



# **EMERGENCY OPERATIONS PLAN**

**March 2013**

**(Revised May 2017)**

## Letter from the President

Pikes Peak Community College is committed to protecting the welfare of its community members as well as its intellectual property and facilities. The PPCC Emergency Operations Plan (EOP) is the official plan designated to address specific hazards and circumstances that constitute an emergency for PPCC staff, faculty, students, and property. The EOP is given authority by the President of the College under State Board for Community Colleges and Occupational Education Board policies.

This EOP is a guide for emergency management and coordination of all phases of emergency response in order to minimize the impacts of disasters and incidents, to protect people and property, and to restore any interruptions to College operations.

Pikes Peak Community College can best prepare to meet the enormous challenges emergencies present by working together. Thus, the College expects individual departments to develop their own detailed plans to effectively organize, coordinate, and direct available resources toward emergency response and recovery.

The Emergency Operations Plan is designed to help students, staff, and faculty respond appropriately when emergency conditions exist. Although events are unpredictable, this EOP allows for immediate response procedures thereby minimizing danger to lives and property. Every member of Pikes Peak Community College should review this plan to understand his or her role should an emergency or disaster occur.



Lance F. Bolton, Ph.D.

President

Pikes Peak Community College

## Approval and Implementation

The Pikes Peak Community College Emergency Operations Plan is written and maintained under the authority of the Vice President for Administrative Services.

This plan supersedes all previous emergency plans and shall be in full effect as of the date shown.

This Emergency Operations Plan has been reviewed and approved by:

  
\_\_\_\_\_  
Brenda Lauer  
Interim Vice President of Administrative Services

03/14/2013  
Date

  
\_\_\_\_\_  
Felix Lopez  
Vice President of Student Success Services

03-14-2013  
Date

  
\_\_\_\_\_  
Randy Weber  
Vice President of Enrollment Services

3/14/2013  
Date

  
\_\_\_\_\_  
Cindy Buckley  
Vice President of Instructional Services

3/14/13  
Date

  
\_\_\_\_\_  
Carlton Brooks  
Executive Director, Human Resource Services

03/14/2013  
Date

## Record of Changes and Reviews

The Pikes Peak Community College Emergency Operations Plan, including annexes, will be reviewed and approved by the Campus Police Department on an annual basis. All updates and revisions to the plan, excluding minor typographical and grammatical errors, will be tracked and recorded in the following table.

This plan is a “living document” and will be continuously updated as conditions change. This plan may be updated as a result of exercise lessons learned, as new guidelines are distributed, and as needed.

CHANGE # or REVIEW	DATE	ENTERED BY	SUMMARY OF CHANGES
1	10/15/2013	J. Barrentine, Director of Public Safety & Emergency Management	<ul style="list-style-type: none"> <li>- Minor editing for clarity.</li> <li>- Defined Campus State of Emergency.</li> <li>- Added MNS messages to Campus Emergency Notification section.</li> </ul>
2	10/31/2014	J. Barrentine, Director of Public Safety & Emergency Management	<ul style="list-style-type: none"> <li>- Updated Centennial Campus emergency maps.</li> <li>- Added Sec. 7.5 - restoring life safety systems after incident.</li> <li>- Changed Behavioral Problem to Threatening Behavior in emergency procedures section.</li> <li>- Updated emergency procedures to align with Colorado State Emergency Response Guide dated 10/7/2014.</li> <li>- Converted Annexes B, D, E, F, &amp; G into Appendices E, F, G, H, &amp; I for public accessibility.</li> </ul>
3	7/15/2015	J. Barrentine, Director of Public Safety & Emergency Management	<ul style="list-style-type: none"> <li>- Deleted references to Falcon campus.</li> </ul> <p>Changes made per CCCS:</p> <ul style="list-style-type: none"> <li>- Expanded off-campus evacuation protocols.</li> <li>- Appendix E: Campus Emergency Response Team is now Annex A.</li> <li>- Appendix F: Foodborne Illness is now Annex B.</li> <li>- Deleted Appendix G: Infectious Disease Plan; created Annex C: Infectious Disease/Pandemic Preparedness Plan.</li> <li>- Appendix H: People with Disabilities and Service Animals is now Appendix E.</li> <li>- Appendix I: Violence Prevention Plan is now Appendix F.</li> <li>- Annex A: PPCC Campus Police Operational General Orders is now Annex F.</li> </ul>

			<ul style="list-style-type: none"> <li>- Annex B: Child Development Center (CDC) Emergency Plan is now Annex G.</li> <li>- Created Annex D: Patient Tracking Protocols</li> <li>- Created Annex E: Reunification Plan</li> </ul>
4	12/20/2016	J. Barrentine, Director of Public Safety & Emergency Management	Section 4: Communications: Changed name for emergency notification system from Connect-Ed to Blackboard Connect
5	05/26/2017	J. Barrentine, Chief of Police & Director of Emergency Management	<ul style="list-style-type: none"> <li>-Name Correction: Public Safety has been changed to Campus Police.</li> <li>-Hyperlink issues corrected</li> <li>-Removal of information that is no longer valid, due to web change.</li> <li>-Removed 8.1.2- Blue Light Emergency Phones and changed 8.1.3 Duress Alarms to 8.1.2 and modified section.</li> <li>-Removed information about Blue Lights</li> </ul>

## Record of Distribution

The Pikes Peak Community College Emergency Operations Plan (EOP) has been distributed as a hard copy to each member of the PPCC Policy Group and Emergency Management Operations Group (EMOG).

Hard copies have also been distributed to Campus Police personnel, and the Facilities and Operations Leads at each campus.

Copies of this plan have been made available to the following PPCC external partners:

- Colorado Springs Fire Department
- Colorado Springs Office of Emergency Management
- Colorado Springs Police Department
- El Paso County Office of Emergency Management
- El Paso County Sheriff's Office
- Stratmoor Hills Fire Department
- Wescott Fire Protection District

An electronic version of the EOP has been posted to the PPCC Campus Police website at <https://www.ppcc.edu/campus-police> both in public form and secured form.

The public version of this document may be viewed by any member of the college community. Only college staff and faculty with a valid need-to-know may be issued credentials to view the secure version of the EOP.



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## **Annexes**

- Annex A: Campus Emergency Response Team (CERT)
- Annex B: Foodborne Illness
- Annex C: Infectious Disease/Pandemic Preparedness Plan
- Annex D: Patient Tracking Protocols
- Annex E: Reunification Plan
- Annex F: PPCC Campus Police Operational General Orders (not publically accessible)
- Annex G: Child Development Center (CDC) Emergency Plan (not publically accessible)



# Section 1: Overview

## 1.1 INTRODUCTION

Pikes Peak Community College (PPCC) is committed to the safety and well-being of its students, faculty, staff, and visitors. In accordance with applicable laws, regulations, and policies that govern emergency preparedness and response, Pikes Peak Community College has established an Emergency Operations Plan (EOP) to address major emergencies that may threaten the health and safety of the college community and/or its neighbors, affect College facilities and resources, or disrupt College operations.

The PPCC EOP is designed to provide guidance for response to, and management of, minor emergencies, major emergencies, and disasters. An emergency is any unplanned event that may cause death or significant injuries to members of the PPCC community or the public, may disrupt College operations, may cause physical or environmental damage, or may threaten the College's financial standing or public image.

Because this EOP is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency. The overall priorities of the College during a disaster are the protection of lives, property, campus, local community, and the environment. The overall objective is to respond quickly to emergency conditions and manage the process of restoring College academics and services.

## 1.2 PURPOSE

The Pikes Peak Community College Emergency Operations Plan is PPCC's general plan to prepare for, respond to, and recover from emergencies and disasters. PPCC established this plan to address the immediate requirements for an emergency or disaster that interrupts normal operations.

The PPCC EOP provides:

- An organizational and conceptual framework for emergency management;
- Guidelines and procedures for responding to a broad range of natural and human-



caused emergencies;

- Key responsibilities and assignments; and
- Guidelines and procedures for recovery and continuity of operations following an emergency.

### **1.3 SCOPE**

The PPCC EOP provides guidance for the five phases of emergency management and applies to all hazards that could potentially occur on any property owned or operated by Pikes Peak Community College.

However, the EOP may also be activated during a community or regional crisis that may impact College personnel or business operations. A regional utility outage, a hazardous material spill on a major highway, or a wildfire in a local area may necessitate EOP activation to coordinate emergency information and support services for personnel. A major emergency in the community that affects our students, faculty, and staff is also a College emergency.

### **1.4 EMERGENCY MANAGEMENT PHASES**

The PPCC EOP addresses activities that take place during all five phases of emergency management: prevention, mitigation, preparedness, response, and recovery.

#### **Prevention**

Prevention encompasses all measures taken to decrease the likelihood that an event or crisis will occur.

#### **Mitigation**

Mitigation encompasses the elimination of hazards, reduction in the probability of hazards causing an emergency situation, and/or the lessening of consequences from unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.



## **Preparedness**

Preparedness occurs before an emergency or disaster strikes, and is intended to save lives as well as assist with response, rescue, and recovery efforts. Preparedness activities include, but are not limited to, developing and maintaining Emergency Operations plans and Continuity of Operations Plans; conducting training for College personnel; conducting periodic drills and exercises to test emergency procedures and training.

## **Response**

Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.

## **Recovery**

The recovery phase includes short-term and long-term actions to resume normal operations once an emergency incident is under control or over. Examples of recovery programs include restoration of College services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities and infrastructure.

## **1.5 SITUATIONS**

A disaster can strike anytime, anywhere, and can take many forms: blizzard, tornado, flood, epidemic, fire, hazardous material spill, act of nature, or an act of terrorism. It can build over a number of days or weeks, or can occur suddenly without warning.

The PPCC EOP is an all-hazards plan, meaning it applies to all types of hazards that can threaten the College, its occupants, and the surrounding community.

Hazards generally fall into three categories:

- **Natural Hazards:** Natural threats such as severe weather, fire, flood, earthquake, epidemic.
- **Technological Hazards:** Technological or industrial accidents such as cybersecurity



issues, radiological or hazardous materials release, power failures.

- Human-Caused Hazards: Deliberate, intentional human actions to threaten or harm others including criminal or terrorist acts, school violence, or bombings.

The following resources were used to determine the most likely incidents that would affect PPCC campuses and College operations:

- Enhanced Threat, Risk and Vulnerability Assessment of Pikes Peak Community College campuses (dated December 2011)
- El Paso County, Colorado All-Hazards Pre-Disaster Mitigation Plan
- City of Colorado Springs Pre-Disaster Mitigation Plan

## 1.6 PLANNING ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

The following planning assumptions were incorporated into this EOP:

- The safety of students and the continuity of their education are paramount.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater based radio systems, cellular telephones and information systems.
- A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.
- Some emergency incidents will necessarily involve a regional response to PPCC campuses.
- PPCC might receive delayed response from, or be without, certain city, county, or contract emergency response personnel and must be prepared to handle these situations until outside assistance arrives.
- Any employee of Pikes Peak Community College may be tasked by this EOP.
- Local law enforcement agencies and fire departments will respond where support agreements or mutual aid agreements exist.
- Major roads, overpasses, bridges and local streets may be damaged.



- Buildings and structures, including homes, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- Conditions may be unsafe to travel off campus and people may become stranded at the College.
- The College will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus while emergency conditions exist.
- Emergency conditions that affect PPCC campuses will likely affect the surrounding communities.
- The decision to declare a Campus State of Emergency rests with the College President or designee.
- Once the emergency is over, the College will resume normal operations.

## **1.7 CONCEPT OF OPERATIONS**

In any emergency situation, the top priorities are:

- Life safety
- Incident stabilization
- Protection and preservation of property and the environment

PPCC Campus Police personnel will immediately respond to an emergency incident occurring on any of the PPCC campuses, and will request additional external and internal resources as necessary to address the situation. PPCC's Campus Police Department, in conjunction with Information Technology Support Services (ITSS), will issue alerts and instructions as the situation warrants.

If a prolonged emergency operation occurs, the PPCC Emergency Management Operations Group (EMOG) and Policy Group will be activated to coordinate support for PPCC staff, faculty, and students during and after an incident, and to ensure continuity of College operations.

The nature and scope of a given emergency situation may necessitate partial or full evacuation of buildings and/or campuses, or lockdown of campus facilities. Access to specific campus areas may be temporarily restricted. Normal operations will resume at the discretion of the President or his/her designated representative.





## **1.8 CAMPUS STATE OF EMERGENCY**

A Campus State of Emergency is a declaration which usually suspends a few normal functions of the College, alerts staff, faculty and students to change their normal behaviors, or implements parts of the Emergency Operations plan. The College would normally declare a Campus State of Emergency during a time of natural or man-made disaster.

The authority to declare a campus state of emergency rests with the College President or designee. If a Campus State of Emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.

## **1.9 DEPARTMENTAL RESPONSIBILITY: CONTINUITY OF OPERATIONS**

Each department and division is responsible for preparing and maintaining a Continuity of Operations Plan (COOP). The COOP basically contemplates destruction of the department's or division's physical setting, and reasonable measures to mitigate both short-term and long-term effects of displacement.

Each responsible director and department head should maintain, and have available, an emergency list of employee names and telephone numbers. COOP documents should include an organizational chart that clearly delineates chains of responsibility. Plans must include a plan for protection and recovery of vital records.

Continuity of Operations plans shall be kept on file by each division or department as well as by the Campus Police Department. All PPCC Vice Presidents will ensure that their respective department COOP plans are reviewed annually. Each Vice President will delegate the annual review to an employee who has adequate knowledge of daily department operations, and can determine if the COOP plan remains viable. If updates or changes to a department's COOP plan are required, that employee should brief his/her department head. Department heads should then consider potential impact on other departments/divisions and brief appropriate leaders in other departments/divisions, as well as PPCC's Chief of Police and Director of Emergency Management, prior to implementing changes to ensure that such changes remain integrated with the College COOP plan.



## **1.10 EMPLOYEE RESPONSIBILITY**

An emergency can strike anytime or any place, and a disaster will affect everyone. All PPCC employees have a personal responsibility to know what to do before, during, and after an emergency in order to ensure their own personal safety.

In accordance with State guidelines, all PPCC employees are expected to cooperate with the implementation of the procedures contained in this EOP during real emergencies as well as exercises designed to test these procedures. Employees who do not follow these procedures may be found to be in violation of C.R.S 18-8-104 as well as individual agency policies and may be subject to disciplinary actions.

PPCC employees should read and be familiar with safety and emergency information. They should also know the locations of emergency exits, fire extinguishers, Automated External Defibrillators (AEDs), and designated shelter areas, as well as emergency phone numbers to communicate with the PPCC Campus Police Department. The measures outlined in this EOP, together with common sense, are intended to prevent injury and to minimize property damage. It is important to remember that while first responders will do their best to assist people, during an emergency situation individuals (including those with access and functional needs) are ultimately responsible for their own safety.

## **1.11 PLAN DEVELOPMENT AND MAINTENANCE**

The Pikes Peak Community College Emergency Operations Plan will be reviewed for currency and completeness at least once per calendar year by the Policy Group, the Emergency Management Operations Group, and the Chief of Police and Director of Emergency Management or his/her designee.

Changes will be documented on the Record of Changes and Reviews page at the beginning of this document.

## **1.12 AUTHORITIES**

Legal authority for emergency operations is granted by established federal, state, local, and Colorado Community College System laws, statutes, ordinances, executive orders, regulations, and formal agreements relevant to emergencies. A full list of authorities and references is supplied in Appendix A of this plan.



## Section 2: Organization and Assignment of Responsibilities

### 2.1 ORGANIZATION FOR PLANNING

The Chief of Police and Director of Emergency Management coordinates College-level emergency preparedness plans and Continuity of Operations Plans with the Emergency Management Operations Group.

Directors, Department Heads, and Deans appoint planners and oversee preparation of emergency preparedness and Continuity of Operations Plans for their organizations. Planners may additionally serve as liaisons to the College emergency preparedness staff and Emergency Management Operations Group.

The Emergency Management Operations Group (EMOG) reviews College level plans.

### 2.2 COLLEGE EMERGENCY MANAGEMENT STRUCTURE

#### 2.2.1 Emergency Activation Levels

➤ **Level 1 Emergency:**

Campus emergencies which are managed using existing College resources with limited outside assistance, and are typically on college property.

Policy Group may activate. If activated, Policy Group will determine if the Emergency Coordination Center (ECC) will be activated with partial or full staffing. Incident Command may be initiated depending on circumstances.

➤ **Level 2 Emergency:**

A major emergency that affects an area or building of the campus community, may significantly affect life safety concerns, and/or impact mission critical functions.

External emergency resources will likely be required and will assume command of the emergency response effort with input from campus resources. The Policy Group and EMOG should activate and determine whether the Emergency Coordination



Center (ECC) should be staffed partially or fully. PPCC Incident Command will be activated to handle internal PPCC command functions and may participate in Unified Command with local responders.

➤ **Level 3 Emergency:**

A disaster, which by nature and impact extends beyond the College, not only disrupting and/or halting operation and functions of the College, but also those of the surrounding community.

External emergency resources will assume command of the emergency response effort. PPCC will provide support as requested and able. Policy Group and EMOG will activate, along with the ECC at full staffing. PPCC Incident Command will be activated to handle internal command functions and will participate in Unified Command with local responders.

### **2.2.2 Emergency Incident Management**

To manage emergency incidents, Pikes Peak Community College utilizes a tiered structure involving a Policy Group and an Emergency Management Operations Group.

The Policy Group, which is formed around the President's Executive Committee, serves as an advisory board for the President and provides strategic guidance during incidents.

The Emergency Management Operations Group (EMOG) is a group of senior staff members that supports PPCC students, staff, and faculty, and College operations during and after an emergency incident.

PPCC will activate the Emergency Coordination Center (ECC) any time the EMOG is activated for an emergency or disaster.

## **2.3 POLICY GROUP**

Under the direction of the College President or designee, the Policy Group provides direction in making strategic policy decisions for any incident that affects the College's ability to perform its critical operational functions. This group has the authority to proclaim College emergencies and to issue directives regarding the status and resumption of College educational programs. The



Policy Group is also responsible for notifying and informing key College constituents and stakeholders.

The Policy Group is comprised of the following:

- President
- Vice President for Administrative Services (VPAS)
- Vice President for Enrollment Services (VPES)
- Vice President for Instructional Services (VPIS)
- Vice President for Student Success (VPSS)
- Executive Director, Human Resource Services
- Executive Director, Marketing and Communication

The President is the senior executive official for the campus. In the absence of the President, the Vice President for Administrative Services (VPAS) will assume these responsibilities.

The VPAS will act as chair of the Policy Group and convene the group as necessary to review readiness, as well as provide guidance to the Emergency Management Operations Group.

### **2.3.1 Policy Group Responsibilities**

- Serves as a strategic planning committee that focuses on policy issues separate and distinct from direct operational response to an emergency or disaster.
- Provides guidance and support to the Emergency Management Operations Group.
- Approves action of the Emergency Management Operations Group as needed.
- Works with the PIO to communicate information to key constituents and stakeholders through various means.

### **2.3.2 Policy Group Activation**

- The Policy Group is activated by the President or the Vice President for Administrative Services. When activated, the Policy Group will convene at Centennial Campus A-324, or other location as dictated by the nature and location of the incident, or as determined by available members of the Policy Group.



### 2.3.3 Overview of Policy Group Member Responsibilities

<b>President</b>	<ul style="list-style-type: none"><li>• Acts as highest level of campus authority during emergency, crisis or disaster.</li><li>• Leads Policy Group in making critical policy decisions regarding College response and recovery.</li></ul>
<b>VPAS</b>	<ul style="list-style-type: none"><li>• Acts as primary alternate in President's absence.</li><li>• Responsible for decisions concerning the cancellation, rescheduling, or relocation of classes, tests, and other programs interrupted by an incident.</li><li>• Provides policy guidance.</li><li>• Acts as liaison with state Risk Management.</li></ul>
<b>VPES</b>	<ul style="list-style-type: none"><li>• Maintains logs of significant events related to student services.</li><li>• Assesses and coordinates student crisis management and other needs.</li><li>• Ensures compliance with Dept. of Education regulations.</li><li>• Accountability.</li><li>• Coordinates class rosters with registrar.</li></ul>
<b>VPIS</b>	<ul style="list-style-type: none"><li>• Serves as lead representative in matters related to academic interface with the EOC operations and academic issues.</li><li>• Liaison for instructional services.</li><li>• Works with Incident Command to assess disaster effects on academic areas.</li></ul>
<b>VPSS</b>	<ul style="list-style-type: none"><li>• Maintains logs of significant events related to research.</li><li>• Coordinates lab activities and research preservation</li><li>• Coordinates support for student services and crisis counseling.</li></ul>
<b>Executive Director, Human Resource Services</b>	<ul style="list-style-type: none"><li>• Maintains logs of significant events related to legal matters.</li><li>• Responds to requests for legal advice from PPCC Executive Staff or EMOG.</li><li>• Represents College to persons questioning or contemplating legal recourse regarding the College's emergency response activities.</li></ul>
<b>Executive Director, Marketing and Communication</b>	<ul style="list-style-type: none"><li>• Maintains logs of significant events related to media.</li><li>• Obtains information and periodic updates from Incident Command.</li><li>• Works with President and PPCC Incident Command to develop the College's messages.</li><li>• Establish contact with incident PIO or Joint Information Center to coordinate messages.</li></ul>



## **2.4 EMERGENCY MANAGEMENT OPERATIONS GROUP (EMOG)**

The Emergency Management Operations Group (EMOG) is drawn from departments or divisions involved in managing emergencies or supporting emergency management.

Members of this group are:

- Vice President for Student Success (VPSS)
- Chief of Police and Director of Emergency Management
- Dean of Students
- Risk Management Officer
- Assistant Director of Human Resource Services
- Executive Director, Marketing and Communication
- Director of Finance
- Director of Business Services
- Procurement
- Director of Facilities and Operations
- Executive Assistant to the President
- Director of Information Technology Support Services

This group will provide input and advisement to Incident Command staff and/or the PPCC Policy Group during an emergency incident.

The VPSS will act as chair of the EMOG. The EMOG will meet to discuss plans and readiness a minimum of twice per calendar year, and will convene as necessary for emergencies, incidents, or large-scale events.

### **2.4.1 EMOG Activation**

The EMOG is activated by any member of the group after consultation with the Chief of Police and Director of Emergency Management or appropriate Incident Command Staff. The notification will be sent out by either the Executive Director of Marketing and Communications or his/her designee, or members of the Campus Police Department.



The senior on-duty member of the Campus Police Department may activate the EMOG without further discussion by virtue of the likelihood that he/she may be serving as the Incident Commander at any given scene.

When activated, the EMOG will convene at Centennial Campus A-351, or other location as dictated by the nature and location of the incident, or as determined by consensus of available EMOG members.





## 2.4.2 Overview of EMOG Roles and Responsibilities

Member	Role
<b>Vice President for Student Success (VPSS)</b>	<ul style="list-style-type: none"> <li>Directs all activities of the EMOG.</li> <li>Serves as liaison between Policy Group and EMOG.</li> </ul>
<b>Chief of Police &amp; Director of Emergency Management</b>	<ul style="list-style-type: none"> <li>Declares and ends the emergency.</li> <li>Directs activities of college incident response team.</li> <li>Coordinates with external emergency response agencies.</li> <li>Reports to incident site as requested.</li> <li>Solicits qualified personnel to incident site (traffic and perimeter controls).</li> <li>Conducts after-action reviews.</li> </ul>
<b>Dean of Students</b>	<ul style="list-style-type: none"> <li>Liaison with student support services.</li> <li>Provides relevant information regarding existing students of concern from disciplinary and behavioral intervention team records.</li> </ul>
<b>Risk Management Officer</b>	<ul style="list-style-type: none"> <li>Acts as campus safety officer and patient tracking officer; compiles information needed for the after action report.</li> </ul>
<b>Assistant Director of Human Resource Services</b>	<ul style="list-style-type: none"> <li>Responsible for personnel accountability and legal matters.</li> </ul>
<b>Executive Director, Marketing and Communications</b>	<ul style="list-style-type: none"> <li>Responsible for information dissemination to college community, public sector, and media outlets.</li> <li>Assists with emergency notification.</li> </ul>
<b>Director of Finance</b>	<ul style="list-style-type: none"> <li>Coordinates financial matters.</li> <li>Works with HR director for allocation of employee reimbursement during emergencies.</li> </ul>
<b>Director of Business Services</b>	<ul style="list-style-type: none"> <li>Coordinates financial matters as needed for continuity of operations.</li> </ul>
<b>Procurement</b>	<ul style="list-style-type: none"> <li>Determines whether a Request for Proposal (RFP), competitive sealed bid, or other methods shall be used for each procurement during an emergency.</li> </ul>
<b>Director of Facilities and Operations</b>	<ul style="list-style-type: none"> <li>Solicits qualified staff members to incident site for utility control, trades, environmental health &amp; compliance, and damage control.</li> <li>Technical resource for long-term shelter in place.</li> </ul>
<b>Executive Assistant to the President/Ombudsman</b>	<ul style="list-style-type: none"> <li>Acts as liaison to Policy Group.</li> <li>Serves as a resource person.</li> <li>Documents activities and meetings.</li> </ul>
<b>Director of Information Technology Support Services</b>	<ul style="list-style-type: none"> <li>Assists with emergency notification and equipment.</li> <li>Provides support for communications and data management.</li> </ul>



## **2.5 EMERGENCY COORDINATION CENTER (ECC)**

Upon activation at Emergency Activation Level 2 or Level 3, the PPCC Emergency Coordination Center (ECC) serves as the centralized location to monitor and report the impact of emergencies while providing communication between the ECC and the campus, and between the ECC and surrounding jurisdictions. The ECC is the focal point for coordination, direction, and control of emergency preparedness, response, and recovery activities for the campus, and is the location to which EMOG will report for duty and assume their ECC roles. Their roles in the ECC, emergency response activities, and work assignments will be planned, coordinated and delegated from the ECC.

The primary ECC location is A-351 at the Centennial Campus. The facility is a designated but not a dedicated ECC facility. Supplies are maintained in a state of readiness for conversion and activation when needed. Other possible facilities will be determined at the time of activation.

In the event the campus is secured and access is limited, ECC members may be told to report to an alternate location.

### **2.5.1 ECC Activation**

The ECC may be activated when necessary to facilitate the College's response and subsequent recovery from any emergency. The Emergency Activation Levels are used to classify the significance of the event. Any member of the Emergency Management Operations Group, as well as the President of PPCC, is authorized to activate the ECC. If the President is unavailable, the responsibility will fall to the VPSS or VPAS.

In a Level 3 activation, emergency personnel responding to the ECC from off campus must have appropriate identification for access to campus. Security will be maintained to protect the ECC and the campus.

### **2.5.2 Notifications**

In an emergency, the individual activating the ECC will contact the Executive Director of Marketing and Communications or his/her designee, who will begin the notification of the Emergency Management Operations Group.



A brief message describing the event will be provided for inclusion in the EMOG notification. The message will ask for availability and will require a response. When notified of an event requiring ECC activation, personnel should report directly to the ECC. If an individual is unsure about reporting for duty, he or she should contact Campus Police at (719) 502-2900.

Whenever the College activates the ECC for Level 3 response, notification will also be made to the appropriate local Emergency Operations Center (EOC) if activated.

### **2.5.3 ECC Setup**

Upon notification of ECC activation, the Operations section will initiate setup. General setup responsibilities include:

- Ensure that the ECC is accessible.
- Post entry/exit log at ECC entrance and ensure staff sign in as they arrive.
- Post communications information including phone numbers of departments.
- Establish a “quiet space” where ECC staff can take a break and make private calls.
- Continue to monitor ECC operations and logistical needs during the time the ECC is operational.
- ECC members are to bring their own laptops (if available) to the ECC. The ECC locations have wireless connectivity.
- ECC members are to bring their cell phones (if available) to the ECC.

### **2.5.4 ECC Security and Access Control**

Access to the ECC will be controlled by EMOG staff or PPCC Campus Police, when necessary. Prior to being allowed access, additional staff must be granted authorization from the Policy Group or the ECC Director. All ECC staff must sign in upon arrival, and sign out when departing.



### **2.5.5 Incident Documentation**

It is important that the incident be properly documented from the beginning of the incident until the ECC is demobilized. ECC Activity Logs provided for each ECC position to record include:

- Initial Briefing Report
- Incident Action Plan
- Incident Phone Log
- Event/Decision Log
- Checklists for the position
- ECC Deactivation Checklist
- After Action/Corrective Action Plan

Additional documentation will be provided by message forms provided for messages received and sent by the ECC staff, maps generated to support the incident, damage assessment forms, and media releases developed by the ECC or received from other sources.

### **2.5.6 ECC Deactivation and Demobilization**

The PPCC President or designee will determine when to deactivate the ECC and transition to normal campus operations. The process of demobilizing includes demobilizing all staff, documenting the incident in preparation for requests for city/state/federal disaster recovery funds, and documenting the incident in preparation for the After Action Report and updates to college plans and procedures. To accomplish this:

- The ECC Director will notify sections when they are no longer required in the ECC.
- All staff must ensure that any open actions not yet completed will be handled after the deactivation.
- All staff must ensure that all required forms or reports are completed prior to deactivation and have copies made of all logs, reports, messages, and any documents used and received in the ECC. Leave originals in the position folder.



- An official notification will be sent to all involved internal and external participants that the ECC is deactivated.
- Additional deactivation items are listed in the unit checklists and the ECC Deactivation Checklist.

This action signifies the transition from the response phase to the recovery phase. Prior to deactivation, the Executive Policy Group will assign staff to a Disaster Recovery Group to establish the short-term recovery goals that facilitate long-term recovery. The recovery plan could address one or all of the following:

- The recovery effort's goals
- The recovery organization's structure, including the roles of government, the public, and business in the process
- Short-term recovery operations such as debris removal and restoring essential utilities such as water and power
- Inspecting facilities for safety, health, and structural integrity
- Volunteer and donations management
- Economic recovery
- Environmental recovery
- Financial and community resources
- Social and psychological aspects of recovery

### **2.5.7 Establishing an Alternate ECC**

Depending on the dynamics of an incident, it may be necessary to relocate to another location to perform the ECC functions. The incident may either disrupt the functionality of the primary ECC or it may jeopardize the safety of staff working at the ECC.

The backup ECC location is the Rampart Range Campus S201 Conference Room and S202 Leadership Suite. If this location is damaged or unsafe, a determination will be made by the ECC Director as to an appropriate location either on campus or off-campus. Notifications will be made to staff and to the external agencies of the new ECC location.

Campus Police and Facilities and Operations will arrange for the transfer of needed supplies and equipment from the original ECC to the alternate location. This might include:



- Computers
- Communication equipment
- Maps and displays
- ECC forms box
- Binders with disaster plan

### **2.5.8 Communications Between the ECC and Response Organizations**

The ECC must maintain communications with the first responders, external agencies, (e.g., Red Cross) and other constituents. ECC members will have access to landlines, cellular phones, and the internet as available on campus. In addition, PPCC Campus Police utilizes the 800MHz UHF radio system and is in contact with El Paso County dispatch at all times. If the incident is in the city of Colorado Springs, contact with city dispatch is available.

## **2.6 TRAINING**

Training is an integral part of emergency preparedness and response. Leadership and key personnel need to be trained in specific emergency management subject matter to ensure the College's overall preparedness, and to ensure that college personnel can efficiently and effectively integrate into incident command structures utilized by emergency response agencies.

Relevant training includes, but is not limited to:

- IS-100.b Introduction to Incident Command System (ICS)
- Or
- IS-100.HE Introduction to the Incident Command System for Higher Education
- IS-200.b ICS for Single Resources and Initial Action Incidents
- ICS-300 Intermediate Incident Command System
- ICS-400 Advanced Incident Command System
- IS-700 National Incident Management System (NIMS), an Introduction
- IS-800.b National Response Framework, an Introduction
- G-367 Emergency Planning for Campus Executives
- G-290 Basic Public Information Officer

The chart under 2.6.1 shows suggested training by position.



## 2.6.1 Recommended ICS and EM Training by Position

	IS-100 or IS-100HE	IS-200	ICS-300	ICS-400	IS-700	IS-800	G-367	G-290
<b>President</b>	X				X		X	
<b>VPAS</b>	X	X	X	X	X		X	
<b>VPES</b>	X				X		X	
<b>VPIS</b>	X				X		X	
<b>VPSS</b>	X	X	X	X	X		X	
<b>Exec. Director, HRS</b>	X				X		X	
<b>Exec. Dir., Marketing/ Public Information Officer</b>	X	X	X	X	X		X	X
<b>Asst. Director of HRS</b>	X	X	X	X	X		X	
<b>Exec. Assistant to President</b>	X	X	X	X	X		X	
<b>Dean of Students</b>	X	X	X	X	X		X	
<b>Risk Mgmt. Officer</b>	X	X	X	X	X		X	
<b>ITSS Director</b>	X	X	X	X	X		X	
<b>Director of Finance</b>	X	X	X	X	X		X	
<b>Director of Business Services</b>	X	X	X	X	X		X	
<b>Procurement</b>	X	X	X	X	X		X	
<b>Director of Facilities and Operations</b>	X	X	X	X	X		X	
<b>Deans</b>	X	X			X		X	
<b>Directors</b>	X	X			X		X	
<b>Campus Police &amp; Director of Emergency Management</b>	X	X	X	X	X	X	X	X
<b>Campus Police Supervisors</b>	X	X	X	X	X	X	X	X
<b>Campus Police Officers</b>	X	X			X	X		



## **2.7 EMERGENCY AUTHORITY**

The College President serves as the head of the Policy Group which activates for emergency situations or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on a PPCC campus – at a time when the President is absent from campus – the authority to take all necessary and appropriate actions on behalf of the President is hereby delegated to the following College administrators (in the order listed below). Such authority is delegated to the highest ranked College officials on the list with whom the Campus Police Department is able to make contact:

1. Vice President for Administrative Services (VPAS)
2. Vice President for Enrollment Services (VPES)
3. Vice President for Instructional Services (VPIS)
4. Vice President for Student Success (VPSS)

For a civil disturbance or time-critical situation only, the Chief of Police and Director of Emergency Management or, in the Director's absence, the on-duty Police Supervisor, is hereby delegated the authority to take necessary and appropriate actions on behalf of the President when:

- Neither the President nor any of the College officers listed above can be contacted within a reasonable time, given the immediacy and other circumstances of the threatened or actual event.
- An actual civil disorder or other violent event is in progress and immediate action is necessary to protect persons or property from further injury or damage.





## **Section 3: Direction, Control, and Coordination**

### **3.1 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

The National Incident Management System (NIMS) is a structured framework used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and/or terrorist attacks at the local, state, and federal levels of government. The 2003 presidential directive HSPD-5 required all federal agencies to adopt NIMS and to use it in their individual domestic incident management and emergency prevention, mitigation, preparedness, response, and recovery programs and activities. The directive also required federal departments to make adoption of NIMS by state, tribal, and local organizations a condition for federal preparedness assistance and in applying for federal grant assistance.

Pikes Peak Community College has adopted NIMS as its system of preparing for and responding to disaster incidents. The PPCC EOP is part of the overall campus and community emergency preparedness efforts. The procedures and guidance contained herein are subject to and compliant with NIMS and ICS.

### **3.2 INCIDENT COMMAND SYSTEM (ICS)**

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept that is used by emergency response agencies nationwide to manage incidents of all types, sizes, and complexities. ICS is one component of the National Incident Management System (NIMS), which is a flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions.

NIMS requires that schools receiving emergency preparedness funding adopt and train personnel in ICS as a condition for receiving that funding.

The Incident Command System:

- Uses standardized position titles for all responding agencies.
- Allows ICS positions to be filled by the most qualified personnel.
- Establishes a modular structure that can be expanded to accommodate large-scale incidents, or reduced as an incident winds down.



- Uses plain English and common terminology to allow responding agencies to better communicate with one another.
- Establishes unity of command, wherein incident personnel report to only one supervisor.
- Utilizes a management by objective approach.

### **3.3 ICS AND PPCC**

Emergencies and or large-scale events are normally managed with the use of the Incident Command System. ICS has been adopted, recognized and utilized by all emergency response agencies in the surrounding area, the State of Colorado, and all Federal organizations. If an emergency and/or large-scale event occurs at one of the PPCC campuses, college resources may be quickly depleted or inadequate for the type of incident (i.e. fire, hazardous materials spill). Local emergency agencies responding to assist will most likely implement ICS to control and manage ongoing operations.

PPCC personnel will support the Incident Command structure and may become part of the system as requested by the Incident Commander or his/her Command Staff.

### **3.4 COORDINATION WITH LOCAL AGENCIES**

Pikes Peak Community College maintains Memorandums of Understanding (MOUs) with local emergency response agencies. MOUs define the assistance and resources agencies are willing to provide during emergency incidents.

PPCC maintains MOUs with the following emergency response agencies:

- El Paso County Sheriff's Office
- Colorado Springs Police Department



## Section 4: Communications

### 4.1 CAMPUS EMERGENCY NOTIFICATION

Pikes Peak Community College uses various communication formats to relay information about emergency situations on or affecting its campuses.

#### 4.1.1 Blackboard Connect

Blackboard Connect is the notification system PPCC uses to send emergency messages to its entire community. Emergency notifications are sent via e-mail, text (SMS), and voice mail to mobile or home phones.

All students, staff, and faculty are automatically enrolled to receive emergency notifications via their school email, home phone, and work phone as available through the Banner system.

To receive mobile phone and text messages (SMS), users must opt-in to this service. The College does not charge for signing up to Blackboard Connect; however, standard text messaging fees may apply to text messages received via this system. The user is responsible for payment of these costs.

To sign up for emergency notification via mobile phone or text message (SMS):

- Log in to the college web site at <http://my.ppcc.edu/>.
- Select the "Campus Police" link at the bottom of the main web page. Click the "More" tab, select "Emergency Notification" tab
- Follow the instructions to complete the opt-in process.

Information about PPCC's emergency notification system is available online at <http://www.ppcc.edu/connect/notification/>.

Blackboard Connect messages are broadcast at the direction of any member of the Policy Group or Chief of Police and Director of Emergency Management, or any of their



respective representatives. Blackboard Connect messages are distributed by the Information Technology Support Services (ITSS) Director or his/her representative.

#### **4.1.2 Door-to-Door Notification**

If safe to do so, designated college personnel (such as Campus Police or Facilities and Operations staff) will go to specific rooms and/or wings of the affected campus to alert occupants to an emergency.

#### **4.1.3 LCD Television Screens**

LCD television screens are strategically placed within PPCC campuses to disseminate information to the College community. These units are capable of broadcasting both static and scrolling messages. When necessary and appropriate, the Director of ITSS or his/her representative will update the messages to provide information about emergency situations.

#### **4.1.4 Child Development Centers (CDC) Notification**

Emergency messages will be communicated to the Child Development Centers (CDC) at Centennial Campus and Rampart Range Campus by a Campus Police employee via telephone or in person.

#### **4.1.5 Centennial Campus – Additional Notification Methods**

Emergency messages will be communicated to the Police Training Center/Firing Range and the Grounds Shop by a Campus Police employee via telephone or in person.

#### **4.1.6 Rampart Range Campus – Additional Notification Methods**

Emergency notification to get inside the building, lockdown, or evacuate will be made via the campus Public Address system. The following messages will be broadcast:

### **EMERGENCY**

Attention, Attention



There is an emergency situation occurring that requires you to get inside the building and stay inside the building until further information becomes available.

### **LOCK DOWN**

Attention, Attention

There is an emergency situation occurring that requires you to lock yourself inside the nearest room and await further information. If possible, turn out lights, lock windows and avoid detection.

### **EVACUATE**

Attention, Attention

There is an emergency situation occurring that requires you to vacate the building and stay outside of the building until information becomes available indicating that you can return. Please leave the building in an orderly fashion. Avoid using the elevators, select a designated meeting place outside, and once there account for your students or coworkers.

Emergency messages will be communicated to the Rampart Center (T-Building) by a Campus Police employee via telephone or in person.

#### **4.1.7 The Downtown Studio Campus – Additional Notification Methods**

If safe to do so, designated college personnel (such as Campus Police or Facilities) will go to specific rooms and/or floors of the campus to alert occupants to an emergency.

## **4.2 BLACKBOARD CONNECT NOTIFICATION PROCESS**

- All emergency messages will be initially drafted by Campus Police
- Campus Police will notify the Director of Marketing and Communications by e-mail or text and follow-up with a phone call.



- The Director of Marketing and Communications will finalize the message with no more than 120 characters.
- The Director of Marketing and Communications identifies who should receive the message and how it will be disseminated.
- Blackboard Connect messages currently available:
  - Text
  - Home phone
  - Cell phone
  - E-mail personal and college
- Additional notification techniques:
  - Electronic sign board
  - Class room hard line phone
  - PA systems (installation in progress)
- Notification list in order of succession:
  - Director of Marketing and Communications
  - Media Relations Coordinator
  - Director of IT support Services
  - Web Services Manager
  - IT Operations Manager

#### **4.3 PUBLIC INFORMATION OFFICER**

PPCC's Public Information Officer (PIO) will work with the Policy Group and EMOG to disseminate incident-related information to the PPCC community and the general public.

The PPCC PIO will work with first responder PIOs as part of the incident's Joint Information Center (JIC) to disseminate public information about any large-scale incident that affects PPCC and/or its neighboring jurisdictions, and that requires a multi-agency response. Establishment and use of a JIC allows a coordinated and unified message to be presented to the public and the media.

The PIO will be the primary point-of-contact for media inquiries regarding campus emergencies and incidents. No employee of PPCC is authorized to speak to the media on behalf of the college without explicit approval from the President or his/her designee.



## **Section 5: Administration**

### **5.1 AFTER ACTION REPORT AND IMPROVEMENT PLAN**

The completion of an After Action Report and Improvement Plan (AAR/IP) is a part of the Pikes Peak Community College reporting process. It is used to document PPCC's involvement in an incident or event to help identify lessons learned and corrective actions.

#### **5.1.1 Protection of AAR/IP Information**

The information gathered in the AAR/IP is considered "For Official Use Only" (FOUO) and should be handled as sensitive information not to be disclosed. These documents should be safeguarded, handled, transmitted, and stored in accordance with appropriate PPCC security procedures. Reproduction of these documents, in whole or in part, without prior approval from PPCC Human Resource Services (HRS) or Campus Police Department (as appropriate) is prohibited.

#### **5.1.2 Dissemination**

The AAR/IP will be disseminated only on a need-to-know basis. When unattended, it will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

### **5.2 PURPOSE OF AFTER ACTION REPORTS**

AAR/IP documents serve the following important functions:

- Provide a source for documentation of response activities.
- Identify problems/successes during emergency operations.
- Analyze the effectiveness of PPCC's response components.
- Describe and define a plan of action for implementing improvements.
- Emphasize the improvement of emergency management at all levels.
- Provide a vehicle for documenting system improvements and a work plan for implementing these improvements.



- Assist with coordination of the after-action report process when multiple agencies/agencies/jurisdictions are involved in the emergency.

### **5.3 PPCC AFTER ACTION REPORT/IMPROVEMENT PLAN PROCESS**

#### **5.3.1 Responsibility for After Action Report**

- At both the field and EMOG levels in PPCC's organization, the planning function is responsible for initiating the After Action Report process.
- At the completion of the emergency period, and after the field ICS and EMOG level organizations have been deactivated, PPCC Human Resource Services/Risk Management will assume the responsibility for continuing the After Action Report process.
- PPCC HRS/Risk Management will assign the After Action Report to a team as early as possible in the incident to allow establishment of timelines and expedite the preparation of the After Action Report.
- AAR team members should be familiar with the planning function, emergency organization functions, and PPCC's policies and procedures.

#### **5.3.2 AAR Documentation**

- Documentation actions need to be initiated in the early stages of an emergency
- Adequate documentation:
  - Is essential to operational decision-making;
  - May have future legal ramifications;
  - May have implications for reimbursement eligibility.
- Documentation should include materials from the planning function and the entire emergency organization. Key components should be identified prior to an incident or event.
- Recommended documentation includes:
  - Action plans developed to support operational period activities
  - Forms used in PPCC's field level Incident Command System
  - Unit activity logs and journals
  - Written messages
  - Function and position checklists
  - Public information and media reports





- FEMA-developed forms
- Other forms or documentation such as:
  - Exit interview or critique forms completed by personnel rotating out of a function.
  - Formal and informal critiques performed at various time frames after an operation.
  - Post-incident surveys distributed to individuals and organizations.

### 5.3.3 AAR Preparation

- Develop a detailed work plan that includes:
  - Scope of work
  - Work schedules with milestones
  - Resource needs
- Compile the results of surveys, critiques, and workshops.
- Identify and contact key agencies involved in the incident (including primary response agencies and secondary or support agencies) to solicit input for the AAR.  
Options may include:
  - Prepare an incident-oriented survey to distribute to key agencies.
  - Conduct interviews with agency personnel when the initial data gathering process has been completed.
  - Conduct a facilitated workshop with key representatives of involved emergency response agencies. The workshop should focus on fact-finding and gathering of pertinent information related to emergency response and recovery activities.
- Review, analyze, and sort documentation according to the areas covered in the sample after action report in Figure 1 (at the end of this section), or another format as appropriate to the organization.
- Prepare AAR drafts for review and approval, and distribute to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
- Prepare final after action report and forward it to PPCC Human Resource Services.



### **Sample After Action Report Outline**

The after action report should follow this structure, but can be adapted to the situation:

#### **Introduction and Background**

- Administrative handling instructions
- Table of Contents

#### **Part I: Executive Summary**

- Mission/objectives
- General description
- Dates, locations, and major participants
- Significant issues
- Limitations

#### **Part II: Lessons Learned**

- Observations
- Discussions
- Lessons learned
- Recommended actions
- Comments

#### **Part III: Events**

- Chronology of events
- Operations plan
- Standing operating procedures
- Analysis of capabilities

#### **Part IV: Conclusion**

Appendix A: Improvement Plan

Appendix B: Acronyms

[If an AAR contains graphics, figures, or tables, they should be numbered and listed in the Contents section (e.g. Figure 1, Table 1, etc.)]

**Figure 5-1: Sample After Action Report Outline**



## Section 6: Finance

### 6.1 FINANCE

Pikes Peak Community College's goal is to effectively provide priority protection for lives, preservation of college property, and the restoration of academic and other programs of the college through the effective use of college, community, and state resources in emergency situations.

In coordination with the State of Colorado Division of Homeland Security and Emergency Management (DHSEM) and the State of Colorado Office of Risk Management, PPCC's financial operations will follow direction and procedures as dictated by state fiscal rules, including the expenditures of funds that may require expeditious action based on sound financial management and accountability given the known parameters at the time of the decision. The Office of Emergency Management administers a comprehensive emergency management program for the State of Colorado and may at its discretion, in the event of a disaster or emergency, activate the State Emergency Operations/Coordination Center (SEOC) to support Pikes Peak Community College. The State may modify normal operations and redirect resources to assist and support PPCC in protecting property and reestablishing essential services. Financial support for emergency operations shall be from funds appropriated by state resources as directed by the Office of Emergency Management and Office of Risk Management. Once state resources are exhausted or determined high cost, the Office of Emergency Management may seek Federal help and recovery.

Within the established state guidelines, PPCC will be responsible to respond to an incident using its available resources concerning financial mitigation and recovery of operations. Coordination and flexibility between the state agencies and PPCC, will allow the state to accommodate the individual nature and magnitude of severity that each emergency may present. PPCC will be responsible to pay applicable deductibles and any additional cost recovery actions it deems appropriate to procure for non-property loss.

At minimum, PPCC, under the direction and instruction of the Office of Emergency Management and Office of Risk Management, shall ensure the responsible oversight and documentation for all costs and financial considerations of the emergency incident, including future payments, payment of personnel costs, and cost recovery. Responsibilities may include, but are not limited to:



- Secure materials, equipment and contractors needed during the emergency
- Oversee necessary contract negotiations
- Track personnel and equipment time
- Plan and document the necessary evidence (both written and photographic) for financial cost recovery following the incident
- Financial and cost analysis
- Ensure the continuation of all payroll and purchasing functions
- Plan for the resumption of normal campus operations and recovery focus

Pikes Peak Community College is protected from liability by the Governmental Immunity Act, (24-10-101 et seq. C.R.S.) and the Risk Management Act (24-30-1501 et seq. C.R.S.) of the State of Colorado. The Governmental Immunity Acts states that the public entities (includes all public entities, cities, counties, school districts and other special governmental districts such as water and utility districts) in this state are immune from liability, except in waived areas as noted in the state statute. In those waived areas, the Act limits the assessment of judgments against public entities to \$150,000 each and \$600,000 each occurrence.



## **Section 7: Logistics**

Pikes Peak Community College Facilities and Operations will act in the role of Logistics and help coordinate recovery efforts to include coordinating resource ordering.

### **7.1 PROCUREMENT**

Emergency events will be handled by mitigating the emergency, and then contacting the Office of the State Architect to receive emergency funding. In addition, the College will work with the Procurement and the System Office and the State Controller's Office to procure additional resources.

### **7.2 UTILITIES**

Facilities staff will coordinate with Campus utility providers to assist in mitigation and recovery efforts.

### **7.3 MISSION ESSENTIAL PERSONNEL**

Most Facilities and Operations staff are considered mission essential personnel and are required to assist during emergencies.

### **7.4 SPECIALIZED EQUIPMENT**

- The College has a 10K front end loader that can be utilized to assist in debris removal.
- The College will continue to work on contingency contracts with resource providers.

### **7.5 RESTORATION OF LIFE SAFETY SYSTEMS**

Facilities and Operations personnel will ensure that fire sprinkler systems, fire alarms, and other protection systems are restored to full operational capability as soon as possible following an emergency incident.



## Section 8: Reporting Emergencies, Crimes, and Suspicious Activity

### 8.1 CONTACT CAMPUS POLICE

PPCC students, staff, faculty, and visitors should call **911** to report an emergency such as a fire, medical emergency, act of violence, etc. 911 may be directly dialed from any campus phone without having to dial 9 for an outside line. The PPCC Campus Police will be notified of any campus emergency, as well as all 911 calls made from campus phones.

For non-emergency issues, contact the Campus Police at (719) 502-2900, extension 2900 from a campus phone, or via a red emergency phone (which can also be used for non-emergency purposes).

Other means to contact Campus Police:

#### 8.1.1 Red Emergency Phones

Red emergency phones that connect directly to Campus Police are located throughout Centennial Campus, Rampart Range Campus, and Downtown Studio Campus. These phones can be used to contact PPCC Campus Police for both emergency and non-emergency purposes.

#### 8.1.2 Duress Alarms (aka Panic Alarms)

Duress (panic) alarms have been added to the phone system in most locations at each campus. When activated, Campus Police will respond to address the situation.



## 8.2 REPORTING AN EMERGENCY

Report all emergencies immediately to **911**.

Be prepared to provide the following information:

- Type of emergency (e.g. medical, fire, traffic accident, active shooter, hazardous materials spill, tornado).
- Location of the emergency, including the physical address, campus, building, and room number.
  - **NOTE:** You MUST be specific about which campus is involved!
- Brief description of the situation, such as what happened, how large the fire is, number of victims (if known), etc.
- In the event of a shooting or other act of violence, the last known location and description of the perpetrator(s).
- Your name, phone number, and location.

## 8.3 ANONYMOUS REPORTING OPTIONS

### 8.3.1 Safe2Tell

Safe2Tell is a way for members of the PPCC community to anonymously report anything that scares or endangers them, their friends, or their family, including:

- Assaults
- Harassment
- Weapons on Campus
- Suicide Prevention
- Abuse
- Sexual Harassment
- Dating Violence
- Vandalism
- Gangs
- Threats
- Domestic Violence
- Theft



Safe2Tell will notify someone who can intervene while protecting the reporting person's anonymity.

To contact Safe2Tell:

- Call 1-877-542-SAFE (1-877-542-7233); or
- Click on the Safe2Tell link on the PPCC Campus Police web page; or
- Go to the Safe2Tell website at [www.safe2tell.org](http://www.safe2tell.org).

### **8.3.2 PPCC Report a Concern or Incident**

Click on the "Report a Concern or Incident" button on the College home page at [www.ppcc.edu](http://www.ppcc.edu) and select the appropriate option.

### **8.3.3 Pikes Peak Area Crime Stoppers**

719-634-STOP (7867)

Online at: <http://www.crimestop.net/>





## Section 9: General Emergency Procedures

### 9.1 EMERGENCY RESPONSE GUIDE

Each classroom, office, or work area is equipped with a flip chart style Emergency Response Guide (ERG), which lists the most common types of emergencies alphabetically. The ERG provides step-by-step guidance on specific actions to take during any particular emergency.

### 9.2 PREPARING FOR EMERGENCIES

Emergencies can happen at any time. All staff, faculty, and students should take personal responsibility for themselves and prepare for emergency situations before they happen.

- Review emergency procedures in the Emergency Response Guide and this EOP.
- Identify primary and secondary evacuation routes from the building.
- Know the locations of designated shelter areas on campus.
- Know the location of fire extinguishers and Automated External Defibrillators (AEDs).
- Sign up for PPCC emergency notifications and alerts.

### 9.3 BUILDING EVACUATION

#### 9.3.1 General Building Evacuation Procedures

When the building fire alarm sounds, or when directed by Campus Police to evacuate, **all** occupants will leave the building through the nearest exit. Designated Campus Police or Facilities personnel may remain behind for the purpose of assisting other occupants or emergency responders.

- Treat fire alarms as actual emergencies and not drills.
- Quickly gather personal belongings such as coats and car keys.
- Leave the building immediately in a calm, orderly manner through the nearest available exit.
- If there is no one behind you, close but do not lock doors as you leave.
- Listen for and follow instructions from Campus Police, Campus Emergency Response Team personnel, and/or emergency responders.



- Do NOT use elevators.
- Provide assistance to individuals with functional impairments who may need help evacuating.
- Stay together in a group with your class or work section if possible. Instructors must account for all students. Supervisors must account for all employees in their work sections.
- Move (and remain) at least 150 feet away from the building, and if possible to the upwind side.
- WAIT to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.
- After the evacuation is over, report damaged or malfunctioning safety systems or backup systems to Campus Police and Facilities/Operations.

### **9.3.2 Faculty and Staff Responsibilities**

- If possible, keep students together in a group during the evacuation and stay with them.
- Account for all students upon reaching the evacuation point.
- **Immediately** report any missing students to the PPCC Campus Police Department.

### **9.3.3 Directed Building Evacuation (Non-Fire Emergency)**

Directed Evacuation is used to get occupants out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package or a hazardous material spill, or if usual evacuation routes are blocked.

Directed evacuation procedures are the same as general evacuation procedures.

Instructions for a directed evacuation will be provided via the public address system or other appropriate communication.

### **9.3.4 Building Evacuation for People with Disabilities**

People with disabilities or mobility impairments should plan for emergencies by developing an evacuation strategy and sharing it with staff, faculty, and fellow students who can assist them with evacuation. People with service animals should practice



evacuating so that their service animal becomes familiar with both primary and alternate evacuation routes.

Some individuals with mobility impairments utilize special equipment such as wheelchairs, braces or crutches to move around the campus. Others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently.

During an emergency situation, those persons requiring assistance should be consulted regarding their needs prior to assisting them. The suggestions listed below may vary depending on the emergency situation and the needs of the person requiring assistance.

To evacuate people with mobility impairments:

- Assist and accompany to evacuation site if possible.
- Use a sturdy chair (or one with wheels) to move the person.
- Help carry individual to safety if possible, or use an evacuation chair (stair chair) (see section 9.3.5 below).
- Utilize rescue chairs where available to navigate stairs.
- If unable to assist a person with mobility impairment, notify Campus Police or emergency responders.

To evacuate people using wheelchairs:

- Consult the individual before moving him/her.
- Individuals at ground floor locations may be able to exit without help.
- Utilize evacuation chairs (stair chairs) where available to navigate stairs (see section 9.3.5 below).

To assist people with visual impairment:

- Announce the type of emergency.
- Take directions from the individual about how best to guide him/her.
- Tell the person where you are going and what obstacles you encounter.
- When you reach safety, ask if further help is needed.



To alert people with hearing impairment:

- Turn lights on/off to gain person's attention.
- Indicate directions with gestures.
- If time permits, write a note with evacuation directions.
- Escort the person out of the building if requested to do so.

To assist people with service animals:

- A service animal may become hesitant or confused during an emergency. Discuss how to best assist the person with a disability if this should occur.

### **9.3.5 Emergency Evacuation Chairs ("Stair Chairs")**

Three collapsible emergency evacuation chairs are installed at Centennial Campus to assist with evacuation of people with disabilities. One chair is on the north side of the CAC lab near the stairs to the library; the remaining two are installed at each catwalk tower near B Building. Although emergency evacuation chairs are designed to be guided by one person, seek assistance from others in the event that individuals will need to take turns as necessary to guide the chair downstairs.

### **9.3.6 Building Evacuation Signage**

Emergency Exits are physically marked by illuminated EXIT signs over each doorway.

Emergency Exits are indicated on floor plan maps located in hallways at each campus.

Appendix C of the EOP provides maps of all campuses that show emergency exit locations.

## **9.4 SHELTER-IN-PLACE**

Building occupants may be directed to shelter in place for situations such as severe weather or an outside hazardous material spill where people would be safer inside than outside a building. The nature and location of the incident will determine the extent of shelter-in-place actions.



In all instances, be prepared to evacuate the building or relocate to another area within the building. Listen for instructions via the public address systems, and follow the direction of Campus Police personnel.

#### **9.4.1 General Shelter-in-Place Procedures**

For severe weather:

- If safe to do so, close blinds and curtains on exterior windows.
- Move away from exterior windows.
- If possible, seek shelter in a lower-level interior room with no windows, restroom, or a Designated Shelter Area.

For incidents involving hazardous materials outside the building:

- Close doors and windows.
- Seal doors and windows with tape if available.

### **9.5 LOCKDOWN**

A lockdown may be ordered for a human threat such as an active shooter. In a lockdown situation, all exterior doors to a building are secured and occupants are expected to remain inside.

- Stay calm.
- Remain in classrooms or offices. If in a common area, stay away from windows and doors.
- Lock doors and barricade them if possible.
- Do not allow anyone access once the doors are locked, as this may compromise the safety of those inside.
- Do not allow anyone to talk their way inside, as he/she may be the suspect or may be coerced by the suspect outside of your view.
- Wait for further instructions and do not allow anyone to leave until PPCC Campus Police Department personnel give the “all clear” signal or message.



Individuals who may be on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).

## **9.6 REVERSE EVACUATION**

A reverse evacuation moves people into a building from the outside. A reverse evacuation may be ordered in the event of a threat such as severe weather or a hazardous materials spill.

## **9.7 CAMPUS EVACUATION**

A campus evacuation is used to get students, faculty, and staff off of PPCC campuses due to a serious emergency on or adjacent to a PPCC campus, in the immediate vicinity, or in the region.

When leaving campus, drive with caution, be courteous, and follow directions from emergency personnel. Do not block access/egress for emergency vehicles.

In the event of an emergency that requires mass evacuation using transportation means other than personal vehicles (e.g. buses), students, staff, and faculty will be directed by Campus Police officials and/or first responders to a specific location as determined by the situation. Transportation will be arranged by the Emergency Management Operations Group in coordination with the Incident Commander or other emergency authority.



## Section 10: Specific Emergency Procedures

### ABDUCTION

Call 911 from any campus phone or available cell phone.

Provide as much information as possible, including:

- Victim description:
  - Name
  - Sex
  - Age
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- Suspect description:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- Suspect vehicle:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Time and location of abduction.
- Do **NOT** attempt to detain the person.
- Ask any witnesses to remain until Campus Police arrives.



## ACTIVE SHOOTER

Call 911 from any campus phone or available cell phone.

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Active shooter incidents are unpredictable and evolve quickly. A shooter will not stop firing until his/her objectives have been met or he/she is engaged by law enforcement. Each situation is different and will change rapidly. Staff, faculty, and students must be responsible for their own safety until additional law enforcement and first responders are available to provide assistance.

Law enforcement officers responding to the incident will first focus on containing/eliminating the threat.

There are three options during an active shooter incident: Run (get out), hide (lockdown), or fight (take out).

### Run (Get Out)

- Leave the area if it is safe to do so, moving away from the shooter's location.
- Have an escape route and plan in mind. Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Follow instructions of law enforcement personnel.
- Prevent people from entering an area where an active shooter may be.
- Call 911 as soon as it is safe to do so.

### Hide (Lockdown)

- Hide in an area out of the shooter's view, and behind large items that provide concealment and protection from gunfire.
- Block entry to your hiding place and lock the doors.
- Do not restrict your options for movement, if necessary.
- Turn off lights, computer monitors, and radios. Close blinds.





- Silence all cell phones and pagers.
- Stay calm, quiet, and out of sight.
- Remain calm and dial 911, if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.
- Unless you are in imminent danger from fire, ignore any fire alarms sounding but stay aware of your surroundings. Active shooters may pull fire alarms in an attempt to shoot people as they exit the building.
- If you are in a safe location and not in harm's way, do not leave your hiding place until directed to do so by law enforcement officials.
- Keep your hands in plain view at all times for police officers. Follow directions exactly and carry nothing that could be mistaken for a weapon.

### **Fight (Take Out)**

- As an absolute last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter.
- Throw items and improvise weapons from available objects.
- Hit, kick, or tackle the shooter if close enough.
- Act with physical aggression.
- Commit to your actions.

### **What to expect from emergency responders:**

- The first responding law enforcement officer(s) **will not stop** to aid the injured. Their primary mission is to locate and stop the shooter.
- Responding officers may be in plain clothes, patrol uniforms, or SWAT uniforms and armed with long rifles, shotguns, and handguns.
- Medical and rescue teams will begin treatment of the injured only after the area is declared safe by law enforcement personnel.
- Medical and rescue teams may call upon able-bodied individuals to assist in removing the wounded from the area.
- Obey law enforcement officers and keep hands visible at all times.
- If possible, tell the officers where the shooter(s) was last seen, the number of shooters and description of each. Describe the weapons held by the shooter(s) and location and number of potential victims.



- Keep in mind that once you are in a safe location, the entire scene is a crime scene. The police usually will not let anyone leave until the situation is completely under control.
- Law enforcement may relocate building occupants to a safe area, or may instruct occupants to remain where they are.

#### **How to react when law enforcement arrives:**

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

#### **After the incident:**

- After evacuation, you may be taken to a holding area for medical treatment, interviewing, and/or counseling.
- Law enforcement personnel may detain you as a witness to the incident.
- You may be asked to provide statements to law enforcement right away, or at a later time.
- The entire area will be treated as a crime scene.
- Once you have been evacuated, you will not be allowed to re-enter the building.
- Information will be released to the PPCC community as soon as possible.



## **AIRCRAFT ACCIDENT/CRASH**

Call 911 from any campus phone or available cell phone.

Depending on the type and location of an aircraft crash on or near a PPCC campus, students, staff, and faculty may be directed to:

- Evacuate the building;
- Relocate to another location within the building, or to another building;
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

During the incident:

- Avoid the crash site.
- Keep roads and driveways clear for emergency responders.
- Be aware of the potential for secondary fires and explosions.
- Disturb aircraft debris only to assist victims, and only if it is safe to do so.



## ASSAULT/RAPE

Call 911 from any campus phone or available cell phone.

- If the suspected assailant is still in the area, get a physical description and provide it to police:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also provide any vehicle description that may assist police with locating the suspect:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Do **NOT** attempt to detain the suspected assailant.
- Take the victim to a quiet area and ask him/her to remain until the arrival of Campus Police.
- Assign a staff member to stay with the victim.
- To preserve evidence, calmly attempt to keep the victim from showering or cleaning up before a police officer makes contact.



## AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Call 911 from any campus phone or available cell phone.

An **automated external defibrillator** or **AED** is an electronic device that delivers an electric shock to the heart of a person in cardiac arrest. The AED is a “smart” device and will only deliver a shock when it is needed. Anyone can use an AED since the device gives verbal instructions for each step of the process.

An AED should be used when a person collapses or becomes unconscious, is unresponsive to shaking or shouting, has no pulse, and isn’t breathing.

- If a person is unconscious and unresponsive to shaking or shouting, send someone to call 911 and to retrieve one of the AEDs located throughout each PPCC campus.  
**Note:** An alarm will sound when the AED is removed from its cabinet.
- Check the patient for respirations and pulse. If the patient is not breathing and has no pulse, begin cardiopulmonary resuscitation (CPR).
- Open the lid of the AED to activate the verbal instructions. Stay calm and follow the instructions until emergency medical personnel arrive.



## BOMB THREAT

Call 911 from any campus phone or available cell phone to report any bomb threat received at, or targeted at, a PPCC campus or facility.

Each bomb threat that is directed at any PPCC facility will be evaluated and responded to as a legitimate and real threat to the College. The safety and well-being of students, staff, and faculty will be paramount. The College's goal will be to resolve the situation and return to normal operations at the earliest possible time with minimal disruption.

Response procedures will vary with each bomb threat. Deviations to standardized procedures are expected based on variations in the nature of the threat, the specificity of the threat, and the threatened location.

### Bomb Threat Received via Telephone

- Enter all aspects of the call on the **Bomb Threat Reporting Checklist** (see page 58).
- Immediately call 911. Dispatchers will notify Campus Police, who will, in turn, notify appropriate college administrators and continue with Bomb Threat Standard Operating Procedures if a threat is determined credible.
- Campus Police may order students, staff, and faculty to evacuate the building in the event of a credible threat.

### Bomb Threat Received via Text Message or Social Media

- Immediately report the threat by calling 911.
- Read bomb threat message to the dispatcher exactly as written.
- Report the identity of the sender, the date and time the e-mail was received, who the message is intended for, who received carbon copies, and the subject line from the e-mail message.
- Do not respond to the sender.
- Do not delete the bomb threat message.
- Print a copy of the bomb threat message, if possible.
- Meet with responding officers to provide any additional information or answer any questions they may have regarding the email.



- Employees and students should follow the directions of emergency response personnel regarding necessary announcements or evacuations.

## Evacuation

***Any evacuation ordered due to a bomb threat is mandatory.*** All occupants of the area being evacuated shall immediately move towards a safe exit and remain outside the area until Campus Police determine it is safe to re-enter.

- Students will take all personal property with them.
- Staff and faculty will inspect for, **but not disturb**, unusual objects as they depart classrooms and work areas.
- Notify Campus Police of any suspicious or unusual object.
- Do **NOT** touch, move, or tamper with any suspicious item.
- Students, staff, and faculty will assemble at least 500 feet from the building, or at a location designated by Campus Police.
- Do **NOT** use cell phones or portable 2-way radios within 300 feet of a building suspected of containing an explosive device.
- Don't re-enter the building until notified by emergency personnel.
- If it is determined that a sweep for evidence/devices is necessary, employees may be asked to accompany authorized police personnel in areas where they are most qualified to identify items that do not belong.

## PPCC Campus Police Responsibilities

- Upon receipt of a bomb threat, PPCC Campus Police will evaluate the information in terms of past threats, feasibility, time frames, information from other law enforcement or intelligence gathering organizations, and other relevant factors to determine the appropriate response.
- In the event of a credible bomb threat, the PPCC Police Chief or his/her designee shall contact the Vice President for Student Success as soon as is practical without hampering response efforts.
- PPCC Campus Police will be responsible for completing all required reports, assisting with or performing a full criminal investigation into the incident, and notifying appropriate College administrators of the incident.



## BOMB THREAT REPORTING CHECKLIST

**Stay Calm. Be Courteous. Listen. Do Not Interrupt the Caller.**

**YOUR NAME:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CALLER'S IDENTITY:**

Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ Approx. Age: \_\_\_\_ Years

**ORIGIN OF CALLER:**

Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_ Within Building \_\_\_\_\_

**EXACT WORDS OF CALLER** (Use extra sheets if necessary): \_\_\_\_\_

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**BOMB FACTS**

*Pretend Difficulty Hearing – Keep Caller Talking*

*If Caller Seems Agreeable To Further Conversation, Ask Questions Like:*

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_  
Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_  
What kind of bomb? \_\_\_\_\_ What does it look like? \_\_\_\_\_  
Did you place the bomb? \_\_\_\_\_ What will cause it to explode? \_\_\_\_\_  
What is your name? \_\_\_\_\_ Where are you calling from? \_\_\_\_\_

**CALLER CHARACTERISTICS**

VOICE	SPEECH	MANNER	LANGUAGE	ACCENT	BACKGROUND NOISE
__ Loud	__ Distinct	__ Calm	__ Fair	__ Local	__ Office
__ Soft	__ Stutter	__ Angry	__ Foul	__ Not local	__ Animal
__ High Pitch	__ Slurred	__ Coherent	__ Good	__ Foreign	__ Traffic
__ Deep	__ Distorted	__ Incoherent	__ Poor	__ Race	__ Music
__ Raspy	__ Slow	__ Rational	__ Excellent	__ Regional	__ Airplanes
__ Pleasant	__ Fast	__ Irrational			__ Factory
__ Nasal	__ Lisp	__ Deliberate			__ Party
	__ Intoxicated	__ Emotional			__ Voices
Other:	Other:	Other:	Other:	Other:	Other:





## **CIVIL DISTURBANCE/RIOT**

Call 911 from any campus phone or available cell phone.

In the event of a civil disturbance, Campus Police will isolate the area where the incident is occurring and coordinate activities with law enforcement agencies assisting with the incident.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building;
- Relocate to another location within the building, or to another building;
- Remain inside the building until the situation is stabilized; or
- Evacuate the campus.

Staff, faculty, students, and visitors should:

- Remain calm.
- Follow directions from law enforcement personnel.
- Stay away from the disturbance area.
- Stay away from windows if inside the building.
- Avoid engaging in conversation with individuals involved in the disturbance.



## CRIMINAL ACTIVITY

Call 911 from any campus phone or available cell phone.

Criminal activity may include, but is not limited to:

- Assault
- Burglary
- Robbery
- Theft
- Use or possession of illegal drugs or alcohol on campus
- Illegal possession of a weapon on campus
- Vandalism

Provide as much information as possible to Campus Police, including:

- Suspect description:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- Suspect vehicle:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Time and location of activity.
- Do **NOT** attempt to detain the suspect.
- Ask any witnesses to remain until Campus Police arrives.



## **CYBERSECURITY**

### **Identifying Cybersecurity Incidents:**

- PPCC ITSS employs both a Malware Prevention System (MPS) and Intrusion Detection System (IDS) via the Colorado Community College System Information Technology department (CCCS-IT). The MPS and IDS are combined to address both internal and external threats of cyber-attack.
- If PPCC ITSS identifies a cybersecurity issue, the Director of ITSS notifies CCCS-IT. In the event of an issue that constitutes a security breach, PPCC ITSS notifies CCCS-IT and PPCC executive staff.
- When CCCS-IT identifies cyber security issues, a representative creates a helpdesk ticket and assigns it to the designated PPCC ITSS technical point of contact for resolution. CCCS-IT also works with the Security Operations Center (REN-SOC) staff of the system's upstream Internet provider and resolves any issues that are identified at the provider level. In the event of an issue that constitutes a security breach, CCCS-IT notifies management, starts an investigation, and submits a formal report to ISOC.

### **Reporting Cybersecurity Incidents:**

- Any PPCC student, staff, or faculty who become aware of a cybersecurity issue should notify PPCC ITSS at once.
- PPCC ITSS provides incident reports on cyber security incidents to CCCS-IT on an as needed basis.
- CCCS-IT provides incident reports on security incidents to the State of Colorado Information Security Operations Center (ISOC) on an as needed basis. These reports are created by the CCCS Senior Network Security Administrator, approved and then forwarded to ISOC per the legal reporting requirements in HB1157. A summary of these incidents is provided in a summary IT report that must be submitted to management on a yearly basis (submitted in July).



## EARTHQUAKE

Earthquakes are not a common event in the Pikes Peak region, but they can happen. Earthquakes occur without warning and may be violent. Studies of injuries and deaths caused by earthquakes in the U.S. over the last several decades indicate that people are much more likely to be injured by falling or flying objects (TVs, lamps, glass, bookcases, etc.) than to die in a collapsed building.

### In the event of an earthquake:

- If outside, stay in the open away from buildings, power lines, or anything that might fall.
- If indoors:
  - **Drop** to the floor.
  - Take **cover** under a sturdy desk or table.
    - If there is no desk or table nearby, go to an inside corner of the building and cover your head and neck with your hands and arms.
    - Avoid windows, mirrors, hanging objects, and cabinets filled with objects that could fall.
  - **Hold on** until the shaking stops.
- Do **NOT**:
  - Get in a doorway.
  - Run outside during the quake.

### After the earthquake:

- After the shaking has stopped, account for all students, staff, faculty, and visitors.
- Call 911 to report injuries, entrapments, or severe damage to the building.
- Stay out of damaged buildings as aftershocks may cause them to collapse.
- Provide first aid to injured people. For medical assistance, call 911 from any campus phone or available cell phone.
- Stay with your class or workgroup. Wait at a safe area (at least 150 feet away from any building) for further instructions from emergency responders.



## ELEVATOR EMERGENCIES AND ENTRAPMENTS

In the event that an elevator becomes stuck, or elevator service is interrupted by a malfunction or power outage:

- Stay calm.
- Activate the emergency alarm located on the control panel.
- Locate the emergency phone panel and follow instructions for its use. The emergency phone panel may be identified with words, a symbol similar to the one shown below, or both.
- If the emergency phone is out of order and you have a cell phone, dial 911 or 502-2900 for assistance.
- Stand away from the doors while waiting for response.
- Do NOT climb through partly opened doors, especially if the elevator is topped between floors.
- Do not attempt to force open the door.



Emergency Phone Symbol



## **FIRE**

### **If You Discover a Fire or Smell Smoke:**

- Sound the alarm by activating a fire alarm pull station and evacuate the building.
  - If there is no alarm in the building, notify other occupants by knocking on doors and shouting "**FIRE**" as you leave the building.
- Call 911 as soon as possible, and when it is safe to do so.
- If the fire is small and you are comfortable doing so, use a fire extinguisher to put it out. (See "Fire Extinguisher Operation" on page 66 of this manual)
- If you encounter smoke:
  - Find another exit if possible.
  - Stay low under the smoke, and keep your nose and mouth covered.
- Do not open doors that are hot to the touch.
- Close doors behind you as you evacuate, but do not lock them.
- When evacuating, stay with the group from your area and move at least 150 feet away from the building.
- Account for students, staff, faculty, and visitors. Report missing persons to Campus Police or 911.
- Once outside, stay clear of emergency vehicles and personnel.
- Do NOT go back into the building for any reason until the fire department or Campus Police declare it safe to do so.

### **If You Cannot Evacuate or Are Trapped:**

- Close doors between you and the fire and/or smoke.
- Seal door cracks and cover vents to keep out smoke.
- Call 911. Tell the dispatcher the location where you are trapped.
- Signal firefighters from a window if possible.

### **If Your Clothes Catch Fire:**

- **Stop** where you are.
- **Drop** to the ground and cover your face with your hands.
- **Roll** over and over to smother the flames.



## FIRE ALARM SOUNDING

Fire alarms will be treated as actual emergencies until Campus Police determines otherwise.

When the fire alarm sounds:

- Stay calm.
- Evacuate the building at once by moving quickly, but in an orderly manner, to the nearest exit.
- Move at least 150 feet away from the building.
- Do **NOT** use elevators.
- Do **NOT** remain in inner courtyards. Move away from the building(s) as quickly as possible.
- Assist people with disabilities who may need help evacuating.
- If you encounter smoke:
  - Find another exit if possible.
  - Stay low under the smoke, and keep your mouth covered.
- Do not open doors that are hot to the touch.
- Stay with the group from your area during evacuation.
- Once outside, stay clear of emergency vehicles and personnel.
- **Do not go back into the building for any reason until authorized to do so by the fire department or Campus Police.**



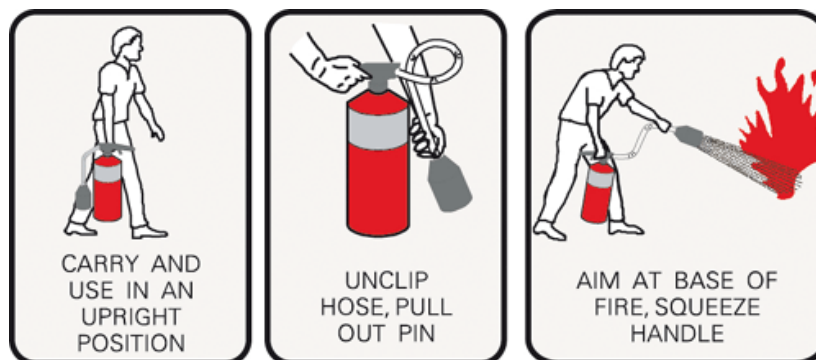
## FIRE EXTINGUISHER OPERATION

Use a fire extinguisher to put out a fire **ONLY** if:

- The fire is no larger than a trash can;
- There is an extinguisher nearby; AND
- You feel confident about using a fire extinguisher to put out the fire.

### How to Use an Extinguisher (Small Fires Only):

- Check the fire extinguisher to make sure it is appropriate for the type of fire. Class A-B-C extinguishers, located throughout PPCC campuses, are suitable for most fires.
- Check the pressure gauge. The needle should be in the GREEN section of the gauge.
- Remove extinguisher from its cabinet or bracket.
- Use the acronym PASS to operate:
  - P**     **Pull** the safety pin, breaking the plastic tab, and discard it.
  - A**     **Aim** the nozzle at the base of the fire.
  - S**     **Squeeze** the handle to discharge the dry chemical powder.
  - S**     **Sweep** the nozzle back and forth across the base of the fire.
- Use the entire contents of the fire extinguisher. If the fire does not go out after emptying the extinguisher, evacuate immediately.
- When the fire appears to be out, back away, as it may flare up again. Do NOT turn your back to a fire.







## FLOOD

### Terminology:

**Flash Flood or Flood Watch:** Flash flooding or flooding is possible within the designated watch area. Be alert.

**Flash Flood or Flood Warning:** Flash flooding or flooding has been reported or is imminent. Take necessary safety precautions at once.

**Urban or Small Stream Advisory:** Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

### Leaving Campus During Flood Conditions:

- Avoid areas subject to flooding – dips in the road, low spots, washes, etc.
- Do not attempt to cross-flowing streams or flooded roadways. The roadbed may not be intact under floodwaters. Turn around and go another way. **NEVER** drive through flooded roadways.
- If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.
- If the water on the roadway is ankle-deep or greater, turn around and find another route, or find a safe location to wait out the storm and/or flooding.

### Flooded Building on Campus:

- Notify Campus Police at (719) 502-2900, extension 2900 from an in-house phone, or via a campus emergency red phone.
- Relocate to an upper floor and await instruction from Campus Police.
- Assist those with functional impairments who may need assistance.
- If time allows, move records and equipment up off the floor onto shelves and tables to prevent damage from minor flooding.
- If the building is evacuated, do not return to the building until notified to do so by Campus Police.

**After a Flood:**

- Verify that electrical equipment has been checked and dried before returning to service.
- Food vendors will discard any fresh food that has come in contact with floodwaters.
- Facilities and Operations personnel will use flashlights, not candles, matches, or other open flame, when examining buildings for damage.
- Facilities and Operations personnel will report damaged utilities to appropriate authorities.
- Use bottled drinking water until the water supply system has been inspected and is operating normally.
- Restock any emergency supplies used.



## HAZARDOUS MATERIALS INCIDENTS

Hazardous materials are defined as materials or substances that pose a risk to the safety and health of the community or environment when released from its container. Some examples of hazardous materials are:

- Spilled chemicals
- Leaking compressed gas
- Poison release/spill
- Unusual or Unrecognized odor
- Fuel spill

A hazardous material incident may occur at any time. The incident may be on campus or nearby, such as a transportation accident involving railroad, highway, or airway, or an industrial accident at a nearby business.

Call 911 immediately to report any incident involving hazardous materials on or near any PPCC campus. Provide as much information as possible, to include:

- Location of the incident
- Material involved (if known), or identifying placards or shipping labels
- Amount of hazardous material involved
- How many people may have been affected
- Whether the area has been evacuated

Campus response procedures for a hazardous material incident will vary according to the location of the incident, the quantity and type of chemical involved, time of day, day of the week, and weather conditions.

Depending on the nature and extent of the incident, students, staff, and faculty may be directed to:

- Evacuate the building;
- Relocate to another location within the building, or to another building;
- Remain inside the building until the situation is stabilized; or



- Evacuate the campus.

In the event of evacuation, staff, faculty, and students will be directed to the safest evacuation route based on:

- Wind direction
- Chemical runoff
- Traffic congestion:
  - Time of day
  - Day of the week

When evacuating because of a hazardous materials incident:

- Remain upwind of the incident, and monitor shifts in wind direction.
- Do not enter the hazardous or contaminated area for ANY reason, including rescue.
- Secure the scene if you can safely do so to keep others out of the hazardous area.
- Avoid contact with spilled hazardous materials or empty containers.
- Avoid inhalation of fumes, smoke, and/or vapors, even if no dangerous materials are known to be involved, or gases or vapors appear harmless.
- Assist those with functional impairments.



## MEDICAL EMERGENCIES

Call 911 from any campus phone or available cell phone in the event of a medical emergency.

- Stay calm. The dispatcher may ask you for the following information:
  - The patient's exact location
  - Nature of the illness or injury
  - Your name and phone number
  - Whether the patient is conscious or unconscious
  - Whether or not the patient is breathing
  - Do not hang up until told to do so
- Follow any instructions from the dispatcher.
- Keep the patient still, quiet, calm, and as comfortable as possible. Let him/her know help is on the way.
- Do NOT move the patient unless there is an imminent danger to life or safety.
- Assign someone to stay with the patient until emergency medical personnel arrive, and disperse bystanders.
- If trained and comfortable doing so, administer first aid.
  - Keep the patient warm by covering him/her with a blanket or coat.
  - Control serious bleeding by applying direct pressure with a clean cloth.
  - If the patient is not breathing and has no pulse, administer CPR until an Automated External Defibrillator (AED) can be applied.
- Do not attempt to transport the patient to a medical facility. Wait for emergency responders to arrive.



## **POWER OUTAGE**

### **During a power outage:**

- Locate a flashlight or battery-powered lantern.
- Stop work and close, cover, or otherwise contain and secure the materials you were using.
- Turn off or disconnect all unnecessary electrical equipment, including sensitive electronics without surge protectors. Surges or spikes can damage equipment.
- If your building has no back-up power, and it would be dangerous to continue working, exit the building and proceed to your alternative work location as delineated in your agency Continuity of Operations Plan (COOP).
- If evacuation is necessary, move cautiously to lighted areas.
- Do not use elevators.
- Lighted signs will indicate exits.
- Seek information about the cause of the outage and expected duration

### **After power is restored:**

- Return only when instructed by your supervisor
- Do not turn powered equipment back on all at once to avoid the possibility of damaging the power system in the building.



## ROBBERY

Call 911 from any campus phone or available cell phone.

- Stay calm.
- Do as the robber says, and give him/her what he/she requests.
- Discreetly activate the panic alarm if one is available.
- Try to get the best possible physical description of the robber:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also try to obtain any vehicle description that may assist police with locating the suspect:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle



## SEVERE WEATHER

Severe weather can include high winds, thunderstorms, lightning, hail, floods, extreme heat or cold, blizzards, or other weather events that have the potential to create safety hazards or cause property damage. Staff, faculty, and students should monitor weather conditions and take appropriate precautions as necessary.

### Terminology:

**Watch:** Issued when conditions are favorable for the development of severe weather. During a watch, review weather safety guidelines and be prepared to seek shelter.

**Warning:** Issued when a hazardous weather event is occurring or is imminent and is capable of posing a threat to life and property. Seek shelter immediately.

In the event of severe weather conditions, PPCC's Campus Police Department will announce shelter in place, evacuation, or reverse evacuation procedures over the Public Address system and via the emergency notification system.

If sheltering in place for an imminent severe weather event such as high winds, tornado, or severe thunderstorm:

- Follow instructions from Campus Police.
- Do not leave a hardened structure.
- If outside, or in a modular, prefabricated, or temporary structure, get to the closest hardened structure immediately.
- Move away from windows and toward interior rooms. Take cover in a Designated Shelter Area if available.
- If a Designated Shelter Area is not available, seek cover in a space that:
  - Is located in the interior of a hardened structure
  - Is on the lowest level of the building
  - Does not have windows or skylights
- Avoid using landline telephones.
- Remain in the building until the storm passes.





## SUSPICIOUS PACKAGES OR LETTERS

PPCC's Bookstores are the first point of review for any letter or package received at PPCC campuses. However, all staff and faculty members who handle mail should be familiar with the indicators of a suspicious package or letter. Everyone should be diligent in reviewing mail for anything suspicious or harmful such as explosives, chemical, or biological agents.

### Suspicious Package Indicators:

- Unexpected delivery from someone unfamiliar to you or from a foreign country.
- No return address, or one that cannot be verified as legitimate.
- No postmark (may indicate hand delivery).
- Marked with restrictive endorsement such as "Personal," "Confidential," or "Do Not X-ray."
- Postage irregularities including excessive postage, no postage, or unusual stamps.
- Badly typed, misspelled, or poorly written addresses and markings.
- Protruding wires or aluminum foil.
- Strange odors.
- Discoloration or oily stains.
- A city or state in the postmark that doesn't match the return address.
- The item is of unusual weight given its size; lopsided or oddly shaped; rigid; uneven; soft spots; or bulges.
- Crystals, powder, or powder-like substance leaking from package.
- Ticking or other unusual sound.
- Marked with threatening language.
- Inappropriate or unusual labeling.
- Excessive packaging material such as masking tape and string.
- Misspelling of common words.
- Addressed to someone no longer with PPCC or outdated.
- Incorrect titles or title without a name.
- Not addressed to a specific person.

### Actions to Take:

- ***DO NOT OPEN, SHAKE, HANDLE, OR INVITE OTHERS TO EXAMINE THE ITEM.***



- Move away from the item and call 911. Do not use a radio or cell phone within 100 feet of the object.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any contaminant.
- Campus Police will assess the situation and determine subsequent actions to be taken, to include requesting a Hazardous Materials team if necessary.
- Do not return to the area until instructed to do so by Campus Police.

See the next page for an illustration of suspect letter and package indicators.



# SUSPICIOUS MAIL OR PACKAGES

**Protect yourself, your business, and your mailroom.**

**If you receive a suspicious letter or package:**

- **Stop. Don't handle.**
- **Isolate it immediately.**
- **Don't open, smell, or taste.**
- **Activate your emergency plan. Notify a supervisor.**



**If you suspect the mail or package contains a bomb (explosive), or radiological, biological, or chemical threat:**

- **Isolate area immediately**
- **Call 911**
- **Wash your hands with soap and water**



To order this poster, call 1-800-332-4217.

Poster 84  
September 2005  
PSN 7500-07-000-7007

## Suspicious Mail or Package Indicators



## SUSPICIOUS PERSON/ITEM

Call 911 from any campus phone or available cell phone.

Move away from any suspicious item prior to calling Campus Police.

### Suspicious Person:

- If the suspicious person is still in the area, get a physical description and provide it to police:
  - Race
  - Sex
  - Height
  - Weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also provide any vehicle description that may assist police with locating the suspicious person:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle
- Do **NOT** attempt to detain the person.
- Ask any witnesses to remain until a Campus Police Officer arrives.

### Suspicious Item:

- Do NOT touch any package or item that appears out of place, abandoned, or otherwise suspicious.
- Move away from the item and notify Campus Police.



## THREATS AND THREATENING BEHAVIOR

Any threat to harm oneself or others, whether made by a student or a college employee, must be taken seriously. Call 911 from any campus phone or available cell phone to report a threat or threatening behavior that poses an imminent danger to students, staff, faculty, or visitors.

### Critical Threat/Need

- Call 911, and follow up with Campus Police at 502-2911, if a student is openly aggressive and you fear harm will come to you, others, or the student.
- Call 911, and follow up with Campus Police at 502-2911, if a student expresses an immediate desire to harm himself/herself or others.
- Call 911, and follow up with Campus Police at 502-2911, for medical emergencies.

### Urgent Need

All comments that could be construed as suicidal ideation must be taken seriously. Call Campus Police at 502-2911 or the Student Counseling and Resource Center at 502-4782 depending on severity of the comments.



## TORNADO

Tornados can occur just about anywhere in the Pikes Peak Region. PPCC Campus Police personnel will monitor National Weather Service (NWS) reports for tornado watches and warnings. Students, staff, and faculty are also encouraged to personally monitor weather conditions, NWS reports, and to sign up for weather alerts from commercial media outlets.

### **Tornado Watch:**

The National Weather Service issues a **tornado watch** when weather conditions are favorable for possible formation of tornadoes.

#### **Actions to take:**

- Campus Police officers at the affected campus(es) will unlock shelter areas so they can be quickly accessed should the tornado watch evolve into a tornado warning.
- Students, staff, and faculty should remain alert for approaching storms and monitor radio and television for current weather information.
- Anyone located in a temporary or modular building on campus should consider moving into a permanent structure until the threat has passed.

### **Tornado Warning:**

The National Weather Service issues a **tornado warning** when a tornado has been sighted in the area or is indicated by weather radar. Take shelter immediately.

#### **Actions to take:**

- PPCC Campus Police will announce appropriate actions to take via the building Public Address system and the Emergency Notification System.
- Do not leave a permanent structure. People in modular, prefabricated, or temporary structures should immediately get to the closest permanent structure.
- Move away from windows, doors, exterior walls, hallways, and open areas.
- Take cover in a Designated Shelter Area if available.
- Evacuate upper levels and lobby areas.
- Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span such as auditoriums and gymnasiums.
- If a Designated Shelter Area is not available, move to an interior room or hallway on the lowest level of the building. If possible, get under a sturdy piece of furniture.



- Provide assistance to people with functional impairments or disabilities.
- Close fire doors in hallways.
- Remain in place for at least 15 minutes until the threat has passed.

**If you are outside of the building and a tornado is approaching:**

- Get out of your vehicle. Do NOT stay in your vehicle, and NEVER try to outrun a tornado.
- Move into a permanent building if there is time to do so safely.
- If you can't make it to a building, lie flat in a nearby ditch or depression until the tornado has passed.

**After a Tornado:**

- If the building has suffered structural damage, evacuate immediately. If you cannot evacuate or are trapped, call 911.
- Follow directions of Campus Police and emergency responders.
- Stay clear of damaged areas.
- Beware of fallen debris, exposed electrical lines, downed power lines, and gas leaks.
- Stay with your group and account for everyone.
- Administer first aid to the injured.

**Designated Shelter Areas:**

- Designated shelter areas at PPCC campuses will be marked with the following sign:





## **WORKPLACE VIOLENCE**

### **Description:**

“Violent behavior” means any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual. Threats may include veiled, conditional, or direct threats in verbal, written, electronic, or gestural form, resulting in intimidation, harassment, harm, or endangerment to the safety of another person or property.

There are many forms that workplace violence can take:

- Suicide threats
- Threats to injure, or the injury of property or persons
- Fistfights
- Shootings
- Stabbings
- Sexual assaults
- Unauthorized use of deadly weapons or explosives

### **In the event of violence in the workplace:**

- Call 911
- Evacuate personnel from the area
- Direct emergency responders to the area where the incident is occurring
- Do not attempt to disarm any individual with a weapon
- Assist anyone who is injured
- Evacuate personnel away from the scene
- Allow law enforcement to contain the incident and secure the area
- Report the incident to your supervisor

### **Warning Signs:**

Perpetrators of violence usually display warning signs ahead of their violent acts. Examples include:





- Behaviors which regularly interfere with classroom environment or management
- Notable change in academic performance – poor or inconsistent preparation
- Notable change in behavior or appearance
- Impairment of thoughts – verbal or written
- Overly aggressive behaviors toward others; inability to set limits or re-direct focus
- Poor decision-making and coping skills
- Inappropriate or strange behavior
- Low frustration tolerance
- Overreaction to circumstances
- Lack of resiliency
- Writings and comments endorsing violence; unusual interest in violence
- Indirect or direct threats in writings or verbalizations
- Lack of empathy and concern for others; inability to care
- Anger management problems
- Threats:
  - Direct threats (e.g. “I’m going to take this place out some day.”)
  - Veiled threats (e.g. “Sure would be a shame if something tragic happened here.”)
  - Contingent threats against oneself or others (e.g. “If I fail this class, I’m going to off myself.”)
- Appearance of being overly nervous, tense or tearful
- Expression of suicidal thoughts or feelings of hopelessness
- Reoccurring themes of being wronged or of wanting vengeance
- A preoccupation with violence or weapons
- Controlling behaviors (e.g. anger when not getting own way)
- Signs that off-campus relationship violence may spill over into the PPCC setting (e.g. references to PPCC by domestic violence perpetrators or by an individual who has been refused romantically by a PPCC employee or student; targeting a romantic partner’s vehicle in a PPCC parking lot; leaving demeaning or a high volume of messages on a work voicemail or email account; a domestic violence perpetrator or romantically refused individual waiting near a victim’s classroom, work area or along the victim’s anticipated path)
- Bullying behaviors
- Vandalism or destruction of the property of specific individuals or specific groups of individuals



- Possible practice or planning behaviors (e.g. violent scripts in written work, showing a weapon, attempting to gain access to restricted areas, gathering means for suicide or other violence)

### **How and where to report:**

Call 911 to report concerning behaviors, imminent threats, or actual acts of violence. Also notify Campus Police at 502-2911.

Other means to contact Campus Police include red emergency phones located throughout PPCC campuses and duress alarms (panic alarms) installed throughout the campuses.

Options for anonymous reporting include:

- Safe2Tell:  
1-877-542-SAFE (7233)  
Online at <https://safe2tell.org/students>  
Link to Safe2Tell on the PPCC Campus Police web page:  
<https://www.ppcc.edu/campus-police>
- PPCC Report a Concern or Incident:  
Click on the “Report a Concern or Incident” button on the College home page at [www.ppcc.edu](http://www.ppcc.edu) and select the appropriate option.
- Pikes Peak Area Crime Stoppers:  
719-634-STOP (7867)  
Online at: <http://www.crimestop.net/>



# **PPCC**

## **EMERGENCY OPERATIONS PLAN**

### **APPENDICES**



## Appendix A: Authorities and References

### Federal

- Robert T. Stafford Disaster Relief and Emergency Act and Amendments, 42 U.S.C. § 5121 et seq., (Federal Government disaster preparedness and assistance)
- Title 44 Code of Federal Regulations, Federal Emergency Management Agency, Department of Homeland Security (rules and regulations on Federal disaster response and recovery)
- Emergency Planning and Community Right-to-Know Act, 42 USC, Chapter 116
- Emergency Management and Assistance, 44 CFR
- Homeland Security Act 2002
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- National Incident Management System
- National Response Framework
- Nuclear/Radiological Incident Annex of the National Response Plan
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Comprehensive Environmental Response Compensation and Liability Act (CERCLA), 42 U.S.C § 9601 (hazardous substances releases and liability)
- Clean Water Act, 33 U.S.C § 1311 (effluent limitations). Public Health Security and Bioterrorism Preparedness and Response Act, 42 Code of Federal Regulations Part 73
- Resource Conservation Recovery Act (RCRA), 42 U.S.C § 6901 (requires proper management of hazardous waste)
- Public Health Security and Bioterrorism Preparedness and Response Act, 42 U.S.C § 201.
- Agricultural Bioterrorism Protection Act of 2002, 7 U.S.C § 8401, (addresses possession, use and transfer of biological agents and toxins)
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Clery Act-Federal Timely Warning Reporting Obligations

### State

- Colorado Disaster Emergency Act of 1992 (Title 24, Article 32, Part 21, Colorado Revised Statutes)



- State of Colorado Emergency Operations Plan
- State of Colorado Emergency Response Guide (October 7, 2014)

## **Local**

- Municipal Code of the City of Colorado Springs
- El Paso County Emergency Operations Plan
- City of Colorado Springs Emergency Operations Plan

## **College**

- Pikes Peak Community College (Title 23, Article 20, Part 1, Colorado Revised Statutes)  
<http://highered.colorado.gov/CCHE/title23.html>
- The National Center for Higher Education Risk Management (NCHERM) policy and procedures
- CCCS: Delegation of Authority to Presidents to ensure policy and procedures are implemented under Board Policy (BP) 3-120 and BP 4-120.



## Appendix B: Acronyms and Glossary

AAR	After Action Review or After Action Report
BIT	Behavioral Intervention Team
CERT	Campus Emergency Response Team (also Community Emergency Response Team)
COOP	Continuity of Operations Plan
DHS	Department of Homeland Security
DHSEM	Colorado Department of Homeland Security and Emergency Management
ECC	PPCC Emergency Coordination Center
EMOG	PPCC Emergency Management Operations Group
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERG	Emergency Response Guide
IC	Incident Command or Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OEM	Office of Emergency Management
PIO	Public Information Officer

**After Action Review:** A review of actions, procedures, and policies that is conducted after an incident or exercise to identify strengths, weaknesses, and areas of improvement.

**Behavioral Intervention Team:** The behavioral intervention team (BIT) is a multi-disciplinary group whose purpose is to support a safe and productive learning and working environment for the College via an established student behavior intervention protocol. The team tracks “red flags” over time, detecting patterns, trends, and disturbances in individual or group student behavior. The team receives reports of disruptive, problematic, or concerning behavior or misconduct by students (from co-workers, community members, friends, colleagues, etc.), conducts an investigation, performs a threat assessment, and determines the best mechanisms



for student support and intervention, warning/notification, and response. The team then deploys its resources and resources of the community and coordinates follow-up.

**Campus Emergency Response Team:** College staff and faculty who are trained to respond to minor emergencies on campus and assist Campus Police with evacuations.

**Campus State of Emergency:** A declaration which usually suspends a few normal functions of the college, alerts staff, faculty and students to change their normal behaviors, or implements parts of the emergency operations plan.

**Blackboard Connect:** The system used by PPCC to notify staff, faculty, and students of emergency situations on campus or affecting a campus. (Also see Mass Notification System)

**Continuity of Operations Plan:** A plan to restore complete operations and/or relocate operations following a major disruption such as a natural disaster or fire that affects the College's physical assets and facilities.

**Department of Homeland Security:** Federal department tasked with homeland security missions including: preventing terrorism and enhancing security; securing and managing borders; enforcing and administering immigration laws; safeguarding and securing cyberspace; and ensuring resilience to disasters.

**Designated Shelter Area:** An area in a building that has been designated as a preferred place to take cover shelter in the event of a tornado or other emergency event.

**Emergency:** Any incident, whether natural or human-caused, that requires responsive action to protect life or property.

**Emergency Coordination Center:** The designated facility where the PPCC Emergency Management Operations Group will convene during an emergency or disaster. The ECC may be located on campus or at an off-site location as the situation dictates.

**Emergency Management Operations Group:** A group of senior staff members that supports emergency operations and advises the Incident Commander. The EMOG may be activated for in-house special event management.

**Emergency Notification System:** A communications system designed to provide emergency notification via text messaging, e-mail, telephone, and/or other electronic methods.



**Emergency Operations Center:** A facility designated for managing a disaster or emergency. It is where the Incident Management Team makes decisions to allocate and coordinate resources, provides for incident communications coordination, and directs the overall disaster emergency response. This center is separate from the Incident Command Center.

**Emergency Responder:** Any member of campus or local emergency services, to include law enforcement, fire, and emergency medical services.

**Emergency Response Guide:** Quick reference charts for emergency situations posted in each classroom and office area at all PPCC campuses.

**Evacuation:** An emergency protocol in which all of a building's occupants are required to exit the building.

**Finance Section:** In the Incident Command System, this section manages all financial aspects of the incident to include purchasing and contract support.

**Hazardous Material:** Any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**Incident Command Post:** The location from where the Incident Commander and his/her staff manage an emergency incident.

**Incident Commander:** Person who is responsible for the overall management of the incident.

**Incident Management Team:** A multi-agency/multi-jurisdictional team that is formed and managed at the local, state, or federal level, and is used for extended incidents,

**Liaison Officer:** In the Incident Command System, the person assigned to coordinate incident activities with all participating emergency response agencies.

**Lockdown:** An emergency protocol in which access to a building is restricted by locking all exterior building doors.

**Logistics Section:** In the Incident Command System, this section provides facilities, materials and services for the incident.





**Memorandum of Understanding:** An agreement between jurisdictions to provide assistance and resources during times of emergency.

**National Incident Management System:** A flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions.

**Operations Section:** In the Incident Command System, this section manages tactical operations at the incident.

**Planning Section:** In the Incident Command System, this section manages all information relevant to the incident and provides the operational support required for long-term incidents.

**Policy Group:** Formed around the President's Executive Committee, the Policy Group serves as an advisory board for the President and provides strategic guidance during incidents.

**Public Information Officer:** Individual develops and releases information about the incident to the media, incident personnel, and other appropriate agencies and organizations.

**Reverse Evacuation:** An emergency protocol in which persons outside of the building are directed to return to the shelter of the building. Such a protocol might be used in the event of sudden and threatening weather or other threat outside the building.

**Safety Officer:** In the Incident Command System (ICS), the Safety Officer oversees safety for the incident.

**Service Animal:** Any guide dog, signal dog, or other animal trained to assist an individual with a disability.

**Shelter-in-Place:** An emergency protocol in which all building occupants are directed to remain in their offices, classrooms, or work areas for safety reasons.

**Unified Coordination System:** A formal system used to coordinate resources and support between agencies or jurisdictions in regional situations.



## Appendix C: Campus Emergency Maps

### GENERAL INFORMATION

#### Exits:

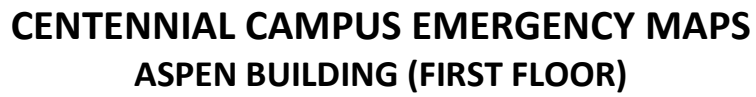
- Any exit may be used during an emergency.
- Routine and emergency exits are noted on each campus map in this appendix.
- In some instance, exits may have to be accessed via stairways or corridors.
- All staff, faculty, and students should be familiar with the location of exits in buildings they work or frequent.

#### AEDs:

- Automated External Defibrillators (AEDs) are located throughout all PPCC campuses.
- AED locations are designated by a red heart (❤️) on campus maps in this appendix.

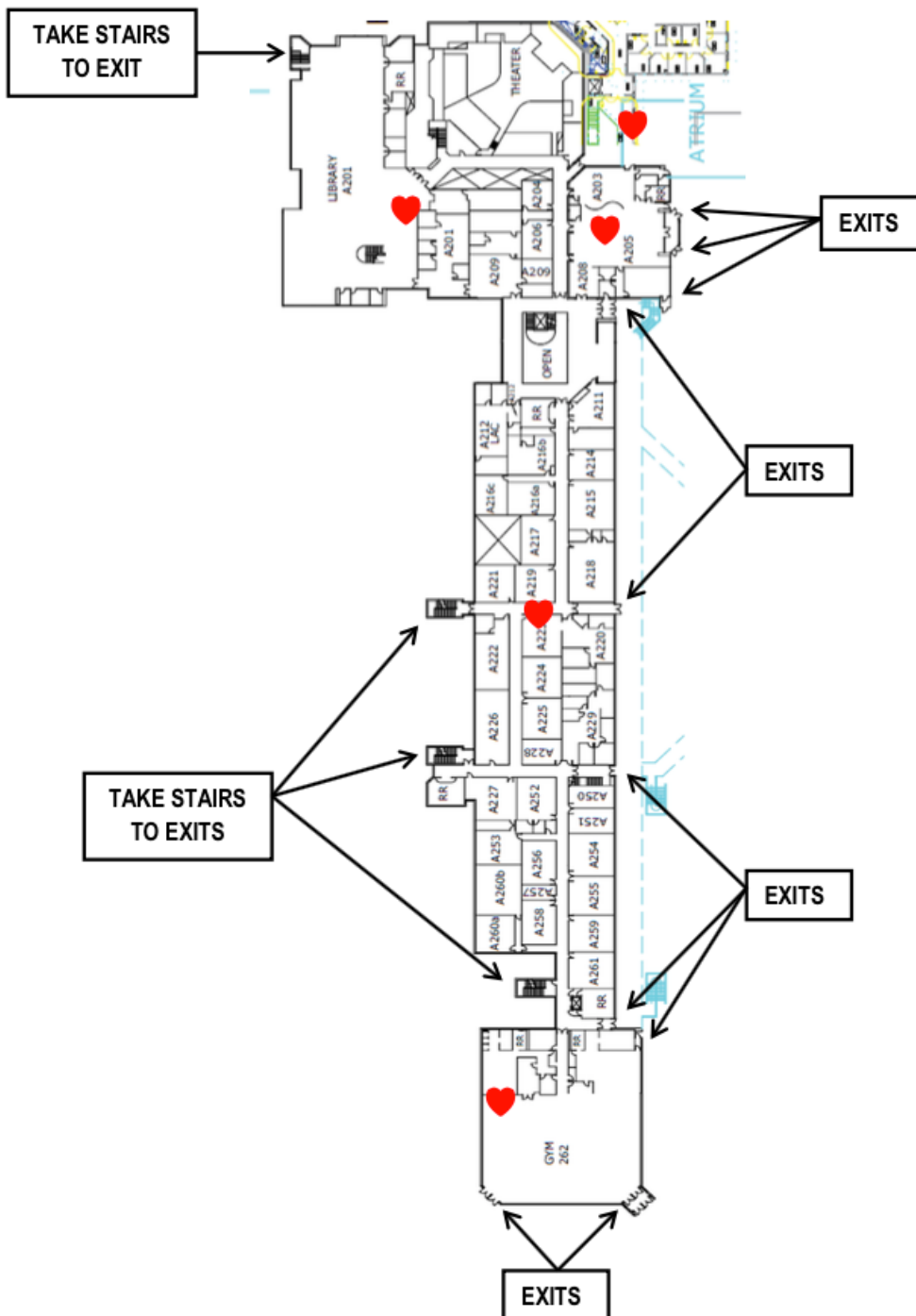
#### Emergency Evacuation Chairs (“Stair Chairs”):

- Collapsible emergency evacuation chairs may be used to assist people with mobility issues down flights of stair during an evacuation.
- Chair locations are designated by a blue triangle (▲) on campus maps in this appendix.



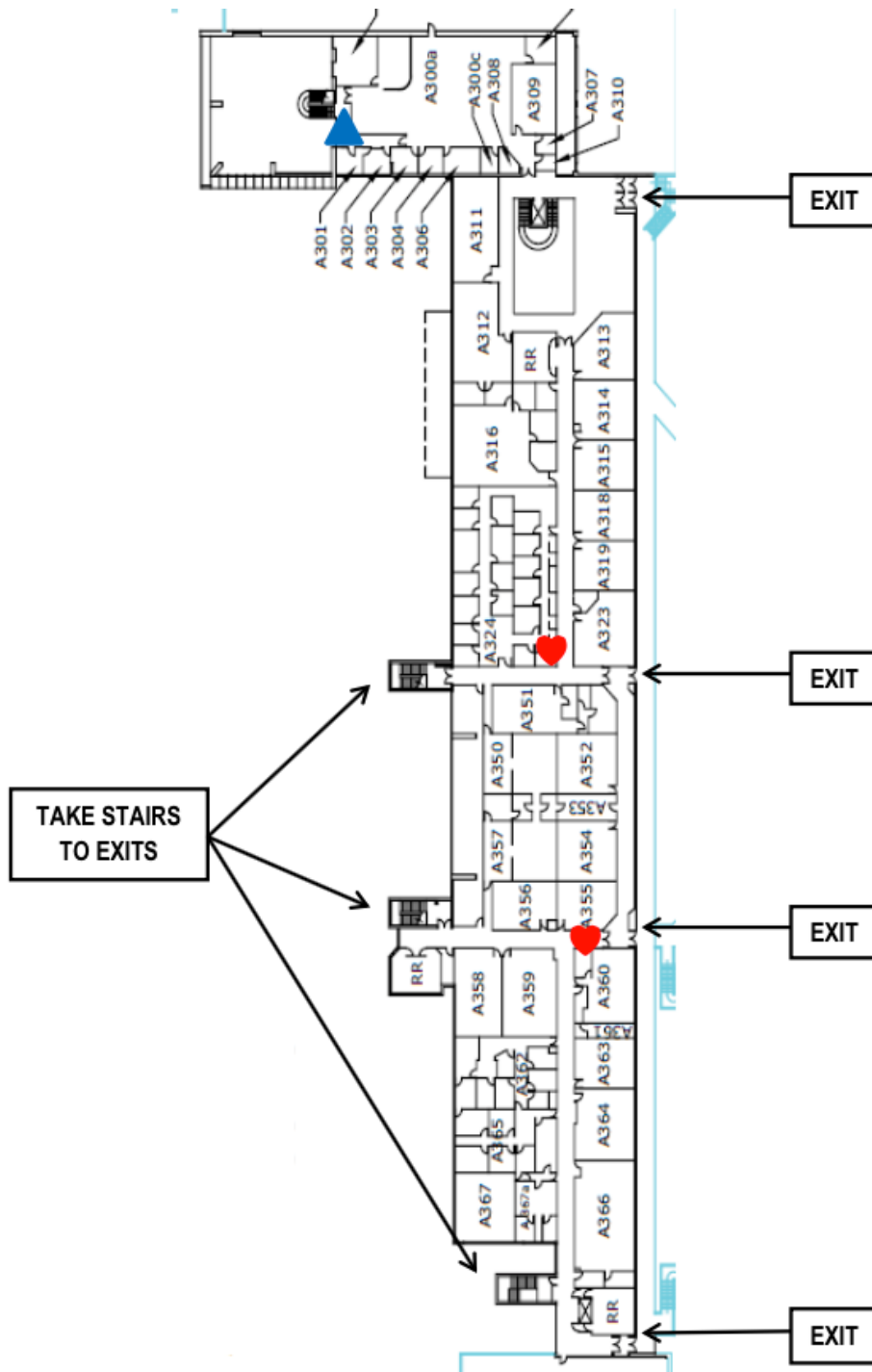


## CENTENNIAL CAMPUS ASPEN BUILDING (SECOND FLOOR)



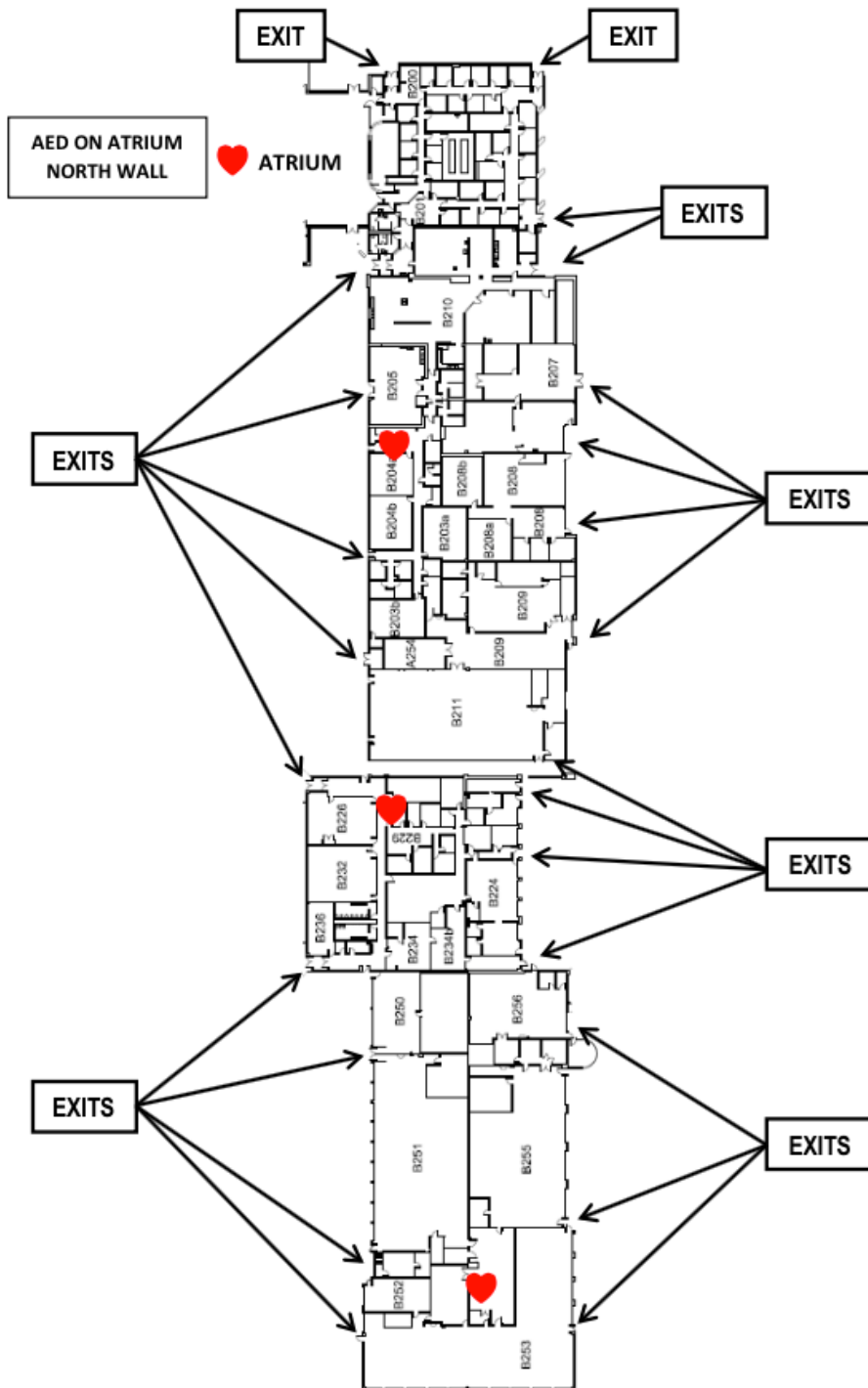


## CENTENNIAL CAMPUS ASPEN BUILDING (THIRD FLOOR)



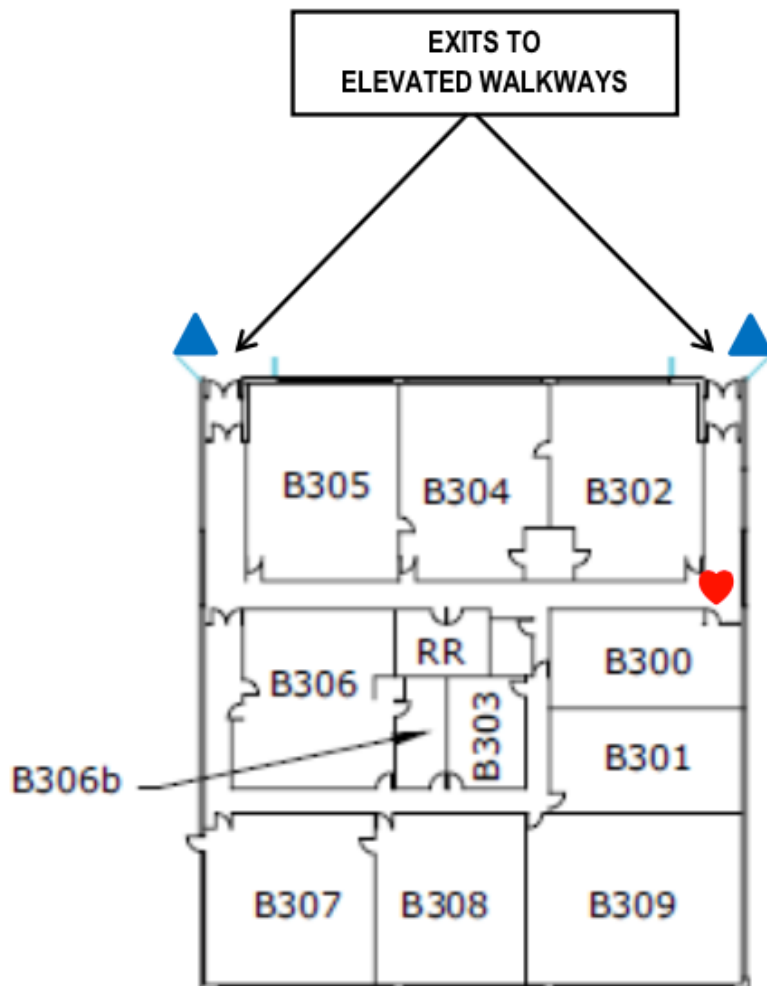


## CENTENNIAL CAMPUS BRECKENRIDGE BUILDING (FIRST FLOOR)



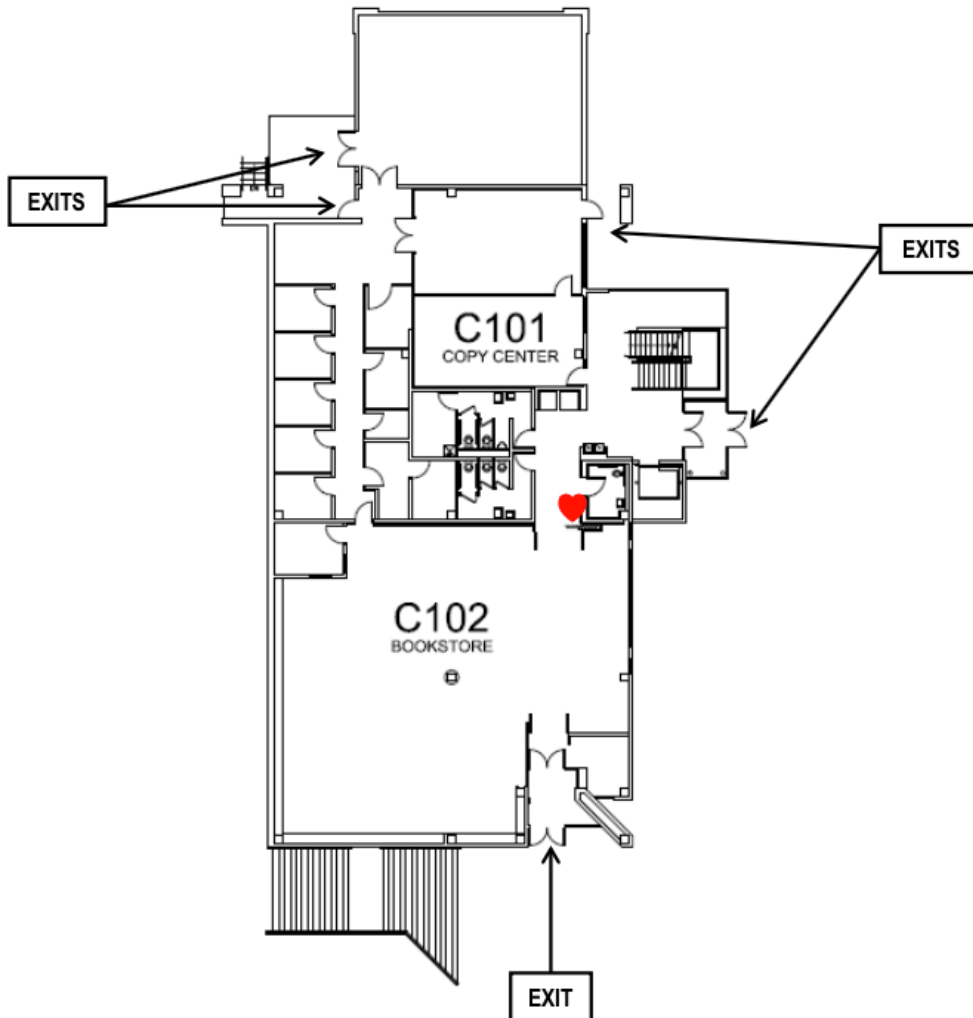


**CENTENNIAL CAMPUS  
BRECKENRIDGE BUILDING (SECOND FLOOR)**





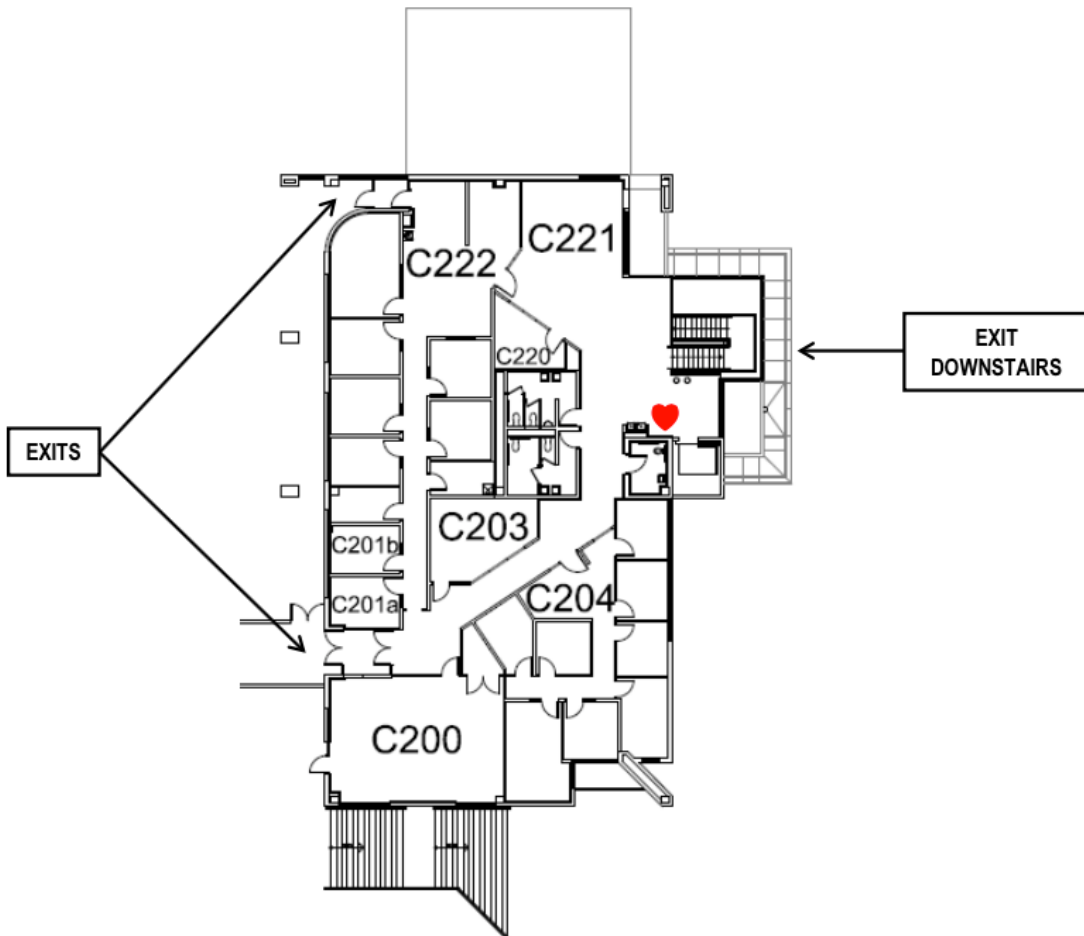
**CENTENNIAL CAMPUS  
CLIMAX BUILDING (FIRST FLOOR)**







## CENTENNIAL CAMPUS CLIMAX BUILDING (SECOND FLOOR)





## CENTENNIAL CAMPUS F BUILDING (SECOND FLOOR)





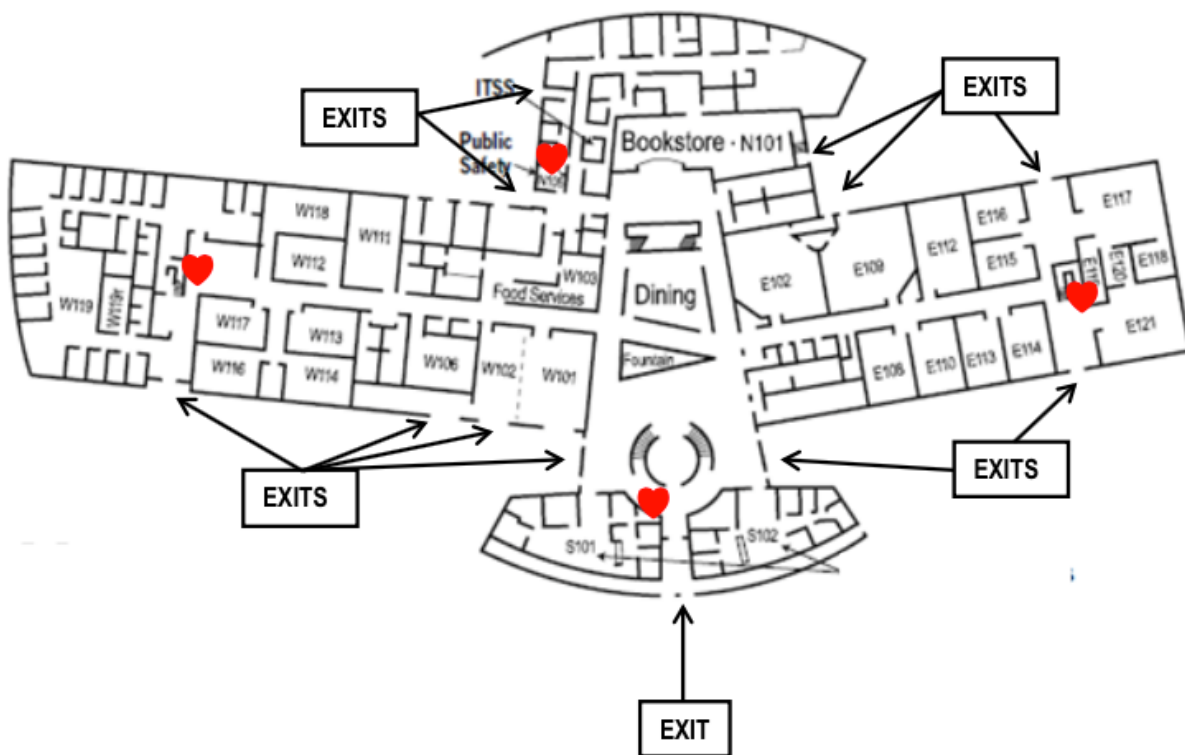
## CENTENNIAL CAMPUS F BUILDING (THIRD FLOOR)





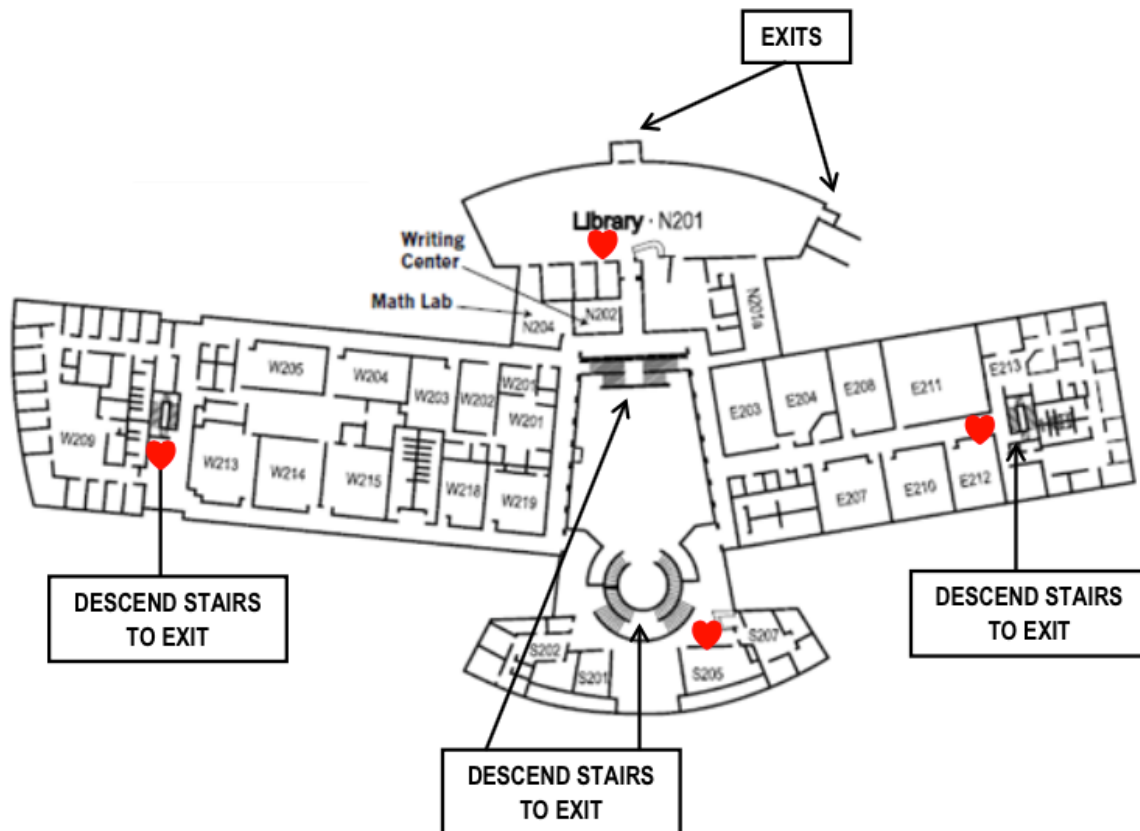
## RAMPART RANGE CAMPUS EMERGENCY MAPS

### RAMPART RANGE MAIN BUILDING (LOWER LEVEL)



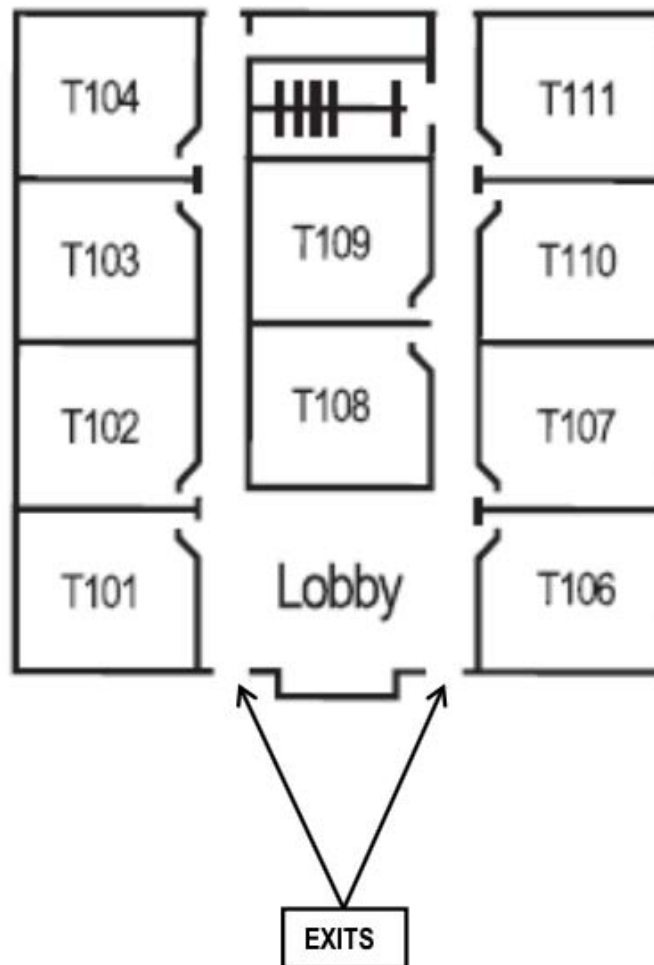


## RAMPART RANGE MAIN BUILDING (UPPER LEVEL)





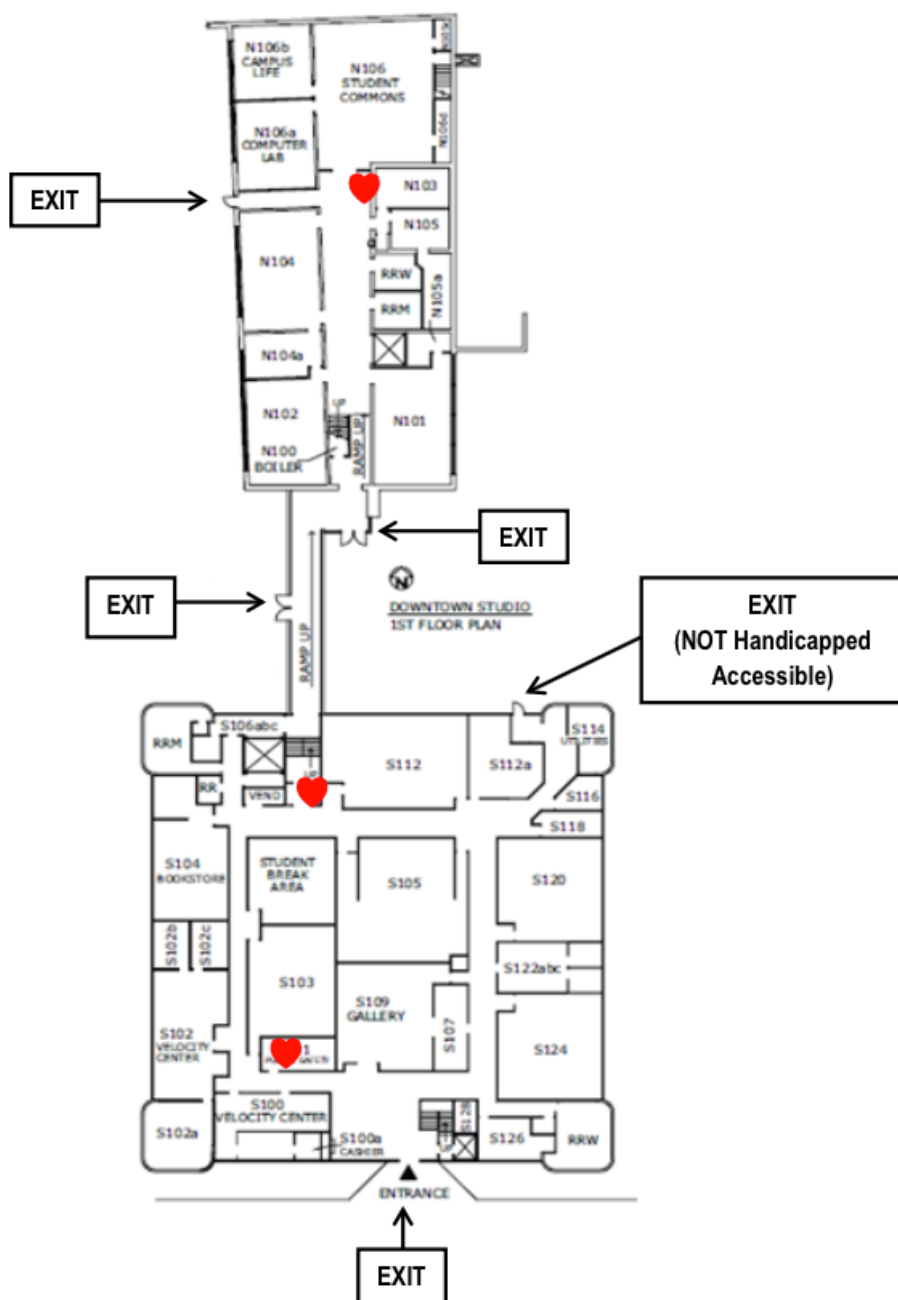
## RAMPART CENTER ('T' BUILDING)

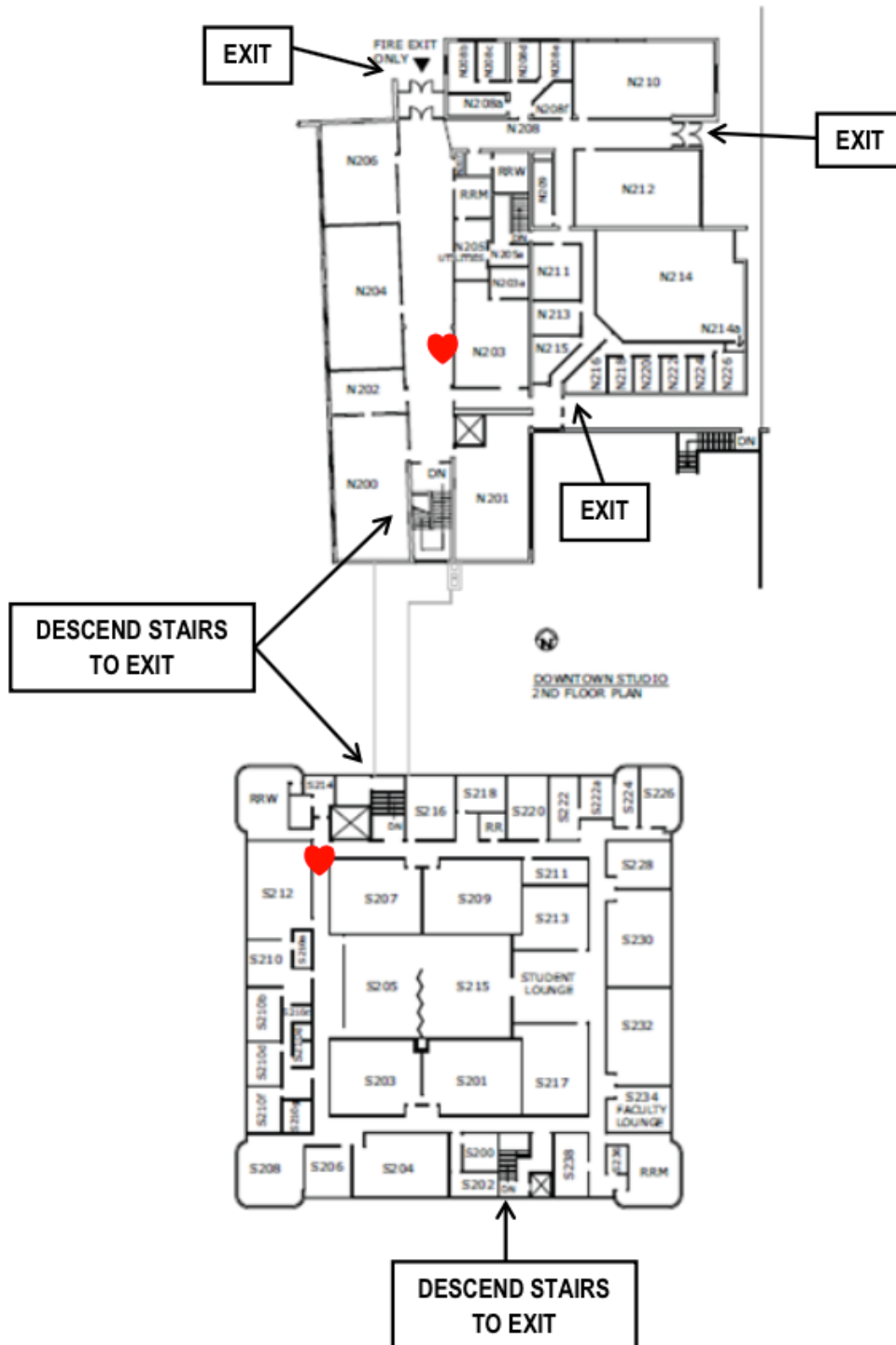




## DOWNTOWN STUDIO CAMPUS EMERGENCY MAP

### DTSC FIRST FLOOR









## Appendix D: Emergency Kits

In an emergency, individuals may find themselves stranded or without basic services. All Pikes Peak Community College staff, faculty, and students are encouraged to create and maintain emergency kits at home, at work, and in their vehicles. Kits should be customized to fit individual needs. Detailed information about creating and maintaining emergency kits can be found at [www.ready.gov](http://www.ready.gov).

### Recommended basic supplies:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter in place.
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities.
- Manual can opener for food
- Local maps
- Cell phone with chargers, inverter or solar charger
- In cold climates, include a coat, long pants, and long sleeve shirt

### Additional items to consider:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Cash or traveler's checks and change
- Important family documents such as copies of insurance policies, identification, and bank account records in a waterproof, portable container.
- Sleeping bag or warm blanket for each person. Consider additional bedding for cold-weather climates.



- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing for cold-weather climates.
- Household chlorine bleach and medicine dropper. When diluted (nine parts water to one part bleach), bleach can be used as a disinfectant. Or in an emergency, it can be used to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe, or bleaches with added cleaners.
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

**First Aid Kit:**

- Two pairs of Latex or other sterile gloves if you are allergic to Latex
- Sterile dressings to stop bleeding
- Cleansing agent/soap and antibiotic towelettes
- Antibiotic ointment
- Burn ointment
- Adhesive bandages in a variety of sizes
- Eye wash solution to flush the eyes or as general decontaminant
- Thermometer
- Daily prescription medications such as insulin, heart medicine and asthma inhalers. Periodically rotate medicines to account for expiration dates.
- Prescribed medical supplies such as glucose and blood pressure monitoring equipment and supplies
- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid
- Laxative
- Scissors
- Tweezers
- Tube of petroleum jelly or other lubricant



## **Appendix E: People with Special Needs, Disabilities, and Service Animals**

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## **Section E.1. Introduction and Overview**

Many people will, at some time during their lives, have a temporary or permanent disability that will limit their ability to move around inside or outside a building and to easily use the built environment. In fact, more than one in five Americans ages 15 and above have some type of disability, impairment, or special need.

Disabilities manifest themselves in varying degrees, and sometimes a person may be affected by multiple impairments. The functional implications of these variations are important during emergency situations. During an evacuation or other emergency, students, staff and visitors with disabilities may require special assistance from instructors, students, and/or college staff.

### **E.1.1 CONSIDERATIONS FOR PEOPLE WITH MOBILITY IMPAIRMENTS**

#### **Wheelchair Users**

People using mobility devices such as canes, crutches, power-driven or manually operated wheelchairs, three-wheeled carts, scooters, or Segways to move through the environment may encounter difficulties maneuvering through narrow spaces, going up or down steep paths, moving over rough or uneven surfaces, and negotiating steps or changes in level at the entrance/exit point of a building.

#### **Ambulatory Mobility Disabilities**

This subcategory includes people who can walk but with difficulty or who have a disability that affects gait. It also includes people who do not have full use of their arms or hands, who lack coordination, or who use crutches, canes, walkers, braces, artificial limbs, or orthopedic shoes. Activities that may be difficult for people with mobility disabilities include walking, climbing steps or slopes, standing for extended periods of time, reaching, and fine finger manipulation. People with mobility impairments may be able to go up and down stairs easily but have trouble operating door locks, latches, and other devices due to impairments of their hands or arms.

#### **Respiratory Impairments**

People with a respiratory impairments can generally use the components of the egress system but may have difficulty safely evacuating due to dizziness, nausea, breathing difficulties, tightening of the throat, or difficulty concentrating. Such people may require rest breaks while evacuating.



### **E.1.2 CONSIDERATIONS FOR PEOPLE WITH VISUAL IMPAIRMENTS**

This category includes people with partial or total vision loss. Some people with a visual disability can distinguish light and dark, sharply contrasting colors, or large print but cannot read small print, negotiate dimly lit spaces, or tolerate high glare. Many people who are blind depend on their sense of touch, hearing, and smell to perceive their environment. For assistance while in transit, walking, or riding, many people with visual impairments use a white cane or have a service animal. There is a risk that a person with a visual impairment would miss a visual cue, such as a new obstruction that occurred during the emergency event, that could affect egress.

### **H.1.3 CONSIDERATIONS FOR PEOPLE WITH HEARING IMPAIRMENTS**

People with partial hearing often use a combination of speech reading and hearing aids, which amplify and clarify available sounds. Echo, reverberation, and extraneous background noise can distort hearing aid transmission. People who are deaf or hard of hearing and who rely on lip reading for information must be able to clearly see the face of the person who is speaking. Those who use sign language to communicate may be adversely affected by poor lighting. People who are hard of hearing or deaf may have difficulty understanding oral communication and receiving notification by equipment that is exclusively auditory, such as telephones, fire alarms, and public address systems. There is a risk that a person with a hearing loss or deafness would miss an auditory cue to the location of a dangerous situation, affecting his or her ability to find safe egress.

### **E.1.4 CONSIDERATIONS FOR PEOPLE WITH SPEECH IMPAIRMENTS**

Speech impairments prevent a person from using or accessing information or building features that require the ability to speak. Speech impairments can be caused by a wide range of conditions, but all result in some level of loss of the ability to speak or to verbally communicate clearly.

### **E.1.5 CONSIDERATIONS FOR PEOPLE WITH COGNITIVE IMPAIRMENTS**

Cognitive impairments prevent a person from using or accessing building features due to an inability to process or understand the information necessary to use those features.



Cognitive impairments can be caused by a wide range of conditions, including but not limited to developmental disabilities, multiple sclerosis, depression, alcoholism, Alzheimer's disease, Parkinson disease, traumatic brain injury, chronic fatigue syndrome, stroke, and some psychiatric conditions, but all result in some decreased or impaired level in the ability to process or understand the information received by the senses.

All standard building egress systems require a person to be able to process and understand information in order to safely evacuate a building.

#### **E.1.6 CONSIDERATIONS FOR PEOPLE WITH SERVICE ANIMALS**

Service animals assist people with disabilities in their day-to-day activities. While most people are familiar with guide dogs trained to assist people with visual impairments, service animals can be trained for a variety of tasks, including alerting a person to sounds in the home and workplace, pulling a wheelchair, picking up items, or assisting with balance.

The Americans with Disabilities Act (ADA) defines a service animal "as any guide dog, signal dog, or other animal individually trained to provide assistance to a person with a disability." Service animals do not have to be licensed or certified by state or local government. Under the ADA, they are permitted in private facilities that serve the public, including shelters, hospitals, and emergency vehicles; in state and local government facilities; and in the workplace.

Service animals are not required to bear identification such as a special collar or harness. They are also not required to be leashed, but they must be under the owner's control at all times. Service animals must be housebroken, and their presence must be related to a person's disability.

A person with a service animal should relay to emergency management personnel his or her specific preferences regarding the evacuation and handling of the animal. Those preferences then need to be put in the person's evacuation plan and shared with the appropriate building and management personnel. People with service animals should consider maintaining an extra supply of food and water for the animal in the event of an extended emergency situation.

People with service animals should also discuss how they can best be assisted if the service animal becomes hesitant or disoriented during the emergency situation. The procedure should be practiced so that everyone, including the service animal, is comfortable with it.



First responders should be notified of the presence of a service animal and be provided with specific information in the evacuation plan. Extra food and supplies should be kept on hand for the service animal.

### **E.1.7 PLANNING AHEAD FOR EMERGENCIES**

Individuals with disabilities or impairments are urged to prepare ahead of time by discussing their needs with PPCC's Office of Accommodative Services and Instructional Support (OASIS) personnel, instructors, classmates, and/or co-workers.

People with special needs or disabilities should consider the following when creating a personal emergency plan:

- Be familiar with the emergency alert and notification systems on PPCC campuses.
- Know at least two ways out of every building.
- Know the locations of handicap accessible emergency exits.
- Register personal cell phones with PPCC's Emergency Notification System to receive text alerts regarding campus emergencies.
- Select egress routes that are continuous, unobstructed, and lead to accessible exits.
- People using mobility devices such as wheelchairs or scooters should avoid evacuation paths or exits that incorporate stairways unless the stairway is equipped with an evacuation chair.
- Avoid elevators, since elevators will not operate during a fire or power outage.
- Identify whether other people's assistance will be necessary to navigate primary and alternate evacuation routes.
- Discuss evacuation assistance needs with instructors and classmates.

### **E.1.8 PPCC EMERGENCY NOTIFICATION SYSTEMS**

All PPCC campuses are equipped with fire alarms that provide immediate audible and visual warning of a fire or other emergency event that requires evacuation of the building.

Additional information about an incident may be delivered via emergency notification text messages, electronic signs and monitors, and/or Campus Police or Facilities personnel.





## **Section E.2. Evacuation Guidelines**

### **E.2.1 OVERVIEW**

The evacuation of the building during a fire alarm is required, regardless of cause. In accordance with regulatory requirements and Pikes Peak Community College policies and procedures, everyone must evacuate a building in which a fire alarm is sounding. Fire alarms include, but are not limited to, accidental alarms, false alarms, or conditions caused by fire and/or smoke.

Any individual with a physical or mental impairment, which substantially limits one or more major life activities, is considered disabled. Individuals requiring special evacuation assistance in the event of an alarm should evacuate according to the terms of their personal emergency plan and by following the directives of on-site emergency personnel.

Students, staff, or faculty with special needs and/or disabilities who require accommodations or assistance with emergency planning should directly contact the Office of Accommodative Services and Instructional Support (OASIS). Informing other staff or faculty of a need for accommodation is not the same as contacting or requesting assistance from OASIS.

### **E.2.2 GENERAL EVACUATION GUIDELINES**

#### **Persons with limited mobility:**

Individuals who walk with canes, crutches, walkers, etc. and those who utilize wheelchairs or motorized mobility devices should decide whether or not they can descend stairs or evacuate a building in an emergency with little assistance from others. If not, they should:

- Stay in place within their room or office, or
- Move to an area of refuge, as described in Section H.2.4.b.

#### **Persons who are blind or have low vision:**

Persons who are blind or have low vision can, with the assistance of others, evacuate a building using the stairs if they are familiar with their immediate surroundings and



frequently traveled routes, and if stairs are safe to use.

If the person with blindness or low vision is unfamiliar with the emergency evacuation route, they should:

- Stay in place, within their room or office, or
- Move to an area of refuge, as described in Section H. 2.4.b.

**Persons who are deaf/have hearing impairments:**

Some, but not all, PPCC buildings are equipped with fire alarm strobe lights. People who are deaf or who have hearing impairments should familiarize themselves with the types of fire alarm systems used in buildings they frequent.

In the event of emergency, fellow students or co-workers can provide emergency instructions to a person who is deaf or hearing impaired by writing notes or using hand gestures.

### **E.2.3 EVACUATION OPTIONS**

**Horizontal evacuation:**

Use ground level building exits. The nearest ground floor exits may require moving through unaffected wings of campus buildings to access them.

**Stairway evacuation:**

Use stairs to reach ground level building exits. Evacuation chairs (commonly called “stair chairs”) can be used to help people with mobility impairments navigate stairs. Three evacuation chairs are available at the Centennial Campus in the following locations:

- Second floor of the Library, near the emergency exit.
- Second floor of Breckenridge Building (B Building) at each catwalk.



### **Elevators:**

Elevators should **not** be used during an evacuation.

Elevators are pre-set to return automatically to the bottom floor in the event of a fire. If elevator controls malfunction due to fire or heat conditions, the elevator car could carry occupants to the fire floor, exposing them to deadly fire and toxic smoke conditions.

## **E.2.4 SHELTER IN PLACE AND AREAS OF REFUGE**

### **Shelter in Place:**

The **Shelter in Place** approach may be more appropriate for sprinkler protected buildings or buildings where an area of refuge is not nearby or available (see page 4). It may also be more appropriate for an occupant who is alone when the alarm sounds.

If a person with disabilities is unable to evacuate, and danger is not imminent, the safest option in an emergency may be to take shelter in a room with an exterior window, a telephone, and a solid or fire resistant door. Individuals requiring special evacuation assistance who choose to shelter in place should dial 911 immediately and report their location to emergency services dispatchers, who will in turn relay that information to on-site emergency personnel.

If sheltering in place:

- Notify others (if possible) that you are doing so.
- Close the door to prevent smoke and fire entry.
- If necessary, pack towels, blankets, or other materials against cracks in the door.
- If phone lines fail, move to a window and wave a brightly colored cloth so that emergency personnel can see where you are. **DO NOT** break the window unless absolutely necessary, since doing so could injure you or others and allow smoke to enter the room.

### **Areas of refuge:**

An area of refuge is an area that can be used as part of the required means of egress for



persons with disabilities. These areas, located on floors above or below the buildings' exits, can be used by persons with disabilities until rescue can be facilitated by the fire department.

Areas of refuge can be pressurized stair enclosures in high rise buildings, open air exit balconies, or fire rated corridors or vestibules adjacent to exit stairs and pressurized elevator lobbies. Many campus buildings feature fire rated corridor construction that may offer safe refuge. Taking a position in a rated corridor next to the stair is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

With an evacuation assistant, go to an area of refuge away from obvious danger. The evacuation assistant should then go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

### **E.2.5 POST-EVACUATION ASSEMBLY**

Upon evacuation of a building, people with disabilities should assemble with their class or work groups at least 150 feet away from the building. No one should re-enter the building unless directed to do so by emergency personnel.



## Section E.3. Developing a Plan for Evacuation

Regardless of disability or impairment, knowledge and preparation are key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because they vary with each individual and building. **Persons with disabilities utilizing Pikes Peak Community College's campuses are asked to take responsibility in developing their personal emergency evacuation plans.** The Office of Accommodative Services and Instructional Support (OASIS) will work with students, staff, and faculty to develop their plans and consult appropriate campus resources.

### E.3.1 CONFIDENTIALITY

Any individual with a physical or mental impairment, which substantially limits one or more major life activities, is considered disabled. Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), PPCC is prohibited from discriminating against individuals with disabilities.

All documents relating to student, staff, and faculty disabilities are maintained with strict confidentiality by OASIS. Personal documents will not be released without written permission unless permitted under certain circumstances as per the Family Educational Rights and Privacy Act (FERPA).

If you wish to develop an evacuation plan or discuss developing a plan with someone with a disability and are concerned about confidentiality, contact OASIS.

### E.3.2 GENERAL TIPS FOR DEVELOPING A PLAN

- Make two plans: one that includes assistance from others, and one to use if you are alone.
- Ask others for input, such as community directors, staff, faculty, supervisors, and co-workers.
- Contact OASIS for assistance.
- Request information such as building evacuation instructions and maps in alternate formats if necessary.
- Choose two evacuation routes for each building you frequent.



- Make sure that evacuation signage is adequately marked for your needs.
- Know the locations of the nearest emergency telephones (aka “red phones”), fire alarm pull stations, and emergency medical equipment.
- Set up a buddy system (see “Buddy System” in Section 3.3).
- Do not consider using elevators in your plan.
- Consider alternative carry and/or communication methods, if necessary.
- Think about your needs for preparedness kits. For example: disability related equipment, communication devices, service animal food, and three days worth of medication, if applicable.
- Mark personal emergency kits and supplies with large print or Braille as necessary.
- Have a list of all your medications (name, dose, frequency, and name of doctor).
- Attach written instructions to all disability related equipment.
- Consider using door/window markers so emergency personnel will know your location.
- Have easy access to emergency contact information at all times.
- Share individual plans with the Pikes Peak Community College Campus Police Department and key persons who regularly work or live in the building.
- Practice your evacuation route periodically with and without assistance. Practice with your wheelchair, service animal, white cane, etc.
- Participate in emergency drills to assess the effectiveness of your plan, and adjust it as needed.

### **E.3.3 BUDDY SYSTEM**

- Buddies need to be willing and capable of assisting in an evacuation.
- Persons with disabilities and buddies must be able to contact each other quickly.
- Designate at least two buddies.
- Persons with disabilities should train buddies when their plans are completed.



## **Section E.4. Evacuation Tips for People with Special Needs and/or Disabilities**

During an evacuation, follow the direction of Pikes Peak Community College Campus Police Department personnel, fire department personnel, and other on-site emergency responders.

### **E.4.1 GENERAL EMERGENCY GUIDELINES**

- Obtain your emergency supply kit as designed in your individual plan.
- Follow basic emergency safety guidelines, as outlined in the Pikes Peak Community College Emergency Operations Plan and this annex.
- Call emergency personnel, if possible.
- Determine the need to evacuate or shelter in place.
- If evacuating, inform emergency personnel of the area you are headed to and the type of assistance you need.
- If unable to contact emergency personnel, move to the planned location.
- Ask others to notify emergency personnel if assistance is needed.
- If trapped, get the attention of others by calling out or striking objects together to make noise.
- If not in immediate danger, shelter in place or move to an area of refuge until emergency personnel determine nature of the situation.
- Be alert for falling objects as you leave a building.

### **E.4.2 PEOPLE WHO USE WHEELCHAIRS**

Preparedness kits should include:

- Heavy gloves for making your way over glass or debris.
- Extra battery for electric wheelchairs.
- Patch kit for punctured wheels.
- Flashlight.

In addition, individuals may want to:



- Arrange and secure furniture and other items to provide barrier-free paths of travel.
- During a tornado, once in a safe and protected place, lock the wheels, bend over your knees, and cover your head.
- If a small stair landing is chosen as the area of refuge, consider waiting until heavy traffic has passed before entering.

#### **E.4.3 PEOPLE WHO ARE DEAF OR HAVE HEARING IMPAIRMENTS**

Preparedness kits should include:

- Pen and paper and a flashlight to communicate in the dark.
- Extra hearing aid batteries.
- Batteries for TTY and light phone signaler.

#### **E.4.4 PEOPLE WHO ARE BLIND OR HAVE LOW VISION**

Disaster supply kits should include:

- Extra folding white cane.
- Heavy gloves for feeling your way over glass or debris.
- Colored cape or poncho to wear for visibility.

#### **E.4.5 PEOPLE WITH A SERVICE ANIMAL**

- Include instructions in your plan for service animals.
- Some dogs fear metal grated steps. If your evacuation route has these kinds of steps, get your dog accustomed to the route.
- If the only stair rail is on your left side where a service dog should typically be, accustom the dog to heeling down the right side if you do not intend to work the dog on the steps.
- Be cautioned that if a dog typically stops at each new flight, others behind you may panic. Heeling the dog may be safer in some instances.

#### **E.4.6 PEOPLE WITH LEARNING DISABILITIES**





When making your plan for evacuation:

- Ask for information in alternate formats, if needed.
- Review general building evacuation guidelines and ask questions if you do not understand something.
- See if your evacuation routes have signage that is easy to follow.
- Ask someone to guide you during an evacuation if you feel you need help.
- Ask someone to write down information if you have a hard time understanding oral directions.
- Practice your evacuation route(s) regularly.

#### **E.4.7 PEOPLE WITH LIMITED COMMUNICATION**

- Determine how you will best communicate with others during an emergency.
- Consider having evacuation and emergency instructions written down on a card, carried at all times and placed in an easy to see location.
- Have batteries for communication equipment in preparedness kit.

#### **E.4.8 PEOPLE WITH PSYCHOLOGICAL DISABILITIES**

- Your preparedness kit should include at least three days worth of needed medication, if necessary.
- When developing plan, consider strategies to reduce the stress of emergencies by:
  - Identifying areas of refuge that have two-way communication devices.
  - Check directional signage for exits and designated area of refuge in your planned evacuation route.

#### **E.4.9 PEOPLE WITH DEVELOPMENTAL DISABILITIES**

When you plan for an evacuation:

- Review general building evacuation guidelines and ask questions if you do not understand something.
- Request evacuation and emergency information in alternate formats if needed.



- Make sure that your evacuation routes have signage that is easy to follow.
- Ask someone to guide you during an evacuation if you feel you need help.
- Practice evacuation route(s) regularly.

#### **E.4.10 PEOPLE WITH MEDICAL CONDITIONS AFFECTING ABILITY TO EVACUATE**

Medical conditions may include, but are not limited to, pregnancy, arthritis, respiratory issues, or cardiac problems.

- Ask for assistance walking down stairs.
- Remember to bring medication or inhalers when evacuating.
- Consider taking rest periods during evacuation, if possible.



## **Section E.5. Tips for Assisting Persons with Special Needs and/or Disabilities During an Evacuation**

### **E.5.1 GENERAL GUIDELINES**

- Ensure that egress routes and areas of refuge are clear and properly marked.
- Participate in emergency drills and help identify gaps in evacuation plans.
- Provide adequate notice to people with disabilities that a potential danger exists and an evacuation should begin.
- Ask the person how you can best assist him/her in evacuating the area. Let the person explain what help is needed.
- You may need to clear debris from the path of travel so the person with a disability can move or be moved.
- Do not carry a person except in the most extreme of circumstances.
- Be aware that a service animal's sense of direction may become confused during an emergency.
- Do not abandon a person with special needs after exiting a building. Lead him or her to a safe place with others.

### **E.5.2 ASSISTING PEOPLE WHO USE WHEELCHAIRS**

- Always ask a person using a wheelchair what his/her needs and preferences are regarding ways of being moved with or without the device.
- Be familiar with designated areas of refuge and location of evacuation equipment for wheelchair users.
- If the person is unable to speak clearly, look for a sign on the chair with printed instructions.
- Moving a wheelchair down stairs is not safe. Consider using an evacuation chair (aka “stair chair”) where available, and only if the person is able to be moved from the wheelchair.
- Do not lift an individual in a wheelchair. There is too much risk involved for both the lay rescuer and the non-ambulatory person (back injury, loss of control of the wheelchair and person in it, tripping, falling). Wheelchairs also have parts not designed to handle the stress of lifting.
- If you and/or others cannot safely help a person with disabilities navigate stairs:



- Position the person in the safest place possible, according to the emergency.
- Alert emergency personnel of the person's location.

### **E.5.3 ASSISTING PEOPLE WHO ARE DEAF OR HAVE HEARING IMPAIRMENTS**

- Get the person's attention. One method is to turn the lights on and off.
- Look at the person when speaking and use short sentences.
- Use gestures or written notes to communicate. Sample written script: "Fire! Go out rear door now!"
- Check to be sure you are understood.
- In the event of a power outage or darkness, provide the person with a flashlight from their preparedness kit so they can signal their location and to help with lip reading.
- Be patient. The person may have difficulty understanding the urgency of your message.
- Be aware that the person may not be able to hear oral commands issued by authorities.
- When out of danger, offer to make phone calls if a TTY is not available.

### **E.5.4 ASSISTING PEOPLE WHO ARE BLIND OR HAVE LOW VISION**

- During an emergency, announce your presence when entering the person's area.
- Tell the person the nature of the emergency.
- Offer your elbow. Do not grab the person's arm or hand.
- Communicate throughout the evacuation by describing obstacles or actions to be taken such as, "Take two steps down."
- When you reach safety, orient the person to their surroundings and ask if they need further assistance.

### **E.5.5 ASSISTING OWNERS OF SERVICE ANIMALS**

- Plan for the service animal to be evacuated with the owner.
- In the event that you are asked to handle the service animal while assisting the individual, hold the leash and not the harness, if present.
- Do not pet or offer food or water without the permission of the owner.

### **E.5.6 ASSISTING PEOPLE WITH LEARNING DISABILITIES**



- Be patient.
- Give instructions slowly and clearly.
- Offer to accompany the person as his/her sense of direction may be limited.
- Encourage the person to practice evacuation route(s) regularly.

#### **E.5.7 ASSISTING PEOPLE WITH LIMITED COMMUNICATION**

- Look for an instruction card on the person.
- During an evacuation, give clear instructions.
- Maintain eye contact with the individual to ensure all directions are heard and understood.

#### **E.5.8 ASSISTING PEOPLE WITH PSYCHOLOGICAL DISABILITIES**

- Understand that the person may have difficulty concentrating, handling stress, and initiating personal contact.
- Help reduce stress during an emergency by offering to escort the person through the evacuation.
- Give clear and simple instructions.

#### **E.5.9 ASSISTING PEOPLE WITH DEVELOPMENTAL DISABILITIES**

- Be aware that they may be unable to understand the emergency and could become disoriented or confused about the proper way to react.
- During an evacuation, give instructions slowly and clearly.
- Encourage the person to practice their evacuation route(s) regularly.

#### **E.5.10 ASSISTING PEOPLE WITH MEDICAL CONDITIONS**

- Offer assistance walking down stairs.
- Find ways to reduce the person's stress, exertion, and exposure to dust or smoke.
- Remind the person to bring medication or inhalers.
- Allow rest periods during evacuation if possible.



#### **E.5.11 ASSISTING PEOPLE WITH MOBILITY LIMITATIONS (NON-WHEELCHAIR USERS)**

- Do not interfere with person's movement.
- Clear displaced and fallen obstacles from egress routes.
- If the stairs are crowded, you may act as a buffer.



## **Section E.6. PPCC Resource Contact Information**

Office of Accommodative Services and Instructional Support (OASIS)  
Pikes Peak Community College  
5675 South Academy Boulevard  
Colorado Springs, CO 80906  
(719) 502-3333 V/TTY · (800) 456-6847



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## Section F.1: Introduction

Pikes Peak Community College is committed to the safety of the students, employees, and community members who learn, serve, and participate in events at PPCC. As such, PPCC takes seriously any threatening actions or statements and provides multiple avenues for individuals to report concerns. The PPCC Violence Prevention Plan is based on principles of early intervention and proactive engagement to prevent violence and provide supportive services. This plan specifically addresses College policies and programs dedicated to the prevention, reduction, and management of threatening behaviors and acts of violence.

Violence may be intentional or unintentional and can be directed towards a person or group of individuals. Various types of violence that can occur on campus may include:

- Physical violence
- Psychological violence (Harassment)
- Sexual violence
- Violence based on racism or homophobia

The PPCC Violence Prevention Plan was originally developed as part of the Emergency Management for Higher Education (EMHE) Grant awarded to Pikes Peak Community College (PPCC). It is organized chronologically through interventions that target the stages of a potential violent act. As such, specific sections are detailed on prevention (to include training and other interventions to increase bystander intervention and reporting), responses to warning signs, and immediate and longer term responses to actual violent actions. Within each of these intervention sections, specific plans are made for various types of potential violence, to include violence from students, violence from employees, domestic violence that impacts PPCC, and self-violence (suicide). This work reflects the efforts of many individuals, both at PPCC and in the larger community.

PPCC has a student counseling center to assist students who may be at risk of violence to themselves, to others, or from others; has an on campus police force to investigate and intervene in safety concerns; and has a Behavioral Intervention Team (BIT) to evaluate information about disturbing behaviors exhibited by students and to take action on that information if needed. PPCC employees have access to confidential mental health services through the Colorado State Employee Assistance Program. Lastly, to increase bystander



response, PPCC provides violence prevention education to employees and students and has avenues for anonymous reporting.



## Section F.2: Glossary of Terms

**Bullying:** Intentional aggressive behavior that can take the form of physical or verbal harassment and involves an imbalance of power. Bullying behavior can include teasing, insults, shoving, hitting, exclusion, or gossip. Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious.

**Bystander responding:** The prosocial intervention of individuals who are present at, but who are initially uninvolved in, an incident.

**Copycat behavior:** Behavior that is modeled after or inspired by previous violent acts.

**Domestic violence:** “An act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. ‘**Domestic violence**’ also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.” (*C.R.S. 18-6-800.3*)

**Intimate relationship:** “A relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.” (*C.R.S. 18-6-800.3*)

**Violence:** The intentional use of physical force or power, threatened or actual, against a person (including oneself), or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation. This definition associates intentionality with the committing of the act itself, irrespective of the outcome it produces.

**Warning signs:** Signals that a violent behavior may occur.

**Physical violence:** Can include but is not limited to physical assault, damage to property, or a shooter on campus etc.

**Psychological violence:** Can induce fear, cause emotional anguish, and can be used as a tool to control.

**Sexual violence** is date rape, rape by individuals and group rape.

**Violence based on racism or homophobia:** Shows disregard for human life. Can cause emotional anguish, injury, bodily harm, or even death.



## Section F.3: Policy

Pikes Peak Community College does not tolerate acts or threats of violence, or behavior or actions that jeopardize the safety or well-being of the College community, committed by or against students, staff, faculty, or visitors on College owned, controlled, or leased properties or in connection with College events or programs.

All useful management strategies will be employed to identify and prevent incidents of campus violence in order to reduce the effects of violence on victims and to address and respond to those who threaten or perpetrate violence.

College students, staff, employees, and visitors are strongly encouraged to report violent, potentially violent, and threatening behavior to College officials and will not be subjected to any acts of retaliation for reporting concerns.

### F.3.1 PPCC Student Code of Conduct

The Pikes Peak Community College Student Code of Conduct (<https://www.ppcc.edu/student-conduct>) outlines the conduct and behaviors expected of all students enrolled at the College. Excerpts from the Student Code of Conduct applicable to violence prevention efforts include:

**4. Conduct that is Detrimental to College or to Safety:** Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Pikes Peak Community College Dean of Students. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property.

**5. Physical/Non-physical Abuse:**

- Physical abuse or conduct that threatens or endangers another person's health or safety.
- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
- Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

**6. Harassment and/or Discrimination:**

Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

**7. Sexual Misconduct:**

Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information: <https://www.cccs.edu/sp-4-120a-sexual-misconduct/>)

**8. Weapons:**

Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals) or use/threat of use of any instrument as a weapon to intimidate, harass, or cause harm to others.

**F.3.2 Firearms on Campus**

Board Policy states that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college. Persons authorized to carry firearms and other equipment defined in the policy are:

1. those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
2. certified peace officers;
3. those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado's Concealed Carry Act, C.R.S. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act; and
4. those persons granted permission at the discretion of the college president for specific purposes from time to time.

Concealed Handgun Permit holders exercising their rights pursuant to Item #3 above are responsible for preventing the casual or inadvertent display of their handgun.



It shall not be an offense if the weapon remains inside a locked motor vehicle upon the real estate owned by the State Board for Community Colleges and Occupational Education.

In accordance with Colorado Statute CRS 18-12-214(3), under no circumstances may a person other than a certified peace officer carry a firearm or other equipment defined in Board Policy onto the real property, or into any improvements erected thereon, of a public elementary, middle, junior high, or high school. This provision applies to The Classical Academy (TCA) facility, which is located on PPCC's Rampart Range Campus and owned by School District 20.

In accordance with Colorado Statute CRS 18-12-214(3)(a), a concealed weapon permittee may have a handgun on the real property of the public school so long as the handgun remains in his or her vehicle and, if the permittee is not in the vehicle, the handgun is in a compartment within the vehicle and the vehicle is locked.

### **F.3.3 State Board for Community Colleges and Occupational Education (SBCCOE) Policies**

#### **SBCCOE BP 19-10 Violence/Firearms on Campus**

##### **Policy Statement**

Violent behavior or the threat of violent behavior toward employees, students, the general public, college property or college operated facilities will not be tolerated. No person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon as defined in the statute, on campus or any facility used by a community or junior college.

##### **Scope**

This policy applies to all the state system community colleges.

##### **Definitions**

*Violent Behavior:* Any act or threat of physical, verbal or psychological aggression or the destruction or abuse of property by any individual.

##### **College Procedures**

Each college shall develop procedures and regulations pertaining to violent behavior and the authorized use of firearms as a part of any recognized program of instruction which requires access to a firearm as an integral part of the instructional program.

**Sanctions**

Persons in violation of this policy shall be subject to appropriate action under disciplinary policies and procedures in effect on the individual college campuses.

**Procedures**

The System president shall promulgate such procedures as may be necessary to implement this policy.

**SBCCOE SP 19-10 Violence/Firearms on Campus****Application**

This procedure applies to the state system community colleges

**Basis**

Board policy states that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college.

**Procedure**

Persons authorized to carry firearms and other equipment defined in the policy are:

1. Those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
2. Certified Peace Officers;
3. Those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado's Concealed Carry Act, C.R.S. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act; and
4. Those persons granted permission at the discretion of the College President for specific purposes from time to time.

Pursuant to the policy, College Presidents are responsible for developing procedures and regulations pertaining to the use of firearms as a part of a program of instruction.



## Section F.4: Reporting Threatening Conduct or Behavior

### F.4.1 “Red Flag” Warning Signs

The nature of most violent acts is that they are not spontaneous, but rather are a culmination of thoughts and behaviors that move the perpetrator closer to the violent act. There are often warning signs that allow for those who have some form of contact with the perpetrator to intervene and/or report concerning behaviors (Cornell, 2010; Meloy & O'Toole, 2011).

However, in order to intervene, those who may come into contact with a potential perpetrator or who hear about the potential perpetrator's behaviors need to be able to recognize that what they are observing, or what they know, should be taken seriously.

Recognizing that it is not uncommon for college students to display some questionable or inappropriate behaviors, “red flag” behaviors are those questionable, suspicious, or inappropriate behaviors that go beyond what seems normal or reasonable for the situation. “Red flag” behaviors may be presented through a person's appearance, spoken or written words, or specific actions.

Examples of “red flag” behaviors include:

- Behaviors which regularly interfere with classroom environment or management
- Notable change in academic performance – poor or inconsistent preparation
- Notable change in behavior or appearance
- Impairment of thoughts – verbal or written
- Overly aggressive behaviors toward others; inability to set limits or re-direct focus
- Poor decision-making and coping skills
- Inappropriate or strange behavior
- Low frustration tolerance
- Overreaction to circumstances
- Lack of resiliency
- Writings and comments endorsing violence; unusual interest in violence
- Indirect or direct threats in writings or verbalizations
- Lack of empathy and concern for others; inability to care
- Anger management problems





- Threats:
  - Direct threats (e.g. “I’m going to take this place out some day.”)
  - Veiled threats (e.g. “Sure would be a shame if something tragic happened here.”)
  - Contingent threats against oneself or others (e.g. “If I fail this class, I’m going to off myself.”)
- Appearance of being overly nervous, tense or tearful
- Expression of suicidal thoughts or feelings of hopelessness
- Reoccurring themes of being wronged or of wanting vengeance
- A preoccupation with violence or weapons
- Controlling behaviors (e.g. anger when not getting own way)
- Signs that off-campus relationship violence may spill over into the PPCC setting (e.g. references to PPCC by domestic violence perpetrators or by an individual who has been refused romantically by a PPCC employee or student; targeting a romantic partner’s vehicle in a PPCC parking lot; leaving demeaning or a high volume of messages on a work voicemail or email account; a domestic violence perpetrator or romantically refused individual waiting near a victim’s classroom, work area or along the victim’s anticipated path)
- Bullying behaviors
- Vandalism or destruction of the property of specific individuals or specific groups of individuals
- Possible practice or planning behaviors (e.g. violent scripts in written work, showing a weapon, attempting to gain access to restricted areas, gathering means for suicide or other violence)

#### **F.4.2 Importance of Reporting Red Flag Behaviors**

The overall goal of the PPCC Violence Prevention Plan is to promote a safe College environment for all students and staff focused on student learning and student development. College employees, faculty, students, and visitors are strongly encouraged to report violent, potentially violent, and threatening behaviors to law enforcement and College officials, and will not be subjected to any acts of retaliation for reporting concerns.

By encouraging all members of the College community to report behaviors that are concerning, PPCC will be able to reach out to students and employees to intervene, provide support, and connect them with resources that can assist them.



### F.4.3 How and Where to Report

PPCC students, staff, faculty, and visitors should call **911** to report emergencies (fire, medical emergency, act of violence in progress, etc.) as well as imminent threats. 911 may be directly dialed from any campus phone without having to dial 9 for an outside line. The PPCC Campus Police will be notified of any campus emergency, as well as all 911 calls made from campus phones.

For non-emergency issues, contact the Campus Police at (719) 502-2900, or extension 2900 from a campus phone.

Other means to contact Campus Police:

**Red Emergency Phones:** Red emergency phones that connect directly to Campus Police are located throughout Centennial Campus, Rampart Range Campus, and Downtown Studio Campus. These phones can be used to contact PPCC Campus Police for both emergency and non-emergency purposes.

**Duress Alarms (aka Panic Alarms):** Duress (panic) alarms have been installed in various locations at each campus. When activated, Campus Police will respond to address the situation.

Crimes may also be reported by contacting officers in person at each campus:

- Centennial Campus – Room A-100 (located at the east end of the A Parking Lot)
- Rampart Range Campus – Room N-106 (located in the northwest corner of the first floor near the service elevator)
- Downtown Studio Campus – Room S-101 (located just inside the main entrance)
- Fort Carson Campus – Military Police or Campus Security Authorities (CSAs)
- Peterson AFB Campus – Security Forces or Campus Security Authorities (CSAs)



#### **F.4.4 Anonymous Reporting**

All victims and witnesses are encouraged to report crimes. Because police reports are open to the public under State Law, we cannot maintain them in confidence under most circumstances. Victims and/or witnesses who want to remain anonymous can still contact the Campus Police Department, but anonymous reporting can make investigation and prosecution highly difficult.

Options for anonymous reporting include:

- Safe2Tell:  
1-877-542-SAFE (7233)  
Online at <https://safe2tell.org/students>  
Link to Safe2Tell on the PPCC Campus Police web page:  
<https://www.ppcc.edu/campus-police>
- PPCC Report a Concern or Incident:  
Click on the “Report a Concern or Incident” button on the College home page at [www.ppcc.edu](http://www.ppcc.edu) and select the appropriate option.
- Pikes Peak Area Crime Stoppers:  
719-634-STOP (7867)  
Online at: <http://www.crimestop.net/>

#### **F.4.5 Duty to Report**

All Pikes Peak Community College employees are required by Title IX to promptly report knowledge, to include third party knowledge, of PPCC related sexual abuse, sexual violence, sexual threats, or anything that would constitute sexual harassment or sexual misconduct.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the tracking and disclosure of crime information. PPCC employees are considered “public officials” under these requirements.

C.R.S. 18-8-115, “Duty to Report a Crime,” states that individuals or corporations who have reasonable grounds to believe that a crime has been committed have a duty to report the suspected crime to law enforcement. C.R.S. 18-8-405, “Second Degree Official Misconduct,” imposes penalties for failure to fulfill a duty.



Employees who obtain such information while operating in a defined professional relationship that provides for privileged communication (as mandated by statute) are to operate under relevant Colorado state statutes to determine when they have a duty to report information regarding violence or potential violence that they obtain through communications that are privileged by law.

Additionally, PPCC employees should report to Human Resources (and Campus Police if appropriate) any violence, threats, harassment, intimidation or disruptive behaviors found in any form (oral, written, electronic, gestures, etc.) regardless of whether the violator is an employee, student, visitor, vendor or volunteer.

#### **F.4.6 Other Reporting Considerations**

Due to incidents where domestic violence has spilled over into workplace or campus settings, students and employees are strongly encouraged to share relevant information with appropriate individuals who have the authority to intervene (e.g. a supervisor, the student ombudsman, Campus Police). Such information might include being party to a restraining order or having knowledge of a PPCC employee or student being involved in a relationship that includes domestic violence. Any actual threats or references to PPCC in threats should be immediately reported by any student or employee to campus police.



## **Section F.5: Threat Management**

### **F.5.1 Institutional Interventions to Warning Signs or Information**

To keep warning signs of potential violence from progressing and escalating into violent acts, PPCC maintains systems for responding to concerning information, depending on whether the concerning information regards an employee, student, or community member.

#### **F.5.1.a. Students**

If a student is reported to be showing warning signs of possible violent behavior, the information will be evaluated by the Behavioral Intervention Team (BIT). The BIT will determine what response is warranted (referral for counseling, requirement of mental health evaluation determining safety for continued participation as a student of PPCC, expulsion, etc.)

If a student provides information that potential violence from a current or past intimate relationship might spill over into the PPCC learning environment, that student should be invited to participate in a meeting with the student ombudsman and campus safety. This meeting shall focus on measures that PPCC can take to support the student to successfully complete their learning goals. As noted above, legal actions (such as a restraining order) may increase risks for victims, so it is important for any such actions to be taken in coordination with the victim. Items to consider in supporting the student's safety might involve police escort to/from his or her vehicle, information on student counseling services, information on victim services (TESSA, the Colorado Address Confidentiality Program), a restraining order, the perpetrator's description and picture being provided to campus police, online learning, and coursework at an alternative campus.

#### **F.5.1.b. Employees**

If an employee shows warning signs of possible violent behavior, the employee's supervisor and PPCC Human Resource Services should be informed. Warning signs that suggest possible imminent danger (such as clear threats against a specific individual or group, threatening references to weapons or explosives) or other risks appropriate for a



law enforcement response should also be reported to the PPCC Campus Police Department. After an initial evaluation of information, Human Resource Services will determine if additional discussion or consultation is warranted and will form a team specifically composed of the appropriate parties relevant to the identified employee. This team will likely include the appointing authority for the given employee, the director or supervisor of the involved employee, and legal counsel. Consultation with nationally recognized experts in the area of violence or other appropriate parties may also be utilized as needed. Human Resource Services, in consultation with the team, will then determine what response is warranted. Such a response might consist of placement of employee on administrative leave until a disposition is reached in the matter, termination of the employee, requirement of a fitness for duty evaluation, and/or other action deemed appropriate for the situation.

If an employee provides information that suggests that potential violence from a current or past intimate relationship might spill over into the PPCC workplace, that employee should be invited to participate in a meeting with human resources, campus police, and the employee's supervisor. This meeting shall focus on measures that PPCC can take to support the employee to allow them to conduct their job in a manner that will be safe for them and other employees. It is important for measures to be taken in conjunction with the victim, as legal actions (e.g. restraining orders) may increase risk for the victim and for the victim's coworkers. Items to consider in supporting the victim include a reminder of Colorado State Employee Assistance Program (C-SEAP) services, information on local services for domestic violence victims (TESSA, the Colorado Address Confidentiality Program), police escorts to and from vehicle, a restraining order, the perpetrator's description and picture being provided to campus police, relocation of work duties to another campus, and being shielded from being located via the campus directory.

#### **F.5.1.c. Non-student/Non-employee**

If an individual who is not a student or employee of PPCC is reported to be showing warning signs of possible violent behavior, the PPCC Campus Police Department will assess the situation and make a determination of appropriate action which might include escorting the offending party off campus, coordinating with community law enforcement agencies, or seeking legal means of restricting the party from being on PPCC property.



### **F.5.2 Response to Incidents of Violence**

It is possible that some acts of violence may occur even with a comprehensive plan in place. The PPCC Campus Police Department will respond to any incidents of violence on PPCC campuses, and may request the assistance of the El Paso County Sheriff's Office or the Colorado Springs Police Department as necessary to mitigate and contain the threat.

Once the initial threat has been contained and basic safety has been restored, it is important to develop an appropriate response so that the violence does not escalate, as can be the case with vigilantism or "copycat" suicides, crimes, or behaviors. No one response will be appropriate for all incidents of violence and the needs of the community will depend on the circumstances of the event. Therefore, the process for determining an appropriate response is described below.

In the event of a violent event (e.g. suicide, assault, homicide, hate crime, etc.), once basic safety has been restored the Behavioral Intervention Team (BIT) shall coordinate planning and implementation of an appropriate response designed to prevent further acts of violence.

Once a plan has been developed, it will be communicated to senior leadership (if needed) for approval, requests will be made for additional resources if relevant, and support will be requested to communicate the plan. The plan will be communicated by leadership, as appropriate, to employees and students so they are aware of steps being taken to provide for safety as well as resources available to students and employees. The Colorado State Employee Assistance Program (C-SEAP) should also be notified by human resources of any incident that potentially impacts employees.

Emotional impact can occur even if safety was never truly at risk, and "copycat" behaviors can occur even when the initial behavior was successfully prevented. Therefore, attempts at self-violence or violence towards others, and situations that may be perceived by the community as violence risks, should also be analyzed and discussed from an intervention perspective.

Once a response has been developed and delivered, the situation should be reevaluated to determine if the response was appropriate or if there is more or less need than was originally determined. Any changes in the initially determined plan should again be coordinated with all parties and communicated to and through leadership.



In the event of a large scale incidence of violence, it is possible that internal resources for responding will be quickly overwhelmed. PPCC departments that may be responsible for responding to a large scale incidence of violence should have a contingency plan of how they would access external providers or responders, and should evaluate if such external providers are needed for any given incident.

For example, in the event of a significant bomb threat, additional uniformed police officers may be needed to provide a visible reassurance and surveillance. In the event of mass casualties from a gunman, there may be significant need for individual mental health services and grief counseling, and such services might be more beneficial in an off campus setting, as an on campus setting might not feel safe to victims. In the event that internal resources are likely to be overwhelmed, it is the responsibility of heads of departments to request approval for additional resources through their chain of command. In some cases, additional resources may be available without cost from the community (e.g. victim's assistance in the event of a violent crime, C-SEAP for employees).

### **F.5.3 Behavioral Intervention Team (BIT)**

The PPCC behavioral intervention team (BIT) is a multi-disciplinary group whose purpose is to support a safe and productive learning environment for the College via an established student behavior intervention protocol. The team tracks “red flags” over time, detecting patterns, trends, and disturbances in individual or group student behavior. The team receives reports of disruptive, problematic, or concerning behavior or misconduct by students (from co-workers, community members, friends, colleagues, etc.), conducts an investigation, performs a threat assessment, and determines the best mechanisms for student support and intervention, warning/notification, and response. The team then deploys its resources and resources of the community and coordinates follow-up.





## **Section F.6: Confidentiality, Non-Retaliation, and False Reporting**

### **F.6.1 Confidentiality**

All reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled discreetly, with facts made available only to those who need to know in order to investigate and resolve the matter.

### **F.6.2 Non-retaliation**

PPCC prohibits retaliation against anyone for registering a complaint pursuant to College or State Board policies, assisting another in making a complaint, or participating in an investigation under the policies. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to the appropriate College authority.

### **F.6.3 False Reporting**

PPCC does not tolerate false reporting. Any persons found to have purposefully reported false information may be subject to disciplinary and/or criminal action.



## **Section F.7: Campus Violence Prevention Committee**

The Pikes Peak Community College Violence Prevention Committee is responsible for maintaining the PPCC Violence Prevention Plan and coordinating outreach efforts aimed at preventing or reducing threatening behaviors at PPCC campuses.

The PPCC Violence Prevention Committee is also responsible for conducting an annual review of the PPCC Violence Prevention Plan and revising it as necessary to ensure currency and relevance. The plan will be disseminated for review by October 1st of each year, with expectations for the plan to be revised and/or approved in current form by October 31st of each year.

PPCC Violence Prevention Committee members include:

- Vice President of Student Success
- Vice President of Enrollment Services
- Vice President of Instructional Services
- Director, Student Counseling and Resource Center
- Campus Police and Director of Emergency Management
- Executive Director, Human Resource Services
- Dean of Students
- A Classified Employee's representative



## Section F.8: References

Cornell, D. (2010). Threat Assessment in College Settings. *Change*, 42(1), 8-15.

*C.R.S. 18-6-800.3 Domestic Violence – Definitions*

*C.R.S. 18-8-115 Duty to Report a Crime*

*C.R.S. 18-8-405 Second Degree Official Misconduct*

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990)

Meloy, J., & O'Toole, M. (2011). The Concept of Leakage in Threat Assessment. *Behavioral Sciences & The Law*, 29(4), 513-527. doi:10.1002/bsl.986

Pikes Peak Community College Violence Prevention Plan, October 2013

(Colorado) State Board for Community Colleges and Occupational Education (SBCCOE) policies and procedures. <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>



# **PPCC**

## **EMERGENCY OPERATIONS PLAN**

### **ANNEXES**



# **Annex A: Campus Emergency Response Team (CERT)**

## **Introduction**

The Campus Emergency Response Team (CERT) was created to provide additional personnel to assist the college's Campus Police Department in emergency situations. The college's CERT program is patterned after FEMA's Community Emergency Response Team program. CERT members were selected primarily from the Facilities and Operations department because these employees are usually present at each campus and in a position to assist Campus Police on short notice. CERT members can play a key role in ensuring the safety of students, staff, and faculty at PPCC.

## **Training**

PPCC CERT members receive training that allows them to assist Campus Police personnel and other first responders in the event of a campus emergency or disaster. Training subjects include, but are not limited to:

- Hazard recognition and preparedness.
- Fire safety to include use of fire extinguishers.
- Disaster medical operations to include triage, basic first aid, CPR and AED use.
- Light search and rescue.
- CERT organization.
- Disaster psychology.
- Terrorism indicators.

## **Roles and Responsibilities**

CERT members work under the authority of their respective departments/divisions. However, they can be called upon to assist by any uniformed officer with the PPCC Campus Police, or by first responders (fire, EMS, law enforcement) involved in emergency operations on campus.

Any CERT members may decline to help if he/she feels that providing assistance would jeopardize his/her health and safety.

Actions CERT members may be requested to perform include, but are not limited to:



- Securing campus buildings by locking doors.
- Assisting with door-to-door notifications and evacuations.
- Providing basic first aid to injured people.
- Performing CPR and applying an Automated External Defibrillator (AED) if needed.
- Extinguishing small fires.
- Assisting with light search and rescue.

Emergency situations are dynamic, so CERT members must maintain situational awareness and prepare for changing conditions.



## Annex B: Foodborne Illness

### Introduction

Foodborne illness (sometimes called "foodborne disease," "foodborne infection," or "food poisoning") is a common, costly, and yet preventable public health problem. The Centers for Disease Control and Prevention (CDC) estimates that each year, 1 in 6 Americans gets sick, 128,000 are hospitalized, and 3,000 die of foodborne diseases by consuming contaminated foods or beverages. Many different disease-causing microbes, or pathogens, can contaminate foods, so there are many different foodborne infections. In addition, poisonous chemicals, or other harmful substances can cause foodborne diseases if they are present in food.

Many microbes can spread in more than one way, so we cannot always know that a disease is foodborne. The distinction matters, because public health authorities need to know how a particular disease is spreading to take the appropriate steps to stop it.

CDC estimates that each year roughly 1 in 6 Americans (or 48 million people) gets sick. The 2011 estimates provide the most accurate picture yet of which foodborne bacteria, viruses, microbes ("pathogens") are causing the most illnesses in the United States. According to the 2011 estimates, the most common foodborne illnesses are caused by norovirus and by the bacteria *Salmonella*, *Clostridium perfringens*, and *Campylobacter*.

### PPCC Culinary Arts

Students in PPCC's Culinary Arts programs are taught food safety practices, and those practices are followed in each lab. Every culinary student must pass the national ServSafe certification examination and traditional classroom training in sanitation before they can progress into a lab course.

### PPCC Vendors and Contractors

Food vendors and contractors such as Sodexo that provide food services to PPCC campuses are responsible for reporting any issues with food safety and foodborne illness to the El Paso County Health Department per their respective protocols.



## Resources

El Paso County Public Health – Food Safety

<http://www.elpasocountyhealth.org/service/food-safety>

Centers for Disease Control and Prevention – Food Safety Homepage

<http://www.cdc.gov/foodsafety/index.html>





# Annex C: Infectious Disease/Pandemic Preparedness Plan

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## Section 1: Overview

### 1.1 INTRODUCTION

A pandemic is a global outbreak of infectious disease. Pandemics are determined by how the diseases spread, and not the number of deaths they cause. Historically, pandemics have included diseases such as cholera, plague, and various strains of influenza.

Pandemic influenza occurs when a new influenza virus emerges and spreads across the world. Because the virus is new, there is little or no immunity in the human population and the virus can spread quickly from person to person. During the twentieth century, influenza pandemics caused millions of deaths, social disruption, and significant economic losses worldwide.

Pandemic-causing viruses have three characteristics in common:

- They have the ability to reproduce and spread rapidly. Infected members of the population unknowingly incubate the disease and spread it to others.
- They have the ability to mutate rapidly. The potential for a virus to naturally mutate after release into the population is higher for pandemic viruses than for other influenzas.
- They cause a “second wave” of victims, often among healthcare workers and others who are working to contain the outbreak.

Although seasonal flu epidemics strike every year, a pandemic influenza or other pandemic disease would likely result in a crippling effect on the PPCC community. The PPCC Pandemic Preparedness Plan provides guidance for staff, faculty, and student actions before, during, and after a pandemic in order to minimize the effects of a pandemic on the College and maintain essential operations.

### 1.2 DEFINITIONS

There is a difference between an epidemic and a pandemic. The Federal Emergency Management Agency (FEMA) defines an **epidemic** as “a disease occurring suddenly in humans in a community, region or country in numbers clearly in excess of normal.” Seasonal flu outbreaks can be considered epidemics if the outbreak is widespread.



However, a **pandemic** is global. FEMA defines pandemic as a “worldwide outbreak of a disease in humans in numbers clearly in excess of normal.”

The following information from the U.S. Department of Health and Human Services summarizes the differences between seasonal flu and pandemic influenza.

Seasonal Flu	Pandemic Flu
Happens annually; usually peaks in January or February	Rarely happens (three times in 20th century)
Usually some immunity built up from previous exposure	People have little or no immunity due to lack of previous exposure to the virus
Usually only people at high risk (children and infants; pregnant women; seniors; people with health conditions or disabilities) are at risk of serious complications	Healthy people may be at increased risk for serious complications
Health care providers and hospitals can usually meet public and patient needs	Health care providers and hospitals may be overwhelmed
Vaccine available for annual flu season	Vaccine probably unavailable in early stages of a pandemic
Adequate supplies of antivirals are usually available	Effective antivirals may be in limited supply
U.S. seasonal flu-associated deaths over 30 years (ending 2007) ranged from about 3,000 to about 49,000 per season.	Number of deaths could be high in the U.S. and worldwide
Symptoms include fever, cough, runny nose, and muscle pain	Symptoms may be more severe and necessitate hospitalization
Usually causes minor impact on the general public; some schools may close; sick people encouraged to stay home	May cause major impact on the general public, including widespread travel restrictions and school or business closings
Manageable impact on domestic and world economy	Potential for severe impact on domestic and world economy

In recent years, pandemics have most commonly involved various strains of influenza, but



it's important to remember that pandemics can involve diseases other than influenza.

### **1.3 PANDEMIC EFFECTS**

Once sustained person-to-person transmission of the disease begins, a pandemic can spread rapidly. According to the Centers for Disease Control and Prevention (CDC) and FEMA, the following effects can be assumed during a pandemic influenza:

- Susceptibility to the pandemic influenza virus will be universal.
- An estimated 30 percent or more of the overall population will contract influenza.
- Illness rates will be highest among school-aged children (about 40 percent).
- An average of 20 percent of working adults will become ill.
- Rates of employee absenteeism may range from 20 to 40 percent due to:
  - Employee illness;
  - The need to care for ill family members;
  - Fear of infection; and/or
  - Mandates issued by local health departments.
- A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic. Multiple waves (periods where community outbreaks strike across the country) of illness will likely occur with each lasting two to three months.
- Vaccines and antiviral medication may be in short supply initially.
- Many more deaths may occur than with a seasonal flu outbreak.
- Survivors may develop severe psychological issues as they mourn the loss of friends and family.
- All sectors of the economy may be disrupted.
- Medical facilities may be overwhelmed, and medical supplies could be in short supply.
- Emergency responders may be affected.
- Some components of infrastructure may not function due to absence of critical personnel.

### **1.4 PANDEMIC PHASES**

The United States government has developed six phases of pandemic preparedness, response, and recovery in conjunction with the World Health Organization's (WHO) six pandemic phases. These phases may not proceed in a linear fashion depending on the geographical location of the outbreak and the speed with which the disease spreads.



Since pandemics have historically developed over time frames ranging from weeks to months, or even one to two years, it's not possible to definitively estimate how long each pandemic phase will last.

The following chart outlining WHO pandemic phases and concurrent U.S. Government (USG) pandemic response phases is included for reference.

	WHO	DESCRIPTION	USG
<b>Inter-Pandemic Period</b>	1	New domestic animal outbreak in at-risk country	0
	2		
<b>Pandemic Alert Period</b>	3	Suspected human outbreak overseas	1
	4	Confirmed human outbreak overseas	2
	5		
<b>Pandemic Period</b>	6	Widespread human outbreaks in multiple locations overseas	3
		First human case in North America	4
		Spread throughout United States	5
		Recovery and preparation for subsequent waves	6

## 1.5 PANDEMIC PLANNING ASSUMPTIONS

For PPCC planning purposes, the following assumptions are made regarding a pandemic event that affects the Pikes Peak Region:

- The College will likely experience high rates of absenteeism among students, staff, and faculty.
- The College may have to minimize on-campus operations and/or enact work-from-home strategies due to limited staffing.
- Federal, state, and/or local health agencies may issue mandates that include, but are not limited to: closure of schools; cancellation of public events and gatherings; and shutdown of public transportation systems.
- Staffing issues may persist for months and will require alternative work schedules and modified operations to allow essential functions to continue with fewer personnel.



## **1.6 ACTIVATION OF PPCC PANDEMIC PREPAREDNESS PLAN**

The PPCC Chief of Police and Director of Emergency Management will coordinate with College leadership to activate the PPCC Pandemic Preparedness Plan based on information and direction received from the Colorado Community College System (CCCS) as well as federal, state, and local emergency management and public health agencies.

The College may enact any pandemic prevention measure at the discretion of PPCC Campus Police and PPCC Leadership. Such actions may be taken in the absence of any directive from federal, state, or local emergency management or public health agencies.

All College personnel and students are expected to comply with actions outlined in the PPCC Pandemic Preparedness Plan in the interest of limiting the spread of infectious disease and minimizing loss of life due to a pandemic.



## **Section 2: PPCC Emergency Management Organizational Structure**

### **2.1 ORGANIZATION FOR PLANNING**

The Chief of Police and Director of Emergency Management coordinates College-level emergency preparedness plans and Continuity of Operations Plans with the Emergency Management Operations Group.

Directors, Department Heads, and Deans appoint planners and oversee preparation of emergency preparedness and Continuity of Operations Plans for their organizations. Planners may additionally serve as liaisons to the College emergency preparedness staff and Emergency Management Operations Group.

The Emergency Management Operations Group (EMOG) reviews College-level plans.

### **2.2 EMERGENCY INCIDENT MANAGEMENT**

To manage emergency incidents, including pandemics, Pikes Peak Community College utilizes a tiered structure involving a Policy Group and an Emergency Management Operations Group.

The Policy Group, which is formed around the President's Executive Committee, serves as an advisory board for the President and provides strategic guidance during incidents.

The Emergency Management Operations Group (EMOG) is a group of senior staff members that supports College operations and the College community during and after an emergency incident.

### **2.3 POLICY GROUP**

Under the direction of the College President or designee, the Policy Group provides direction in making strategic policy decisions for any incident that affects the College's ability to perform its critical operational functions. This group has the authority to proclaim College emergencies and to issue directives regarding the status and resumption of College educational programs. The



Policy Group is also responsible for notifying and informing key College constituents and stakeholders.

The Policy Group consists of the following leadership positions:

- President
- Vice President for Administrative Services (VPAS)
- Vice President for Enrollment Services (VPES)
- Vice President for Instructional Services (VPIS)
- Vice President for Student Success (VPSS)
- Executive Director, Human Resource Services
- Executive Director, Marketing and Communication

The President is the senior executive official for the campus. In the absence of the President, the Vice President for Administrative Services (VPAS) will assume these responsibilities.

The VPAS will act as chair of the Policy Group and convene the group as necessary to review readiness, as well as provide guidance to the Emergency Management Operations Group.

Specific Policy Group responsibilities are listed in Section 2 of the PPCC Emergency Operations Plan.

## **2.4 EMERGENCY MANAGEMENT OPERATIONS GROUP (EMOG)**

The Emergency Management Operations Group (EMOG) is drawn from departments or divisions involved in managing emergencies or supporting emergency management.

Members of this group are:

- Vice President for Student Success (VPSS)
- The Chief of Police and Director of Emergency Management
- Dean of Students
- Risk Management Officer
- Assistant Director of Human Resource Services
- Executive Director, Marketing and Communication





- Director of Finance
- Director of Business Services
- Procurement
- Director of Facilities and Operations
- Executive Assistant to the President
- Director of Information Technology Support Services
- Emergency Medical Services (EMS) Program Director
- Fire Science, Homeland Security and Emergency Management Chair

The VPSS will act as chair of the EMOG, which will provide input and advisement to Incident Command staff and/or the PPCC Policy Group during an emergency incident.

Specific EMOG responsibilities are listed in Section 2 of the PPCC Emergency Operations Plan.

## **2.5 ASSISTANCE FROM OUTSIDE AGENCIES**

PPCC may call upon or consult with outside agencies as the situation warrants. Such agencies may include, but are not limited to, the following local, state, and/or federal organizations:

- Law enforcement agencies;
- Fire departments and emergency medical services (EMS) providers;
- Emergency management agencies;
- Public health agencies;
- Mental health providers;
- Private consultants.



## Section 3: Summary of College-Wide Preparatory and Response Actions

This section of the PPCC Pandemic Preparedness Plan summarizes actions that all students, staff, and faculty will take during the different phases of a pandemic as defined by the U.S. federal government (USG).

The geographic location of the initial outbreak, as well as direction received from local, state, and federal public health agencies, will determine the initiation and progression of these phases. For example, in the event of a rapidly spreading disease, PPCC leadership may direct preparedness and response actions beginning at USG Phase 3 instead of Phase 1.

The preparedness and response actions listed in this plan are general guidelines developed from best practices in pandemic planning. PPCC leadership may direct actions above and beyond what is listed in this plan based on pandemic dynamics or guidance received from local, state, or federal public health authorities.

### **3.1 Inter-Pandemic Period (USG Phase 0; WHO Phases 1-2):**

#### **New domestic animal outbreak in at-risk country; suspected human outbreak overseas**

**College Status:** College will function normally.

- Leadership and Campus Police will monitor the situation via informational releases from the Federal Emergency Management Agency, the Centers for Disease Control and Prevention, local health departments, and other relevant sources.
- Leadership and Campus Police will continue scheduled reviews of Pandemic Preparedness Plan, Continuity of Operations Plan, and Emergency Operations Plan, and update as necessary.
- Continue scheduled training for Policy Group and Emergency Management Operations Group (EMOG).
- Campus Police will coordinate training and exercise of pandemic plan.

### **3.2 Pandemic Alert Period (USG Phase 1-2; WHO Phases 3-5):**

#### **Confirmed human outbreak overseas**

**College Status:** College will function normally. Pre-event assessment and planning.



- Leadership and Campus Police will continue to monitor the overseas situation via informational releases from the Federal Emergency Management Agency, the Centers for Disease Control and Prevention, local health departments, and other relevant sources.
- Leadership and Campus Police will review the PPCC Pandemic Preparedness Plan, PPCC Continuity of Operations Plan, and PPCC Emergency Operations Plan, and update as necessary.
- Policy Group and Emergency Management Operations Group (EMOG) will convene for situational briefing, training, and to begin planning for possible suspension of classes on campus and/or campus closure(s).
- Division and department heads will:
  - Identify essential functions.
  - Identify and inform essential/key personnel.
  - Review contractors, suppliers, vendors, and other businesses that support essential functions, and implement standing agreements for back-up as necessary.
  - Review and update Delegations of Authority.
  - Ensure readiness of staff telework and alternate work schedule arrangements.
  - Review and test communications mechanisms and procedures for notifying staff, faculty, students, and external stakeholders of changes in operations, work or academic schedules, etc.
  - Update routine and emergency contact information for all employees, email distribution lists, and calling trees.
  - Academic divisions will develop plans for “traditional” courses to move online/be aggregated with online sections, as well as course completion options for students.
  - Test, review, and update vital records, databases, and systems, particularly those that will need to be accessed electronically from a remote location.
  - Ensure pandemic planning measures are discussed with on-site contract workers and student work studies.
  - Urge ill staff, faculty, and students to stay home or go home.
  - Encourage all employees to review the PPCC Pandemic Preparedness Plan, PPCC Continuity of Operations Plan, and PPCC Emergency Operations Plan.



- Coordinate purchase of hand sanitizer and sanitizing wipes or sprays for workspaces and classrooms.
- Campus Police will coordinate with Marketing to:
  - Update PPCC website with latest pandemic information.
  - Encourage staff, faculty, and students to wash hands often through messages distributed via email, social media, and posters in restrooms.
  - Encourage staff, faculty, and students to use sanitizing wipes or sprays to frequently disinfect keyboards and phones.
  - Educate staff, faculty, and students on symptom recognition.
- Human Resource Services will review procedures and protocols as they apply to a pandemic situation, to include but not limited to:
  - Workplace flexibility, including telework
  - Payroll and absence policies
  - Hiring and termination policies
  - Employees who fall ill, or are suspected of being ill, while at work
  - Returning previously ill, non-infectious employees to work
  - Replacement of employees who are unable to return to work
  - Psychological and social needs of employees
  - Assist with prescription plans and disability and life insurance claims
- Assess extra supply needs for Campus Police, Facilities and Operations, and essential personnel.

### **3.3 Pandemic Period (USG Phases 3-5; WHO Phase 6):**

#### **Widespread human outbreak overseas and in North America**

**College Status:** College will function normally until the point that campuses must close due to insufficient personnel or mandate from public health officials.

Depending on the severity and duration of the pandemic, its effects on personnel, mandates from federal, state, and local agencies, and/or direction from the Colorado Community College System, one or more of the following actions could occur during a pandemic crisis:

- Some or all classes moved online.
- Temporary or full suspension of classes.
- Cancellation of some or all classes.
- Partial closure of campuses with limited classes and activities.



- Closure of campuses to students and non-essential personnel.
- Limited operations using essential personnel only.
- Full closure of all campuses.

**Actions:**

- Leadership and Campus Police will continue to monitor the overseas situation via informational releases from the Federal Emergency Management Agency, the Centers for Disease Control and Prevention, local health departments, and other relevant sources.
- Policy Group and Emergency Management Operations Group (EMOG) will convene for situational updates, planning, and execution of appropriate COOP actions as the situation changes.
- Implement infection control measures to prevent or minimize disease exposure on campuses.
- Implement alternative work arrangements (e.g., job sharing, flexible work schedules, telework) as directed by CCCS, the PPCC President, Policy Group, and/or EMOG, or as determined by absenteeism rates.
- Each division or department will report the status of its employees for the purpose of monitoring workforce levels.
- Campus Police, in conjunction with PPCC Leadership, will coordinate with Marketing to post updates and announcements to the PPCC website, issue emergency notifications as appropriate to the College community, and send press releases to local media.
- Prepare for EAP and SCRC counseling for fear, grief, and financial impact.
- Assess extra supply needs for Campus Police, Facilities, and other essential personnel and order necessary supplies and protective equipment.
- Academic divisions will develop plans for “traditional” courses to move online/be aggregated with online sections, as well as course completion options for students.
- Departments and divisions will review VPN access with ITSS and develop work from home strategies for employees in the event of a full campus closure.
- Communicate preparatory actions in staff meetings.
- Develop academic policy responses given likely disruption schedule.
- Implement plan to update security for home computers.
- Ensure call center is equipped with appropriate answers and information.
- Implement mandatory sick leave procedures for those who are symptomatic and/or



infected to decrease possibility of transmission to others.

- Have designated staff cross-trained so that human resource needs are covered during absences to include shifting of process ownership if necessary.
- Increase electronic interaction for all departments and divisions (email, telephone, etc.).
- Implement mandatory sick leave for persons who are symptomatic or ill to minimize spread of the virus.

### **3.4 Recovery and Preparation for Subsequent Waves (USG Phase 6):**

**College Status:** If closed, Campuses reopen and classes resume. Return to normal operations as soon as is practical.

- Policy Group and Emergency Management Operations Group will coordinate reopening of campuses at the direction of PPCC Leadership.
- Departments and divisions will prepare for re-opening.
- Campus Police and Leadership will coordinate with Marketing on messaging for campus re-opening, resumption of classes, and availability of counseling resources for students, staff, and faculty.
- Division and Department heads will address staffing issues.
- Facilities and Operations will assess and restore utilities as necessary, restart appropriate electronic equipment in all buildings, and assess and repair any damage to property.
- Campus Police will coordinate an After Action Review of the pandemic response process and coordinate changes to the PPCC Pandemic Preparedness Plan as necessary.

### **3.5 Infection Control Measures**

One of the best ways to combat the spread of any contagious disease is by employing diligent infection control measures to prevent or minimize exposure to the disease during all pandemic phases. Such measures should include, but are not limited to:

- Encourage influenza vaccinations for students, staff, and faculty prior to/during each flu season.
- Educate the College community on preventing the spread of the virus, recognizing symptoms, and staying home when ill via email, signage, newsletters, and social



media.

- Encourage frequent hand washing to students, staff, and faculty via email, signage, newsletters, and social media.
- Post signs in bathrooms reminding students, staff and faculty to wash their hands.
- Promote usage and locations of hand sanitizer and sanitizing wipes or sprays for work spaces and classrooms.
- Provide anti-bacterial hand sanitizer to all personnel who interact with the public or outside personnel and encourage frequent use.
- Distribute awareness and prevention information to the College community via email, signage, newsletters, and social media and emphasize the importance of sanitary practices to prevent the spread of viruses.
- Ensure all soap dispensers are filled with antibacterial soap.
- Ensure all personnel have access to anti-bacterial hand sanitizer.
- Identify work schedules to be used during limited staffing due to illness or select campus closures.
- Purchase protective gloves (latex or hypo-allergenic) for employees who request them.
- Use anti-bacterial wipes on frequently touched surfaces.
- Encourage employees to use doors with automatic openers and have them use their elbow rather than hand to activate.
- Adopt protective measures (masks, disinfectant, etc.) as recommended by public health officials.
- Discontinue off-site meetings and outreach activities (utilize distance technologies where available).
- Consolidate operations at fewer campuses, depending on availability of staff and public health guidelines.
- Explore options for work at home solutions with remote access.
- Limit meetings to avoid cross-contamination by potentially infected employees.
- Limit or reduce travel to other campuses to reduce risk of exposure.
- Postpone or cancel non-essential meetings, gatherings, and activities.
- Destroy all inter-campus envelopes; do not allow envelopes to be re-used.



## **Section 4: Division and Department Planning**

### **4.1 INTRODUCTION**

Pikes Peak Community College provides general guidelines for pandemic planning and response. However, it is up to each division and department to determine how it will continue to provide essential services during each phase of a pandemic.

### **4.2 PANDEMIC PLANNING TEMPLATE**

Appendix A of this document provides a template for pandemic planning to be implemented by the heads of each PPCC division, department, and/or work section.

The head of each PPCC division, department, or work section is responsible for completing this template, or assigning completion to a responsible person within the organization. Department, division, and work section heads are also responsible for keeping this document current and ensuring it is reviewed at least annually.

PPCC divisions, departments, and work sections are encouraged to maintain both hard copy and electronic versions of this plan, and will provide electronic copies of completed and/or updated pandemic plans to the PPCC Campus Police.

Planning considerations:

- General guidelines that apply to the entire College are provided in Section 3 of this plan. Therefore, it is not necessary to duplicate that information in individual plans.
- Some division/department/work section plans may necessarily be more extensive than others based on essential functions and/or the complexity of the particular operation.
- Division, department, and work section pandemic plans should be functional and effective for the specific organization.

### **4.3 ESSENTIAL PERSONNEL**

Appendix B explains in detail the definitions of essential personnel. As part of the pandemic planning process, heads of divisions, departments, and/or work units will need to determine the essential personnel for their areas.





## Appendix A: Pandemic Planning Template

The Pandemic Planning Template is designed for use by PPCC divisions, departments, and work sections in developing plans for maintaining critical functions during a pandemic situation. This template provides a standardized format that integrates with other PPCC plans while allowing a degree of flexibility to suit each organization's needs.

The following assumptions shall be used when developing pandemic plans specific to PPCC divisions, departments, and work sections:

- Employee absenteeism at 30 percent or more due to illness or caring for sick family members.
- Alternate work arrangements may be enacted during different pandemic phases, to include:
  - Normal staffing and operations.
  - Reduced operations due to limited staffing.
  - Essential personnel only.
  - Full closure.

### A.1. DEPARTMENT/DIVISION/WORK SECTION GENERAL INFORMATION:

Provide information for the department, division, or work section as appropriate.

<b>Department/Division/Section Name</b>	
<b>Office Location (Building &amp; Room)</b>	
<b>Main Phone Number</b>	
<b>Additional Office Location (Bldg. &amp; Rm.)</b>	
<b>Phone Number</b>	
<b>Additional Office Location (Bldg. &amp; Rm.)</b>	
<b>Phone Number</b>	
<b>Additional Office Location (Bldg. &amp; Rm.)</b>	
<b>Phone Number</b>	



## A.2 LEADERSHIP SUCCESSION

In any emergency situation, it is important for employees to know who is in charge, and who can make decisions in the absence of assigned leadership.

### A.2.1 DEPARTMENT/DIVISION/SECTION LINES OF SUCCESSION:

List the people who can make operational decisions if the primary and/or alternate head(s) of the department, division, or section is/are absent.

Department/Division/Section Head			
Name:		Title:	
Email:	Office Phone:		Cell Phone:
First Successor			
Name:		Title:	
Email:	Office Phone:		Cell Phone:
Second Successor			
Name:		Title:	
Email:	Office Phone:		Cell Phone:
Third Successor			
Name:		Title:	
Email:	Office Phone:		Cell Phone:



### A.2.2 DEPARTMENT/DIVISION/SECTION LEADERSHIP:

Provide contact information for primary and secondary leaders of departments, divisions, or work sections.

Responsible College Officer		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Department/Division Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Deputy Department/Division Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Deputy Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Deputy Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Deputy Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:



### A.3 MISSION ESSENTIAL/CRITICAL FUNCTIONS

Identify the primary functions of the department, division, or work section and list them below.

Indicate whether each function is mission essential/critical to the College's operations, or a routine function that can be temporarily suspended.

Identify those functions that can be accomplished via VPN or telecommuting.

	Primary Functions of the Department	Mission Essential	VPN/ Telecomm.	Routine
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				



#### **A.4 MISSION ESSENTIAL/CRITICAL FUNCTION PERSONNEL**

For each mission essential/critical function identified in Section B.1., list the employee responsible for that function as well as at least one alternate/backup employee who is cross-trained in the function and can continue that function in the absence of the person with primary responsibility.

<b>Function</b>	<b>Primary Employee (Name)</b>	<b>Secondary Employee (Name)</b>	<b>Special Comments</b>



## A.5 EMERGENCY NOTIFICATION

### A.5.1 EMERGENCY NOTIFICATION PROCESS

PPCC will provide updates regarding the College's status (e.g. full or limited operations, campus closure, etc.) via:

- The PPCC Emergency Notification System. Emails will be sent to all students, staff, and faculty. Text messages will be sent to those who are registered to receive them.
- The PPCC.edu website.
- Local media outlets as appropriate.

### A.5.2 DEPARTMENT/DIVISION/SECTION CALL TREE

Department, division, and section heads are responsible for keeping employees apprised of changes to regular or alternate work schedules due to a pandemic situation.

List all of the people in the department, division, or section and methods of contacting them in case of an emergency. Keep this up to date. Each employee should have a copy of this list at work and at home.

Call Tree Caller				
<i>The first available caller will make personal contact with all other employees on the list, including the alternate callers.</i>				
	Email	Office Phone	Home Phone	Cell Phone
Primary Caller:				
1st Alternate:				
2nd Alternate:				
3rd Alternate:				



Call Tree: Department Employees				
Name	Email	Office Phone	Home Phone	Cell Phone



### A.5.3 NOTIFICATION OF OUTSIDE VENDORS AND SERVICE PROVIDERS

Department, division, and section heads are responsible for identifying the vendors, suppliers, and service providers that must be notified in the event the College adopts a modified schedule, reduces staffing to essential personnel only, or closes as a result of a pandemic situation.

Department, division, and section heads should also identify PPCC personnel responsible for notifying these outside organizations.

Vendor, Supplier, or Service Provider Name	Vendor/Supplier Point of Contact	Vendor/Supplier POC Phone #	Responsible PPCC Employee





#### A.5.4 CONTACT LOG

Use this log to document contacts with PPCC personnel and outside resources.

Contact Log				
Name	Reason for call (notification, work schedule, etc.)	Method of contact (phone #, email)	Date/Time Contacted	Date/Time Called Back



## **Appendix B: Essential Personnel Definitions**

### **Infrastructure:**

Individuals who keep primary, critical operations running and assure that the rest of the College has an infrastructure to which to return. During a pandemic period where one or more campuses are closed, these individuals will be expected to work their regular eight-hour day (and possibly longer, as necessary) from an available open campus or home. This includes:

- Campus Police
- Facilities
- Information Technologies

### **Operations:**

Individuals who keep secondary, critical operations running. During a pandemic period where one or more campuses are closed, these individuals will be expected to work their regular eight-hour day (and possibly longer, as necessary) from an available open campus or home. This includes:

- Finance
- Human Resources
- Student Affairs

### **Management:**

Individuals holding a position of dean/department head and above. During a pandemic period when the campus is closed, these individuals will not necessarily be expected to work their regular eight-hour day but will be expected to be available for calls and advising as necessary. This includes:

- President
- Vice Presidents
- Executive Directors/Directors
- Deans/Associate Deans
- Department Chairs



## Annex D: Patient Tracking Protocols

The PPCC Risk Management Officer will serve as the Patient Tracking Officer for incidents resulting in multiple injuries or fatalities. The Patient Tracking Officer will work closely with responding Emergency Medical Services personnel to document the identities of injured or deceased students and faculty, as well as the locations to where injured persons are being transported.

This position reports directly to the Medical Division Leader, or the Incident Commander in the absence of an established Medical Division. This position will be the point-of-contact for patient-tracking related concerns.

The Patient Tracking Officer will use the form shown on the following page to assist with documenting casualties.

### Responsibilities:

1. Stage at patient triage areas with a notepad, pen, cell phone, and two-way radio if possible.
2. Work with first responders to **collect/provide/track** information on who is being treated and transported.
3. Document destinations for victims being transported.
4. Transmit confidential information regarding patients and victims must be transmitted over a cell or landline phone, or by runner between the triage and incident command area.
5. Do NOT provide confidential patient information (e.g. identifying personal information, name, DOB, address, and/or specific information on nature of injuries) over two-way radio transmission or other communications that may be accessed by the public.



## Pikes Peak Community College Patient Tracking ✱ Mass Casualty Incident Form ✱

Date: \_\_\_\_\_

<b>Incident Location</b>	
--------------------------	--

<b>Notes:</b>						
<b>Patient Name</b>	<b>DOB (if known)</b>	<b>Primary Injuries</b>	<b>Hospital</b>	<b>EMS Agency</b>	<b>Departure Time</b>	<b>Adult Y/N</b>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



## Annex E: Reunification Protocols

### Purpose

The purpose of this Reunification Plan is to establish a procedure and set of options for large-scale emergencies that can be used to reunite students and faculty with family.

PPCC has two Child Development Centers located at the Centennial and Rampart Range campuses, as well as high school programs and dual enrolled learners. These programs make it necessary to provide reunification for minors to custodial parents.

Reunification can occur on or off campus, and both options must be considered as part of any emergency plan.

### Definitions

**Reunification:** Procedure implemented for the reunification of students and faculty with friends and family if a campus is evacuated or closed as a result of a major event or large-scale emergency. This process may occur on-site or off-site depending on the threat or direction from first responders.

**Reunification Site Manager:** Person responsible for implementing and managing the process at the designated site location.

**Reunification Location:** The reunification location may be on campus property or at a designated off-site location. Appropriate off site locations include, but are not limited to: local recreation centers, high schools, churches, or other facilities that are out of the elements. PPCC has three separate campuses that may be used as reunification locations. The location will be designated at the time of the incident.

### Procedures

In an emergency, PPCC will establish a safe area as the reunification site. This area will be away from both the damage and/or crime scene. In a typical release the following steps will be followed:



1. The College will implement its emergency notification procedure to alert students, staff, and faculty of the emergency.
2. Students, staff, and faculty will be notified of the location they will evacuate to.
3. Procedures to notify parents of minor children on campus are established in the Child Development Centers emergency plan.
4. Because of the traumatic nature of emergencies, reunification sites are often the location that emotional issues are first manifested. Through PPCC's Incident Command System, victim advocates and or crisis mental health counselors will be requested to deploy to the reunification site to support students, staff, and faculty.

Additionally:

1. Students, staff, and faculty emergency contact information should be updated each semester.
2. Faculty responsibilities will be to:
  - Remain calm.
  - If possible, keep students together.
  - Take attendance and account for students. Identify students that are missing as well as students that may not have attended class.

### **Supplemental Considerations**

1. Shortly after the incident, the media will have a presence near the affected campus(es). The PIO will work with Incident Command and deal with the media in conjunction with law enforcement or fire departments. Media should not be allowed on campus or at the reunification site.
2. Translators may need to be available at various checkpoints.



3. Ensure that students and faculty with special needs are assisted. Request help if needed.
4. Students, staff, and faculty may be emotional when arriving at the Reunification Site. Have counseling available to deal with issues that exceed your area of expertise.
5. Other resources to utilize if necessary: Red Cross, victim advocates, administrative staff, and/or local emergency management personnel.