



Emergency Operations Plan

August 1, 2005

IMMEDIATE ACTION

- ⌚ **Keep Calm.**
- ⌚ **Evaluate the situation.**
- ⌚ **If fire or chemical hazard, pull fire alarm to evacuate building.**
- ⌚ **If evacuating, check rooms on the way out for occupancy, if safe to do so, then close door.**
- ⌚ **Call 911! Other emergency situations should be reported to Aims Security at 539-2171 in Greeley, (303)591-3164 in Ft Lupton, or 518-5137 in Loveland.**
- ⌚ **Activate Contact Tree for affected building.**
- ⌚ **Communicate emergency warning.**
- ⌚ **Turn equipment off if possible.**
- ⌚ **Keep exiting group together at the Emergency Assembly Point.**
- ⌚ **Account for occupants of building.**
- ⌚ **Wait at Emergency Assembly Point for further Instructions.**

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PART ONE -- EMERGENCY PREPAREDNESS AND RESPONSE

Authority/Promulgation

The Aims Community College Emergency Operations Plan is the official plan designated to address specific hazards and circumstances that constitute an emergency for Aims, the personnel, students, and property. The Plan is given authority by the President of the College under Aims Community College Policy 1-100 (1).

Record of Distribution

The Aims Community College Emergency Operations Plan has been distributed as a hard copy to each member of Senior Management, Contracted Security/Law Enforcement, Facilities and Operations, the Aims Information/Call Center, and the Safety and Environmental Coordinator. Electronic versions have been distributed to each member of the Aims Emergency Preparedness Response Team and are available at www.aims.edu both in public form and secured form.

Introduction

Part One of this manual is Aims' general plan for preparing for and responding to emergencies. An emergency is any unplanned event that may cause death or significant injuries to members of the Aims' 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. This manual provides the framework for reaction and response to emergent situations that may endanger people in our community or our campus.

Each building will have a Building Coordinator and Building Team to implement a Building Emergency Plan that they will develop in conformance with this manual. It requires the application of our skills as employees to devise a plan for each campus building that has regular occupants. It is recognized that it is not possible to develop and maintain plans for every possible emergency. Each plan will require expenditure of time to adequately prepare for an event that we hope never comes. The priority of this Part is to protect the lives of the members of Aims' community. Advance preparation is the only way to do this. Employees will be the leaders of this effort and must be familiar with the building plan for the building in which they are located. Other peoples' lives may depend upon their knowledge and actions. When there is a plan in place, it will be easier to reliably act to save lives.

The Plan provides guidelines for activating decision processes, notifying the community and responding appropriately. Appropriate response varies with the emergency. A calling tree is in existence to cope with emergent closures and other issues.

Situations and Assumptions

It is understood that some situations or emergencies will require a regional response and that Aims might be without certain personnel or contract entities during these situations. It is assumed that once the emergency or mitigation to that emergency is over, the College will resume normal function and business operations. The scope of this Emergency Operations Plan is to address the most likely emergencies that could potentially occur on any property owned or operated by Aims Community College.

Concept of Operations

Emergency response to any incident on one of the Aims campuses will take place immediately by members of the Security, Law Enforcement, and Safety personnel. The primary responsible unit shall be held within the Facilities and Operations/Safety Department, under the direction of the President or their designee.

If a prolonged emergency operation is found, activation of the Emergency Operations Center located within Ed Beaty Hall will be used if available. Functions and response consideration found within this Emergency Operations Plan will be followed based on available personnel and situation dictation.

Priority is always placed on protecting and saving lives first, followed by infrastructure protection, and then recovery operations. Based on available information, certain access control or restriction to specific areas within the College might take place. These will be based on reasonable and credible information and will be coordinated through the President or their designee.

Requests for emergency assistance can only be made as a coordinated effort through the President and the Safety Coordinator. Agreements for emergency assistance have been developed with Emergency Response entities within the Northeast Colorado region and can be contacted through the Safety Coordinator or on site Law Enforcement.

Departmental Responsibility—Business Continuity

Each department and organizational element has the responsibility of preparing and maintaining an emergency recovery plan. That emergency recovery plan should basically contemplate a destruction of the physical setting of the department and what measures can reasonably be taken to mitigate the long-term program effects assuming new physical space is found. Also, each responsible Director or Administrator should maintain and have available an emergency list with the names and telephone numbers of employees. The emergency preparedness plans should also include an organizational chart with a clear delineation of responsibility. Plans must include a plan for protection and recovery of vital records.

The Business Continuity/Continuity of Operations plan is cited within this Emergency Operations Plan, but due to the overall length of the COOP plan, is kept as a separate document. As with the EOP, the COOP is kept as an electronic version, with updates every spring and fall. Hard copied are held within members of Senior Management, Facilities and Operations, and the Safety Coordinator.

Employee Responsibility

As an employee of Aims, it is your responsibility to read and be familiar with safety and emergency information. The measures outlined in this Plan, together with common sense, are intended to prevent injury and to minimize property damage. During an emergency situation, individuals (including those with a disability) are responsible for their own safety.

Each building has posted in multiple locations the areas where shelter may be found internally. The postings also include information about the location fire alarm boxes and fire extinguishers. Employees should be familiar with where these features are located in their environment.



BUILDING ALARM(S) Danger!

The fire alarm is a **horn**. The newer ones have a flashing strobe light, too. When you hear the alarm or see the strobe light, leave the building. Follow evacuation procedures.

If you hear an elevator alarm, usually a **bell**, knock on the door and ask if anyone is in there. Call Facilities Services at **339-6243** for assistance. Additionally, some exit doors have an alarm attached to the panic/push bar on the door. This is an audible alarm but does not register with the alarm monitoring company.

Building Coordinators and Teams

Each principal building on the Aims Campuses will have a building coordinator appointed. The person appointed shall be a person who is likely to be present during working hours. The building coordinator will be responsible for assembling a team of employees to develop and implement a building emergency response plan using the information contained in this plan. Teams should be assembled from persons who are likely to be available during working hours. Periodically, the building coordinator and the team shall review and, on occasion, conduct drills with the advice and assistance of the Safety and Environmental Coordinator.



The Building Coordinator's and Alternate's responsibilities are to:

Pre-event

1. Identify, recruit and coordinate all floor monitors, sweep team members and roll takers for the building.
2. Identify all special needs populations working regularly in the building – physical disabilities, emotional or mental disabilities, mono-lingual non-English speakers or limited English. Maintain up-to-date inventory of these staff members' work locations and specific evacuation needs. Develop a buddy system of at least one able-bodied staff member with each special needs population staff member to ensure assistance to special needs staff members during building evacuations.
3. Coordinate emergency response training for floor monitors and sweep teams; and public safety education training for all staff in the building. Training will be delivered by Safety and Environmental Coordinator, Safety Division, with appropriate assistance from outside trainers.
4. Notify floor monitors, sweep teams, roll takers and other volunteers at the site of impending evacuations, when known.



In a fire.

1. Notify building occupants via fire alarm or shouting.
2. Notify the Fire Department via 911, or 9-911 in Loveland and Ft Lupton.
3. Monitor performance of floor monitors and sweep teams; appoint volunteers to fill vacancies during the emergency.
4. Collect and review check in sheets from roll takers, and insure that all personnel are accounted for; or notify the Fire Dept Incident Commander of missing/injured/trapped personnel.
5. Coordinate with Incident Commander (IC) and Aims Safety personnel regarding reoccupation of the building, re-entry for personnel to retrieve possessions, and building recovery considerations.

All other disasters

1. Notify building occupants of the need to evacuate via expedient means (such as Floor Monitors and/or Sweep Team members, or volunteers knocking on doors; public address system, if available and functioning, megaphone or other amplification device).
2. Notify Aims Security Personnel, Weld County Regional Communication Center (970-350-9600) – name of building, description of problem (unusual odor, bomb threat, explosion, etc.) location of problem/area of building affected, if known; special population considerations and assistance needed.
3. Monitor performance of floor monitors and sweep teams; appoint volunteers to fill vacancies during the emergency.
4. Collect and review check in sheets from roll takers, and insure that all personnel are accounted for; or notify Incident Commander of missing/injured/trapped personnel.
5. Coordinate with Incident Commander regarding reoccupation of the building, re-entry for personnel to retrieve possessions, and building recovery considerations.



The Floor Monitors' Responsibilities are to:

Pre-event

1. Receive training in site-specific evacuation procedures and know the location of emergency equipment and supplies.
2. Have appropriate training in first aid and CPR, and fire extinguisher use.

3. Review the special populations list and buddy list. Assist with creating buddies where needed.
4. Ensure that the Building Coordinator and Alternate are aware of the appropriate evacuation equipment needed for any special needs population members.
5. Periodically check the floor for hazards that would interfere with safe evacuation, and request remediation through the Building Coordinator and Alternate.

Emergency/disaster events:

1. Assist the Building Coordinator in warning occupants of an impending evacuation.
2. Give clear evacuation directions – location of stairwell, prohibition on use of elevators, destination/emergency assembly area. Take emergency supplies, if possible.

The Sweep Teams' responsibilities are to:

Pre-event

1. Have appropriate training in first aid and CPR, and fire extinguisher use.
2. Have appropriate training in the use of evacuation aids, such as safety chairs (if available).
3. Receive training in site-specific evacuation procedures and know the location of emergency equipment and supplies.

Emergency/disaster events

1. Direct flow of occupants through corridors and stairwells.
2. Assist those with special needs, particularly persons with disabilities.
3. If it is safe to remain in the building, systematically check all rooms to ensure that they have been vacated. If it is unsafe, as in a fire, notify the floor monitor of which areas have and have not been searched, and of the location of any known trapped or injured persons remaining in the building.

The Roll Taker's responsibilities are to:

Pre-event:

1. Ensure the departmental personnel roster is current.
 - a. The roster shall include all employees for the department.
2. Place the roster in an easily accessible location for evacuation purposes
3. Receive training in site-specific evacuation procedures
4. Know location of emergency assembly point

Emergency events:

1. Take the department employee roster to the assembly point
2. Ensure area personnel are accounted for:
 - Take roll at the emergency assembly area, carefully noting staff on vacation/leave, or that you know were out of the building on other business;
 - Known visitors to the building at the time of the evacuation;
 - Any missing staff members or visitors;
 - Solicit information from sweep teams and other staff members regarding the condition and whereabouts of missing staff members or visitors.
3. Report accountability information to Building Coordinator or Floor Monitor, as appropriate.

Night Administrators

Night Administrators should be knowledgeable with the initiation of emergency procedures and will have available the individual building emergency plans. In the event of an emergency, they will be expected to provide leadership with the accompaniment of campus safety personnel to address the emergency.

They can be reached at 339-6666

Evacuation Policy

It is a responsibility of all of Aims' employees to read and understand this plan. The procedures outlined, together with common sense, are intended to prevent injury. The information in this plan contains guidance for reporting emergencies, acting in the event of an emergency and preparation for emergencies.

When Fire Alarms sound, building evacuation is **mandatory**. Building occupants should exit immediately. After a building has been evacuated, occupants must wait until authorities have given clearance to re-enter.

Evacuation Area Definition

1. Areas to be evacuated will be determined by those officials with the authority to direct a mandatory evacuation based on the counsel of those individuals and agencies with the necessary expertise, the use of specialized planning materials or decision aids, the recommendations of state and federal agencies, and, where appropriate, advice from other subject matter experts. Evacuation recommendations to the public should clearly describe the area to be evacuated with reference to known geographic features, such as roads and rivers.
2. The hazard situation which gave rise to the need for evacuation should be continually monitored in case changing circumstances, such as an increase in rainfall or wind shift, change the potential impact area and, thus, the area that must be evacuated.

GENERAL EVACUATION

When evacuating your building or work area:

- Stay as calm as you can
- Safely stop your work.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- If safe, close your office door and window, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Proceed to the designated Emergency Assembly Point (EAP) and report to your Roll Taker.
- Wait for any instructions from emergency responders.
- Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

A building occupant is required by law to evacuate the building when the fire alarm sounds.

Preparedness for Building Evacuations and Emergency Actions

The purpose of this section is to serve as a guide to the development of a building emergency plan. The plan needs to address the current configuration of the building with its regular employees and occupants. The safety of students is addressed by having well prepared employees who can accept the leadership role to prevent injury and protect life. The appendices to this manual offer a general format for the construction of the emergency preparedness plan. Also attached is Part Three which contains detailed information of building safety and suggested building emergency organization. The building plan should be copied and distributed to building team members, Aims' Facilities and Operations, the President's Office and the Night Administrator's Office.

The following checklist will be helpful in establishing a building preparedness plan:

- ⌚ The Building Coordinator should develop a building plan starting with the selection of the building team. The Team should meet periodically to review the emergency preparedness status of the building. The Building Coordinators and Teams should periodically consider the pointers in **Section 1**.
- ⌚ The Building Coordinator and Team should develop and maintain accurate lists of the building occupants and their usual locations in the building using the template in **Section 2**.
- ⌚ The Building Coordinator and Team should obtain the building diagrams and include a printed copy in the building preparedness plan. The diagrams should designate the areas for emergency assembly after evacuation for regular occupants and students. **Section 3**.
- ⌚ The Team shall also establish and maintain a calling tree as identified in **Sections 4 and 5**.
- ⌚ The Team will gather the information required by **Section 6**
- ⌚ Plan for special needs for evacuation by approaching each employee and other regular inhabitant of the building concerning special evacuation needs and assign assistants where necessary. **See Sections 7 and 8**.
- ⌚ Create a building plan document with the foregoing materials. Plans are due to the Safety Coordinator by the end of Spring Semester. That information should be distributed to each building occupant. Use of the intercom within the building is strongly recommended.
- ⌚ Conduct drills on a yearly basis to assure that the building plan reliably works and is current.
- ⌚ Have emergency equipment (bullhorn, flashlight and building preparedness plan) readily available in the event an emergent situation occurs.
- ⌚ Know how to announce and implement an evacuation. For example: **This is an emergency (announce either evacuation or take shelter). (If evacuation) Evacuate to the Emergency Assembly Point. Only take your immediate belongings. Do not use elevators!**
- ⌚ If a building evacuation is required, the Team will be required to verify that everyone is accounted for through the use of the Building Occupancy List and the Emergency Sign In sheet.
- ⌚ Periodically review the Possible Emergency Situations outlined in **Section 9** and be familiar with the required responses

Training of Instructors, Part-Time Instructors and Staff

Everyone should familiarize themselves with the building preparedness plan for the building they are in. **Section 10** offers quick guidance for instructors and other interested persons regarding leadership roles in the event of an emergent situation.

Additional resources can be found on the Security section of the Aims Website.

PART ONE – SECTIONS 1-11

Section 1

REDUCING EXPOSURE TO RISKS AND HAZARDS

Know the Location of Emergency Devices:

- Where are the Automated External Defibrillators (AEDS) located?
- Where are the fire alarm stations located?
- Where are the fire extinguishers located?
- Where are the fire blankets located if available?



Preventing Fires:

- Are there obvious fire hazards?
- Are locations of fire alarms and fire extinguishers clearly posted?
- Are fire extinguishers fully charged?
- Are fire doors kept closed?
- Are building exits unobstructed?

Laboratory Safety

- Are laboratories clean and orderly?
- Are laboratory safety rules posted?
- Are all personnel trained in safely handling laboratory materials?
- Are waste materials properly disposed of?
- Is there a current list of potential dangerous materials and their locations?
- Are there plans in place in the event of power failure?



Power Emergency

- Is there emergency lighting?
- Are computer emergency power supplies operative?
- Is critical data backed up and stored in a safe location?
- Are power outlets adequate without the use of power strips and extension cords?
- Do building team members have flashlights?

Section 2

BUILDING OCCUPANCY LIST

The Building Coordinator and Building Team shall compile and maintain a list of occupants of the Building. It should contain the following information:

- The building name and location on the Aims' campus.
- A description of the building by room number describing the purpose of the room,
- The usual number of occupants and
- The names of the usual occupants.

The following format should be used repetitively until the building is totally described:

Building: Floor or Corridor:

Room Number: Room Purpose:

Usual Number of Occupants: (students, employees and others)

Names of Usual Occupants: (generally employees or volunteers)

Section 3

BUILDING EVACUATION ROUTES AND ASSEMBLY POINTS

The Building Coordinator should include a copy of the building plan which contains a diagram of the building escape routes and other safety information.

The copy of the building area should also contain the emergency assembly points following evacuation. Assembly points are important since it may be the only way to assure that everyone has reached safety. The assembly points should be located in open areas away from buildings and other hazards. The points should be easily accessible to emergency medical personnel but not be obstructive to emergency equipment.

All Faculty and Staff hold the responsibility of advising students and guests to the College of the assembly point locations.

Section 4

CONTACT TREE CONCEPT

The contact tree is a means of quickly spreading information to the persons in a building. The contact tree starts with notification to building team members who in turn contact more people until everyone in the building is efficiently contacted. In some instances, contact will not be possible prior to emergency action, such as in the event of a fire alarm. The use of the calling tree will occur primarily in circumstances where precautionary or preventive action is required, such as a storm alerts, tornado alerts or civil disturbance. In those events, precautionary action will be communicated to employees and students.

Generally, information of a precautionary nature will be transmitted by computer flashing or phone messaging. When such an event occurs, the building team will need to assure that communication is complete. The contact tree for the building should be carried out at that time. In some instances, building evacuation is unsafe. So the response and action must be tailored to protect life.

Office telephone numbers (not cell phone numbers) and locations need to be listed and included as a part of the calling tree. Individuals on the calling tree should be in close proximity to the persons they are expected to contact.

Section 5

CONTACT TREE TEMPLATE

(This template is only a general guide. It should be completed with the name, phone number and e-mail of each building team member. It will be the responsibility of the building coordinator to get the contact tree going. In turn, each building team member will have several people to call or notify. In more complex buildings, a third level of contact may be required to fully contact the building occupants.)

Building: (Name of Building)

Building Coordinator: (Name) (Telephone No.) (E-Mail Address)

First Team Contact: (Name) (Telephone No.) (E-Mail Address)

Second Team Contact: (Name) (Telephone No.) (E-Mail Address)

Third Team Contact: (Name) (Telephone No.) (E-Mail Address)

First Team Contact: (Name) (Telephone No.) (E-Mail Address)

First Contact: (Name) (Telephone No.) (E-Mail Address)

Second Contact: (Name) (Telephone No.) (E-Mail Address)

Third Contact: (Name) (Telephone No.) (E-Mail Address)

Second Team Contact: (Name) (Telephone No.) (E-Mail Address)

First Contact: (Name) (Telephone No.) (E-Mail Address)

Second Contact: (Name) (Telephone No.) (E-Mail Address)

Third Contact: (Name) (Telephone No.) (E-Mail Address)

Third Team Contact: (Name) (Telephone No.) (E-Mail Address)

First Contact: (Name) (Telephone No.) (E-Mail Address)

Second Contact: (Name) (Telephone No.) (E-Mail Address)

Third Contact: (Name) (Telephone No.) (E-Mail Address)

(It may be necessary to have another tier of contacts in larger building settings.)

Section 6

EVACUATION PLANNING FOR PERSONS REQUIRING ASSISTANCE

Building Teams members must ask each regular occupant of the building whether they will need assistance in complying with emergency measures, such as evacuation or in door shelter, should the event occur. List self-identified persons who request evacuation assistance during an emergency.

Designate evacuation assistants to wheelchair users to assist them during an emergency. Use the following format for each individual. This information should be regarded as **confidential**. It is not uncommon for people to have limiting conditions that are not readily apparent that may be a factor in evacuation.

During an emergency situation, individuals (including those with a disability) are responsible for their own safety.

Name:

Room/Bldg: Phone:

What assistance is required:

Designated evacuation assistant:

Alternate evacuation assistant:

Instructions:

Name:

Room/Bldg: Phone:

What assistance is required:

Designated evacuation assistant:

Alternate evacuation assistant:

Instructions:

Section 7

ASSISTING PEOPLE WITH LIMITING CONDITIONS

TO ALERT VISUALLY IMPAIRED PERSONS

- Announce the type of emergency
- Offer your arm for guidance
- Tell person where you are going. Obstacles you encounter
- When you reach safely, ask if further help is needed

TO ALERT PEOPLE WITH HEARING LIMITATIONS

- Turn lights on/off to gain person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions

TO EVACUATE PEOPLE USING CRUTCHES, CANES, OR WALKERS

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move person, or
- Help carry individual to safety

TO EVACUATE WHEELCHAIR USERS



- Generally non-ambulatory person's needs and preferences vary
- Individuals at ground floor locations may exit without help
- **Each campus building has a designated rescue point for persons who are unable to evacuate without assistance**
- **Those persons requiring assistance and are employees or regular occupants of the building should be consulted regarding their needs and development of a strategy to assist them.**

Section 9

INSTRUCTOR RESPONSIBILITIES AND CHECKLIST

Each instructor should be familiar with evacuation routes from the building and procedures for evacuation of their students from the classroom. Instructors will insure they are aware of appropriate evacuation routes for each room used by their students. In the case of an event requiring evacuation, instructors should always, and immediately, evacuate the building with their students. Instructors are responsible for insuring all of their students have evacuated (this can be accomplished by the instructor being the last to leave the room). Evacuation is **REQUIRED** any time an alarm is sounded.

Once evacuation is complete, instructors report persons and areas evacuated to the Building Coordinator or Building Team member in the evacuation assembly area.

During the first class period of each semester, instructors will review the following emergency procedures with students in the class:

- Evacuation route when required to respond to emergency evacuation alarm.
- Location and purpose of the evacuation assembly area (to ensure all students are safe and removed from potentially hazardous conditions). In the event of a general emergency affecting the entire campus (i.e. an earthquake) instructors should inform students that after the instructor has insured that all students have evacuated the building, students should leave campus, if appropriate.
- In the event of a tornado or some other event, a building team member or Security Personnel will inform you to take shelter within the building. Those areas of shelter are designated on the building plan. Take time to familiarize yourself and the class with the areas of indoor shelter at the time of the class safety orientation. Remember severe storms can result in flying debris which can inflict serious or fatal injury.
- If an earthquake occurs:
 - ⌚ Take cover under a desk, table or bench or stand in a doorway or against an inside wall. Hang on to it!
 - ⌚ Stay clear of windows or anything that can fall on you.
 - ⌚ If no protection is available, drop to the floor and cover your head with your arms and hands.
 - ⌚ Do not leave your protected area until shaking stops.
 - ⌚ After shaking has stopped immediately evacuate the building.
 - ⌚ Stay clear of power lines, gas lines and objects that have the potential to fall.
 - ⌚ Do not use light switches or any open flame source.
 - ⌚ Check for injured persons when evacuating. Do not attempt movement of seriously injured persons. Make a note of locations of injured persons.

⌚ Do not reenter the building until safety authorities authorize it.



• If a fire or explosion occurs:

⌚ Do not panic, remain calm.

⌚ Quickly pick up immediate possessions and evacuate the building as soon as alarm sounds.

⌚ Follow the designated evacuation route.

⌚ Close doors as you leave the area.

⌚ Assemble at the evacuation assembly point.

⌚ In laboratories extinguish all open flames, turn off any oxygen supplies and flammable gases.

⌚ If the evacuation route is smoke filled, remember the safest air is near the floor.

⌚ Do not use elevators. They will not operate if the electricity is interrupted.

• If FLOODING occurs:

⌚ Do not panic, remain calm.

⌚ Quickly pick up immediate possessions and evacuate the building as soon as alarm sounds.

⌚ Follow the designated evacuation route.

⌚ Close doors as you leave the area.

⌚ Assemble at the evacuation assembly point.

⌚ Contact Facilities and Operations at 970-339-6243 and the Business Office.

⌚ Immediately follow guidelines under the Business Continuity Plan.

Section 10

POSSIBLE EMERGENCIES AND REQUIRED ACTIONS

FIRE OR EXPLOSION

- Dial **911**
- Sound nearest fire alarm and activate the building contact tree.
- Evacuate the building!
- Notify Aims Security!
- Go to the designated emergency assembly point!



RELEASE OF TOXIC SUBSTANCE

- Call building contact person, activate call down list
- EVACUATE the IMMEDIATE AREA if it is a contained release and if uncontained evacuate the entire building.
- Notify Aims Security!
- Go to designated emergency assembly point!
- Report release to the Facilities and Operations at **6243** during working hours, **911** after hours
- Do not re-enter area until given clearance from either Facilities or the Fire Department



TORNADO

- DO NOT SOUND ALARM
- Call building coordinator or team member to activate contact tree.
- Follow instructions; Persons should move to indoor shelter within buildings as designated on the building diagrams. Stay away from windows! Close doors between offices with windows and the hallway. If possible, move to a lower level in the building or designated TORNADO shelter (found on building maps).

ELECTRICAL POWER OUTAGE

- Call Facilities and Operations at **6243** to report outage or, if under a local power company, call that number for restoration of power.

- Stay put and wait for instructions.
- Open blinds, if available, for light
- Wait

EARTHQUAKE

- Take cover under a desk, table or bench or stand in a doorway or against an inside wall. Hang on to it! If no protection is available, drop to the floor and cover your head with your arms and hands.
- Stay clear of windows or anything that can fall on you.
- Do not leave your protected area until shaking stops.
- After shaking has stopped immediately evacuate the building.
- Stay clear of power lines, gas lines and objects that have the potential to fall.
- Do not use light switches or any open flame source.
- Check for injured persons when evacuating. Do not attempt movement of seriously injured persons. Make a note of locations of injured persons.
- Check elevators for occupants if safe to do so!
- Do not reenter the building until safety authorities authorize it. Open blinds, if available, for light

TERRORIST THREAT

- Dial **911 (911 also at Loveland or Ft Lupton campus)**
- Follow instructions from Police and Emergency Responders.

VIOLENCE IN THE WORKPLACE

- **Telephoned Suicide or Bomb Threats**
 - Keep calm and keep talking!
 - Don't hang up!
 - Signal a coworker to listen also if possible!
 - Ask the caller to repeat the message and write it down!

- Repeat questions, if necessary!
- For a bomb threat, ask where the bomb is and when it is set to go off. Fill out Bomb Threat sheet by phone (provided by building coordinator).
- Listen for background noises and write down a description.
- Write down whether it is a man or woman, pitch of voice, accent, and anything else that you notice.
- Try to get the person's name, exact location, telephone number!
- Signal a coworker to immediately call **911** and Aims Security at **539-2171**.

• **Angry or Hostile Customer or Coworker**



- Stay calm!
- Listen attentively!
- Maintain eye contact!
- Be courteous!
- Be patient!
- Keep the situation in control!
- Be observant and document express threats!
- If possible have coworker call **911** and Aims Security at **539-2171** if there are threats or behavior that warrants removal!

• **Threatening with a Gun, Knife, or Other Weapon**

- Stay calm!
- Quietly signal for help!
- Maintain eye contact!
- Stall for time!
- Keep talking!

- Follow instructions of the person who has the weapon!
- Don't risk harm to yourself or others!
- Never try to grab a weapon!
- Watch for a possible chance to escape to a safe area!

CIVIL DISTURBANCE/CAMPUS DEMONSTRATIONS

Most campus and civil demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, call the Weld County Sheriff's Dispatch. From campus telephones dial 911, from pay telephones dial 911.

If a disturbance seems to threaten the occupants of the building, report it immediately to the Weld Sheriff Dispatch and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary, your department may decide to cease work operations.
- If necessary to evacuate, follow directions from your Building Coordinator or police.

If evacuation occurs, meet at the location designated as your building's Emergency Assembly Point (EAP) and wait for additional instructions and information.

PERSONAL INJURY

FOR AN ILLNESS OR INJURY REQUIRING URGENT MEDICAL ATTENTION:

- Immediately call 911.
- If trained, give appropriate first aid until emergency responders arrive.
- DO NOT move the victim unless absolutely necessary.

REPORT INJURIES:

Students injured on campus should complete an incident report form. The form is available from Human Resources. Specific instructions can be obtained by calling 339-6670 or contact through the HR web site.



FIRST AID PROCEDURES:

Choking (cannot cough or speak)

- Check victim's mouth and clear foreign matter.
- Use Heimlich maneuver.

Fainting, Unconsciousness, and Shock

- Have victim lie or sit down and rest, elevate feet if still faint.
- Keep victim comfortable, not hot or cold.
- Place victim on side if unconscious.
- Ask or look for emergency medical I.D.
- Treat other injuries as necessary.

Severe Bleeding and Wounds

- Prevent contact with victim's blood by wearing gloves and/or protective clothing.
- Apply direct pressure on wound.
- Use clean cloth or hand.
- Apply pressure to blood vessel if necessary.
- Elevate body part.
- Add more cloth if blood soaks through.
- Keep pressure on wound until help arrives.
- Do not use tourniquet.

Poisoning or Overdose

- Determine what substance is involved and how taken.
- Stay with victim and assist as necessary.
- If choking, lower head.
- Do not give counteragents or neutralizers.
- Do not induce vomiting.

Fracture and Sprain

- Keep victim still.
- Keep injured area immobile.
- Stop any bleeding.

Burns, Thermal and Chemical

- Immerse burned area in cold water.

- Flood chemical burn with cool water for 15 minutes.
- Cover burn with clean dry cloth.
- Keep victim quiet and comfortable.



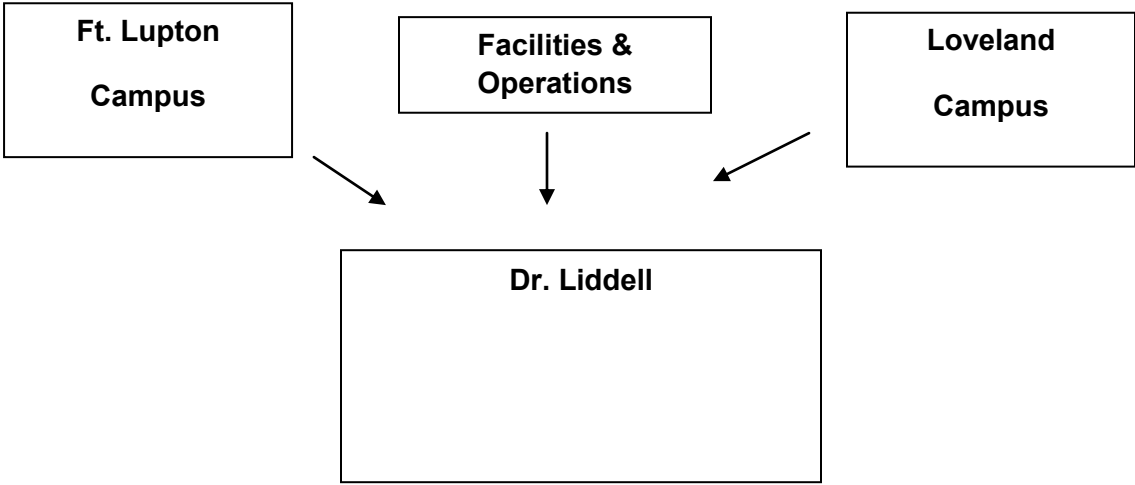
Heart Attack

- Help victim to a comfortable position.
- Give resuscitation or CPR as necessary.
- Keep victim comfortable, not hot or cold.
- Ask or look for emergency medical I.D.

Mouth-to-Mouth Resuscitation

- Place unconscious victim on side and remove any foreign matter from mouth with finger.
- Roll victim onto back.
- Tilt victim's head back to open airway.
- Check for breathing. If not detected:
 - Close victim's nostrils with fingers.
 - Inhale and, using a protective barrier, place your mouth lightly over the victim's mouth.
 - Exhale until victim's chest expands.
 - If problem, check victim for airway obstruction.
 - After two breaths, check for pulse on neck (carotid). If none, begin CPR.
 - Repeat every five seconds.
 - Keep trying until help arrives.

Emergency and Snow Closure Phone Tree



- David Laurence –**
- Jeff Reynolds –
- Donna Souther –
- Dan Doherty –
- Steven Kahla –
- Pat Matijevic –
- Heather Lelckook –
- Tim Rees –

- Jared Fiel –**
- Amy Kegg
- Media
- Deb Martinez –
- Security – 539-2171
- Jenny Diaz
- George Miller –
- David Laurence – 301-2356 cell

PART TWO—POST-EMERGENCY RESPONSE

Business Continuity/Continuity of Operations Plan

The Business Continuity/Continuity of Operations (COOP) Plan is completed as of August 2009. Updates to this plan will be completed during the fall and spring semesters following guidelines set out by FEMA and other resources. The specific plan is a compilation of information from various departments and divisions on campus including but not limited to Academic divisions, Business offices, Facilities and Operations, and Information Technology.

The COOP plan was developed electronically using an interactive spread sheet for ease of updates and data entry. The current COOP plan has been distributed to all members of Senior Management, Facilities and Operations, and the Safety Coordinator. The complete electronic version is kept on the Safety section of the Aims website. This can be found at www.aims.edu/safety

Business Continuity and COOP plans are designed to be implemented within 12 hours of a major emergency and used to be operational for 30 days. Aspects of the COOP plan are not currently available as it is a fluid document with improvements and additions each year.

PART THREE—INDIVIDUAL BUILDING PLANS

General Services



➤ **Emergency Situations**

- If you believe an emergency situation is imminent, or in progress, you should promptly move to a point where you feel you are not in immediate personal danger and contact emergency authorities by dialing 911 and informing them of the location and nature of the problem. They will direct you as to whatever additional steps you might need to take at that point. Please stay on the line until the dispatcher/operator indicates that it is appropriate to terminate the conversation.
- Once Emergency Response personnel are on site, please remember that **they** are in charge! Stay out of their way, do not distract them, do not impede their movements or actions, and obey all instructions they might give completely.
- If you have appropriate training on what to do in an emergency, and choose to assist (performing CPR, administering First Aid, or using an Automatic Defibrillation Device for instance) Colorado law protects you **from most liability issues as a “Good Samaritan”, and if you are not comfortable assisting or getting directly involved in a given situation it protects your right to make that choice so long as you do not interfere with anyone else’s ability to assist.**

Tornados



- Primary evacuation areas for the northern half of the building are hallways 293, 294, and 295.
- Primary evacuation areas for the southern half of the building are hallways 284, 286, and 287.
- Stay well away from all doors leading outside, as well as the main lobby (289) due to potential exposure to harm from breaking glass.
- Remain in evacuation areas until notified by Weld County Sheriffs Office via Aims Safety/Security officials that it is safe to return to work or to exit the building.

Internal Lockdown situations

- Remain in your office or work area until notified by Weld County Sheriffs Office via Aims Safety/Security officials of the need to evacuate the building or of the issuance of an “all clear” notification.

Building Evacuations (Fire/Hazardous Material alert/Bomb threat, etc.)



- All occupants are to leave their class room/work area immediately upon notification of an evacuation, pausing only long enough to contact anyone they may be responsible for as part of the GENS contact “tree”, shut down their computer, and pick up any emergency materials for which they may be responsible.

➤ Proceed to and wait at designated assembly points outside building. There are three primary assembly points for individuals evacuating General Services:

1. West of GENS and south of the Monfort Center on the Monfort Center lawn on the west side of the sidewalk leading to the Monfort Center's entrance.
2. The PE field north east of GENS at least 200 ft east of the building and 50 feet north of the edge of the parking lot (north of row of small trees).
3. In the median area south east of the building between the main parking lot and West 20th st. at least 200 ft. from the building and at least 15ft from the street or the southern edge of the parking lot.

○ Please avoid entering either of the GENS parking lots, as well as 20th Street in order to allow unrestricted access to the building by emergency and police vehicles.



○ Directors and supervisors should discuss appropriate assembly points with people in their areas, and employees should check in with their supervisors at assembly points, and supervisors with Aims EPR team members in order to account for all individuals in the building as efficiently as possible. Employees, students, and visitors who are evacuated should not leave assembly points or attempt to re enter the building until given permission by the Weld County Sheriffs Office via AIMS Safety/Security personnel.

○ Faculty are responsible for ensuring that the students in any classes they are teaching at the time of an emergency are informed of the appropriate actions to take, and for taking role of those students once they arrive at their assembly point. A written accounting of all students should be given immediately to a building team member at the assembly point.

○ Please avoid using telephones/cell phones (if at all possible) in order to allow emergency personnel access to communications lines and to help prevent “crashing” telephone systems.

○ Anyone who feels they might need assistance in case of an evacuation is encouraged to contact the building coordinator to make appropriate (and confidential) arrangements. Faculty who feel that any of their students might require additional assistance should encourage the student to contact the building coordinator.

➤ **Emergency Equipment**

➤ Employees should familiarize themselves with the locations of Fire Alarm stations, Automated External Defibrillator devices (AED's), and fire extinguishers as marked on the architectural map in the emergency plan, as posted on maps located near all building entrances/exits, as well as by taking the time to physically locate these resources within the building. Any questions about the identification or use of any of these devices should be directed to the building coordinator or to AIMS Safety/Security personnel.



➤ **Hazardous Material Inventory**

- Reprographics area (Room 267)---accelerants, toxic chemicals MDSS available Room 261
- Data Center (Room 253) ---Server Batteries (explosive/toxic)
---Fire suppression system
- Supply Closet (Room 203) ---Cleaning Supplies for McLemore Building Maintenance
- Because of extensive presence of computers and other electronic equipment throughout the building, the likelihood of the release of potentially toxic substances in the case of fire is high.



Building Coordinator

Rob Easton, IT: Ext. 6526

Alternate

BUILDING TEAM

Area 1 →Paula Stipetich-Thomas, Human Resources: Ext. 6247

Area 2 →

Area 3 →

Area 4 →

Area 5 →

Area 6 →

Area 7 →

Area 8 →

Area 9 →Janine Moore, Reprographics: Ext. 6316

UPDATED 03/09

Physical Education - Gym

REDUCING EXPOSURE TO RISKS AND HAZARDS

Know the Location of Emergency Devices:

- Where are the Automated External Defibrillators (AEDS) located? [SE entrance to the gym](#)
- Where are the fire alarm stations located? SW entrance of building, S wall of Aerobics room (426), S wall of Racquetball court (433), N and E wall of Basketball court, N wall by exit in Weight room (416)
- Where are the fire extinguishers located? N and S walls of Basketball court, W wall of Weight room (415), N wall of Racquetball courts (433), S wall of Aerobics room (426)
- Where are the fire blankets located? [Do not have any](#)

Preventing Fires:

- Are there obvious fire hazards? [NA](#)
- Are locations of fire alarms and fire extinguishers clearly posted? [YES](#)
- Are fire extinguishers fully charged? [YES](#)
- Are fire doors kept closed?
- Are building exits unobstructed? [Yes](#)

Power Emergency

- Is there emergency lighting? [YES](#)
- Are computer emergency power supplies operative? [YES](#)
- Is critical data backed up and stored in a safe location? [YES Z drive](#)
- Are power outlets adequate without the use of power strips and extension cords? [YES](#)
- Do building team members have flashlights? [YES](#)

BUILDING OCCUPANCY LIST

Physical Education - Gym

| Emergency Preparedness Plan - Building Occupancy List | | | | | | |
|---|-----------------|-------------|----------------------------|------------------|-------------|--|
| Building Name | Floor/ Corridor | Room Number | Room Purpose | Name | Ext. Number | Email Address |
| Gym | Main Floor | 429 | Office | Laura Willoughby | 6295 | laura.willoughby@aims.edu |
| Gym | Main Floor | 415 / 416 | Wgt/ Cardio Room | Staff | 5159 | |
| Gym | Main Floor | Gym | Basketball Floor | | | |
| Gym | Main Floor | 407 | Womens Locker Room | | | |
| Gym | Main Floor | 410 | Womens Faculty Locker Room | | | |
| Gym | Main Floor | 412 | Womens Restroom | | | |
| Gym | Main Floor | 413 | Mens Restroom | | | |
| Gym | Main Floor | 417 | Mens Locker Room | | | |
| Gym | Main Floor | 421 | Mens Faculty Locker Room | | | |
| Gym | Basement | 426 | Aerobics room | | | |
| Gym | Basement | 433 | Rball Court | | | |

BUILDING EVACUATION ROUTES AND ASSEMBLY POINTS

Tornados

Primary assembly point will be to Aerobics room (426) as shown in the building diagram in the entry ways

Secondary assembly point will be to Racquetball Courts (433) as shown in the building diagram in the entry ways

Fire

Evacuating building using West exits, Students will assemble 200 feet from the exit on the athletic field.

Evacuating building using East exit, Students will assemble 200 feet North East from the exit at the Memorial Garden (East of tennis courts)

Evacuating building using North exits, Students will assemble 200 feet West from the exit on the athletic field.

Evacuating building using South exits, Students will assemble 200 feet West from the exit on the athletic field.

CONTACT TREE

Building: Physical Education – Gym

Building Coordinator: Laura Willoughby 970-339-6295 laura.willoughby@aims.edu

First Team Contact: Weight room personnel 970-339-5159

Weight room personal will notify persons in the weight room (415 & 416), Basketball court and Locker rooms. Laura will notify persons in Aerobics room (426) and Racquetball courts (433)

Evening Hours 3-9pm Monday, Tuesday, Wednesday & Friday, 3-8pm Thursday,

John Jaramillo

Patrick Kelley

Employee in weight room will notify persons in the weight room (415 & 416), Basketball court and Locker rooms.

Employee in office will notify persons in Aerobics room (426) and Racquetball courts (433)

UPDATED 05/09

Ed Beaty Hall

Phone Tree

| | | |
|----------------|--------------|--|
| Sharon Lynch | 970-339-6220 | sharon.lynch@aims.edu |
| Patti Campbell | 970-339-6252 | patti.campbell@aims.edu |

The EDBH Building Team includes Sharon Lynch, Patti Campbell, Karoline Woodruff, Sonya PauKune, Linette Guy, Lori Ford and Dev Multer.

Hazardous Material

- There may be some hazardous materials in Pottery Room BH 147 or in Jewelry Room BH 146.
- Acetylene torches are used in the Jewelry Room BH 146.

Tornados

- Primary Evacuation will be to interior hallways as shown in the building diagram in the entry ways
- Secondary Evacuation (time permitting) will be to Racquetball Courts in the PE Building

Fire

Everyone will exit the building using the nearest exit.

- Those exiting from the **west half** of the building will assemble at the Tennis Courts (no less than 200 feet from the building)
- Those exiting from the **east half** of the building will assemble at the College Center (no less than 200 feet from the east exit of EDBH)

Equipment

Fire extinguishers and Defibrillator will be checked once a month

- Automated External Defibrillator (AEDS) located inside the West entrance to the building
- Fire Extinguishers located in several locations throughout the building as noted on the building maps at each entrance

Updated 01-16-09

College Center

Safety Team

| | |
|-------------------------|----------|
| Director , Student Life | 339-6359 |
| Ron Fay | 339-6450 |
| Library, CPD, and FTLC | 339-6649 |
| Jennifer Naimark | |
| Manager, Bookstore | 339-6408 |
| Katrina Crosby | |
| Manager, Campus Bistro | 339-6302 |
| Lee Anne Rosenquist | |

Hazardous Materials:

- Cooking grease in the Campus Bistro
- Lighter fluid in the Campus Bistro
- Cleaning supplies- self contained in a closet

Tornados:

- Bathroom walls outside of Student Life-first floor
- Secondary hallway to Student Life-first floor
- Hallway outside of bookstore-first floor
- Bathrooms outside of bookstore-first floor
- Second floor Students, Faculty, and Staff should evacuate to the first floor tornado areas
- Handicapped students, faculty or staff, on the second floor, should evacuate to the back stair's stairway and wait for emergency responders

Fire:

- Students, Faculty, and Staff should evacuate to either Assembly Points:
 1. **West Exit**- meet between Ed Beaty Hall and College Center on the grass 200 feet away from the building
 2. **North Exit**- meet in delivery drive 200 feet away from the building
 3. **East Exit**- meet between Allied Health & Science Building and Center Circle
 4. **South Exit**- meet next to Ed Beaty Hall on the grass 200 feet away from the building

Emergency Equipment:

- Fire extinguisher's are checked every month and located through out the building
- Defibrillator's are checked every month and is located on the first floor by East Exit

Allied Health and Human Services

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Building Coordinator or a Building Safety Committee representative. Keep the following in mind as you read through this document:

- evacuation routes, exit points, and where to report for roll call after evacuating the building
- when and how to evacuate the building
- locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms, first aid kits and AED machines
- proper procedures for notifying emergency responders about an emergency in the building or work area
- additional responsibilities (such as being a sweeper or floor monitor)
- fire hazards
- potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

I. Building Information

Building Name: Allied Health and Sciences Building

Building Coordinator: Jennifer Malinski

Building Coordinator Location: Chief Academic Officer's Office, Room 108e.

Building Coordinator Phone: ext. 6218

Building Coordinator Email: jennifer.malinski@aims.edu

Alternate Building Coordinator: Lori McEachron

Alternate Building Coordinator Location: Chief Academic Officer's Office, Room 108.

Alternate Building Coordinator Phone: ext. 6233

Alternate Building Coordinator Email: lori.mceachron@aims.edu

Night Building Coordinator: Christine Gaudinski

Night Building Coordinator Location: Science Offices, Room 204c.

Night Building Coordinator Phone: ext. 6488

Night Building Coordinator Email: christine.gaudinski@aims.edu

Building Description: 3 level steel and concrete construction building (includes sub-ground floor) housing departments from Academic Divisions I, II & III. Includes office space, lecture classrooms, chemical laboratories, radiation laboratory, simulation laboratories, ambulance laboratory and operating room laboratory. This building does house items that can be considered biohazard or hazmat, and are confined to the laboratories and lab storage areas.

Emergency Assembly Points: southeast corner of College Center on sidewalk, southeast corner of pond on access drive

Emergency Management Area: College Center lobby

Tornado assembly points by floor:

- **Sub-ground floor-** East wing main hallway
- **Ground (main entrance) floor-** West wing, main hallway. East Wing, lab storage area
- **Second (top) floor-** West wing, main hallway. East Wing, lab storage area

Please note- if space is available, all building occupants should move to the lowest tornado assembly point.

Working Hours Emergency Notification: Please obey all standard emergency notifications, such as fire alarms or internal announcements and assemble at the Emergency Assembly Points. The building coordinator or alternate building coordinator will send out a blast email to all listed occupants or announce via bullhorns that an emergency is taking place and activate the calling tree (**Appendix A**), if necessary.

Off-hours Emergency Notification: First dial 911 for police and/or fire response if necessary and pull alarm to evacuate building. Then contact Aims security at 539-2171 and the building coordinator at ext. 6218 or (970) 339-6218. The building coordinator will activate the calling tree, if necessary.

| <u>Name</u> | <u>Location</u> | <u>Ext.</u> | <u>Department</u> | <u>Emergency Position</u> | <u>Sweeping Location</u> |
|---------------------|-----------------|-------------|--------------------------|----------------------------------|---|
| Jennifer Malinski | AHS 108 | 6218 | Dean's Office | Coordinator | Stairwells |
| Lori McEachron | AHS 108 | 6233 | Dean's Office | Floor Monitor Alt Coordinator | 1 st Floor West Wing & East Wing |
| Bill Tankovich | AHS 117 | 6379 | Science | Floor Monitor/Sweeper | 1 st Floor East Wing |
| Wendy Rodgers | AHS 102e | 6696 | EMS | Sweeper | Ground Floor |
| Lee Ann Hernandez | AHS 211 | 6345 | Nursing | Sweeper | 2 nd Floor East Wing |
| June Small | AHS 203 | 6424 | Nursing/Surgical Tech | Sweeper | 2 nd Floor West Wing & East Wing |
| Christine Gaudinski | AHS 202c | 6488 | Science | Night Coordinator | TBD |

Building Safety Committee and Emergency Staff

ALL FACULTY ARE RESPONSIBLE FOR TAKING ROLL OF ANY CLASS THEY ARE IN CHARGE OF AT THE TIME OF THE EMERGENCY AND REPORTING THE RESULTS TO THE BUILDING COORDINATOR.

- The Building Coordinator's and Alternate's responsibilities are to:

In a fire:

6. Notify building occupants via fire alarm or shouting.
7. Notify the Fire Department via 911
8. Monitor performance of floor monitors and sweep teams; appoint volunteers to fill vacancies during the emergency.
9. Verify roll with faculty members, and insure that all personnel are accounted for; or notify the Fire Dept Incident Commander of missing/injured/trapped personnel.
10. Coordinate with Incident Commander (IC) and Aims Safety personnel regarding reoccupation of the building, re-entry for personnel to retrieve possessions, and building recovery considerations.

All other disasters:

1. Notify building occupants of the need to evacuate via expedient means (such as Floor Monitors and/or Sweep Team members, or volunteers knocking on doors; public address system, if available and functioning, megaphone or other amplification device).
2. Notify Aims Security Personnel, Weld County Regional Communication Center (970-350-9600) – name of building, description of problem (unusual odor, bomb threat, explosion, etc.) location of problem/area of building affected, if known; special population considerations and assistance needed.
3. Monitor performance of floor monitors and sweep teams; appoint volunteers to fill vacancies during the emergency.
4. Verify roll with faculty members, and insure that all personnel are accounted for; or notify Incident Commander of missing/injured/trapped personnel.
5. Coordinate with Incident Commander regarding reoccupation of the building, re-entry for personnel to retrieve possessions, and building recovery considerations.

- The Floor Monitors' Responsibilities are to:

1. Assist the Building Coordinator in warning occupants of an impending evacuation.
2. Give clear evacuation directions – location of stairwell, prohibition on use of elevators, destination/emergency assembly area. Take emergency supplies, if possible.

- The Sweepers responsibilities are to:

1. Direct flow of occupants through corridors and stairwells.
2. Assist those with special needs, particularly persons with disabilities.
3. If it is safe to remain in the building, systematically check all rooms to ensure that they have been vacated. If it is unsafe, as in a fire, notify the floor monitor of which areas have and have not been searched, and of the location of any known trapped or injured persons remaining in the building.

Critical Operations Found in This Building

These items may need to be inspected and possibly stabilized after an emergency:

| LOCATION | HAZARD | RESPONSIBLE PERSON/PHONE NUMBER/DEPT | |
|--------------|------------------|---|-----------------------|
| Ground Floor | HVAC System | Gene Kind, x6524 | Facilities & Ops |
| Floor 1 | Main Lab shutoff | Bill Tankovich, x6379 | Science |
| | Master Server | Jack Heidrick, x6495 | IT |
| Floor 2 | X-Ray Rooms | Tracey Warner, x6420 Debi Knudson, x6419 | Radiologic Technology |

Building Alarms

This building has **2** alarm sounds:

- The **Evacuation/Fire Alarm** is a strobe/alarm system. A strobe light will flash at each alarm point and a very loud alarm will sound until the alarm is deactivated. This alarm can be manually or automatically activated.
- The **Elevator Alarm** is a shrill, continuous bell and is not as loud. This alarm can be manually or automatically activated.

II. Emergency Procedures

IMMEDIATE EMERGENCY NOTIFICATION:

LIFE-THREATENING EMERGENCY NUMBERS

911 from a campus telephone

911 from a public telephone

911 from a cell phone

NON-LIFE-THREATENING EMERGENCY NUMBERS

| DEPARTMENT | PHONE NUMBER |
|--------------------------------------|--------------|
| Campus Security | 539-2171 |
| Safety and Environmental Coordinator | 339-6474 |
| Facilities and Operations | 339-6409 |

MEDICAL FACILITIES:

| | |
|---|----------|
| North Colorado Medical Center , 1801 16 th Street | 352-4121 |
| 24 hours / 7 days | |
| Greeley Medical Clinic , 1900 16th Street | 353-1551 |
| Urgent Care 7 AM - 7 PM, Mon-Sat 10 AM – 5 PM Sun | |

Possible Emergencies and Required Actions

- Please see Appendix B

Instructor Responsibilities and Checklist

Each instructor should be familiar with evacuation routes from the building and procedures for evacuation of their students from the classroom. Instructors will insure they are aware of appropriate evacuation routes for each room used by their students. In the case of an event requiring evacuation, instructors should always, and immediately, evacuate the building with their students. Instructors are responsible for insuring all of their students have evacuated (this can be accomplished by the instructor being the last to leave the room). Evacuation is **REQUIRED** any time an alarm is sounded.

Once evacuation is complete, instructors report persons and areas evacuated to the Building Coordinator or Building Team member in the evacuation assembly areas.

During the first class period of each semester, instructors will review the following emergency procedures with students in the class:

- Evacuation route when required to respond to emergency evacuation alarm.
- Location and purpose of the evacuation assembly areas (to ensure all students are safe and removed from potentially hazardous conditions). In the event of a general emergency affecting the entire campus (i.e. an earthquake) instructors should inform students that after the instructor has insured that all students have evacuated the building, students should leave campus, **if appropriate.**
- In the event of a tornado or some other event, a building team member or will inform you to take shelter within the building. Those areas of shelter are designated on the Tornado Assembly Points list on page 2 of this manual. Take time to familiarize yourself and the class with the areas of indoor shelter at the time of the class safety orientation. Remember severe storms can result in flying debris which can inflict serious or fatal injury.

III. Document Recovery

It is each employee's responsibility to back up any important information from their personal computer to a removable drive (hard drive, USB 'stick' drive or other) or to the individual's 'Z' drive in the event of an emergency. **PERSONAL COMPUTERS ARE NOT AUTOMATICALLY BACKED UP!** The college will not be held responsible for lost data due to negligence.

- All personnel documents in regard to performance will be maintained by Human Resources. All financial documents in regards to personnel shall be maintained by the necessary personnel and accessible via an externally accessible drive (not a single computer hard drive).
- All student documents (to include grades and background checks) will be maintained by the responsible parties (i.e.- faculty and/or department coordinators) and accessible via an externally accessible drive (not a single computer hard drive)
- All other legal documents and compliance documents will be maintained *if possible* on an externally-accessible drive (not a single computer hard drive).

IV. Material Safety Data Sheets

All Allied Health and Science building personnel responsible for maintaining Material Safety Data Sheets (MSDS's) shall keep copies of the MSDS's on an externally accessible drive (not a single computer hard drive). There will also be a master manual for the building, as well as singular sheets hung in heavily used areas as necessary.

V. Emergency Recovery Plan

In the event of a total destruction of the building where habitation is not possible, the following will occur:

- All staff will be located to other areas of the campus
- All classes will be relocated to other buildings either on campus or at an Aims satellite campus (i.e. - Loveland campus, Downtown center) until such time as the building is deemed inhabitable.
- All faculty will report to conduct classes only and office hours. Office hours will be conducted in conference rooms throughout the campus and will be scheduled by the building coordinator.
- Any other emergency response plans executed by the President, Senior Management and/or the Safety and Environmental Coordinator will go into effect immediately.
- Any missed laboratory time will be completed either by cooperative agreements executed at other locations, or on the campus at a later time.

VI. Calling Tree Execution

The calling tree will only be instigated by the building coordinator or alternate building coordinator. Should a person within the tree not be able to be contacted, the individual responsible for contacting said person shall continue to contact down the tree. Calling tree members are responsible for contacting those under their responsibility and not aforementioned in an earlier branch of the tree.

Part A- Allied Health and Sciences Calling Tree



Part B- Possible Emergencies and Required Actions

FIRE OR EXPLOSION

- Dial 911
- Sound nearest fire alarm and activate the building contact tree.
- Evacuate the building!
- Notify Aims Security!
- Go to the designated emergency assembly point!

RELEASE OF TOXIC SUBSTANCE

- Call building contact person, activate call down list
- EVACUATE the IMMEDIATE AREA if it is a contained release and if uncontained evacuate the entire building.
- Notify Aims Security!
- Go to designated emergency assembly point!
- Report release to the Director of Physical Plant at **6243** during working hours, **911** after hours
- Do not re-enter area until given clearance from either Plant Services or the Fire Department

TORNADO

- **DO NOT SOUND ALARM**
- Call building coordinator or team member to activate contact tree.
- Follow instructions; Persons should move to indoor shelter within buildings as designated on the building diagrams. Stay away from windows! Close doors between offices with windows and the hallway. If possible, move to a lower level in the building or designated TORNADO shelter (found on building maps).

ELECTRICAL POWER OUTAGE

- Call Physical Plant at **6243** to report outage or, if under a local power company, call that number for restoration of power.
- Stay put and wait for instructions.
- Open blinds, if available, for light
- Wait

EARTHQUAKE

- Take cover under a desk, table or bench or stand in a doorway or against an inside wall. Hang on to it! If no protection is available, drop to the floor and cover your head with your arms and hands.
- Stay clear of windows or anything that can fall on you.
- Do not leave your protected area until shaking stops.
- After shaking has stopped immediately evacuate the building.
- Stay clear of power lines, gas lines and objects that have the potential to fall.
- Do not use light switches or any open flame source.
- Check for injured persons when evacuating. Do not attempt movement of seriously injured persons. Make a note of locations of injured persons.
- Check elevators for occupants if safe to do so!
- Do not reenter the building until safety authorities authorize it. Open blinds, if available, for light

TERRORIST THREAT

- Dial **911**

- Follow instructions from Police and Emergency Responders.

VIOLENCE IN THE WORKPLACE

- **Telephoned Suicide or Bomb Threats**

- Keep calm and keep talking!
- Don't hang up!
- Signal a coworker to listen also if possible!
- Ask the caller to repeat the message and write it down!
- Repeat questions, if necessary!
- For a bomb threat, ask where the bomb is and when it is set to go off. Fill out Bomb Threat sheet by phone (provided by building coordinator).
- Listen for background noises and write down a description.
- Write down whether it is a man or woman, pitch of voice, accent, and anything else that you notice.
- Try to get the person's name, exact location, and telephone number!
- Signal a coworker to immediately call **911** and Aims Security at **539-2171**.

- **Angry or Hostile Customer or Coworker**

- Stay calm!
- Listen attentively!
- Maintain eye contact!
- Be courteous!

- Be patient!
- Keep the situation in control!
- Be observant and document express threats!
- If possible have coworker call **911** and Aims Security at **539-2171** if there are threats or behavior that warrants removal!

Threatening with a Gun, Knife, or Other Weapon

- Stay calm!
- Quietly signal for help!
- Maintain eye contact!
- Stall for time!
- Keep talking!
- Follow instructions of the person who has the weapon!
- Don't risk harm to yourself or others!
- Never try to grab a weapon!
- Watch for a possible chance to escape to a safe area!

CIVIL DISTURBANCE/CAMPUS DEMONSTRATIONS

Most campus and civil demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. Should a disturbance occur, that involves a threat of or apparent bodily harm; please contact the police by dialing **911**.

Updated 05/09

Horizon

UNDER CONSTRUCTION 2010-2011

Building Coordinator Information

Name: Mary Gabriel
Office Location: Horizon Hall 302.1
Phone: 339.6248
Email: mary.gabriel@aims.edu

Building Safety Team

| Name | Location | Ext. | Department | Emergency Title |
|-------------------|----------|------|----------------------------|--|
| Linette Guy | HH 329 | 6229 | Learning & Org Development | Alternate Bldg Coordinator/ Floor Monitor |
| Becky Chandler | HH 304.1 | 6335 | Learning & Org Development | Floor Monitor |
| Barbara Crane | HH 327 | 6388 | Disability Access Center | Sweeper |
| Jill Seaburn | HH 304.2 | 6465 | Tutor & SI Coordinator | Sweeper |
| Frances Hernandez | HH 344 | 6372 | Student Support Services | Roll Taker |
| 301 Front Desk | HH 301 | 6541 | Computer Learning Lab | Roll Taker |

Building Specific Evacuation Notes

Tornado

Evacuation will be to the center hallway of the building, towards the middle and west end, as shown on the building diagrams posted at the building entry points.

Fire

Evacuation will be out both east and north entry points, as shown on the building diagrams posted at both entry points.

- All students and personnel who exited the north door will assemble on the grass at a point that is 200 feet northwest of the exit.
- All students and personnel who exited the east door will assemble on the grass at a point that is 200 feet south east of the exit.

Misc

There are many doors in Horizon Hall that could be shut or locked in the event that such action could save lives.

Equipment Location

Fire Alarm Pull-downs

There are two fire alarm pull-downs located in the following areas.

1. East exit
2. Northwest exit

Fire Extinguishers

There are two fire extinguishers located in the following areas.

1. Next to the Mens' restroom Horizon 318 located at the west end of the building
2. Interior hallway, middle of building, next to outside entrance to Horizon 304

Defibrillators

There is one defibrillator located next to the doors at the east entry point.

Hazardous Materials

Cleaning products are located in:

1. Horizon 316 Janitor's Closet
2. Horizon 302, a file cabinet at the back of room

Horizon 326, under the sink in the kitchen area

Westview

EVACUATION:

West (Front) Door and West (Student Lounge) Door

Exit to the north and assemble at the northwest corner of the Aviation building.

North Door

Assemble at the northeast corner of the Aviation building.

South Door

Exit the east (left) side of the patio and assemble at the top of the driveway at the northwest corner of the Allied Health & Science building.

CONTACT TREE

Russell Iverson x 6525 Building Coordinator.

Landon Loyd, x 6279 Alternate Coordinator

Kathy Lee, x 6244 Back-up

Lindsey Oster, x 6387 Back-up

HAZARDOUS MATERIALS:

None

Aviation

Emergency Preparedness Plan

Phone Tree:

| | |
|---------------|--------------|
| Mike Joy | 970-339-6456 |
| Barb Soleta | 970-339-6373 |
| Martin Boniek | 970-339-6377 |

NO HAZARDOUS MATERIAL

Tornados

- Primary Evacuation will be to Westview on first floor as shown in the building diagram in the entry ways
- Secondary Evacuation will be to Horizon on first floor as shown in the building diagram in the entry ways

Fire

- Evacuating building using South exit, Students will assemble at a point that is 200 feet north east of exit
- Evacuating building using North exit, Students will assemble at a point that is 200 feet east of exit

Equipment

Fire extinguishers' and Defibrillator will be checked once a month

Flight Simulator

In any emergency it is imperative that GRCC staff evaluate and control the situation, responding appropriately to keep students and themselves safe.

Following an evacuation, a head count should be taken by GRCC simulator staff and reported to emergency response personnel. Keep evacuees together and out of the way of emergency response vehicles.

Emergency Contact List

Welding

A building team consisting of four members has been established. Members include: Jeff Klein (BC), Paul Hasty, Leland Shannon and Edwin Sharman.

Calling tree:

Jeff Klein (970) 339-6203 jeff.klein@aims.edu
Paul Hasty (970) 339-6203 / (970) 339-6321 paul.hasty@aims.edu

Building members will be responsible for safety compliance checks over several areas in the building. Members will check fire extinguishers, fire blankets, compressed gas cylinder areas, emergency stop buttons, fire alarms, and door locks to assure they are in proper working order, and or location.

In case of evacuation of the building, the primary assembly area will be in the middle of the grass directly south of the Trades and Industry building and no less than 200 feet from the building. The secondary assembly area will be west of the Welding building in the main parking lot. The member of the team who is responsible for the class at the time of emergency will have an occupancy list with them, and will make sure all individuals are accounted for.

One member of the building team will be responsible for alerting any special needs individual of an emergency and help to assist them.

The welding building is has emergency equipment located throughout the building. Equipment includes:

- Fire extinguishers
- Fire blankets
- First Aid Kits
- Emergency eye wash stations
- Emergency power shut-offs
- Fire Alarms

Occupational hazards include the use of industrial equipment or chemical solutions used for testing purposes. These include:

- Bench grinders
- Large shear
- Iron worker
- Fork lift
- Horizontal band saw
- Drill press
- Ammonium per sulphate acid

This equipment will be checked regularly for its safe use.

The acid will be stored in a locked cabinet to avoid unauthorized use and will only be used in a designated test area where a sink is available.

In case of a tornado, time permitting, the occupants of the welding building will go to the main hallway in the T&I building. If time does not permit the occupants will be directed to the men's and women's locker rooms in the welding building.

Trades and Industry

Trades and Industry Evacuation Plan

Team 1 – Karen Oldright – Leader

Randy Souther

Derek Olson

Paul Hasty

Team 2 – Mark Brothe – Leader (mornings)

Butch Webeck

Carter Sekerak – Leader (afternoons)

Larry Schlabaugh

Dan Sisson – Leader (nights)

Team 3 – Vacant – Leader (days)

Bill Hernandez

Doug Kilgore

Sergio Martinez - Leader (nights)

Assembly points: All North and West exits – assemble in lot West of Hansen building

East exit – assemble in east parking lot

North exit – assemble in grassy area north of TR & I

Margaret Carleton (T1) Karen Oldright, (T2)Butch Webeck, (T3)Pat Hergenreter

(T1) Karen Oldright Randy Souther, Paul Hasty

Randy Souther Derek Olson

(T2) Butch Webeck Mark Brothe, Carter Sekerak

Mark Brothe Dan Sisson

Carter Sekerak Larry Schlabaugh

(T3) Pat Hergenreter Bill Hernandez, Sergio Martinez

Hansen

Building Coordinator: John Lenz, Engineering/Auto Cad 339-6626

Alternate Contact: Sue Beecher, Criminal Justice 339-6313

Hazardous Materials:

Items related to Police Academy training to include weapons are stored and secured inside room 909

Assembly Points:

During evacuation, primary assembly location would be west of Hansen in the grassy field. Alternate location would be at the West side of Trades and Industry.

Tornado Shelter:

Hallway located within the building running east/west and within room 903

Facilities and Operations

CONTACT INFORMATION:

Main Line: 339-6243

Buildings Supervisor: Gene Kind 339-6524

Grounds Supervisor: Larry Bauman 339-6429

Alternate Building Coordinator:

Tornado Shelters:

Located in the basement of both the East and West Farm Houses, and in the center hallway of the Shops

Hazardous Materials:

F&O houses numerous chemicals, both for agriculture and building maintenance projects. In addition to daily use materials, the following are housed within the F&O buildings:

Above ground storage tank located within the secured chain link area is approximately 500 gallons of #1 Diesel.

Approximately 9 tons of fertilizer, granular, 22-10-5

Approximately 30 gallons of 24D Herbicide, 30 gal Round-up, 50 cans of aerosol related product (spray paint, Ortho, ect), 35 gal chemical parts washer.

100 gal bulk motor oil

40-45 vehicles within fleet

(4) 30# propane tanks, (1) 100# propane tank

***Housed by generator north of T&I building is 3000 gal Diesel underground storage tank

Assembly Points:

Purchasing and Farm House staff should go to the south grassy area next to 20th St. All other buildings containing staff should go to the east dirt field. THERE ARE NO FIRE SUPPRESSION SYSTEMS WITHIN THE BUILDINGS.

Corporate Education Center

IF YOU SEE SMOKE OR FLAMES,

CONTACT 911, CLEAR THE BUILDING AND GATHER IN THE DESIGNATED EVACUATION AREAS FOR A HEAD COUNT

📣 AREAS OF RESPONSIBILITY:

John Hutson will be responsible for carrying the bullhorn.

David Shimokawa will be responsible for evacuating people from rooms 129A, B & C, media room and kitchen – then exit out the nearest doors.

Kristi Tegtmann will be responsible for evacuating people out rooms 132, 133, 134, 141 & restrooms – then exit out the nearest doors.

Russ Smith will be responsible for evacuating people out rooms 146, 151 & 152 – then exit out the nearest doors.

Bree Winegarner will be responsible for making sure everyone is out of their offices and cubicles – then exit out the nearest doors. All office doors should be locked.

Jeanine Dodge and Dawn Peterson will evacuate all high school students from classrooms, labs and restrooms on the north end – then exit out the nearest doors.

Jill Sandin and Marsha Harmon are alternates and will fill in where needed

- 📣 All employees should regroup out of the way of emergency crews or equipment, out of the street and parking areas

North End should move to grassy area north of building near aspen trees.

East Side goes to the Drake Building sidewalk

West exits to the grassy area near our dumpster

- 📣 Please remain calm and stay together during an evacuation and remain together so head count can be made of all evacuees

DO NOT PUT YOURSELF IN ANY DANGER.

Stay clear of emergency response personnel!

Fire Alarm PULLS are located at the following locations:

- 📣 All main entrances
- 📣 Exit door in the Technology Lab

Fire Extinguishers are located at the following locations:

- 📣 The dean's office
- 📣 Across from NE doors
- 📣 Across from 129C on NORTH side
- 📣 Across from 129C on SOUTH side
- 📣 By 132 (east hallway)
- 📣 By 151 (south hallway)
- 📣 By 115 (north hallway)
- 📣 By outside exit door in storeroom (prep kitchen delivery door)

USING A FIRE EXTINGUISHER

When using a Fire Extinguisher remember to turn the unit upside down and rap it a few times with your hand a couple of times, then use the PASS method!

- 📣 **PULL THE PIN**
- 📣 **AIM**
- 📣 **SQUEEZE**

 **SWEEP**

Start at the base of the fire, not at the flames and position yourself 8-10 feet away from the fire, then sweep left and right , moving toward the base of the flames.

An Automatic External Defibrillator (**AED**) is located at the main entrance to Corporate Ed on the East side of the building

Flight Training Center

Incident/Accident/Emergency Notification List

This emergency notification phone list is to be activated immediately upon the occurrence of any urgent situation, incident, or accident involving any Aims student, employee, or aircraft. The initial notification will usually be by a flight instructor, dispatcher, or student. Each person in column one is responsible for contacting the person next on the list. When you cannot immediately contact that person, continue down the list until you personally speak to someone. That person will then continue the notification process.

| | I. Person | Phone | Notification | Email |
|---|---|--------------|---|--|
| Flight Instructor/Dispatcher/Student | <i>During normal airport hours</i> GXY airport 336-3000 (if <i>applicable</i>) 911 | | <i>To immediately disseminate emergency information throughout the flight center, depress the "group page" button on any phone and talk into the receiver.</i> | |
| Director/Chief Flight Instructor | Greg Gaiser | | Responsible for notifying the Office Manager, Safety/Environmental Coordinator, NTSB and FAA as appropriate | greg.gaiser@aims.edu |
| Office Manager | Barb Soleta | | Responsible for notifying the Program Chair | barb.soleta@aims.edu |
| Safety & Environmental Coordinator | Jeff Smith | Ext. 6474 | Responsible for notifying the Public Information Office | jeffrey.smith@aims.edu |

| | | | | |
|---|-----------------------------|---------------|---|---|
| Public Info Office | Jared Fiel | Ext. 6202 | Responsible for dealing with all media relations | jared.fiel@aims.edu |
| Program Chair | Gina West | Ext. 6373 | Responsible for notifying the Dean or Night Administrator | gina.west@aims.edu |
| Division Dean <i>or after hours</i> | Dan Doherty | Ext. 6336 | Responsible for notifying the President | dan.doherty@aims.edu |
| Night Administrator | | Dial 339-6666 | | lyn.carlisle@aims.edu |
| President | Marilynn (Marsi) Liddell | Ext. 6211 | | marsiliddell@aims.edu |

*Chief Flight Instructor is to contact both Public Information Office and Program Chair

**Emergency
Preparedness
Plan - Building
Occupancy List**

| Building Name | Floor Corridor | Room Number | Room Purpose | Name | Ext. Number | Email Address |
|---------------|----------------|-------------|--------------|------|-------------|---------------|
|---------------|----------------|-------------|--------------|------|-------------|---------------|

| | | | | | | |
|------|---|----|-----------|----------------|------|--|
| AFTC | 1 | 7 | Office | **Greg Gaiser | 6827 | greg.gaiser@aims.edu |
| AFTC | 1 | 8 | Office | *Barb Soleta | 6472 | barb.soleta@aims.edu |
| AFTC | 1 | 14 | Briefings | *Vaughn Hanson | | vaughn.hanson@aims.edu |

** Indicates Building Coordinator
* Indicates Building Team

Instructors

| | | | | | | |
|------|---|----|-----------|-----------------|----------|--|
| AFTC | 2 | 16 | Briefings | Neal Brenner | 356-0790 | neal.brenner@aims.edu |
| AFTC | 1 | 13 | Briefings | Sharon Colburn | 356-0790 | sharon.colburn@aims.edu |
| AFTC | 1 | 14 | Briefings | Dave Field | 356-0790 | dfield@aims.edu |
| AFTC | 1 | 14 | Briefings | Randy Gamer | 356-0790 | rgamer@aims.edu |
| AFTC | 2 | 16 | Briefings | Ty Johnson | 356-0790 | tjohns15@aims.edu |
| AFTC | 1 | 14 | Briefings | Carole Rault | 356-0790 | carole.rault@aims.edu |
| AFTC | 1 | 14 | Briefings | Bruce Reins | 356-0790 | breins@aims.edu |
| AFTC | 1 | 14 | Briefings | Judi Stephenson | 356-0790 | judistephens@hotmail.com |
| AFTC | 1 | 14 | Briefings | Fred Stoudt | 356-0790 | fred.stoudt@aims.edu |

Dispatchers

| | | | | | | |
|------|---|---|----------|------------------|----------|--|
| AFTC | 1 | 5 | Dispatch | Amber Inman | 356-0790 | ainman1@aims.edu |
| AFTC | 1 | 5 | Dispatch | Jennifer Johnson | 356-0790 | jennifer.johnson@aims.edu |
| AFTC | 1 | 5 | Dispatch | Ryan Kuenning | 356-0790 | ryanocerus@hotmail.com |

| | | | | | | |
|------|---|---|--------------|-------------|--------------|--|
| AFTC | 1 | 5 | Dispatc h | Nick Merz | 356- 0790 | nick.merz@aims.edu |
| AFTC | 1 | 5 | Dispatc h | Chad Tekler | 356- 0790 | chad.tekler@aims.edu |

Line Techs

| | | | | | | |
|------|---|---|--------|------------|--------------|--|
| AFTC | 1 | 9 | Office | Ulf Oresjo | 356- 0790 | uoresjo@hotmail.com |
|------|---|---|--------|------------|--------------|--|

Due to the nature of our operation the employees listed above could be anywhere in the building, or conducting a flight!

Revised: 05/11/2009

Loveland

Aims Loveland Campus Building Emergency Plan

104 East 4th Street, Loveland, CO 80537, (970) 667-4611

Safety Team

Building Coordinator –

- Karen Hankey x 3336 email: karen.hankey@aims.edu

Team Members –

- DeeDee Sabin x 3308 email: deedee.sabin@aims.edu
- Tom Griffin x 3331 email: thomas.griffin@aims.edu
- Nan Printz x 3310 email: nan.printz@aims.edu

Preparedness Plan

Building Coordinator and Team's Responsibilities

Reducing Exposure to Risks and Hazards

- The Automatic External Defibrillator (AED) is located in the front desk area on the west wall, across from the cashier's desk.
- Fire alarms are by the emergency exits in the Loveland campus building
 - Fire extinguishers – 1st floor
 - By the AED, west of the cashier's desk
 - The west exits hallway
 - By the east emergency exit.
 - First extinguishers – 2nd floor
 - Top of the stairs, front and back door.
 - East wall, across from room 203
- Fire blanket
 - Main building, room 102 – science room
- Fire hazards
 - No known fire hazards

Building Occupants

- Daily staff
 - Admissions, Cashier, Front Desk – 2 full time employees and 2 part-time employees
 - Advisor 1 fulltime, room 100.1
 - ARC – 1 full time and 2 part-time
 - Tutoring, room 105.2, part-time as scheduled
 - Upstairs, Dean room 200, Admin room 200.2, Advising 1 room 202 (total of 3 fulltime staff)
 - Part-time facility based on semester and class enrollment
- Students
 - Instructors are responsible for the evacuation routes and procedures of the evacuation of their students from the building.
- Classroom Use and Occupancy Capacity
 - Please see attached spread sheet – “Occupancy and Use by Room”

Building Evacuation Routes and Assembly Points – for fire and other emergencies

- Main building – walk east on 4th Street past alley, wait at flower boxes.
- East exist, main building – continue east through the alley to North Cleveland Avenue.

Tornado Safe Areas

- Main building, inside rooms 101, 102, 104, 106, 109 and in Men and Women Restrooms.

If You Discover Flooding

- Main building, waterline control valve to shut off water flow is located in basement, go to room 100.3 through furnace closet door and down ladder into basement, water valve is located in the farthest southwest corner.
- Restrooms, waterline control valve to shut off water it located at base of all the commodes.

Special Safety Note

- We have a heavily used commercial train tracks on 4th and Railroad Avenue (west of main entrance). In case of derailment we will follow the city of Loveland’s evacuation procedures.

Fort Lupton Campus - Emergency Response Plan

As a building occupant, you need to be familiar with this plan. Read it carefully. If you have any questions, consult your Building Coordinator. Keep the following in mind as you read through this document:

- evacuation routes, exit points, and where to report for roll call after evacuating the building
- when and how to evacuate the building
- locations of emergency supplies and materials that may be needed in an emergency, such as fire extinguishers, pull alarms, first aid kits and AED machines
- proper procedures for notifying emergency responders about an emergency in the building or work area
- additional responsibilities (such as being a sweeper or floor monitor)
- fire hazards
- potential exposure to hazardous materials or processes in and around the work area, as well as any means of protecting yourself in the event of an emergency

Building Information:

Building Name: Fort Lupton Administrative Building; 260 College Avenue, Fort Lupton, CO 80621

Building Coordinator: Diane Seeley

Building Coordinator Location: Front Office (Room 100) – 1st floor

Building Coordinator Phone: Ext. 4316, cell 970.584.9610

Building Coordinator Email: diane.seeley@aims.edu

Alternate Building Coordinator: Twila Cullum

Alternate Building Coordinator Location: Front Office (Room 100) – 1st floor

Alternate Building Coordinator Phone: Ext. 4315, cell (303) 808-0162

Alternate Building Coordinator Email: twila.cullum@aims.edu

Building Description:

2 level brick and concrete construction building. South of the office area and on the west side of the building there is Berm providing protection and insulation. The building houses staff offices, CAMP offices, Academic Resource Center, High School Diploma Program, GED Program (BUENO-HEP), faculty office space, lecture classrooms, science and nurse aide classroom with hospital beds and equipment.

Emergency Assembly Points: Southeast corner of the unpaved parking lot and west of the building at the end of the sidewalk. (See Figure 1)

Emergency Management Area: Southeast corner of paved parking lot. (See Figure 1)

Tornado assembly points by floor:

- **Ground (main entrance) floor-** Rooms 109, 113 and 112 and the south side of the administrative offices. Camp students should remain in the CAMP area.

Working Hours Emergency Notification: Please obey all standard emergency notifications, such as fire alarms or internal announcements and assemble at the Emergency Assembly Points. The building coordinator or alternate building coordinator will send out a blast email to all listed occupants or announce via bullhorns that an emergency is taking place and activate the calling tree (**Appendix A**), if possible.

Off-hours Emergency Notification: First dial 911 for police and/or fire response if necessary and pull alarm to evacuate building. Then contact Aims security at (303) 591-3164 and the building coordinator at (970) 584-9610. The building coordinator will activate the calling tree, if necessary.

Building Safety Committee and Emergency Staff

| <u>Name</u> | <u>Location</u> | <u>Phone Ext.</u> | <u>Department</u> | <u>Emergency Position</u> |
|-------------------|-----------------|-------------------|-------------------|----------------------------------|
| Diane Seeley | FLAD | 4316 | Main Office | Coordinator |
| Twila Cullum | FLAD | 4315 | Main Office | Floor Monitor Alt Coordinator |
| Marian Scheuerman | FLAD | 4318 | IT | Floor Monitor/Sweeper |
| Robert Garcia | FLAD | 4344 | CAMP Office | Floor Monitor/Sweeper |
| Gary Fox | FLAD | 4300 | Main Office | Evening Floor Monitor/Sweeper |
| Connie Nagel | FLAD | 4313 | Main Office | Staff/Notifications |

ALL FACULTY ARE RESPONSIBLE FOR TAKING ROLL OF ANY CLASS THEY ARE IN CHARGE OF AT THE TIME OF THE EMERGENCY AND REPORTING THE RESULTS TO THE BUILDING COORDINATOR.

The Building Coordinator's and Alternate's responsibilities are to:

In a fire.

1. Notify building occupants via fire alarm or shouting.

2. Notify the Fire Department via 911
3. Monitor performance of floor monitors and sweep teams; appoint volunteers to fill vacancies during the emergency.
4. Verify roll with faculty members, and insure that all personnel are accounted for; or notify the Fire Dept Incident Commander of missing/injured/trapped personnel.
5. Coordinate with Incident Commander (IC) and Aims Safety personnel regarding reoccupation of the building, re-entry for personnel to retrieve possessions, and building recovery considerations.

All other disasters

1. Notify building occupants of the need to evacuate via expedient means (such as Floor Monitors and/or Sweep Team members, or volunteers knocking on doors; public address system, if available and functioning, megaphone or other amplification device).
2. Notify Aims Security Personnel, Weld County Regional Communication Center (970-350-9600) – with the name of building, description of problem (unusual odor, bomb threat, explosion, etc.) location of problem/area of building affected, if known; special population considerations and assistance needed.
3. Monitor performance of floor monitors and sweep teams; appoint volunteers to fill vacancies during the emergency.
4. Verify roll with faculty members, and insure that all personnel are accounted for; or notify Incident Commander of missing/injured/trapped personnel.
5. Coordinate with Incident Commander regarding reoccupation of the building, re-entry for personnel to retrieve possessions, and building recovery considerations.

The Floor Monitors' Responsibilities are to:

3. Assist the Building Coordinator in warning occupants of an impending evacuation.
4. Give clear evacuation directions – location of stairwell, prohibition on use of elevators, destination/emergency assembly area. Take emergency supplies, if possible.

The Sweepers responsibilities are to:

1. Direct flow of occupants through corridors and stairwells.
2. Assist those with special needs, particularly persons with disabilities.
3. If it is safe to remain in the building, systematically check all rooms to ensure that they have been vacated. If it is unsafe, as in a fire, notify the floor monitor of which areas have and have not been searched, and of the location of any known trapped or injured persons remaining in the building.

Critical Operations Found in This Building

These items may need to be inspected and possibly stabilized after an emergency:

| LOCATION | HAZARD | RESPONSIBLE PERSON/PHONE NUMBER/DEPT |
|----------|--------|--------------------------------------|
|----------|--------|--------------------------------------|

| | | | |
|---------------------------|-------------------|-------------------|------------------------|
| Floor 1 (Ground floor) | 3 servers in 108C | Marian Scheuerman | IT-303.857.4022 x 4318 |
| Floor 2 | 1 server in 201 | Marian Scheuerman | IT-303.857.4022 x 4318 |

Building Alarms

This building has 2 alarm sounds:

- The **Evacuation/Fire Alarm** is a strobe/alarm system. A strobe light will flash at each alarm point and an alarm will sound until the alarm is deactivated. This alarm can be manually or automatically activated.
- The **Elevator Alarm** is a shrill, continuous bell and is not as loud. This alarm can be manually or automatically activated.

II. Emergency Procedures

IMMEDIATE EMERGENCY NOTIFICATION:

LIFE-THREATENING EMERGENCY NUMBERS

911 from a campus telephone

911 from a public telephone

911 from a cell phone

NON-LIFE-THREATENING EMERGENCY NUMBERS

| DEPARTMENT | PHONE NUMBER |
|--------------------------------------|-----------------------|
| Campus Security | 303.591.3164 |
| Safety and Environmental Coordinator | 970.339.6474 |
| Facilities and Operations | (303) 857-4022 x 4316 |

MEDICAL FACILITIES:

| | |
|--|--------------|
| Platte Valley Medical Center 1600 Prairie Center Pkwy Brighton, CO 80601-4006 | 720-685-8439 |
| Greeley Medical Clinic , 1900 16th Street | 353-1551 |
| Urgent Care 7 AM - 7 PM, Mon-Sat | |

| | |
|---|--------------|
| 10 AM – 5 PM Sun | |
| North Colorado Medical Center , 1801 16 th Street | 352-4121 |
| Workman's Comp 208 Denver Ave Ft Lupton, CO 80621 | 303-857-1007 |

Instructor Responsibilities and Checklist

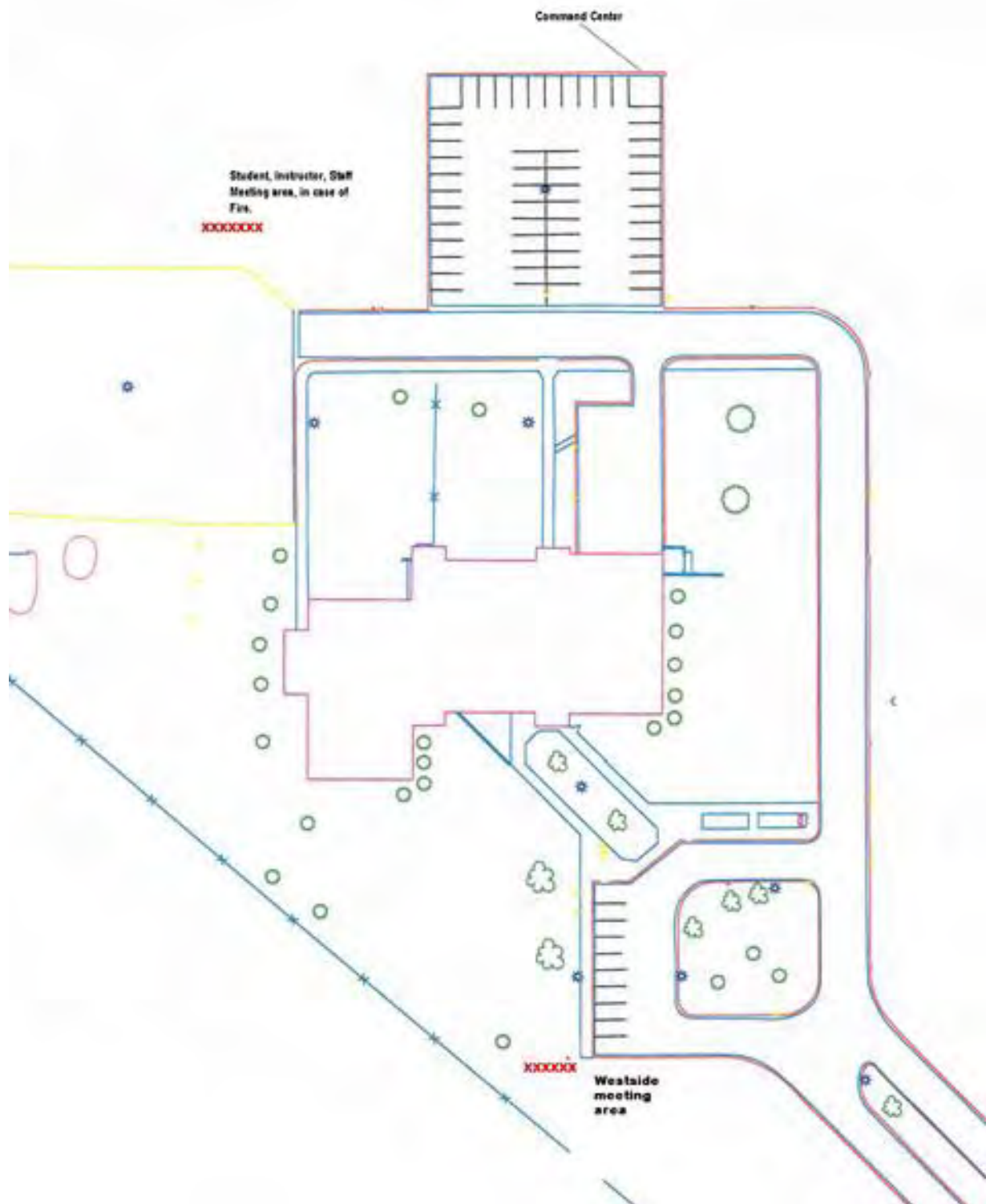
Each instructor should be familiar with evacuation routes from the building and procedures for evacuation of their students from the classroom. Instructors will insure they are aware of appropriate evacuation routes for each room used by their students. In the case of an event requiring evacuation, instructors should always, and immediately, evacuate the building with their students. Instructors are responsible for ensuring all of their students have evacuated (this can be accomplished by the instructor being the last to leave the room). The instructor should turn off the lights and close the door no matter what the emergency. Evacuation is **REQUIRED** any time an alarm is sounded.

Once evacuation is complete, instructors report persons and areas evacuated to the Building Coordinator or Building Team member in the evacuation assembly areas.

During the first class period of each semester, instructors will review the following emergency procedures with students in the class:

- Evacuation route when required to respond to emergency evacuation alarm.
- Location and purpose of the evacuation assembly areas (to ensure all students are safe and removed from potentially hazardous conditions). In the event of a general emergency affecting the entire campus (i.e. an earthquake) instructors should inform students that after the instructor has insured that all students have evacuated the building, students should leave campus, **if appropriate.**
- In the event of a tornado or some other event, a building team member or will inform you to take shelter within the building. Those areas of shelter are designated on the **Tornado Assembly Points (Rooms 109, 112, 113, and the back area of the front office)**. Take time to familiarize yourself and the class with the areas of indoor shelter at the time of the class safety orientation. Remember severe storms can result in flying debris which can inflict serious or fatal injury.

Figure 1: Evacuation Areas – marked by Red X's below



Document Recovery

It is each employee's responsibility to back up any important information from their personal computer to a removable drive (hard drive, USB 'stick' drive or other) or to the individual's 'Z' drive in the event of an emergency. **PERSONAL COMPUTERS ARE NOT AUTOMATICALLY BACKED UP!** The college will not be held responsible for lost data due to negligence.

- All personnel documents in regard to performance will be maintained by Human Resources. All financial documents in regards to personnel shall be maintained by the necessary personnel and accessible via an externally accessible drive (not a single computer hard drive).
- All student documents (to include grades and background checks) will be maintained by the responsible parties (i.e.- faculty and/or department coordinators) and accessible via an externally accessible drive (not a single computer hard drive)
- All other legal documents and compliance documents will be maintained *if possible* on an externally-accessible drive (not a single computer hard drive).

Material Safety Data Sheets

All Fort Lupton building personnel responsible for maintaining Material Safety Data Sheets (MSDS's) shall keep copies of the MSDS's on an externally accessible drive (not a single computer hard drive).

Emergency Recovery Plan

In the event of a total destruction of the building where habitation is not possible, the following will occur:

- All staff will be located to other areas of the Greeley or other satellite campus.
- All classes will be relocated to other buildings either at the Greeley, on-line, or satellite campus (i.e. – Berthoud if completed, Loveland campus) or by cooperative agreement executed with other locations (Fort Lupton High School) until such time as the building is deemed habitable. Classes may be held on the campus at a later time depending upon the extent of the damage and or destruction
- Any other emergency response plans executed by the President, Senior Management and/or the Safety and Environmental Coordinator will go into effect immediately.
- Any missed laboratory time will be completed either by cooperative agreements executed at other locations, or on the campus at a later time.

Calling Tree Execution

The calling tree will only be instigated by the building coordinator or alternate building coordinator. Should a person within the tree not be able to be contacted, the individual responsible for contacting said person shall continue to contact down the tree. Calling tree members are responsible for contacting those under their responsibility and not aforementioned in an earlier branch of the tree.

ANNEX

COMMUNICATIONS

Emergency Numbers

LIFE-THREATENING EMERGENCY NUMBERS : 911 from a Loveland/Ft Lupton campus telephone

911 from a public telephone or on Greeley Campus

NON-LIFE-THREATENING EMERGENCY NUMBERS:

| <u>Department</u> | <u>Phone Number</u> |
|--|-----------------------------------|
| North Colorado Medical Center | 352-4121 (emerg'y 350-6366) |
| Medical Center of the Rockies | 624-2500 (Trauma center) 624-4160 |
| Weld County Sheriff's Office | 356-4015 |
| Greeley Police Dispatch | 350-6905 |
| Loveland Police Dispatch | 667-2151 |
| Ft. Lupton Police | 303-857-4011 |
| Environmental Health & Safety | 339-6474 |
| Facilities and Operations – Building and Grounds | 339-6243 |
| All Hazards Coordinator-Jeff Smith | 371-0590 |

WARNING SYSTEMS

Aims Community College has the following WARNING SYSTEMS in place and functional.

-RAVE Emergency Alert System-Capable of sending out emergency notifications through cell phone text messages, e-mail messages, and land line phone calls. This system is tested during each semester and authorized individuals include Jeff Smith, Andria Brabo, Michael Avers, and Veronica Roth.

-Intercom-Each building classroom and many offices have digital phones capable of doing mass notifications through a paging extension. Each Building Coordinator has instructions and the system is tested during each drill to notify occupants of the drill.

-Emergency Back-up Communications System-All buildings on the main campus have hand held radio's with a secured FCC channel. The radio's have a repeater system and have an 8 hour battery backup in the event of total power loss. The radio's specifically have a 12 hour run time without the repeater system being functional. Monthly testing is completed with a roll call style of each building/location. Some buildings have multiple radio's based on their student populations.

-Aims Website-The www.aims.edu website has a safety link at the bottom right corner of the main page that also follows the user throughout the site. On the "Safety" page is a section to advise individuals of campus related emergencies, closures, or any other pertinent information.

-Panic Buttons-Each classroom and office with a digital phone has a red button designated to dial 911 without lifting the receiver. Users can simply hit the 911 button and be connected to Weld County Communications Center to advise of emergencies occurring on campus.

-Fire Alarm Pull Stations-Each building had Fire Alarm Pull Stations which are used during an emergency and during evacuation related drills. During drills, the following tools or keys are needed: A hex head driver is used in Monfort, College Center, Horizon, Flight Simulator, Ft Lupton, and Loveland. A gold key is used in Physical Education, Westview, Welding, Trades and Industry, and Corporate Education. A silver key is used in General Services, Ed Beaty, Allied Health, Aviation, Hansen, Kress,

EVACUATIONS

Evacuations for campus related emergencies are done for multiple reasons including fire, chemical release, or other threats. Assembly points are listed on the secured side of the Aims website and are known by faculty and staff located within specific buildings. Security and law enforcement personnel are also available and will be responding with any evacuation. Contact your Building Coordinator for more specific information on assembly points and emergency procedures during an evacuation.

APPENDIX

Hazard Mitigation

Each building has a certain amount of Hazardous Chemicals used by the contracted cleaning provider. Some buildings also have additional Hazardous Materials including the Chemistry Labs, Automotive Divisions, and Reprographic Shop. Hazardous Materials have been listed under the specific Building Plans contained in Part Three of this Emergency Operations Plan.

Spill containment procedures are being used in certain areas of campus. Specific spill countermeasures and prevention techniques are being developed. Procedures for spill response will be placed on the Safety website and within the Policy and Procedure Manual.

Aims is listed as a Conditionally Exempt Small Quantity Generator of Hazardous Waste with the Colorado Department of Public Health and Environment under permit number - COD982647620. The primary areas of Hazardous Waste generated on campus include Reprographics, Autobody Paint Booth, Chemistry Labs, and Radiology Technician Labs. Monthly reports are generated to ensure levels stay below permissible levels and federally certified waste haulers are contracted to remove waste when appropriate.

Aims has also recently joined in a coordinated effort with the City of Greeley for Stormwater maintenance. There are six phases to the Stormwater management program which include Public Education and Outreach, Public Participation, Illicit Discharge Detection and Elimination, Construction Site Runoff Control, Post-Construction Stormwater Management, and Pollution Prevention/Good Housekeeping. All areas are planned out and follow Best Management Practices (BMP's).

Routine inspections of Stormwater drains on campus are conducted by members of Public Safety and Facilities and Operations personnel to ensure water entering the drains are clean and free of pollution or other contaminants. Filters are also in place to trap certain pollutants and checked regularly.

Implementation Instructions

Each hazard is unique and will require a specific response from selected personnel. Campus Building Coordinators and Safety Team members play a vital role in the implementation of this Emergency Operations Plan (EOP). Additionally, assistance may be needed by resources on and off campus to include but not limited to local law enforcement, fire departments, regional and state entities, and possibly federal partners.

Section 9 and 10 of this EOP cover specific responses to emergencies and how to implement each. Additionally, based on the current incident, mass notification to College personnel could be completed. There are numerous warning systems in place and specific instructions have been provided.

The **Emergency Operations Center** is located in the Fireside lounge in Ed Beaty hall. Available during campus related emergencies are conference rooms, large meeting rooms, and a video conference room all contained within the EOC. Activation of the EOC requires notification of the President's office and the Senior Administrator of Learning and Organizational Development.

Intergovernmental Agreements (IGA's) and **Memorandums of Understanding** (MOU's) have been developed with the City of Greeley Office of Emergency Management, Weld County Office of Emergency Management, the Colorado Division of Emergency Management, State Farm Insurance, and emergency response agencies within Weld and Larimer counties.

Automated External Defibrillators (AED's) have been placed within all academic buildings on campus. Multiple AED's have been placed in larger buildings and those with multiple floors. All AED's have a direct dial feature to Weld County Communications Center who will immediately dispatch Advanced Life Support personnel to the building where the AED was used. Aims Procedure 3-710E outlines the use of AED's on campus.

Revision Information

This Emergency Operations Plan (EOP) is reviewed annually during the spring semester by Building Coordinators, safety team members, and members of the Public Safety department. Revisions are submitted to the Safety and Environmental Coordinator. Final annual versions are submitted to the President for approval and then activated during the fall semester each year.

If major revisions are needed at some point during the year, these will be completed on a case by case basis. Any and all revisions should be submitted to the Safety and Environmental Coordinator. All Building Coordinators are responsible to ensure their building specific plans are kept current. Training to personnel is provided by Building Coordinators and members of the Public Safety department.