

Community College of Aurora

EMERGENCY OPERATIONS PLAN



April 2025

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 Chancellor 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.

A handwritten signature in black ink, appearing to read 'M. Brownlee', with a stylized flourish at the end.

Mordecai Ian Brownlee, Ed.D.

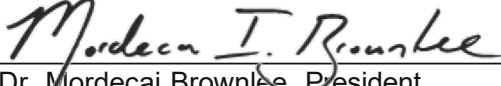
President

Community College of Aurora

Approval and Implementation

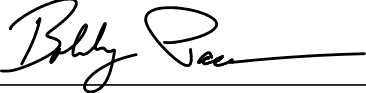
The Community College of Aurora's Emergency Operations Plan is written and maintained under the authority of the Director of Campus Safety & Security.

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.



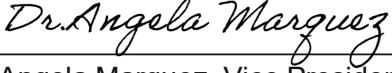
Dr. Mordecai Brownlee, President

7/21/2025
Date



Dr. Bobby Pace, Provost and Vice President of Academic Success

7/21/2025
Date



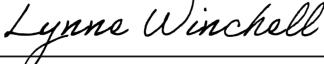
Dr. Angela Marquez, Vice President of External Strategy and Chief of Staff

Date



Clair Collins, Vice President of Enrollment Success and Completion

7/21/25
Date



Lynne Winchell, Vice President of Operations and Chief Financial Officer

07/21/2025
Date



Dr. Reyna Anaya, Vice President of Student Success

07/21/25
Date



Dr. Kathryn Skulley, Chief Analytics and Institutional Excellence Officer

07/22/2025
Date



Erica Hines, Chief Human Resources and Personnel Success Officer

7/21/2025
Date

Record of Changes and Reviews

The College EOP, including annexes, will be reviewed and approved by the Executive Policy Group in conjunction with the System Legal Department, on an annual basis. All updates and revisions to the plan, excluding minor typographical and grammatical errors, will be tracked and recorded in the following table.

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

[illegible]

Record of Distribution

The Community College of Aurora Emergency Operations Plan (EOP) has been distributed to each member of the Executive Policy Group 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.Qdf

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.

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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. The 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.

Recover

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 Emergency Coordination Team (ECT) 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 ECT, 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 Coordination Team Executive Policy Group 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 Executive Policy Group.

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

Level 2 Emergency:

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

External emergency resources will likely be required and will assume command of the emergency response effort with input from CCA resources. The Executive Policy Group and ECT should activate and determine whether the Emergency Coordination Center (ECC) should be staffed partially or fully.

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 Executive Policy Group and ECT will activate, along with the ECC where the ECT will convene

2.2.2 Emergency Incident Management

To manage emergency incidents, the College utilizes a tiered structure involving the Executive Policy Group and the Emergency Coordination Team (ECT).

The Executive Policy Group serves as an advisory board for the President and provides strategic guidance during incidents.

The ECT includes a group of senior staff members that support CCA, students, staff, and faculty, and College operations during and after an emergency incident. The ECT will involve members of the Executive Policy Group as well as other senior leaders throughout CCA.

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

2.3 Executive Policy Group

Under the direction of the President or designee, the Executive Policy Group, as well as the ECT 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 Executive Policy Group is also responsible for notifying and informing key CCA constituents and stakeholders.

The Executive Policy Group 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.

Executive Policy Group

	Phone #
Mordecai Brownlee, President	0 – 303.360.4775
Lynne Winchell, Vice President of Operations/Chief Financial Officer	0 – 303.361.7367
Erica Hines, Chief Human Resources and Personnel Success Officer	0 – 303.340.7231
Angela Marquez, Vice President of External Strategy and Chief of Staff	0 – 303.360.4824
Bobby Pace, Vice President of Academic Success	0 – 303.360.4940
Clair Collins, Vice President of Enrollment Success and Completion	0 – 303.361.7376
Kathryn Skulley, Chief Analytics and Institutional Excellence Officer	0 – 303.360.4954
Reyna Anaya, Vice President of Student Success	0 – 303.360.4721

2.3.1 Executive Policy Group Responsibilities

- ▶ Serves as a strategic planning committee that focuses on policy issues separate and distinct from direct operational response to an emergency or disaster.
- ▶ Provides guidance and support during the emergency and acts as positions within the ECT.
- ▶ 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 Executive Policy Group Activation

- ▶ Executive Policy Group is activated by the President or designee. When activated, the President's Division will convene in A200G or the A207H depending on the location of the emergency.

2.4 EMERGENCY COORDINATION TEAM

The Emergency Coordination Team (ECT) 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 ECT members have different areas of expertise and additional members of the ECT may be included, as needed. Although ECT 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 ECT is to keep CCA personnel focused on specific priorities during a crisis situation.

CCA Emergency Coordination Team

<u>ICS Position</u>	<u>Primary</u>	<u>Phone #</u>	<u>Alternate</u>	<u>Phone #</u>
Incident Coordinator	Travis Hogan, Director of Security	O – 303-360-4722	Jessica Meadows	O – 303.360.4727
		C – 303-563-9498		C – 720.788.9326
Public Information Officer	Courtney Butler	O – 303.340.7201	Dr. Angela Marquez	O – 303.360.4824
		C – 720.334.3305		C – 303.421.4299
Safety Officer	N/A	N/A	N/A	N/A
		N/A		N/A
Liaison Officer	Mat Stiles	O –	Jake Longacre	O – 303.360.4837
		C – 303.910.7930		C – 303.817.4643
Operations Section Chief	Tom Morrissey	O – 303.340.7110	Carl Day	O – 303.361.7856
		C – 303.681.4436		C – 720.591.8267
Planning Section Chief	Bobby Pace	O – 303.360.4940	Angela Marquez	O – 303.360.4824
		C – 720.201.5399		C – 303.241.4299
Logistics Section Chief	Abby Chadwick	O – 303.361.7410	Charles Robinson	O – 303.360.4713
		C – 720.757.9921		C – 720.771.6454
<u>Finance/Administrative Section Chief</u>	Teri Daniels	O – 303.361.8010	Ahmad Wafa	O – 303.361.7430
		C – 831.334.1707		C – 720.325.9590
Information Technology Unit Leader	Robert Vazquez	O – 303.361.7840	Eduardo Peralta	O – 303.361.7433
		C – 719.688.9111		C – 720.400.3842
Situation Unit Leader	Cameron Johnston	O – 303.360.4775	Vacant	O – 303.360.4775
		C – 720.447.9107		C – N/A

2.4.1 ECT Activation

The ECT is activated by any member of the group after consultation with any member of the Executive Policy Group. 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 ECT 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 ECT will convene the following pre-designated location

LOCATIONS:

1. A200G-CentreTech Campus
2. A207H – Director of Security's Office
3. A207A – HR Conference Room

2.5 EMERGENCY COORDINATION CENTER (ECC)

Upon activation of a major campus emergency or a disaster that extends beyond campus, the Emergency Coordination Center (ECC) serves as the centralized location to monitor and report the impact of emergencies while providing communication between the ECC and the campus, and

between the ECC and surrounding jurisdictions. The ECC is the focal point for coordination, direction, and control of emergency preparedness, response, and recovery activities for the campus, and is the location to which ECT 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 ECC.

The primary ECC 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 ECT may be told to report to an alternate location.

2.5.1 ECC Activation

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

2.5.2 Notifications

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

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

2.5.3 ECC Setup

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

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

2.5.4 ECC Security and Access Control

Access to the ECC will be controlled by 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 ECC is demobilized. ECC Activity Logs provided for each ECC position to record include:

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

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

2.5.6 ECC Deactivation and Demobilization

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

- ▶ All staff must ensure that any open actions not yet completed will be handled after the deactivation.
- ▶ All staff must ensure that all required forms or reports are completed prior to deactivation and have copies made of all logs, reports, messages, and any documents used and received in the ECC. Leave originals in the position folder.
- ▶ An official notification will be sent to all involved internal and external participants that the ECC is deactivated.
- ▶ Additional deactivation items are listed in the unit checklists and the ECC Deactivation Checklist.

This action signifies the transition from the response phase to the recovery phase. Prior to deactivation, the ECT 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 ECC and Response Organizations

The ECC must maintain communications with the first responders, external agencies, (e.g., Red Cross), the CCCS Office and other constituents. ECT 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 Executive Policy Group and ECT shall receive IS-100b certification. Other available trainings include:

- | | |
|----------|---|
| IS-100.b | Introduction to Incident Command System (ICS) |
| 1S-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 Executive Policy Group 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

Secure Status

Stay Inside. Doors are Locked.

All exterior doors are secured. Continue business as usual inside.

If you're outside, go to your vehicle or leave campus immediately.

Hold Status

Clear the Halls. Stay in Place.

Stay in your room or current location and continue operations as normal.

Do not leave until the "All Clear" is given.

Lock Down Status

Lock Down: Locks, Lights, Out of Sight.

Lock doors, turn off lights, and move out of sight.

Maintain silence and do not open the door for anyone.

Evacuate

Evacuate to Designated Assembly Area.

Leave personal belongings behind. Bring your phone.

Stay at the assembly area until the "All Clear" is announced.

Shelter

Shelter in Place.

Move quickly to the nearest shelter location.

Account for students, visitors, and others. Remain there until "All Clear."

All Clear

All Clear. Operations Resume.

The situation is resolved. CCA has returned to normal operations.

4.2 PUBLIC INFORMATION OFFICER

The CCA and CCCS Public Information Officers (PIO) will work with the Executive Policy Group and the Emergency Coordination 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 Executive Policy Group is prohibited.

5.1.2 Dissemination

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

5.2 PURPOSE OF AFTER-ACTION REPORTS

AAR/IP documents serve the following important functions:

- ▶ Provide a source for documentation of response activities.
- ▶ Identify problems/successes during emergency operations.
- ▶ Analyze the effectiveness of 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 ECT levels, the planning function is responsible for initiating the After-Action Report process.
- ▶ At the completion of the emergency period, and after the field ECT 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 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 ECT. 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 Emergency Coordination Team (ECT) 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)

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 SECURE STATUS

Stay Inside. Doors are Locked.

- ▶ All exterior doors are secured. Continue business as usual inside.
- ▶ If you're outside, go to your vehicle or leave campus immediately.

9.6 HOLD STATUS

Clear the Halls. Stay in Place.

- ▶ Stay in your room or current location and continue operations as normal.
- ▶ Do not leave until the "All Clear" is given.

9.7 LOCKDOWN STATUS

Lock Down: Locks, Lights, Out of Sight.

Lock doors, turn off lights, and move out of sight.

Maintain silence and do not open the door for anyone.

- ▶ 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).

9.8 EVACUATE

Evacuate to Designated Assembly Area.

- ▶ Leave personal belongings behind. Bring your phone.
- ▶ Stay at the assembly area until the "All Clear" is announced.

9.9 SHELTER

Shelter in Place.

- ▶ Move quickly to the nearest shelter location.
- ▶ Account for students, visitors, and others. Remain there until "All Clear."

9.10 ALL CLEAR

All Clear. Operations Resume.

- ▶ The situation is resolved. CCA has returned to normal operations.

9.11 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.

9.12 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 Security 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 Fight (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.

Fight (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.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) - 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 an AED.
- ▶ 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 53).
- ▶ 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 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 ECT 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.

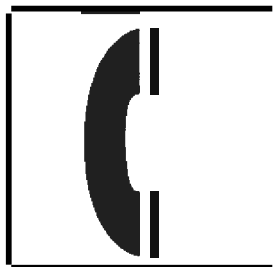
In the event of an earthquake:

- ▶ If outside, stay in the open, away from buildings and utility wires.
- ▶ If indoors, take cover under sturdy furniture such as worktables 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.
 - Find 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 60 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.

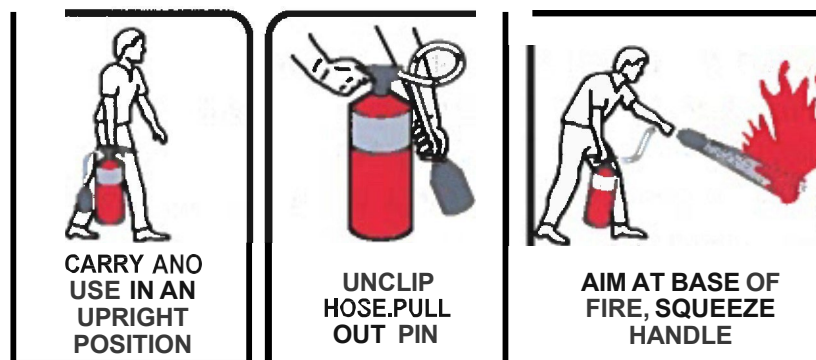
A **Aim** the nozzle at the base of the fire.

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

- o 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:
 - o The patient's exact location
 - o Nature of the illness or injury
 - o Your name and phone number
 - o Whether the patient is conscious or unconscious
 - o Whether or not the patient is breathing
 - o 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.
 - o Keep the patient warm by covering him/her with a blanket or coat.
 - o Control serious bleeding by applying direct pressure with a clean cloth.
 - o 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 the Aurora Police Department, 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.

Protect yourself, your business, and your mailroom

- Stop. Don't handle.

- Isolate it immediately.

- Don't open, smell, or taste.

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

Restrictive

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address

Sealed
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Unknown powder

Possibly mailed
from a foreign
country

Excessive\postage

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CHIEF EXECUTIVE
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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 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, National Weather Service (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 NWS 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 NWS believes there is a real threat of tornados forming or tornados have already touched the ground. The campus community should be notified via an AppArmor 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

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 Peak State College and its Emergency Team. This EOP is patterned after the Plan developed by Pikes Peak State College.

Other

The Standard Response Protocol and SRP Guidance for Community Colleges, Trade and Technical Schools, the “I Love U 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
EC	Emergency Coordinator (college)
ECC	Emergency Coordination Center
EMOG	Emergency Management Operations Group
ENS	Emergency Notification System
ECC	Emergency Coordination Center
EOP	Emergency Operations Plan
ERG	Emergency Response Guide
IC	Incident Commander (first responders)
ICP	Incident Command Post
ICS	Incident Command System
ECT	Emergency Coordination 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 Emergency Coordinator. 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 Coordination Center: A facility designated for managing a disaster or emergency. It is where the college Emergency Coordination 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 first responder's 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. 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.

Community College of Aurora

ANNEX 1

Emergency Coordination Center (ECC) Logs

May 2025

Community College of Aurora Emergency Coordination Center Entry/Exit Log

[illegible]

Community College of Aurora Emergency Coordination Center Event/Decision Log

[illegible]

Community College of Aurora

ANNEX 2 Emergency Coordination Center Positions & Duties

May 2025

**Community College of Aurora
ECC Positions**

***Placeholder for CCA ECT and Executive
Policy Group Lists***

ECC Position Duties

(Composition of the groups will vary depending on the emergency)

Executive Policy Group:

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

Incident Coordinator:

- Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident.
- Responsible for all ICS management functions until he or she delegates the function.
- Only creates those sections that are needed.
- Must have authority to manage the incident and be briefed fully.
- Ensure overall safety.
- Provide information services to internal and external stakeholders.
- Establish and maintain liaison with other agencies participating in the incident.

Public Information Officer:

- Serves as conduit for information to internal and external stakeholders.
- Primary contact for anyone wanting information about the incident and our response to it.
- Coordinates with public information staff from other agencies, including CCCS, to ensure that confusing or conflicting information is not shared.
- Approves all information released at the scene.

Safety Officer:

- Monitors safety conditions and develops measures for assuring the safety of all response personnel.
- Works with responders to ensure they are being safe.
- Conducts risk analyses and implements safety measures.
- Has authority to stop any unsafe activity.

Liaison Officer:

- Point of contact for other response organizations, providing resources at the scene.
- Facilitates coordination with the Executive Policy Group, adjacent jurisdictions, and non-governmental organizations.

- Responds to requests from incident personnel for contacts among the assisting and cooperating agencies.

Operations Section Chief:

- Reports to Incident Coordinator.
- Develops and implements strategy and tactics to accomplish the incident objectives.
- Organizes, assigns, and supervises all the tactical or response resources assigned to the incident.
- Manages the Staging Area (as applicable)

Logistics Section Chief:

- Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies
- Providing communication planning and resources.
- Setting up food services for responders.
- Setting up and maintaining incident facilities.
- Providing support transportation.
- Providing medical services to incident personnel.
- Ensuring there is sufficient food, water, and sanitation supplies.
- Arrange buses for evacuations and communication equipment.

Planning Section Chief:

- Ensure responders have accurate information.
- Provides resources such as maps and floor plans.
- Records a chronology of incident events for legal, analytical, fiscal, and historical purposes.
- Collecting, evaluating, and displaying incident intelligence and information.
- Preparing and documenting Incident Action Plans.
- Tracking resources assigned to the incident.
- Develop plans for demobilization.

Finance/Administration Section Chief:

- Responsible for all financial and cost analysis aspects of an incident.
- Contract negotiation, tracking personnel and equipment time, documenting and processing claims for accidents and injuries occurring at the incident, and keeping a running tally of the costs associated with the incident.
- Works with Logistics Section Chief to ensure contracting and procurement of resources.

Community College of Aurora

ANNEX 3

Health and Medical Services Plan

Infectious Disease and Foodborne Illness Emergency Plan

May 2025

PROMULGATION STATEMENT

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

APPROVAL AND IMPLEMENTATION

The College System Chancellor, in consultation with College Presidents 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 decisions of CCA 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 CCA 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 CCA 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 CCA 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 CCA system will most likely influence surrounding communities. The Infectious Disease Response Team (IDRT) is CCCS'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 Chancellor, 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
- Emergency Management
- 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 are 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.

CCA 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 CCA and System Office 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 CCA and public health officials.

CCA 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 work groups
- Awareness and intervention marketing and media campaigns
- Health risk continuing education

F. PLANNING ASSUMPTIONS

CCA response to an infectious disease is rapid and can be accelerated, dependent upon whether the disease is communicable or life threatening. CCA 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 CCA, College, 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.
- CCA, 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 CCA 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 CCA 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 CCCS to protect life and property from the effects of disasters, within its own jurisdiction. CCA 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 CCA'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 CCA'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:
 - o Infectious Disease Clinics offer vaccine
 - o Preparedness Materials: Distribution of printed materials, such as "Wash Your Hands" and "Cover Your Cough" posters
 - o Website references and suggested videos
 - o Distribution of hand sanitizers
 - o Literature distributed by CCA on communicable diseases
 - o Collaboration and coordination between law enforcement, public health, and environmental officials
 - o Investigation and surveillance
 - o Information sharing to appropriate agencies

- **Preparedness:** Examples of activities that support the preparedness include:

- o Ongoing review of CCA's EOP
- o Trainings for college faculty, staff, and students
- o Multi-jurisdictional exercises designed, executed, and analyzed on an ongoing basis

- **Response:** Examples of activities that support response include:

- o Activation of the IDRT
- o Early notification to, and collaboration with, appropriate local, regional, private sector, volunteer, and state agencies
- o Campus communications to include mass email, AppArmor emergency messaging, etc. to students, faculty, staff and parents
- o Activate portions of CCA's EOP, if applicable

- **Recovery:** Some examples of activities that support recovery are:

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

C. HEALTH AND MEDICAL SERVICES ANNEX ACTIVATION

CCA, in collaboration with individual colleges, local, and state health officials will determine the need to activate this Annex and/or CCA'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 CCA's EOP. The IDRT will be a key point of contact, working with other CCA senior administrators and individual colleges, to determine internal and

external communication and coordination for the College. In conjunction with the CCA and individual College 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 CCA 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 CCA'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 CCA 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)

- o In the event of a suspected infectious disease incident or a national/international level threat, the IDRT should be activated. Examine current CCA policies, plans, procedures, and guidelines as they relate to the incident in question.
- o Provide guidance, as needed, to assist the CCA and College Presidents in tailoring a coordinated response.
- o Support the collaborative efforts and communication flow between CCA, the System Office, individual Colleges, and the Colorado Department of Public Health and Environment or the Centers for Disease Control, as the situation warrants.
- o Ensure that information regarding a potential infectious disease case will flow through pre-existing lines of communication.
- o A collective communication and coordinated effort will most likely occur to address the need to inform, not only the CCA 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**

- o Support the activities of the IDRT.
- o Support the efforts of any multi-agency health and medical planning group that may be formed.
- o If CCA's EOP is activated, other emergency responders may report to the primary location, and assume their roles as established in the EOP.
- o Investigate any incident that could involve criminal acts.
- o 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**

- o Activate the communication plan and collaborate with members of the IDRT and college Pleadership.
- o 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**

- o Facilitate decontamination efforts, as directed in accordance with any health departments or CDC guidance.
- o Support the efforts of the health departments or IDRT, as appropriate.

- **Human Resources/Employee Services**

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

- **Information Technology**

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

- **Student Affairs**

- o Advise on planning to include student activities and events.
- o 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 CCA 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 CCA community, and critical for an effective response and recovery. Additional information about emergency public information is contained in CCA'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. CCA 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 CCA resources to support the surveillance, investigation, and intervention necessary to control an outbreak.
- Maintain business continuity of CCA 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.

Community College of Aurora

ANNEX 4

Chemical Safety, Management & Emergency Response Plan

**In accordance with BP19-20; Emergency and Safety Planning, and
SP19-20a; Chemical Assessment and Management Planning**

May 2025

COMMUNITY COLLEGE OF AURORA HAZARD COMMUNICATION WRITTEN PROGRAM

This program has been prepared to comply with the requirements of the Federal OSHA standard 1910.1200 to insure that information necessary for the safe use, handling and storage of hazardous chemicals is provided to and made available to employees. OSHA has amended the Hazard Communication Standard (29 CFR 1910.1200) to align its requirements with the Globally Harmonized System for the Classification and Labeling of Chemicals, or GHS. The GHS amendments to HazCom preserve the employee information and training requirements under the pre-GHS standard. This/here is additional employee training requirements under the GHS amendment.

1. By December 1, 2013, employers must train employees to:

- Read and interpret GHS compliant labels
- Read and interpret SDS
- Add training about hazards of simple asphyxiation, combustible dust, pyrophoric gas, and hazards not otherwise classified (if applicable)

2. By June 1, 2016, employers must update their Hazard Communication Program and provide additional employee training for new identified physical and health hazards.

CHEMICAL INVENTORY - SEE ATTACHED LIST

The purchasing of chemicals at the Community College of Aurora will be with each department approving their own purchases. The chemical guidelines must be adhered to as found in this Hazard Communication Program.

The Community College of Aurora maintains an inventory of all known chemicals in use at its facilities. A chemical inventory list is available from your supervisor. Hazardous chemicals brought into the Community College of Aurora's buildings will be included on the hazardous chemical inventory list.

Chemical inventory lists will be maintained and located in the Lowry Campus Facilities Department and updates will be submitted as they are added and/or removed from the list. The chemical inventory list will include a system that will match each chemical to a corresponding number on the Safety Data Sheet (SDS).

CONTAINER LABELING

All chemicals on the facilities will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Any container not properly labeled should be given to your supervisor for labeling or proper disposal. Workers may

dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed must be returned to the original container or to your supervisor for proper handling. No unmarked containers of any size are to be left in the work area unattended.

The Community College of Aurora will rely on manufacturer-applied labels whenever possible, and will ensure that these labels are maintained. Containers that are not labeled or on which the manufacturer's label has been removed will be relabeled. The System President or their designee will ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings. GHS labels will be used. The labels must contain the following:

1. The Signal Word

- Danger
- Warning

2. Hazard Communication Standard (HCS) pictograms:

- Physical Hazards
- Health Hazards
- Environmental Hazards

3. Hazard Statements

- "Fatal if swallowed"
- "Toxic in contact with skin"
- "Causes severe skin burns and eye damage"
- "Extremely flammable material"
- "Contains gas under pressure may explode if heated"

4. Precautionary Statements

- Prevention
- Response in case of accidental spillage or exposure
- Storage
- Disposal

Labeling information will be compared routinely between old and new products and shipments. The System President or their designee will review and update labeling information as necessary.

SAMPLE LABEL	
PRODUCT IDENTIFIER CODE _____ Product Name _____ SUPPLIER IDENTIFICATION Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____ PRECAUTIONARY STATEMENTS Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified. In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish. First Aid If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.	HAZARD PICTOGRAMS   SIGNAL WORD Danger HAZARD STATEMENT Highly flammable liquid and vapor. May cause liver and kidney damage. SUPPLEMENTAL INFORMATION Directions for use _____ _____ _____ Fill weight: _____ Lot Number _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____

SAFETY DATA SHEETS (SDS)

The SDS replaces the MSDS. The GHS compliant SDS is composed of sixteen sections. The information it presents may be more complete than what we are used to in the old MSDS, and it is better organized. The SDS format is as follows:

1. Identification of the substance or mixture and the supplier
2. Hazards identification
3. Composition/information on ingredients
4. First Aid measures
5. Firefighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection
9. Physical and chemical properties
10. Stability and reactivity

11. Toxicological information
12. Ecological Information (non-mandatory)
13. Disposal Considerations (non-mandatory)
14. Transport Information (non-mandatory)
15. Regulatory Information (non-mandatory)
16. Other information, including date of preparation or last revision

The President or their designee will be responsible for obtaining and maintaining SDS sheets. If SDS sheets are not supplied with first shipments, the President or their designee will contact the manufacturer or supplier to obtain the SDS sheets. Employees working with a hazardous chemical may request a copy of the safety data sheet (SDS). Requests for SDS's should be made to your supervisor or to the CCA Facilities department.

SDS sheets and standard chemical references may also be available to provide immediate reference to chemical safety information. SDS sheets will be maintained at the site of use and a centralized location as part of the Community College of Aurora's complete HazCom program. HazCom programs will be kept in folders that are clearly marked "HazCom Program".

EMPLOYEE TRAINING

Employees will be trained to work safely with hazardous chemicals in the workplace. The System President or their designee will be responsible for conducting training of the HazCom program. Training will be administered through classroom instruction, workplace safety meetings, and by audiovisual and/or computer interactive learning.

Employees will be provided with training on hazardous chemicals in their work area and updated whenever new chemicals are introduced into that work area. Employees shall be informed of the requirements of this standard, any operations in their work area where hazardous chemicals are present and the location and availability of the written HazCom program including the chemical inventory sheet and the accompanying SDS. Training shall also include:

1. Methods that may be used to detect a release of hazardous chemical(s) in the workplace.
2. Physical and health hazards associated with chemicals in the work area.
3. Protective measures to be taken.
4. Safe work practices, emergency response and use of personal protective equipment.
5. Information on the Hazard Communication Standard including GHS labeling and warning systems, and an explanation of Safety Data Sheets.
6. New employees will be provided with HazCom training as part of Colorado Community College System's overall employee orientation program. This training will be given by management personnel and may consist of a combination of classroom training along with the use of audio/visual and/or computer interactive learning.
7. When new hazards are introduced into the workplace, employees will be trained by their supervisor. In all cases, SDS sheets will be reviewed prior to exposure to any chemical or

hazardous material.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The employer is responsible for requiring the wearing of personal protective equipment in all operations where there is an exposure to hazardous conditions or where this part (OSHA Standard) indicates the need for using such equipment to reduce the hazards to the employees. All employees will be instructed to use the kinds and types of PPE as recommended in the SDS.

Those employees found to be in violation of this policy may be subject to disciplinary action up to and including termination, depending on the nature and seriousness of the violation. The use of respirators requires specialized training in the proper selection, fit, use and care of the respirator prior to use. Medical evaluations must also be performed on each employee intending to use respirators in the workplace. No employee shall use a respirator until such training and medical evaluation has been completed and documented.

EMERGENCY RESPONSE

Any incident of overexposure or spill of a hazardous chemical/substance must be reported to your supervisor at once. The supervisor will be responsible for ensuring that proper emergency response actions are taken in leak/spill situations. SDS's contain instructions for handling leaks and spills. Be familiar with these instructions before attempting to contain a spill or leak. Overexposure can result. When in doubt, refer to the emergency response telephone numbers on the front of the SDS sheet. Emergency assistance can be received 24 hours a day in most cases.

HAZARDS OF NON-ROUTINE TASKS

Supervisors will inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals. Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. SDS relative to the task will be made available to the employees involved.

INFORMING OTHER EMPLOYERS

Other on-site employers are required to adhere to the Hazard Communication Standard. Information on hazardous chemicals introduced to the jobsite by the Community College of Aurora will be exchanged with other employers. Other employers in turn, will be responsible for providing necessary information to our employees. A copy of the HazCom program will be submitted for display in a centrally located and agreed upon location. Other employers and their employees will be advised of this location. The location of other employer's HazCom programs and/or SDS must be obtained by our supervisors as well.

This information will be made available to other employers and their employees, prior to start-

up of operations in the facility.

POSTING REQUIREMENTS

The Hazard Communication Standard (OSHA 1910.1200) and the complete Hazard Communication Program will be posted and remain available at all times.

The Chemical Hygiene Procedure will also be posted and remain available at all times. It is the employer's responsibility to ensure that all employees have access to and know the location of the Hazard Communication Program and Chemical Hygiene Procedure at all times.

Community College of Aurora

Hazard Communication Right to Know Training

(Employee information sheet)

1. Chemicals in the Workplace

Chemicals make up the water, the air we breathe and even the food we eat. Some chemicals are very dangerous and can burn the skin, or can cause a serious fire. Other chemicals interfere with breathing. The materials that we may use on a job site are also made up of chemicals. When chemicals are used properly, they make our work easier.

When we misuse or incorrectly use chemicals, we risk being injured. The training provides you with the opportunity to discuss chemicals and how they affect us. A copy of the Hazcom/Right To Know Program is available for your review at your job site or the CCA Facilities Department.

2. Routes of Entry

Chemicals can enter our body in four different ways. These are called routes of entry. We can *absorb, inhale, ingest* or *inject* chemicals.

Absorption: Chemicals can enter the body through skin contact. When the chemical touches our skin, it is absorbed into our bloodstream through our pores. Some chemicals are absorbed more rapidly than others.

Inhalation: Other chemicals are inhaled as we breathe. This route of entry is the most dangerous because, by entering the lungs, the chemicals enter the bloodstream almost instantly.

Ingestion: Chemicals can enter the body by eating. If you happen to get a chemical on your hands, the chemical is transferred to the food we eat and then enters the body.

Injection: Finally, chemicals can enter through puncture wounds similar to the type of injury from stepping on a nail.

3. Labeling

Each material is also required to have the following information contained on its Label:

- The Signal Word
- Hazard Communication Standards (HCS) Pictograms
- Hazard
- Precautionary Statements

Take the time to carefully read the label on the material you are using before you move, handle, or open a material container.

4. Safety Data Sheets (SDS)

Each material that is manufactured or sold in the United States is required to have a safety data sheet or SDS. An SDS is an information sheet with safety and health data about a specific material. At first glance, these sheets seem very complicated with all of their technical information, but upon closer examination the reader can discover that the SDS is very simple.

Each SDS must contain these 16 sections

1. Identification of the substance or mixture and the supplier
2. Hazards identification
3. Composition/information on ingredients
4. First Aid measures
5. Firefighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure controls/personal protection
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological Information (non-mandatory)
13. Disposal Considerations (non-mandatory)
14. Transport Information (non-mandatory)
15. Regulatory Information (non-mandatory)
16. Other information, including date of preparation or last revision

Availability: All safety data sheets must be available for employees to review at any time. They will be made available at the jobsite in hard copy or electronically. They are also located in the CCA Facilities Department and are available by fax/email. As new materials are brought into the workplace, SDS must be obtained.

Community College of Aurora

Hazard Communication Training

Questions and Answers

OSHA is strictly enforcing this law and Compliance Officers will interview employees to determine if they have been satisfactorily trained under this standard. Please answer the following questions:

I. What is an SDS? An SDS is a Safety Data Sheet that provides detailed information about a chemical substance or mixture, including: hazards, safe handling and storage procedures, first-aid measures, exposure controls and personal protective equipment, spill or leak procedures, and disposal considerations. SDSs are required by OSHA's Hazard Communication Standard in the United States and must be provided by manufacturers of distributors of hazardous chemicals. Each SDS follows a 16-section format to ensure consistency and accessibility. These sheets are essential for: protecting worker health and safety, training employees in proper handling, and emergency response planning.

II. Why is an SDS important? SDSs are important because they are critical tools for protecting health, safety, and the environment in any setting where hazardous chemicals are used, stored, and transported. Their importance can be summarized in several key ways: protect worker health and safety, support emergency response, ensure regulatory compliance, inform risk assessments and training, and guide safe storage, handling, and disposal. SDSs are essential tools for informed decision-making, helping to prevent accidents, protect workers, and ensure environmental and legal responsibility wherever hazardous materials are involved.

III. Name the four different ways that chemicals can enter the body? Chemicals can enter the body through inhalation, absorption, ingestion, and injection.

IV. Are there effects of chemical exposure always immediate? No. The effects of chemical exposure are not always immediate. They can be immediate or delayed.

V. How do I find out if a chemical is dangerous? To find out if a chemical is dangerous, there are five key steps: check the safety data sheet, read the chemical label, look it up in a trusted chemical database, ask your supervisor or safety officer, and use common sense precautions.

Signature: Kathryn Skulley, Ph.D.

Date: 07/22/2025

Print Name: Kathryn Skulley, Ph.D.

S# 000019776

Community College of Aurora

ANNEX 5

Patient Tracking Protocols & Patient Tracking Form

May 2025

Community College of Aurora Patient Tracking

The Patient Tracking Officer will work closely with paramedics and EMT partners, providing critical information that identifies injured or deceased students and faculty.

This position is expected to collect information from first responders as to where impacted persons are being transported if applicable. This position reports directly to the Incident Coordinator will be the point-of-contact to the Incident Coordinator for patient-tracking related concerns.

Responsibilities include:

- Stage at patient triage areas with a notepad, pen, cell phone and two-way radio if possible
- Work with first responders. Collect/provide/track information on who is being treated
- Collect information on where victims are being transported to, if applicable
- Do NOT provide identifying personal information over two-way radio transmission, i.e. Name, DOB, address, specific information on nature of injuries
- Confidential information must be transmitted over a cell or landline phone or by runner between the triage and incident command area.

Please have a printout(s) of the following form ready:

Patient Tracking/Mass Casualty Incident Form

Date: _____

Incident Location: _____

Notes:

[illegible]

Community College of Aurora

ANNEX 6 Reunification Plan

May 2025

Community College of Aurora

Reunification Protocols

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, and high school dual enrolled learners 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 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 Coordinator: 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 schools, churches or other facilities that are out of the elements.

Procedures

In an emergency, CCA 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. CCA 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. Procedures to notify parents of minor children on campus must be established
- d. Picture I.D. is required for parents to insure the person requesting any minor child matches the student
- e. 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.
- f. If the child is in the first aid area, the parent will be directed to that area for reunification with their child/children.
- g. Because of the traumatic nature of emergencies, reunification sites are often the location that emotional issues are first manifested. Through CCA's Incident

Coordination, 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 Coordination Team, 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 personnel.

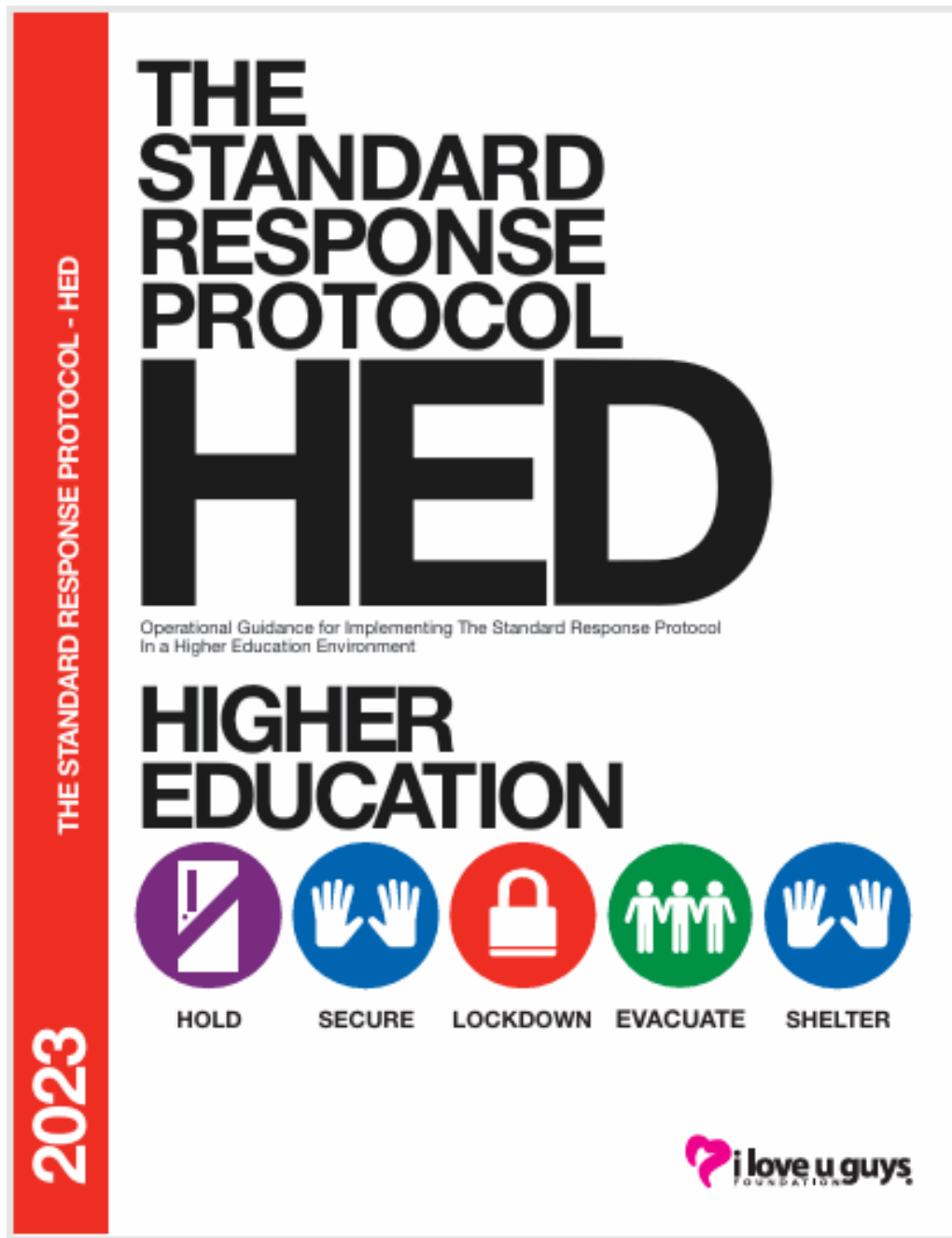
Community College of Aurora

ANNEX 7

Standard Response Protocol

Operational Guidance for Implementing the Standard
Response Protocol in a Higher Education Environment

May 2025



The SRP document above, utilized and implemented at the Community College of Aurora, can be referenced at:

<https://iloveugays.org/The-Standard-Response-Protocol.html#Higher-Ed>