Emergency Preparedness Information
Overview

Emergency Preparedness Information for Faculty & Staff

• Overview of Emergency Management Protocols at Aims
• Emergency Notification Procedures
• Faculty & Staff Responsibilities
• Basic Steps to Take in an Emergency/Disaster Situations
• Available Aims Emergency Preparedness Information

...and Where to Find it
It’s not a matter of *IF* it will ever happen...

...think in terms of *WHEN* will it happen?
When Did This All Start? National Policy Directives

*Note: NIMS / NRP published in 2004 & revised in 2006 before Dec 2008 NIMS and Jan 2008 NRF replaced them.

HSPD 5
February 28, 2003

*NIMS
December 2008

*NRF
January 2008
Why? Management of Incidents (all on the same page)

Main Objectives:

• Provides a single comprehensive national approach for:
  • Mitigation, Preparedness, Response and Recovery.

• Ensure all levels of government and the private sector can work together during emergencies & disaster situations.
  • Provides a National Incident Management System (NIMS).
  • Incorporates the Incident Command System (ICS) as the national standard response tool.
  • Provides a National Response Framework (NRF) for planning.
  • Provides effective communication at every level.
Legal Stuff: Aims Policy & Procedural Directives

Aims Policy 3-710: Safety and Health

“It is a policy of Aims Community College to provide a safe and healthful environment, free from recognized hazards, which may cause serious injuries to students, employees and visitors to the College. The College requires everyone’s active support and cooperation to prevent accidents and eliminate unsafe conditions.”

3-710A Safety and Emergency Preparedness Committee
3-710B Animals on Campus
3-710C Weather Closing
3-710D Worker’s Compensation Designated Medical Provider
3-710E Use of Automated External Defibrillation (AED)
3-710F Incident Reporting
3-710G Injured, Ill or Incapacitated Persons on Campus
3-710H Identification Badges
3-710I Clery Reporting
3-710J Timely Warnings
3-710K Campus Law Enforcement Authority
3-710L Threat and Violence Assessment Team
3-710M Parking Violations
Planning: Emergency Operations Plan (EOP)

• Reviewed Annually.

• The Aims Emergency Operations Plan (EOP) is the official plan designated to address specific hazards and circumstances that constitute an emergency having direct impact on the Aims College community. This plan is given authority by the President of the College under Aims Community College Policy 1-100 (1).

Notifying: Aims Emergency Notification System

The Aims Emergency Notification System is used to alert the College community of pending or on-going emergencies. College leadership has flexibility in determining which notification tools or methods to use.

Methods include voicemail, text messages, emails, computer screen pop-ups, and the Alertus beacons.

There are Alertus security beacons placed throughout each building. These beacons use sirens, flashing lights and digital text to alert you in event of an emergency on campus.
Notifying: Aims Emergency Notification System

- After enrolling in RAVE Alerts with your @aims.edu email address, you are automatically signed up to receive alerts via email, voicemail and text message.
- The alert message will explain the current emergency situation and give instructions what you should do.

Be sure to keep your contact information current so you don’t miss emergency notifications from Aims.
~If we can’t reach you we can’t alert you!!
Notifying: RAVE Guardian (smartphone app)

Download Free App > Create Profile > Start Using

• **Panic Button**
  • Direct immediate connection to campus safety with GPS location and personal profile information.

• **Tip Texting**
  • Enables anonymous crime tip reporting and 2-way communication via SMS or mobile app

• **Personal Guardians**
  • Students can identify friends and family as ‘Guardians’ along with Campus Safety.
  • Students can set a Rave Guardian Timer. During a Timer session Guardians and Campus Safety can check status of student. If the Rave Guardian timer is not deactivated before it expires, campus safety is automatically provided with the user’s Rave Guardian profile to proactively identify and check-in on the individual.
Notifying: Local Emergency Notification System

- Emergency Alert System (EAS)
  - The EAS is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, and direct broadcast satellite providers to make available the communications capability to the President so the American public can be addressed during a national emergency.

- Local Television / Radio EAS
- Official Press Releases
- Social Media (FaceBook / Twitter)
Who..., Me? Faculty & Staff Responsibilities

- **General Emergency Preparedness Responsibilities:**
  - Faculty and staff are seen as leaders on their campus and must be prepared to direct students, colleagues, and visitors to safe locations in the event of an emergency.
  - Faculty and staff are responsible for being familiar with applicable emergency plans, procedures and evacuation routes for their assigned work locations.
  - Faculty and staff are responsible for maintaining their contact information to maximize the College’s capability to notify them of a life threatening emergency and issue appropriate protective actions.
  - In addition, faculty members are encouraged to include safety/security and emergency preparedness information in their course syllabus and review this information with their students.
Who..., Me? Faculty & Staff Responsibilities

**Emergency Response Role:**

- If faculty/staff are involved in or witness a life-threatening emergency, they should immediately call 9-1-1 and the appropriate Campus Security officer.

- Faculty/staff must be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any issued protective actions.

- During a declared state of emergency, faculty/staff without specific crisis management responsibilities are required to take action as directed by College leadership.

*By failing to prepare, you are preparing to fail* —Benjamin Franklin
Mitigation
Measures that prevent an emergency from occurring, reduce the chance of one occurring, or reduce the damaging effects of unavoidable emergencies.

- Typical mitigation measures include establishing building codes, installing window & door shutters, and constructing barriers such as levees.

Preparedness
Activities that increase the ability to respond when a disaster occurs.

- Typical preparedness measures include staying informed of potential threats, preparing an Emergency Supply Kit, developing an emergency plan, and staying in touch with family & friends.

Response
Actions carried out immediately during and after an emergency or disaster.

- Response actions are dependent on what type of emergency/hazard is occurring.

Recovery
Actions taken to return to normal or near-normal conditions, including the restoration of basic human services and the repair of physical, social, and economic damages.

- Typical recovery actions include debris cleanup, rebuilding of roads and bridges, financial assistance to individuals, and sustained mass care for displaced human & animal populations.
There really isn’t a large majority of individual mitigation strategies other than purchasing flood insurance, building a house outside the flood zone, not building a house on a cliff or earthquake fault line, in a flood zone, etc.

During the construction planning phase and before new projects are designed, our staff works with Facilities Management and other College Departments on several mitigation strategies for our campuses (mostly wind and flood damage).
Preparedness: Conduct a Risk Assessment

- Identify the **Risks and Hazards** that are relevant to **You**, the area you live and work, and the **Northern Colorado area**.
  - Fire / Explosions?
  - Severe Weather / Tornadoes
  - Floods?
  - Earthquakes?
  - Winter Storms? / Blizzards?
  - Hazardous Material Spill?
  - Dangerous/Disruptive Subjects?
  - Dangerous Situations?
Preparedness: Starts with YOU

- Develop a Hazard / Risk Specific Plan.
- **Be Informed** and **Plan in Advance**.
  - Know what to do **BEFORE** the incident.
  - Prepare an **Emergency Supply Kit**.*
- Know how to communicate with family/friends.
- Evacuation Planning.*
  - When Should I Evacuate?
  - When Should I Stay at Home?
- Take pictures/videotape your property.
- Good idea to practice your plans.

*Used for short or long term evacuation orders
**Preparedness:** Prepare an Emergency Supply Kit

**Recommended Items: One each for your car and home?**
- Non-perishable food items (plus a manual can opener).
- At least 1 change of clothes and shoes per person.
- Special items for children or those with special needs.
- Battery powered radio / weather radio (and spare batteries).
- At least 1 gallon of water per person per day (drink & hygiene).
- Cash / Credit Cards / Checks.
- At least 1 blanket per person.
- First Aid Kit.
- Flashlights / batteries.
- Work Gloves.
Evacuation: When Should I Stay or When Should I Go?

• Depends on type of hazard; Wild Fire? HazMat Spill?
• Monitor TV and Radio for information or special instructions.
• Check with local officials.
• If told to evacuate; you should do so immediately.
Know Basic Response Actions:

- Fire / Explosions.
- Severe Weather.
  - Tornado.
  - Thunderstorm / Lightning.
  - Flooding.
- Winter Storms / Blizzards.
- Earthquake.
- Hazardous Material Spills.
  - Shelter In-Place.
- Disruptive Individual.
- Dangerous Subject/Active Shooter.
  - Run / Hide / Fight protocols.
Response: Fire Evacuation Safety Rules

• If you smell smoke, see fire, or the fire alarm sounds, it is best to evacuate the building in a calm and orderly fashion.

• Once outside, move a safe distance away from the building as directed and await further instructions.

• **Do not attempt to re-enter the building** or leave campus until you are instructed to do so.
Response: Severe Weather (Wind Events)

• Seek shelter immediately:
  ▫ Inside a building / or with overhead cover.
  ▫ Tornado: move to a lower level in the building or designated Tornado Shelter area.

• Stay away from windows! Try to close doors between offices with windows and the hallway.

• WATCH OUT for flying debris.
  • Flying debris causes most injuries and fatalities during tornadoes or other severe wind events.
Response: Severe Weather (Flooding)

**Inside:** The highest floor or rooftop of the building may be the safest location if dangerous and quick flooding is occurring outside the building.

**Outside:** Seek higher ground; climb a tree

**Driving:** Do not attempt to drive cars through areas where water is covering the road.

Stay tuned to area weather info.
Predict and Prepare: Snow Storms & Blizzards

• **Predict:** Impact of the storm on your location.
• **Predict:** Watch your local weather reports.
• **Predict:** Have battery operated weather radio.

• **Prepare:** For no electricity/gas/water-utilities.
• **Prepare:** Collect food/life sustaining necessities to cover the expected duration of the storm.
• **Prepare:** Let others know your location and actions they can take if they can’t contact you.
• **Prepare:** Preposition digging out tools/equipment/supplies.

*The College President will determine if any of the campuses will be closed or start/end times adjusted.*
Response: 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 the shaking stops.
• After shaking has stopped immediately evacuate the building.
Response: Earthquake

• 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 and contact emergency personnel.
• Check elevators for occupants if safe to do so!
Response: Hazardous Material Spill Safety

• If a hazardous condition has been confirmed on campus, you may be directed to **Shelter In-Place (SIP)**.
  • 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.
  • If at work, the building's air conditioner will be shut down by the appropriate College personnel to minimize the introduction of outside air into the building.
Don’t Forget About **Recovery**

- Be aware of emotional or psychological impacts.
  - Disaster recovery can be emotionally and physically overwhelming; just ask anyone who has lived through the process of recovering from a disaster.
- May need to Identify alternative living arrangements.
- Inventory Your Belongings / Document all personal losses.
  - File insurance claims if necessary.
- Learn from experience / Continue planning...

...*Because*...
It’s not a matter of *IF* it will ever happen...

...You should think in terms of *WHEN* will it happen?
The Campus Safety & Security Department oversees security services for the College.

- Currently, all law enforcement functions on all Aims’ campuses are contracted to the Weld County Sheriff’s Office. There are two Weld County Sherriff’s Deputies (College Resource Officer (CRO)) assigned to Aims on a full time basis.

- Aims also contracts with private contracted security for armed security at all our campuses during the normal academic hours.

To further enhance safety and security, Aims has a very dynamic CCTV system with numerous cameras encompassing all campus locations.
Response: Disruptive Individual

Many Aims students balance work, family, and many other commitments while attending College; they often handle the stress of these demands well. However, there may be occasions when a student or staff member displays disruptive behavior in an office, at an event or in the classroom, laboratory or studio.

- 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.
- The team also tracks “red flags” over time, detecting patterns, trends, and disturbances in individual or group behavior.
**Response: Disruptive Individual**

Q. How should I respond when a disruption occurs?

You have broad authority to manage the classroom or office environment. If you believe inappropriate behavior is occurring, consider a general word of caution, rather than warning or embarrassing a particular student (e.g., a good approach is to say “There are too many private conversations going on at the moment; let’s focus on the same topic.”)

If the behavior in question is irritating, but not disruptive, try speaking with the student after class. Most students are unaware of distracting habits or mannerisms, and have no intent to be offensive or disruptive.
**Response: Disruptive Individual**

Q. When should I call Campus Security and/or 9-1-1?

You should call Campus Security and/or 9-1-1 whenever you believe there is any threat of violence or other unlawful behavior - including a student’s refusal to leave a class or office after being told to do so.

Any threat of violence should be taken seriously. Err on the side of caution and notify Campus Security as soon as possible. If you are unable to call both Campus Security and 9-1-1 (if needed) ask someone to assist you by making one of the calls.
Response: Dangerous Subject – Active Shooter

- If a dangerous situation has been confirmed on campus, the appropriate emergency personnel will be called to respond.

  - Remember Get Out (Run) - Hide Out (Hide) - Act Out (Fight).

*Police Authorities agree the best response is to seek shelter immediately in a secure location and await further instructions.*
Response: Dangerous Subject

- **GET OUT! (RUN)**
  - If you cannot find a secure location or are caught in an area near the subject, RUN! Put as much distance as possible between you and the intruder.

- **HIDE OUT! (HIDE)**
  - Close the door and lock it if possible. If the door does not lock, use whatever you can find to barricade the door. Turn off the lights, silence your phone, and be quiet.

- **ACT OUT! (FIGHT)**
  - If you are in a situation where you can’t escape, fighting for your life might be your only option. Throw books, pens, or whatever you have to stun the attacker.
Response: Dangerous Subject - RUN

• **Evacuation Safety:** When exiting the building or area do not be mistaken as a dangerous threat:
  • Keep your hands fully visible to the police at all times.
  • Follow the officer’s instructions and let them approach you. Do not reach or grab for an officer.
  • Expect to be escorted to and detained at an assembly area. For your safety, stay put until police identify and release you.
Response: Dangerous Subject - HIDE

• **HIDE if evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**
  • Lock and/or blockade the door if possible. Block the door with heavy furniture.
  • Hide behind large objects.
  • Turn off any source of noise (i.e. radio, television).
  • Silence your cell phone and remain very quiet.

• **If you can only find a room that cannot be locked:**
  • Use whatever is available to block the door.
  • Jam chairs, podiums, tables and cabinets against the door.
Response: Dangerous Subject - FIGHT

• If a shooter enters your room:
  • If you can run from the room/away from the shooter, do so.

• If there is no escape route, you will have to assess the situation and make a difficult decision:
  • Lie as still as possible beneath tables and chairs; or
  • *With anything you can use as weapons, physically attack the shooter until you can make an escape or the shooter is unable to continue the attack.

*Clarification: Aims Community College IS NOT directing you to take action against an Active Shooter; this is YOUR CHOICE to make as an act of self-preservation).
Available Emergency Preparedness Information

Aims Emergency Action Guide (EAG)

The EAG provides the quick references of “what do I need to do now” when an emergency/disaster occurs. These are not new procedures; rather an extraction of the procedures from our EOP.

• This 16-page guide provides students, faculty, and staff members a quick reference on the main hazards and emergencies our institution plans for in the overall Emergency Operations Plan (EOP).

• The guide, to include all hyperlinks, also displays on iPhone and iPad using the iBook application (or any compatible .pdf viewer).

• Copy and paste to your computer desktop, use on iPad or iPhone, or Android device, or print for quick reference in the event of an emergency situation.
Contacting Campus Security

• 9-1-1 for Emergencies
  • Greeley campus – (970) 539-2171
    • Answered 24/7
  • Windsor campus – (970) 744-0322
  • Loveland campus – (970) 518-5137
  • Ft Lupton campus – (303) 591-3164

• Safety/Security On-Call – (970) 888-2582

• Email – security@aims.edu
Escort Services

Any student, visitor, faculty or staff member needing to be escorted to their vehicle, for any reason, simply needs to call their appropriate Campus security number.
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