



EMERGENCY ACTION GUIDE

Quick Reference for Emergency Situations
June 2016

Published by Aims Community College Department of Campus Safety & Security

“there's no harm in hoping for the best as long as you're prepared for the worst.”

--Stephen King, Different Seasons

Protective Measures/Actions Based on the Standard Response Protocol

**IN AN EMERGENCY
SAY IT TWICE. SAY IT TWICE.**



LOCKDOWN LOCKOUT EVACUATE SHELTER

Standard Response Protocol – Public Address

| | |
|----------------|--|
| Threat Outside | Lockout! Secure the Perimeter |
| Threat Inside | Lockdown! Locks, Lights, Out of Sight! |
| Bomb | Evacuate to (location) Shelter for Bomb! |
| Earthquake | Shelter for Earthquake! |
| Fire Inside | Evacuate to the (location) |
| Hazmat | Shelter for Hazmat! Seal your Rooms |
| Weapon | Lockdown! Locks, Lights, Out of Sight! |

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Campus Security Contact Numbers

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Most emergency situations on campus are going to be identified by students, faculty, staff or visitors. If students, faculty, staff or visitors are involved in or witness a life-threatening emergency, it is essential for them to immediately call 9-1-1 and appropriate Campus Security officials.

The Department of Campus Safety & Security strives to ensure everyone at Aims Community College can learn and work in a safe and secure environment. The Department provides Law Enforcement and armed Security Patrols at all of the campus locations.

Additionally, they provide safety and security training, organize drills, provide safety escorts, operates a robust video surveillance system, oversees numerous fire and burglar alarm systems, respond to crisis incidents, and develop emergency management planning.

Greeley Campus

Security on the Greeley campus can be reached 24 hours/7 days a week at 970-539-2171.

Loveland Campus

Security at the Loveland campus can be reached by calling 970-518-5137 between the hours of 7:00am to 10:00pm, Monday through Thursday, and 7:00am to 5:00pm on Fridays.

Call 970-539-2171 if you're unable to make contact with the first phone number.

Fort Lupton Campus

Security at the Fort Lupton campus can be reached by calling 303-591-3164 between the hours of 7:00am to 10:00pm, Monday through Thursday, and 7:00am to 5:00pm on Fridays.

Call 970-539-2171 if you're unable to make contact with the first phone number.

Windsor Campus

Security at the Windsor campus can be reached by calling 970-744-0322 between the hours of 7:00am to 10:00pm, Monday through Friday, and 7:00am to 5:00pm on weekends.

Call 970-539-2171 if you're unable to make contact with the first phone number.

Aims Flight Training Center, Greeley-Weld County Airport

Security/ Safety issues are handled by the Greeley campus and can be reached 24 hours/7 days a week at 970-539-2171. The Aims Flight Training Center is located at the Greeley/Weld County Airport at 656 Ed Beegles Lane in Greeley.



Evacuation

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The decision to evacuate is based on factors that give you the best chance of remaining safe and avoid putting yourself in a more harmful situation.

Evacuation is **Required**:

- any time the fire alarm sounds,
- if you smell smoke or know an actual fire is burning,
- an evacuation announcement is made, or
- a College official orders you to evacuate.



Evacuate

In the event of an evacuation:

- Alert those around you who might not have heard.
- Turn off equipment / secure hazardous operations only if possible.
- CHECK all doors for heat before you open or go through them to avoid walking into a fire.
- EVACUATE the building using the nearest exit or stairway. **DO NOT USE ELEVATORS.**
- REMAIN CALM and walk to nearest exit / Close doors and windows as you exit.
- PROCEED to pre-determined assembly area of building and **remain there** until you are told to return by Campus Security.

If you are unable to leave the building due to a physical disability:

- Go to the nearest area where there are no hazards.
- Use a telephone to call **9-1-1** and [Campus Security](#).
- Be sure to give them the room number so they can send help to you.
- If possible, signal out the window to on-site emergency responders.
- One person may remain with you if they wish to assist you.

As an individual requiring assistance, how should I pre-plan an evacuation?

- CREATING a personal plan. Inform students, faculty, or staff members about your disability and let them know specifically what assistance you will need in an evacuation.
- LEARNING the locations of exit corridors, exit stairways, and designated areas of refuge.
- PLANNING a primary and alternate escape route.
- TELLING another student, faculty, or staff member how to assist you during an evacuation.
- NOTIFY someone you're safe by using your phone independently or make prior arrangements to have someone contact you or attempt to locate you through [Campus Security](#).

As a student, faculty, or staff member, what can I do help individuals requiring assistance?

- KNOW the needs and capabilities of people requiring assistance who are routinely in your classroom or work area.
- ASK how you can help anyone requiring assistance before giving it.
- OFFER verbal assistance for individuals who are blind or visually impaired and guide them to the nearest exit.

Lockdown / Active Shooter

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If someone brings a weapon on campus with the intent to harm others, there are several things to remember that will help protect your life. First, in any serious life threatening emergency, always call 9-1-1 and alert [Campus Security](#).

If a dangerous situation has been confirmed on campus, the appropriate First Responders will be called to respond. When law enforcement officials arrive, they won't know the good people from the bad people, so remain calm, show them your hands, and provide them with as much specific information as possible about the individual.

A normal reaction to a hostile intruder situation is to panic. Preplanning your own individual actions for such an incident will greatly improve your initial reactions and increase your chances for survival.

UNDER NO CIRCUMSTANCE IS A FIRE PULL STATION OR ALARM TO BE USED DURING A LOCK DOWN, LOCK OUT, OR SHELTER IN PLACE SITUATION, UNLESS THERE IS IMMEDIATE THREAT TO THE LIVES OF THE OCCUPANTS SEQUESTERED AND SEEKING A SAFE SHELTER IN THE BUILDING

How to respond if an active shooter is in your vicinity:

RUN

- If there is an escape path, attempt to evacuate. Help others escape if possible. Evacuate whether others agree or not.
- Leave your belongings behind
- Prevent others from entering the area.
- Meet at a predetermined area, do not leave campus.
- Call 9-1-1 or [Campus Security](#) when you are safe.

HIDE

- Lock and/or blockade the door.
- Position yourself out of sight and behind sturdy furniture.
- Turn off the lights, computer monitors and other light emitting devices (except cell phone); close drapes, blinds or window coverings (if available).
- Turn cell phone ringers off, but leave it on vibrate mode.
- Remain very quiet.

FIGHT (Last Resort)

- Attempt to incapacitate the shooter. Improvise weapons.
- Act with physical aggression.
- Commit to your actions.

When Law Enforcement arrives on the scene:

- ✓ Do exactly as the team of officers instructs.
- ✓ Do not approach the officers.
- ✓ Keep your hands visible, fingers spread, and empty.



Lockdown

Lockout / Outside Hazard

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A Lockout recovers all students from outside the building, secures the building perimeter and locks all outside doors. This would be implemented when there is a threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on campus would be examples of a Lockout response.

While the Lockout response encourages greater staff situational awareness, it allows for educational practices to continue with little classroom interruption or distraction.

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WHEN A “LOCKOUT” ORDER IS GIVEN:

- ⇒ Stay Calm and help others stay calm and quiet.
- ⇒ Help direct students, guests, faculty and staff **INDOORS**.
- ⇒ Entry into the facility should be limited to one entrance (usually the main entrance); all other doors should be locked if possible.
- ⇒ Increase situational awareness.
- ⇒ Take roll / Account for students/employees.
- ⇒ Conduct business/classroom session as usual.
- ⇒ If a person is unknown to you, check and verify their Aims employee / student ID.
- ⇒ Identify suspicious individuals and report them to Campus Security below.
- ⇒ Lift the lockout once directed by College or civilian authority.

Campus Security:

Greeley Campus Security: (970) 539-2171

Loveland Campus Security: (970) 518-5137

Fort Lupton Campus Security: (303) 591-3164

Windsor Campus Security: (970) 744-0322



**SCHOOL IS IN LOCKOUT
NO ONE IN OR OUT**

Bomb Threat

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Understand the goal/motivation of making a bomb threat - usually comes from one of two types:

- **The PRANK CALLER:** The most frequent goal is to create an atmosphere of panic and anxiety, which hopes to **disrupt normal activities or operations** at the location where the bomb device is assumed to be placed.
- **The CREDIBLE CALLER:** The caller has definite knowledge or believes that an explosive device has been or will be placed, and wants to warn of the threat to **minimize personal injuries or property damage**. The caller may be the person placing the bomb or someone who has become aware of information they believe to be credible.

If you receive a bomb threat by telephone, try to remain calm and obtain as much information as possible from the caller.

- Record the time of call, sex of caller, phone number (if caller ID present).
- What did the caller say?
- Ask the questions:
 - When is it going to explode?
 - Where is the bomb?
 - What does it look like? / What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb? Why?
 - What is your name and address?
- Write down information about the caller:
 - Man or a woman?
 - Approximate age?
 - Unusual speech traits?
 - Tone of voice and attitude?
 - Foreign or regional accent?
 - Background noise?



If the threat was delivered or left in your area, try to recall a description of the deliverer or any suspicious person(s) in the area.

- Immediately notify [Campus Security](#). Report the time, location and content of the threat, as well as your location and phone number.
- Take no other action unless directed by Campus Security. Do not create a panic situation.
- Take a quick visual look around your area for any suspicious object(s). If something unusual is discovered, Do Not touch or move the object – Contact [Campus Security](#).
- If you are told to evacuate the area, take your notes about the call with you.

Fire and/or Smoke

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In the event of fire or smoke:

- Alert those around you to the hazard.
- Evacuate the room, closing doors behind you as you leave.
- Manually activate the fire alarm system as you exit the building.
- Exit and move away from the building – **DO NOT USE ELEVATORS.**
- If you encounter smoke, stay low, if necessary use your secondary escape route.
- Call 9-1-1 from a safe location. Tell the dispatcher:
 - Name of the building.
 - Location of the fire.
 - Description of the fire.
- ALL fires must be reported to [Campus Security](#), including those that have been extinguished.



FIRE

If your clothing is on fire

- Stop-Drop-Roll: **Stop** (don't run) - **Drop** to the ground or floor - **Roll** to smother flames.
- Smother flames using a fire blanket.
- Drench with water from a safety shower or other source.
- Seek immediate medical attention for all burns and injuries.



If you are trapped in a building

- If possible, take shelter in a room with an outside facing window.
- Close all other doors and windows.
- Use clothing, towels, or paper to block around the door or over vents to keep smoke out.
- Stay low and try to avoid the smoke.
- If there is a telephone, call 9-1-1 or [Campus Security](#) to report your location and situation.
- Signal to rescuers and people outside the building by waving clothing and other light colored objects. Stay where rescuers can see you.
- Remain calm, stay low, and be patient.

Fire Extinguishers

- Only attempt to extinguish small fires. If you have been trained and it is safe to do so, you may use one extinguisher to attempt to extinguish the fire.
- Make sure you have a clear escape path.
- If you have not been trained to use a fire extinguisher you should EVACUATE immediately.

Hazardous Materials

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For small spills or incidents requiring procedures or personal protective equipment beyond the abilities of the personnel present, take the following actions:

- Alert others in the immediate area and EVACUATE the ROOM.
 - If building evacuation is needed then manually activate the building fire alarm.
- Close doors as you leave the room.
- KEEP others out of the area.
- Call 9-1-1 and [Campus Security](#) from a safe location and provide the following information:
 - Your name, telephone number, and location.
 - Location of the spill.
 - Name and quantity of material spilled (if known).
 - Any injuries or personal contamination.
- Use eyewash or safety showers as needed to wash spilled chemicals off your body.
 - Flush the affected areas with copious amounts of water for at least 15 minutes.
- If you are contaminated, do not spread the material or contaminate others. Tell responders you have the material on you.

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Shelter-In-Place (SIP)

A Shelter-In-Place protective action may be issued in response to a hazardous materials spill / release in the local area.

This protective action is aimed to keep students, faculty and staff safe while remaining **INDOORS**.

Shelter-In-Place means **selecting a secure, interior room if possible, with no or few windows, and taking refuge there.**

- If outdoors, find a safe location in the nearest building away from doors and windows.
- Once inside, close all doors and windows. If possible, close or seal air vents, door jams and any other larger openings to the outside.
- Close window shades, blinds, or curtains.
- The building's air conditioner may be shut down by the appropriate College personnel to minimize the introduction of outside air into the building.



Winter Weather

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Winter storms can range from a moderate snow over a few hours to a blizzard with blinding, wind-driven snow that lasts for several days. Many winter storms are accompanied by dangerously low temperatures and sometimes by strong winds, ice, sleet and freezing rain.

First, Know the Basic Advisories:

Winter Storm Watch - Winter storm conditions are possible within the next 36 to 48 hours. People in a watch area should review their winter storm plans and stay informed about weather conditions.

Winter Weather Advisory - Winter weather conditions are expected to cause significant inconveniences and may be hazardous. When caution is used, these situations should not be life threatening.

Winter Storm Warning - Life threatening, severe winter conditions have begun or will begin within 24 hours. People in a warning area should take precautions immediately.

College Closure Process:

Aims College has an established process in place in the event we may need to close during severe winter weather events. When the weather is creating hazardous conditions that are unlikely to improve, the College President will announce, as early as possible, that the College may be closed for a defined period of time. The weather will often vary between College campuses; therefore, different closures may be announced for different campus locations.

Winter Season Safety Tips:

- Winterize your vehicle and keep the gas tank full. A full tank will keep the fuel line from freezing.
- Never use a generator, grill, camp stove or other gasoline, propane, natural gas or charcoal burning devices inside a home, garage, basement, crawlspace or any partially enclosed area.
- If you must travel during a winter storm, even for short distances, let someone know your destination, your route, and when you expect to arrive. If your car gets stuck along the way, help can be sent along your predetermined route.

Walking Safely in Slippery Conditions

Walking to and from parking lots or between buildings on campus during the winter requires special attention to avoid slipping and falling. Slips and falls are some of the most frequent types of injuries that occur during the winter months. There are several things you can do to reduce the risk of falling when slippery conditions exist:

- Wear boots or overshoes with grip soles such as rubber and neoprene composite. Slick leather or plastic soles on shoes will definitely increase the risk of slipping.
- Use special care when entering or exiting vehicles. Use the vehicle for support. Before standing brace yourself with the vehicle door and seat back. This will give you some stability.
- When getting out of your vehicle, look down at the surface. If it's coated with ice you might want to park in a different place. Step, don't jump, from vehicles and equipment.
- Don't walk with hands in your pockets. This reduces the ability to use your arms for balance if you do slip.
- Take short shuffling steps in very icy areas.
- When possible, don't carry or swing heavy loads, such as large backpacks, briefcases or purses that may cause you to lose your balance when you are walking.
- When walking, curl your toes under and walk as flat-footed as possible. Don't step on uneven surfaces. Avoid curbs with ice on them.
- Place your full attention on walking. Digging in your pocketbook or backpack while walking on ice is dangerous.

Severe Weather

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Thunderstorm / Lightning:

- Before going outdoors, check the forecast for thunderstorms. Consider postponing activities to avoid being caught in a dangerous situation.
- Go indoors/stay inside until 30 minutes after the last clap of thunder.
- You may take shelter in a hard-topped vehicle / Do Not take shelter under a tree, on a hilltop or in an open field.
- If you hear thunder, don't use a corded phone except in an emergency. Cordless phones and cell phones are safe to use.
- Keep away from electrical equipment and wiring.
- Water pipes conduct electricity. Don't take a bath/shower during a thunderstorm.



Flood Safety:

- Be aware that flash floods can occur quickly. If flooding occurs, move immediately to higher ground. Always follow official safety instructions.
- 6 inches of fast-moving water can knock over and carry away an adult...
- 12 inches of fast-moving water can carry away a small car...
- Monitor local radio/TV channels for evacuation alerts and other directives.



Tornado Warning:

TAKE SHELTER if you see or hear a tornado approaching; there may not be sufficient time for an official warning.

- **If Indoors:**
 - GO to the lowest building level (if there is time to do so).
 - GO to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. PUT as many walls as possible between you and the outside.
 - GET under a sturdy table and use your arms to protect your head and neck.
 - DO NOT waste time opening windows to equalize pressure (it's a myth).
- **If Outdoors:**
 - LIE FLAT in a nearby ditch or depression and cover your head with your arms. BE AWARE of the potential for flooding.
 - DO NOT get under an overpass or bridge. You are safer in a low, flat location.
 - WATCH OUT for flying debris. Flying debris from tornadoes causes most fatalities and injuries.
- **In a Vehicle:**
 - Don't try and outrun a tornado. Unlike cars, tornadoes don't obey traffic laws and can go wherever they want.
 - Abandon the vehicle and find a sturdy building to shelter in.
 - If there is no nearby shelter; stop the car, put your head below the windows and cover your head.



Workplace Violence / Crimes

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Your actions may help calm a potentially violent situation, or they may escalate the problem.

If confronted, behave in a manner that helps calm a situation.

- Stay composed and don't be in a hurry.
- Be empathetic. Show you are concerned.
- Try to have the person sit down; sitting is a less aggressive position.
- Give positive outcome statements, such as, "We can get this straightened out."
- Give positive feedback for continued talking, "I'm glad you're telling me how you feel."
- Try to remain out of arms' reach.
- Have limited eye contact.

If confronted, avoid aggravating behaviors:

- Do not patronize.
- Do not yell or argue.
- Do not joke or be sarcastic.
- Do not touch the person.



If someone becomes agitated:

- Leave the scene immediately, if possible.
- Call [Campus Security](#) from a safe place.

Common preventive individual safety measures to take:

- Avoid scheduling appointments for times when no one else is in the area.
- Remove sharp and blunt objects from top of desks and place in drawer.
- Try to avoid working alone after hours. If you have to work late, advise a friend or family member. When working after office hours, keep doors locked and do not open the door unless you are expecting someone.
- Do not leave money or valuable belongings lying around; they should be locked in a desk or cabinet and kept out of sight.
- Lock your office or classroom door when they are not in use, even when gone "just a moment."
- Always walk in well-lit areas and know your surroundings. If you think you are being followed, go where there are other people. Call 9-1-1 or [Campus Security](#) as soon as you are in a safe place.
- Report strange or unusual activities immediately to your supervisor and [Campus Security](#).

Behavioral Threat Assessment

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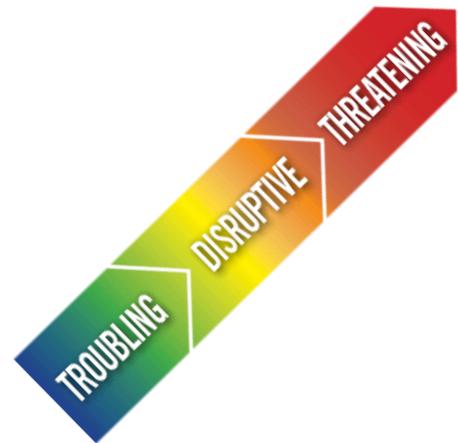
The Threat and Violence Assessment Team (TVAT) is a multi-disciplinary group whose purpose is to support its target audience (students, employees, faculty and staff) via an established set of behavioral intervention protocols. TVAT operates under the authority of College Procedure 3-710L and serves to assess and act on any information that could be a safety concern involving students, employees, environmental or technology issues.

The team receives reports of disruptive, problematic or concerning behavior or misconduct, conducts an investigation, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then deploys its resources and coordinates follow-up.

What are signs of a Behavioral Threat / Crisis?

The crisis may manifest as:

- Being disruptive or threatening,
- Making verbal threats of harm or suicide,
- Paranoia,
- Hallucinations,
- Uncontrollable behavior.



What to do if someone around you is experiencing a behavioral crisis?

*A major psychological crisis always requires the intervention of trained personnel.

- CONSIDER the safety of the person in crisis and those around him/her to be of first concern.
- DO NOT attempt to handle the dangerous situation alone. Call [Campus Security](#) or if warranted, call 9-1-1
- After the situation calms, CONTACT Campus Safety & Security at security@aims.edu or 970-888-2582.

All suicide attempts should be immediately reported to law enforcement.

Troubled or less severe behavioral crises may involve feelings of panic uncontrolled crying, anger/yelling (without indications/threats of physical harm), or withdrawal.

If the crisis resolves quickly in response to attention and kindness, no intervention of professional counselors or [Campus Security](#) officers may be necessary.

Earthquake

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An earthquake could occur at any location in the state causing injuries, death and building damage and destruction. Additionally, a major earthquake will cause cascading events such as fires, hazardous materials incidents and others.

The Southern and Middle Rocky Mountains extend from the mountainous parts of central and western Wyoming and northeastern Utah, through the rugged mountains of central Colorado, southward into extreme north-central New Mexico. Large, damaging earthquakes in this region are uncommon, but significant historical earthquakes have caused damage.

Colorado is rated in the United States Geologic Survey National Earthquake Hazard Map as having a low to moderate earthquake risk. However, several significant earthquakes have occurred, including a magnitude 6.6 near Estes Park in 1882. Additionally, it is important to know that 90 potentially active faults have been identified to date, with a potential maximum credible earthquake as high as magnitude 7.5.

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! 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 the 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.



Abducted/Missing Child – Missing Person

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If an Abducted or Missing Child or Missing Person is reported to you:

- ✓ REMAIN CALM and OBTAIN a detailed DESCRIPTION of the child/person:
- ✓ Sex of the Child/Person: Male Female
- ✓ Height: _____ / Weight: _____
- ✓ Hair Color: _____ / Eye Color: _____
- ✓ Description of the clothing the child/person was wearing: _____

The employee who receives this information informs co-workers and [Campus Security](#) of the situation along with a detailed description of the child.

Employees will stop people leaving the building by standing at all the exits and will also begin looking for the child.

Law enforcement will be called if there is a belief the child was abducted. Otherwise, contact [Campus Security](#).

If the child is located and appears to be unharmed, he/she is reunited with the reporting family member(s).



If the child/person is found in the company of an unknown individual, efforts should be taken to detain the person without putting anyone at risk or harm. Contact [Campus Security](#) or Law enforcement personnel and provide a description of the person, type of vehicle and direction of travel.

Attempts should be made to take a picture of the suspected person with a cell phone camera or other device.

Power Outage / Extended Power Outage

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Aims has automatic backup power for all of the Greeley Campus buildings. In case of power loss, the backup power generators will transition on, with little to no disruption of power.

For situations where the backup power fails, or for non-Greeley campus locations:

- Consider using cell phones for temporary light in order to navigate to a safe location. Don't constantly use the phone for light, as this may drain the battery and inhibit your ability to make emergency phone calls.
- Account for all those personnel you are responsible for. For those nighttime or dark environment situations, never let a person travel alone when possible. If a person must leave the building, make sure they travel with a buddy. If a person is departing for good, send at least two people to escort them to their transportation.
- During office hours, call Facilities and Operations at 970-539-6243 to report outage. If after hours contact the on-call technician at 970-539-2161 or [Campus Security](#).
- Open blinds and window coverings for light (even at night)
- Stay put and wait for instructions. Evacuate the building if there is a smell of smoke or other identifiable emergency requiring evacuation.

What to do when an extended power outage occurs:

- Remain calm and stay where you are.
- Assist others who are not familiar with your area.
- Contact [Campus Security](#) to report the extended outage.
 - Tell them your name and location.
 - Tell them what areas are affected by the power outage.
 - Tell them how long the power has been out.
- Do not open cold rooms, refrigerators, incubators, or other temperature sensitive areas.
- Unplug electrical appliances/devices (if it can be done safely) to prevent a power drain when electricity is restored.
- Evacuate only if instructed to do so by Campus Security or other College official if safe lighting conditions are present.
- If near elevators, check to see if someone is trapped. See "[Elevator Emergency](#)" section if someone is stuck in an elevator during a power outage.



What will happen?

- Facilities will respond and determine the extent of the outage.
- Responders will also check elevators to determine if anyone is stranded because of the outage.
- Responding personnel will determine if outside help is needed and consult with College leadership of the areas affected.
- If an evacuation is necessary, responding emergency personnel will coordinate the evacuation.

Elevator Emergencies

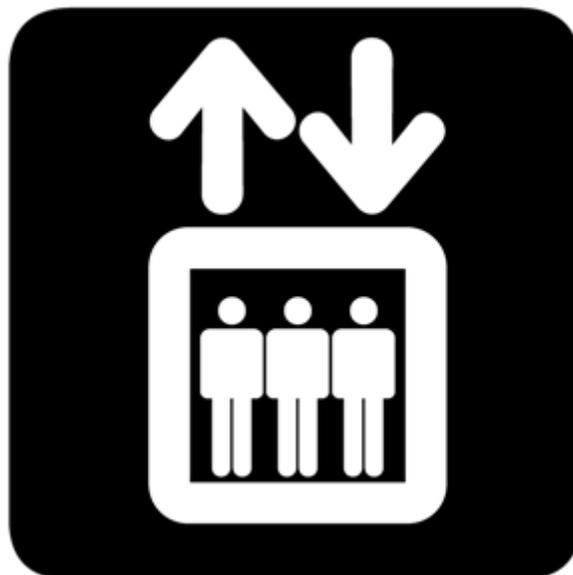
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If you find yourself in a trapped elevator:

- Do not try to exit the elevator.
- Use the emergency telephone in the elevator to call for help or call Campus Security from a cell phone or bang on the doors and shout for assistance.
 - Tell them your name and that you are stuck in an elevator.
 - Tell them what building you are in and which elevator.
 - Tell them if others are in the elevator with you and how many.
- Wait for trained personnel to assist you from the elevator. Do not attempt to exit the elevator through a hatch or pry open the doors.
- Do not exit the elevator if the doors open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.
- Facilities personnel will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed.

If you hear someone calling for help from a trapped elevator:

- Call [Campus Security](#) or use a building emergency phone.
- Reassure the persons in the car that you have reported the problem and help is on the way.
- Do NOT attempt to open the elevator doors.



Pandemic Outbreak

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A Pandemic Outbreak is a new virus to which humans have little or no immunity. It can quickly spread worldwide and could overwhelm health resources. It differs from seasonal viruses (like the flu) for which you may receive an annual shot, in that a vaccine might not be initially available during the outbreak.

A pandemic occurs when three conditions are met:

1. A new virus subtype emerges.
2. The virus infects humans across the globe.
3. The virus gains efficient and sustainable transmission from human to human.

What can you do?

Students:

1. Cover your nose and mouth when coughing or sneezing.
2. Avoid touching your eyes, nose, or mouth which are transmission points for germs.
3. Wash your hands with soap and water often and thoroughly. You may also use alcohol-based sanitizers.
4. Wash your hands before you eat.
5. Don't go to class if you are ill.
6. If you get sick while in class, if possible, go home.



Faculty, Staff and Administrators:

1. Cover your nose and mouth when coughing or sneezing.
2. Avoid touching your eyes, nose, or mouth which are transmission points for germs.
3. Wash your hands with soap and water often and thoroughly. You may also use alcohol-based sanitizers.
4. Wash your hands before you eat.
5. If you feel ill, stay home and contact your supervisor.

Everyone:

1. Stay informed (self-awareness). Listen to news, information, and guidance concerning the pandemic. The primary sources for this information are the Center for Disease Control at <http://www.cdc.gov/> and the World Health Organization at <http://www.who.int/>.
2. College administration will monitor the pandemic situation and remain in contact with federal, State, and local health officials.
3. The information will be evaluated on an ongoing basis to determine how College operations might be affected. Follow directions from Aims Community College concerning the pandemic situation and the status of College operations.