Emergency Operations Plan

Updated June 2018

Aims Community College
5401 West 20th Street
Greeley, CO 80634
www.aims.edu

Greeley | Loveland | Fort Lupton | Windsor | Greeley-Weld County Airport | Aims Online
Colorado, USA
EMERGENCY PROCEDURES

TORNOADO
SEEK SHELTER
- Move to designated marked safe areas.
- Move to an interior room on the lowest level.
- Stay away from windows and exterior doors.
- Stay away from hazardous materials.

FIRE
EVACUATE
- Call 911.
- Pull the fire alarm.
- Leave the building. CLOSE DOORS behind you.
- If unable to exit the building, go to the nearest stairwell or place of refuge. Don’t use elevators.

ACTIVE SHOOTER
RUN - HIDE - FIGHT
- Call 911.
- Leave the building.
- If evacuation is not possible, hide in a concealed place.
- Lock and barricade door. Turn off lights.
- Wait for law enforcement, as a LAST resort, fight back.

MEDICAL EMERGENCY
STAY CLEAR
- Call 911.
- Provide the location, nature of injury or illness, current condition of the victim and other requested information.
- Do not move the victim unless in immediate danger.

AIMS SECURITY
EMERGENCY: Police / Fire / EMS
911
NON-EMERGENCY:
- Greeley: 970-539-2171
- Fort Lupton: 303-591-3164
- Loveland: 970-518-5137
- Windsor: 970-744-0322
- Desk: 970-339-6544

UTILITY FAILURE
IDENTIFY LOCATION
- Call Aims Security to report issues.
- Be prepared to provide failure type and location.
- College officials may evacuate a building due to utility failures.

SUSPICIOUS ACTIVITY
SEE SOMETHING, SAY SOMETHING
- You see something suspicious.
- Object is out of the ordinary.
- Person is behaving strangely.
- Gut feeling that something may be wrong.
- Call 911.

HAZ-MAT
STAY BACK
- If life-threatening, pull the fire alarm, evacuate and call 911.
- If non-life-threatening, call 911 and provide info on type of incident and location.
- If you come into contact with a hazardous material, decontaminate and call 911.

BOMB THREAT
REMAIN CALM
- Get as much info as possible from the caller - location of the device, what it looks like and what will cause it to explode.
- Note background sounds, gender of caller and any notable characteristics of caller’s voice.
- Call 911.

Emergencies - CALL 911
PURPOSE:
Build a Stronger Community

VISION:
First Choice: The Recognized Leader in Learning and Student Success

MISSION:
Provide knowledge and skills to advance quality of life, economic vitality, and overall success of the diverse communities we serve.

VALUES:
- Authenticity & Truthfulness
- Community
- Equity & Professional Respect
- Inclusiveness
- Performance Excellence & Effectiveness
PLAN DEVELOPMENT AND MAINTENANCE
This Emergency Operations Plan (EOP) is reviewed annually during the spring semester by
members dealing with campus safety and security. Plan changes, updates, and revisions are
the responsibility of the Director of Campus Safety & Security who will ensure that any plan
changes are distributed accordingly. Final annual versions are submitted to the President for
approval and then activated during the fall semester each year.

All Building Coordinators are responsible to ensure their building specific checklists are kept
current. Training for assigned personnel is provided by Building Coordinators and members of
the Department of Campus Safety & Security.

Interim revisions will be made when one of the following occurs:

- A change in College site or facility configuration that materially alters the information
  contained in the plan or materially affects implementation of the plan.
- An incident occurs that requires a review or material and/or functional change in response
  resources.
- Internal assessments, third party reviews, or experience in drills or actual responses identify
  significant changes that should be made in the plan.
- New laws, regulations, or internal policies are implemented that affect the contents or the
  implementation of the plan.

HISTORICAL RECORD OF PUBLICATION / PLAN CHANGES

<table>
<thead>
<tr>
<th>Date</th>
<th>Revised By</th>
<th>Action(s) Taken</th>
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<tbody>
<tr>
<td>2005</td>
<td></td>
<td>Original Publication.</td>
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<tr>
<td>Aug 1, 2008</td>
<td>Jeff Smith</td>
<td>Expanded Plan to include building specific plans.</td>
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<tr>
<td>Aug 1, 2009</td>
<td>Jeff Smith</td>
<td>Updates to plan and NIMS additions.</td>
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<tr>
<td>Sep 2014</td>
<td>Todd DePorter</td>
<td>Annual Review: Added Lockdown Checklist, added COOP storage locations, updated Building Coordinator list, minor grammatical errors fixed, added Pandemic Outbreak actions, updated people with disabilities actions and rescue locations in the College’s two story buildings.</td>
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<tr>
<td>June 2017</td>
<td>John Fults Jr./Erik Larson</td>
<td>Updated plan to reflect new building construction on North side of campus. Included</td>
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## Authority / Promulgation

### Federal
- Robert T. Stafford Disaster Relief & Emergency Assistance Act, 42 USC § 5121.
- Emergency Planning and Community Right-to-Know Act, 42 USC, Chapter 116.
- Emergency Management and Assistance, 44 CFR.
- Additionally, this plan parallels other federal activities set forth in the NRF, which details operating principles and protocols for major disasters. Together, HSPD-5, HSPD-8, the NRF and NIMS integrate the resources of jurisdictions, incident management and emergency response disciplines, non-governmental organizations, and the private sector into a seamless national framework for domestic incident response.

### State of Colorado
- Title 24, Article 33.5, Part 701 et. seq., Colorado Revised Statutes, as amended; entitled the Colorado Disaster Emergency Act of 1992.
- Article IV, Constitution of the State of Colorado; entitled the Executive Department.
- Executive Order D 011 04, National Incident Management System, December 6, 2004

### Aims Community College

The Aims Community College (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).

The title “Aims Community College” applies to all campuses and locations owned and operated by the college. These include the campus facilities in Greeley, Loveland, Fort Lupton, Windsor, Greeley-Weld County Airport, and the Aims Online Campus. All Aims campus locations fall under the scope of this EOP.
TABLE OF CONTENTS

Plan Development and Maintenance Schedule

Authority / Promulgation

EOP Part 1 – Basic Plan
  Purpose
  Scope
  Record of Distribution
  Plan Assumptions
  Plan Objectives
  College General Profile (Greeley, Loveland, Fort Lupton, Windsor, Aims Online)
  Map of Aims Greeley Campus Location
  Local Response Agencies
  Hazard Analysis / Threat Assessment
    Natural Disasters
    Human-Caused Disasters

EOP Part 2 – Concept of Operations (Conops)
  Safety is Our Number #1 Goal
  Plan Design
    MITIGATION
    PREPAREDNESS
      Exercise the Plan
  RESPONSE
    Minor Emergency Definition
    Major Emergency Definition
    Levels of Emergency Response
  RECOVERY OPERATIONS

EOP Part 3 – Organization and Assignment of Responsibilities
  College Threat and Violence Assessment Team (TVAT)
  Departmental Responsibilities – Business Continuity
  Building Coordinators and Teams
  Faculty & Staff Responsibilities
  Student Responsibilities

EOP Part 4 – Command, Control and Coordination
  Declaring a College State of Emergency
  Emergency Operations Center (EOC)
Campus Emergency Response Kits

EOP Part 5 – Administration, Finance and Logistics
Agreements and Contracts
Reports
Record Keeping for Emergency Operations
Activity Logs
Incident Costs
Emergency or Disaster Costs
Preservation of Records
Legal Protection

EOP Part 6 - Functional Annexes
Annex 1. Rapid Assessment of an Incident
Annex 2. Communications and Notifications
  Appendix 1 to Annex 2: Major Emergency Notification Process
  Appendix 2 to Annex 2: Public Information / Media Contact
  Appendix 3 to Annex 2: Timely Warning & Emergency Notification Statement
Annex 3. General Protective Measures
  Lockout
  Lockdown
  Shelter In-Place
  Evacuation
  Temporary Closure
Annex 4. Personnel Accountability / Essential Personnel
Annex 5. Order of Succession / Delegation of Authorities
  Appendix 1 to Annex 6: Evacuation Locations for Multiple Level Buildings
    Westview Building
    Allied Health and Sciences Building
    College Center Building
    Fort Lupton, Prairie
Annex 7. Threat and Violence Assessment Team (TVAT)

EOP Part 7 - Threat or Hazard Specific Annexes
Aims Incident Commander Initial Actions Checklist
Initial Action Plan Template
Standard Operating Procedures (SOPs)

Section A: Evacuation of Building(s) / Evacuation of Campus

Section B: Dangerous Subject / Intruder / Active Shooter

Information

Action Steps

Section C: Hazardous Materials Spill / Release

Information

Action Steps

Section D: Building Fire / Block Fire

Information

Action Steps

Section E: Bomb Threat / Improvised Explosive Device / Explosion

Information

Action Steps

Section F: Flooding / Flash Flooding

Information

Action Steps

Section G: Severe Weather (Thunderstorm / Lightning)

Information

Action Steps

Section H: Tornado

Information

Action Steps

Section I: Earthquake

Information

Action Steps

Section J: Utilities / Telecommunications Disruption

Information

Action Steps

Section K: Pandemic Outbreak

Information

Action Steps
EOP PART 1 – Basic Plan

Purpose
This EOP is designed for use by the entire college community. This EOP establishes standard operating guidelines, based on existing policies and procedures, for the response to an emergency impacting the College. This EOP describes the emergency management roles and responsibilities of the entire college community and provides a strategy to be prepared as possible for the most likely hazard events.

All Aim’s employees (faculty-full time and adjunct, staff, work studies, etc.) should become familiar with the safety and emergency information found in this EOP. The measures outlined in this plan, together with common sense, are intended to prevent injury and to minimize property damage. During an emergency situation, all individuals (including those with a disability) are responsible for their own safety; however, every reasonable effort should be made to assist all personnel in seeking safety.

This EOP is designed to protect lives and property through effective use of college, local, state and federal resources. Since an emergency may be sudden and without warning, This EOP is intended to be flexible in order to accommodate contingencies of various types and magnitudes. This EOP does not limit the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

Scope
This EOP outlines the mitigation/prevention, preparation, response and recovery actions of Aims personnel and the use of our resources for all-hazards that could negatively impact the College. This EOP incorporates the use of the National Incident Management System (NIMS) to facilitate interagency coordination between responding agencies and is consistent with the Weld County EOP, State of Colorado EOP, and National Response Framework. Aims continuously collaborate with local, state and federal emergency response agencies in the development, implementation and maintenance of this EOP.

Aims personnel and equipment will be utilized in accordance with the guidelines set forth in this plan to accomplish the following priorities in order of importance:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety and Basic Care Services
- Priority 3: Protection of Aims Assets
- Priority 4: Maintenance of Critical Aims Services
- Priority 5: Assessment of Damages to Aims Campuses
- Priority 6: Restoration of Aims Operations

Record of Distribution
Plan Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. The standard practice is to base planning assumptions on the potential worst-case conditions. For Aims in general, a hazardous materials event or severe weather hazards such as Tornadoes, Flooding, or Lightning pose the most probable threat of emergency conditions. This EOP is predicated on a realistic approach to the challenges likely to be encountered during a major emergency. Hence, the following assumptions are made and should be used as general guidelines in such an event:

- An emergency may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, radio systems, cellular telephones, and information systems.
- The succession of events in an emergency are not predictable; therefore, published response plans, such as this EOP, should serve only as a guide and may require modifications in order to meet the requirements of a specific emergency.
- An emergency may be declared if information indicates that such conditions are developing or probable.
- All emergencies begin locally. Therefore, most emergencies impacting Aims will begin at the campus level.
- Major emergencies may become county or statewide. Therefore, it is necessary for Aims to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- Assistance from local, state, and federal emergency response agencies may not be immediately available. In addition, normal suppliers may not be able to deliver materials.
- Buildings, Major roads, overpasses, bridges, and local streets may be damaged.
- Damage may cause injuries and displacement of people. People may become stranded at the College, and conditions may be unsafe to travel off campus.
- Contact with families and households of the College community may be interrupted.
- Emergency conditions that affect campus will likely affect the surrounding community, potentially all of Weld and/or Larimer Counties.
- The College may not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of onsite resources and management of emergency operations on campus, through the campus Incident Command Post while emergency conditions exist.
• Communication and exchange of information will be one of the highest priority operations for the District and Campus Incident Command Posts.

Plan Objectives

Organization

• Provide guidelines for the most critical functions during an emergency response.
• Provide an easy-to-follow format in which members can quickly determine their roles, responsibilities, and primary tasks.
• Coordinates processes, actions and the exchange of critical information into an efficient and real-time overall response, in which all members have access to the emergency response process and know what is going on at the College.

Communications and Information Management

• Establishes central points of communications both for receipt and transmission of urgent information and messages.
• Identifying official points of contact for the College during emergencies when normal channels are interrupted.
• Provides 24-hour comprehensive communication services for voice, data and operational systems.
• Provides a basis for training staff and organizations in emergency response management.

Decision Making

• Determining the level of response and extent of emergency control and coordination that should be activated when incidents occur, through a clear decision process.

Response Operations

• Utilizing College resources to implement a comprehensive and efficient emergency management response structure.
• Continuously preparing a proactive emergency response management action plan, for the possibilities and eventualities of emerging incidents.

Recovery Operations

• Transitioning response operations over to normal day-to-day management processes.
• Supporting business continuity plans and processes, as needed, during restoration phases.
• Providing documentation and information support to the FEMA disaster assistance program.
**College General Profile:** Aims Community College is a public, fully accredited, two-year college with multiple campuses in Northern Colorado. The 175-acre main campus has been centered in Greeley and is Celebrating its 50th Anniversary in 2017, with satellite campuses in Ft. Lupton, Loveland and Windsor.

**Greeley Campus / 5401 W. 20th Street, Greeley, CO 80634**  
As the main location of Aims Community College, the Greeley campus is home to 14 buildings, including the Allied Health and Sciences Building, Physical Education and Recreation Center, and the new trades building and renovated Hanson building on the north side of campus. Students can apply, register for classes, meet with advisors, and get information.

**Loveland Campus / 104 E. Fourth Street, Loveland, CO 80538**  
The Aims Loveland campus is located in downtown Loveland. They are a full service satellite campus offering a comprehensive, education with personal attention that helps students succeed.

**Fort Lupton Campus / 260 College Avenue, Fort Lupton, CO 80621**  
The Aims Fort Lupton campus is located one and one-half miles east of downtown Fort Lupton. They offer general education courses so students can earn an Associate’s Degree, or sign up for classes in the Nurse Aide (NA) program. They also offer degrees and certificates in Agriculture Business, Agriculture Production, Oil and Gas Technologies, Welding, Animal Science, and Carpentry.

**Windsor Campus / 1120 South Gate Drive, Windsor, CO. 80550**  
The Aims Automotive & Technology Center is a state-of-the-art technology and education center located near I-25 and US-34. This centrally located 45,000-square-foot facility offers convenient drive times from the major population areas of Northern Colorado. The Public Safety Institute (PSI) houses the Criminal Justice, Emergency Medical Services, Fire Science, and Medical Assisting programs that offer students new opportunities in one central location.

**Aims Flight Training Center / Greeley-Weld County Airport**  
Aims Community College Aviation Department has degree programs in Airplane, and Air Traffic Control. Located at the Greeley-Weld County Airport, 656 Ed Beegles lane, Greeley, CO 80631

**Aims Online Campus / [http://www.aims.edu/online/](http://www.aims.edu/online/)**  
Students have the option of taking courses through the Aims Online Campus. These classes are conducted over the Internet using web-based course sites.
Emergency Operations Plan

Map of Aims Greeley Campus

Local Response Agencies

LIFE-THREATENING EMERGENCY NUMBERS: DIAL 9-1-1

North Colorado Medical Center 970-352-4121 (emergency 350-6366)
Medical Center of the Rockies 970-624-2500 (Trauma center) 624-4160
Weld County Sheriff’s Office 970-356-4015
Greeley/Weld County 9-1-1 Center 970-350-9600
Loveland Police Dispatch 970-667-2151
Ft. Lupton Police 303-857-4011
Emergency Operations Plan

Hazard Analysis / Threat Assessment
All Aims Community College campus locations reside within the jurisdiction of Weld County or Larimer County. The Colorado Division of Homeland Security & Emergency Management (DHSEM) is responsible for coordinating all statewide emergency management efforts. Likewise, the Weld County and Larimer County Office of Emergency Management (OEM) prepares and implements the respective County emergency management efforts and periodically conducts exercises to test county and municipal emergency response capabilities.

The below hazard analysis information for natural disasters and human-caused disasters was extracted from the State and County EOPs.

Threat assessments are part of the mitigation strategy. The below list contains some of the potential emergency and/or disaster situations Aims Community College addresses in emergency management planning, operations, and training. The list is not all-inclusive.

<table>
<thead>
<tr>
<th>Fire Emergencies</th>
<th>Weather Emergencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor / Major Fire</td>
<td>Flooding</td>
</tr>
<tr>
<td>Explosions</td>
<td>Tornado</td>
</tr>
<tr>
<td>Medical Emergencies</td>
<td>Winter Storm</td>
</tr>
<tr>
<td>Pandemic Outbreak</td>
<td>Severe Thunderstorm</td>
</tr>
<tr>
<td>Personal Injury</td>
<td>Building Systems</td>
</tr>
<tr>
<td>Death or Homicide</td>
<td>Telephone / Telecom Failure</td>
</tr>
<tr>
<td>Mass Casualties</td>
<td>Data Network outage</td>
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<td>Utility Outage</td>
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<tr>
<td>Hazardous Material</td>
<td>Threat of Violence</td>
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<tr>
<td>Hazardous Material Release</td>
<td>Bomb Threat</td>
</tr>
<tr>
<td>Chemical/Bio/Radiation/Spill Exposure</td>
<td>Campus Violence</td>
</tr>
<tr>
<td>Evacuation / Shelter In-Place</td>
<td>Vandalism</td>
</tr>
<tr>
<td>Planned Events</td>
<td>Hostage Situation</td>
</tr>
<tr>
<td>Shelter-In-Place</td>
<td>Interpersonal Emergencies</td>
</tr>
<tr>
<td>Terrorism</td>
<td>Sexual Assault</td>
</tr>
<tr>
<td>National / Local Level Terrorism</td>
<td>Relationship Violence / Stalking</td>
</tr>
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<td></td>
<td>Missing Student</td>
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<td></td>
<td>Suicide</td>
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Natural Disasters
Tornadoes
Tornadoes are a common threat to those who live along the Front Range and on the Eastern plains of Colorado but tornadoes have occurred in nearly all counties of the State.

The effect of damaging tornadoes is increasing as more people and businesses are locating in threatened areas. April through October is considered the tornado season, with May and June as the greatest risk months.
Flooding
Flooding (flash and riverine) is the single greatest potential hazard to property in Colorado. Colorado averages 20+ floods each year. Riverine flooding, caused by rapid snowmelt, usually occurs in May and June. The Western Slope region often experiences riverine flooding in fall months of September and October due to seasonal heavy thunderstorm activities. Flash flooding, usually caused by heavy, stationary thunderstorms, most often occurs in the spring and early summer months (the fall months for southwestern Colorado). Damage potential is greatest along the river basins in the inter-mountain areas and the floodplains along the Front Range. Areas in and below land burned by wildfire have an increased risk of flooding.

Earthquakes
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.

Severe weather
Winter storms in Colorado are occasionally severe enough to overwhelm snow removal efforts, transportation, utilities, livestock management, and business and commercial activities. All of Colorado is vulnerable to storms of disaster proportions. Urban areas, especially those along the Front Range with large populations, are more vulnerable because of larger, more complex, and interdependent services and utilities.

Colorado is one of the most lightning-prone areas in the United States. In fact, lightning alone kills more people annually in Colorado than all other weather hazards combined. Severe thunderstorms and lightning strikes are traditionally responsible for the most frequent damage in Weld County. Windstorm damage resulting from downbursts and squall lines frequently knocks down trees and power lines. On rare occasions, lightning strikes are responsible for triggering wild land fires, damaging electrical transformers, and causing roof damage.

Human Caused Emergencies/Disasters

Hazardous Materials Incidents
County’s residents are vulnerable to the harmful effects of either the accidental or intentional release of hazardous materials. Large volumes of hazardous materials are routinely transported to, from and through the county by railroad, highway, air, water, and pipeline.

Within Weld County, there are a number of private, fixed, and mobile facilities that produce, use, and store, hazardous materials. Weld County routinely performs a hazardous materials hazard analysis of all identified Facilities that are delineated in the Super Fund Amendments and Reauthorization Act (SARA) Title III.
EOP Part 2 – Concept of Operations

Safety is our #1 Goal
Aim’s Campus Resource Officers and other assigned security and safety personnel will respond to any emergency or crisis incident impacting any of Aim’s campuses. The responding civil authority will have direct response control for any serious incident impacting the college and surrounding property. Aim’s Community College personnel will react appropriately to the direction of the appointed Aims Incident Commander.

If a prolonged emergency operation is found, the college president, director of Campus Safety and Security, or designated authority will activate the Emergency Operations Center (EOC). The primary EOC will be located in the Cornerstone Building, Campus Safety Suite #109. This location will be used as an EOC for all situations involving any of Aim’s campuses. If this location is unable to be used, the Director of Campus Safety & Security or designated authority representative will locate a safe alternate location based on the situation and suitable locations.

Functions and response consideration found within this EOP will be followed based on available personnel and the situation. 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 the President’s designee.

Plan Design
This EOP is a strategic document that is the blueprint for our comprehensive emergency management program. The planning in this document is based on the Incident Command System (ICS); a management structure adopted throughout the U.S. and also stems from State of Colorado Emergency Planning Guidance, the National Incident Management System, and various Homeland Security Presidential Directives. Accordingly, this plan’s approach to emergency planning is rooted in a four-phase structure where the phases of Mitigation, Preparedness, Response, and Recovery each contain critical procedures for emergencies. This provides for a smooth transition to restoring normal services and implementing recovery programs.

This EOP is designed to provide a framework and guidance for coordinated response to both minor emergencies and major emergencies or disasters.

- This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at local responder levels.
- The plan is an “all-hazards” document, in other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event.

The plan provides a framework within which emergency operations staff and other relevant College personnel work together to develop and maintain hazard-specific annexes. Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Moreover, although it is based on a worst case scenario and provides
for the critical functions and roles of the College during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

While this EOP can be used as a reference for integrating internal plans into the College’s strategic operational plans, it does not replace departments’ responsibilities to develop and test their own emergency action procedures.

**MITIGATION**
Aims shall conduct mitigation activities as an integral part of the overall emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation is usually a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

**PREPAREDNESS**
Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone’s responsibility. Colleges, departments, and offices must develop internal plans and procedures to assist in the overall implementation and maintenance of emergency plans. Preparedness activities included in the emergency management program are:

- Providing emergency related equipment, supplies, and/or facility space.
- Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies.

**Exercising the Plan**
The more an EOP is practiced and College responders are trained on the plan, the more effectively they will be able to act before, during, and after an emergency to lessen the impact on life and property. Exercises provide opportunities to practice with community partners including first responders and local emergency management as well as to identify gaps and weaknesses in the plan. The exercises below require increasing amounts of planning, time, and resources.

**Tabletop exercises:** Tabletop exercises are small-group discussions that walk through a scenario and the courses of action Aims will need to take before, during, and after an emergency to lessen the impact on the College community. This activity helps assess the plan and resources, and facilitates an understanding of emergency management and planning concepts.

**Drills:** During drills, community partners such as first responders and local emergency managers and relevant Aims personnel use the actual campus buildings, facilities, and grounds to practice responding to a scenario.
**Functional exercises:** Functional exercises are similar to drills but involve multiple partners. Participants react to realistic simulated events (e.g., a bomb threat or an intruder with a gun in a classroom), and implement the plan and procedures using the ICS.

**Full-scale exercises** are the most time-consuming activities in the exercise continuum and are multi-agency, multi-jurisdictional efforts in which all resources are deployed. This type of exercise tests collaboration among the agencies and participants, public information systems, communications systems, and equipment.

**Exercise Planning Factors:** To effectively execute an exercise
- Include first responders (e.g., law enforcement officers, EMS personnel, and fire department officials), local emergency managers, and public and mental health officials;
- Communicate information in advance to avoid confusion and concern;
- Exercise under different and non-ideal conditions (e.g., time of day, weather, points in the academic calendar, absence of key personnel and various College events);
- Be consistent with common emergency management terminology;
- Debrief and develop an after-action report that evaluates results, identifies gaps or shortfalls, and documents lessons learned.

**RESPONSE**
Aims will respond to emergency situations effectively and efficiently. The focus of this EOP and its annexes is on planning for the response to both minor and major emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage, and may include: warning and notification, Campus Security operations, general first aid, evacuation, sheltering, as well as other associated functions.

**Minor Emergency:** A localized incident with limited threat to life/safety and no impact to normal College operations. This EOP is usually not activated for a minor emergency, but certain Annexes can be used as standard operating guidelines to the extent necessary.

**Major Emergency:** A major emergency is defined as an incident that threatens life/safety on a campus and/or severely impacts normal College operations. While it is impossible to itemize all situations or combinations thereof that would require notification, the incidents below are representative of the type and severity, which qualifies. When doubt exists or if a minor emergency has potential to become more dangerous, always resolve in favor of notification and follow the notification procedure.

- Shooting on campus property or within 1000 yards of campus property.
- Bomb and/or improvised explosive device found or explodes causing major damage/injuries/death on campus property or within 1000 yards of campus property.
- Death of a college student, employee or visitor on campus property or within 1000 yards of campus property.
- Critical illness and/or life threatening injury of a college student, employee or visitor on campus property or within 1000 yards of campus property.
Civil disturbance, demonstration, and/or riot with violence or threat of violence on campus property or within 1000 yards of campus property.

Major fire on campus property or within 1000 yards of campus property.

Dangerous chemical or hazardous materials spill on campus property or within 1000 yards of campus property;

Severe weather incidents impacting the campus. Examples of severe weather related incidents include tornados, flash floods, and severe lightening;

Subject with hostage and/or barricaded subject on campus property;

Bomb threat on campus property;

Any threat of violence that may cause injuries and/or death on campus property;

Levels of Emergency Response

In responding to any emergency it is important for college personnel to identify and classify the severity of incident to ensure the appropriate resources are allocated and organizational structure is implemented in a timely fashion. There are three basic levels of emergency response; the larger the number the more severity of the incident and the more resources and coordination required to manage it. Any given level may be bypassed if necessary to allow a response to proceed to a higher level. The responsibility of classifying emergency levels starts at the local level and may proceed to the next level as the severity of the emergency increases.

- **LEVEL 1 EMERGENCY** is classified as a MINOR EMERGENCY and defined as a localized incident with a limited threat to life/safety and no impact to normal campus/college operations. Response to a MINOR EMERGENCY is managed at the campus level with limited support from district resources. This EOP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.

- **LEVEL 2 EMERGENCY** is classified as a MAJOR EMERGENCY and defined as an incident that threatens life/safety and/or severely impacts normal campus/college operations. Response to a MAJOR EMERGENCY can be managed at the campus or district level and could require significant resources internal and external to Aims. This EOP is activated for a MAJOR EMERGENCY.

- **LEVEL 3 EMERGENCY** is classified as a DISASTER and defined as an incident that results in the catastrophic loss of life and/or closure of one or more campuses for an extended period of time. Response to a DISASTER is managed at the district level and requires mutual aid from external agencies. This EOP and COOP are fully activated for a DISASTER.
RECOVERY OPERATIONS

GOAL:
Describe basic concepts of how Aims will recover from an emergency. Provide detailed information of recovery programs including restoration of College services, debris removal, restoration of utilities, mental health services, and reconstruction of damaged roads and facilities.

OBJECTIVE:
If a disaster occurs, Aims will carry out a recovery program that involves both short-term and long-term efforts.

- Short-term operations seek to restore vital services to the College community and provide for the basic needs of the students, faculty, and staff.
- Long-term recovery focuses on restoring the College to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance.

COURSES OF ACTIONS:
The recovery process includes assistance to individuals, businesses, and government and other public institutions. This annex describes basic concepts of how Aims will recover from an emergency.

The four most fundamental kinds of recovery are academic recovery, physical recovery, fiscal recovery and psychological and emotional recovery. Consider the following when developing goals, objectives, and courses of action:

**Academic Recovery**
- When Aims should be closed and reopened, and who has the authority to do it.
- What temporary space(s) is available that Aims may use if buildings and facilities cannot be immediately reopened
- How to provide alternate educational programming in the event that students cannot physically reconvene

**Physical Recovery**
- How to document Aims assets, including physically accessible facilities, in case of damage
- Which personnel have expert knowledge of College assets, and how and where they will access records to verify current assets after an emergency
- How to address research facilities that contain sensitive information, materials, or animals.
• How Aims will work with utility and insurance companies before an emergency to support a quicker recovery.

Fiscal Recovery
• How Aims leadership will be included (e.g., the President or Chief Business officer, Chief Academic Officer, Human Resources, etc.)
• How faculty and staff will receive timely and factual information regarding returning to work.
• What sources Aims may access for emergency relief funding.

Psychological and Emotional Recovery
• Where counseling and psychological first aid will be provided.
• How Aims will create a calm and supportive environment for its community, share basic information about the incident, provide psychological first aid (if trained), and identify those who may need immediate crisis counseling.
• Who will provide trained counselors?
• How to address immediate, short-, and long-term counseling needs of students, faculty, staff, and families.
• How to handle commemorations, memorial activities, or permanent markers and/or memorial structures (if any will be allowed), including concerns such as when a commemoration site will be closed, what will be done with notes and tributes, and how students will be informed in advance.
• How memorial activities will strike a balance among honoring the loss, resuming Aims and class routines and schedules, and maintaining hope for the future.

Critical Operations Restoration
As the immediate threat to life, property, and the environment subsides, the restoration of critical Aims operations becomes the priority. A Major Emergency or Disaster may cause a campus or the entire College to cease critical operations. Critical operations restoration is the first step of transitioning from emergency response to recovery once the campuses are determined to be safe and secure for all personnel.

Maintenance of Critical Services
A MAJOR EMERGENCY may cause a campus or the entire college to cease certain Aims operations. In order for Aims to effectively respond to a MAJOR EMERGENCY, continue to protect life and property, and restore critical operations, the following services must be maintained throughout the incident:
• Campus Safety and Security
• Facility Operations / Plant Maintenance
• Facility Safety & Security Systems
• Computer & Network Services and/or Telecommunications
Emergency Operations Plan

- Payroll / Purchasing

EOP Part 3 – Organization and Assignment of Responsibilities

College Threat and Violence Assessment Team (TVAT)

TVAT receives information from campus community members in reference to any harm, attack, injury, violent act, threat of violence, intimidation, dangerous situation involving students or employees, environmental threats, or technology threats. It is the responsibility of all students and employees to report any of these incidents to the TVAT.

Upon retrieval of this information, the coordinator of the TVAT will review the information and notify team members who could be affected. These include but are not limited to the President, Legal Counsel, Director of Human Resources, Dean of Students, Chief Academic Officer, Chief Information Officer, Chief Administrative Officer, Chief Facilities Officer, Campus Security, and other members of the President’s Cabinet.

An assessment of the information will be completed, which may include personal interviews with individuals related to the incident. This information will then be used to brief other TVAT members and as a follow up to the conclusion of the incident.

Depending on the incident, various responses can be taken. Some examples include invoking the Aims Business Continuity Plan, placing an individual into custody by law enforcement personnel or other holds as deemed appropriate by law enforcement personnel. Others include, but aren’t limited to restricting IT access, referring affected students or employees to outside entities, recommending courses of action to supervisors or the Dean of Students, or invoking restriction from campus locations.

Departmental Responsibility - Business Continuity

The COOP is cited within this Emergency Operations Plan, but due to the overall length of the COOP plan, is kept as a separate document. In an effort to foster hazard mitigation, business continuity, and recovery for all Aims Community College campuses, the College shall develop a Business Continuity or Continuity of Operations (COOP) plan.

The COOP plans shall be developed by each division, including but not limited to Information Technology, Human Resources, Student Services, Academics, and Facilities. The plans shall be in electronic form and kept on the secured website. Hard copies will also kept off campus in the event of a major disaster making access to campus facilities impossible.

In accordance with Aims Policy 3-705A, COOPs will be kept in the following locations.

⇒ Greeley campus COOPs will be kept at the Fort Lupton campus.
⇒ Ft. Lupton campus COOPs will be kept at the Loveland campus.
⇒ Loveland campus COOPs will be kept at the Windsor campus.
⇒ Windsor campus COOPs will be kept at the Loveland campus.

COOP plans shall be reviewed every six months, in January and again in June, to ensure
completeness and functionality. In the event of a major disaster, the COOP plans will be activated by the President or their designee, and the plans will be utilized during the mitigation process until the campus is fully recovered.

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 and managing 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 Department of Campus Safety & Security.

Faculty and Staff Responsibilities
All Aims Employees should familiarize themselves with this plan. The measures outlined in this plan, together with common sense, are intended to prevent injury and to minimize property damage. During an emergency situation, the expectation is that each employee, whether full time or part-time, will know how to safely react and also guide campus students and guests to safety.

**General Emergency Preparedness Responsibilities:** Faculty and staff are seen as leaders on their campus and must be prepared to direct students, visitors, and colleagues 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 also 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.

**Emergency Response Role:** If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call 9-1-1 and Campus Security. Faculty and 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 and staff without specific crisis management responsibilities are required to take action as directed by the College president or designee.

**Student Responsibilities**
**General Emergency Preparedness Responsibilities:** All Aims Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings they use frequently.

Students are responsible for maintaining their emergency contact information to maximize the College’s capability to notify them of a life threatening emergency and issue appropriate protective actions.

**Emergency Response Role:** If students are involved in or witness a life-threatening emergency, they are required to immediately call 9-1-1 and Campus Security.
Students must be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any issued protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, emergency response personnel or a RAVE Alert Message.

EOP Part 4 – Command, Control and Coordination

Declaring a College State of Emergency

The College President has the authority to declare a College State of Emergency. This declaration activates the TVAT with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the College President is unavailable, the college appointed designee may declare a College State of Emergency and activate the TVAT.

Once the College President has been notified of a major emergency incident, they should assess the situation to determine if a College State of Emergency needs to be declared. The following questions should be asked to assist in assessing the situation.

1. Are lives threatened?
2. Is there significant property damage?
3. Has a campus state of emergency been declared?
4. Are standard college operations departments able to manage the incident?
5. Are specialized emergency services needed? (i.e. Bomb Squad, SWAT, HazMat)
6. Are significant outside mutual aid services needed from the City, County or State?
7. Are college operations and/or events severely impacted?

If a College State of Emergency is declared, the TVAT is activated and the Aims Incident Commander is responsible for the proper and expeditious handling of major college emergencies according to the guidelines set forth in this EOP.

The Aims Incident Commander will provide the overall leadership for a college-wide response and set college-wide priorities. All personnel assigned to a TVAT will come under the authority of the Aims Incident Commander. College personnel not assigned a specific crisis management responsibility are required to take action as directed by the College TVAT.

Emergency Operations Center

During a declared College emergency, the Aims Incident Commander will identify a specific need for the TVAT to meet and begin directing response actions and assigning emergency responsibilities. Activation of the EOC requires notification of the President’s office and the Senior Administrator of Learning and Organizational Development. The Emergency Operations Center is located in the Cornerstone Building room #109. Also available during campus related emergencies are conference rooms, large meeting rooms, and a video conference room all contained within the EOC.
Campus Emergency Response Kits for Law Enforcement, Medical or Fire Departments

The Aims Department of Campus Safety & Security is responsible to collaborate with the local emergency response agencies that serve and protect the College. Even though collaboration and communication are priorities to Aims and its partners and every effort is taken to familiarize local emergency response personnel with each campus, This EOP was developed under the assumption that some responders will be dispatched to a college emergency with limited knowledge about the campus layout. Campus Security is required to maintain an emergency response kit to be distributed to the local emergency response agencies during a declared emergency. At a minimum the kits should include the following items:

- One set of keys to campus buildings.
- One Card Key Door Access Card.
- One Campus Security radio.
- Aims Computer logon and password [emergency use].
- One flash drive with PDF version of campus floor plans.
- One paper copy of campus floor plans.
- One copy of instructions on how to access internal Aims communication systems.

EOP Part 5 – Administration, Finance and Logistics

Agreements and Contracts

Should College resources prove to be inadequate during an emergency; requests will be made for assistance from local jurisdictions, and other agencies in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel, and should follow these guidelines:

- All agreements will be entered into by authorized officials and should be in writing whenever possible.
- Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.

Reports

Hazmat Spill Reports:

- If the College is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report.
- If the party responsible for a reportable spill cannot be located, the IC shall ensure that the required report(s) are made.
An initial emergency report is a short report that should be prepared and transmitted by the appropriate EOC when an ongoing emergency incident appears likely to worsen and assistance from other local governments or the state may be needed.

A daily situation report should be prepared and distributed by the appropriate EOC during major emergencies or disasters.

**Record Keeping for Emergency Operations**

Each incorporated area and the county are responsible for establishing the administrative controls necessary to manage the expenditure of funds, and must provide reasonable accountability and justification for expenditures made to support emergency operations within the respective area. This will be done in accordance with the established local fiscal policies and standard cost accounting procedures.

**Activity Logs**

The EOC/affected departments will maintain accurate logs recording key response activities:

- Activation or deactivation of emergency facilities.
- Emergency notifications to other local governments and to state and federal agencies.
- Significant changes in the emergency situation, containment/termination of the incident.
- Major commitments of resources or requests for additional resources.
- Issuance of protective action recommendations to the public and/or evacuations.
- Casualties.

**Incident Costs**

All Aims departments will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department budgets.

**Emergency or Disaster Costs**

For major emergencies or disasters, all departments participating in the emergency response will maintain detailed records of costs for emergency operations, including:

- Personnel costs, especially overtime costs.
- Equipment operational costs.
- Costs for leased or rented equipment.
- Costs for contract services to support emergency operations.
- Costs of specialized supplies expended for emergency operations.

**Note**: These records may be used to recover costs from the responsible party or insurers, or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

**Preservation of Records**
In order to continue normal operations following an emergency situation/disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

- Each agency responsible for preparation of annexes to this plan will include protection of vital records.
- If records are damaged during an emergency situation, the College will seek professional assistance to preserve and restore them.

Legal Protection
Public complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the College attorney.

EOP Part 6 – Functional Annexes
EOP Part 6, Annex 1 – Rapid Assessment of an Incident
Initial Incident Identification

GOAL:
Quickly identify the two most critical steps in the emergency response process: incident identification and threat assessment.

OBJECTIVE:
This EOP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff or visitors. This notification is the first step in the activation of this EOP and emergency response. When in doubt or if a non-life threatening emergency has potential to become more dangerous, always resolve in favor of notification.

- 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 Campus Security.
- A non-life threatening emergency should be immediately reported to Campus Security.

COURSES OF ACTION:
The local 9-1-1 Public Safety Access Point will dispatch the appropriate resources to the incident scene. The first responding School Resource Officer is responsible for safely assessing the scene for threats, report known threats to other responding officers and confirm the emergency severity and type to the dispatcher.

1. Hazard Type
   - What is the hazard? (room fire, tornado)
   - What is the impact to Aims? (minor, major, disaster)
   - What is the potential for the situation to worsen?
   - Is the situation under control?

2. Life Safety / Property Protection
   - What is the potential for death?
• What is the potential for serious injury? What is the potential for minor injury?
• What is the potential for damage?
• What is the potential for disruption to normal course of business?

3. Once the appropriate college personnel are notified of an incident, the threat assessment process begins. College personnel must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements of information should be used to assist in the threat assessment process:

• Type of incident / Location of incident / Time of incident.
• Information received from local law enforcement, fire rescue agencies, and from Aims Campus Security personnel on scene.

EOP Part 6, Annex 2 – Communication and Emergency Notifications

GOAL:
Identify the processes, procedures, and responsibilities necessary for the rapid and efficient notification of personnel before, during, or after a crisis situation.

OBJECTIVE:
To provide emergency notification involving an immediate threat to health or safety of Aims students, faculty, staff, and visitors of any significant emergency or dangerous situation triggered by an event that is currently occurring on or imminently threatening the campus.

COURSES OF ACTIONS:
There are times on campus when we may be faced with emergency situations. If those occur, the College will use campus emergency notification systems to make announcements and provide instructions to follow.

The safety of our students, faculty, staff and visitors is our number one priority. If you hear the alarm, then that means to take action. Listen to the announcements, find a safe location, and await further instructions. For campus alarms or public address capabilities, the message used and the decision to activate the system takes place immediately at the campus level by either Campus Security or the Public Information Officer (PIO).

The emergency notification system consists of the following delivery methods, listed in order of effectiveness (activation, delivery speed, audience reach, etc.). The College recognizes that emergency information will travel via word-of-mouth. However, in that this method is unreliable and cannot be controlled, it is not considered an official communication method.

Primary (immediate)
• RAVE, Alarms & Public Address
• SMS Text Message
• Bulk Email
• Aims Website
• Emergency Phone Trees

Secondary (15 minutes and beyond)
• Student & Employee Hotlines
• Voicemail Message
• Media Release / Press Conference
Emergency Mass Notification System Overview

The Aims Emergency Notification System is used to alert the College community of pending or on-going emergencies. In time of a weather warning, the system can dispense information via the RAVE Notification software, which is also linked automatically to Alertus. The system has some flexibility in determining which notification tools will be used. These include voicemail, text messages, emails, computer screen pop-ups, and the beacons.

Upon notification of a MAJOR EMERGENCY that is, or may soon be a threat to life and requires immediate protective action to be taken, determine the need and type of warning message that needs to be transmitted to one or more campus buildings as follows:

1. Emergency Evacuation: Immediate relocation of building occupants due to a health or life safety hazard.
2. Dangerous Situation: Generally an intentional human-generated health or life safety hazard such as: active shooter, hostile intruder, terrorist attack, etc.
3. Hazardous Condition: A technological accidental or intentional health or life safety hazard such as: hazardous materials leak or spill, biological threat, radiological emergency, etc.
4. Weather Emergency: A natural weather hazard that is an immediate health or life safety hazard such as: severe thunderstorm, tornado, flash/urban flood event, etc.
5. All Clear: When the emergency incident has been resolved and no longer a health or life threat.

Notifying 9-1-1:

1. The local 9-1-1 Public Safety Access Point should always be notified first of all major emergencies occurring on an Aims Community College campus.
2. After the local 9-1-1 Public Safety Access Point has been notified, all major emergencies should immediately be reported to Campus Security.
3. Campus Security must assure that 9-1-1 has been notified, if unable to verify, call them to be sure, and verify that they are in transit.

Alerts, Notifications and Warnings:
Campus Security determines the need and type of alert/notification/warning system(s) to be utilize, based on the following:

- Type of hazard
- Life safety and property protection issues
- Urgency of the situation
- Audience to receive the messaging
- Capabilities and limitations of the system(s) to be used

Notification Methods Overview

- RAVE AND ALERTUS Emergency Alert Systems: Capable of sending out emergency notifications through cell phone text messages, e-mail messages, land line phone calls, and the computer network via a pop up alert notification. The coordination of system testing
is overseen by the Department of Campus Safety & Security in collaboration with the Information Technology division and is routinely tested during each semester.

- **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 radios with a secured FCC channel. The radios have a repeater system and have an 8 hour battery backup in the event of total power loss. The radios 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 radios 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.

- **9-1-1 Direct-Dial:** Each classroom and office with a digital phone either has a red button or a white button with “Emerg” identified in the LCD window, designated to dial 911 without lifting the receiver. Users can simply hit the button and be connected to an Emergency Dispatch Communications Center to advise them of emergencies occurring on any of the campuses.

- **Fire Alarm Pull Stations:** Each building had Fire Alarm Pull Stations, which are used during a fire emergency or an incident requiring evacuation.

- **Telephone/Contact Tree.** 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 contact 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.

- **Flat Screen Monitors.** Several of our public gathering places have flat-screen televisions where emergency announcements get posted. These screens are owned by the departments that provide them and are dispersed throughout campus.

- **College Emergency Information Lines.** If there were an emergency or a campus closure, students, faculty and staff could call the main number for current information.

### ALERT Activation Decision Criteria
Five criteria should be considered to determine if activation of the ALERT system is warranted, which methods will be utilized, and who authorizes activation of the system:

1. Hazard Type
   - What is the hazard? (room fire, tornado)
   - What is the impact to Aims? (minor, major, disaster)
   - What is the potential for the situation to worsen?
   - Is the situation under control?

2. Life Safety / Property Protection
   - What is the potential for death?
   - What is the potential for serious injury?
   - What is the potential for minor injury?
   - What is the potential for damage?
   - What is the potential for disruption to normal course of business?

3. Urgency
   - How soon does the message need to go out? (Seconds, minutes, hours, days)
   - Is there time for approval?

4. Audience
   - Who needs to be alerted? (Administration, faculty, staff, students, visitors)
   - How many people need to be alerted? (dozens, hundreds, thousands)

5. Capabilities / Limitations
   - What are the limitations of the system? (audience, delivery time, mass panic)
   - Which system should be used? (Press conference, bulk text message, siren)
   - How quickly can the messages be sent? (Immediately, minutes, hours)
Appendix 2 to Annex 2 - Public Information / Media Contact

Official Spokesperson
The College President and the Public Information Officer are the only official spokespersons for Aims who are authorized to complete interviews with the media during a declared college emergency. The College President or the Public Information Officer is authorized to designate other Aims official spokespersons as needed.

Public Information is a priority response action. The increased demand for public information after a major emergency can quickly overwhelm the capabilities of response personnel if it is not addressed appropriately. In response to a MAJOR EMERGENCY, Aims supports the creation of a Joint Information System (JIS). A JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during emergency operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies; advising public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

This EOP was developed under the assumption that a JIS will initially be developed and managed by the lead local emergency response agency. The Aims Public Information Officer is responsible for integrating the College’s public information resources into the JIS and coordinating all official information regarding Aims via the JIS process.

Joint Information Centers
A Joint Information Center (JIC) is a designated location established to coordinate all incident-related public information activities and the JIS process. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Designated Areas for Media
This EOP was developed under the assumption that there will be increased media presence during a campus MAJOR EMERGENCY. If the media is not controlled, they could interfere with response operations. Therefore, Aims will designate staging areas for media near each campus. A media staging area will be positioned outside the present and potential hazard zone and the secure perimeter of response operations, but close enough to accurately report the incident.

Rumor Control
This EOP was developed under the assumption that rumors and unofficial information will likely spread during a declared MAJOR EMERGENCY. The implementation of a Joint Information System and the activation of a Joint Information Center will help Aims control rumors, but may have limited results.

If further rumor control is needed, Aims can request assistance from the Greeley/Weld 9-1-1 Center. This EOP was developed under the assumption that current Aims hotlines and
departments will not be able to handle the call volume of a MAJOR EMERGENCY. The Greeley/Weld 9-1-1 Center has the telecommunication resources needed to handle the increased call volume of a MAJOR EMERGENCY.

The Greeley/Weld 9-1-1 Center supervisor will be asked to report the most asked questions hourly to the Aims Public Information Officer. The Aims Public Information Officer will evaluate the information provided by the Greeley/Weld County 9-1-1 Center supervisor and issue new press releases to the media as needed to clarify or correct any rumors being spread or questions going unanswered.

Appendix 3 to Annex 2 - Timely Warning & Emergency Notification Statement

Purpose
   To provide emergency notification involving an immediate threat to health or safety of Aims students, faculty, staff, and visitors of any significant emergency or dangerous situation triggered by an event that is currently occurring on or imminently threatening the campus.

   To also alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes or poses a continuing threat to our College community.

Requirements
   The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires every institution, without exception, to have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Clery Act also requires alerting the campus community of certain crimes in such a manner that is timely and will aid in the prevention of similar crimes.

   Accordingly, Aims will keep our campus communities informed by providing timely warning of crimes occurring on or near campus property which represent a serious or continued threat to students and employees, once reported to CSAs, as specified in the Clery Act:

   1. Issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees;

   2. Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

   Aims will use one or more delivery methods to communicate the threat to the College community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. Aims will, without delay and taking into account the safety of the community, determine the content of the notification and initiate notification protocols, unless issuing a notification will, in the judgment of the authorizing College officials or first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation.
Definitions

**Clery Act:** The Clery Act is a federal statute with implementing regulations in the U.S. Code of Federal Regulations. The Clery Act requires all Colleges and Universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the U.S. Department of Education, which can impose civil penalties for infractions and can suspend institutions from participating in federal student financial aid programs. The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her campus residence hall in 1986. The criticism against unreported crimes on numerous campuses across the country prompted authorities to development the *Crime Awareness and Campus Security Act of 1990*, which later became the Clery Act.

**Campus Security Authority (CSA):** Specific individuals on campus who are not Public Safety Officers could still have certain crimes disclosed to them. These individuals are considered “Campus Security Authorities” under the Clery Act. The Campus Security Authorities include but are not limited to the Director of Human Resources or his/her designee, All Aims CC Executive Campus Directors or his/her designee, all members of the Threat and Violence Assessment Team, These individuals must report information on crimes disclosed to them to the College Resource officer or Department of Campus Safety & Security.

**Clery Act Crimes:** Aims must annually distribute statistics concerning the occurrence on campus, in or on non-campus buildings or property, and on public property for crimes involving Murder and Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses (Forcible and Non-forcible), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Domestic Violence, Dating Violence and Stalking. In addition, any Hate Crime involving race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity must also be reported.

**Annual Security Report:** By October 1 of each year, institutions must publish and distribute their annual campus security report to current and prospective students and employees. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

**Crime Log:** The institution's police department, security department, or public safety department, is required to maintain a public log of all crimes reported to them, or those of which they are made aware. The log is required to have the most recent 60 days' worth of information. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within two business days. Crime logs must be kept for seven years, three years following the publication of the last annual security report.

**Timely Warning:** Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. The alerting of the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The timely warnings are
focused on, but not limited to, Clery Act crimes. The Clery Act does not define or clarify the meaning of “timely”; the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves, therefore the warning should be issued as soon as the pertinent information is available.

**Emergency Notification:** Emergency notification is triggered by an event that is currently occurring on or imminently threatening the College or one of its campuses. Initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens. Emergency Notifications are made to students and employees for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to their health or safety. The emergency notification has a wide focus on any significant emergency or dangerous situations, but may include Clery Act crimes.

**Notification Procedures**
1. Most crime events or 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 the appropriate Campus Security office. This notification is the first step in the activation of the College EOP.

2. Non-emergency crimes committed on or near Aims campuses should be reported to any CSA as defined above. The CSA who observes or receives information regarding one of the Clery Act crimes must immediately report the information to Campus Security on the appropriate campus.

3. Any reported crime posing a serious or continued threat to the campus community will be called to the attention of the Campus Safety Official available on that campus or their designee.

4. Once it is determined that a timely warning is necessary, as practical and without jeopardizing life safety, trained and authorized personnel shall activate the campus siren and public address delivery systems used during a life-threatening major emergencies.

**Testing and Evaluation**
An evacuation drill will be conducted at least once a year for all buildings that are occupied by students and/or employees. Campus Security will be responsible for scheduling and conducting these drills. Emergency response and evacuation procedures will be tested and evaluated during these drills. The purpose of these drills is to prepare building occupants for an organized evacuation in case of fire or other emergency situation.

1. These drills will provide the College opportunities to test the operation of different ALERT methods used for emergency notifications and timely warnings.

2. During these drills, occupants will practice basic self-protection actions, familiarize themselves with the locations of exists, and the different announcement methods used for notification.
Aims may also participate in exercises with federal, state, and/or local emergency response agencies in Colorado. The Department of Campus Safety & Security is responsible for coordinating these efforts via the Weld County Office of Emergency Management. It is an Aims goal to participate or conduct at least one exercise per calendar year with federal, state, and/or local emergency response agencies in Colorado to test and evaluate the College’s Emergency Operations Plan.

EOP Part 6, Annex 3 – All Hazards General Protective Measures

GOAL:
Identify the necessary processes and procedures for implementing rapid and efficient protective measures.

OBJECTIVE:
There are five basic protective actions that can immediately be issued and implemented by Campus Security or TVAT personnel in response to an emergency situation: Lockout, Lockdown, Evacuate, Shelter In-Place (SIP) and Temporary Closure.

COURSES OF ACTIONS:
The decision to utilize one or more of these actions is situation dependent because Aims is an open and public institution of higher education and the campuses were designed for easy accessibility.

Lockout
The differentiation between Lockout and Lockdown is a critical element for protective measures. 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.

Lockdown
The differentiation between Lockout and Lockdown is a critical element for protective measures. Lockdown is an office or classroom-based protocol that requires locking the door, turning off the lights and placing students/personnel out of sight of any corridor windows.

- Individual action during Lockdown is to remain quiet.
- It does not mandate locking outside doors. There are several reasons for not locking perimeter doors during a Lockdown; Risk is increased to students or staff in exposed areas attempting to lock outside doors and locking outside doors inhibits entry of first responders and increases risk as responders attempt to breach doors.

Shelter-In-Place
There may be situations where instructors and building managers will need to keep their students/occupants in the classroom(s), office(s) or the entire building. These situations can be the result of a release of toxic or hazardous materials that may impact the campus and
require personnel to stay in place with all windows and doors closed and the air handling systems shut down.

**Evacuation**

One of the protective actions that may be issued by Campus Security or TVAT personnel is building or campus-wide evacuation. An evacuation protective action may be issued in response to a fire, a distant hazardous materials spill/release, or dangerous subject/active shooter situation. An evacuation protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed to keep students, faculty, staff and visitors safe by creating distance between them and the hazard area. Evacuation means immediately leaving the area you are located for another designated safe location. If a campus-wide evacuation is issued, everyone on a campus is required to immediately leave on foot in an orderly manner and should not try to leave by car.

**Temporary Closure**

One of the protective actions that may be issued by Campus Security or TVAT personnel is Temporary. This protective action may be issued after an Evacuation is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff and visitors safe by keeping them out of the hazard area and away from emergency response operations. Temporary Closure means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they ordered to leave by Campus Security, TVAT, or local emergency response agency personnel.

**EOP Part 6, Annex 4 – Personnel Accountability / Essential Personnel**

**GOAL:**
Identify the necessary processes and procedures for implementing rapid and efficient personnel accountability and properly categorize Aims essential personnel.

**OBJECTIVE:**
During crisis situations, Aims TVAT personnel will evaluate the need to implement an internal and/or external accountability system for the College community to report their welfare status.

**COURSES OF ACTIONS:**

**Student & Employee Accountability**
Family reunification is a priority after a major life threatening emergency. Requests for information regarding the welfare of students and employees could quickly overwhelm the College’s internal communication resources and negatively impact the College’s response capabilities. Increased demand on external communication infrastructure, such as cell phones, will also hinder the family reunification process. Therefore, Aims TVAT personnel will immediately evaluate the need to implement an external accountability system for the college community to report their welfare status.
The American Red Cross has the resources to assist Aims with welfare status information and family reunification. The American Red Cross provides a Safe and Well Website for people who have been impacted by a disaster or major emergency. Aims will request that American Red Cross allow the College to direct students and employees to the Safe and Well Website.

The Aims Public Information Officer will then distribute a press release to all media outlets encouraging Aims students and employees to immediately report their welfare status online at https://safeandwell.communityos.org/cms//. The press release will also include instructions for how family members can access the Safe and Well Website to check the welfare status of their loved ones.

**Essential Personnel Positions/Function**

Aims conducted a needs assessment and determined the positions and functions within the College that are critical for responding to and recovering from an emergency. Essential Personnel are usually designated as those employees in the Campus Security Services, Custodial Services, Information Technology, Business Affairs, District Facilities Management and Plant Maintenance that are required to remain after the College is closed because of a declared emergency such as flooding or fire. Employees in these positions will be advised annually that their positions may be essential in case of a declared emergency. Some may be required to report to work prior to the official declaration that an emergency has ended. Essential personnel are required to remain available for assignment during a declared emergency as a condition of their employment. Employees are advised annually if they are essential in the case of a declared emergency.

**EOP Part 6, Annex 5 – Order of Succession / Delegation of Authorities**

**GOAL:**
Identify provisions for the succession of decision-making authority and operational control to ensure that critical emergency functions can be performed in the absence of the authorized administrator.

**OBJECTIVE:**
There is a need to clearly define orders of succession in all of the college’s “essential function” areas. Some of the key elements of Aims emergency planning are continuity of command, maintaining organizational structure and continuation of essential services.

**COURSES OF ACTIONS:**

**Order of Succession for Aims Community College**
Successions should be provided to a minimum depth of two at any point where policy and directional functions are carried out.

1. College President.
2. College Chief Academic Officer (Provost)
3. College Chief Administrative Officer (Chief Business Officer).
4. Board of Trustee Designated Individual.

Order of Succession for each Aims Campus
Each campus shall identify orders of succession for the campus heads and key leadership. The orders should be of sufficient depth and geographical dispersion is encouraged. At a minimum the delegations of authority and order of succession should:

1. Establish an order of succession to the position and develop procedures to address:
   a. Conditions for succession;
   b. Method of notification; and,
   c. Time, geographical, organizational limitations.
2. Describe succession order by position or titles rather than by person.
3. Consider assigning successors among the contingency staff to ensure that each team has an equitable share of the duly constituted leadership.
4. Revise and distribute orders as necessary.

Delegation of Authorities:
Each department organizational element should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, whom (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.

EOP Annex 6 – Evacuation Strategy for Persons with Disabilities

Purpose
The following course of action summarizes the measures for evacuating or sheltering persons with disabilities located on an Aims campus during an emergency. Every member of the College community has a responsibility to facilitate the safe evacuation and sheltering of persons with disabilities by adhering to the following guidelines.

Applicability
The College recognizes that individuals with disabilities may require assistance with alerting, evacuating, and sheltering in the event of an emergency. Aims Community College encourages students, faculty and staff with disabilities to self-identify. The College does this through diverse means including on-line web information, admission processes, college catalog, and information through academic courses.

Regulatory Requirements
This emergency evacuation strategy meets or exceeds the regulatory requirements and guidelines of the Occupational Health & Safety Administration (OSHA) and the guidelines of the Life Safety Codes of the National Fire Prevention Association (NFPA 101).
Evacuation Options
College procedures require all persons, including those with disabilities, to evacuate a facility anytime the fire alarm system is activated or otherwise instructed to do so. Individuals with mobility impairments who are able to walk independently or with assistance may be able to negotiate stairs. However, if danger is imminent, the individual should wait until heavy traffic has cleared before attempting the stairs.

Elevators are never to be used in the event of a fire without explicit authorization by fire or police personnel. Stairway evacuation of wheelchair users should only be conducted by trained professionals (i.e. the fire/rescue or other trained emergency responders). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down the stairs is never safe. Persons with disabilities must evacuate to the nearest exit which can be reached safely. Persons with disabilities have four basic evacuation options:

1. **Horizontal Evacuation:** (If applicable, going from one building to a connected, adjacent building on the same level).

2. **Stairway Evacuation:** Use steps to reach ground level exits from the building.

3. **Area of Refuge:** If there is a major emergency that requires a building evacuation, people with disabilities may not be able to evacuate without help. There are designated areas of refuge in each building that provide protection where they may wait until assistance is available from emergency responders.

   Stairway landings are designated areas of refuge. Elevators should not be used during an emergency, so people who cannot travel down the stairs should move to the outside area of the stairwell and wait for the emergency responders. Individuals should wait in the designated area of refuge outside the stairwell, away from the path of traffic. Emergency responders will ascend to the areas of refuge to assist with evacuation down the stairs if the situation warrants. For small stair landings crowded with other building occupants using the stairway for evacuation, taking a position in a corridor next to the stair is a good alternative until the stair landing is clear. If the hazard becomes life-threatening before emergency responders arrive, people with disabilities should immediately move into the stairwell and close all doors.

   For false alarms or an isolated and contained fire, a person with a disability may not have to evacuate. The decision to evacuate will be made by the responding emergency personnel.

4. **Stay in Place:** The stay in place approach may be more appropriate for sprinkler protected buildings or buildings where an area of refuge is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds.

   Unless danger is imminent, remaining in a room with an exterior window, a room telephone or cell phone, and a solid or fire-resistant door is a viable option. With this approach, the person should call 9-1-1 and the appropriate Campus Security office to report his or her location directly. The dispatcher will relay the individual's location to on-site emergency personnel, who will determine the necessity for evacuation. If the phone lines fail or there is
no cell phone signal, the individual can signal from the window by waving a cloth or other visible object.

Disability Planning Guidelines: Prior planning and practicing emergency evacuation routes from your classroom and/or work area are important in assuring a safe evacuation.

Mobility Impaired – Wheelchair
Persons using wheelchairs should stay in place or move to an area of refuge when the alarm sounds. Another student, faculty or staff member should then go to the emergency evacuation area and notify the on-site emergency personnel of the exact location of the person with a disability. If the person with a disability is alone, he/she should call 9-1-1 and provide their present location and the area of refuge to which he/she is headed to.

If the stair landing is chosen as the area of refuge, please note that some campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Stairway evacuation of wheelchair users should be conducted by trained professionals (i.e. the fire/rescue or other trained emergency responders). Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. Moving a wheelchair down the stairs is never safe.

Mobility Impaired - Non-wheelchair
Persons with mobility impairments, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with a disability may choose to stay in the building, using the other options, until emergency personnel arrive and determine if evacuation is necessary.

Hearing Impaired
A number of campus buildings are equipped with fire alarm strobe lights but some buildings are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short note explicitly stating to evacuate.

Visually Impaired
Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. Another student, faculty or staff member should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to assure safe evacuation.
Responsibilities:

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 with ACCESS 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.

Appendix 1 to Annex 6: Evacuation Locations for Multiple Level Buildings

There are several buildings within Aims Community College that have two or more levels. The current buildings with two or more levels are: Allied Health and Sciences (Greeley Campus), Westview (Greeley Campus), College Center (Greeley Campus), and the Prairie (Ft. Lupton). Evacuation locations for each building are depicted below.
Greeley Campus, Allied Health and Sciences Building Area(s) of Refuge
Greeley Campus, Westview Building
Greeley Campus, Facilities and Operations Trades Shop (Purchasing/Receiving)
Fort Lupton Campus, Platte Building
Annex 7. Behavioral Threat Intervention

**Definition:** 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 protocols. The team tracks “red flags” over time, detecting patterns, trends, and disturbances in individual or group behavior. The team receives reports of disruptive, problematic or concerning behavior or misconduct (from co-workers, students, friends, colleagues, etc.), 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 resources of the community and coordinates follow-up.

**Origin:** Students, faculty and staff; Dean; Campus Security; Human Resources; or community-related agencies (law enforcement, medical, etc.).

**Urgency:** Immediate (seconds) to moderate (days) based on circumstances.

**Threat:** The TVAT contemplates a holistic assessment and management strategy that considers the many aspects of the potentially threatening person’s life—academic, residential, work, and social. More than focusing on warning signs or threats alone, the TVAT assessment involves a unique overall analysis of changing and relevant behaviors. The TVAT takes into consideration, as appropriate, information about behaviors, various kinds of communications, not-yet substantiated information, any threats made, security concerns, family issues, or relationship problems that might involve a troubled individual. The TVAT may also identify any potential victims with whom the individual may interact.

Once the TVAT identifies an individual who may pose a threat, the team will identify a course of action for addressing the situation. The appropriate course of action—whether law enforcement intervention, counseling, or other actions—will depend on the specifics of the situation.

**Behavioral Intervention**
To maintain the safety at Aims Community College and in adherence to the Zero Tolerance for Campus Violence Policy, Aims initiated the Threat and Violence Assessment Team (TVAT) consisting of but are not limited to the President, Director of Human Resources, Dean of Students, Director of Campus Safety and Security, Campus Law Enforcement, Chief Academic Officer, Chief Information Officer, Chief Administrative Officer, Chief Facilities Officer, and other members of the President’s Cabinet *(Aims CC Policy 3-710L)*. TVAT receives information from campus community members in reference to any harm, attack, injury, violent act, threat of violence, intimidation, dangerous situation involving students or employees, environmental threats, or technology threats.
Major Steps of Threat Assessment and Management Process:

When the TVAT learns about a threat or other disturbing behavior, there is a general sequence of steps they can take to screen the case, determine whether to initiate an inquiry, gather information, evaluate the person and situation involved, and develop and implement a management strategy where necessary.

1. Identifying persons/cases of concern; encouraging reporting.
2. Screening cases for further investigation/inquiry.
3. Gathering additional information from multiple sources (FULL INQUIRY).
4. Evaluating case and assigning a case priority level.
5. Developing, implementing, and monitoring a threat management plan.
6. Documenting and closing the case.

Signs of a Major Behavioral Threat / Crisis

The crisis may manifest as:

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

Evaluating Case and Determining Necessary Next Steps

After gathering information, the TVAT should answer a series of investigative questions. These questions are designed to help organize the information gathered. Once the questions are answered continue to the Evaluation Criteria.

What is the behavioral assessment based on?

Disruptive Conduct:

1. Behavior that disturbs impairs or interferes with or obstructs the orderly conduct, processes, and functions of the College or the rights of other members of the College community.

2. Behavior that disrupts, disturbs, impairs, interferes with or obstructs the orderly conduct, process and functions within the classroom, laboratory or studio. This includes interfering with the academic mission of the College or College business or interfering with an instructor's role to carry out the educational functions of their classroom, laboratory or studio.

3. Behavior that disrupts or interferes with the College disciplinary process, including, but not limited to, harassment and/or intimidation of any witness or College personnel before, during or after proceeding, or attempting to coerce or influence any person(s) in order to discourage their participation in any disciplinary proceeding.
4. Any similar behavior that disturbs the peace.

Endangerment:

1. Physical violence toward another person or group.
2. Action(s) that endanger the health, safety, or welfare of self or others.
3. Interference with the freedom of another person or group to move about in a lawful manner.

Personal Abuse:

1. Verbal or written abuse of any person, including indecent or obscene expressions or conduct.
2. Conduct directed at a member of the College community which is or intended to cause fear, distress, or intimidation and would cause fear, distress, or intimidation to a reasonable person or would place a reasonable person in fear of injury or death.

Evaluation Criteria:
Depending on the situation, the TVAT can interview the person of concern as part of the inquiry. In most cases it is recommend because it gives the person a chance to tell their side of the story and can reduce their anger/hostility (and thus serve as a preventative measure) if they feel they are being heard.

The TVAT should identify who would be best suited to talk with the person of concern. If the person appears volatile and/or exhibits high-risk behaviors, such a conversation is often best handled by law enforcement or Campus Security professionals who may be trained in interviewing and de-escalating persons. For lower risk situations, the interviews may be better conducted by team members or someone who has a good relationship with the person.

Once the TVAT gathers and organizes the information, the team then needs to answer the Evaluation questions on the next page to determine the best course of action to take.
### EVALUATION QUESTION A
*Does the person pose a threat of harm, whether to himself / herself, to others, or both?*

<table>
<thead>
<tr>
<th>ANSWER</th>
<th>…then…</th>
<th>Minimum Next Steps</th>
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</thead>
<tbody>
<tr>
<td>Yes – Information suggests violence is imminent</td>
<td>Document answer and rationale</td>
<td>(1) Alert law enforcement AND</td>
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<tr>
<td></td>
<td></td>
<td>(2) develop/implement a Threat Management Plan to monitor the individual/situation</td>
</tr>
<tr>
<td>No</td>
<td>Document answer and rationale, THEN</td>
<td>No further steps necessary at this time</td>
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<tr>
<td></td>
<td>answer Evaluation Question B</td>
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</table>

### EVALUATION QUESTION B
*Does the person show a need for help or intervention, such as mental health care or suicide prevention, even though he/she do not pose an imminent threat at this time?*

<table>
<thead>
<tr>
<th>ANSWER</th>
<th>…then…</th>
<th>Minimum Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes – Information suggests intervention is needed</td>
<td>Document answers and rationale THEN Develop, implement, document, and monitor the person and/or refer them for help</td>
<td>(1) Develop/implement a referral plan AND/OR</td>
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<tr>
<td></td>
<td></td>
<td>(2) Monitor the individual/situation (active or passive)</td>
</tr>
<tr>
<td>No</td>
<td>Document answer and rationale, THEN</td>
<td>No further steps necessary at this time</td>
</tr>
<tr>
<td></td>
<td>Close the assessment</td>
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</table>
AIMS INCIDENT COMMANDER INITIAL ACTIONS CHECKLIST

ESTABLISH COMMAND

☐ (If Required) Establish Incident Command Post (ICP) location and make known to all.

☐ (If Required) Assign ICP Assistant that will:

1. Secure necessary operational office supplies.

2. Maintain written communications such as: Incident Status, Assignment Status.

☐ Determine Need For / Recall TVAT Members.

SIZEUP SITUATION: Winds Blowing Towards: Wind Speed is:

☐ Gather information and explain the scope of the incident.

What happened?
Where did it happen?
Who reported it?
Any known special hazards at this time?

☐ Summary of current actions.

Has the area been evacuated?
If evacuated; all personnel been accounted for?
Fire Department notified?
Police Department notified?
Any Injuries?
If Injuries, medical notified?
Aims District TVAT notified?

☐ Develop Incident Action Plan (IAP).

Determine Operational Period updates
Create IAP using “Aims Incident Action Plan Template”

Additional Considerations:

- Receive weather updates, current status and potential weather forecasts.
- Collect and retain all documents.
- Arrange a debriefing immediately following the incident and again several days after.
<table>
<thead>
<tr>
<th>Location / Incident Name</th>
<th>Operational Period</th>
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<tbody>
<tr>
<td></td>
<td>From</td>
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<td></td>
<td>To</td>
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<tr>
<td>CURRENT</td>
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<tr>
<td>PREDICTED</td>
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<td>CURRENT</td>
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<tr>
<td>ALTERNATE</td>
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</tbody>
</table>
3. **EXECUTION**  add safety information as appropriate

<table>
<thead>
<tr>
<th>GENERAL OUTLINE</th>
</tr>
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<tbody>
<tr>
<td>PROMPTS: Strategies &amp; Tactics (current / proposed / alternate)</td>
</tr>
<tr>
<td>REFERENCE: Control Options, Resources Required</td>
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<table>
<thead>
<tr>
<th>TASKS</th>
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<tr>
<td>Including Media Updates</td>
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<table>
<thead>
<tr>
<th>COORDINATING INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROMPTS: Timings, Driving Routes, Assembly areas, Staging areas</td>
</tr>
</tbody>
</table>

4. **LOGISTICS SUPPORT**

<table>
<thead>
<tr>
<th>PROMPTS: contact names, phone #, duties/tasks, routes, suppliers, quantities, status (required, stand by, en-route)</th>
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<table>
<thead>
<tr>
<th>SUPPLY</th>
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<tbody>
<tr>
<td>WHO, WHAT, WHERE, WHEN of resources not readily available</td>
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</tbody>
</table>


## GROUND SUPPORT
Transport of personnel, traffic mgt, refueling, mechanical repair/maintenance

## COMMUNICATIONS
Installation, maintenance, technical advice

## STAGING AREA
Setting up, communications, staffing

### 5. LOGISTICS SERVICES

**PROMPTS:** Unit names, locations, contact names, phone no’s, timings, duties/tasks, routes, suppliers, quantities, status (required, organized, stand by, en-route)

## FACILITIES
Security, waste, cleaning

## FOOD / CATERING

## MEDICAL
Medical plan, first aid plan

## FINANCE

## TRAVEL

## ACCOMMODATIONS
### 6. CONTROL, COORDINATION & COMMUNICATION

<table>
<thead>
<tr>
<th>CONTROL &amp; COORDINATION STRUCTURE</th>
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<tbody>
<tr>
<td>REFERENCE Structural Chart</td>
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<table>
<thead>
<tr>
<th>COORDINATION &amp; LIAISON</th>
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<tbody>
<tr>
<td>Local knowledge, police, agency reps, emergency mgt reps</td>
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<table>
<thead>
<tr>
<th>COMMUNICATIONS</th>
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<tbody>
<tr>
<td>PROMPTS Communications structure, operational comms plan, information mgt</td>
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</tbody>
</table>

### EXTRAS

| Attachments PROMPTS:: maps, weather, organizational charts, resources, comms diagram |  |
| Plan developers PROMPTS Planning Grp / Logistics Grp / Management Grp / Logistics-Finance Grp / PIO |  |
| Approval Incident Commander       |  |
Coordinated Assistance and Resource Education (C.A.R.E)

C.A.R.E. provides support for students who seek assistance for themselves or are referred for support through a difficult situation. The C.A.R.E. program is a new addition to student support at Aims that began in fall, 2016. C.A.R.E.’s purpose is to provide a systematic response to students who exhibit concerning behavior in order to support student success and retention. C.A.R.E. referrals do not replace other College reporting systems for Behavioral Concerns or Code of Conduct matters which are essential mechanisms to ensure campus safety and prevent disruptive or unethical behavior. C.A.R.E. involves lower-level concerns with the goal of protecting the health and welfare of the student.

Examples of C.A.R.E. referrals may include instances where a student...

- Experiences grief over the loss of a loved one
- Exhibits extreme mood swings
- Seeks mental health or other health-related support
- Appears overly anxious, emotional, or stressed
- Exhibits a change in personal hygiene
- Demonstrates suicidal tendencies or self-injurious behaviors
- Reports feeling overwhelmed or uncomfortable transitioning to college
- Could benefit from a personal referral to connect the student with support resources available on campus or in the community

The C.A.R.E. Team is chaired by the Dean of Students, and includes representatives from Counseling, Disability Access Services, Academic Advising, Student Behavior, and Faculty, to provide a collaborative and multidisciplinary support network. Other campus professionals may be brought onto the Team as needed. Once the initial referral program is underway, our goal is to develop educational programming that will be available to faculty and staff which will provide information about identifying and responding to a distressed student. Knowing how to listen empathetically, discuss a problem, convey concern, and offer basic advice could make the difference in a student’s life.

A special C.A.R.E. referral form is available on MyAims under the student, faculty, and employee tabs. Additional information including FAQs are included on the Community Standards and Student Conduct webpage. The C.A.R.E. Team convenes regularly and follows up promptly with the individual who initiates the report to gather additional information and discuss possible steps that may be taken to assist the student.

There may be a misconception that referring someone to C.A.R.E automatically results in adverse consequences or that reporting a student creates a negative label for the person. (Nolan, et al., 2011.) To the contrary, the C.A.R.E. Team wants to promote a culture of caring
on campus whereby everyone understands they have an important role to play in contributing to student retention and success. Referrals are handled with confidentiality and in compliance with FERPA. Through ongoing outreach and education, the Team hopes to intervene in ways that could help a struggling student continue his or her education.

SECTION A – EVACUATION OF BUILDING (1 or more) / EVACUATION OF A CAMPUS

Emergency evacuation of Aims facilities/areas may become necessary for a variety of reasons where life and property are in jeopardy and requires immediate and coordinated action on the part of Aims College Resource Officers and other Aims staff members. During these types of situations, it is imperative that you remain in control of the situation and perform the tasks necessary to save lives and property.

The following section is applicable for emergency evacuation response for any reason.

**Campus Security Response Personnel:**
- Immediately respond to the location of the emergency safely.
- Perform an initial size-up of the situation to determine what is happening.
- Transmit an initial radio report of the situation and request any additional resources and activation of an Emergency Mass Notification for the impacted building(s) or area, or campus-wide as the situation dictates.
- Designate a safe and secure location for the staging of emergency response agencies.
- Maintain awareness of the possible hazards involved.
- Maintain accountability and safety or response personnel.
- Assist occupants with evacuation of the building/facility and direct them to a safe area.
- Check each floor and room of the building to ensure all persons have evacuated safely.
- Assist persons with disabilities from upper floors of the building if requested.
- Coordinate with arriving emergency response agencies.
- Establish and maintain a safe perimeter to ensure no unauthorized re-entry occurs until safety is determined.
- Begin to assess the injured and provide initial first aid treatment as needed.

**Facilities Maintenance Personnel:**
- Immediately respond to the incident location when notified to do so.
- Coordinate through Campus Security at the scene to:
  - Assist with building access for first responders and determining exit locations that can...
be safely used.

☐ Assist with room, floor and building search and evacuation.
  o Provide assistance to turn off building utilities as requested.
  o Assess the impact on campus utilities and infrastructure.
  o Coordinate clean up and recovery operations as requested.

SECTION B - DANGEROUS SUBJECT / INTRUDER / ACTIVE SHOOTER

INFORMATION:

Definition: Any armed intruder(s) engaged in the act of violence with any type of weapon up to and including firearms. The act may be random or targeted at specific individuals. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm[s] and there is no pattern or method to their selection of victims.


Urgency: Immediate (seconds).

Threat: The result of this type of event could result in potentially fatal or serious injuries to individuals and/or mass casualty incident. If someone brings a weapon on campus, 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.

Sharing Information with First Responders
The planning process is not complete until this EOP is shared with first responders. The planning process must include preparing/making available to first responders an up-to-date site assessment, as well as any other information that would assist them. This information should include building schematics and photos of both the inside and outside of the buildings, and include information about door and window locations, and locks and access controls.

Emergency responders should also have advance information on where students and staff with disabilities as well as others with access and functional needs are likely to be sheltering or
escaping, generally in physically accessible locations, along accessible routes, or in specific classrooms.

Building strong partnerships with law enforcement, fire, and EMS officials includes ensuring they also know the location of available public-address systems, two-way communications systems, security cameras, and alarm controls. Equally important is information on access to utility controls, medical supplies, and fire extinguishers.

Providing the detailed information listed above to first responders allows them to rapidly move through campuses during an emergency, to ensure areas are safe, and to tend to people in need. It is critically important to share this information with law enforcement and other first responders before an emergency occurs. Law enforcement agencies have secure websites where this information is stored for many college's, businesses, public venues, and other locations. All of these can be provided to first responders and viewed in drills, exercises, and walk-throughs.

Active shooter situations are unpredictable and evolve quickly. Because of this, individuals must be prepared to deal with an active shooter situation before law enforcement personnel arrive on the scene.

**ACTION STEPS:**

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

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

**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, turn off the phone, and be quiet

- Lock and/or blockade the door.
- Hide behind large objects.
- Silence your cell phone.
- Remain very quiet.

**ACT OUT! (FIGHT)** If you are in a situation where you can’t escape, fighting for your life might be your best option. Throw books, pens, or whatever you have to stun the attacker. Gang up on the hostile intruder to overpower and take them down. Your life may depend on it.

- Attempt to incapacitate the shooter.
• Act with physical aggression.
• Improvise weapons.
• 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.

SECTION C - HAZARDOUS MATERIALS SPILL / RELEASE

INFORMATION:

Definition: Any spill or release of a hazardous material that poses an immediate threat to the health and safety of individuals on any campus and requires the immediate protection of some or all of the personnel in or near campus facilities.

Origin: Witness, Campus Security, Police Department, Fire Departments.

Urgency: Immediate (seconds).

Threat: Potentially fatal or serious injuries to individuals in the area of the spill or released materials, potential for property damage and environmental contamination.

Emergency Actions to take depends on where the spill occurs:

✓ Spill inside a room/building: EVACUATE
An EVACUATION protective action is issued in response to a hazardous materials spill. The Campus Emergency Mass Notification System will be used to:

1. Send messages utilizing the campus siren and public address system to direct, and update the occupants during the emergency events on a frequent and timely basis to protect lives and property.

2. Provide further information to this protective action status should conditions change and shall be coordinated with responder personnel and Aims Campus Security personnel.

✓ Outside Release: SHELTER-IN-PLACE
SHELTER-IN-PLACE means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. The Campus Emergency Mass Notification System will be used to:
1. Send messages utilizing the campus siren and public address system to direct, and update the occupants during the emergency events on a frequent and timely basis to protect lives and property.

2. Provide further information to this protective action status should conditions change and shall be coordinated with responder personnel and Aims Campus Security personnel.

**Hazard Identification for Aims:**

The hazard identification provides information on the fixed facility and transportation situations that have the potential for causing injury to life, or damage to property and the environment due to a hazardous materials spill or release. The hazard identification should identify:

- The types and quantities of hazardous materials located in or transported through a community
- The location of hazardous materials fixed facilities and transportation routes
- The nature of the hazard (e.g., fire, explosions) most likely to accompany hazardous materials spills or releases.

**Hazardous Materials Spill/Release Mitigation/Prevention Factors:**

Hazardous materials spills and releases are becoming more probable as the number and frequency of use and movement of hazardous materials increases in society and by the College. Uncontrolled releases are particularly hazardous when they occur in populated areas.

Responsibility for reporting, containment and clean-up rests with the party responsible for the material; however, local governments are prepared to respond to hazardous materials incidents and minimize injuries, loss of life and property damage.

**On-Campus Mitigation/Prevention:**

The storage and use of hazardous materials by the College is necessary to provide relevant educational experiences and to perform routine facility maintenance and repairs, and requires that the college meet safety codes and standards in the following areas:

- Storage facilities and equipment.
- Procedures for distribution and use in the classroom environment.
- Procedures for distribution and use in maintenance and repair activities.

**ACTION STEPS:**

**Situation Unknown - General Hazardous Condition**

**Campus Security Response Personnel:**

- Respond as quickly as possible to the location reported and begin an investigation.

  - If the unknown hazardous condition is in a structure, responding Officers should move room-to-room, floor-by-floor to search for the hazardous condition and to make sure that rooms evaluated are left with doors open and unlocked. If a suspicious hazardous condition is located, gather as much information possible about the situation, the exact location and room number and any other pertinent information, and notify Campus Security Dispatch.
Take steps necessary to protect people and property.

- If necessary, initiate an immediate evacuation of the building or area and immediately notify Campus Security.
- Maintain a safe perimeter and coordinate with responding Campus Security resources and first responders.

**Administrative, Instructional and Support Personnel:**

- Standby to receive a briefing once Campus Security has investigated the report, and coordinate the campus response to the incident if necessary.
- If the threat is identified, follow the steps in the appropriate response section for the hazard.
- Note any suspicious activity and report to Campus Security.
- Assist with verification of all rooms have been searched.
- Maintaining control of classroom and assigned students during the search.
- Assist as needed, until incident resolution.

**If you discover the Hazmat situation:**

- Dial 9-1-1; be prepared to give the location of the fire.
- Consider Shelter In-Place or evacuate the building actions?
- Notify Aims Security!
  - Greeley/Windsor: 970-539-2171
  - Loveland: 970-518-5137
  - Ft Lupton: 303-591-3164
  - Windsor: 970-744-0322
- Go to the designated emergency assembly point!
- Ensure that all appropriate administrative personnel are notified as required and appropriate.
- Ensure that all necessary reports and documents are generated.
- If in the immediate area, assist with crowd control functions to help secure scene safety.
SECTION D – BUILDING FIRE / BLOCK FIRE

INFORMATION:

Definition: Any fire situation, generally as the result of an unintentional accident or natural occurrence, occurring or imminent, and that poses a threat to the health and safety of individuals on campus. Examples: Large vehicle fire adjacent to a structure, structure fire.

Origin: Witness, Campus Security, Fire Department, Police Department.

Urgency: Immediate (seconds).

Threat: Potentially fatal or serious injuries to individuals exposed to the fire.

Hazard Identification for Aims:
The hazard identification provides information on the situations that have the potential for causing injury to life, or damage to property and the environment due to a fire. College facilities are constructed of fire resistive materials, however, the contents of the structures may catch fire, producing toxic smoke and causing major damage.

- Fire is an ongoing threat in College facilities.
- Each structure was built to the existing fire code requirements.
- Where the use of the structure use called for it, fire protection systems (detection, evacuation alarm, fire suppression) have been installed to mitigate the life safety and property damage hazard.
- Detection systems provide notice that a fire has occurred.
- Evacuation alarm system notifies occupants that evacuation may be needed.
- Fire suppression systems apply extinguishing agents onto the fire.
- Campus Safety has prepared and installed fire evacuation route signage throughout all Aims buildings that indicate the evacuation route to take from locations within the structure.
- Local governments maintain fire departments that are prepared to respond to fire incidents to minimize injuries, loss of life and property damage.

Fire Mitigation / Prevention:
Most College facilities are constructed of fire resistive materials, however, the contents of the structures possess varying degrees of flammability and may catch fire, producing toxic smoke and causing major damage to the contents and structure. The storage and use of flammable materials by the College is necessary to provide relevant educational experiences and to perform routine facility maintenance and repairs, and requires that the college meet safety codes and standards.
Campus Security Response Personnel:

**FIRE REPORTED IN OR ON A BUILDING:**

- Immediately respond to the scene in a rapid and safe manner to assess the situation.
- Upon arrival, perform an initial scene size-up for hazards and situation found, establish command and broadcast an initial report to dispatch.
- Request additional resources as necessary.
- If a fire is confirmed in a building, pull the fire alarm, immediately begin emergency evacuation procedures and activate the building fire alarm system if not already accomplished.
- Conduct a floor-by-floor, room-by-room search of the affected building if it can be accomplished safely and in teams of at least two.
- If the fire is located and is small in size, use fire extinguisher to extinguish the fire if it can be done quickly and safely.
- Assist evacuees from the building if necessary, including any disabled evacuees awaiting rescue, or direct them to the designated areas of refuge to await assistance from Fire Rescue.
- Direct exiting evacuees to safety and establish a safety perimeter of at least 500-1,000 feet according to emergency evacuation procedures.
- Provide first aid treatment to evacuees already out of the building.
- The WCSO School Resource Officer shall assume command and direct all fire ground activities as appropriate until the arrival of emergency response agencies.
- Establish and assume the Campus Agency Representative position at the field Incident Command Post performing Liaison functions when Campus Security agencies arrive and assume command.
- Coordinate with emergency response agency Incident Commander and provide assistance as requested.

**FIRE REPORTED OTHER THAN A BUILDING (i.e., vehicle, brush, trash, etc.):**

- Immediately respond to the scene in a rapid and safe manner to assess the situation.
- Upon arrival, perform an initial scene size-up for hazards (i.e., leaking fuel-fed fire, electrical hazards, etc.) and situation found, establish command and broadcast an initial
Emergency Operations Plan

- Report to dispatch.
  - Request additional resources as necessary.
  - If an active fire is confirmed, quickly determined if anyone is injured or trapped and affect a rescue if appropriate and if it can be accomplished safely.
  - Establish a safety perimeter for all others on scene.
  - If the fire is small and a fire extinguisher is present, attempt to extinguish the fire if it can be accomplished safely.
  - Periodically transmit additional incident status information to dispatch.
  - Coordinate with and provide assistance to emergency response agencies as needed.
  - Gather necessary information to complete required reports.
  - Ensure appropriate administrative notifications have been made as required.

**Administrative, Instructional and Support Personnel:**

- Sound nearest fire alarm and activate the building contact tree
- Dial 9-1-1; Be prepared to give the location of the fire.
- Evacuate the building!
- Notify Aims Security!
  - Greeley/Windsor: 970-539-2171
  - Loveland: 970-518-5137
  - Ft Lupton: 303-591-3164
  - Windsor: 970-744-0322
- Go to the designated emergency assembly point!
- Ensure that all appropriate administrative personnel are notified as required and appropriate.
- Ensure that all necessary reports and documents are generated.
- If in the immediate area, assist with crowd control functions to help secure scene safety.
SECTION E - BOMB THREAT / IMPROVISED EXPLOSIVE DEVICE/ EXPLOSION

INFORMATION:

Definition: Any situation where an improvised explosive device (IED) is on campus and poses a threat to the health and safety of individuals on campus and requires response from local law enforcement. Examples include IED discovered or detonated, Vehicle born IED discovered or detonated, and suicide bomber.

Origin: Caller, witness, Campus Security, Police Department.

Urgency: Immediate (seconds).

Threat: Potentially fatal or serious injuries to individuals on campus.

Hazard Identification for Aims:
The potential for person to place an IED device is an ongoing threat on College campuses. An IED Bombing is an individual or group actively engaged in attempting to kill people in a confined and populated area by placing an IED so it can be detonated.

- The immediate deployment of law enforcement is required to render the device safe and mitigate harm to victims.
- Aims campuses are by their nature open to vehicle and foot traffic, allowing access to buildings during normal operating hours.
- Campus Security’s purpose is to move people away from the IED Bombing as soon as possible.

IED Bombing Mitigation / Prevention Factors:
- Campus police are employed to protect the campuses and identify any potential threat.
- Voice messaging alarm systems have been installed in College facilities notify occupants that an emergency exists and SIP or evacuation actions are needed.
- Facilities has prepared and installed evacuation route signage throughout all Aims buildings that indicate the evacuation route to take from locations within the structure, should evacuation be warranted.
- Local governments maintain police departments that are prepared to respond to IED Bombing incidents to render the IED safe, minimize injuries, loss of life and property damage.
- Access control measures to consider:
  - ID Card access systems use by students and staff.
  - Security alarm systems.
  - Campus and building surveillance systems (CCTV).
- Minimize site access points.
- Monitoring of hostile or destructive behavior changes in staff and students.
- Strategic placement and use of "panic button" or intercom call boxes inside buildings.
- Exterior lighting (vandal resistant).
- Train staff, faculty and students how to respond to IED incidents.

- Physical Security Considerations.
  - Vehicle entry points controlled.
  - Perimeter barriers capable of stopping vehicles.
  - Outdoor containers kept at least 30 feet from buildings and designed to restrict the size of objects placed in them or designed to expose contents (steel mesh instead of solid).
  - Dumpster enclosures secured.
  - Install special locking devices on manhole covers in and around facilities.
  - Rearrange exterior vehicle barriers and traffic cones to alter traffic patterns.
  - Limit the number of access points and strictly enforce access control procedures.
  - Increase perimeter lighting.
  - Install and maintain visible security cameras and motion sensors.
  - Remove vegetation in and around perimeters, maintain regularly.

- Increase suspicious device awareness training for staff and students.
- Encourage staff and students to be alert and immediately report any situation that appear to constitute a threat or suspicious activity.
- Screen mail and deliveries. Initiate a system to enhance mail and package screening procedures (both announced and unannounced).

- College Resource Officers Considerations.
  - Vigilance for suspicious vehicles; vehicles wrongly parked.
  - Approach all illegally parked vehicles in and around facilities; question drivers and direct them to move immediately; if owner cannot be identified, have vehicle towed by law enforcement.
  - Increase the number of visible security personnel wherever possible.
  - Increase vehicle, foot and roving security patrols varying in size, timing and routes.
  - Implement random security guard shift changes.
  - Arrange for law enforcement vehicles to be parked randomly near entrances and exits.
  - Ongoing inspection of building exteriors and interiors, by campus security.

- Campus Staff Considerations:
- Monitor and control who is entering the campus: current employees, former employees, and commercial delivery and service personnel.

- Report suspicious persons and activities to Campus Security.

- Check identification and ask individuals to identify the purpose of their visit to campus.

- Report broken doors, windows, and locks to Campus Security personnel as soon as possible.

- Store, lock, and inventory your organization’s keys, access cards, uniforms, badges, and vehicles.

- Monitor and report to Campus Security any suspicious activity in or near campus entry/exit points, loading docks, parking areas, garages, and immediate vicinity.

- Report suspicious-looking packages to Campus Security. DO NOT OPEN or TOUCH

**ACTION STEPS:**

**Bomb Threat Response**

**Personnel Receiving Call:**

- Listen intently to any callers reporting a bomb threat and ask questions to determine additional information if possible. Fill out a Bomb Threat Questionnaire located on the Campus Security website to assist in the gathering of information.

- If possible, get a second person to listen in on the call to listen only and not to speak.

- The call taker should try to write down/document everything that they can remember about the call using the information below as a guide.

- Critical information needed from the caller includes but is not limited to:
  - Bomb location (s) (i.e., building, floor, room, etc.)?
  - Time set for bomb to explode?
  - Is there more than one bomb?
  - What kind of bomb is it?
  - What does the bomb look like?
  - Did the caller place the bomb? Why?
  - Try to obtain from the caller: name, telephone number they are calling from, their address/location, etc.
  - Ask questions to obtain additional information or for caller to repeat information if possible and try to keep the caller on the phone for as long as possible.
  - Record the call if possible for later playback and evidence.
  - Note and record caller ID information (i.e., telephone number, address, time of call, length of call, etc.)
  - Note any names of individuals or groups claiming responsibility or reasons for a bombing, if given,
□ Note any background noises, voice accents, male/female caller, approximate age, any other identifying information, is caller agitated or calm, speech patterns smooth or halting, is caller reading from a scripted message, etc.

- After the call has ended – DO NOT HANG UP - Immediately contact 9-1-1 from another phone and report the threat and any information to the Police agency.
- Immediately begin notifications to key staff.
- NOTE: If the threat is received by email, do not delete the email, immediately notify WCSO School Resource Officer on duty and depending on message content, dispatch College Resource Officers to investigate as appropriate or warranted.
- NOTE: If the threat is received by regular or inter-office mail, try to handle the piece as little as possible and immediately notify the WCSO School Resource Officer on duty and await instructions.

Campus Security Response Personnel:
- Respond as quickly as possible to the location reported and begin an investigation.
- Responding Officers should move room-to-room, floor-by-floor to search for suspicious packages or possible bombs and to make sure that rooms evaluated are left with doors open and unlocked. Remember that there may be more than one bomb and the device(s) may be located anywhere.
- If a suspicious package or suspected bomb is located,
  - If a suspicious package or suspected bomb is located, - DO NOT USE RADIO OR CELL PHONE - quickly gather as much information possible about the device, the exact location and room number and any other pertinent information and initiate an immediate evacuation of the building or area. Immediately call Campus Security using landline phones only if a suspected bomb is located and then continue to evacuate the area as quickly as possible.

Administrative, Instructional and Support Personnel:
- Standby to receive a briefing once Campus Security has investigated the report, and coordinate the campus response to the incident if necessary.
- Note any suspicious packages or suspected bomb devices and report to Campus Security.
- Maintaining control of classroom and assigned students during the search.
- Assist as needed, until incident resolution.

Explosion Emergency Response

Campus Security Response Personnel:

**EXPLOSION REPORTED IN OR NEAR A BUILDING:**
- NOTE: IF THIS INVOLVED A BOMB, THERE MAY BE ADDITIONAL DEVICES THAT ARE TIME-DELAYED AND PLACED IN AN AREA LIKELY TO KILL OR INJURE FIRST
RESPONDERS, SO CAREFULLY EVALUATE THE SCENE AND THE IMMEDIATE AREA.

- Immediately respond to the scene in a rapid and safe manner to assess the situation.
- Upon arrival, perform an initial size-up for any hazards, threats, situation found, estimated number of injured or killed, establish command and broadcast an initial report to dispatch.
- Request additional resources as needed.
- If the explosion resulted in a full or partial building collapse, immediately begin search and rescue if it can be accomplished safely.
- Direct all walking wounded to a safe location for further assessment and treatment by other incoming response personnel.
- Provide an updated report about structural integrity concerns if applicable.
- Establish a safety perimeter of at least 1,000 feet from the incident site.
- Provide first aid to victims in a safe area as needed.
- The School Resource Officer on scene should assume command, establish an ICP and direct and control scene activities until the arrival of emergency response agencies.
- Continue to provide incident updates to dispatch and ensure that appropriate Administrators are kept informed.
- Coordinate with emergency response agency Incident Commander and provide any assistance requested.

**EXPLOSION REPORTED IN A VEHICLE OR AN OPEN AREA OF CAMPUS:**

- NOTE: IF THIS INVOLVED A BOMB, THERE MAY BE ADDITIONAL DEVICES THAT ARE TIME-DELAYED AND PLACED IN AN AREA LIKELY TO KILL OR INJURE FIRST RESPONDERS, SO CAREFULLY EVALUATE THE SCENE AND THE IMMEDIATE AREA.
- Immediately respond to the scene in a rapid and safe manner to assess the situation.
- Upon arrival, perform an initial size-up for any hazards, threats, situation found, estimated number of injured or killed, establish command and broadcast an initial report to dispatch.
- Request additional resources as needed.
- Direct walking wounded to a safe location for further assessment and treatment.
- Immediately conduct search and rescue operations for those cannot ambulate on their own.
- Provide first aid to the injured as appropriate until arrival of emergency response agencies.
- Extinguish any fires with a fire extinguisher if available. If feasible, and if it can be accomplished safely.
- Periodically provide incident updates to dispatch and ensure that appropriate Administrators are kept informed.
o Coordinate with emergency response agency Incident Commander and provide any assistance requested.

Administrative, Instructional and Support Personnel:

- Ensure that all appropriate administrative personnel are notified as required and appropriate.
- Ensure that all necessary reports and documents are generated.
- Respond to the scene if appropriate (i.e., severe injury or death involved).
- If in the immediate area, assist with crowd control functions to help secure scene safety.

SECTION F - FLOODING / FLASH FLOODING

INFORMATION:

Definition: Any situation where a flood interferes with the normal operations of the college either through direct impact on Campus or through disruption of the local transportation network that prevents staff, faculty and students from being able to travel to campus.

Examples: A major rainstorm that disrupts local and regional traffic flow; a river out of its banks that floods local area and/or campus facilities.


Urgency: Immediate (seconds)

Threat: Inability of staff, faculty and students to reach campus; damage to facilities and infrastructure by floodwater; disruption of campus functions; and fatal/serious injuries to individuals on campus.

Hazard Identification for Aims:
The potential for flooding is an ongoing threat in College facilities whether it occurs on or off campus. Northern Colorado is subject to flooding due to its topography. The plains are relatively flat resulting in serious ponding of water and slow drainage during storms.

Aims Community College is dependent on the roadway and public transportation systems for the mobility of students, faculty and staff to reach campuses in order to conduct business. A disruption of those systems due to flooding can have an impact on the ability of campuses to function by preventing students, faculty and staff from being able to travel to campus.

Flooding Mitigation/Prevention Factors

- State and county government provide safety regulations and oversight of storm water management systems.
The College has developed emergency policies and procedures for dealing with a flooding situation.

Facilities personnel are employed to identify potential threat areas for flooding and implement mitigation measures to protect the campuses.

Voice messaging alarm systems have been installed in College facilities notifying occupants that an emergency exists and SIP or evacuation actions are needed.

Local governments maintain fire departments and public works agencies that are prepared to respond to flooding to aid in mitigating the consequences, and minimize injuries, loss of life and property damage.

The College has created a system for communicating with staff, faculty and students during emergencies.

**ACTION STEPS:**

**Active or Potential Flood Event General Procedures:**

Flood scenarios can be from both nature and manmade/mechanical sources. Flash flood events will likely be relatively short-lived on Campus grounds and will likely not include a swift-water component.

- Campus Security shall establish Incident Command, designate an Incident Command Post (ICP) and provide direction and control to the campus emergency response using ICS principles and practices.
- Initiate immediate campus-wide assessment of the extent, location and source of the flooding.
- Identify and assess any potentially trapped or injured persons on campus and encourage them to seek higher ground and await reduction in water levels, unless there is a significant or immediate life threat.
- Assess potential hazardous such as: electrical hazards, debris floating, significant depth of water, hazardous materials leaks in the water, snakes or vermin in the water, etc.
- Transmit size-up and status reports to Campus Security and request additional resources if needed.
- General safety messaging should be given for all persons on campus to stay out of floodwaters or standing water due to potential hazards and to evacuate to higher ground or upper floors until flood waters recede.
- Initiate immediate mitigation efforts to minimize any additional or initial water damage to building contents which may include: moving items to higher ground, covering room contents with plastic, sandbagging, redirecting water flow, covering damaged windows and roofs, using pumps and water vacuums, etc.
- If appropriate, hire outside contractors to assist with mitigation efforts.
- Document all post-storm conditions, standing water, building and content damage using digital photography and written descriptions.
- Assess damage to Campus property and facilities, especially room, contents and
Electrical.

- Make immediate notifications to appropriate College Administrative staff to begin recovery efforts and to assist with assessment and documentation.
- Administrators shall assess the need to close the campus or a portion thereof and/or the need to declare a campus State of Emergency if necessary.
- Administrators should be prepared to address members of the press concerning campus status.

Post-Storm Event Response Procedures

The following is intended if the campus or parts thereof are actually flooded:

- Campus Security shall establish Incident Command, designate an ICP and provide direction and control to the campus emergency response using ICS principles and practices.
- When severe storm conditions have abated, all Campus Security personnel should immediately perform an incident size-up:
  - Assess the structural integrity of the campus facilities.
  - Identify any hazards in the immediate area (downed power lines, broken glass, loose or falling building materials, hazardous materials leaks/spills, etc.)
  - Assess for potential injured or dead persons. Provide emergency first aid treatment until emergency responders arrive.
  - Assess for any potentially trapped persons. Call to all persons who may be injured and/or lightly trapped to walk towards your voice and to immediately evacuate the damaged building.
  - Contact 9-1-1 to request emergency services responders for trapped or injured persons as needed.
- Administrators shall determine the need for declaring a College State of Emergency.
- If there is structural damage and the potential for further building collapse, immediately call for assistance, warn others of the danger and establish a secure perimeter to keep people out of the area.
- Administrators shall direct damage assessment and clean-up operations.
- Implement additional operations based upon the needs.
SECTION G - SEVERE WEATHER (THUNDERSTORM / LIGHTNING)

INFORMATION:

Definition: A thunderstorm with winds measuring 50 knots (58 mph) or greater, 3/4 inch hail or tornadoes. These severe thunderstorms may also produce torrential rain and frequent lightning. For Aims, this is any situation where severe weather is projected to interfere with the normal operations of the College either through direct impact on Campuses or through disruption of the local area that prevents staff, faculty and students from being able to travel to campus.

Examples: Thunderstorms, Lightning, Straight-Line Winds, and Hail.


Urgency: Urgent to Moderate. The National Weather Service is able to issue Watches and Warnings with enough lead time for the College to implement preparations.

Lightning Facts:
- There is no safe place outdoors when a thunderstorm or lightning is nearby.
- The vast majority of lightning victims were going to a safe place but waited too long before seeking safe shelter.
- Lightning fatalities are most common during summer afternoons and evenings.
- The energy from one lightning flash could light a 100-watt light bulb for more than 3 months.
- The channel of air through which lightning passes can be heated to 50,000°F (hotter than the surface of the sun). The rapid heating and cooling of the air near the lightning channel causes a shock wave that results in the sound we know as “thunder.”

Potential Threats:
- Damage to facilities and infrastructure from lightning strikes, straight-line winds and/or hail storms
- Fatal/serious injuries to individuals on campus.
- Inability of students, faculty and/or staff to reach campus; and disruption of campus functions. Aims Community College is dependent on the roadway and public transportation systems for the mobility of students, faculty and staff to reach campuses in order to conduct business. A disruption of those systems due to severe weather damage can have an impact on the ability of campuses to function by preventing students, faculty and staff from being able to travel to campus.
- Faculty, staff and students may be personally impacted by the storm damage as well, rendering them unable to report to work or classes.
Precautions When Dangerous Weather Approaches:

- Avoid the Lightning: Know where you’ll go for safety and how much time it will take to get there. Make sure your plan allows enough time to reach safety.

- Postpone activities. Before going outdoors, check the forecast for thunderstorms. Consider postponing activities to avoid being caught in a dangerous situation.

- Monitor the weather. Look for signs of a developing thunderstorm such as darkening skies, flashes of lightning, or increasing wind.

- Get to a safe place. If you hear thunder, even a distant rumble, immediately move to a safe place. When Thunder Roars, Go Indoors! Fully enclosed buildings with wiring and plumbing provide the best protection. Sheds, picnic shelters, tents or covered porches do not protect you from lightning. If a sturdy building is not nearby, get into a hard-topped metal vehicle and close all the windows. Stay inside until 30 minutes after the last rumble of thunder.

- If you hear thunder, don’t use a corded phone. Cordless phones, cell phones and other wireless handheld devices are safe to use.

- Keep away from electrical equipment, wiring and water pipes. Sensitive electronics should be unplugged well in advance of thunderstorms. Don't take a bath, shower or use other plumbing during a thunderstorm.

- There is no safe place outside during a thunderstorm. You should plan ahead to avoid these types of dangerous situations. If you’re outside and hear thunder, the only way to significantly reduce your risk of becoming a lightning casualty is to get inside a substantial building or hard-topped metal vehicle as fast as you can. Remember, there is no substitute for getting to a safe place.

- Avoid open areas and stay away from isolated tall trees, towers, or utility poles. Do not be the tallest object in the area. Lightning tends to strike the tallest objects in the area.

- Stay away from metal conductors such as wires or fences. Metal does not attract lightning, but lightning can travel long distances through it.

Severe Weather Mitigation/Prevention Factors

- The National Weather Service issues watches and warnings of impending severe weather.

- Watch - If development of severe thunderstorms is imminent, or likely to occur in the next several hours, the next step is a Severe Thunderstorm Warning.

- Such watches alert the public, aviators and local NWS offices that environmental conditions have become favorable for the development of severe storms or tornadoes.

- The potential for storm related injuries, structural damage, loss of power and water, and debris-laden streets will burden the resources of the College, and of State and local governments, and dictate the importance of effective pre-storm planning and efficient post-storm response.

- Facilities Division personnel identify potential threat areas for damage and implement mitigation measures to protect the campuses and has hardened some structures to resist the impacts of strong winds.
The College has developed comprehensive emergency policies and procedures for dealing with severe weather.

Local governments maintain fire departments, public works and law enforcement agencies that are prepared to respond to aid in mitigating the consequences, and minimize injuries, loss of life and property damage.

The College has created a system for communicating with staff, faculty and students during emergencies and about impending threats from severe weather.

Minimize blowing debris or external items secured: planters, garbage bins/cans, seating, and tables.

**ACTION STEPS:**

**Weather Emergency Response**

**All Personnel:**

- If a weather emergency has been reported in the area, the emergency notification system will be activated. You will hear the alarm and the announcements.
- Seek shelter immediately. Find a safe location in the nearest building, away from doors and windows, and await further information until you return outdoors.
- If you are in a building that is severely damaged, evacuate the building as soon as possible, after the storm has passed, and seek shelter in the nearest safe location to await further instructions from the Campus Security.
- Protect yourself by staying away from doors and windows, flying debris, and protect your head.
- Call 9-1-1 for life threatening injuries and notify Campus Security.

**Post-Storm Event Response Procedures**

- When severe storm conditions have abated, all Campus Security personnel should immediately perform an incident size-up:
  - Assess the structural integrity of the campus facilities.
  - Identify any hazards in the immediate area (downed power lines, broken glass, loose or falling building materials, hazardous materials leaks/spills, etc.).
  - Assess for potential injured persons. Provide emergency first aid treatment until emergency responders arrive.
  - Transmit an initial size-up report and request assistance as needed.
- Administrators shall initiate College notifications to advise them of the situation and status of the Campus.
- If there is structural damage and the potential for further building collapse, immediately call for assistance, warn others of the danger and establish a secure perimeter to keep people out of the area.
SECTION H – TORNADO

INFORMATION:

Definition: A tornado is a violently rotating column of air extending from a cumuliform cloud, such as a thunderstorm, to the ground that may interfere with the normal operations of the College either through direct impact on Campuses or through disruption of the local area that prevents staff, faculty and/or students from being able to travel to campus. Examples: A tornado that disrupts local and regional traffic flow; a tornado that damages campus structures.


Urgency: Moderate. The National Weather Service is able to issue Tornado Watches with several hours lead time and Tornado Warnings with minutes of lead time for the College to implement preparations.

Tornado Facts:

- Tornadoes may appear nearly transparent until dust and debris are picked up or a cloud forms within the funnel.
- The average tornado moves from southwest to northeast, but **tornadoes can move in any direction** and can suddenly change their direction of motion.
- The average speed of a tornado is 30 mph but may vary from nearly stationary to 70 mph.
- The strongest tornadoes have rotating winds of more than 200 mph.
- Tornadoes can occur at any time of day, any day of the year.

Tornado Mitigation/Prevention Factors:

- The National Weather Service issues watches and warnings of impending tornadoes.
  - **Tornado Watch**: A Tornado Watch is issued to alert people to the possibility of a tornado developing in your area. At this point, a tornado has not been seen but the conditions are very favorable for tornados to occur at any moment.
  - **Tornado Warning**: **A Tornado Warning is issued when a tornado has actually been sighted or has been picked up on radar in your area. This means that you need to take shelter immediately in a safe sturdy structure.**

- The potential for storm related injuries, structural damage, loss of power and water, and debris-laden streets will burden the resources of the College, and of State and local governments, and dictate the importance of effective pre-storm planning and efficient post-storm response.

- State and county government provide safety regulations and oversight of mitigation requirements in building codes.
• The College has hardened some structures to resist the impacts of tornado force winds.

• The College has developed comprehensive emergency policies and procedures for dealing with a tornado situation.

• Facilities personnel identify potential threat areas for tornado damage and implement mitigation measures to protect the campuses.

• Local governments maintain fire departments, public works and law enforcement agencies that are prepared to respond to aid in mitigating the consequences, and minimize injuries, loss of life and property damage.

• The College has created a system for communicating with staff, faculty and students during emergencies and about impending threats by tornados.

• Facility Hardening Considerations.

  - Install shutters on windows and doors or otherwise protect building openings from wind damage.
  - Ensure roof-mounted equipment is securely anchored to the building.
  - Install additional connections (such as straps and tie downs) to resist wind loads.
  - Provide emergency backup to critical facilities: emergency/ portable generators or secondary feeds.
  - Analyze communication lines on power poles for unacceptable loads, remove when possible.
  - Ensure right-of-way around power lines are free of trees or limbs that may cause damage.
  - Minimize Blowing Debris.
  - External items secured: planters, garbage bins/cans, seating, and tables.

**ACTION STEPS:**

**Tornado Emergency Response**

**All Personnel:**

Tornado Watch:

© CONTINUE normal activities, but have a Tornado Safety Plan in mind, and be ready to implement it, if the Tornado Warning is issued.

© Tornado Safety Plan Considerations:

□ If indoors (classroom, office, other space): 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 open windows.

□ If in a vehicle, modular building or car: GET OUT immediately and go to the lowest floor of a sturdy, nearby building. Modular buildings, even if tied down, offer little protection from tornadoes. If you cannot get out or no other building is nearby, lie flat
and cover your head to protect yourself from flying debris. Never try to outrun a tornado in your vehicle. Instead, leave the vehicle for safer shelter. Never exit a building during extreme weather conditions. Lightning strikes are highly likely during these events.

- 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.

**Tornado Warning:**

- **TAKE SHELTER** if you see or hear a tornado or threatening weather approaching. There may not be time for an official warning.

- Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.

- **Stay away from** outside walls and windows.

- **Use arms** to protect head and neck.

- **Remain sheltered** until the tornado threat is announced to be over.

**Post-Storm Event Response Procedures**

The following is intended if the campus is actually struck by severe storm or a suspected tornado:

- **Campus Security** shall establish Incident Command, designate an ICP and provide direction and control to the campus emergency response using ICS principles and practices.

- When severe storm conditions have abated, all Campus Security personnel should immediately perform an incident size-up:
  - Assess the structural integrity of the campus facilities.
  - Identify any hazards in the immediate area (downed power lines, broken glass, loose or falling building materials, hazardous materials leaks/spills, etc.)
  - Assess for potential injured or dead persons. Provide emergency first aid treatment until emergency responders arrive.
  - Assess for any potentially trapped persons. Call to all persons who may be injured and/or lightly trapped to walk towards your voice and to immediately evacuate the damaged building.
  - Transmit an initial size-up report and request assistance as needed.
  - Contact 9-1-1 to request emergency services responders for trapped or injured persons as needed.
Administrators shall determine the need for declaring a College State of Emergency.

If there is structural damage and the potential for further building collapse, immediately call for assistance, warn others of the danger and establish a secure perimeter to keep people out of the area.

Administrators shall direct damage assessment and clean-up operations.

Implement additional operations based upon the needs.

SECTION I – EARTHQUAKE

INFORMATION:

Assumptions: 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.

The largest earthquake in the Southern and Middle Rocky Mountains occurred on November 8, 1882, probably was in north-central Colorado, west of Fort Collins and northwest of Denver. The earthquake occurred before the development of seismometers, but it had an estimated magnitude of 6.6 and was felt throughout most of Colorado and in adjacent parts of Wyoming, Utah, Idaho, and Nebraska.

ACTION STEPS:

All Personnel:

- 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.

### SECTION J – UTILITIES / TELECOMMUNICATIONS DISRUPTION

#### INFORMATION:

**Definition:** Any failure of utilities (electrical power systems, natural gas/fuel distribution systems, water/sewer systems) and telecommunications infrastructure that impacts operations. The College and its facilities do not automatically close during utility and telecommunications disruptions. Closures are based on many factors, including the anticipated length of the disruption, any apparent jeopardy to health or safety, and the day and time of the disruption.

**Examples:** Failure of electrical supply system, failure of college communications backbone, failure of public telephone and cell phone system, failure of domestic water system or sewerage disposal system.

**Origin:** Campus Security, building occupants, facilities management, system operator.

**Urgency:** Urgent (Minutes)

**Threat:** Campuses are unable to operate due to no electricity, no potable water or no sewerage disposal capacity. College business functions are disrupted due to inability to use a building, access computer network, and telephone or internet access.

**Hazard Identification for Aims**

The potential for utilities and telecommunications infrastructure failures is an ongoing threat to the College. Aims Community College is dependent on its utilities and telecommunications services to conduct business. A disruption of those systems due to utilities and telecommunications infrastructure failures can have an impact on the ability of campuses to function by preventing students, faculty and staff from being able to access needed operational classrooms, systems and applications.

Fire protection, security and other life safety systems depend on utility and telecommunications networks to function. The College has established the ability to coordinate rapid notification and response from providers of critical utility and telecommunications services to resolve localized service disruption.

During major County-wide disasters, coordination with critical utilities and telecommunications
providers regarding service restoration priorities takes place at the County Emergency Operations Center.

There is limited campus based capacity to provide backup electrical power generation to offset the loss of commercial electrical power. Some high value buildings and functions have generators installed.

Utilities and Telecommunications Infrastructure Failures Mitigation/Prevention Factors:

- The College has developed policies and procedures to safeguard system operations.
- The College has developed emergency policies and procedures for dealing with utilities and telecommunications infrastructure failure situations.
- Facilities and Information Technology Division personnel are employed to identify potential threat areas for utilities and telecommunications infrastructure failures and implement mitigation measures to protect the College resources.
- Voice messaging and automated alarm systems have been installed in College facilities to notify system operators that a service disruption emergency exists and proper actions to take.
- Exterior utility distribution and service lines (power, telecommunications, fuel, and water) should be protected from attack, vandalism or natural disaster.
- Interior utilities and telecommunications system components should be adequately installed, braced and supported and protected in secure chases and risers, or otherwise secured areas, to prevent tampering.
- Provide a sufficient number of hand-held two-way radios or cellular phones as primary and back-up communications methods for campus security and key staff.
- Telecommunications systems have an uninterruptible power supply (UPS) and distribution rooms are protected against extreme temperature and humidity.
- Provisions have been made for emergency power for critical areas.
- Critical buildings should have exterior connection(s) for emergency power feed from portable generators.
- Evaluate whether there are critical nodes that would allow both the normal electrical service and the emergency backup power to be affected by a single incident.
- Provide multiple, redundant locations for the telephone and communications service entering the campus and buildings.
- Ensure only authorized personnel have access to utility lifelines and their controls.

ACTION STEPS:

Campus Security Response Personnel:

- Upon notification of the event, Campus Security will:
  - Establish Command.
□ Monitor/verify that all College Resource Officers are verifying and reporting on campus building status checks.

□ Ensure notifications of key College Administrators.

□ Coordinate with the Facilities personnel to verify power and emergency power status for all campus buildings and identify any problems.

□ If operational, activate the Emergency Mass Notification System to advise the campus of the power outage, to remain calm and in their present location until further advised and to report any emergency situations to a School Resource Officer.

□ If power remains off for greater that 30-minutes, consult with the TVAT to determine if a Declaration of Emergency and a Temporary Campus Closure is appropriate.

□ Consider whether to issue an evacuation message if they can see how to get out and there are no utilities.

All College Resource Officers shall:

 o Immediately verify the status of the building(s) in their assigned area.
 o Check for any potential cause for the power failure.
 o Check for any fire or smoke in or around a building.
 o Check for any persons trapped in building elevators.
 o Check for any other emergency situations on a floor-by-floor basis
 o Maintain contact with Campus Incident Command to report status and to obtain incident information updates.
 o Instruct all building occupants to remain calm and in their present location and await further instructions from Campus Security.
 o If the power outage is determined to be lengthy in nature and a decision has been made for a Temporary Campus Closure then:
   □ Activate the Emergency Mass Notification System to notify the entire campus of the situation and of the decision for a Temporary Campus Closure.
   □ Instruct all students and visitors to calmly and orderly evacuate the campus buildings and to leave the campus.
   □ Instruct all faculty and staff to inquire and then notify the dispatch office of any disable persons who request assistance in evacuating a building and their location.
   □ Instruct all College Resource Officers to verify room-by-room and floor-by-floor that a full and complete evacuation of the buildings has been accomplished and to report their status when complete.

Administrative, Instructional and Support Personnel:

 o Key Administrators shall report to the ICP to activate the TVAT.
o Determine the status of the power failure on campus and if there is any information on 
the anticipated length of time for the power outage.

o Determine if there is a need to declare a College State of Emergency.

o Determine if there is a need to temporarily close the campus and to evacuate all non-
essential personnel.

o Ensure that all incident reports and other documentation are completed.

o Assist with maintaining calm and order throughout the event.

o When directed to do so, assist with the orderly evacuation of each of the campus 
buildings.

o Assist with verification of all rooms and floors being vacated.

o Inquire and identify those disabled persons who request assistance with evacuating the 
building and notify Campus Security of those persons and their location.

o Ensure that all normal electrical systems are turned off and that any lab gas systems 
are turned off as per usual practice prior to exiting the building.

SECTION K – PANDEMIC OUTBREAK

INFORMATION:

Definition: A pandemic occurs when a novel influenza or other infectious disease for which 
humans have little or no immunity emerges, rapidly spreads from human to human and causes 
serious illness.

Origin: Weld County Health Department Advisory.

Urgency: Moderate (Days)

Threat: Up to 35% of the County population may contract a novel influenza based on previous 
influenza events, resulting in 35% becoming ill, nearly 10% of the ill hospitalized and 2.3% dying 
from serious illness. Employee and student absenteeism rates are expected at 30% or higher.

Hazard Identification for Aims:
Human population is susceptible to falling ill from a novel influenza virus due to having little or 
no immunity to a pandemic virus. The Weld County Health department estimates in a worst 
case planning scenario that an influenza pandemic impacting Weld County would result in an 
estimated 35% of the county’s total population becoming ill, 11% of the ill hospitalized and 2.1% 
dying from serious illness. College employees and students are expected to become infected 
at about the same rate as the rest of the population. Employee absenteeism rates are expected
at 30% or higher.

An influenza pandemic will be an extended event with multiple waves of outbreaks most likely occurring over a year or more. The College may experience employee absenteeism rates as high as 40 percent during periods of peak influenza illness.

The availability of essential goods and services from suppliers may decrease, necessitating the identification of new supply lines or downsizing of services Aims can provide. Consumer demand for infection control items will most likely increase. Policies and practices to minimize employee exposure and disease transmission should be developed, prioritized and vetted through employees, unions and the President’s Cabinet.

The U.S. Center for Disease Control and Prevention (CDC) has created a Pandemic Severity Index based on case fatality ratio. Future pandemics will be assigned to one of five discrete categories of increasing severity (Category 1 to Category 5). The Pandemic Severity Index provides communities a tool for scenario-based contingency planning to guide local pre-pandemic preparedness efforts.

Accordingly, communities facing the imminent arrival of pandemic disease will be able to use the pandemic severity assessment to define which pandemic mitigation interventions are indicated for implementation.

The World Health Organization (WHO) has established six pandemic phases to define the level of international risk for pandemic influenza, ranging from Phase 1 (low risk of human cases) to Phase 6 (efficient and sustained human-to-human transmission). *See next page.

Since then, the world has been at Phase 3 indicating human infection(s) with a new influenza virus subtype (with no or very limited human-to-human transmission) and signaling the beginning of the Pandemic Alert Period. The designation of pandemic phases within each of the three periods shown below rests on the Director-General of WHO.

Changes in WHO Pandemic Phase designations will be monitored by Weld County through www.pandemicflu.gov.
### Pandemic Mitigation / Prevention Factors:

Community mitigation strategies have been developed by CDC that match recommendations on planning for use of selected No Pharmaceutical Interventions (NPI) categories of severity of an influenza pandemic presented above.

These recommendations are made on the basis of an assessment of the possible benefit to be derived from implementation of these measures weighed against the cascading second- and third-order consequences that may arise from their use. Cascading second- and third-order consequences are chains-of-effects that may arise because of the intervention and may require additional planning and intervention to mitigate. The term generally refers to foreseeable unintended consequences of intervention. For example, dismissal of students from school may lead to the second-order effect of workplace absenteeism for child minding.

- Subsequent workplace absenteeism and loss of household income could be especially problematic for individuals and families living at or near subsistence levels.
- Workplace absenteeism could also lead to disruption of the delivery of goods and services.

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**WHO Phases** | **Federal Government Response Stages**
---|---
**INTER-PANDEMIC PERIOD**
1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low. | 0. New domestic animal outbreak in at-risk country
2. No new influenza virus subtype has been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease. | 0. New domestic animal outbreak in at-risk country

**PANDEMIC ALERT PERIOD**
3. Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact. | 0. New domestic animal outbreak in at-risk country
0. Suspected human outbreak overseas
4. Small clusters with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans. | 1. Suspected human outbreak overseas
2. Confirmed human outbreak overseas

**PANDEMIC PERIOD**
6. Pandemic phase: increased and sustained transmission in general population. | 3. Widespread human outbreaks in multiple locations overseas
4. First human case in North America
5. Spread throughout United States
6. Recovery and preparation for subsequent waves
essential to the viability of the community.

- In the event of a pandemic, Aims will play an integral role in protecting the health and safety of students, employees and their families.

- Aims has incorporated scenarios that address functioning based upon having various levels of illness in students and employees and different types of community containment interventions including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include:
  - Cancellation of classes, sporting events and/or other public events.
  - Closure of public transportation systems.
  - Closure of campus.
  - Contingency plans for staff and students who depend on food services.
  - Contingency plans for maintaining research laboratories, particularly those using animals during closures.
  - Stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.

**ACTION STEPS:**

Based the response to the H1N1 influenza virus, Aims created guidelines based on five levels of impact the pandemic influenza has on the College community. These guidelines will be adapted in accordance with the guidance that is distributed by the Centers for Disease Control (CDC) and the Florida Department of Health.

Guidelines:

**LEVEL 1 - (Low Risk of Human Cases):** No viruses circulating among animals have been reported to cause infections in humans.

- Convene the appropriate Administrative members for the pre-planning of a possible pandemic influenza event.
- Update guidelines and responsibilities of team members during each phase of a pandemic influenza response.
  - Review and update plan and team responsibilities as needed.
  - Request individual schools/colleges/departments/offices to complete or update their unit plans. Units should always plan accordingly to maintain a healthy work environment and clean laboratories.

**LEVEL 2 - (None or very limited human to human transmission):** Animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat; but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.

- Convene the appropriate Administrative members to ensure implementation of Level 2 guidelines.
Coordinate plan with County / Public agencies.

Monitor information from relative agencies website for guidance:
- Centers for Disease Control and Prevention (http://www.cdc.gov/)
- World Health Organization (http://www.who.int/en/)

Provide education and training materials regarding Pandemic Influenza; basic infection control practices (hand hygiene, cough etiquette, etc.) to:
- Students.
- Faculty.
- Employees.
- Contract Employees / Vendors.
- Visitors.

Identify areas where infected individuals can be temporarily quarantined, if necessary.

Request individual Departments to take the following actions and plan accordingly.
- Continue to monitor the situation.
- Update essential personnel lists in the event of staff absenteeism rate which may reach 40% for 8 to 12 weeks. Review policies for employee and student absences unique to pandemic influenza (e.g., non-punitive, liberal leave) including dependent care.
- Communicate to all staff the importance of a personal family plan to cover necessities such as childcare/pet care/fuel/transportation, etc.
- Remind employees about emergency plans and appropriate training information.
- Develop means to stay in contact with students, faculty and staff during a pandemic.
- Identify existing and projected critical skills shortages as well as supplies and equipment.
- Consider cross-training “single source” employees to obtain operational redundancy.

LEVEL 3 - (Evidence of increased human to human transmission): Verified human-to-human transmission of an animal or human-animal influenza virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic.

Convene the appropriate Administrative members to ensure implementation of Level 3 guidelines and determine risk to Aims.

Consider establishing an Incident Command Post or Emergency Operations Center to continually monitor situation and provide updates to students, faculty, and staff.

Communicate with County Health Departments regarding planning and surveillance.

Communicate and benchmark ideas with other local Universities.
Maintain contact with peer agencies at the County and Municipal Emergency Operations Centers.

Facilitate Administrative meetings as needed.

Review and update pandemic influenza guidelines based on the current situation and guidance from local state and federal partners.

Disseminate information to the College community thru Alerts / Media Releases / Email.

- Draft internal and external bulletins and announcements as necessary.
- Advise employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
- Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing / sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission).
- Consider creating an official college-wide influenza pandemic webpage to archive all information and post updates.
- Record messages in Employee / Student Hotlines (e.g. “Aims is monitoring the situation…..”).

Identify points of distribution and recipients of respirators and surgical masks on the respective campuses for the following groups:

- Campus Security personnel.
- Housekeeping and Food Service personnel.
- Facility Maintenance and other Service personnel.

Consider the cancelation/adjustment of upcoming College events.

Develop plan to secure and protect selected areas of the campus declared off-limits.

Consider distributing respiratory protection to all essential personnel.

**Human Resources Specific Procedures:**

- Identify any faculty and staff travelers entering to or returning from affected areas those working or teaching abroad.
- Review disaster Pay, Sick, Vacation and Administrative Leave policies, as appropriate.
- Communicate Aims position regarding use of various paid leave policies for faculty and staff directly impacted by pandemic illness or who may become ill on campus.
- Develop Return to Work guidelines for sick employees and potentially affected employees returning from/to work.
- Consider implementing a flexible or alternate work schedule for employees whose dependents in K-12 schools that may close due to an outbreak.
Identify and notify employees designated as essential for the specific crisis. These duties may not be consistent with normal responsibilities.

If necessary, identify alternate work space for HR operations, i.e. health insurance assistance, coordinate payroll processing, manual pay check distribution, necessary payroll data input.

Facilities Management Specific Procedures:

- Identify building ventilation systems that have immediate shutdown capability of outside air to avoid cross contamination.
- Identify buildings best suited to serve as triage treatment centers based upon criteria given by College Administration.
- Identify alternative / isolation campus working areas in conjunction with Office of Student Affairs and College Administration.
- Verify that plans have been developed to assure the ongoing provision of essential services in the event of a reduction on work force.
- Verify that appropriate type and amount of germicidal and disinfectant supplies (as specified by College Administration) have been stockpiled.
- Verify that there is a system in place to transport supplies and personnel to other campus locations.
- Deploy hand sanitizers at all high traffic areas.
- Develop procedure to refill hand sanitizers and soap dispensers.

Purchasing/Finance Specific Procedures:

- Purchase respirator, surgical masks, gowns, eye protection and gloves based on the guidance provided by CDC and/or College Administration.
- Work with Facility Management to verify adequate supplies of hand sanitizers are available (and refills).
- Order medical supplies as required.
- Assist in the sourcing of any related goods and services.

LEVEL 4- Confirmed case or cases on campus:

- Aims convenes the appropriate College Administrative members to ensure continued implementation of Level 3 guidelines and the new Level 4 guidelines listed below.
- Campus President advises other Executive Leadership on response options.
  - Recommend temporary closure of building(s) and suspension of student and academic activities.
- Suspend all non-essential work projects and make recommendations on how to keep Aims operational.
- Ensure that all essential operations are appropriately staffed.
Schedule frequency of status and update meetings for the College Administrative personnel.

Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.

Initiate prophylactic treatment on employees who will have direct contact with infected patients as recommended by CDC guidelines.

Office of the President Specific Procedures:

- Provide oversight for student, staff, and faculty family notifications if appropriate.
- Authorize temporary suspension of classes or closure.
- Consider restricting movement on and off campus for special events, activities and athletic events.

Campus Security Specific Procedures:

- If closure is ordered, secure buildings and ensure signage is posted.
- Secure isolation areas.
- Develop plan to secure and protect the campus from encroachment from neighbors and other non-campus populations seeking services and refuge in the event of panic.

Human Resources Specific Procedures:

- Identify and Monitor faculty and staff travelers entering affected areas.
- Identify and Monitor faculty and staff working/teaching abroad.
- Identify faculty and staff who have returned from affected areas.
- Implement Call-back/Disaster Pay policy.
- Disseminate instructions to Faculty and Staff and their families on how to report positive influenza results to Aims.
- Disseminate Return to Work policy.
- Implement and communicate flexible or alternate work schedule for employees whose dependents in K-12 schools have closed due to an outbreak.

RECOVERY LEVEL - Pandemic is under control and campuses are poised to re-open.

- Communicate conditions in which employees may return to work.
- Establish timeline for restoration of essential services.
- Mediate quarantine areas.
- Resume Classes.