

Emergency Operations Plan

Updated July 2025



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

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Aims COMMUNITY COLLEGE **EMERGENCY PROCEDURES**  security@aims.edu

TORNADO



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: 911
Police / Fire / EMS

NON-EMERGENCY:

Greeley: 970-539-2171
Fort Lupton: 303-591-3164
Loveland: 970-518-5137
Windsor: 970-744-0322
Desk: 970-339-6544
Flight Training Ctr: 970-539-2171

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 ACC 2022

IN AN EMERGENCY TAKE ACTION



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

INSTRUCTORS AND STAFF

Lock outside doors
Increase situational awareness
Account for students, visitors and others
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

INSTRUCTORS AND STAFF

Recover people from hallway if possible
Close and lock the door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

INSTRUCTORS AND STAFF

Lead evacuation to specified location
Account for students, visitors and others
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy
for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

INSTRUCTORS AND STAFF

Lead safety strategy
Account for students, visitors and others
Notify if missing, extra or injured people

Plan Development and Maintenance

The **Aims Community College Emergency Operations Plan (EOP)** is a living document that is regularly reviewed, updated, and improved to reflect best practices, regulatory requirements, institutional changes, and lessons learned from exercises and real-world incidents.

Annual Review and Approval

- The EOP is **reviewed annually**.
- The **Director of Campus Safety & Security** oversees all updates, revisions, and changes to the EOP and ensures appropriate distribution of the revised plan.
- The **final version** of the EOP is submitted to the **College President for approval**.
- Upon approval, the **updated EOP is activated for the upcoming fall semester**.

Responsibilities

- **Director of Campus Safety & Security:**
Responsible for overall plan development, maintenance, distribution, and coordination of the annual review process.
- **Building Coordinators:**
Each coordinator is responsible for maintaining **building-specific emergency checklists**, ensuring that content is accurate and up to date.
Coordinators are also tasked with **training assigned personnel** in emergency procedures relevant to their building, in collaboration with the Department of Campus Safety & Security.

Interim Revisions

In addition to the scheduled annual review, **interim updates** to the EOP may be made under the following conditions:

- A **change in campus site or facility configuration** that materially affects the implementation or contents of the EOP.
- An **incident or emergency** occurs that requires changes in response protocols, resources, or organizational roles.
- **After-action reviews**, internal assessments, or third-party evaluations during **drills or actual emergencies** indicate necessary improvements.
- Implementation of **new laws, regulations, or internal policies** that impact the structure, procedures, or responsibilities outlined in the plan.

HISTORICAL RECORD OF PUBLICATION / PLAN CHANGES		
Date	Revised By	Action(s) Taken
June 2018	John Fults/Erik Larson	Updated plan to reflect completed new building construction on North side of campus. Updated building maps included in plan. Update Emergency Procedures quick guide.
July 2019	John Fults/Erik Larson	Updated Greeley Campus Map. Student Intervention Team information added to threat and assessment area. Flight Training Center address updated to reflect new location. Update to Building Coordinator responsibilities. Removed language regarding Joint Information System.
August 2020	John Fults/Erik Larson	Updates to the Emergency Operations Plan were delayed due to the COVID-19 Pandemic.
July 2021	John Fults/Erik Larson	Updated campus map to show new construction and temporary buildings "Artys Burrow". Added Incident Response Team definition and responsibilities. Updated map section removing College Center due to renovations and redesign. Added Nabita Risk Rubric scale. Updated Tornado and Severe weather sections to reflect temporary buildings. Updated Section K "Pandemic" to include updated definitions and pandemic severity scale.
July 2022	John Fults/Les Wiemers/Erik Larson	Update to Emergency Procedures to show Flight Training Center call number. Update to Greeley Campus Map. Building maps updated for those with two or more stories.
July 2023	John Fults/Les Wiemers/Erik Larson	Added Standard Response Protocol Information. Added campus security numbers to each location. Removed language describing the ability to push one button to contact emergency services.
July 2024	John Fults/Les Wiemers/Erik Larson.	Added Windsor Campus Gateway (GTWY) building to exit/weather safe areas. Added Campus Safety and Security Alerts information.
July 2025	John Fults/Les Wiemers/Erik Larson/David Vogl	Name changes made to the TVAT and C.A.R.E teams. Addresses on the Greeley Campus updated.

Authority / Promulgation

Federal Authority

The Aims Community College Emergency Operations Plan (EOP) aligns with and is guided by the following federal laws, directives, and frameworks:

- **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
- **Americans with Disabilities Act of 1990 (ADA)**
- **Homeland Security Presidential Directive 8 (HSPD-8), National Preparedness**
- **Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents**
- **National Incident Management System (NIMS) / National Response Framework (NRF)**

This plan parallels federal activities set forth in the NRF, which outlines operating principles and protocols for managing major disasters. Collectively, HSPD-5, HSPD-8, the NRF, and NIMS integrate resources from jurisdictions, incident management agencies, emergency responders, non-governmental organizations, and the private sector into a unified national response framework.

State of Colorado Authority

The EOP also complies with applicable state statutes and executive orders, including:

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

Aims Community College Authority

The **Aims Community College Emergency Operations Plan** is the official document authorized to address hazards and emergency situations affecting the College community. The plan derives its authority from the **President of Aims Community College** under **Aims Community College Policy 1-100 (1)**.

The term "**Aims Community College**" encompasses all College campuses and locations, including:

- Greeley Campus
- Loveland Campus
- Fort Lupton Campus
- Windsor Campus
- Northern Colorado Regional Airport Flight Training Center
- Aims Online Campus

All locations and facilities operated by Aims Community College fall within the scope and applicability of this EOP.

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Emergency Operations Plan (EOP) – Part 1: Basic Plan

Purpose

The purpose of this Emergency Operations Plan (EOP) is to provide a comprehensive framework for managing emergencies at Aims Community College. This plan is designed for use by the entire college community and outlines **standard operating guidelines** based on existing policies and procedures. It establishes roles, responsibilities, and coordinated strategies to prepare for, respond to, and recover from the most likely hazard events that may impact the College.

All Aims employees—including **full-time and adjunct faculty, staff, work-study students, and administrators**—are expected to become familiar with the emergency procedures detailed in this EOP. The actions outlined in this plan, supported by sound judgment and common sense, are intended to prevent injury and minimize property damage during emergency situations.

While individuals are ultimately responsible for their own safety—including those with disabilities—every reasonable effort must be made to assist all personnel in reaching safety.

This EOP is intended to **protect life and property** by leveraging college, local, state, and federal resources in a coordinated response. Recognizing that emergencies often occur without warning, this plan is designed to be **flexible**, enabling it to adapt to various types and scales of emergencies. The EOP is not intended to restrict the use of discretion or common sense in unforeseen circumstances.

Scope

This EOP outlines Aims Community College’s approach to **mitigation, prevention, preparedness, response, and recovery** for all hazards that may adversely affect College operations, personnel, or facilities. It provides guidance for utilizing institutional resources and personnel to respond effectively to emergencies.

The plan is fully aligned with the **National Incident Management System (NIMS)** and is designed to support interagency coordination across local, state, and federal response partners. It is also consistent with the **Weld County Emergency Operations Plan**, the **State of Colorado EOP**, and the **National Response Framework**.

Aims actively collaborates with emergency response agencies to ensure this EOP reflects current best practices, regulatory requirements, and community-specific risks.

Operational Priorities

In any emergency, Aims Community College will respond based on the following **prioritized objectives**:

1. **Protection of Human Life**
2. **Support of Health, Safety, and Basic Care Services**
3. **Protection of Aims Property and Assets**
4. **Maintenance of Critical College Services**
5. **Assessment of Damage to College Campuses**
6. **Restoration of Full College Operations**

Record of Distribution

This Emergency Operations Plan (EOP) has been distributed to key stakeholders to ensure accessibility and coordination during emergencies. The distribution includes both **hard copy** and **electronic formats**, as follows:

- **Hard Copies** distributed to:
 - President's Cabinet
 - Law Enforcement
 - Facilities and Operations
 - Director of Campus Safety & Security
- **Electronic Access** provided via:
 - Aims Community College Emergency Alerts Page: <https://safety.aims.edu/>
 - Aims Official Website: www.aims.edu
 - Shared network drive accessible to the President's Cabinet

These distribution methods ensure that critical decision-makers and responders have timely access to the EOP for guidance during emergency events.

Plan Assumptions

Emergency planning requires a common foundation of assumptions to ensure that procedures are realistic and adaptable. These assumptions are based on **worst-case scenarios** and reflect the likely challenges Aims Community College may face in a major emergency.

The following assumptions support the operational framework of this EOP:

- **Emergencies may occur without warning**, at any time of day, night, weekend, or holiday.
- **Critical utilities and services may be interrupted**, including:
 - Electricity

- Water and natural gas
- Telephone, cellular, and radio communications
- Internet and information systems
- **Emergencies are unpredictable** in sequence and scope. Response protocols outlined in this EOP may require on-the-spot adjustments.
- **Emergencies may be declared proactively**, based on intelligence or conditions indicating a threat is probable or developing.
- **All emergencies begin locally**. Aims campuses will likely be the initial point of impact.
- **Major emergencies may escalate** to county, state, or federal levels, requiring multi-jurisdictional coordination.
- **Outside assistance may be delayed**, and normal supply chains may be disrupted.
- **Infrastructure may be damaged**, including buildings, bridges, roads, and overpasses, impeding mobility and access.
- **Casualties and displacement may occur**, and individuals could be stranded on campus due to unsafe travel conditions.
- **Communication with family members** may be limited or unavailable.
- **Wider community impacts are likely**, including effects throughout Weld and/or Larimer Counties.
- **Initial damage assessment and response** may rely solely on College resources. Emergency operations may need to be directed from a **Campus Incident Command Post (ICP)**.
- **Effective communication** will be a top priority for coordination between the **District Emergency Operations Center (EOC)** and Campus ICPs during the event.

These assumptions reinforce the need for Aims to maintain readiness, adaptability, and strong coordination with external response partners.

Plan Objectives

The Aims Community College Emergency Operations Plan (EOP) is designed to guide the College community in preparing for, responding to, and recovering from emergencies in a coordinated and effective manner. The objectives of this EOP focus on five core operational areas:

1. Organization

- Provide clear **guidelines for critical functions** to be performed during an emergency response.
- Offer an **accessible, easy-to-follow format** to ensure all personnel can quickly identify their roles, responsibilities, and primary tasks.
- Facilitate the **coordination of processes, actions, and the exchange of information** into a unified, real-time response structure where stakeholders are informed and engaged.

2. Communications and Information Management

- Establish **centralized communication points** for both receiving and transmitting urgent information and emergency messages.
- Identify **official points of contact** for the College when standard communication channels are disrupted.
- Ensure the availability of **24-hour communication services** supporting voice, data, and operational needs.
- Serve as a foundational tool for **training staff and departments** in emergency communications and response protocols.

3. Decision Making

- Support a **clear and consistent decision-making process** to determine the appropriate level of response, resource deployment, and emergency coordination when an incident occurs.
- Define escalation procedures and thresholds for activating College-wide emergency operations.

4. Response Operations

- Employ Aims resources in a **comprehensive and efficient emergency response framework** to protect life, property, and operations.
- Promote a **proactive emergency management culture** by developing and maintaining adaptable response action plans for emerging incidents.

5. Recovery Operations

- Guide the **transition from emergency response to normal operations**, ensuring a smooth and timely recovery.
- Support the implementation of **business continuity strategies** during the restoration phase to sustain essential services.
- Provide documentation and support for **FEMA disaster assistance** and other post-emergency relief efforts.

College General Profile

Aims Community College is a public, fully accredited, two-year institution with multiple campuses located across Northern Colorado. As part of its mission to provide accessible, quality education, Aims offers a wide range of academic, career, and technical programs. The College serves a diverse student population and maintains a strong presence in the region with strategic campus locations.

Campus Locations

- **Main Campus – Greeley, CO (175 acres)**
- **Satellite Campuses:**
 - Fort Lupton
 - Loveland

- Windsor
- Northeastern Colorado Regional Airport

Greeley Campus Overview

The **Greeley Campus** serves as the central hub of Aims Community College operations. It houses key academic, student services, administrative, and operational functions across 14 major buildings. Students can access enrollment services, advising, academic programs, and support services from this primary location.

- **Campus Security Contact (24/7):** 970.539.2171
- **Campus Address:** All buildings located on **W. 20th Street, Greeley, CO 80632**

Greeley Campus Buildings and Addresses

Building Name	Address (W. 20th Street)
Cornerstone	5401
Physical Education and Recreation Center	5307
Ed Beaty Hall	5203
Student Commons	5121
Allied Health and Sciences	5003
Welcome Center	4901
Horizon Building	5117
Westview Building	5113
Aviation Building	5109
Applied Trades and Technology Center	5015
Facilities & Operations Office	5101
Facilities & Operations Trades	5011
Purchasing Building	5007

Loveland Campus

Campus Name: Loveland Campus

Address: 104 E. Fourth Street, Loveland, CO 80538

Campus Security Contact: 970.518.5137

The **Aims Loveland Campus** is a full-service satellite location situated in the heart of downtown Loveland. This campus provides access to a broad range of academic and student support services, delivering a personalized educational experience tailored to student success.

The campus supports:

- Academic advising and registration
- General education and career-focused courses
- Student support and engagement services

Fort Lupton Campus

Address: 260 College Avenue, Fort Lupton, CO 80621

Campus Security Contact: 303.591.3164

The **Fort Lupton Campus** is located approximately 1.5 miles east of downtown Fort Lupton. This campus provides access to general education courses for students pursuing associate degrees, along with specialized programs in:

- Nurse Aide (NA)
- Agriculture Business and Production
- Oil and Gas Technologies
- Welding
- Animal Science
- Carpentry

This campus supports workforce training and degree completion in key regional industries, serving students in southern Weld County and surrounding communities.

Windsor Campus

Address: 1120 South Gate Drive, Windsor, CO 80550

Campus Security Contact: 970.744.0322 | Desk: 970.339.6544

The **Windsor Campus** is home to the **Aims Automotive & Technology Center**, a modern 45,000-square-foot facility strategically located near I-25 and US-34 for accessibility across Northern Colorado.

Key academic programs housed at this location include:

- Automotive Technology
- Criminal Justice
- Emergency Medical Services (EMS)
- Fire Science
- Medical Assisting

These programs are part of the **Public Safety Institute (PSI)**, which provides industry-relevant education and training in one centralized location.

Aims Flight Training Center – Northern Colorado Regional Airport

Address: 6350 Aviation Circle, Loveland, CO 80538

Campus Security Contact: 970.539.2171

Located at the **Northern Colorado Regional Airport**, the **Aims Flight Training Center** supports degree and certification programs in:

- Airplane Pilot Training
- Air Traffic Control

The facility provides professional aviation training in a real-world environment, enabling students to access career pathways in aviation through hands-on experience and simulation.

Aims Online Campus

Website: www.aims.edu/online

The **Aims Online Campus** offers students the flexibility to complete coursework remotely. Courses are conducted through web-based platforms, allowing students to:

- Take full-credit online classes
- Complete degree and certificate programs
- Learn at their own pace and schedule

The Online Campus is an integral part of Aims' commitment to accessible and innovative education for students across Colorado and beyond.

Map of Aims Greeley Campus

GREELEY CAMPUS MAP

5401 W. 20th St.
Greeley, CO 80634
970.330.8008
www.aims.edu



- 1 Cornerstone (CNST)
- 2 Physical Education (PERC)
- 3 Tennis Courts
- 4 Gazebo
- 5 Ed Beaty Hall (EDBH)

- 6 Student Commons (SC)
- 7 Allied Health & Sciences (AHS)
- 8 Horizon (HRZN)
- 9 Westview (WSTV)
- 10 Aviation Technology (AVT)

- 11 Applied Technology & Trades Center (ATTC)
- 12 Facilities & Operations Administration (F&OA)
- 13 Facilities & Operations Shops (F&OS)
- 14 Purchasing & Central Receiving (PRCH)
- 15 Welcome Center (WC)

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
Poison Control	800-222-1222

Hazard Analysis / Threat Assessment

All Aims Community College campuses are located within the jurisdictions of **Weld County** and **Larimer County**, Colorado. Emergency management efforts at the state level are coordinated by the **Colorado Division of Homeland Security & Emergency Management (DHSEM)**. At the local level, the **Weld County** and **Larimer County Offices of Emergency Management (OEM)** are responsible for developing and implementing county-specific emergency plans and regularly conducting exercises to evaluate emergency response capabilities across their municipalities.

The following hazard analysis has been adapted from the Colorado State and County Emergency Operations Plans. It provides a foundational overview of natural and human-caused disaster threats relevant to Aims Community College.

Threat Assessment

Threat assessments are an integral part of Aims' mitigation strategy. The College actively plans for, trains on, and responds to a variety of potential emergencies and disasters. This list highlights key hazards considered in emergency management planning; however, it is not exhaustive:

- Natural Disasters (e.g., tornadoes, floods, severe storms, wildfires, winter weather)
- Hazardous Materials Incidents
- Utility and Telecommunications Infrastructure Failures
- Active Shooter / Violent Intruder Events
- Pandemic and Infectious Disease Outbreaks

- Cybersecurity Incidents
- Transportation Accidents (on or near campus)
- Civil Disturbances or Demonstrations
- Structural Failures (buildings, bridges)
- Bomb Threats and Explosive Devices

Ongoing coordination with county and state emergency management agencies ensures that Aims Community College remains prepared to effectively manage these threats and any emerging hazards.

Fire Emergencies

Minor / Major Fire
Explosions

Medical Emergencies

Pandemic Outbreak
Personal Injury
Death or Homicide
Mass Casualties

Hazardous Material

Hazardous Material Release
Chemical/Bio/Radiation/Spill Exposure

Evacuation / Shelter In-Place

Planned Events
Shelter-In-Place

Terrorism

National / Local Level Terrorism

Weather Emergencies

Flooding
Tornado
Winter Storm
Severe Thunderstorm

Building Systems

Telephone / Telecom Failure
Data Network outage
Utility Outage

Threat of Violence

Bomb Threat
Campus Violence
Vandalism
Hostage Situation

Interpersonal Emergencies

Sexual Assault
Relationship Violence / Stalking
Missing Student
Suicide

Natural Disasters**Tornadoes**

Tornadoes pose a significant threat along the Colorado Front Range and Eastern Plains. Weld County leads the state in the number of reported tornadoes, making the Aims Community College campuses particularly vulnerable. Tornado activity peaks between May and August, though tornadoes have been recorded as early as February and as late as October. Increasing population density and development in tornado-prone areas have escalated the potential for damage and disruption.

Flooding

Flooding, including both flash floods and riverine floods, is the most frequent natural hazard affecting Colorado and the United States at large. The state experiences over 20 floods annually. Riverine flooding, often driven by rapid snowmelt, typically occurs during May and June. On Colorado's Western Slope, riverine flooding is more common in September and October, correlating with seasonal thunderstorm activity. Flash flooding, triggered by intense, localized thunderstorms, mainly happens in the spring and early summer months (fall for southwestern Colorado). Flood risk is greatest along river basins and floodplains, especially in inter-mountain areas and the Front Range. Recent wildfires increase flooding hazards by destabilizing soils and vegetation, elevating risks in burn areas.

Earthquakes

Colorado is considered to have a low to moderate risk of earthquakes according to the U.S. Geological Survey National Earthquake Hazard Map. Despite this, significant seismic events have occurred historically, including a magnitude 6.6 earthquake near Estes Park in 1882. Approximately 90 potentially active fault lines have been identified in the state, with the potential for earthquakes up to magnitude 7.5. The College's emergency planning incorporates seismic preparedness given this ongoing risk.

Severe Weather

Winter storms across Colorado can reach levels severe enough to overwhelm transportation, utilities, livestock management, and commercial operations. Urban areas along the Front Range, including the Aims campuses, face higher vulnerabilities due to population density and the complexity of interdependent infrastructure.

Colorado is among the most lightning-prone states nationally, with lightning causing more annual fatalities than all other weather hazards combined. Weld County experiences frequent severe thunderstorms, with lightning strikes commonly resulting in power outages, wildfires, and property damage. Windstorms, including downbursts and squall lines, regularly damage trees and power lines, contributing to disruptions on campus.

Human-Caused Emergencies/Disasters

Hazardous Materials Incidents

Residents and institutions within Weld County, including Aims Community College, face ongoing risks from the accidental or intentional release of hazardous materials. The county serves as a critical transportation corridor where large volumes of hazardous substances are routinely moved by rail, highway, air, water, and pipeline.

Within Weld County, numerous private and public facilities produce, use, and store hazardous materials. The County regularly conducts hazardous materials hazard analyses in compliance with the Superfund Amendments and Reauthorization Act (SARA) Title III requirements. These analyses identify and assess risks associated with fixed and mobile facilities, supporting coordinated emergency response planning to protect the public and College community.

EOP Part 2 – Concept of Operations

Safety is Our #1 Goal

Aims Community College Resource Officers, along with assigned security and safety personnel, will respond promptly to any emergency or crisis impacting any Aims campus. In the event of a serious incident affecting the College and surrounding areas, the appropriate civil authority will assume direct response control. Aims personnel will coordinate and comply with the direction of the designated Aims Incident Commander to ensure an organized and effective response.

Should emergency operations extend over a prolonged period, the College President, Director of Campus Safety and Security, or their designated authority will activate the Emergency Operations Center (EOC). The primary EOC is located in Ed Beaty Hall, Room 132 (Campus Safety Conference Room). This facility serves as the central coordination point for managing emergencies involving any of the College's campuses. If this location becomes unavailable, the Director of Campus Safety & Security or their representative will identify and establish a safe alternate site appropriate to the situation.

All functions and response activities outlined in this EOP will be implemented according to available personnel and evolving conditions. The highest priority remains the protection and preservation of human life, followed by the safeguarding of infrastructure, and subsequently, the restoration and recovery of operations. Access controls or restrictions to specific College areas may be enacted when justified by credible information. Such actions will be coordinated through the Office of the President or their designee to ensure campus safety and operational continuity.

Plan Design

This Emergency Operations Plan (EOP) serves as a strategic blueprint for Aims Community College's comprehensive emergency management program. The planning framework is based on the Incident Command System (ICS), a nationally recognized management structure adopted throughout the United States. It also incorporates guidance from the State of Colorado Emergency Planning Framework, the National Incident Management System (NIMS), and relevant Homeland Security Presidential Directives.

The plan is organized around a four-phase emergency management structure: **Mitigation, Preparedness, Response, and Recovery**. Each phase contains critical procedures designed to facilitate effective emergency operations and enable a seamless transition back to normal operations and recovery programs.

This EOP provides a flexible framework and guidance for coordinating responses to emergencies of all magnitudes—from minor incidents to major disasters. Key considerations include:

- This plan **does not replace** existing safety protocols, hazardous materials response procedures, or other emergency measures established by local response agencies.
- The EOP is an **all-hazards plan**, encompassing concepts, policies, and procedures applicable regardless of the specific nature or cause of an emergency or disaster. It is not intended to address unique conditions stemming from a particular hazard or event.

Within this framework, emergency operations staff and other relevant College personnel collaborate to develop and maintain hazard-specific annexes and supporting documents. Due to its flexible design, this plan—or portions thereof—may be activated as appropriate for the situation at hand.

While this EOP is designed to address worst-case scenarios and to define critical roles and functions during disaster response, its general procedures for managing information, activities, and operations can be applied during any emergency level.

Finally, although this plan supports integration with the College's broader strategic operations, it does **not** supersede departmental responsibilities to develop, maintain, and regularly test their own specific emergency action plans and procedures.

Mitigation

Mitigation activities at Aims Community College are an essential component of the overall emergency management program. The purpose of mitigation is to eliminate hazards, reduce the likelihood that hazards will result in an emergency, or minimize the impact of hazards that cannot be prevented.

Mitigation efforts primarily focus on pre-disaster actions designed to prevent or lessen the effects of potential emergencies. However, mitigation can also occur following an emergency or disaster, with the objective of preventing recurrence or reducing vulnerability to future incidents.

Preparedness

Preparedness activities are conducted to establish and enhance the response capabilities necessary for effective management of emergency situations. Preparedness is a shared responsibility across the entire college community. Each college, department, and office must develop and maintain internal plans, procedures, and resources to support the successful implementation of the College's Emergency Operations Plan (EOP).

Key preparedness activities within the emergency management program include, but are not limited to:

- Providing and maintaining emergency-related equipment, supplies, and designated facility space to support response efforts.
- Ongoing emergency planning, which encompasses the development, regular review, and updating of the EOP, its annexes, and applicable Standard Operating Procedures (SOPs).
- Conducting or facilitating appropriate training programs for emergency responders, emergency management personnel, campus officials, and affiliated volunteer groups who may assist during emergencies.

Exercising the Plan

Regular practice and training on the Emergency Operations Plan (EOP) are essential for effective emergency response. The more familiar College responders and staff are with the plan, the more confidently and efficiently they can act before, during, and after an emergency, thereby reducing risks to life and property.

Exercises also provide valuable opportunities to collaborate with community partners such as first responders and local emergency management agencies. These activities help identify strengths, reveal gaps or weaknesses in the plan, and improve overall emergency preparedness. The following types of exercises are conducted, each requiring varying levels of planning, time, and resources:

- **Tabletop Exercises:** These small-group discussions involve walking through emergency scenarios to evaluate the necessary actions Aims will take before, during, and after an incident. Tabletop exercises assess the plan and resource readiness, while enhancing participants' understanding of emergency management concepts.
- **Drills:** Drills involve community partners and relevant Aims personnel actively practicing response procedures within actual campus buildings, facilities, and grounds. These hands-on activities focus on specific functions or tasks to sharpen skills.
- **Functional Exercises:** More complex than drills, functional exercises engage multiple partners responding to realistic simulated events (e.g., bomb threats or active shooter situations). Participants execute the plan and apply the Incident Command System (ICS) in a controlled, dynamic environment.
- **Full-Scale Exercises:** These comprehensive, multi-agency, multi-jurisdictional exercises involve deployment of all resources and personnel. Full-scale exercises test interagency coordination, public information dissemination, communications systems, and operational readiness under realistic conditions.

Exercise Planning Factors

To ensure effective execution of emergency exercises, the following factors should be considered during planning:

- **Involve Key Partners:** Include first responders such as law enforcement officers, EMS personnel, and fire department officials, as well as local emergency managers and public and mental health officials.

- **Advance Communication:** Provide timely and clear information to all participants and the campus community before exercises to prevent confusion, misunderstanding, or unnecessary alarm.
- **Vary Exercise Conditions:** Conduct exercises under different and challenging conditions, including various times of day, weather scenarios, points in the academic calendar, absence of key personnel, and during various campus events to enhance realism and preparedness.
- **Use Consistent Terminology:** Ensure all participants use and understand common emergency management terminology to promote clear communication and coordination.
- **Debrief and Evaluate:** After exercises, hold debriefing sessions and develop detailed after-action reports to evaluate outcomes, identify gaps or deficiencies, and document lessons learned to improve future preparedness.

Purpose of the Emergency Operations Plan (EOP)

The EOP outlines how Aims will **effectively and efficiently respond** to emergency situations, with the goal of **minimizing casualties and property damage**. It covers both **minor and major emergencies**, with specific annexes and procedures tailored to each scenario.

Emergency Types Defined

Minor Emergency

- **Definition:** A localized incident with **limited threat to life/safety** and **no disruption** to College operations.
- **Response:** The **full EOP is not activated**, but individual **Annexes may be used** as standard procedures if needed.
- **Examples:** Not explicitly listed, but could include small accidents, isolated medical incidents, or minor weather events.

Major Emergency

- **Definition:** An event that **threatens life/safety** and/or **significantly disrupts** normal College operations.
- **Response:** Triggers **EOP activation** and **formal notification procedures**.
- **Examples** (include but not limited to):
 - **Shooting** within 1000 yards of campus.
 - **Bomb threats or explosions**.
 - **Death or critical injury/illness** of a student, employee, or visitor.
 - **Riots, civil disturbances, or demonstrations** with potential violence.
 - **Major fires**, chemical/hazardous material spills.
 - **Severe weather** (tornadoes, flash floods, lightning).
 - **Hostage or barricaded subjects**.
 - **Any credible threat of violence** causing injury or death.

⚠ **When in doubt**, especially if a minor situation could escalate, the protocol is to **err on the side of caution** and initiate **notification procedures**.

Levels of Emergency Response

To ensure a timely and appropriate response, emergencies are classified by **severity and impact**. Each level dictates the **resources, coordination, and activation of emergency protocols**. Higher levels involve broader response efforts and may be initiated immediately if the situation warrants.

◆ Level 1 Emergency — MINOR EMERGENCY

- **Definition:** A localized incident with **limited threat to life/safety** and **no disruption** to normal campus/college operations.
- **Management:** Handled at the **campus level** with minimal support.
- **EOP Activation:** **Not activated**, but **Annexes/sections** may be used as standard guidelines.
- **Examples:** Minor medical incidents, isolated utility failure, small fire contained quickly.

◆ Level 2 Emergency — MAJOR EMERGENCY

- **Definition:** An incident that **threatens life/safety** and/or **severely disrupts** campus operations.
- **Management:** May require coordination between **campus and district**, including **internal and external resources**.
- **EOP Activation:** **Activated**.
- **Examples:** Campus shooting, major fire, large-scale evacuation, hazardous materials incident.

● Level 3 Emergency — DISASTER

- **Definition:** A catastrophic incident involving **significant loss of life** and/or **long-term closure** of one or more campuses.
- **Management:** Coordinated at the **district level**, requiring **mutual aid from external agencies**.
- **EOP & COOP Activation:** **Fully activated**.
- **Examples:** Earthquake, large-scale terrorist attack, prolonged pandemic outbreak, regional natural disaster.

✅ **Note:** Emergencies may **escalate between levels**, and initial classification starts **locally**. If in doubt, respond at the **higher level** to ensure sufficient resources are deployed.

RECOVERY OPERATIONS

GOAL

To outline how **Aims** will recover from an emergency—restoring services, supporting the College community, and rebuilding infrastructure. This includes:

- Restoration of services
- Debris removal
- Utility recovery
- Mental health services
- Reconstruction of roads/facilities

OBJECTIVE

Implement a **comprehensive recovery program** that includes:

- **Short-Term Recovery**
Restore **vital services** and meet the **immediate needs** of students, faculty, and staff.
- **Long-Term Recovery**
Return the College to **pre-emergency functionality** with assistance from state and federal agencies (e.g., **Stafford Act** provisions).

COURSES OF ACTION

1. Academic Recovery

- Determine **closure/reopening authority**.
- Identify **temporary learning spaces** if facilities are unusable.
- Implement **alternate educational delivery** methods (e.g., online instruction).

2. Physical Recovery

- **Document physical assets** before/after damage.
- Identify staff with **asset knowledge** and how they'll access records.
- Address **sensitive research areas** (animals, materials, data).
- Pre-arrange support from **utilities and insurers** to expedite recovery.

3. Fiscal Recovery

- Involve senior leaders: President, CBO, CAO, HR, etc.
- Communicate **clear, timely information** to staff about returning to work.
- Identify and access **emergency funding sources** (e.g., FEMA, insurance, grants).

4. 🧠 Psychological & Emotional Recovery

- Designate **counseling locations** and **trained professionals**.
- Share **basic information calmly**, offer **psychological first aid**, and identify individuals in need of support.
- Plan for **short- and long-term counseling** for all affected groups.
- Handle **memorials and commemorations** with care:
 - Decide if/when commemorations will occur.
 - Balance remembrance with the return to routines and hope.

🚒 CRITICAL OPERATIONS RESTORATION

After immediate threats subside, focus shifts to **restoring essential operations**. Restoration begins **once the campus is deemed safe** for return.

Services to Restore First:

- **Campus Safety & Security**
- **Facility Operations / Maintenance**
- **Safety & Security Systems**
- **IT / Network / Telecommunications**
- **Payroll & Purchasing Functions**

🛡️ EOP Part 3 – Organization and Assignment of Responsibilities

College Threat and Violence Advisement Committee (TVAC)

🎯 Purpose of TVAC

TVAC is responsible for **receiving, assessing, and responding to threats or incidents** involving:

- Physical harm or injury
- Acts or threats of violence or intimidation
- Environmental dangers
- Technology-based threats (e.g., cybersecurity)
- Situations involving **students or employees**

🗣️ Reporting Responsibility

- **All students and employees** are obligated to report incidents to the TVA.
- Reports may include any **dangerous, threatening, or suspicious behavior**.

🔄 Incident Assessment Process

1. Information Review

- The **TVAC Coordinator** reviews initial reports.
- Notifies relevant stakeholders, such as:
 - President
 - Executive VP
 - VP/CFO, Administrative Services
 - VP/CAO, Academic Affairs
 - VP/CSAO, Student Affairs
 - VP/CMCO Marketing and Communications

2. Information Gathering

- May include **interviews** with individuals involved or affected.
- Findings are shared with the full **TVAC** for further evaluation.

3. Follow-Up

- The team monitors the situation **until conclusion**, ensuring ongoing assessment and safety.

Potential TVAC Responses

Depending on the incident, TVAC actions may include:

- **Activating the Continuity of Operations Plan (COOP)**
- **Referring individuals** (students or employees) to:
 - Law enforcement
 - Mental health providers
 - Other external agencies
- **Enforcement Measures:**
 - Law enforcement custody or legal holds
 - IT access restrictions
 - Campus access restrictions
 - Disciplinary recommendations to supervisors or the Dean of Students

Departmental Responsibility – Business Continuity

Purpose

To support **hazard mitigation, business continuity, and post-incident recovery**, Aims Community College maintains a **Continuity of Operations Plan (COOP)**. Though referenced in the EOP, the COOP is a **separate, comprehensive document** due to its length and detail.

Departmental COOP Plans

Each major **division/department** is required to develop and maintain its own COOP, including (but not limited to):

- Information Technology

- Employee Services
- Student Services
- Academic Affairs
- Facilities Management

Storage:

- Plans must be in **electronic form** (on a **secured website**).

Review & Maintenance

- COOP plans must be **reviewed biannually**:
 - **January**
 - **June**
- Reviews ensure that plans are **complete, functional, and up to date**.

COOP Activation

- In the event of a **major disaster**, the COOP will be activated by the **President or their designee**.
- Once activated, COOPs will guide the **continuity and recovery process** until full operational restoration is achieved.

Building Coordinators

Purpose & Role

Building Coordinators serve as **key safety liaisons** for specific college buildings or areas. Their role is to:

- **Protect building occupants**
- **Preserve college property**
- **Facilitate communication** during emergencies

Primary Responsibilities

- Act as a **communication link** between building occupants, visitors, and the **Department of Campus Safety**
- Relay **important safety and security information**
 - **To:** Other building coordinators and occupants
 - **From:** Campus Safety and relevant emergency personnel
- Coordinate localized **emergency preparedness** and **response actions**

Faculty and Staff Responsibilities

General Preparedness

All Aims Community College employees—**full-time and part-time**—are expected to:

- **Familiarize themselves** with the Emergency Operations Plan (EOP)
- Understand **emergency procedures**, including:
 - Evacuation routes
 - Shelter-in-place locations
 - Communication protocols

Leadership in Emergencies

Faculty and staff are considered **on-site leaders** and must:

- **Direct students, visitors, and colleagues** to safety during emergencies
- Use **common sense and training** to assess risks and act accordingly
- Maintain **up-to-date contact information** to ensure they receive emergency alerts

Emergency Response Role

In the event of a life-threatening emergency, employees must:

1. **Immediately call 911**
2. **Notify Campus Safety and Security**
3. Be ready to:
 - **Assess the situation**
 - Follow and assist with **protective actions**
 - Support evacuation or sheltering procedures

During a Declared State of Emergency

- Faculty and staff **not assigned to crisis management roles** are expected to:
 - Follow **instructions from the College President or designee**
 - Remain available to assist in **non-specialized support roles**, if needed

Student Responsibilities

General Emergency Preparedness

All Aims Community College students are expected to:

- **Familiarize themselves** with:
 - Campus emergency procedures
 - Evacuation routes for buildings they frequently use
 - Emergency preparedness resources available through the College
- **Maintain accurate emergency contact information** to ensure timely notification and instruction during life-threatening situations.

Emergency Response Role

If a student is **involved in or witnesses** a life-threatening emergency, they must:

1. **Immediately call 911**
2. **Notify Campus Safety and Security**

Students are also expected to:

- **Assess situations calmly and thoroughly**
- **Follow protective action instructions** using common sense and good judgment
- **Cooperate fully** with:
 - Faculty and staff
 - Emergency response personnel
 - College-issued RAVE Alerts or emergency messages

EOP Part 4 – Command, Control, and Coordination

Declaring a College State of Emergency

Authority to Declare

- The **College President** holds the **primary authority** to declare a **College State of Emergency**.
- If the President is **unavailable**, a **designated college official** may declare the emergency and activate the **TVAC**.

Criteria for Declaration

The President (or designee) should assess the situation by asking the following key questions:

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

If **yes** to any of the above, a **College State of Emergency** may be warranted.

Activation of TVAC

- Upon declaration, the **TVAC** is activated with full authority to implement emergency response actions.
- The **TVAC** operates to protect **life, property, and the continuity of operations**.

♂ **Role of the Director of Campus Security**

- Assumes **overall leadership** during the college-wide emergency response.
- Sets **college-wide priorities** and manages coordinated efforts across departments.
- All TVAC personnel report to the Director during the emergency.

Responsibilities of All College Personnel

- Personnel **with crisis roles** will follow the directives issued by the **Director of Campus Security and the TVAC**.
- Personnel **without specific crisis roles** are required to:
 - **Follow instructions** from TVAC leadership
 - Support protective actions as directed

Emergency Operations Center (EOC)

Purpose

The **Emergency Operations Center (EOC)** serves as the **central coordination hub** for Aims Community College's emergency response during a declared **College State of Emergency**.

EOC Activation Protocol

- The **Director of Campus Security**:
 - Determines the need to activate the **TVAC**
 - Assigns **response actions and emergency roles**
 - Sends **RAVE alerts** to designated College personnel to initiate the EOC response
- **Required Notifications Upon EOC Activation**:
 - **President's Office**
 - **Senior Administrator of Learning and Organizational Development**

EOC Location & Facilities

- **Primary EOC Location**:
Ed Beaty Hall Building Suite #127
- **Additional EOC Resources**:
 - Conference rooms
 - Large meeting rooms
 - Video conference room

(All within or near the designated EOC)

 **Campus Emergency Response Kits** **Purpose**

To support **external emergency responders** (Law Enforcement, Fire, EMS) during a campus emergency—especially if they are unfamiliar with Aims campus layouts.

 **Maintained By**

The **Aims Department of Campus Safety & Security** is responsible for assembling, maintaining, and distributing the **Emergency Response Kits**.

 **Minimum Contents of Each Kit:**

1. **Physical building keys**
2. **Card key door access card**
3. **Emergency-use computer login credentials**
4. **Flash drive with PDF campus floor plans**
5. **Printed campus floor plans**
6. **Instructions** on accessing internal Aims communication systems

 **EOP Part 5 – Administration, Finance, and Logistics** **Agreements and Contracts**

In the event College resources are **insufficient during an emergency**, Aims may request external assistance in accordance with **existing mutual-aid agreements** or enter into **new contracts** during the emergency.

- All agreements must:
 - Be made by **authorized officials**
 - Be in **writing**, when possible
 - Clearly **identify officials** who are authorized to request assistance

 **Reports** **Hazmat Spill Reporting**

- The **responsible department** must file reports for **state/federal compliance** if a **reportable hazardous materials release** occurs.
- If the responsible party is unknown, the **Incident Commander (IC)** ensures reporting is completed.

 **Emergency Reports**

- **Initial Emergency Report:**

- Brief report prepared when an emergency is likely to worsen and external assistance may be needed.
- **Daily Situation Report:**
 - Created and distributed by the **EOC** during major incidents to track progress, actions, and ongoing needs.

Record Keeping for Emergency Operations

Each department must maintain **financial and activity documentation** to justify resource use and support future cost recovery or reimbursement.

Activity Logs (maintained by EOC/departments) should include:

- Emergency facility activation/deactivation
- Notifications to agencies
- Significant developments or resolution milestones
- Resource commitments and requests
- Public protection recommendations (e.g., evacuation orders)
- Casualty reports

Incident Costs

All departments must:

- Track **daily resource usage** (personnel, equipment, supplies)
- Use this data to:
 - Estimate **annual emergency response budgets**
 - Inform future planning

Emergency or Disaster-Specific Cost Tracking

Maintain **detailed cost records**, including:

- **Personnel** (especially **overtime**)
- **Equipment usage**
- **Leased or rented equipment**
- **Contracted services**
- **Specialized supplies**

① These records may support cost **recovery from insurers, responsible parties**, or serve as documentation for **state/federal financial assistance** requests.

Preservation of Records

To ensure continuity of operations after a disaster:

- **Vital records** (legal documents, property, tax records) must be **protected from fire and water damage**.
- Each department developing an annex to the EOP must:
 - Include provisions for **record protection**
 - Seek **professional recovery services** if records are damaged

Legal Protection

- **Post-disaster complaints** (e.g., about unfair or illegal practices) will be referred to the **College Attorney** for review and response.

EOP Part 6, Annex 1 – Rapid Assessment of an Incident

Goal

Enable **rapid identification and assessment** of emergency incidents to initiate an appropriate and timely response.

Objective

Ensure that the **first step in emergency response**—incident identification—is carried out efficiently by any observer, with **immediate notification** to the appropriate authorities.

- **Primary Assumption:** Most incidents will be **first identified** by students, faculty, staff, or visitors.
- **Critical Action:**
 - When in doubt—**report the incident**.
 - Treat **potentially escalating situations** with urgency.

Immediate Notification Protocol

- **Life-Threatening Emergency**
 - Call **9-1-1** immediately
 - Then call **Campus Security**
- **Non-Life-Threatening Emergency**
 - Report **immediately to Campus Security**

Courses of Action

1. First Responder Assessment

- **Local 9-1-1 dispatch** will send appropriate emergency personnel.
- **First responding School Resource Officer (SRO)** will:
 - **Assess the scene** for safety
 - **Identify and report threats**
 - **Confirm incident severity/type** to dispatcher and other responders

2. 📄 Initial Hazard Identification

Key questions to evaluate:

- What is the **hazard type**? (e.g., fire, weather event, chemical spill)
- What is the **impact level** to Aims? (minor, major, disaster)
- Could the **situation worsen** if not addressed?
- Is the **situation currently under control**?

3. 👤 Life Safety & Property Protection

Assess the potential for:

- **Loss of life**
- **Serious or minor injury**
- **Property damage**
- **Disruption to College operations**

4. 🔍 Threat Assessment Process

Once notified, **College personnel** begin threat assessment by gathering and analyzing the following information:

- **Type, location, and time** of the incident
- **On-scene reports** from:
 - Aims Campus Security
 - Local law enforcement
 - Fire/rescue/EMS
- **Known or emerging threats** that may influence response decisions

EOP Part 6, Annex 2 – Communication and Emergency Notifications

GOAL

To 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** in the event of an **immediate threat to health or safety** affecting **Aims College students, faculty, staff, and visitors**, caused by a **significant emergency or dangerous situation** that is occurring or imminently threatening the campus.

COURSES OF ACTION

In the event of an emergency situation on campus, **Aims College** will implement its **campus emergency notification systems** to issue alerts and provide **clear instructions** on how to respond.

- The **safety** of students, faculty, staff, and visitors is the College's **top priority**.
- Upon hearing an **alarm or announcement**, individuals should:
 1. **Take immediate action**
 2. **Listen to the message**
 3. **Move to a safe location**
 4. **Await further instructions**

The **decision to activate** any campus emergency communication system is made **immediately at the campus level** by one of the following:

- The **Director of Campus Safety and Security and or Designee**
- The **President of the College**

Official Emergency Notification Methods

The College uses multiple communication platforms to distribute emergency information. These methods are listed **in order of effectiveness**, based on activation speed, delivery time, and audience reach:

Primary (Immediate Use)

- **RAVE Alerts** (mass notification system)
- **Alarms & Public Address Systems**
- **SMS Text Messages**
- **Bulk Email**
- **Aims College Website**
- **Emergency Phone Trees**

Secondary (15 Minutes and Beyond)

- **Student & Employee Hotlines**
- **Voicemail Messages**
- **Media Releases / Press Conferences**

Unofficial Communication Disclaimer

While emergency information may spread via **word-of-mouth**, it is:

- **Unreliable**
- **Uncontrolled**
- **Not considered an official notification method**

All members of the campus community should rely on the **official channels** listed above for accurate and timely emergency information.

Emergency Mass Notification System Overview

Purpose

The **Aims Emergency Notification System** is designed to **alert the College community of pending or ongoing emergencies**, ensuring timely information and instructions are communicated to protect life and safety.

System Capabilities

During emergencies such as **weather warnings** or **critical incidents**, the system may utilize the following communication tools:

- **RAVE Notification Software** (linked to **Alertus**)
- **Voicemail**
- **Text Messages (SMS)**
- **Emails**
- **Computer Screen Pop-Ups**
- **Emergency Beacons**

⚠ The system offers **flexibility**, allowing selective use of communication tools based on the situation and urgency.

Activation Criteria

Upon notification of a **Major Emergency** that:

- **Is occurring or imminent**, and
- **Poses a threat to life**, and
- **Requires immediate protective action**

The responsible authorities must **determine the need and appropriate type of warning message**, based on the emergency category.

Types of Emergency Notifications

Notification Type	Description
1. Emergency Evacuation	Immediate relocation of building occupants due to a direct health or life safety hazard.
2. Dangerous Situation	Human-caused hazards such as: <ul style="list-style-type: none"> • Active Shooter • Hostile Intruder • Terrorist Attack
3. Hazardous Condition	Accidental or intentional technological hazard , such as: <ul style="list-style-type: none"> • Hazardous Material Leak/Spill • Biological Threat • Radiological Emergency
4. Weather Emergency	Natural weather hazard with immediate risk, such as: <ul style="list-style-type: none"> • Severe Thunderstorm • Tornado • Flash or Urban Flood
5. All Clear	Indicates that the emergency has been resolved and no longer poses a threat to health or safety.

Action Summary

When a **Major Emergency** is identified:

1. **Evaluate the nature of the threat**
2. **Select the appropriate emergency category**
3. **Determine which communication tools to activate**
4. **Transmit the warning message**
5. **Follow up with secondary communications and “All Clear” when appropriate**

Notifying 9-1-1 During Major Emergencies

In the event of a **major emergency** on any **Aims Community College campus**, the following protocol must be followed:

Step-by-Step Notification Procedure

1. **Immediately contact the local 9-1-1 Public Safety Answering Point (PSAP)**

- This is the **first and most critical step** in reporting any major emergency (e.g., life-threatening incidents, fires, active shooters, hazardous material leaks, etc.).
- 2. **Notify Campus Security**
 - After calling 9-1-1, immediately report the incident to **Aims Campus Security**.
- 3. **Campus Security's Responsibility**
 - **Confirm that 9-1-1 has been contacted.**
 - If there is any uncertainty about the initial 9-1-1 notification, **Campus Security must call 9-1-1 directly** to ensure emergency services are aware and responding.

Alerts, Notifications, and Warnings

The **type and method of alert/notification/warning** used will be determined by **Campus Security** based on a situational assessment.

Criteria for Determining Notification Method:

- **Type of Hazard**
(e.g., active shooter, chemical spill, severe weather)
- **Life Safety & Property Protection Issues**
(potential impact on people and facilities)
- **Urgency of the Situation**
(how quickly the message must be delivered)
- **Audience to Receive the Message**
(students, staff, faculty, visitors, building-specific or campus-wide)
- **Capabilities and Limitations of the Notification Systems**
(e.g., RAVE, Alertus, beacons, text, email, PA systems, etc.)

Reminder:

The **first call is always to 9-1-1** in major emergencies. Immediate coordination with Campus Security is essential to ensure a **timely and effective response**.

Notification Methods Overview

Aims Community College utilizes multiple communication tools to ensure timely and effective notification of campus-related emergencies. These methods are designed to reach a broad audience and support swift protective action.

Primary Notification Systems

1. RAVE and ALERTUS Emergency Alert Systems

- Sends alerts via:
 - **SMS text messages**
 - **Email**
 - **Landline phone calls**

- **Computer pop-up notifications** (networked devices)
- **Visitor Access:** Emergency opt-in alerts available to guests and visitors.
- **System Testing:** Coordinated by the **Department of Campus Safety & Security** in collaboration with **Information Technology**.
 - **Routine Testing:** Conducted **each semester** to ensure system readiness.

2. Aims College Website

- Main website: **www.aims.edu**
- A persistent **Campus Safety and Security link** is accessible from every page (lower portion of the screen).
- The “**Safety**” page includes real-time updates on:
 - Campus-related emergencies
 - Closures
 - Other important announcements

3. Aims Alerts Page

- Direct emergency updates available at:
 <https://safety.aims.edu/>

Supplemental Notification Tools

4. 911 Direct-Dial (Campus Phones)

- **No need to dial (9)** to reach an outside line.
- Calls immediately connect to the **local Emergency Dispatch Communications Center** for direct emergency reporting.

5. Fire Alarm Pull Stations

- Located in every building.
- To be used for:
 - **Fire emergencies**
 - **Evacuation scenarios**
- Activates building-wide audible and visual alerts.

6. Telephone / Contact Tree (Building Coordinators)

- **Building Coordinators** serve as internal points of contact to **disseminate information quickly** within each facility.
- Effective during:
 - **Precautionary alerts** (e.g., storm or tornado warnings)
 - **Civil disturbances**
- Building Coordinators:
 - Will contact as many individuals as **safely possible**

- May not have time to communicate **before evacuation events** (e.g., fire alarm activation)
- Focus on **preventive or advisory messaging** when appropriate

ALERT Activation Decision Criteria

Before activating the **Aims Emergency ALERT System**, the following **five criteria** must be assessed to determine:

- **Whether** activation is warranted
- **Which notification methods** should be used
- **Who** must authorize the activation?

1. Hazard Type

Evaluate the nature and severity of the event:

- What is the hazard?
(*e.g., room fire, tornado, active shooter, hazmat spill*)
- What is the impact to Aims?
(*minor, major, or disaster-level*)
- Could the situation escalate further?
- Is the situation currently under control?

2. Life Safety / Property Protection

Assess the potential threat to people and facilities:

- What is the risk of **fatality**?
- What is the risk of **serious injury**?
- What is the risk of **minor injury**?
- What is the likelihood of **property damage**?
- Could there be **significant disruption** to operations?

3. Urgency

Determine how fast the message must be delivered:

- How soon does the message need to go out?
(*Seconds, minutes, hours, days*)
- Is there time to go through **approval channels**, or is **immediate action** required?

4. Audience

Identify the recipients and scope of communication:

- Who needs to be alerted?
(Administration, faculty, staff, students, visitors)
- What is the scale of the audience?
(Dozens, hundreds, thousands)

5. Capabilities / Limitations

Match the situation with the most effective tools:

- What **limitations** exist in the available systems?
(e.g., message delay, lack of access, risk of public panic)
- Which communication method is best suited?
(e.g., press conference, bulk text, campus siren)
- How fast can the message be delivered?
(Immediately, within minutes, within hours)

Activation Authority

Only **designated officials** (e.g., **Director of Campus Safety and Security** or **President**) are authorized to activate the ALERT system, following evaluation of these criteria.

Appendix 2 to Annex 2 – Public Information / Media Contact

Official Spokespersons

- The **College President** and the **Public Information Officer (PIO)** are the **only authorized spokespersons** for Aims Community College to conduct media interviews during a declared college emergency.
- Either may designate **additional official spokespersons** as necessary.

Public Information Priority

- Providing accurate and timely public information is a **priority response action** during emergencies.
- The high demand for information following a **major emergency** can quickly overwhelm response personnel if not properly managed.

Designated Media Staging Areas

- Anticipating **increased media presence** during major emergencies, Aims designates **specific staging areas** near each campus.
- These staging areas are:
 - Located **outside** the present and potential hazard zones
 - Outside the **secure perimeter** of emergency operations
 - Positioned **close enough** to allow accurate incident reporting

- **Controlling media access** is essential to prevent interference with emergency response operations.

Rumor Control

- Rumors and unofficial information will likely spread during a **declared major emergency**.
- The **College President, PIO, and Director of Campus Safety and Security** work collaboratively to **manage and mitigate rumors**, though complete control may be limited.

Assistance from Greeley/Weld 9-1-1 Center

- If rumors escalate or the College hotlines are overwhelmed:
 - Aims can request support from the **Greeley/Weld 9-1-1 Center**, which has the telecommunications resources to handle increased call volume during major emergencies.
- The **Greeley/Weld 9-1-1 Center supervisor** will:
 - Provide **hourly reports** on the most frequently asked questions to the Aims Public Information Officer.
- The **PIO** will:
 - Use this data to issue updated **press releases** to address rumors and unanswered questions promptly.

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

Purpose

This appendix establishes procedures to:

- Provide **emergency notifications** for any immediate threat to the health or safety of Aims students, faculty, staff, and visitors caused by significant emergencies or dangerous situations currently occurring on or imminently threatening the campus.
- Alert the campus community regarding certain crimes in a **timely manner** to help prevent similar incidents or address ongoing threats to the College community.

Requirements

Under the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**:

- Every institution must have and disclose **emergency response and evacuation procedures** for significant emergencies or dangerous situations posing an immediate threat to the health or safety of students or employees on campus.
- Institutions are also required to provide **timely warnings** about certain crimes that may pose a continuing threat, to aid in crime prevention.

Aims Community College Compliance

- Aims will keep the campus community informed by issuing **timely warnings** of crimes occurring on or near campus property that represent a serious or ongoing threat to students and employees, once such incidents are reported to Campus Security Authorities (CSAs), as outlined by the Clery Act.
- Aims will also issue **emergency notifications** upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety on campus.

Notification Procedures

- The College will use **one or more appropriate delivery methods** to communicate the threat to:
 - The entire College community, or
 - A specific segment of the community if the threat is limited to a particular building or population subgroup.
- Notifications will be issued **without delay**, considering the safety of the community, with content determined by authorized College officials or first responders.
- **Exceptions:** Notification may be delayed if, in the judgment of authorized officials or first responders, issuing it would **compromise efforts to assist victims**, or to **contain, respond to, or mitigate** the emergency.

Definitions

Clery Act

The **Clery Act** is a federal statute with implementing regulations in the U.S. Code of Federal Regulations. It requires all colleges and universities that participate in federal financial aid programs to maintain and disclose information about crime on and near their campuses. Compliance is overseen by the U.S. Department of Education, which may impose civil penalties for violations and can suspend institutions from federal student aid programs.

The Act is named after Jeanne Clery, a 19-year-old Lehigh University freshman who was tragically raped and murdered in her campus residence hall in 1986. This incident exposed widespread issues with unreported crimes on campuses nationwide and led to the Crime Awareness and Campus Security Act of 1990, later renamed the Clery Act.

Campus Security Authority (CSA)

Campus Security Authorities are individuals at the College who, while not sworn Public Safety Officers, have significant responsibility for campus security and crime reporting under the Clery Act. Examples include:

- All Cabinet Members
- Executive Campus Directors (or designees)
- Members of the Threat and Violence Assessment Committee

CSAs are required to report crimes disclosed to them to the College Resource Officer or the Department of Campus Safety & Security.

Clery Act Crimes

Aims Community College must annually report statistics for crimes occurring on campus, non-campus buildings or property, and public property, including:

- 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
- Stalking

Additionally, any **Hate Crimes** motivated by race, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity must be reported.

Annual Security Report

By **October 1** each year, Aims must publish and distribute its annual campus security report to current and prospective students and employees. This report includes:

- Crime statistics for the previous three years
- Policy statements on safety and security measures
- Descriptions of crime prevention programs
- Procedures for investigating and prosecuting alleged sex offenses

Crime Log

The Director of Campus Security or related department maintains a public log of all crimes reported or known. The log must:

- Include the most recent **60 days** of data
- Record the nature, date, time, and general location of each crime, plus the disposition if known
- Provide information older than 60 days within two business days upon request

- Be maintained for **seven years** (three years beyond the last Annual Security Report publication)

Timely Warning

Timely warnings are issued for crimes that have occurred but represent an ongoing threat to the campus community. These warnings:

- Aim to alert the community promptly to aid in preventing similar crimes
- Are primarily focused on, but not limited to, Clery Act crimes
- Should be issued **as soon as pertinent information is available**, enabling individuals to protect themselves

Emergency Notification

Emergency notifications are activated when a dangerous situation or emergency is **currently occurring or imminently threatening** the College or its campuses. These notifications:

- Are issued immediately upon confirmation of the threat
- Alert students and employees to significant emergencies posing an **immediate threat to health or safety**
- Cover a broad range of emergencies, including but not limited to Clery Act crimes

Notification Procedures

1. Initial Reporting

Most crime events or emergencies on campus are identified by students, faculty, staff, or visitors. If anyone is involved in or witnesses a life-threatening emergency, they must **immediately call 9-1-1** and notify the appropriate **Campus Security office**. This notification initiates the activation of the College's Emergency Operations Plan (EOP).

2. Non-Emergency Crimes

Non-emergency crimes occurring on or near Aims campuses should be reported to any **Campus Security Authority (CSA)** as defined previously. The CSA who observes or receives information regarding a Clery Act crime must promptly report it to Campus Security on the appropriate campus.

3. Serious Threats

Any reported crime that poses a **serious or ongoing threat** to the campus community will be immediately brought to the attention of the **Campus Safety Official** available on that campus or their designee.

4. Activation of Warning Systems

When it is determined that a **timely warning** is necessary, trained and authorized personnel will activate the campus siren and public address systems as practical and without jeopardizing life safety. These systems are primarily used during life-threatening major emergencies.

Testing and Evaluation

- **Annual Evacuation Drills**
An evacuation drill will be conducted at least **once a year** for all buildings occupied by students and/or employees. The Department of Campus Safety & Security is responsible for scheduling and overseeing these drills.
- **Drill Objectives**
 1. Test the operation of various ALERT methods used for emergency notifications and timely warnings.
 2. Allow occupants to practice basic self-protection actions, learn exit locations, and become familiar with the emergency announcement methods.
- **Collaboration with Emergency Agencies**
Aims may participate in exercises with federal, state, and local emergency response agencies in Colorado. The Department of Campus Safety & Security coordinates these efforts through the Weld County Office of Emergency Management.
- **Exercise Goals**
It is a goal of Aims to conduct or participate in **at least one exercise per calendar year** with

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

GOAL

To identify processes and procedures necessary for rapid and efficient implementation of protective measures during emergencies.

OBJECTIVE

Campus Security or the Threat and Violence Assessment Team (TVAT) personnel may issue one or more of five basic protective actions in response to an emergency: **Secure, Lockdown, Evacuate, Shelter, and Temporary Closure.**

COURSES OF ACTION

The choice of action depends on the situation. Since Aims is an open, public institution designed for easy accessibility, flexibility is critical.

Protective Actions

1. Secure

Students:

- Return inside the building
- Continue normal activities

Employees:

- Lock all outside doors

- Increase situational awareness
- Account for students, visitors, and others
- Continue normal activities

2. Lockdown

Students:

- Move out of sight
- Remain silent
- Do not open the door
- Prepare to evade or defend if necessary

Employees:

- Bring people from hallways into rooms if possible
- Close and lock doors
- Turn off lights
- Move out of sight
- Maintain silence
- Do not open doors
- Prepare to evade or defend

3. Evacuate

Students:

- Leave belongings behind if necessary
- Take phone if possible
- Follow all instructions

Employees:

- Lead evacuation to designated location
- Account for students, visitors, and others
- Report if anyone is missing, extra, or injured

4. Shelter

Students:

- Use hazard-appropriate safety strategy:
 - Tornado: Evacuate to shelter area
 - HazMat (hazardous materials): Seal the room
 - Earthquake: Drop, cover, and hold

Employees:

- Lead the chosen safety strategy
- Account for students, visitors, and others
- Notify authorities if anyone is missing, extra, or injured

5. Temporary Closure**Description:**

Temporary Closure may be issued by Campus Security or TVAC personnel, typically after an evacuation is ordered and it's determined that a building or the campus is unsafe until further notice.

Purpose:

To protect students, faculty, staff, and visitors by keeping them out of hazardous areas and away from emergency response operations.

Implications:

- All campus classes and functions are **canceled** until further notice.
- Only **essential personnel** are allowed to remain on campus, unless otherwise directed to leave by Campus Security, TVAT, or local emergency responders.

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

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

OBJECTIVE

During crisis situations, Aims TVAC personnel will evaluate the need to implement internal and/or external accountability systems 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 welfare information may overwhelm internal communication resources and hinder emergency response.
- External communication infrastructure (e.g., cell phones) may also be impacted.
- TVAC personnel will assess the need to activate an **external accountability system** for welfare reporting.
- **American Red Cross Partnership:**

- Aims will request to direct students and employees to the American Red Cross **Safe and Well Website** (<https://safeandwell.communityos.org/cms/>) for reporting welfare status.
- The Aims Public Information Officer will issue press releases to media outlets encouraging use of the site and providing family members instructions to check welfare status.

Essential Personnel Positions/Function

- Aims has identified critical positions necessary for emergency response and recovery.
- Essential Personnel generally include employees in:
 - Campus Security Services
 - Custodial Services
 - Information Technology
 - Business Affairs
 - District Facilities Management
 - Plant Maintenance
- These personnel are required to remain on or report to work during declared emergencies (e.g., flooding, fire).
- Employees in these roles are notified annually of their essential status.
- Being available for assignment during emergencies is a condition of employment for essential personnel.

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

GOAL

Ensure continuity of decision-making authority and operational control so critical emergency functions can continue when the authorized administrator is absent.

OBJECTIVE

Define clear orders of succession across all essential college functions to maintain command, organizational structure, and essential services during emergencies.

COURSES OF ACTION

Order of Succession for Aims Community College

- Provide succession plans with at least two levels of backup at all policy and directional points:
 1. College President
 2. Chief Academic Officer (Provost)
 3. Chief Administrative Officer (Chief Business Officer)
 4. Board of Trustee Designated Individual

Order of Succession for Each Aims Campus

- Each campus identifies orders of succession for campus heads and key leaders with sufficient depth and geographic dispersion.
- Orders of succession should:
 - Be based on positions/titles, not individuals.
 - Establish conditions for succession, methods of notification, and time/geographic/organizational limits.
 - Ensure equitable distribution of successors among contingency staff.
 - Be regularly revised and redistributed.

Delegation of Authorities

- Departments must pre-delegate authority for policy decisions, specifying:
 - Scope of authority
 - Limits on exercising authority
 - Titles of authorized personnel
 - Circumstances under which authority can be further delegated

EOP Part 6, Annex 6 – Evacuation Strategy for Persons with Disabilities

Purpose

Outline procedures to safely evacuate or shelter persons with disabilities during an emergency on Aims campuses. Everyone in the College community shares responsibility for supporting these efforts.

Applicability

Aims encourages students, faculty, and staff with disabilities to self-identify so proper assistance can be planned and provided.

Regulatory Compliance

This plan meets or exceeds OSHA and NFPA 101 Life Safety Code standards.

Evacuation Options for Persons with Disabilities

1. **Horizontal Evacuation:**
Move to a connected building on the same level if possible.
2. **Stairway Evacuation:**
Use stairs to exit. Individuals with mobility impairments should wait for heavy traffic to clear before attempting stairs. Wheelchair users must be evacuated only by trained emergency personnel—untrained people should never attempt this unless in extreme danger.

3. **Area of Refuge:**
Designated safe areas (e.g., stairway landings) where persons unable to evacuate immediately can wait for assistance from emergency responders. If crowded, waiting in a nearby corridor is advised.
4. **Stay in Place:**
In some cases, especially in sprinkler-protected buildings or if no nearby refuge exists, individuals may stay in a safe room with communication tools to alert emergency responders.

Specific Disability Considerations

- **Mobility Impaired (Wheelchair Users):**
Stay in place or move to area of refuge; notify emergency personnel via another person or call 9-1-1 if alone. Stair evacuation only by trained responders.
- **Mobility Impaired (Non-wheelchair):**
May negotiate stairs with assistance if able. Should wait for heavy traffic to clear if danger is imminent.
- **Hearing Impaired:**
May not hear alarms. Use visual alarms where available or written communication to instruct evacuation.
- **Visually Impaired:**
May need assistance navigating unfamiliar evacuation routes. Offer guided assistance and verbal communication.

Responsibilities

Individuals requiring assistance should:

- Create a personal evacuation plan.
- Inform others about their needs and required assistance.
- Learn primary and alternate evacuation routes and refuge locations.
- Communicate their safety status post-evacuation.

Students, faculty, and staff can help by:

- Knowing the needs of persons requiring assistance in their area.
- Asking how best to assist before acting.
- Offering verbal guidance and physical support for the visually impaired.

Appendix 1 to Annex 6: Multiple Level Buildings

Several Aims Community College buildings have two or more levels, including:

- **Greeley Campus:**
Allied Health and Sciences, Westview, Applied Trades and Technology, PERC, Student Commons, Welcome Center

- **Other Campuses/Locations:**
Ft. Lupton Campus, Prairie, Loveland Campus, Windsor Campus, PSI, Aims Flight Training Center (Northern Colorado Regional Airport)

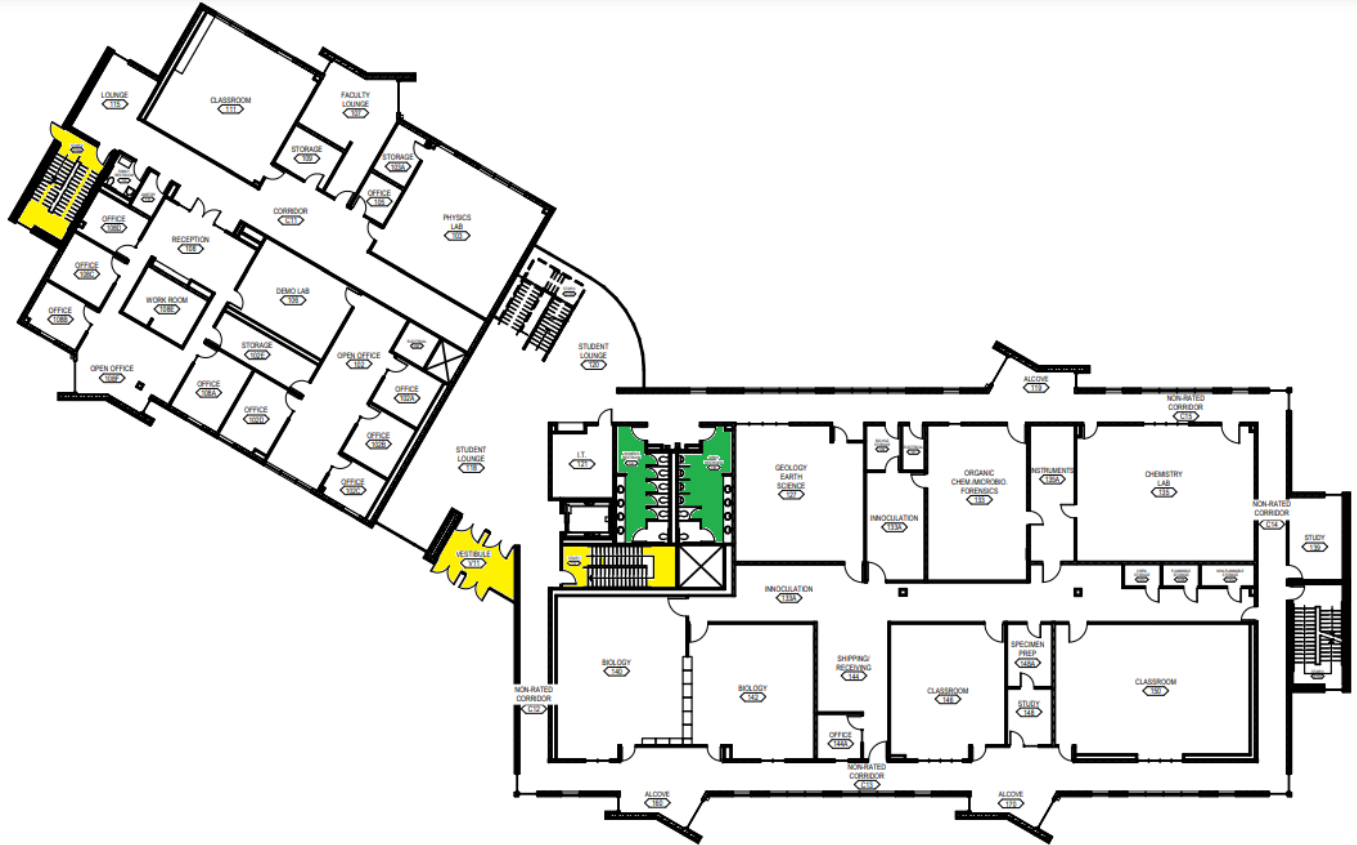
Important:

- **Evacuation Exits:** Highlighted in **YELLOW**
- **Severe Weather Safe Areas:** Highlighted in **GREEN**

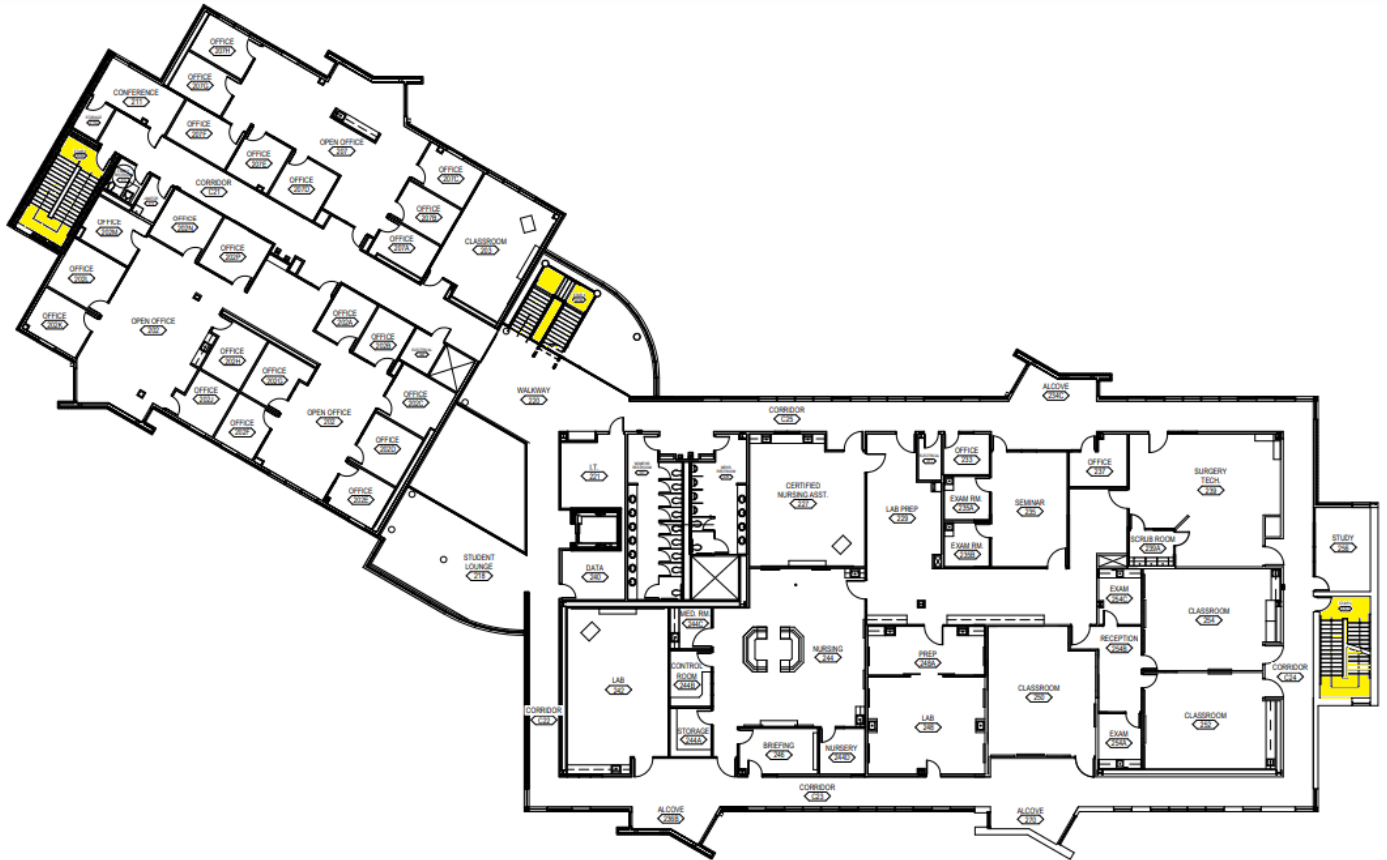
Greeley Campus, Allied Health and Sciences Building Garden Level



Greeley Campus, Allied Health and Sciences First Floor



Greeley Campus, Allied Health and Sciences Second Floor



Greeley Campus, Westview Building First Floor



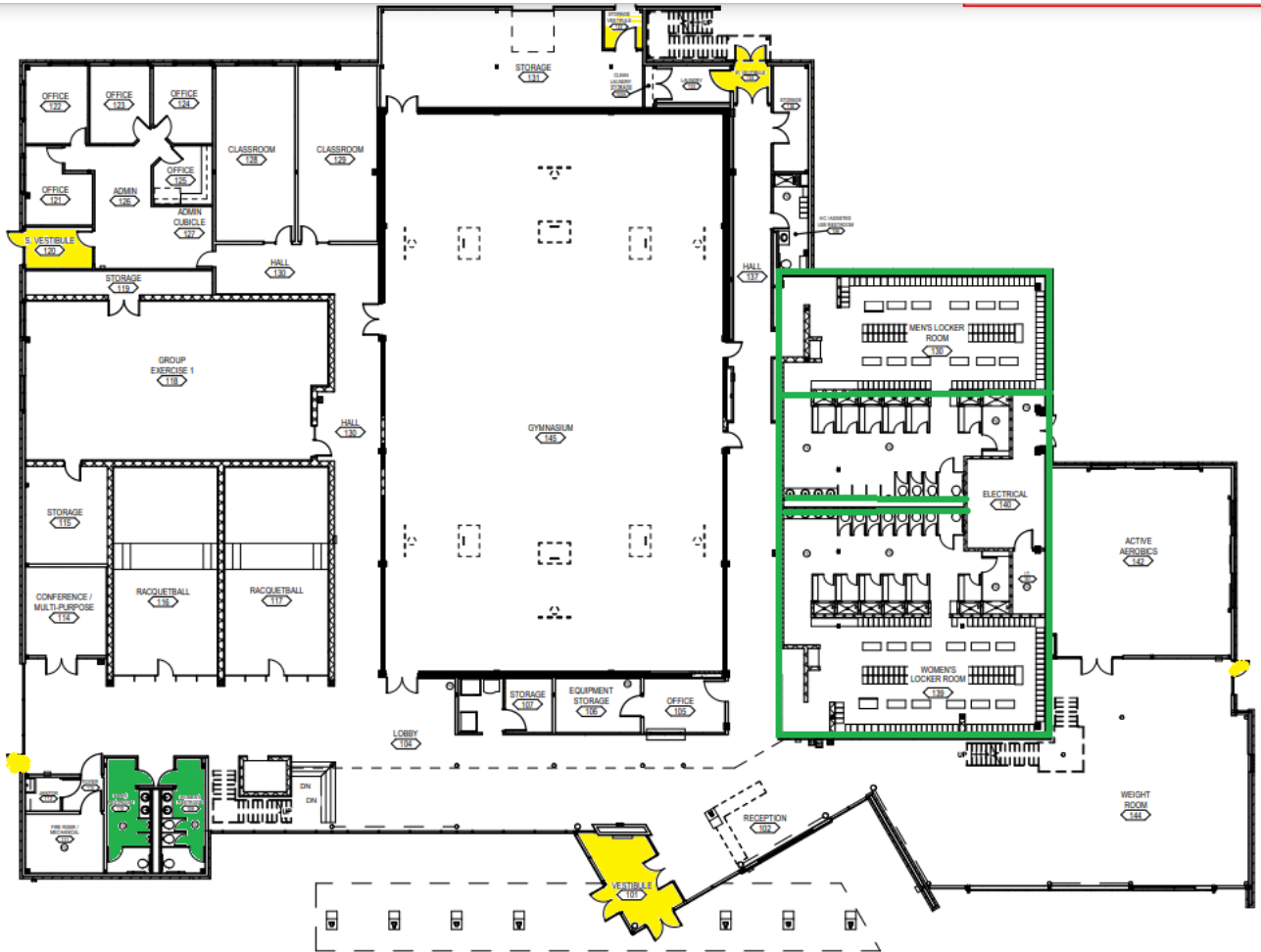
Greeley Campus, Westview Building Second Floor



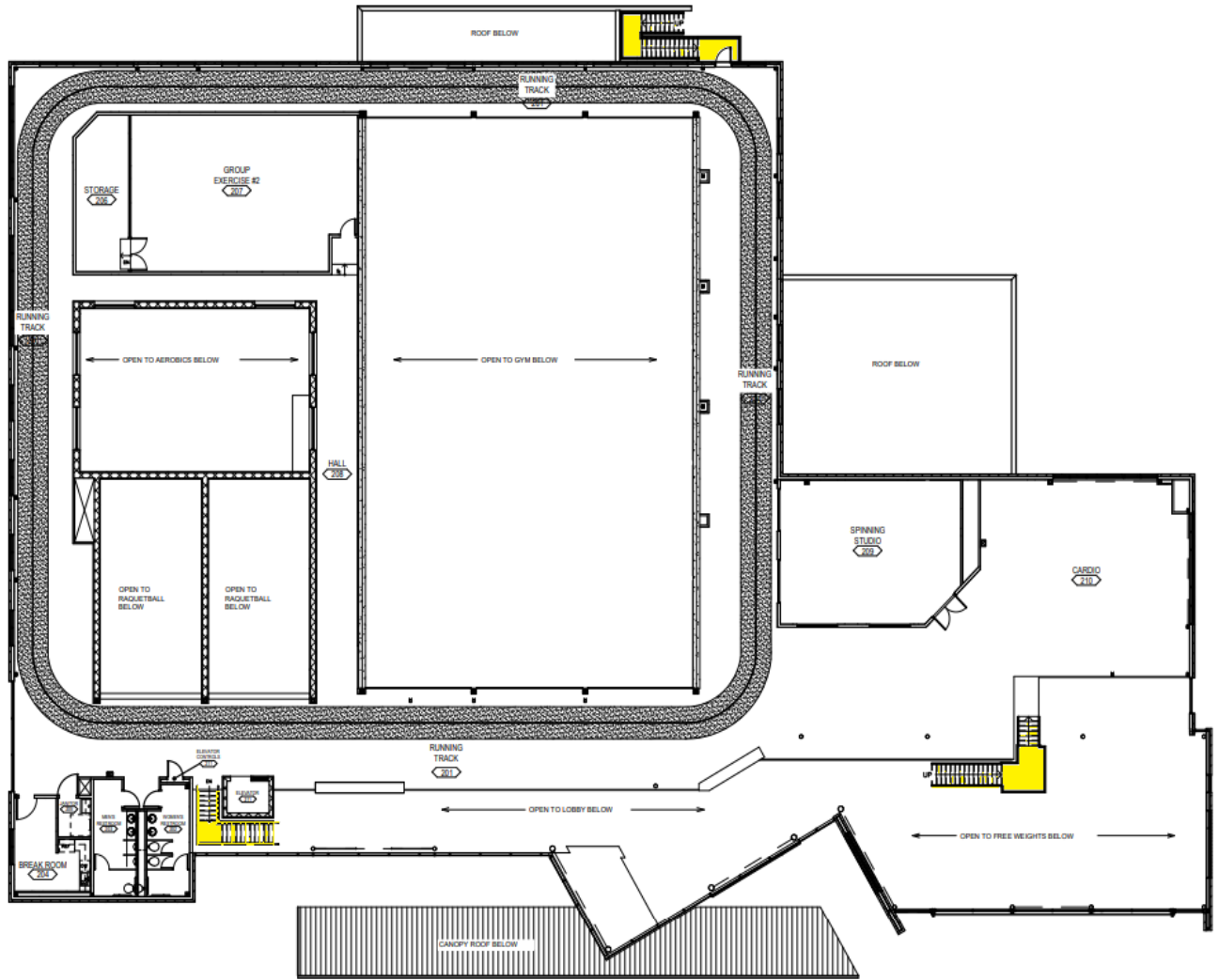
Greeley Campus, Applied Trades and Technology First Floor



Greeley Campus, Physical Education and Recreation Center (PERC) First Floor



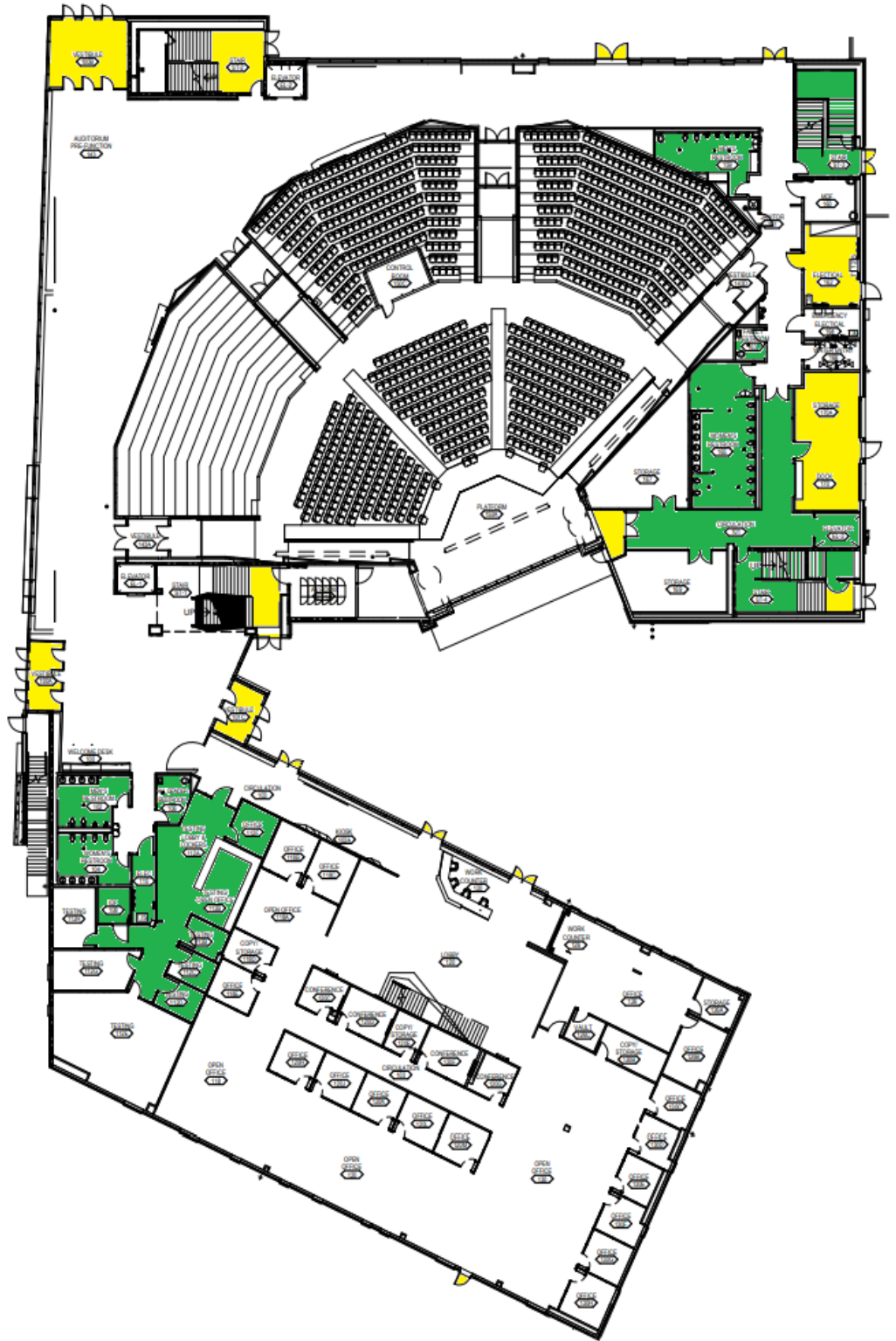
Greeley Campus, Physical Education and Recreation Center (PERC) Second Floor



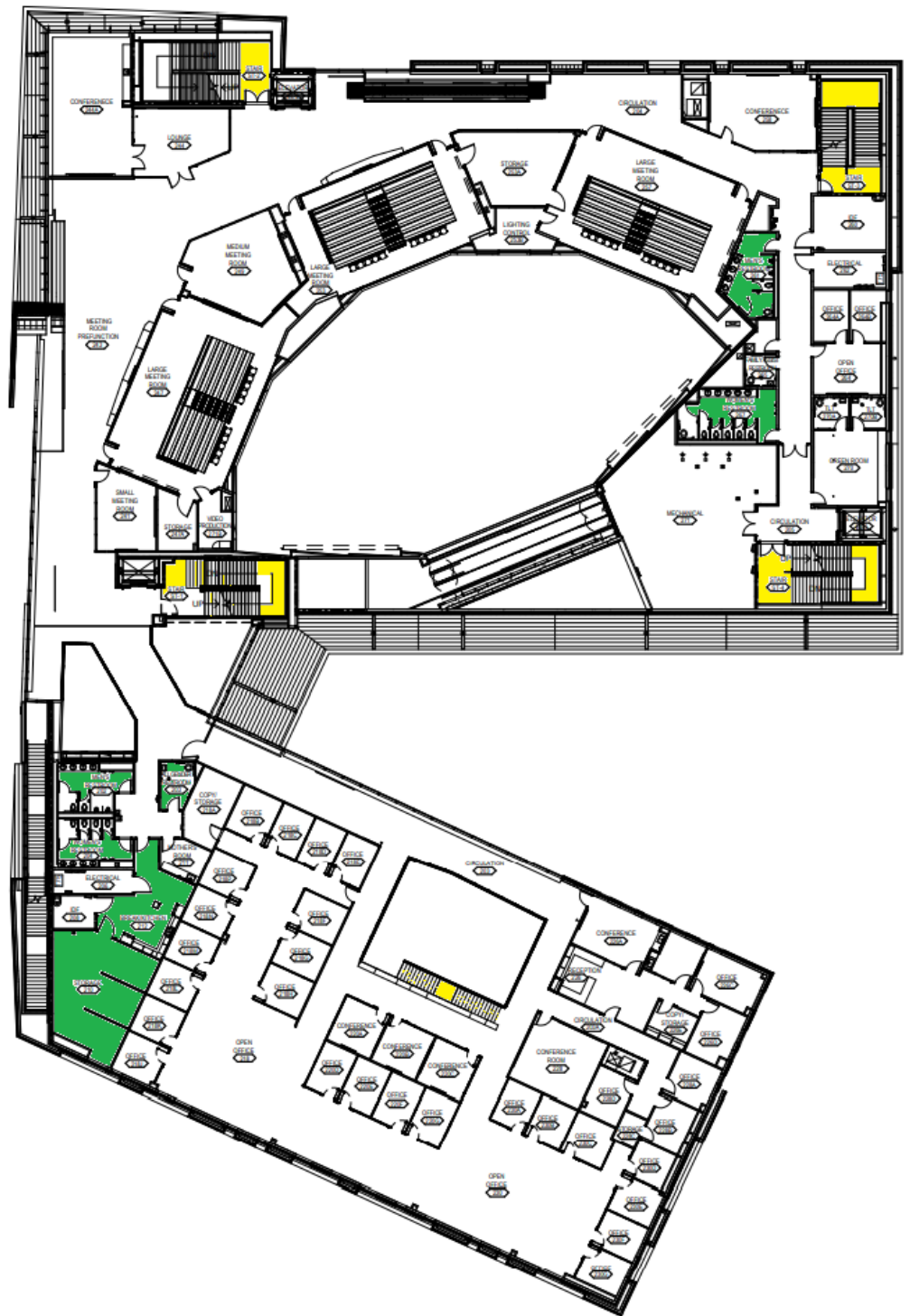
Greeley Campus, Student Commons First Floor



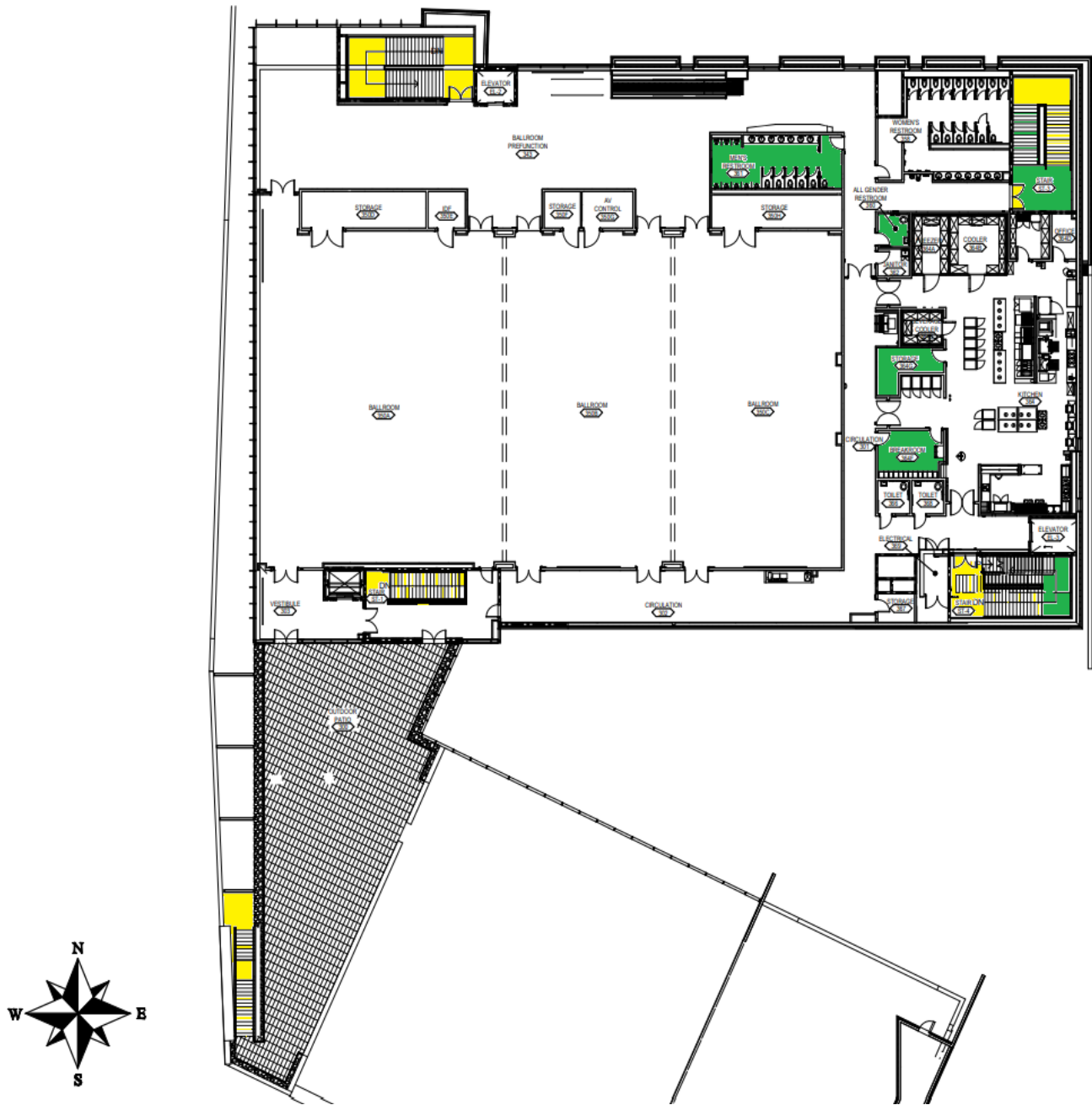
Greeley Campus, Welcome Center First Floor



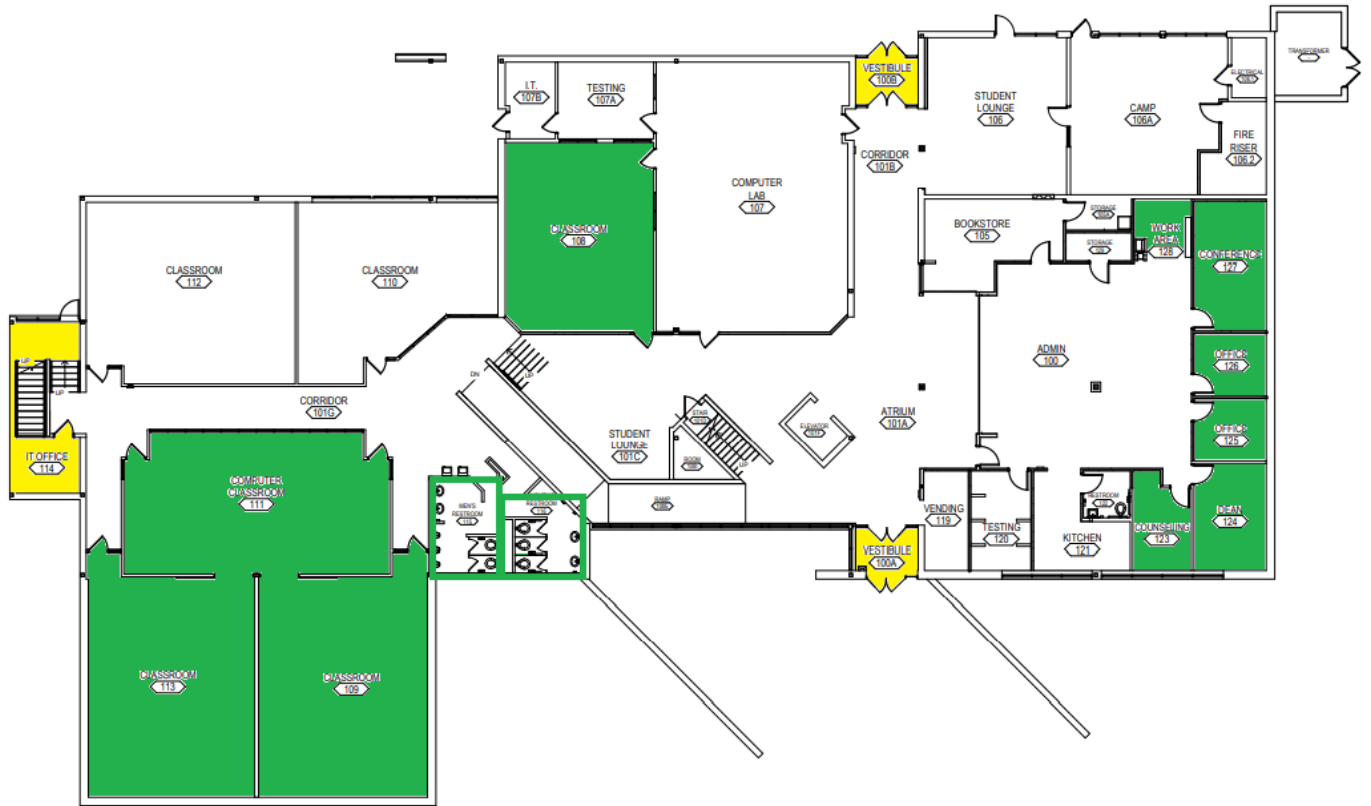
Greeley Campus, Welcome Center Second Floor



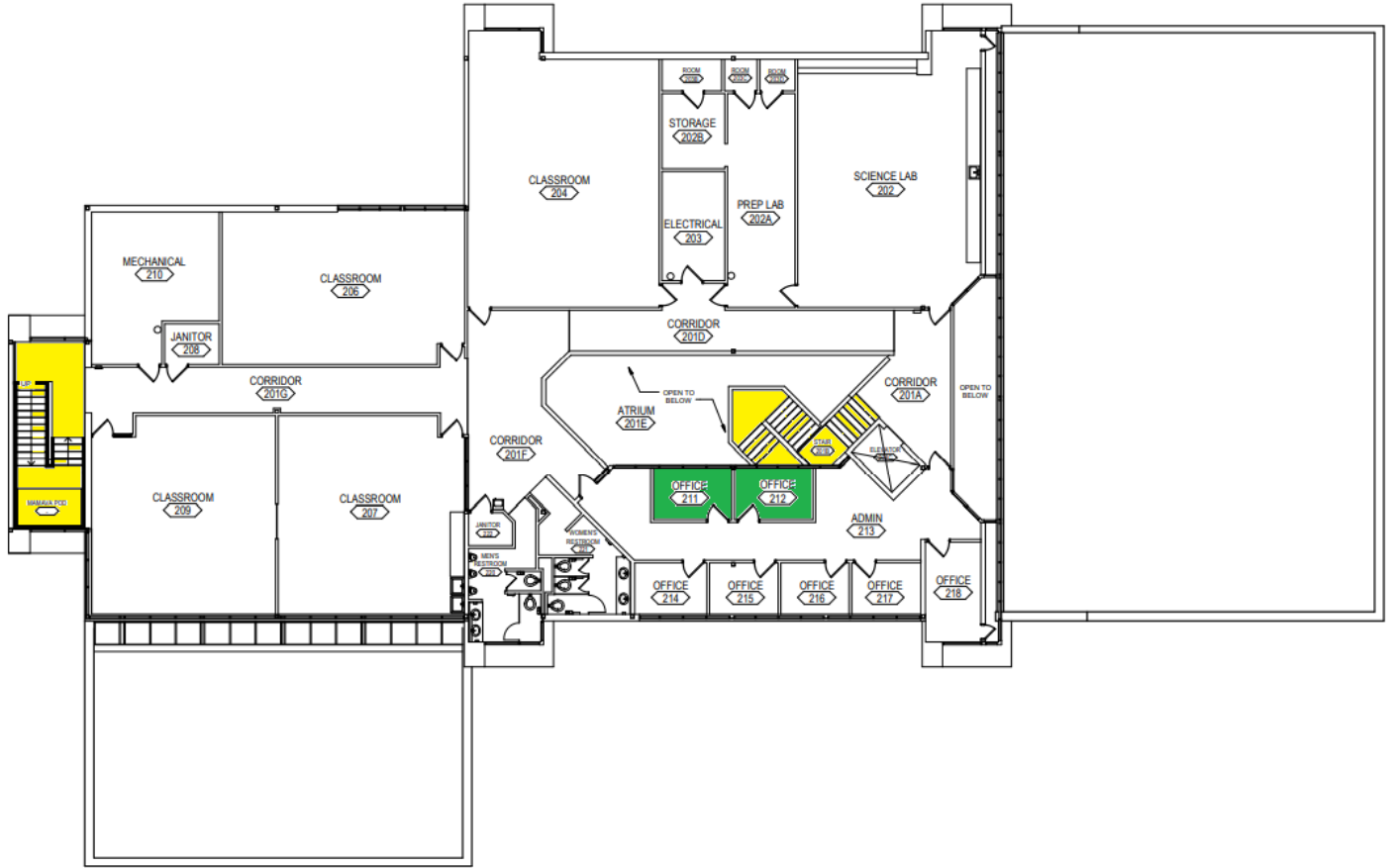
Greeley Campus, Welcome Center Third Floor



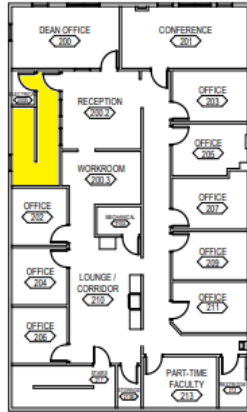
Fort Lupton Campus, Prairie Building First Floor



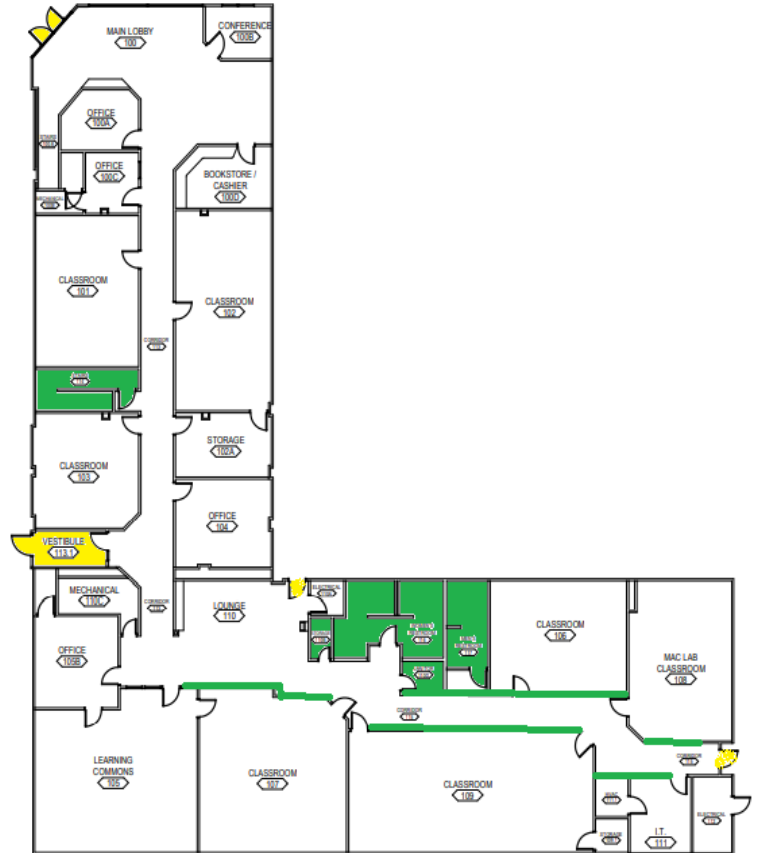
Fort Lupton Campus, Prairie Building Second Floor



Loveland Campus, First and Second Floors



SECOND FLOOR



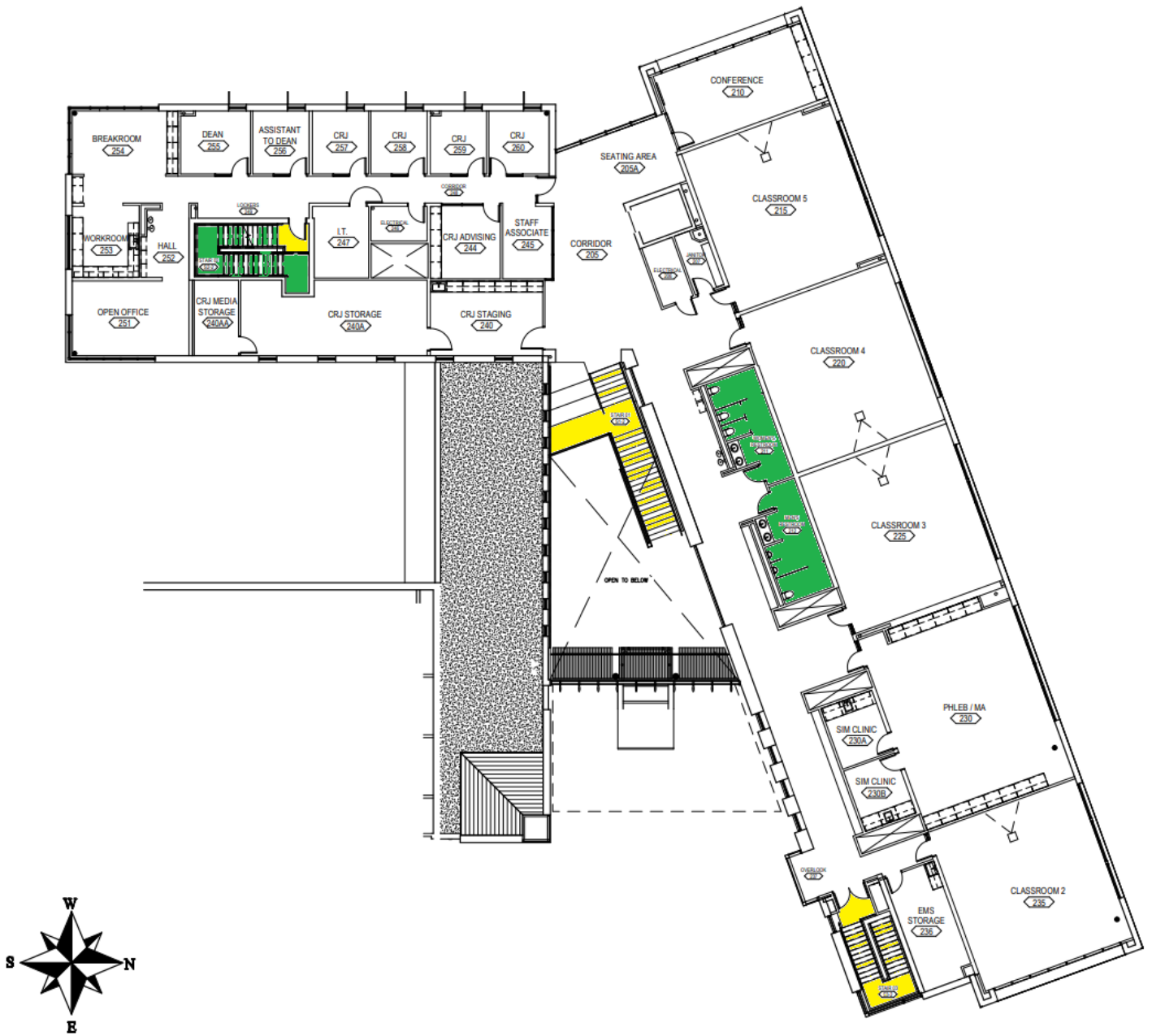
FIRST FLOOR



Aims Flight Training Center, Northern Colorado Regional Airport First and Second Floors



Windsor Campus, Public Safety Institute (PSI) Second Floor



Windsor Campus, Gateway (GTWY) First Floor



Windsor Campus, Gateway (GTWY) Second Floor



Annex 7. Behavioral Threat Intervention

Definition

The **Threat and Violence Advisement Committee (TVAC)**, **Incident Response Team (IRT)**, and **Behavioral Intervention Team (B.I.T.)** are multi-disciplinary teams tasked with supporting the campus community (students, faculty, staff) by identifying and managing concerning or threatening behaviors. These teams:

- Track behavioral "red flags" over time
- Detect patterns and disturbances in individual or group behavior
- Receive reports of disruptive or concerning behavior from community members
- Conduct investigations and threat assessments
- Determine and implement support, intervention, warning, and response measures
- Coordinate resources and follow-up actions

Origin of Reports

Reports can come from students, faculty, staff, deans, campus security, human resources, or external community agencies (e.g., law enforcement, medical).

Urgency

Response times vary from immediate (seconds) to moderate (days) depending on the situation.

Threat Assessment

The teams conduct a holistic assessment considering:

- Academic, residential, work, and social contexts
- Behaviors, communications, and unsubstantiated information
- Any threats, security concerns, family or relationship issues
- Identification of potential victims

Action

Once a potential threat is identified, the team determines the appropriate response, which may include:

- Law enforcement intervention
- Counseling or other support services
- Additional tailored actions based on the situation

Behavioral Intervention Team Composition

The TVAC and B.I.T teams may include:

- Dean of Students
- Director of Campus Safety and Security
- Campus Law Enforcement
- Executive Director of Facilities
- Members of the President's Cabinet

These teams address reports of harm, violence, threats, intimidation, dangerous situations, environmental or technology threats involving students or employees.

Incident Response Team (IRT) — Aims Community College

Overview

The Incident Response Team (IRT) is a critical leadership group at Aims Community College, designed to manage and mitigate emergency situations on campus. It consists of key college leaders who support the College President during emergencies.

Key Points:

- **Staff & Leadership Role:** The Safety and Security Department serves as the initial contact point for emergencies, but the IRT along with College leadership handle communication, coordination, and planning for recovery.
- **Authority:** The College President, or their designee, holds ultimate authority and responsibility for declaring a College emergency.
- **Purpose:**
 - Protect lives and property during major emergencies on any Aims campus
 - Assist students, faculty, and staff during personal emergencies at the College or community
 - Serve as a strategic coordination group or advisory task force based on the severity of the incident

Major Steps of Threat Assessment and Management Process (TVAC)

When the Threat and Violence Advisement Committee (TVAC) becomes aware of a threat or concerning behavior, they follow these general steps:

1. **Identifying persons/cases of concern; encouraging reporting**
 - Encourage campus community to report any troubling behavior.
2. **Screening cases for further investigation/inquiry**
 - Determine if the reported case warrants a deeper look.
3. **Gathering additional information from multiple sources (FULL INQUIRY)**
 - Collect details from various sources to get a comprehensive view.

4. **Evaluating case and assigning a case priority level**
 - Analyze the information and prioritize the case based on risk.
5. **Developing, implementing, and monitoring a threat management plan**
 - Create and carry out a plan to manage the threat and monitor the situation.
6. **Documenting and closing the case**
 - Record all actions and close the case once resolved.

Signs of a Major Behavioral Threat / Crisis

Behavioral crises may show up as:

- Disruptive or threatening behavior
- Verbal threats of harm or suicide
- Paranoia
- Hallucinations
- Uncontrollable behavior

Evaluating the Case and Determining Next Steps

After gathering information, TVAC should answer key investigative questions to help organize their assessment, followed by using evaluation criteria.

Behavioral Assessment Categories:

Disruptive Conduct:

- Behavior that disrupts or interferes with College functions, classrooms, or educational processes.
- Behavior that obstructs disciplinary processes or intimidates witnesses or personnel.
- Any behavior disturbing the peace.

Endangerment:

- Physical violence toward individuals or groups.
- Actions endangering health, safety, or welfare of self or others.
- Interfering with lawful movement of others.

Personal Abuse:

- Verbal or written abuse, indecent or obscene expressions or conduct.
- Conduct intended to cause fear, distress, intimidation, or placing someone in fear of injury or death.

Evaluation Criteria & Interviewing the Person of Concern

- **Interviewing Purpose:**
Interviewing the person of concern is generally recommended because it:
 - Gives the individual a chance to explain their side.
 - Can reduce anger or hostility, serving as a preventative measure.
- **Who Should Conduct the Interview?**
 - For **high-risk or volatile individuals**: Law enforcement or Campus Security personnel, trained in interviewing and de-escalation, should lead the conversation.
 - For **lower-risk situations**: Team members or someone with an established, positive relationship may conduct the interview.
- **Next Step:**
After gathering information, the TVAC team answers evaluation questions to determine the best course of action.

Behavioral Intervention Team (B.I.T)

Purpose:

- Supports students who self-refer or are referred for help with concerning behaviors.
- Systematic response aimed at **student success and retention**.
- Handles **lower-level concerns** and does **not replace formal behavioral or conduct reporting systems**.

Examples of B.I.T Referrals:

- Grieving a loss
- Extreme mood swings
- Seeking mental/health support
- Anxiety, emotional distress, or stress
- Change in personal hygiene
- Suicidal or self-injurious behaviors
- Difficulty transitioning to college
- Need for referrals to campus or community support services

Team Composition:

- Chaired by the Dean of Students
- Includes Counseling, Disability Access Services, Academic Advising, Student Behavior, Faculty, and other professionals as needed

Process:

- Uses a special referral form on MyAims (student, faculty, employee tabs)

- Team meets regularly and follows up with reporters to gather information and discuss assistance steps
- Referrals are confidential and comply with FERPA

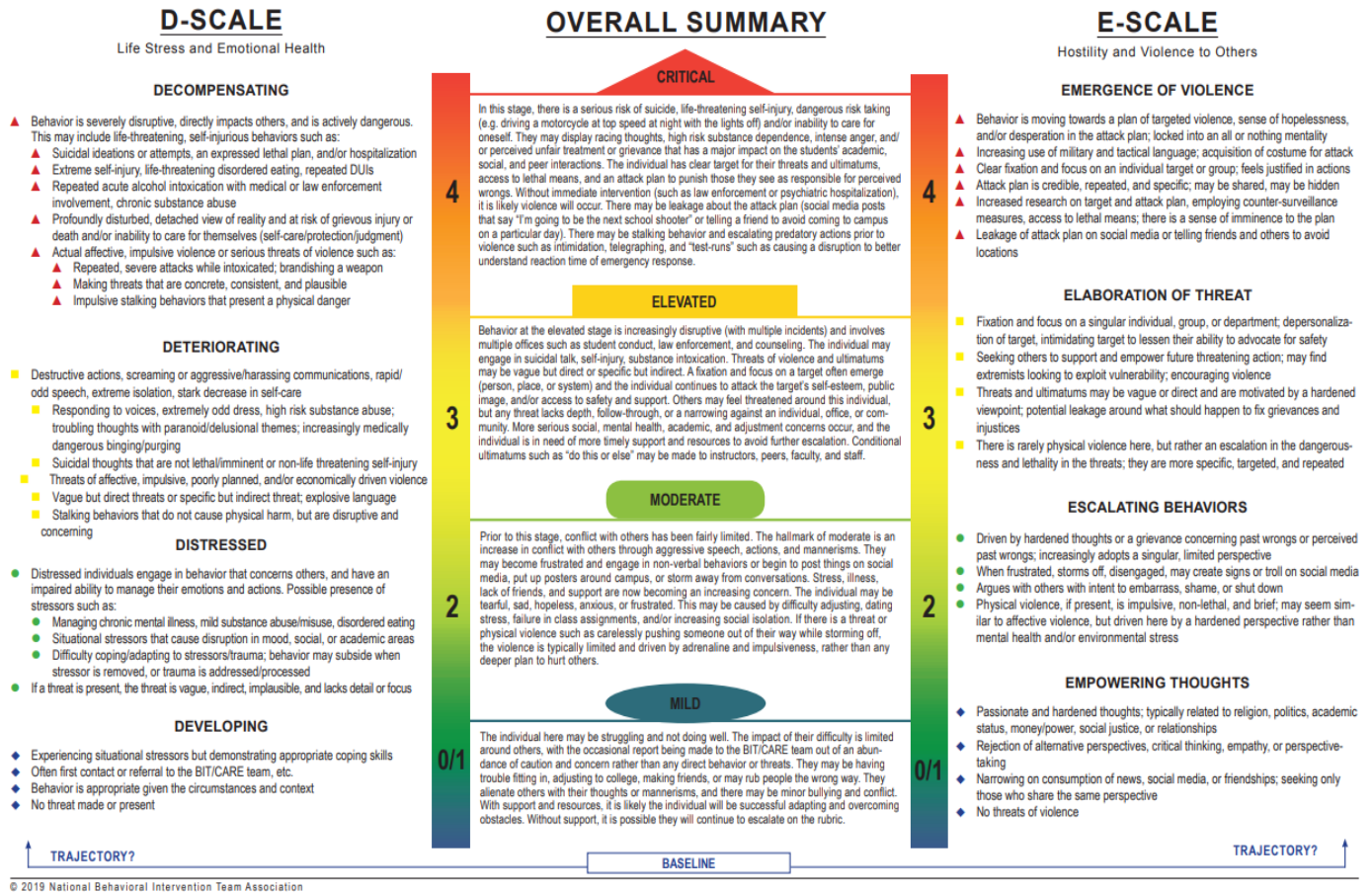
Goal:

- Promote a culture of caring and support on campus
- Reduce stigma or misconceptions about referrals
- Help students succeed and continue education

Tools Used:

- NaBITA Risk Rubric (National Behavioral Intervention Team Association) to evaluate levels of student need

NaBITA Risk Rubric



© 2019 National Behavioral Intervention Team Association

NaBITA Risk Rubric (cont.)

INTERVENTION OPTIONS TO ADDRESS RISK AS CLASSIFIED

CRITICAL (4)

- Initiate wellness check/evaluation for involuntary hold or police response for arrest
- Coordinate with necessary parties (student conduct, police, etc.) to create plan for safety, suspension, or other interim measures
- Obligatory parental/guardian/emergency contact notification unless contraindicated
- Evaluate need for emergency notification to community
- Issue mandated assessment once all involved are safe
- Evaluate the need for involuntary/voluntary withdrawal
- Coordinate with university police and/or local law enforcement
- Provide guidance, support, and safety plan to referral source/stakeholders

ELEVATED (3)

- Consider a welfare/safety check
- Provide guidance, support, and safety plan to referral source/stakeholders
- Deliver follow up and ongoing case management or support services
- Required assessment such as the SIVRA-35, ERIS, HCR-20, WAVR-21 or similar; assess social media posts
- Evaluate parental/guardian/emergency contact notification
- Coordinate referrals to appropriate resources and provide follow-up
- Likely referral to student conduct or disability support services
- Coordinate with university police/campus safety, student conduct, and other departments as necessary to mitigate ongoing risk

MODERATE (2)

- Provide guidance and education to referral source
- Reach out to student to encourage a meeting
- Develop and implement case management plan or support services
- Connect with offices, support resources, faculty, etc. who interact with student to enlist as support or to gather more information
- Possible referral to student conduct or disability support services
- Offer referrals to appropriate support resources
- Assess social media and other sources to gather more information
- Consider VRAW² for cases that have written elements
- Skill building in social interactions, emotional balance, and empathy; reinforcement of protective factors (social support, opportunities for positive involvement)

MILD (0/1)

- No formal intervention; document and monitor over time
- Provide guidance and education to referral source
- Reach out to student to offer a meeting or resources, if needed
- Connect with offices, support resources, faculty, etc. who interact with student to enlist as support or to gather more information



INTERVENTION OPTIONS TO ADDRESS RISK AS CLASSIFIED

CRITICAL (4)

- Initiate wellness check/evaluation for involuntary hold or police response for arrest
- Coordinate with necessary parties (student conduct, police, etc.) to create plan for safety, suspension, or other interim measures
- Obligatory parental/guardian/emergency contact notification unless contraindicated
- Evaluate need for emergency notification to community
- Issue mandated assessment once all involved are safe
- Evaluate the need for involuntary/voluntary withdrawal
- Coordinate with university police and/or local law enforcement
- Provide guidance, support, and safety plan to referral source/stakeholders

ELEVATED (3)

- Consider a welfare/safety check
- Provide guidance, support, and safety plan to referral source/stakeholders
- Deliver follow up and ongoing case management or support services
- Required assessment such as the SIVRA-35, ERIS, HCR-20, WAVR-21 or similar; assess social media posts
- Evaluate parental/guardian/emergency contact notification
- Coordinate referrals to appropriate resources and provide follow-up
- Likely referral to student conduct or disability support services
- Coordinate with university police/campus safety, student conduct, and other departments as necessary to mitigate ongoing risk

MODERATE (2)

- Provide guidance and education to referral source
- Reach out to student to encourage a meeting
- Develop and implement case management plan or support services
- Connect with offices, support resources, faculty, etc. who interact with student to enlist as support or to gather more information
- Possible referral to student conduct or disability support services
- Offer referrals to appropriate support resources
- Assess social media and other sources to gather more information
- Consider VRAW² for cases that have written elements
- Skill building in social interactions, emotional balance, and empathy; reinforcement of protective factors (social support, opportunities for positive involvement)

MILD (0/1)

- No formal intervention; document and monitor over time
- Provide guidance and education to referral source
- Reach out to student to offer a meeting or resources, if needed
- Connect with offices, support resources, faculty, etc. who interact with student to enlist as support or to gather more information

AIMS INCIDENT COMMANDER INITIAL ACTIONS CHECKLIST

1. ESTABLISH COMMAND

- **If Required:**
 - Establish Incident Command Post (ICP) location and communicate it to all relevant personnel.
 - Assign an ICP Assistant responsible for:
 1. Securing necessary operational office supplies.
 2. Maintaining written records such as Incident Status and Assignment Status.
- Determine if Threat and Violence Assessment Team (TVAT) members need to be called or recalled.

2. SIZEUP SITUATION

- **Environmental Conditions:**
 - Note wind direction and speed (e.g., Winds blowing towards: _____ ; Wind speed: _____).
- **Incident Information:**
 - What happened?
 - Where did it happen?
 - Who reported the incident?
 - Any known special hazards?
- **Current Status Summary:**
 - Has the area been evacuated?
 - Are all personnel accounted for?
 - Has Fire Department been notified?
 - Has Police Department been notified?
 - Any injuries? If yes, has medical been notified?
 - Has Aims District TVAT been notified?

3. DEVELOP INCIDENT ACTION PLAN (IAP)

- Determine operational period updates.
- Create the IAP using the official “Aims Incident Action Plan Template.”

4. ADDITIONAL CONSIDERATIONS

- Monitor weather updates, current status, and potential forecasts.
- Collect and retain all incident-related documents.
- Schedule debriefings:
 - Immediately after the incident.
 - Several days post-incident for follow-up.

INCIDENT ACTION PLAN TEMPLATE

Location / Incident Name	Operational Period
	From To

<p>1. SITUATION</p> <p>What, Where, Environment</p> <p>PROMPTS: Weather, Known Hazards, Resources Required, Safety</p> <p>REFERENCE: Maps, Weather Reports, Situation Reports, Required Warnings or Alerts</p>	CURRENT
	PREDICTED
<p>2. OBJECTIVES</p> <p>PROMPTS: Stabilize Incident Scene Situation, Restore or Relocate Operations, Initiate Recovery</p> <p>REFERENCE: Control Options, Alternate Locations, Resources Required</p>	CURRENT
	ALTERNATE

<p>3. EXECUTION add safety information as appropriate</p>	
<p>GENERAL OUTLINE</p> <p>PROMPTS: Strategies & Tactics (current / proposed / alternate)</p> <p>REFERENCE: Control Options, Resources Required</p>	
<p>TASKS Including Media Updates</p>	
<p>COORDINATING INSTRUCTIONS</p> <p>PROMPTS: Timings, Driving Routes, Assembly areas, Staging areas</p>	
<p>4. LOGISTICS SUPPORT</p> <p>PROMPTS: contact names, phone #, duties/tasks, routes, suppliers, quantities, status (required, stand by, en-route)</p>	
<p>SUPPLY WHO, WHAT, WHERE, WHEN of resources not readily available</p>	

<p>GROUND SUPPORT Transport of personnel, traffic mgt, refueling, mechanical repair/maintenance</p>	
<p>COMMUNICATIONS Installation, maintenance, technical advice</p>	
<p>STAGING AREA Setting up, communications, staffing</p>	
<p>5. LOGISTICS SERVICES</p> <p>PROMPTS: Unit names, locations, contact names, phone no's, timings, duties/tasks, routes, suppliers, quantities, status (required, organized, stand by, en-route)</p>	
<p>FACILITIES Security, waste, cleaning</p>	
<p>FOOD / CATERING</p>	
<p>MEDICAL Medical plan, first aid plan</p>	
<p>FINANCE</p>	
<p>TRAVEL</p>	
<p>ACCOMMODATIONS</p>	

6. CONTROL, COORDINATION & COMMUNICATION	
<p>CONTROL & COORDINATION STRUCTURE</p> <p>REFERENCE Structural Chart</p>	
<p>COORDINATION & LIAISON</p> <p>Local knowledge, police, agency reps, emergency mgt reps</p>	
<p>COMMUNICATIONS</p> <p>PROMPTS Communications structure, operational comms plan, information mgt</p>	

EXTRAS	
<p>Attachments PROMPTS:: maps, weather, organizational charts, resources, comms diagram</p>	
<p>Plan developers PROMPTS Planning Grp / Logistics Grp / Management Grp / Logistics-Finance Grp / PIO</p>	
<p>Approval Incident Commander</p>	



SECTION A – EVACUATION OF BUILDING(S) / EVACUATION OF A CAMPUS

Purpose:

To provide immediate, coordinated action during emergency evacuations when life and property are at risk.

Campus Security Response Personnel Responsibilities

- **Immediate Response:** Safely proceed to emergency location.
- **Situation Assessment:** Conduct initial size-up to understand incident scope.
- **Communication:**
 - Transmit initial radio report.
 - Request additional resources as needed.
 - Activate Emergency Mass Notification for affected building(s) or entire campus if warranted.
- **Staging:** Designate a safe and secure area for emergency responders.
- **Hazard Awareness:** Maintain continuous awareness of potential dangers.
- **Personnel Safety:** Maintain accountability and safety of response personnel.
- **Evacuation Assistance:**
 - Assist occupants in evacuating safely.
 - Direct evacuees to safe areas.
 - Check every floor and room to ensure full evacuation.
 - Assist persons with disabilities from upper floors when requested.
- **Coordination:** Work closely with arriving emergency agencies.
- **Perimeter Control:** Establish and maintain a secure perimeter to prevent unauthorized re-entry until area is safe.
- **Medical Aid:** Assess and provide initial first aid to injured persons.

Facilities Maintenance Personnel Responsibilities

- **Immediate Response:** Report to incident location when notified.
- **Coordination:** Work through Campus Security on-site to:
 - Assist first responders with building access and identify safe exits.
 - Help with searching rooms, floors, and buildings during evacuation.
- **Utilities Management:**
 - Turn off utilities as requested to ensure safety.
 - Assess impact on campus utilities and infrastructure.
- **Recovery Support:** Coordinate cleanup and recovery operations as directed.



SECTION B – DANGEROUS SUBJECT / INTRUDER / ACTIVE SHOOTER

INFORMATION

Definition:

- An armed intruder engaged in violence using weapons, including firearms.
- Active shooters are individuals actively trying to kill or harm people in a confined, populated area, usually with no specific pattern in victim selection.

Origin of Report:

- Witnesses, Campus Security, Police Departments.

Urgency:

- Immediate (seconds).

Threat:

- Potential for fatal or serious injuries, possible mass casualty incident.
- Immediate reporting to 911 and Campus Security is essential.

Important Notes for Individuals:

- When law enforcement arrives, remain calm.
- Show your hands clearly.
- Provide specific information about the suspect to first responders.

Sharing Critical Information with First Responders

- Ensure first responders have access to:
 - Up-to-date site assessments.
 - Building schematics, photos, door/window/access control details.
 - Locations of people with disabilities or access/functional needs.
 - Locations of public-address systems, security cameras, alarms, utilities, medical supplies, fire extinguishers.
- This information should be shared securely and before emergencies happen to improve response times.

ACTION STEPS TO SURVIVE AN ACTIVE SHOOTER EVENT

GET OUT! (RUN)

- If safe escape is possible:
 - Evacuate immediately, creating distance from the threat (zigzag if running in open).
 - Prevent others from entering the danger zone.
 - Evacuate even if others do not want to leave; assist others if possible.
 - Leave belongings behind.
 - Go to a predetermined safe area off the threat site but do **not** leave campus.
 - Call 911 once safe.

HIDE OUT! (HIDE)

- If escape isn't possible:
 - Lock or barricade the door with heavy objects.
 - Turn off lights and silence phones.
 - Stay quiet and out of sight.
 - Hide behind large objects.

ACT OUT! (FIGHT)

- If trapped and your life is in imminent danger:
 - Use any available items (books, pens, chairs) to distract or incapacitate the shooter.
 - Physically overwhelm the attacker with aggression.
 - Improvise weapons as needed.
 - Commit fully to defending yourself.

WHEN LAW ENFORCEMENT ARRIVES

- Follow their instructions exactly.
- Do **not** approach officers.
- Keep your hands visible with fingers spread and empty.



SECTION C – HAZARDOUS MATERIALS SPILL / RELEASE

INFORMATION

Definition:

- Any spill or release of hazardous materials posing immediate health/safety threats on campus.

Origin:

- Witnesses, Campus Security, Police, Fire Departments.

Urgency:

- Immediate (seconds).

Threat:

- Risk of fatal/serious injuries, property damage, environmental contamination.

Emergency Protective Actions

Location of Spill	Protective Action	Description
Inside a Room/Building	EVACUATE	Use Emergency Mass Notification System (sirens, PA system) to instruct evacuation.
Outside Release	SHELTER-IN-PLACE	Occupants move to secure interior rooms (few/no windows), stay sheltered inside until cleared.

Hazard Identification

- Identify types/amounts of hazardous materials on campus and transport routes.
- Identify potential hazards (fire, explosion) related to spills/releases.

Mitigation and Prevention

- Storage and use must meet safety codes for:
 - Storage facilities and equipment.
 - Classroom and maintenance use protocols.

- Uncontrolled spills in populated areas pose increased risks.
- Responsibility for containment and cleanup lies with material owners; local authorities assist.

ACTION STEPS

When Situation Is Unknown (General Hazardous Condition)

Campus Security Personnel:

- Respond quickly and investigate.
- Search structures thoroughly (room-to-room, floor-to-floor). Leave doors open/unlocked after search.
- If hazardous condition found, gather details (location, description) and notify dispatch.
- Protect people/property, initiate evacuation if needed.
- Maintain perimeter and coordinate with first responders.

Administrative, Instructional, Support Staff:

- Await briefing after investigation.
- Assist with response coordination as needed.
- Report suspicious activity to Campus Security.
- Help verify all rooms are searched.
- Control classrooms and students during searches.
- Assist until incident resolution.

If You Discover a Hazardous Materials Incident:

- Call 911 immediately; provide precise location.
- Decide whether to Shelter-In-Place or Evacuate based on situation.
- Notify Aims Campus Security:
 - Greeley: 970-539-2171
 - Loveland: 970-518-5137
 - Ft Lupton: 303-591-3164
 - Windsor: 970-744-0322 / Desk: 970-339-6544
 - Flight Training Center: 970-539-2171
- Proceed to designated emergency assembly point.
- Notify appropriate administrative personnel.
- Ensure reports and documentation are completed.
- Assist with crowd control near the scene if safe.



SECTION D – BUILDING FIRE / BLOCK FIRE

DEFINITION

What it is:

Any fire-related emergency (e.g., building, vehicle, or trash fire) posing a **threat to health, life, and property**. This may result from accidental causes or natural events.

Origin:

- Witnesses
- Campus Security
- Fire/Police Departments

Urgency:

- **Immediate** (seconds)

Threat:

- Serious/fatal injuries
- Property and infrastructure damage
- Toxic smoke exposure

HAZARD IDENTIFICATION – AIMS CAMPUS

- College facilities meet **fire code requirements** and use **fire-resistive construction**.
- Fire protection systems include:
 - **Detection systems** (smoke/heat)
 - **Evacuation alarms**
 - **Suppression systems** (sprinklers, extinguishers)
- **Evacuation route signage** is posted across buildings.
- Local fire departments are trained and prepared to respond.

FIRE PREVENTION / MITIGATION

- Evacuation plans in place
- Fire protection systems installed/maintained
- Secure flammable material storage/use
- Safety training and policies for classrooms & maintenance

◆ RESPONSE PROTOCOLS

Campus Security – BUILDING FIRE

1. Respond quickly and safely to the fire scene.
2. Size-up the scene (hazards, fire location).
3. Establish incident command; notify dispatch.
4. Request fire department/emergency support if needed.
5. **Pull the fire alarm** if not already triggered.
6. Evacuate the building using the fire alarm system.
7. Conduct **team searches** (room-by-room, floor-by-floor) only if **safe to do so**.
8. Attempt to extinguish **small fires** using extinguishers if safe.
9. Assist evacuees, including those needing special assistance.
10. Direct evacuees to designated safety areas (500–1,000 ft away).
11. Provide first aid to injured as needed.
12. Transfer command to WCSO School Resource Officer or Fire Rescue on arrival.
13. Liaise with emergency agencies and provide support.
14. Assist with documentation and after-action procedures.

Campus Security – NON-BUILDING FIRE (e.g., Vehicle, Trash, Brush)

1. Respond rapidly and safely.
2. Size-up scene (look for hazards: leaking fuel, electrical danger).
3. Establish command and notify dispatch.
4. Rescue anyone injured or trapped **only if safe**.
5. Establish safety perimeter and restrict access.
6. Use extinguisher on **small fires**, if possible.
7. Continue updating dispatch with status.
8. Support fire and emergency responders as needed.
9. Document all details and notify administration.

Administrative, Instructional & Support Personnel

1. **Activate fire alarm** and call **911** (location, type, injuries).
2. **Evacuate the building** immediately using posted routes.
3. **Notify Aims Security:**
 - Greeley/Windsor: 970-539-2171
 - Loveland: 970-518-5137
 - Ft. Lupton: 303-591-3164
 - Windsor Desk: 970-744-0322
4. Go to the **designated emergency assembly point**.
5. Notify supervisors/administrators as appropriate.
6. Generate and submit **required reports/documents**.
7. If nearby, assist with **crowd control and scene safety**.



● SECTION E – BOMB THREAT / IED / EXPLOSION

⚠ DEFINITION

Any confirmed or suspected use of an **improvised explosive device (IED)** intended to cause injury or death on campus, including:

- Discovered or detonated IEDs
- Vehicle-borne IEDs
- Suicide bombers

Origin:

Caller, witness, Campus Security, or law enforcement

Urgency:

Immediate – seconds count.

Threat:

Severe risk of **death, injury, mass casualties**, and significant **property damage**.

🔍 HAZARD IDENTIFICATION – AIMS CAMPUS

- IED placement is a **credible and persistent threat**.
- Open access to buildings during hours increases vulnerability.
- Security's **primary goal** is to move people **away from threat zones ASAP**.
- Only **trained bomb squad/law enforcement** should handle suspected devices.

🛡 MITIGATION / PREVENTION MEASURES

Security Infrastructure

- ID card-based access control
- Alarm/surveillance systems (e.g., CCTV, Alertus)
- Exterior/interior lighting
- Panic buttons / intercom call boxes
- Controlled vehicle entry and barriers
- Locking manholes, dumpsters, and trash containers
- Site design: reduce hiding spots, limit access points

Staff & Campus Community Responsibilities

- Monitor entrances and visitor purposes
- Report suspicious behavior, vehicles, or items

- Regularly inspect doors, windows, and access points
- Secure access tools: keys, uniforms, badges
- Maintain open communication with Campus Safety & Security

Mail/Delivery Screening

- Screen all mail/packages
- Establish **protocols for identifying suspicious mail**
- Conduct periodic unannounced checks

RESPONSE STEPS – IED or Bomb Threat

Campus Security and College Resource Officers

1. **Respond immediately** to scene – assess from a **safe distance**.
2. **Establish command** and initiate **evacuation** of surrounding areas.
3. Notify:
 - **Law Enforcement / Bomb Squad**
 - **Fire Department / EMS**
 - **College Administration**
4. Activate the **Mass Notification System** (e.g., Alertus, RAVE) to:
 - Direct evacuation or shelter-in-place
 - Provide real-time updates
5. Enforce **perimeter security** – minimum safe distance:
 - **300 ft for suspicious packages**
 - **1,000+ ft for vehicle-based threats**
6. Assist law enforcement as needed with:
 - Site control
 - Surveillance footage
 - Building access
7. Do **NOT** touch, move, or open suspicious items.

Staff, Faculty, and Administrators

- Evacuate the area/building **immediately** when ordered.
- **Do not use radios or cell phones** near suspected IEDs.
- **DO NOT TOUCH** suspicious items.
- Call 911 and notify **Aims Security**:
 - Greeley/Windsor: 970-539-2171
 - Loveland: 970-518-5137
 - Ft. Lupton: 303-591-3164
 - Windsor Desk: 970-744-0322
- Direct students/staff to emergency assembly areas.
- **Assist disabled individuals** or direct to areas of refuge.
- Maintain order, calm, and accountability of individuals.
- File reports and participate in post-incident debriefs.

 **TRAINING & AWARENESS**

- Encourage "**See Something, Say Something**" mindset.
- Train on:
 - Suspicious behavior and package recognition
 - Reporting procedures
 - Evacuation and shelter-in-place protocols
 - Use of emergency communication tools

 **SECTION E – Bomb Threat / IED / Explosion: Action Steps****Bomb Threat Response** ***Personnel Receiving the Call***

- **Stay calm and listen** carefully.
- **Keep the caller on the line** as long as possible.
- Use the **Bomb Threat Questionnaire** to gather information:
 - **Location** of the bomb?
 - **Time** it is set to detonate?
 - **Number** of devices?
 - **Type** of device / **appearance**?
 - **Who** placed it and **why**?
 - Request: **name, callback number, location.**
 - Observe: tone, gender, accent, background sounds, scripted speech.
- **Do NOT hang up.** After the call ends, use a **different phone** to:
 - Call **911**
 - Notify **Campus Security**
- **Record** or document all details:
 - Call time, number, duration, content, and any threats made.
- **If received by email or mail:**
 - **Do NOT delete** or discard it.
 - Notify **Weld County SRO** immediately.
 - **Preserve evidence** (limit handling).

 ***Campus Security Response Personnel***

- Respond immediately to reported location.
- **Search:** Room-by-room, floor-by-floor.
 - Leave searched rooms **open and unlocked.**
 - Be aware there may be **multiple devices.**
- **If suspicious device is found:**
 - **DO NOT USE RADIO OR CELL PHONE** near the device.
 - Use **landline** to notify dispatch/security.
 - Initiate **immediate evacuation.**
 - Establish a **safety perimeter.**
- **Do NOT touch** or move the suspicious item.

 **Administrative, Instructional & Support Staff**

- Await briefing from Campus Security.
- Maintain **classroom control**.
- **Report** any suspicious items.
- **Assist** with evacuation or student accountability as needed.

 **Explosion Emergency Response**

 **Campus Security Response Personnel**

◆ **If Explosion Occurred in or Near a Building:**

- Treat as **potential bombing scene**—look for **secondary devices**.
- Conduct **hazard size-up**, estimate injuries/casualties.
- Request **additional resources**.
- If building is partially collapsed, begin **search and rescue** *if safe*.
- Direct **walking wounded** to triage area.
- Establish a **1,000-foot safety perimeter**.
- Provide **first aid** in safe areas.
- **School Resource Officer** assumes command until emergency agencies arrive.
- Set up **Incident Command Post (ICP)**.
- Coordinate with emergency responders and share intelligence.

◆ **If Explosion Involves Vehicle/Open Campus Area:**

- Same safety precautions and actions as above:
 - Scene size-up, casualties, fire suppression (only if safe), triage, search/rescue.
 - Watch for **secondary/time-delayed devices**.
 - Continue updates to dispatch and administration.

 **Administrative, Instructional & Support Staff**

- Notify appropriate administrators.
- Ensure **incident reports** and documents are created.
- Respond to the scene if needed.
- **Support crowd control and scene security** if near the incident.

 **Summary Tips**

DO

Evacuate calmly if directed

Use landlines for bomb reporting

Keep caller talking

Notify 911 & Campus Security

Watch for multiple or delayed devices

DO NOT

Use radios/cell phones near devices

Touch or move suspicious items

Ignore threats or assume it's a prank

Return to scene unless cleared

Delete threatening emails or discard mail

 **SECTION F – Flooding / Flash Flooding** **Definition**

Any **natural or manmade flood** event that:

- Impacts Aims campuses directly, or
- Disrupts regional travel/transportation affecting access to campus.

 **Examples**

- Heavy storms causing road closures
- River overflow flooding streets or campus buildings

 **Urgency: Immediate** **Threats Include:**

- Injury or entrapment
- Campus or building damage
- Transportation failure (faculty/staff/students can't reach campus)

 **Mitigation & Prevention**

- **Stormwater oversight** by local/state agencies
- **Campus flood plans** and mitigation procedures in place
- **Trained facilities staff** monitor and manage flood risks
- **Alert systems** (voice, text, beacon) notify of emergency
- **Coordination** with fire/public works agencies
- **Emergency communications** to all staff/faculty/students

ACTION STEPS

Active or Potential Flood Event: General Procedures

1. **Campus Security** initiates:
 - **Incident Command (ICS)** system
 - Designates an **Incident Command Post (ICP)**
2. **Begin campus-wide assessment:**
 - Where is the flooding?
 - What's the source (storm, pipe burst, etc.)?
3. Identify **trapped or injured** individuals:
 - Encourage movement to **higher ground or upper floors**
4. **Hazard check:**
 - Electrical hazards
 - Hazardous material spills
 - Wildlife or debris in water
5. Send **situation updates** to Security Dispatch.
6. Issue safety message:
 - **Avoid floodwaters or standing water**
 - Evacuate **to higher floors or dry areas**
7. Begin **mitigation efforts:**
 - Move important materials to safety
 - Cover items with plastic/tarps
 - Use **sandbags, pumps, or vacuums**
 - Secure **windows, doors, or leaks**
8. **Call in outside contractors** if needed.
9. **Document damage:**
 - Use photos + written descriptions
10. Assess:
 - Facility damage (structural/electrical)
 - Classroom, office, and lab content damage
11. Notify appropriate **College Administrators** for:
 - Emergency declaration
 - Closure decisions
 - Press briefings if necessary

Post-Storm Response Procedures

After floodwaters recede or storm ends:

1. Campus Security:
 - o Re-establish **ICP** and reassess using ICS framework
2. Perform full **incident size-up**:
 - o Evaluate **building safety** (collapse risks)
 - o Check for **downed lines, broken glass, hazmat leaks**
 - o Locate **injured or trapped** individuals
 - o **Call out** to encourage movement from survivors
 - o Provide **first aid**
 - o **Call 911** for EMS or rescue needs
3. Alert Administrators to:
 - o Declare **College State of Emergency** (if needed)
 - o Call for structural inspections
 - o Coordinate press, public messaging
4. Secure damaged structures:
 - o Establish **perimeter and signage**
 - o Keep all unauthorized personnel out
5. Begin **clean-up and recovery**:
 - o Coordinate with facilities, contractors
 - o Remove debris, sanitize affected areas
 - o Evaluate when/if buildings can reopen
6. Implement additional response or business continuity operations as needed.

✦ Quick Tips Summary

DO	DO NOT
Stay out of floodwater	Walk or drive through standing water
Seek higher ground	Assume floodwaters are safe
Document damage for recovery	Delay reporting issues
Use pumps/vacuums only when safe	Touch electrical devices in wet areas
Coordinate via ICS/ICP	Re-enter damaged buildings before cleared



SECTION G – Severe Weather (Thunderstorm / Lightning)

Definition

A **severe thunderstorm** involving:

- Winds \geq 50 knots (58 mph)
- Hail \geq $\frac{3}{4}$ inch
- Potential for **tornadoes, lightning, torrential rain**

Examples

- Thunderstorms
- Straight-line winds
- Frequent lightning
- Hailstorms

Urgency:

Moderate to Urgent – Watches/Warnings may be issued in advance by the **National Weather Service (NWS)**.

Threats

- **Facility damage** (roof, windows, utilities, power loss)
- **Injuries/fatalities** from debris, lightning, or collapsing structures
- **Disruption of transportation** systems—students/staff may not be able to reach campus
- **Campus shutdowns** or delays in service
- Personal impact on staff or faculty—loss of power, property damage, etc.

Lightning Safety Facts





- There is **no safe outdoor location** during a thunderstorm.
- Most lightning deaths occur when victims wait **too long to seek shelter**.
- **“When Thunder Roars, Go Indoors”** is the national safety message.
- Lightning heats the air up to **50,000°F**—hotter than the surface of the sun.

Mitigation & Prevention

- **NWS Watch:** Conditions are favorable
- **NWS Warning:** Dangerous weather is imminent or happening

- **Facility preparation:**
 - Structures reinforced for wind/hail
 - Exterior objects (planters, bins, signs) secured
- **Safety alert systems:**
 - RAVE (voice/text/email alerts)
 - Alertus Beacons
- **Emergency communication plans** in place
- **Coordination** with fire, police, and public works agencies
- **Hazard assessments** by Facilities before and after storms

Precautions BEFORE & DURING Storm

-  **Avoid Lightning:**
 - Monitor forecasts, delay outdoor activities
 - Know your nearest safe shelter
-  **♂ Seek Shelter IMMEDIATELY:**
 - Sturdy building with wiring/plumbing
 - If none: a closed, metal-topped vehicle
-  **Avoid Electrical Equipment:**
 - No showers, plumbing use, corded phones
 - Unplug sensitive electronics early
-  **Stay Low:**
 - Avoid tall isolated trees, towers, poles
 - Avoid metal fences and wires

ACTION STEPS

During a Weather Emergency

All Personnel:

1. Respond immediately to **alarms or emergency alerts**.
2. **Go indoors** – Stay away from:
 - Windows
 - Glass doors
 - Exterior walls
3. Take shelter in:
 - Interior rooms
 - Hallways
 - Basements (if available)
4. **Protect yourself:**
 - Cover your head and neck
 - Stay low and away from debris
5. Do **NOT leave shelter** until 30 minutes after the last thunder.
6. If building is **severely damaged**, evacuate **after storm passes** and seek nearby safe shelter.

7. Call **9-1-1** for life-threatening injuries, then notify **Campus Security**.

 **Post-Storm Procedures**

Campus Security:

1. **Initiate Incident Command**, designate **ICP**.
2. **Perform Incident Size-Up**:
 - o Structural damage?
 - o Injuries?
 - o Hazards: downed wires, broken glass, gas leaks?
3. Transmit **initial status report**.
4. Request additional support if needed (Fire, EMS, Facilities).
5. Begin **search and assist** operations as appropriate.

Administrators:

- Notify college officials and initiate **communication updates**.
- Assess need for:
 - o Campus closures
 - o Press briefings
 - o Damage assessments
- **Secure dangerous areas**:
 - o Structural concerns?
 - o Establish safety perimeter.

 **Quick Summary**

DO	DO NOT
Go indoors at first thunder	Remain outside to “wait it out”
Stay away from windows, metal, and plumbing	Use corded phones or take showers
Check weather alerts and forecast	Assume blue skies mean it’s safe
Report injuries or hazards	Re-enter damaged buildings prematurely



SECTION H – Tornado Emergency Response

Definition

A **tornado** is a violently rotating column of air extending from a thunderstorm to the ground, capable of causing catastrophic damage to structures, transportation routes, and life.

Urgency

Moderate to High

- The **National Weather Service** can issue:
 - **Tornado Watch:** Conditions are favorable for tornado development.
 - **Tornado Warning:** A tornado has been sighted or detected by radar—**take shelter immediately.**

Tornado Facts

- Appear transparent until debris/dust becomes visible.
- Usually move SW to NE but can change direction abruptly.
- Speeds average 30 mph, but can range up to 70 mph.
- Winds may exceed 200 mph.
- Can strike **any day, any time** of the year.

Mitigation & Prevention

- **NWS Watches/Warnings** provide critical lead time.
- College **structures hardened** against wind damage.
- **Emergency communication systems** (RAVE, Alertus Beacons) notify staff/students.
- **Facilities and emergency plans** in place for tornado events.
- **Building codes & structural protections** enforced:
 - Anchored roof-mounted equipment
 - Shutters and impact-resistant glass
 - Emergency power systems
 - Removal of trees and debris near buildings
- **Loose outdoor objects secured** (trash cans, tables, signage)

ACTION STEPS

Tornado Watch Procedures

- **Continue normal operations** but stay alert.

- Prepare to act quickly if conditions worsen or a **Tornado Warning** is issued.

Tornado Safety Plan:

- **If indoors:**
 - Go to the **lowest floor** (basement if available).
 - Seek shelter in **interior rooms** (hallways, closets), away from:
 - Corners
 - Windows
 - Doors
 - Exterior walls
 - Get under **sturdy furniture**, protect head and neck.
 - **Do not open windows.**
- **If in a vehicle or modular building:**
 - **Exit immediately** and seek a nearby sturdy building.
 - If no shelter is available, **lie flat in a ditch**, cover your head.
 - **Do not** shelter under overpasses or bridges.
- **If outdoors:**
 - **Lie flat** in a low area, cover your head.
 - Watch for **flooding**.
 - Avoid trees and flying debris (primary cause of injury/death).

Tornado Warning Procedures

- **Take shelter IMMEDIATELY** if warning is issued or you see threatening conditions (you may not receive official alert in time).

Ideal shelter locations:

- Small, interior rooms on lowest level
- Hallways away from windows
- Reinforced structures (brick/concrete with no windows)

Additional steps:

- Stay away from exterior walls and windows
- Use arms or cushions to protect head and neck
- Stay sheltered until the **all-clear is issued**

Post-Storm Response

Campus Security:

1. **Establish Incident Command** and designate an **ICP**.
2. Perform **initial size-up**:
 - Structural damage?

- Electrical, gas, or chemical hazards?
 - Injured or deceased individuals?
 - Persons trapped in buildings?
3. Request **911 emergency assistance** if needed.
 4. Transmit **status reports** to dispatch and administrators.
 5. Initiate **search and rescue** for trapped or mobile injured.
 6. Create and maintain **perimeter security** in unsafe areas.

Administration:

- Determine if a **College State of Emergency** is required.
- Coordinate **damage assessments**, recovery planning.
- Oversee:
 - Press communications
 - Staff notifications
 - Continuity of operations
- Direct and support **clean-up operations**, contractors if necessary.

✦ Quick Safety Reference

Situation	Action
Tornado Watch	Stay alert, review shelter plans, remain indoors if possible
Tornado Warning	Shelter immediately in interior, lowest-floor space
In Vehicle or Trailer	Exit and move to sturdy building; if none, lie in a ditch, cover head
Outdoors with No Shelter	Lie flat, cover head, stay away from trees and overpasses
After Tornado	Avoid debris, report injuries, help with controlled evacuation efforts



🌐 SECTION I – Earthquake Emergency Response

📖 Definition

An **earthquake** is the sudden shaking of the ground caused by seismic waves from shifting rock beneath the Earth’s surface. Although rare in the Southern and Middle Rocky Mountains, earthquakes **can happen without warning** and have **serious consequences**, including:

- Loss of life or injury
- Structural damage
- Fires or hazardous material leaks
- Power, water, or gas utility failures
- Disruption of normal operations on campus

Historic Context:

The **1882 earthquake** in north-central Colorado (magnitude 6.6) affected five states, illustrating the **broad impact** a regional seismic event can have—even if rare.

Earthquake Preparedness Goals

- Minimize injuries and casualties
- Protect property and critical infrastructure
- Ensure continuity of campus operations
- Facilitate rapid and coordinated recovery
- Define roles, communication, and response protocols

ACTION STEPS – During an Earthquake

All Personnel:

DROP, COVER, and HOLD ON

- Get under a sturdy desk, table, or bench.
- If that's not available, stand in a **doorway or against an inside wall**, and protect your head and neck with your arms.
- **Hold on** to furniture until the shaking stops.

Stay away from hazards

- Avoid **windows**, mirrors, bookshelves, file cabinets, or anything that could fall.
- Don't rush outside during shaking—**wait for it to stop**.

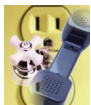
ACTION STEPS – After Shaking Stops

- **Evacuate the building immediately**, using stairs (not elevators).
- Stay clear of:
 - Power lines
 - Gas lines
 - Unstable structures
 - Falling debris
- **Do not use:**
 - **Light switches** (may cause sparks)
 - **Open flames** (could ignite gas leaks)
- **Assist with evacuation:**

- Check for **injured persons**, but **do not move** those who are seriously injured unless they are in immediate danger.
- **Note their location** and report it to responders.
- If safe, **check elevators** for trapped occupants and **report immediately** if anyone is stuck.
- **Do not re-enter** the building until **Campus Security, fire personnel, or other safety authorities** give the all-clear.

 **Quick Safety Recap**

Action	Instruction
During Quake	Drop, Cover, and Hold. Stay away from windows or falling objects.
After Shaking	Evacuate calmly. Avoid hazards like wires or gas lines.
Lights/Open Flame	Do not use. Could cause ignition in presence of leaks.
Injured Persons	Do not move unless absolutely necessary. Report location.
Re-entry	Wait for official clearance from safety personnel.



 **SECTION J – Utilities / Telecommunications Disruption**

 **Overview**

Utility and telecommunications systems (power, water, sewer, internet, phones) are **critical to campus operations**. Disruptions pose serious risks to:

- Campus safety
- Instructional continuity
- Communication systems
- Business operations

Aims **does not automatically close** during outages—closure decisions depend on:

- **Severity & duration** of the outage
- **Health and safety** impacts
- **Time of day** the disruption occurs

Potential Threats Include

- Power outage (grid or equipment failure)
- Loss of campus internet or phone systems
- Loss of potable water or sewage service
- Failure of cellular or emergency communications

Common Causes:

- Equipment malfunctions
- Infrastructure failures (regional or local)
- Natural disasters or severe weather
- Acts of vandalism or sabotage

Prevention and Mitigation Strategies

Aims Community College uses **proactive risk-reduction efforts**, including:

Systems & Infrastructure

- **Hardened and secured** service lines (power, telecom, water, fuel)
- Utility components installed in **protected, tamper-proof areas**
- **Redundant service entry points** for communication lines

Emergency Readiness

- **Back-up generators** for critical buildings and systems
- **UPS (Uninterruptible Power Supply)** for telecom & IT systems
- **Climate-controlled rooms** for sensitive equipment
- **Portable generator-ready connections** in key locations
- **Two-way radios & cellular** backup for emergency communications

Staff & Protocols

- Trained **Facilities and IT staff** monitor and respond to threats
- Policies and procedures for utility disruption events
- Voice alarm and notification systems campus-wide

ACTION STEPS – In a Utility/Telecom Outage

Campus Security (First Responders)

1. **Establish Command** and activate the **Incident Command Post (ICP)**
2. Ensure building status is **checked and reported** by College Resource Officers (CROs)
3. Notify **key Administrators** immediately
4. Work with **Facilities** to verify power status and generator support

5. **Activate Emergency Notification System:**
 - Alert campus about the outage
 - Instruct people to **remain calm and stay in place**
 - Report emergencies to School Resource Officers
6. If outage exceeds **30 minutes**, consult with TVAT to:
 - Possibly declare a **Campus Emergency**
 - Evaluate need for **Temporary Campus Closure** or evacuation
 - Send out evacuation instructions **only if safe to do so**

College Resource Officers (CROs)

1. Check assigned building(s) for:
 - Power outage cause
 - Fire, smoke, or hazards
 - Persons trapped in **elevators**
 - Injuries or emergencies
2. Remain in contact with Incident Command
3. Instruct occupants to **stay calm and in place** until advised
4. If closure is initiated:
 - Use Emergency Mass Notification to announce closure
 - Assist with **student & visitor evacuation**
 - Help identify and **evacuate disabled persons**
 - **Clear all rooms and floors** and report status to Command

Administrative, Instructional & Support Personnel

1. **Key administrators** report to ICP to activate TVAT
2. Help determine:
 - Severity and estimated outage duration
 - If a **State of Emergency** or **campus closure** is needed
3. Assist with:
 - **Maintaining calm**
 - **Evacuating non-essential personnel**
 - **Verifying building clearance**
 - **Identifying disabled persons** needing evacuation help
4. Ensure:
 - **All electrical and gas lab systems are OFF** before exiting
 - **Incident documentation** is completed

Closure & Recovery Considerations

- Decision to close is **strategic**, not automatic
- Recovery involves:
 - Full **damage assessment**
 - **Utility restoration** with partners
 - **Clear communication** to campus stakeholders



SECTION K – Epidemic / Pandemic / Endemic / Outbreak

Key Definitions

- **Epidemic:** Disease affects **large number** within a specific **community, population, or region**
- **Pandemic:** Disease spreads **across multiple countries/continents**
- **Endemic:** Disease consistently found in a **particular area/population**
- **Outbreak:** Sudden, **unexpected increase** in disease cases; if uncontrolled, can become an **epidemic**

Origin of Information:

Centers for Disease Control and Prevention (CDC) and Weld County Department of Health and Safety

Urgency Level: Moderate

(Response planning typically spans days)

Threat Overview – Influenza as an Example

- Each year in the U.S.:
 - **9M–45M** flu cases
 - **140K–810K** hospitalizations
 - **12K–61K** deaths
- Weld County **pandemic planning** scenario:
 - **35%** of population may become ill
 - **11%** of the ill may be hospitalized
 - **2.1%** fatality rate from severe illness

Implications for Aims Community College

- **High absenteeism:**
 - Employee absenteeism could reach **30%–40%** during peak illness periods
- **Disrupted operations:**
 - Potential for **reduced staffing** and **limited services**
 - **Supply shortages** may disrupt instructional and facility operations
- **Multiple waves:**
 - Expect **recurrent outbreaks** over **12–18 months**
- **Equal infection risk:**
 - College employees and students will likely be infected at the **same rate** as the general population

Mitigation, Prevention & Preparedness Strategies

Public Health and Safety Measures

- Promote **hygiene, cleaning, and sanitation**
- Distribute and stock **infection control supplies** (masks, sanitizer, etc.)
- Reinforce **social distancing, quarantine, or isolation** protocols as needed
- Review and implement **vaccine/antiviral distribution** plans (as available)

Operational Readiness

- Create flexible **sick leave and telework policies**
- Identify **critical services and personnel** to maintain core operations
- Adjust **class delivery models** (hybrid, online)
- Develop internal **health monitoring protocols**
- Vet all pandemic response policies with **employee groups and administration**

CDC Pandemic Severity Index

A scale (Category 1 to 5) used to measure the **severity** of a pandemic:

Category	Case Fatality Rate (%)	Example Comparable Event
1	< 0.1%	Mild seasonal flu
2–3	0.1% – 1%	1957, 1968 pandemics
4–5	> 1%	1918 Spanish flu

Severity index helps determine:

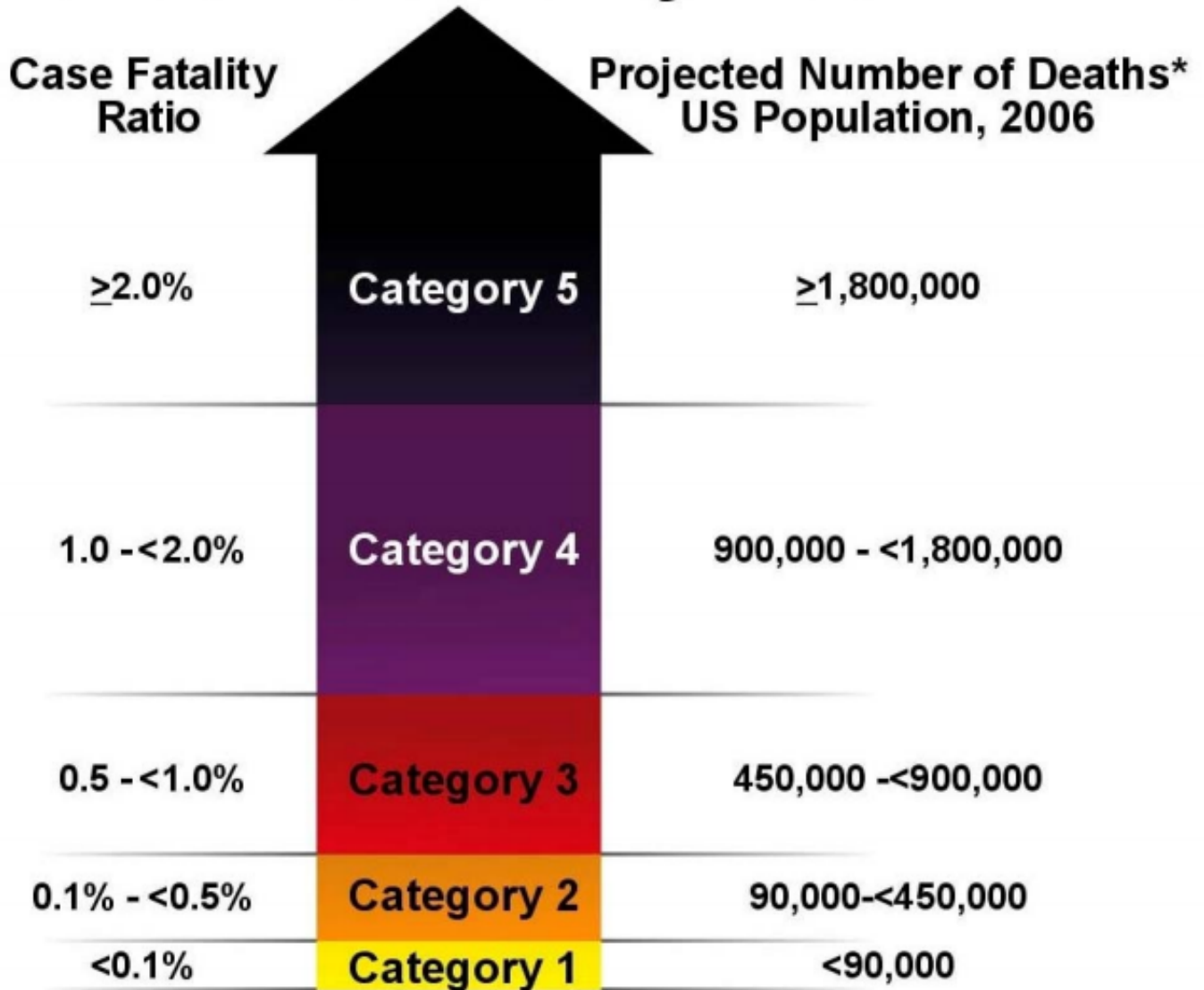
- When to **activate emergency plans**
- What **interventions** (like school closures, social distancing) to use

Summary Notes

- **Pandemics are extended events**, not short-term emergencies.
- College must prepare for **long-term absenteeism, disruptions, and health risks**
- Coordination with **public health agencies, administration, and campus leadership** is essential
- Key response areas include:
 - **Health monitoring**
 - **Internal communications**
 - **Continuity of operations**
 - **Resource planning**

- Policy vetting and enforcement

Pandemic Severity Index



* Assumes 30% Illness Rate

Community Strategies by Pandemic Flu Severity (1)

Interventions by Setting	Pandemic Severity Index		
	1	2 and 3	4 and 5
<p>Home</p> <p>Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated</p> <p>Voluntary quarantine of household members in homes with ill persons (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient</p>	Recommend	Recommend	Recommend
<p>School</p> <p>Child social distancing –dismissal of students from schools and school-based activities, and closure of child care programs</p> <p>–reduce out-of-school contacts and community mixing</p>	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider: ≤ 4 weeks	Recommend: ≤ 12 weeks
	Generally not recommended	Consider: ≤ 4 weeks	Recommend: ≤ 12 weeks

Community Strategies by Pandemic Flu Severity (2)

Interventions by Setting	Pandemic Severity Index		
	1	2 and 3	4 and 5
<p>Workplace/Community</p> <p>Adult social distancing</p> <p>–decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)</p> <p>–increase distance between persons (e.g., reduce density in public transit, workplace)</p> <p>–modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances)</p> <p>–modify workplace schedules and practices (e.g., telework, staggered shifts)</p>	<p>Generally not recommended</p> <p>Generally not recommended</p> <p>Generally not recommended</p> <p>Generally not recommended</p>	<p>Consider</p> <p>Consider</p> <p>Consider</p> <p>Consider</p>	<p>Recommend</p> <p>Recommend</p> <p>Recommend</p> <p>Recommend</p>

SECTION K – Pandemic / Epidemic / Endemic / Outbreak

Definitions (CDC-Based)

Term	Definition
Epidemic	Disease outbreak affecting a large group in a region
Pandemic	Epidemic that spreads across countries or continents
Endemic	Constant presence of a disease in a region/population
Outbreak	Sudden rise in disease cases, may lead to epidemic

Source: CDC / Weld & Larimer County Health Departments

Urgency: **Moderate (days)**


Risk Assessment at Aims

- Based on CDC & local health data:
 - Estimated **35% infection** rate during a major outbreak
 - **40% staff absenteeism** for up to 12 weeks
 - **Service & supply disruption**
 - **Multiple waves** possible over a year or longer

Pandemic Mitigation / Prevention Factors

CDC Non-Pharmaceutical Interventions (NPI):

- Isolation / quarantine of cases
- Social distancing
- School/campus closures
- Remote instruction & work-from-home
- Event cancellations
- Use of face masks and hygiene enforcement

 **Cascading effects:** e.g., school closures → staff absenteeism → household income loss → supply chain impacts

Preparedness Considerations for Aims

- Plan for **hybrid/remote learning**
- Evaluate **food service continuity**
- Establish **health screening stations**

- Prepare for **staffing disruptions**
- Identify **quarantine/isolation areas**
- Coordinate with **local health and emergency agencies**

Five-Stage Pandemic Response Levels

LEVEL 1 – Low Risk (No Human Transmission)

- Convene admin team for **planning**
- Update pandemic plans and responsibilities
- Departments review **unit-specific response plans**
- Share preparedness info via **Aims Daily / Student Weekly**

LEVEL 2 – Animal-to-Human Transmission Only

- Monitor CDC/Weld/Larimer websites
- Begin **public health education** (hand hygiene, cough etiquette)
- Identify potential **quarantine spaces**
- Update **essential personnel lists**
- Encourage **personal/family preparedness plans**
- Cross-train staff for operational redundancy

LEVEL 3 – Community-Level Human Transmission

- Consider opening **Emergency Operations Center (EOC)**
- Coordinate with **health departments and peer institutions**
- Issue alerts, emails, hotline recordings
- Launch an **official pandemic response webpage**
- Identify **PPE distribution** points
- Review/cancel public events
- Secure high-risk areas and limit access

Human Resources Tasks:

- Track employee travel
- Implement **remote work options**
- Define **paid leave & return-to-work policies**
- Identify **essential personnel**

Facilities Tasks:

- Prepare to **shut off HVAC outside air**
- Designate **triage/isolation spaces**
- Deploy & refill **hand sanitizers**
- Stockpile germicidal/disinfectant supplies

 **Purchasing / Finance:**

- Procure **PPE**, cleaning supplies, and emergency resources
- Support sourcing of alternate vendors

LEVEL 4 – Confirmed Campus Case(s)

- Consider **temporary closure** of buildings/campus
- Suspend non-essential work
- Provide emotional support for employees/students
- Administer **prophylactic treatment** per CDC guidance

 **HR:**

- Track returning/affected staff
- Enforce **Disaster Pay, flexible schedules, reporting processes**

 **Campus Security:**

- Secure buildings and signage
- Maintain **access control**
- Implement **Continuity of Operations Plans (COOP)**

RECOVERY LEVEL – Post-Pandemic

- Notify employees of **return-to-work criteria**
- Resume **essential services** and classes
- Decommission **quarantine areas**

 **Additional Notes**

- Maintain **frequent communication** via:
 - Campus Alerts
 - Student/Employee Hotlines
 - Emails, social media, webpage updates
- Use CDC's **Pandemic Severity Index** to adapt interventions
- Prioritize **clear, coordinated messaging** to reduce fear and misinformation