS**



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stCurrent ROOM NUM



**APPENDIX D**  
**STANDARD RESPONSE PROTOCOL**



SRP Poster.pdf

**APPENDIX E**  
**RRCC EMERGENCY RESPONSE TEAM**

Primary Team Member

Michele Haney, President  
Peggy Morgan, VP Administrative Services  
Lisa Fowler, VP Student Success  
Linda Comeaux, VP Instruction  
Sean Dugan, Chief of Police  
Bill Cherrington, Director IT  
Bill Dial, Exec. Director Human Resources  
Mark Bana, Director Facilities  
Kim Rein, Director Marketing & Communications  
Sue Barnett, Director Children's Center  
Jeannette Visconti, Work Force & Community Dev.  
Gina Jimenez, Coordinator Arvada Campus

Alternate

Kathy Kaoudis  
Nancy Carlson  
Bill McGreevy  
Anthony Schaller  
Patrick Bonich  
Deborah Houser  
Greg Berry  
Jason Cross  
Susan Padgett  
Joan Smith