

Community College of Aurora

EMERGENCY OPERATIONS PLAN



**COMMUNITY
COLLEGE
of AURORA**

May 2022

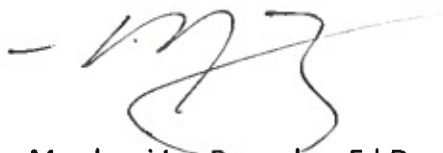
Letter from the President

The Community College of Aurora (CCA) is committed to protecting the welfare of its community members as well as its intellectual property and facilities. The Community College of Aurora Emergency Operations Plan (EOP) is the official plan designated to address specific hazards and circumstances that constitute an emergency for CCA 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.

The Community College of Aurora can best prepare to meet the enormous challenges emergencies present by working together. Thus, CCA 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 CCA should review this plan, in order to understand her or his role should an emergency or disaster occur.




Mordecai Ian Brownlee, Ed.D.
President
Community College of Aurora

Approval and Implementation


The Community College of Aurora's Emergency Operations Plan is written and maintained under the authority of the Director of Campus Safety & Security.

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 President's Division.



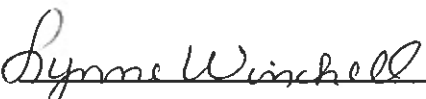
Dr. Mordecai Ian Brownlee, President

7/7/22
Date




Dr. Bobby Pace, Vice President of Academic Success

6/28/2022
Date



Lynne Winchell, Vice President of Administration/CFO

June 28, 2022
Date



Dr. Angela Marquez, Vice President of Diversity, Equity, and Inclusion

6/28/2022
Date



Cindy Hesse, Vice President of Human Resources and Personnel Success

6/28/2022
Date



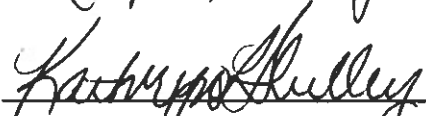
Chris Tombari, Interim Vice President of Enrollment Management

6/28/22
Date



Dr. Reyna Anaya, Dean of Student Success and Senior Student Affairs Officer

07/07/22
Date



Dr. Kathryn Skulley, Dean of Assessment, Strategy, and Performance Excellence

06/28/2022
Date



Blair Lee, Executive Director of Strategic Communications and Alumni Engagement

06/28/2022
Date

Record of Distribution

The Community College of Aurora Emergency Operations Plan (EOP) has been distributed to each member of the President's Cabinet and the Emergency Management Steering Committee.

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

Local Public Safety Agencies to include:

- Aurora Police Department
- Arapahoe County Sheriff's Office
- Aurora Fire Department
- City of Aurora Emergency Manager(s)
- Arapahoe County Emergency Manager(s)

An electronic version of the EOP has been posted to the secure site at:

https://www.ccaurora.edu/sites/default/files/cca_files/Testing/CCA%20Emergency%20Response%20Plan%20External%20Use.pdf

Acknowledgements

The Colorado Community College System and the Community College of Aurora 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.

Table of Contents

Letter from the President	i
Approval and Implementation	ii
Record of Changes and Reviews	iii
Record of Distribution	iv

Section 1: Overview

1.1 Introduction	9
1.2 Purpose	9
1.3 Scope	10
1.4 Emergency Management Phases	10-11
1.5 Situations.....	11
1.6 Planning Assumptions	11-12
1.7 Concept of Operations	12-13
1.8 Campus State of Emergency	13
1.9 Departmental Responsibility: Continuity of Operations.....	13
1.10 Employee Responsibility	14
1.11 Plan Development and Maintenance	14
1.12 Authorities.....	14

Section 2: Organization and Assignment of Responsibilities

2.1 Organization for Planning	15
2.2 College Emergency Management Structure	15
2.2.1 Emergency Activation Levels	15
2.2.2 Emergency Incident Management.....	16
2.3 President’s Cabinet	16
2.3.1 President’s Cabinet Responsibilities	17
2.3.2 Cabinet Activation.....	17
2.4 Incident Command Team	17-19
2.4.1 ICT Activation	20
2.4.2 Overview of Support Roles and Responsibilities	21
2.5 Emergency Operations Center (EOC)	22
2.5.1 EOC Activation	22
2.5.2 Notifications.....	22
2.5.3 EOC Setup	22
2.5.4 EOC Security and Access Control	23
2.5.5 Incident Documentation	23

2.5.6 EOC Deactivation and Demobilization.....	23-24
2.5.7 Communications between the EOC and Response Organizations.....	24
2.6 Training.....	24-25
2.7 Emergency Authority	25

Section 3: Direction, Control, and Coordination

3.1 National Incident Management System (NIMS)	26
3.2 Incident Command System (ICS)	26
3.3 ICS and College	27
3.4 Coordination with Local Agencies.....	27

Section 4: Communications

4.1 Campus Emergency Notification.....	28
4.1.1 AppArmor.....	28-29
4.1.2 Additional Notification Methods.....	29
4.1.3 Sample Emergency Messages.....	29
4.2 Public Information Officer.....	30

Section 5: Administration

5.1 After Action Report and Improvement Plan	31
5.1.1 Protection of AAR/IP Information.....	31
5.1.2 Dissemination	31
5.2 Purpose of After Action Reports	31
5.3 College After Action Report/Improvement Plan Process	32
5.3.1 Responsibility for After Action Report.....	32
5.3.2 AAR Documentation	32
5.3.3 AAR Preparation	32-33
Figure 5-1: Sample After Action Report Outline.....	34

Section 6: Finance

6.1 Finance	35-36
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Section 7: Logistics

7.1 Procurement	37
7.2 Utilities	37
7.3 Mission Essential Personnel.....	37

Section 8: Reporting Emergencies, Crimes, and Suspicious Activity

8.1 Contact Campus Security	38
8.2 Reporting an Emergency	38
8.3 Anonymous Reporting via Safe2Tell	38-39

Section 9: General Emergency Procedures

9.1 Emergency Response Guide.....	40
9.2 Preparing for Emergencies.....	40
9.3 Building Evacuation	40
9.3.1 General Building Evacuation Procedures.....	40-41
9.3.2 Faculty and Staff Responsibilities	41
9.3.3 Directed Building Evacuation (Non-Fire Emergency)	41
9.3.4 Building Evacuation for People with Disabilities	41-43
9.3.5 Building Evacuation Signage	44
9.4 Shelter	44
9.4.1 General Shelter Procedures.....	44
9.5 Lockdown	45
9.6 Lockout.....	45
9.7 Campus Evacuation	45

Section 10: Specific Emergency Procedures

Abduction.....	46
Active Shooter.....	47-48
AED (Automated External Defibrillator)	48-49
Aircraft Accident/Crash	49
Assault/Rape	49-50
Significant Behavioral Problems	50-51
Bomb Threat	51-52
Bomb Threat Reporting Checklist.....	53
Civil Disturbance/Riot	54
Criminal Activity.....	54-55
Critical Injury or Death of a CCA Member.....	55
Cybersecurity	56
Earthquake.....	57
Elevator Emergencies	57
Fire	58
Fire Alarm Sounding.....	59
Fire Extinguisher Operation	60
Flood	61-62
Hazardous Materials Incidents	62-63

Medical Emergencies.....63

Robbery.....64

Severe Weather 64-65

Suicidal Prevention Steps and Protocol..... 65-66

Suspicious Packages or Letters 66-67

 Illustration: Suspicious Mail or Package Indicators68

Suspicious Person/Item69

Tornado..... 69-71

Appendices

Appendix A: Authorities and References 72-73

Appendix B: Acronyms and Glossary 74-77

Annexes

Annex [1]: Standard Response Protocol.....78

Annex [2]: Health and Medical Services Plan (Infectious Disease and Foodborne Illness)96

Annex [3]: Patient Tracking Protocols & Patient Tracking Form.....108

Section 1: Overview

1.1 INTRODUCTION

The Community College of Aurora 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, CCA 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 CCA academics and services.

1.2 PURPOSE

The Community College of Aurora 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 CCA.

However, the EOP may also be activated during a community or regional crisis that may impact CCA 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 CCA 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 CCA 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 CCA 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 CCA, 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.
- CCA 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 CCA 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 CCA.
- CCA 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 CentreTech and Lowry 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, CCA 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

The Incident Command Team (ICT) will immediately respond to an emergency incident occurring at CCA, and will request additional external and internal resources as necessary to address the situation. The ICT, 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 and President's Cabinet will be activated to coordinate support for CCCS staff, faculty, and students during and after an incident, and to ensure continuity of CCA 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. CCA 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 be prepared 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.

CCA employees should read and be familiar with safety and emergency information. Safety precaution information sheets as well as primary and secondary evacuation routes are posted throughout CCA. Additionally, CCA employees 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 security and 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.

Section 2: Organization and Assignment of Responsibilities

2.1 ORGANIZATION FOR PLANNING

The Director of Security and Emergency Management reviews and coordinates College-level emergency preparedness plans with the Emergency Management Steering Committee as well as the President's Cabinet.

2.2 COLLEGE EMERGENCY MANAGEMENT STRUCTURE

2.2.1 Emergency Activation Levels

➤ **Level 1 Emergency:**

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

The ICT may activate. If activated, it will be determined if the Emergency Operations Center (EOC) 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 CCA resources. The President's Cabinet and EMOG should activate and determine whether the Emergency Operations Center (EOC) 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 CCA, 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. CCA will provide support as requested and able. The President's Cabinet and EMOG will activate, along with the EOC 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 Emergency Incident Management

To manage emergency incidents, the College utilizes a tiered structure involving the President's Cabinet and the Incident Command Team (ICT).

The President's Cabinet serves as an advisory board for the President and provides strategic guidance during incidents.

The ICT includes a group of senior staff members that support CCCS, students, staff, and faculty, and College operations during and after an emergency incident. The ICT will involve members of the President's Cabinet as well as other senior leaders throughout CCA.

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

2.3 PRESIDENT'S DIVISION

Under the direction of the President or designee, President's Division, as well as the ICT provides direction in making strategic policy decisions for any incident that affects CCA's ability to perform its critical operational functions. These groups have the authority to proclaim CCA emergencies and to issue directives regarding the status and resumption of CCA educational programs. The President's Cabinet is also responsible for notifying and informing key CCA constituents and stakeholders.

The President's Division is comprised of:

The College President,

Vice President of Administrative Services,

Vice President of Human Resources and Personnel Success,

Vice President of Academic Success,

Vice President of Diversity, Equity, and Inclusion,

Vice President of Enrollment Management,

Executive Director of Strategic Communications & Alumni Engagement,

Dean of Assessment, Strategy and Performance Excellence, and

Senior Student Affairs Officer/Dean of Student Success

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 President's Division 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 during the emergency and acts as positions within the ICT.
- Approves action and in charge of communicating with divisions.
- Works with the PIO to communicate information to key constituents and stakeholders through various means.

2.3.2 President's Division Activation

- President's Division is activated by the President or designee. When activated, the President's Division will convene in A200G or the DMI depending on the location of the emergency.

2.4 INCIDENT COMMAND TEAM

The Incident is drawn from departments or divisions involved in managing emergencies or supporting emergency management.

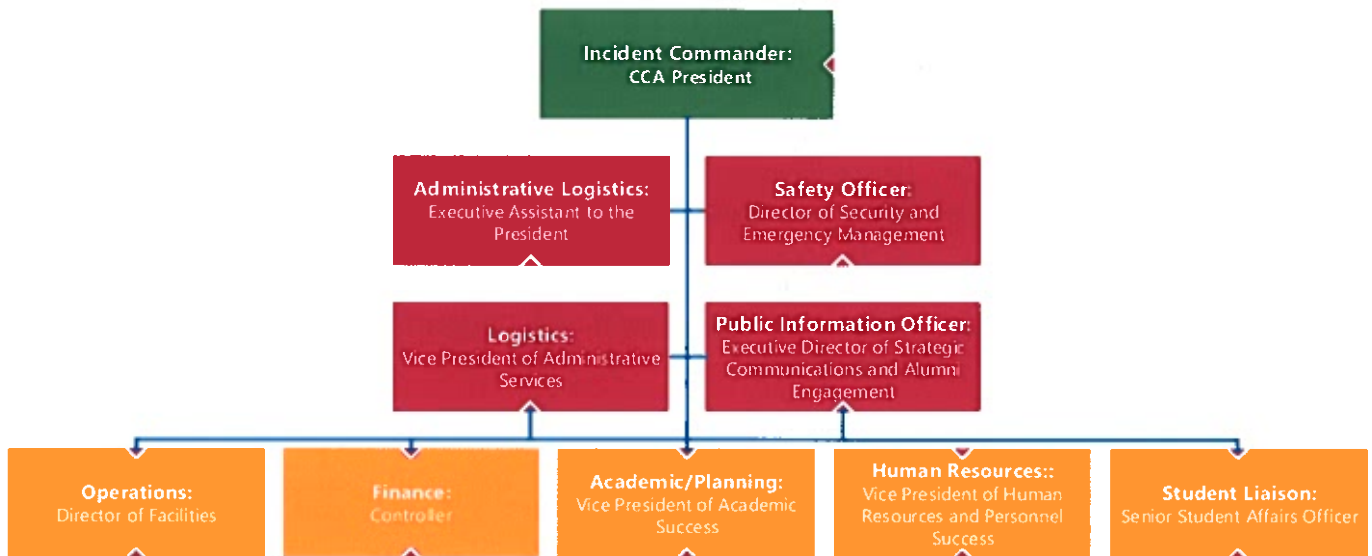
The following functions should be included:

- 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

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 Emergency Management Steering Committee. The committee will meet regularly, discussing incidents, or large-scale events.

The Incident Command Team is composed of the following positions:



The Incident Command Team (ICT) comprises a cross-disciplinary group of college personnel. This group is responsible for appropriate responses at both CentreTech and Lowry campuses. It directs, coordinates and provides the necessary support for emergency response activities. The specific members of the ICT are made up of Cabinet members, the Director of Security and Emergency Management, the Director of Public and Media Relations, Director of Facilities and the Director of Information Technology. Cabinet members represent and oversee every individual department within CCA. Due to different areas of expertise, additional members of the ICT may be included as needed. Although Cabinet members are not tasked to be highly-trained, first response, emergency management personnel, they play a vital role in the process; the leadership of CCA will provide critical command and management directives in advance of a first response agency's arrival. One of the principal responsibilities of the ICT is to keep CCA personnel focused on specific priorities during a crisis situation.

President	<ul style="list-style-type: none"> ➤ Acts as highest level of campus authority during emergency, crisis or disaster. ➤ Leads Policy Group in making critical policy decisions regarding College response and recovery.
Finance Vice President of Administration	<ul style="list-style-type: none"> ➤ Acts as primary alternate in President's absence. ➤ Responsible for decisions concerning the cancellation, rescheduling, or relocation of classes, tests, and other programs interrupted by an incident. ➤ Provides policy guidance. ➤ Acts as liaison with state Risk Management.

Student Services Senior Student Affairs Officer/Dean of Student Success	<ul style="list-style-type: none"> ➤ Maintains logs of significant events related to student services. ➤ Assesses and coordinates student crisis management and other needs. ➤ Ensures compliance with Dept. of Education regulations. ➤ Accountability. ➤ Coordinates class rosters with registrar.
Academics Vice President of Academic Success	<ul style="list-style-type: none"> ➤ Serves as lead representative in matters related to academic interface with the ECC operations and academic issues. ➤ Liaison for instructional services. ➤ Works with Incident Command to assess disaster effects on academic areas.
Human Resources Vice President of Human Resources and Personnel Success	<ul style="list-style-type: none"> ➤ Maintains logs of significant events related to human resources. ➤ Requests for legal advice from CCCS Legal Department on behalf of Cabinet or ICT.
Communications Executive Director of Strategic Communications & Alumni Engagement	<ul style="list-style-type: none"> ➤ Maintains logs of significant events related to media. ➤ Obtains information and periodic updates from Incident Command. ➤ Works with President and Incident Command PIO to develop the College's messages. ➤ Communicates with Faculty, Staff and Students
Safety Officer Director of Security and Emergency Management	<ul style="list-style-type: none"> ➤ Identify hazardous situations associated with the incident. ➤ Identify unsafe acts. ➤ Identify corrective actions and ensure implementation.
Operations Director of Facilities	<ul style="list-style-type: none"> ➤ Determine need and request additional resources. ➤ Repair damage to campus facilities.
Information Technology Director of IT	<ul style="list-style-type: none"> ➤ Identify and correct issues with existing technology. ➤ Assist with the placement of classes online when necessary.
Legal System General or Associate Counsel	Responds to requests for legal advice from Cabinet or ICT.
Finance Controller	<ul style="list-style-type: none"> ➤ Identify and correct any issues regarding finances. ➤ Provides policy guidance.

2.4.1 ICT Activation

The ICT is activated by any member of the group after consultation with any member of the President's Cabinet. The notification will be sent out by the Executive Assistant to the President or his/her designee, members of the Department of Security or other designees.

A senior on-duty member of the Department of Security may activate the ICT 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 ICT will convene the following pre-designated location

LOCATIONS:

- 1. A200G-CentreTech Campus**
- 2. Disaster Management Institute-Lowry Campus SIM Building Room 118**

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

2.4.2 Overview of Support Roles and Responsibilities

[College will assign tasks to its Functional Groups based on internal evaluation of personnel resources and skills.]

Functional Group/Title	Role
Emergency Management Steering Committee/ICT Chair Director of Security and Emergency Management	<ul style="list-style-type: none"> ➤ Directs all activities of the ICT. ➤ Serves as liaison between President’s Cabinet and ICT. ➤ Coordinates with external emergency response agencies. ➤ Reports to incident site as requested. ➤ Directs activities of college incident response team. ➤ Solicits qualified personnel to incident site. ➤ Assists in interpreting, understanding, and predicting activities of external public safety organizations.
Incident Commander College President	<ul style="list-style-type: none"> ➤ Declares and ends the emergency. ➤ Solicits qualified personnel to incident site (traffic and perimeter controls). ➤ Conducts after-action reviews.
Student Services Senior Student Affairs Officer/ Dean of Student Success	<ul style="list-style-type: none"> ➤ Liaison with student support services. ➤ Provides relevant information regarding existing students of concern from disciplinary and behavioral intervention team records. ➤ Responsible for patient tracking and reunification.
Human Resources Vice President of Human Resources and Personnel Success	<ul style="list-style-type: none"> ➤ Responsible for personnel accountability and legal matters.
Marketing and Communications Director of Marketing	<ul style="list-style-type: none"> ➤ Responsible for information dissemination to college community, public sector, and media outlets. ➤ Assists with emergency notification.
Finance – Emergency Response Vice President of Administration	<ul style="list-style-type: none"> ➤ Coordinates financial matters. ➤ Works with HR director for allocation of employee reimbursement during emergencies. ➤ Compiles information needed for the after-action report. ➤ Coordinates financial matters as needed for continuity of operations.
Procurement Controller	<ul style="list-style-type: none"> ➤ Determines whether a Request for Proposal (RFP), competitive sealed bid, or other methods shall be used for each procurement during an emergency.
Facilities Director of Facilities	<ul style="list-style-type: none"> ➤ Solicits qualified staff members to incident site for utility control, trades, environmental health & compliance, and damage control. ➤ Technical resource for long-term shelter in place.
Information Technology Director of Information Technology	<ul style="list-style-type: none"> ➤ Assists with emergency notification and equipment. ➤ Provides support for communications and data management.

2.5 EMERGENCY OPERATIONS CENTER (EOC)

Upon activation of a major campus emergency or a disaster that extends beyond campus, the Emergency Operations Center (EOC) serves as the centralized location to monitor and report the impact of emergencies while providing communication between the EOC and the campus, and between the EOC and surrounding jurisdictions. The EOC 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 ICT will report for duty and assume their roles. Their roles in the emergency response activities, and work assignments will be planned, coordinated and delegated from the EOC.

The primary EOC location is A200G. Other possible facilities will be determined at the time of activation.

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

2.5.1 EOC Activation

The EOC may be activated when necessary to facilitate CCA's response and subsequent recovery from any emergency. Any member of the ICT is authorized to activate the EOC.

2.5.2 Notifications

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

A brief message describing the event will be provided for inclusion in the ICT notification. The message will ask for availability and will require a response. When notified of an event requiring EOC activation, personnel should report directly to the EOC.

2.5.3 EOC Setup

Upon notification of EOC activation, Information Technology will initiate setup. General setup responsibilities include:

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

2.5.4 EOC Security and Access Control

Access to the EOC will be controlled by Security when necessary. Prior to being allowed access, additional staff must be granted authorization from the Incident Commander.

2.5.5 Incident Documentation

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

- Initial Briefing Report
- Incident Action Plan
- Incident Phone Log
- Event/Decision Log
- Checklists for the position
- EOC Deactivation Checklist
- After Action/Corrective Action Plan

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

2.5.6 EOC Deactivation and Demobilization

The President or designee will determine when to deactivate the EOC 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:

- 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 EOC. Leave originals in the position folder.
- An official notification will be sent to all involved internal and external participants that the EOC is deactivated.
- Additional deactivation items are listed in the unit checklists and the EOC Deactivation Checklist.

This action signifies the transition from the response phase to the recovery phase. Prior to deactivation, the ICT 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 long-term recovery

2.5.7 Communications between the EOC and Response Organizations

The EOC must maintain communications with the first responders, external agencies, (e.g., Red Cross), the CCCS Office and other constituents. ICT 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 CCA'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 shall be determined by the Emergency Management Steering Committee. All members of the President's Cabinet and ICT 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 President's Cabinet activates for emergency situations or whenever such incidents occur. 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 CCA 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 of Administrative Services
2. Vice President of Academic Success
3. Vice President of Diversity, Equity, and Inclusion

For a civil disturbance or time-critical situation only, the Director of Security, 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.

CCA 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 CCA, 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:

- Aurora Police Department
- Aurora Fire Department

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 AppArmor

AppArmor is the notification system CCA 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.

Students, faculty and staff do not need to enroll themselves to receive emergency notifications. Their information is auto-populated through the Banner system.

CCA does not charge for signing up to AppArmor; however, standard text messaging fees may apply to text messages received via this system. The user is responsible for payment of these costs.

CCA encourages every member of the college community to participate in the emergency notification system and to keep their information up to date in Banner. CCA will, without delay, determine the appropriate content of a notification and initiate the notification system unless the notification will, in the professional judgment of authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The content and initiation of the notification system will be determined by the College President, or his/her designee. For the purposes of this procedure, the College President, in addition to preserving this authority himself/herself, has appointed appropriate campus officials as safety designees. The emergency notification system may be initiated only at the direction of the College President, or his/her designee, unless the Aurora or Denver Police Department has determined that an imminent threat requiring immediate action is posed to the campus community.

Before sending an AppArmor message, the office of the President, Cabinet members, the Director of Communications and Marketing, or the Director of Security will confirm an emergency exists. Once the emergency is confirmed, this group or designee will determine the appropriate language and the message will be sent through AppArmor. The message will be sent without delay.

The contact information provided for the notification system will not be sold or released to any other party. CCA intends to only use the provided contact information to alert the

campus community of emergency situations or an event that directly poses a life-safety risk to the campus community. CCA does not guarantee the successful delivery of each message to each individual recipient. The service depends on the individual cellular and mobile phone carriers to deliver Simple Messaging System or SMS/text messaging to each recipient.

4.1.2 Additional Notification Methods

CCA utilizes INFORMACAST as the notification system. The system has the capability to address both campuses, one campus and sections of buildings. Additionally, this system has the capability of sending automated messages. INFORMACAST also has the capability to send messages through office phones at CCA.

4.1.3 Sample Emergency Messages

LOCKOUT

Your attention, the school has been placed on lockout, the school has been placed on lockout. All exterior doors have been locked, all exterior doors have been locked. Please remain inside.

LOCKDOWN

Your attention, the school has been placed on lockdown, the school has been placed on lockdown. Please seek cover. Those in offices, lock your doors, turn out your lights and get out of sight. Locks, lights, out of sight. Locks, lights, out of sight.

EVACUATE

Your attention, please evacuate the building in a safe and orderly manner, please evacuate the building in a safe and orderly manner.

SHELTER

Your attention, shelter in place for _____, shelter in place for _____. (If tornado) A tornado warning has been issued. Stay away from windows and remain indoors. Stay away from windows and remain indoors. (If weather) Due to inclement weather conditions, we ask that you remain indoors. We ask that you remain indoors.

4.2 PUBLIC INFORMATION OFFICER

The CCA and CCCS Public Information Officers (PIO) will work with the President's Cabinet and the Incident Command Team 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 CCA and its neighboring jurisdictions and requires a multi-agency response.

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

The PIO gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external audiences.

Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations.

Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

Sample News Media Message

We are aware that [accident/incident] involving [type of incident] occurred at approximately [time], in the vicinity of [general location]. [Agency personnel] are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at [location]. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

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 CCA's reporting process. It is used to document CCA'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 CCA security procedures. Reproduction of these documents, in whole or in part, without prior approval from a member of the President's Cabinet 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 CCA'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 ICT levels, the planning function is responsible for initiating the After-Action Report process.
- At the completion of the emergency period, and after the field ICT level organizations have been deactivated, the Vice President of Administration will assume the responsibility for continuing the After-Action Report process.
- The Vice President of Administration 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 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 the CCA President.

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

[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

CCA'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, CCA 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 CCA, will allow the state to accommodate the individual nature and magnitude of severity that each emergency may present. CCA will be responsible to pay applicable deductibles and any additional cost recovery actions it deems appropriate to procure for non-property loss.

At minimum, CCA, 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 Finance team (typically consisting of the Vice President of Administration, The Controller, the Assistant Controller, Human Resources and Accounts Payable) is responsible for on-scene or incident-specific finance and other administrative support services. Some of the functions that fall within the scope of this team are recording personnel time, maintaining vendor contracts, administering compensation and claims, and conducting an overall cost analysis for the incident. Close coordination with the Planning team and Logistics team is essential so that operational records can be reconciled with financial documents.

CCA 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 \$150,000 each and \$600,000 each occurrence.

Section 7: Logistics

The Logistics team is responsible for all service support requirements needed to facilitate effective and efficient incident management, including ordering resources. This team also provides facilities, security (of the incident command facilities and personnel), transportation, supplies, equipment maintenance, communications and information technology support, and emergency responder medical services, including inoculations, as required. This team comprises the “getters.” Tasks may be delegated to the appropriate branch headed by the person holding the logistics position within the ICT. 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, CCA 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

Additionally, essential personnel at CCA are considered anyone within the Office of Facilities or Security, top school officials, Finance, Logistics, Communications, Operations, Planning, as well as all members of the Incident Command Team (ICT) who coordinate emergency response for both the Lowry and CentreTech campuses. Once an emergency occurs, it is expected that people within this category stay and assist until released by those in leadership positions.

Section 8: Reporting Emergencies, Crimes, and Suspicious Activity

8.1 CONTACT CAMPUS SECURITY

Students, staff, faculty, and visitors should call 911 in the event of an emergency. Students, staff, faculty and visitors should also call either Lowry or CentreTech Security to report an emergency such as a fire, medical emergency, act of violence, etc.

8.2 REPORTING AN EMERGENCY

Report all emergencies immediately to Campus Security at Lowry or CentreTech.

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 safety precaution information sheet as well as a map of the building and the primary and secondary evacuation route.

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 1 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 CCA 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 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 from the PA announcement, alerts from AppArmor, and Security.
- Do NOT use elevators.
- Provide assistance to individuals with functional impairments who may require help evacuating.
- Stay together in a group with your class or work section if possible.

- 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 instruction of the PA system or 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

During an emergency situation, individuals (including those with a disability) are responsible for their own safety. Each individual needs to be aware of his or her own limitations and needs during various types of emergency situations and to be able to request assistance when needed. Many types of disabilities are non-apparent and people may not know you need assistance or how they can provide it.

- Anticipate how people may relay emergency information to you and how you will be able to communicate your needs if your disability is related to speech, hearing, and/or sight.
- Update your cell-phone and email contact information (on MyCCA)
- Make arrangements with another individual so that they know in advance to check with you during an emergency and to see if you need assistance (buddy system).
- Should you need evacuation assistance, provide the rescuer with information about your needs and how best to assist you.
- In the event of an evacuation, if you are unable to evacuate the building on your own, remain near the stairwell or elevator and a building warden will ensure you are evacuated safely.

Depending on the type of emergency, take necessary precautions:

- Try to protect your head.
- Keep clear of windows, filing cabinets, bookcases, light fixtures, or objects that could shatter, fall, or tip over.
- Use your electronic brake or wheel lock on your wheelchair.
- Be able to communicate what medications or support systems you need.
- Know your limitations and be aware of your needs in different emergencies.
- Ask for assistance if you need it. Others may not know how you prefer to be assisted.

Instructor Responsibility:

Evacuation can be difficult and uncomfortable for both the rescuers and the people being assisted:

- Ensure that you are familiar with the emergency plan, and understand your role as it pertains to your students with disabilities.
- Evacuating an individual with a disability without assistance from others is a last resort.
- Consider your options and the risks of injuring yourself and others in an evacuation attempt.
- Some people have conditions that can be made worse if they are moved incorrectly.
- Some environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

Instructors can assist in an emergency:

- Ask for a volunteer, or volunteer yourself, to take the individual with a disability outside of the building or to the pre-identified area of refuge. Inform the individual that a request has been made for assistance in evacuation.
- The pre-identified area of refuge is the stairwell or elevator.
- If not able to exit, move to:
 - Most enclosed stairwells
 - An office with the door shut, which is away from the hazard
- Alert emergency personnel of location and request for evacuation of an individual with a disability. Briefly describe situation (i.e., person is in a wheelchair and on oxygen. He is waiting to be rescued from the 2nd floor landing on the east side of the Classroom building at CentreTech campus).
- If the individual with a disability does not have a cell phone, make an attempt to find one to loan to him/her during the emergency.
- If the individual cannot wait until the emergency personnel arrives, it is suggested that more than one person carries the individual to safety.

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 with hearing impairment:

- 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 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.

Appendix [4] 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 PA systems, and follow the direction of Security.

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 Security and 911.

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 Security and 911.

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 Security and 911.

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 of the AEDs.
- 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 Security and 911.

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 Security and 911.

- 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 Security.

- 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 and Security 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 and Security.
- 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 law enforcement 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 law enforcement and Security 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 and Security.

In the event of a civil disturbance, 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 Security and 911.

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 and 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.

CRITICAL INJURY OR DEATH OF A CCA MEMBER

Should the death or serious injury of a CCA student, faculty staff or other member of the college community occur, the following actions should be used as a guideline.

Critical Injury or Death of a CCA Member Action Steps:

- Call 911 immediately if an incident occurs on or near campus, then call Security at 303-916-5275 (CentreTech) or 303-419-5557 (Lowry).
- Confirmation of death or serious injury is required before taking further steps.
- Upon notification, the ICT will be notified and convene to begin taking steps to respond to and stabilize the incident.
- If appropriate, assign an individual to report to the hospital.
 - If the incident occurred on or near campus and the affected individual has been transported to a local hospital, it may be appropriate to have a representative of CCA report to the hospital to provide information and support to hospital personnel while providing situational awareness to CCA.
- Confirm notification of family.
 - No information regarding the individual or specific circumstances of the incident should be released until the individual's family has been notified. This is not a task to be performed by CCA. Confirmation of notification should be secured before releasing any information.
- Update the Campus (if appropriate).
 - Populate a notice to the campus community providing pertinent information regarding the incident and the response actions being taken.
 - Develop a press release and manage incoming media requests and personnel.
 - The press should be moved away from the incident scene and briefed by CCA and/or emergency personnel to dispel rumors.
- Provide grief support for CCA community members.
 - Community members may be profoundly affected by the incident and require counseling or other support. Counselors be made available as soon as possible.
- Write a letter to the family of the individual.
 - A letter to the family should be drafted expressing CCA's condolences in the case of death. In the case of critical injury, a letter expressing CCA's hope that the individual recover quickly should be drafted. This task should be conducted by the College President.

CYBERSECURITY

Identifying Cybersecurity Incidents:

- CCA employs a Malware Prevention System (MPS) via the Colorado Community College System Information Technology department (CCCS-IT). The MPS is combined to address both internal and external threats of cyber-attack.
- If a cybersecurity issue is identified, the Director of IT notifies CCCS-IT. In the event of an issue that constitutes a security breach, CCA 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 CCA IT at once.
- CCA 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.

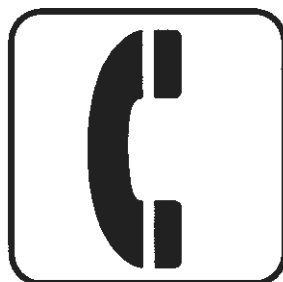
In the event of an earthquake:

- 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 Security at 303-360-4727 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 Security and 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 63 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 Security Department 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 require 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 the Security Department.**

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:

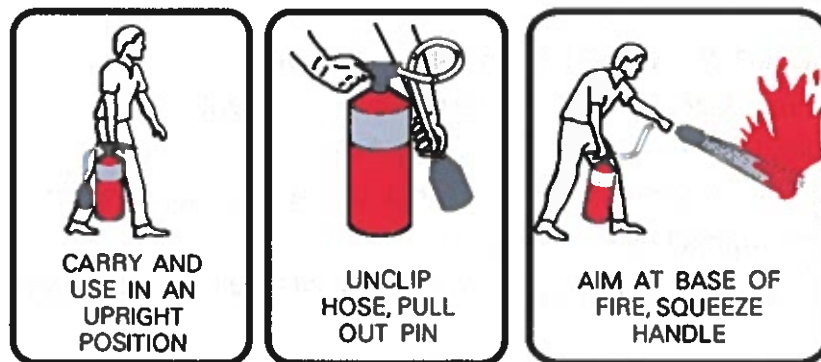
P **Pull** the safety pin, breaking the plastic tab, and discard it.

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 Security (303-360-4727) from an in-house phone.
- Relocate to an upper floor and await instruction from Security.
- 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 Security and 911.

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 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 Security and 911.

- 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 Security and 911.

- Stay calm.
- Do as the robber says, and give him/her what he/she requests.
- 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, CCA will announce shelter in place 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.

SUICIDAL STUDENT PREVENTION STEPS & PROTOCOL

CCA has the resources in place for those who have exhibited suicidal behavior. In the event that a member of the campus community discovers a student in crisis, action must be taken. Members of this institution should be able to effectively assist students who have:

- Engaged in suicidal behavior and may be in need of emergency medical attention
- Communicated a suicidal threat and may be at imminent risk for suicidal behavior
- Exhibited warning signs for suicide and may be at risk for suicidal behavior

Suicidal behavior is any potential injurious behavior which is self-inflicted and by which a student intends, or gives the appearance of intending, to kill himself or herself.

Suicidal threat is any interpersonal action, verbal or non-verbal, that a reasonable person would interpret as communicating or suggesting that suicidal behavior may be imminent.

Suicidal ideation is self-reported thoughts or feelings about engaging in suicidal behavior.

A suicidal plan is a proposed method of self-inflicted injury through which the potential and intentional outcome is death.

Action Steps for Suicidal Behavior

- Any college community member that discovers a student is currently engaging in suicidal behavior should immediately request emergency personnel by dialing 911 and Security at 303-916-5275 (CentreTech) and 303-419-5557 (Lowry).
- When possible, provide first responders with any information pertinent to the behavior.
- Notify the Dean of Students at 303-360-4746.
- If the Dean of Students is unavailable, notify the Coordinator for Student Conduct, Intervention and Retention at 303-340-7524.

Action Steps for Suicidal Threats and Ideation

- Any college community member that discovers a student has made a suicidal threat should contact the Dean of Students at 303-360-4746. The Dean then may consult, activate members of CCA's CARE Team, to assist with the coordination of information, identify support strategies, and develop/implement an action plan.
- If the Dean of Students is unavailable, notify the Coordinator for Student Conduct, Intervention and Retention at 303-340-7524.
- All suicidal threats should be taken seriously. No attempts to independently evaluate the validity or imminence of the suicide threat should be made by a non-professional.
- A student who has communicated a suicide threat may be required to be assessed by a mental health professional to determine the level of suicide risk.
- If at any point it seems reasonable that the suicide behavior is imminent, contact APD as well as your campuses' Security Department.

SUSPICIOUS PACKAGES OR LETTERS

The Facilities Department 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 Security and 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.
- Law enforcement will be requested to 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 Security and 911.

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 Security and 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 Security 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 Security and 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:

- Security will ensure 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.

Tornado Warning:

A violently rotating column of air that is in contact with both the ground and a cloud formation. A funnel cloud may or may not be visible. In order to be classified as a tornado wind speeds on the ground must exceed 40 miles per hour. Though high winds are not always associated with a tornado, this section may be consulted for any emergency stemming from high wind damage.

The National Weather Service will issue a Tornado Watch if conditions conducive to a tornado exist. There is no need to notify the campus in the event of a Tornado Watch. A Tornado Warning will be issued when the National Weather Service believes there is a real threat of tornados forming or tornados have already touched the ground. The campus community should be notified via ConnectEd message once the City of Aurora sirens are activated.

Actions to take:

- Follow directions issued by Security through its emergency notification systems.
- Maintain situational awareness.
- Follow directions from Security.
- 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.
- 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 CCA 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:

- Designated shelter areas at CCA will be marked with the following sign:



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 individual locations]

City of Aurora Municipal Code

Arapahoe County Emergency Operations Plan

City of Aurora Emergency Operations Plan

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 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
ICT	Incident Command 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.

AppArmor: 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.

CCA Annex # 1:



SRP Implementation Guidance for Community Colleges, Trade and Technical Schools

A General Guide on Incorporating and Operating The Standard
Response Protocol



Lockout Lockdown Evacuate Shelter

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Table of Contents

Introduction.....	81
The Standard Response Protocol.....	83
SRP in a Nutshell.....	84
Protocol Details.....	85
Prerequisites.....	85
Lockdown.....	88
Lockout.....	89
Evacuate.....	90
Shelter.....	90
Lockdown Drill.....	91
Additional Protocol Details.....	93
SRP Poster.....	94
SRP Handout.....	95

Introduction

In 2009, The “I Love U Guys” Foundation introduced the Standard Response Protocol (SRP) to districts, departments and agencies to provide a consistent language and series of actions for students, staff and first responders, during a crisis.

Since then, thousands of schools across the country have implemented the protocol and started to train and exercise with the program.

As law enforcement and K-12 schools began to put the SRP into practice; it was a natural progression for community colleges, trade and technical schools to adapt the SRP for their campuses. The intent of this document is to provide basic guidance with respect for local conditions and authorities. The only mandate

SRP is not a replacement... it's an enhancement to your existing safety presented is that organizations retain the “Terms of Art” and “Directives” defined by this protocol.

SRP is not a replacement for any campus safety plan or program. It is simply a response enhancement for critical incidents, designed to provide consistent, clear, shared language and actions among all students, staff and first responders.

As a standard, SRP is being adopted by emergency managers, law enforcement, school and district administrators, community colleges, universities and emergency medical services across the country. New materials and updates can be found online at <http://iloveguys.org>.

Before You Begin

Community colleges, trade and technical schools typically have a comprehensive safety program established and executed by dedicated safety or security personnel. That same, Safety Team, should be responsible for incorporating the SRP into the safety program. Having student, instructor and staff volunteers on the Safety Team can greatly increase the buy-in and participation from all campus safety stakeholders.

If it was not done during the development of the existing safety program, it is highly encouraged that while incorporating the SRP, the safety team establish contact with local emergency services and law enforcement officials as they can help ensure safety plans will not conflict with existing local emergency services protocols.

Be prepared to look at existing plans with a critical eye as often they can be described as a “Directive” of a certain “Term of Art”; i.e. conducting a fire drill is practicing a specific type of evacuation and the actions performed are similar in all evacuation scenarios. It makes sense to teach and train broader evacuation techniques while testing or practicing a more specific directive, like evacuating to the parking lot due to a fire.



For a lecture hall, or where it is not possible to keep the doors locked during operating hours, having a single point of entry that can be monitored could give enough time to identify a threat and take preventative action.

Student and Staff Accountability

Unlike K-12, community colleges may or may not have attendance policies in place, and rarely is it universal or strictly adhered to. Consequently, accounting for students is problematic at this level. Where attendance is monitored, it will prove useful in the immediate aftermath of a crisis.

Emergency Alert Systems

Many community colleges now provide their students and staff with emergency alerts through email, text, or voice message when there is an emergency situation on campus.

Beyond sending messages through multiple modes, it has been found that Alert Systems reach a greater percentage of students and staff if they are automatically enrolled, i.e. opt-out; rather than requiring staff and students to register themselves, i.e. opt-in, to the system.

Time Barriers

Time barriers or measures taken beforehand to ‘harden the structure’ can be an invaluable asset to safety; not only of staff and students, but also visitors to a campus who expect a friendly and secure environment.

Time Barriers are best described as a physical barrier that slows down the entry into or movement through a facility. Any additional delay allows trained persons to take further protective action and gives first responders more time to arrive.

A simple example of a Time Barrier would be making the exterior doors of a building automatically lock and could include installing a film on glass door panels to prevent them from shattering, delaying an intruder’s attempt to break into the premises.

The Standard Response Protocol

A critical ingredient in the safe campus recipe is the uniform response to an incident. Weather events, fires, accidents, intruders and other threats to student and staff safety are scenarios that are planned and trained for by campus administration.

Historically, community colleges have taken a scenario-based approach to respond to hazards and threats. It's not uncommon to find a stapled sheaf of papers or even a tabbed binder in an instructor's desk that describes a variety of things that might happen and the specific response to each event.

SRP is Action Based

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive". Execution of the action is performed by active participants, including students, staff, professors and first responders.

1. **Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within a building.
2. **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
3. **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of a building.
4. **Shelter** is always followed by a type and a method and is the protocol for group and self-protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as "Lockdown! Locks, Lights, Out of Sight." Communication to

local Law Enforcement Agency would then be "We are under Lockdown."

Each response has specific student and staff action. The Evacuate response is always followed by a location: "Evacuate to the Commons." Responses can also be combined, Evacuate to Hallway. Shelter for Tornado. Drop, Cover and Hold."



Benefits

The benefits of SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For staff, this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

The protocol also allows for a more predictable series of actions as an event unfolds. An intruder event may start as a Lockdown, but as the intruder is isolated, first responders might transition parts of the building to an Evacuation.

Lockout vs Lockdown

The differentiation between Lockout and Lockdown is a critical element in SRP. A Lockout recovers all students and staff from outside into a building, secures the building perimeter and locks or monitors all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on the grounds would be examples of a Lockout response. While the Lockout response encourages greater situational awareness, it allows for educational practices to continue with little interruption or distraction.

Lockdown is a room-based protocol that requires locking or barricading the door(s), turning off the lights and requiring occupants remain out of sight of any corridor windows and to remain quiet. It does not mandate locking outside doors. There are several reasons for not locking perimeter doors during a Lockdown. Risk is increased to occupants or staff in exposed areas attempting to lock outside doors. Locking outside doors inhibits entry of first responders and increases risk as responders attempt to breach doors.

There may be situations where both Lockdown and Lockout need to be performed, but in this case they are identified individually. "Lockout! Secure the Perimeter. Lockdown! Locks, Lights, out of Sight." would be announced on public address and mass notification. We are in "Lockdown and Lockout" would be conveyed to emergency services or 911.

SRP in a Nutshell

4 Actions

Each protocol has specific staff and student activity that are unique to the action. In the event a student or staff member identifies the initial threat, calling 911 and administration is advised.

Lockout - "Secure the Perimeter"

Students are trained to:

1. Return to inside of building
2. Do business as usual

Staff are trained to:

1. Recover students and staff from outside building
2. Lock or monitor outside doors
3. Increase situational awareness
4. Account for staff and students
5. Do business as usual

Lockdown - "Locks, Lights, Out of Sight"

Students are trained to:

1. Move away from sight
2. Maintain silence

Staff are trained to:

1. Lock or barricade room doors
2. Lights out
3. Move away from sight
4. Maintain silence
5. Prepare to evade or defend
6. Wait for First Responders to open door
7. Quietly account for students and staff

Evacuate - "Using the Announced Type and Location"

Types include:

1. Independently or as a group

2. Tactically* (as instructed by staff or first responders)

Students are trained to:

1. Leave belongings behind
2. Evacuate as a class or individually
3. Follow instructions

Staff are trained to:

1. Lead students to Evacuation location
2. Account for students and staff
3. Report injuries or problems at Evacuation

Assembly to first responders using Red Card / Green Card method.



Shelter - "Using the Announced Type and Method"

Types include:

1. For Tornado
2. For Hazmat
3. For Flood
4. For Snow

Methods include:

1. Drop, Cover and Hold
2. And Seal
3. In Silence

Students are trained in:

1. Appropriate Shelter Types and Methods

Staff are trained in:

1. Appropriate Shelter Methods
2. Account for students and staff
3. Report injuries or problems to first responders using Red Card/Green Card method.



The protocol also carries an obligation. An implicit part of the SRP is that campus

authorities are transparent about what's going on. People need accurate information for the greatest survivability, to minimize panic, and to mitigate recovery.

Protocol Details Summary

This section of the guidance defines conditions, actions, responsibilities and other aspects of preparing and incorporating The Standard Response Protocol within a school or district safety plan.

Prerequisites

NIMS Certification

For full adherence to SRP the Campus Safety Teams must certify in the following Independent Study programs offered by the National Incident Management System (NIMS):

1. IS 100 HE Introduction to Incident Management for Higher Education
2. IS 360 Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship

These courses are available, at no cost, online at <http://training.fema.gov/IS/>. Anticipate about 3 hours per course to successfully achieve certification.

(Note: The "I Love U Guys" Foundation is not affiliated with FEMA.)



* Note: Training includes preparation for some alternative methods during a tactical response but reinforces deference to local law enforcement.

Campus Safety Program

Community colleges, trade and technical schools incorporating SRP must have or be working to develop written safety plans and ongoing safety programs as identified in the safety plan.

Site Survey and Mitigation

Implementing the SRP involves some planning and perhaps some mitigating actions.



For example, one method of preparing for Lockout would be to group and number outside doors so that in a Lockout, staff with Primary Lockout Responsibility would have a known number of doors, additionally, discreet, but visible signage could provide

unique identification of the doors. "West Door 1 of 7" provides staff with a known, predictable task.

The Absence of Locks or Keys

Often in a community college environment much of the facility lacks the physical capability to lock interior doors. Where lecture halls, auditoriums, labs or classrooms do have locks, often the instructor or professor is not provided the key. Yet, the value of a locked or barricaded door has historically proven to reduce injury or death in cases of active violence. This conundrum can be partially mitigated through student orientation or staff training.

Training would include identification of un-lockable doors, identification of egress points, and barricade strategies.

Doors, Locks, Stress and Fire Marshals

A consistent observation by first responders is that human beings, under stress, have difficulty completing even mundane tasks when they are under stress. The otherwise simple task of locking the classroom door may become extremely difficult for an instructor who has just heard a Lockdown order. Elevated adrenaline levels may result in the loss of fine motor skills and often result in extended times to insert a key and lock a door.

Keeping classroom doors locked during class, however, has proven to be disruptive or impractical. Propping a locked door might challenge some jurisdictions' fire code.

Adams County 12, Five Star Schools (Colorado) faced this challenge with a unique solution. Classroom doors in the district open out from the classroom. The keyed locks are in the doorknob, outside of the classroom. This means staff must stand in the hallway to actuate the lock, exposing them to risk during a Lockdown.

Adams County 12, Five Star Schools is using a simple, but effective workaround to solve this challenge. Flexible magnetic sheeting (such as refrigerator magnets) 1 3/4" x 6" are placed in the door jamb to prevent the door handle latch from catching. This allows the door to remain "locked" yet still allow access. In the event of a Lockdown, even highly stressed staff can readily pull the strip from inside of the jamb allowing the door lock.

Memorandums of Understanding

Establishing Memorandums of Understanding (MOUs) between stakeholders is imperative. Formalized MOUs are a requirement for full adherence to the SRP and should be reviewed and renewed on a scheduled basis.

The "I Love U Guys" Foundation MOUs or Notice of Intent

Some colleges, departments or agencies may also desire a formalized MOU with The "I Love U Guys" Foundation. Sample MOUs are provided in this guide for that purpose. The purpose of this MOU is to confirm adherence to the protocol by campuses, departments and agencies. It also confirms the online availability of the Foundation's materials.



At a minimum, community colleges, trade and technical schools that will ultimately incorporate the SRP into their safety plans and practices should formally notify the Foundation with a "Notice of Intent." A sample NOI is included in Appendix 3 of this guide.

The college, department or agency should have a dedicated liaison and a Memorandum of Understanding with city, county or parish law enforcement agencies, fire departments, emergency medical services and emergency managers. A sample MOU is provided in Appendix 3 of this guide.

Lockout is called when there is a threat or hazard **outside** of the campus building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the vicinity, Lockout uses the security of the physical facility to act as protection.

Public Address

The public address for Lockout is: **"Lockout! Secure the perimeter"** and is repeated twice each time the public address is performed.

Mass Notification

Where mass notification is used in lieu of public address, the message should be similar to **"Lockout! Secure the perimeter for all buildings."** Or it may include a single building name or quadrant of the campus.

Actions

The Lockout Protocol demands bringing students and staff into a building and locking or monitoring all outside access points.

Where possible, educational activities would continue uninterrupted. Classes that were being held outside would return to the building and if possible continue class inside.

There may be occasions where students and staff expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be discouraged. During training or orientation, it should be emphasized to students and staff that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.

Incident Command System

The Incident Command System should be initiated.

Responsibility

Depending on the building, assigned staff may be required to lock the doors or windows. Staff members assigned "Primary Responsibility" for a "Lockout Zone" should be identified in advance and should actively drill the protocol. These may include doorways, windows, loading docks, and fire escape ladder access points.

The assigned staff is designated as having **"Lockout Duty."**

There should also be assigned a person with "Secondary Responsibility" for Lockout Duty in the event the person with Primary Responsibility is absent or unable to perform the protocol.

Reporter

Lockout is typically reported by emergency dispatch to campus safety personnel. A threat may also be reported by staff or students to safety personnel who determine a Lockout response is warranted. The safety personnel then inform administration who invoke the public address or mass notification.



Preparation

Identification and marking of perimeter access points that must be locked in the event of a Lockout defines the **"Lockout Perimeter."**

Logical areas, building wings or other access point groupings define individual “**Lockout Zones**” within the Lockout Perimeter.

Some community colleges may have campus perimeters in addition to building perimeters, such as gates and fences. There may be conditions where the campus perimeter would or would not be affected by Lockout.

Individual Lockout Duty Checklists should be created for each person assigned with either Primary or Secondary Lockout Duty.

Preparation includes identification of staff with Primary and Secondary responsibility and assignment of these duties.

Drills

Lockout drills should be performed once a year. At least one of these drills should be performed while outdoor or normal activities are in progress.

Contingencies

There may be physical attributes to the campus that mandate special handling of a Lockout. An example would be a campus where modular buildings are present. It may be best for students and staff in modular buildings to Evacuate to the main building rather than going to Lockout in the modular building.

If during a Lockout a hazard manifests inside the building - i.e.: fire, flood, hazmat, and then situational decisions must be made. It may be necessary to evacuate to a different location than would typically be indicated, according to circumstances.

Examples of Lockout Conditions

The following are some examples of when safety personnel or emergency dispatch might call for a Lockout.

1. Criminal activity in area
2. Dangerous animal on campus
3. Civil disobedience

Lockdown

Lockdown is called when there is a threat or hazard **inside** the building. From domestic violence incidents, to intruders, to an active shooter, Lockdown uses room security to

protect students and staff from an immediate threat.

Public Address

The public address for Lockdown is: “**Lockdown! Locks, Lights, Out of Sight!**” and is repeated twice each time the public address is performed.

Mass Notification

Where mass notification is used in lieu of public address, the message should be similar to “**Lockdown! Nichols Building. Locks, Lights, Out of Sight! There is an active shooter.**” Identifying both the location and the nature of the threat.

Actions

The Lockdown Protocol demands locking or barricading individual room doors or other access points, moving room occupants out of line of sight of the corridor windows and having everyone maintain silence.

There is no call to action to lock the building outside access points. Rather, the protocol advises to leave the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responder’s entry into the building.

Staff and student training reinforces the practice on **not** opening the door once in Lockdown. Rather, no indication of occupancy should be revealed until first responders open the door.

Incident Command System

The Incident Command System should be initiated.

Responsibility

The instructor or other staff member is responsible for implementing Lockdown. They should lock or barricade all access points and facilitate moving occupants out of sight.

If attendance has been recorded, take a silent or whispered roll to determine if attendance has changed since the beginning of class, or otherwise try to quietly take account of students and staff.

Reporter

Lockdown is typically reported by students or staff to the safety personnel. Who then invokes,



or instructs administration to invoke, the public address or mass notification.

It may also be reported by local emergency dispatch.

Preparation

Identification and marking of room access points that should be blocked in the event of a



Lockdown is essential preparation. These may include doorways, windows, loading docks, and fire escape ladder access points.

Staff and students should be trained to not open the door until a first responder unlocks it.

Students and staff should be advised that a Lockdown may persist for several hours and during an incident, silence is essential.

Drills

Lockdown drills should be performed twice a year. If possible one of these drills should be performed with local law enforcement personnel participation. At a minimum, to comply with SRP, law enforcement participation in the drill should occur no less than once every 2 years. (For more information on drills see page 13.)

Contingencies

Students and staff who are outside of a room during a Lockdown may be faced with the need to get out of sight without the benefit of an empty or open room.

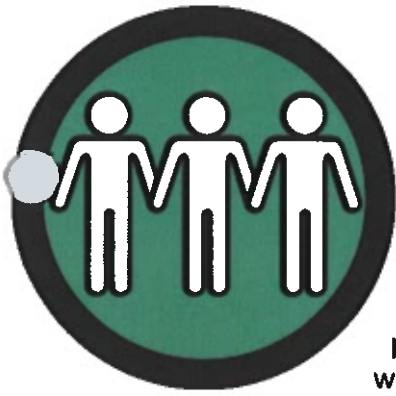
In this situation students and staff must be trained to hide or even evacuate themselves away from the building.

If during a Lockdown an intruder is actively attempting to enter the room staff and students are hiding in, or an additional hazard manifests inside the building - i.e.: Fire, flood or hazmat; then situational decisions must be made. Evacuation to a non-usual location or by non-usual means (climbing out a window) may be required, or as a last resort preparing to defend the room or yourself may be necessary.

Examples of Lockdown Conditions

The following are simply some examples of when a student, staff member or emergency dispatch might call for a Lockout.

1. Intruder
2. Angry or violent student
3. Domestic issue



4. Active shooter

Public Address

The public address for Evacuate is: **“Evacuate! Type/Location”** and is repeated twice each time the public address is performed. Type is added when special actions need to be taken during evacuation.

For instance **“Evacuate! To the Lobby. Evacuate! To the Lobby.”**

Actions

The Evacuate Protocol demands students and staff move in an orderly fashion. In a tactical response, students and staff should be prepared to follow specific instructions given by first responders.

First responders may ask students and staff to place their hands on their heads or use different evacuation methods, i.e. run, crawl, cover mouth and nose, etc.

Incident Command System

The Incident Command System should be initiated.

Responsibility

Safety personnel or a first responder is responsible for initiating an evacuation.

Reporter

Evacuate is typically called by safety personnel but may be called by students, staff or first responders.



Preparation

Evacuation preparation involves the identification and marking of facility evacuation points using consistent signage, as well as student and staff training for both normal and tactical evacuations

Evacuation Assembly

The Evacuation Assembly refers to gathering at the Evacuation Assembly Point. Staff are instructed to take roll or record names and account for any missing or extra staff or students after arrival at the Evacuation Assembly Point.

Drills

Evacuation drills should be performed twice a year. Fire drills constitute a valid evacuation drill. (Note: Fire Codes often mandate more frequent fire drills.)

Contingencies

Students are trained that if they are separated from their class during a tactical evacuation, then joining any evacuated group is acceptable. They should be instructed to identify themselves to a staff member after arriving at the Evacuation Assembly

Special needs evacuation plans should be developed and drilled, including medication and pharmaceutical evacuation and chain of trust.

Shelter Condition

Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or airborne irritants.

Public Address

The public addresses for shelter include:

1. **Shelter for Tornado! Drop, Cover and Hold**
2. **Shelter for Bomb! Drop, Cover and Hold**
3. **Shelter for Hazmat! And Seal**
4. **Shelter! In Silence**

The public address is repeated twice each time the public address is performed.

Types include:

1. For Tornado
2. For Hazmat
3. For Flood
4. For Earthquake

Methods include:

1. Drop, Cover and Hold
2. And Seal
3. In Silence

Actions

These are the Shelter Methods that are currently in the Protocol. Other methods may



be situationally appropriate and may be added to the SRP.

- 1. Drop, Cover and Hold** - During an earthquake or when directed the following actions should be performed. DROP, preferably under a desk or table. Stay away from windows, bookcases, file cabinets and other objects that could fall. COVER your head with your hands and stay under cover until the shaking stops. HOLD onto the desk or table; if it moves, move with it. People confined to a wheel chair also need to know the proper actions to take to protect themselves during earthquakes. If you are in a wheel chair, you should immediately lock your wheels, lean forward and cover your neck with your hands. (See FEMA detail on Drop, Cover and Hold.)
- 2. And Seal** - Close and lock all outside doors and windows. Locking may provide a tighter seal. If you are told there is danger of explosion, close the window shades, blinds or curtains. Turn off the heating, ventilation or air conditioning system. Turn off all fans, including bathroom fans operated by the light switch. Use duct tape and plastic sheeting, such as heavy-duty plastic garbage bags, to seal all cracks around the door into the room. Tape plastic over any windows. Tape over any vents and seal electrical outlets and other openings. As much as possible, reduce the flow of air into the room.
- 3. For Tornado** - Learn emergency shelter plan. If a specific shelter area does not exist, move into interior hallways or small rooms on the building's lowest level. Avoid areas with glass and wide, free-span roofs. If you can't get into a basement or designated shelter, move to the center of the lowest level of the building, away from windows, and lie flat.

4. In Silence - Maintain Silence

Incident Command System

The Incident Command System should be initiated.

Responsibility

Each individual is responsible for sheltering. If there are special needs that prevent individual responsibility, the safety team or administration should plan on how to best provide sheltering assistance.

Reporter

Shelter is typically called by safety personnel but may be called by students, staff or first responders.



Preparation

Identification and marking of facility Shelter Points.

Drills

Each Shelter Method should be drilled once a year.

Lockdown Drill

Introduction

A critical aspect in implementing the SRP with fidelity is the Lockdown Drill. Successful drills provide participants with the "Muscle Memory" should an actual Lockdown occur. Drills also reveal deficiencies that may exist in either procedure or personnel.

Preparation

Prior to drilling, the safety team, as well as students, staff and administration should be thoroughly trained on the SRP and have time to review this material.

The safety team should also verify with law enforcement their use of the SRP at the community college.

Instructors should take time with students to identify and occupy a "Safe Zone" in the room where they cannot be seen through any corridor windows. If visibility in one location is problematic, alternative locations should be identified.



Additionally, the following instructions should be delivered to students.

1. Locate yourself at a point in the room where you can no longer see out the corridor window.
2. Maintain silence. No cell phone calls.
3. Refrain from texting for at least 10 minutes.

Partnerships

Campus level drills typically need a decent amount of staff to support. If the community college does not have many emergency service or security staff, one key partnership could be with local emergency services. Local law enforcement, firefighters or emergency medical teams may be willing to help staff and cooperatively execute a Lockdown drill.

The Emergency Response Team

A common practice is for the campus to have a pre-identified Emergency Response Team which can be the same as the Safety Team, but may include others who are 'on-call' to respond to an emergency.

It is not uncommon for the safety team to survey the staff population for prior emergency response, military or law enforcement experience for placement in the team.

The Lockdown Drill Team

The Lockdown Drill Team is a little different than the Emergency Response Team. During an actual Lockdown, members of the Emergency Response Team may be in classrooms or administrative offices in Lockdown mode and unable to assist with the response.

The ideal Lockdown Drill Team should include all campus emergency service or security staff, facilities managers and any local emergency service or law enforcement partners. For larger campuses it's important to have enough people on the team to conduct the drill in a timely manner.

Staff Notification

When Lockdown Drills are first being introduced, it is absolutely okay to tell students

and staff in advance of the drill. There may be some who are adversely affected by surprise drills.

Special Needs Considerations

It is critical to inform special needs students and staff prior to every drill. Some special needs students need advance notification that a drill is going to occur. For some students, any alteration to routine can be problematic.

The Pre-Drill Briefing

Prior to the Lockdown Drill a short planning meeting with the Lockdown Drill Team should occur. The agenda is simple:

1. Review the floor plan and team member assignments
2. Expected drill duration
3. The door knock and after action conversation
4. Windows
5. Potential student or staff distress
6. Announcing the Lockdown Drill

When using public address to announce a Lockdown Drill, repeat, "Lockdown. Locks, Lights, Out of Sight. This is a drill." It's important to tell students and staff that this is a drill. Failure to do so will most likely result in parents, media and maybe even law enforcement coming to the school.

Conducting the Drill

The Lockdown Drill Team should be broken into groups of two or three members who go to individual rooms. One of the members acts as "Scribe" and documents the individual room response. (See Lockdown Response Worksheet.)

At each door, team members listen for noise and look through corridor windows for any student or staff visibility or movement. A team member then knocks on the door and requests entry. There should be no response to this request.

At this point a member of the team unlocks the door and announces their name and position.

The After Action Conversation

Typically this conversation addresses the purpose of the drill, and the observed outcome

for that room. Any issues should be addressed gently but immediately.

Windows

Often there is a conversation about inside and outside windows. Corridor windows are left uncovered so that first responders can see inside the room. Outside windows are left untouched because the threat would be inside the building.

The Lockdown Drill Team Debrief

At the conclusion of the drill, the team should reconvene for a debrief. Any issues should be documented and actions should be identified.

Additional Protocol Details

Lockout Duty

Staff may be assigned Lockout Duty. If Lockout Duty is part of a staff member's response, signage in the lecture hall, office or other typical place of work of the person assigned Lockout Duty should be installed. When a substitute or guest lecturer is in that classroom, provision for notification of Lockout Duty and location of access points should be reviewed.

Public Address Protocol

The public address is repeated twice each time the public address is performed.

The following represents the Public Address for The Standard Response Protocol

- 1. Lockout! Secure the Perimeter**
- 2. Lockdown! Locks, Lights, out of Sight**
- 3. Evacuate to a (Location)**
- 4. Shelter Type / Method**

While SRP is an all hazard approach, the protocol suggests placement of scenario, public address posters near all reasonable public address systems.

In an Emergency Say it twice. Say it twice.



Lockout



Lockdown



Shelter



Evacuate

Standard Response Protocol – Public Address Protocol

Threat Outside	Lockout! Secure the Perimeter
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb! Drop, Cover and Hold!
Earthquake	Shelter for Earthquake! Drop, Cover and Hold!
Fire Inside	Evacuate to the (location)
Fire Outside	Shelter in Silence
Hazmat	Shelter for Hazmat! And Seal
Kidnapping	Lockdown! Locks, Lights, Out of Sight!
Tornado	Evacuate to (location)! Shelter for Tornado! Drop, Cover and Hold!
Weapon	Lockdown! Locks, Lights, Out of Sight!



standard™ response protocol

Personal Safety

A critical ingredient in personal safety is the standard response to any incident. Weather events, fire, accidents, intruders and other threats to personal safety are scenarios that organizations plan and train for.

SRP

The Standard Response Protocol (SRP) is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

Lockout - "Secure the Perimeter"

Lockdown - "Locks, Lights, Out of Sight"

Evacuate - "To the Announced Location"

Shelter - "Using Announced Type and Method"

Training

Please take a moment to review these actions. Training and drilling will occur with students and staff.

More information can be found at <http://iloveugays.org>



Lockout

Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the building.

Students:

- Return to inside of building
- Do business as usual

Staff:

- Recover students and staff from outside building
- Lock or monitor entry doors
- Increase situational awareness
- Do business as usual
- Account for students and staff



Lockdown

Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the building.

Students:

- Move away from sight
- Maintain silence

Staff:

- Lock interior doors
- Lights out
- Move away from sight
- Maintain silence
- Prepare to evade or defend
- Wait for First Responders to open door
- Account for students and staff



Evacuate

To the Announced Location

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Calmly evacuate with class or as individual
- Follow instructions of staff or first responders
- Be prepared for alternatives during response.

Staff:

- Grab attendance sheet if possible
- Lead students to Evacuation Location
- Account for students and staff



Shelter

Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Staff:

- Use Appropriate Method
- Account for students and staff

ANNEX 2
Health and Medical Services
Infectious Disease and Foodborne Illness Emergency Plan
May 2022

PROMULGATION STATEMENT

This Annex is a guide to how the College conducts a response specific to an infectious disease or foodborne illness incident. The Annex is written in support of the College's Emergency Operations Plan (EOP) and shall be considered an interactive support document to the EOP.

APPROVAL AND IMPLEMENTATION

The College President in consultation with the System President and the System's Legal Counsel shall be responsible for Annex oversight and coordination with applicable stakeholders. The Annex is flexible in that part of the plan, or the entire plan, may be activated based on the specific emergency and decision by College and System senior leadership.

SECTION I: PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS

A. PURPOSE

The purpose of this Annex is to provide guidelines for an effective response to infectious diseases that will help ensure the health, safety, and well-being of the College community. This annex is intended to provide a strategy for identifying the resources needed and how those resources should be deployed, while establishing effective communication and response of all relevant on-campus and off-campus entities to support a coordinated response.

This document supports the State Health Department's effort to plan for and respond to communicable disease outbreaks. The Health Department will be an important partner in the investigation, surveillance, and response to an outbreak associated with an infectious disease, or foodborne illness.

Additionally, these guidelines will:

- Provide guidance for emergency response operations and the utilization of all available College and government resources for the protection of lives, property, and the continuance of College operations in the event of an outbreak.
- Outline the duties and responsibilities of College departments.
- Represent the flexible timeline associated with an infectious disease or foodborne illness outbreak, the response to an outbreak, through the resumption of normal operations.

B. SCOPE

All contents within this annex apply to College students, faculty, staff, and visitors, while understanding that major outbreaks occurring within the College campus will most likely influence surrounding communities. The Infectious Disease Response Team (IDRT) is the College's responsible authority to direct the response and actions associated with an on-campus disease outbreak and will serve as a liaison with the Colorado Department of Public Health and Environment. The IDRT will collaborate with the System President and the President of the College impacted by the disease or illness, and if indicated by the incident, the local public health department command center or local first responders.

The IDRT may consist of, but is not limited to, the following departments:

- Facilities Services
- Marketing and Communications
- Environmental Health and Safety
- Human Resources
- Information Technology
- Student Affairs

C. SITUATION OVERVIEW

An infectious disease is any medical illness that is caused by microscopic organisms or their toxins. Invading microorganisms include viruses, fungi, bacteria, and parasites. Sources for these organisms include the environment, animals, insects, and other mammals, including humans. Transmission usually occurs by:

- Inhalation
- Ingestion
- Direct contact, or by bites by a contaminated vector.

Many infectious diseases can cause outbreaks and epidemics. For this reason, identification, evaluation, and mitigation of infectious diseases are essential to protect public health. Infectious diseases can occur naturally, through human error (e.g., airborne or foodborne illness), or through deliberate acts of bioterrorism.

D. THREAT AND VULNERABILITY

An infectious disease knows no boundaries; therefore, an outbreak associated with an infectious disease could present a serious risk on a college campus, where there is a large number of students, faculty, and staff. In addition to the large concentration of individuals, College faculty members may be engaged in research to study various biological agents, while other activities may present infectious disease threats such as food preparation and service, or athletics.

The College is at constant risk for exposure to infectious diseases. An infectious disease outbreak can range from involving a relatively small number of individuals in a limited area, mild disease with little morbidity and mortality, and simple epidemiological investigation to involving a large number of people over a wide geographical area, severe disease with high mortality, and complicated epidemiology. Infectious disease outbreaks may differ from other types of emergencies, because they can last for days to months—requiring ongoing local, state, and federal resources before resolution.

A unique feature of the wide variety of infectious agents that may affect a college environment is the different characteristics of the various diseases. For instance, there can be abrupt onset of illness (e.g., 6-24 hours for Norovirus) or delayed onset from exposure (e.g., 27 days for Hepatitis A). This variation in time from exposure to symptoms presents significant challenges in the management of the outbreak, surveillance for cases, and intervention. Finally, unlike most emergencies that a college campus may face, many disease outbreak situations may require a long-term response and the allocation of substantial College and System resources that can stretch from days to months.

E. CAPABILITY AND MITIGATION OVERVIEW

In general, campus community environments provide challenges for the control of infectious diseases such as:

- A young adult population that may or may not have received immunizations for vaccine preventable diseases. In addition, waning immunity to previous vaccinations is an increasing problem for such diseases as mumps and pertussis.
- The close living quarters of dormitories may facilitate the spread of such diseases as seasonal influenza, pandemic influenza, and bacterial meningitis.
- Large food service operations, such as cafeterias, have the opportunity for outbreaks of foodborne illnesses.

- Diverse student and faculty populations from foreign countries, where diseases not commonly found in the United States are endemic, such as tuberculosis.
- The College may conduct research or experiment on diseases that are not commonly found, and may result with exposure to students, faculty and staff.

All of these factors call for increased vigilance of infectious diseases in the College setting for prevention, rapid detection, and a coordinated control by College and System administrators and public health officials.

The College collaborates and participates in various infectious disease prevention, protection, mitigation, preparedness, and response and recovery efforts with local and state health officials, hospitals, community, and regional support systems, by means of the following methods:

- Committees, meetings and workgroups
- Awareness and intervention marketing and media campaigns
- Health risk continuing education

F. PLANNING ASSUMPTIONS

The College response to an infectious disease is rapid and can be accelerated, dependent upon whether the disease is communicable or life threatening. The College must contend with infectious disease outbreaks that threaten its students, faculty, staff, and/or visitors. Advanced planning for critical operations and coordinated response is essential to assuring an immediate and effective response to, and recovery from, an infectious disease outbreak. During such incidents, general guidelines, situations, and assumptions may apply, such as:

- Emergency response efforts such as activating emergency support functions, etc., may not be appropriate or effective in dealing with an outbreak. A more appropriate response may be to bring together a small multi-disciplinary group of College, System, State, and Local officials with health and medical stakeholders to work together over time to resolve the outbreak.
- Most infectious disease emergencies follow some recognizable build-up period, during which actions may be taken to achieve an appropriate state of readiness.

- Infectious disease outbreaks may be “*asymmetrical*” in that time of the outbreak may be days-to-weeks, even months with no clear-cut geographical boundaries.
- Response situations may be “*symmetrical*” in that they are limited by time and space. Time is defined in hours or days; space is confined to a specific geographic area.
- A communicable biological threat (man-made or natural) can occur in any season or location, with or without advance notice.
- Biological threats may be introduced into the population and spread via food, water, air, infected animals, infected insects, surfaces, or through person-to-person contact.
- A communicable disease from abroad or in the United States can be introduced to the
- Colorado region through use of mass transit of people and commodities, and through mass food production.
- Non-pharmaceutical preventive measures may be required to limit the spread of a contagious biological agent, including social distancing (*avoiding close contact and public gatherings*), isolation, and universal precautions (*hand washing, gloves, respiratory protection around infected individuals*).
- In cases of an infectious disease that is required by health agencies or other authorities to be reported, it is critical to have surveillance systems in place to detect the disease, report the illness to proper public health authorities, and institute control and prevention strategies.
- The IDRT may be activated as deemed necessary by the severity and duration of the outbreak.
- The College, in collaboration with the System office and local, state, and federal public health officials, will be responsible for the dissemination of accurate and timely information to the students, staff, and faculty. Effective communication will be critical in mitigating a major disease outbreak.
- It is possible that local and state jurisdictions, in addition to hospitals and urgent care facilities, will become overwhelmed during a large prolonged outbreak; therefore support to ensure provision of all requested essential commodities and services to the College might be difficult.

- Depending upon the infectious agent, any age group within the population may be at risk, with some population groups being considered high risk.
- Quarantine may be an extreme measure available to the College for management of some outbreaks.
- Medication may not be available or effective to limit the impact of the disease. If medication is available, the supply may be limited, due to country/global-wide impacts.
- When local pharmaceuticals and other medical supplies are limited, the Strategic National Stockpile (SNS) may be requested by the state.

SECTION II: CONCEPT OF OPERATIONS

A. GENERAL

Information located in this section is designed to give an overall picture of incident management relating to health, foodborne and intentional exposures. It is the responsibility of the College to protect life and property from the effects of disasters, within its own jurisdiction. The College has the primary responsibility for initial emergency management activities onsite, as enumerated in the College's Emergency Operations Plan (EOP). This section primarily clarifies the purpose, and explains the College's overall approach to a health and medical services incident (i.e., what should happen, when, and at whose direction) to include the division of local, state, federal, and any intermediate inter-jurisdictional entities.

Top priorities for incident management relating to health, foodborne, and intentional exposures are to:

- Save lives and protect health and safety of students, faculty, staff, visitors, responders, and recovery workers
- Collaborate and coordinate with local, state, and federal stakeholders regarding a potential health or medical threat
- Protect and restore critical infrastructure and key resources
- Protect property and mitigate damages and impacts to individuals, the community, and the environment
- Facilitate recovery of individuals
- Recover operations

B. KEY AREAS OF EMERGENCY PLANNING AND INCIDENT MANAGEMENT PERTAINING TO INFECTIOUS DISEASE

This Annex also employs key areas of emergency planning and incident management that include mitigation, preparedness, response and recovery, with more detailed references and instruction found in the College's EOP. Key examples of medical actions pertaining to infectious disease, foodborne illness, or intentional exposures are noted as follows:

- **Mitigation:** Examples of activities that support mitigation include:
 - Infectious Disease Clinics offer vaccine
 - Preparedness Materials: Distribution of printed materials, such as "Wash Your Hands" and "Cover Your Cough" posters
 - Website references and suggested videos
 - Distribution of hand sanitizers
 - Literature distributed by CCCS on communicable diseases
 - Collaboration and coordination between law enforcement, public health, and environmental officials
 - Investigation and surveillance
 - Information sharing and early notification to (and collaboration with) appropriate agencies
- **Preparedness:** Examples of activities that support the preparedness include:
 - Ongoing review of the College's EOP
 - Trainings for College faculty, staff, and students
 - Multi-jurisdictional exercises designed, executed, and analyzed on an ongoing basis
- **Response:** Examples of activities that support response include:
 - Activation of the IDRT
 - Early notification to, and collaboration with, appropriate local, regional, private sector, volunteer, and state agencies
 - Campus communications to include mass email, MCC_Alert, etc. to students, faculty, staff and parents
 - Activate portions of the College's EOP, if applicable
- **Recovery:** Some examples of activities that support recovery are:

- Medical reporting and continuing epidemiological surveillance and investigation
- Analyze data collected during the response
- Hold debriefing session with response staff in preparation for the development of an After Action Report (AAR) and Improvement Plan (IP)
- Activate additional portions of the College's EOP, if applicable, to support staff, faculty, student, and family needs during and after an outbreak

C. HEALTH AND MEDICAL SERVICES ANNEX ACTIVATION

The College, in collaboration with the System office, local, and state health officials will determine the need to activate this Annex and/or the College's EOP and contents within to support a public health incident.

D. NOTIFICATION AND WARNING

The notification protocol for infectious diseases will, by necessity, vary from the emergency response notification process as described in the College's EOP. The IDRT will be a key point of contact, working with other senior College administrators and the System office, to determine internal and external communication and coordination for the College. In conjunction with the College and System Presidents, early notification to local, state, and federal stakeholders during a potential health threat is desirable to expedite the recovery process.

SECTION III: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. ORGANIZATION

Upon implementation of this Annex, various College departments will provide designated personnel and response teams that may be activated. Team members may be relieved of all other duties, with the assigned emergency response duty becoming their primary responsibility during the incident. The IDRT has the primary role for coordinating the College's response for all infectious disease incidents occurring on campus property. The response may require the assistance of outside agencies or other emergency response organizations.

B. POSITION ROLES AND EXPECTED ACTIONS

Upon learning of an incident involving College facilities, students, faculty, staff, or events, senior administrators will utilize the following position roles and expected actions as guidelines to implement:

➤ Infectious Disease Response Team (IDRT)

- In the event of a suspected infectious disease incident or a national/international level threat, the IDRT should be activated. Examine current College and System policies, plans, procedures, and guidelines as they relate to the incident in question.
- Provide guidance, as needed, to assist the College and System Presidents in tailoring a coordinated response.
- Support the collaborative efforts and communication flow between the College, the System office, and the Colorado Department of Public Health and Environment or the Centers for Disease Control, as the situation warrants.
- Ensure that information regarding a potential infectious disease case will flow through pre-existing lines of communication.
- A collective communication and coordinated effort will most likely occur to address the need to inform, not only the College population, but also the public of important information or protective actions. Therefore, it is likely that a Joint Information System (JIS) or Joint Information Center (JIC) would be established to include input from the Colorado Department of Public Health and Environment and other appropriate agencies or System departments.

➤ Safety and Security

- Support the activities of the IDRT.
- Support the efforts of any multi-agency health and medical planning group that may be formed.
- If the College's EOP is activated, other emergency responders may report to the primary location, and assume their roles as established in the EOP.
- Investigate any incident that could involve criminal acts.
- Support the efforts of the Centers for Disease Control, the Colorado Department of Public Health and Environment, county health departments or IDRT as appropriate.

➤ Marketing and Communications

- Activate the communication plan and collaborate with members of the IDRT, the College, System Presidents, and System office.

- Support the efforts of the Centers for Disease Control, the Colorado Department of Public Health and Environment, county health departments or IDRT, as appropriate.

➤ **Facilities Services**

- Facilitate decontamination efforts, as directed in accordance with any health departments or CDC guidance.

○ Support the efforts of the health departments or IDRT, as appropriate.

➤ **Human Resources/Employee Services**

- Provide guidance for absenteeism and leave policies.
- Data collection of absenteeism information.
- Support the efforts of the health departments or IDRT, as appropriate.

➤ **Information Technology**

- Support telecommunicating
- Support the efforts of the health departments or IDRT, as appropriate.

➤ **Student Affairs**

- Advise on planning to include student activities and events.
- Support the efforts of the health departments or IDRT, as appropriate.

C. EMERGENCY COMMUNICATIONS

All departments will maintain their existing equipment and procedures for communicating with their field units and will communicate in accordance with the Colleges EOP if needed.

D. EMERGENCY PUBLIC INFORMATION

Timely warnings of outbreak or exposure conditions are essential to preserve the health, safety, and security of the College community, and critical for an effective response and recovery. Additional information about emergency public information is contained in the College's EOP.

SECTION IV: DIRECTION, CONTROL, AND COORDINATION

Local, regional, federal or state public health agencies most often have the professionals and expertise to conduct an appropriate investigation. The College will support the health and medical community's operational priorities that include:

- Maintain the health and well-being of the campus community, while communicating with health authorities.
- Protect the campus from outbreaks of disease that occur in the community
- Allocate appropriate College resources to support the surveillance, investigation, and intervention necessary to control an outbreak.
- Maintain business continuity of College operations.

General actions are detailed in the appropriate sections of these guidelines; however, it is acknowledged that infectious disease or foodborne incidents are unique occurrences, which require specific actions dependent upon the type, nature, and extent of the emergency. In this regard, this document is not all-inclusive, nor does it limit or restrict reasonable or prudent actions.

SECTION V: ANNEX DEVELOPMENT AND MAINTAINENCE

This Annex utilizes existing program expertise and personnel to provide prevention, protection, mitigation, preparedness, response, and recovery efforts of post incident consequences.

The Management Leadership Team shall oversee or coordinate the review and maintenance of this Annex.

Annex 3
 CCA Patient Tracking
 ✱ Mass Casualty Incident Form ✱

Date: _____

Incident Location	
--------------------------	--

Notes:

Patient Name	DOB	Primary Injuries	Hospital	EMS Agency	Departure Time	Adult Y/N
1.						
2.						
3.						
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Purpose

The purpose of a Reunification Plan is to establish a procedure and set of options for large scale emergencies that can be used to reunite students and faculty with friends and family.

Community Colleges with day care or high school dual enrolled learners also have an obligation to provide reunification for minors to custodial parents.

Reunification can occur on or off campus and planning for both options must be part of any emergency plan.

Definitions

Reunification: Procedure implemented for the reunification of students and faculty with friends and family if a campus is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, campus violence, bomb threat, terrorist attack or other local hazard. This process may occur on-site or off-site dependent on the threat or direction from first responder

Reunification Site Commander: Person responsible for implementing managing the process at the designated site location.

Reunification location: The reunification location may be on campus property or at a designated off-site location. Each campus must identify a primary on and off-site location that can accommodate students and faculty. Appropriate off site locations include but are not limited to local recreation centers, high schools, churches or other facilities that are out of the elements.

Procedures

In an emergency, Community Colleges must establish a safe area reunification site. This area must be away from both the damage and/or crime scene. In a typical release the following steps will be followed:

- a. Campuses will implement their notification protocols to notify students/faculty of the emergency.
- b. Students and faculty must be notified of the location they are to evacuate too.

- c. Picture I.D. is required for parents to insure the person requesting the minor child matches the student
- d. Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- e. If the child is in the first aid area, the parent will be directed to that area for reunification with their child/children.
- f. Because of the traumatic nature of emergencies, Reunification sites are often the location that emotional issues are first manifested. Through the College's Incident Command System, victim advocates and or crisis mental health counselors should be requested to deploy to the Reunification site to support students and faculty.

Additionally,

- 1. Student and Faculty emergency contact information should be updated each semester.
- 2. Faculty responsibilities will be to:
 - Remain calm
 - Keep students together
 - Take attendance and account for students. Identify students that are missing as well as students that may not be assigned to your class.

Supplemental Considerations

- Shortly after the incident the media will have a presence near your campus. The PIO, part of the command staff operating under the Incident Command System, will deal with the media in conjunction with law enforcement or fire departments. Media should not be allowed on campus or at the Reunification Site.
- Translators may need to be available at various checkpoints.
- Ensure special needs students and faculty are assisted. Request help if needed.
- Some parents of minor children may refuse to cooperate with the student/parent reunification process. This situation can be diminished, to some degree, if parents are informed about the Campus release procedures before the disaster or emergency occurs.
- Students, Faculty and parents may be emotional when arriving at the Reunification Site. Have counseling available to deal with issues that exceed your area of expertise.
- Other resources to utilize if necessary; red cross, victim advocates, community reach, administrative staff, local/county emergency management person.

