



# EMERGENCY OPERATIONS PLAN

This document was prepared by members of the PCC College Emergency Management Team



AUGUST 2021

## Letter from President Erjavec

Pueblo Community College is committed to protecting the welfare of its community members as well as its intellectual property and facilities. The PCC Emergency Operations Plan (EOP) is the official plan designated to address specific hazards and circumstances that constitute an emergency for the PCC 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.

Pueblo 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 guide our emergency response teams in the event of an emergency of any type. Although events are unpredictable, this EOP allows for immediate response procedures thereby minimizing danger to lives and property. Our faculty, staff and students should familiarize themselves with the college's Emergency Response Guide located in each office and classroom on campus to assist in the understanding on what and how our community should respond to specific emergencies.



Patty Erjavec, PhD  
President  
Pueblo Community College

## **Acknowledgement**

Pueblo Community College acknowledges the contributions of Pikes Peak Community College (PPCC) in the development of this Emergency Operations Plan. Many elements of this plan are modeled after or taken from the Pikes Peak Community College Emergency Operations Plan, March 2013. Without the assistance of PPCC and their Emergency Operations Plan, the PCC plan would not be as comprehensive or developed as it is now. Thank you, Pikes Peak Community College.

## Record of Changes and Reviews

The Pueblo Community College Emergency Operations Plan, including appendices and annexes, will be reviewed and approved by the PCC Cabinet 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	August 2016	Dan Gallegos	CEMT reviewed the EOP and made necessary changes to update the document. Changed the name of the Director of PCC Police Department to William Brown.
2	August 2016	Dan Gallegos	Updated the Chemical Hygiene Plan – Academic.
3	March 2017	Dan Gallegos	CEMT reviewed the EOP and updated information, changed ACTION TEAM to POLICY GROUP, CERT to EMOG, and updated names and contact information.
4	March 2018	Dan Gallegos	Document was reviewed and no changes made at this time. The document is accurate and complete.
5	January 2019	Dan Gallegos	Reviewed and updated the document to reflect current staff changes and new information.
6	Sept 2019- March 2020	Dan Gallegos	Dan Gallegos, Chief Brown, and Alan Ziff have updated the document to reflect changes.
7	January 2021	Sterling Jenkins	Reviewed EOP with CCCS Director of Emergency Management, Greg Busch, Chief Brown, Officer J. Renner, and Officer S. Jenkins
8	February 2021 to May 2021	Sterling Jenkins	Chief Brown, Officer J. Renner and Officer S. Jenkins reviewed and updated document to reflect current staff changes and new information; changed the Emergency Coordination Team (EMOG) to Emergency Coordination Team (ECT); updated names and contact information.
9	June to July 2021	Sterling Jenkins	Officer J. Renner, Lindsey Jaquez, and Officer S. Jenkins reviewed and edited Appendix H - Chemical Hygiene Plan. Jenkins Replaced SCCC language with PCC Southwest Campuses/Sites and removed Appendix F as it is a COOP. COOP plans are separate from this document. Officers J. Renner and S. Jenkins edited campus maps and added them to document.
10	March 2022	W Brown	Update ICS training chart

## Approval and Implementation

The Pueblo Community College Emergency Operations Plan is written and maintained under the authority of the College President

This plan supersedes all previous emergency plans and shall be in full effect as of the date that it was signed by the College President.

This Emergency Operations Plan has been reviewed and approved by:



William Brown  
Chief of Police Department

2/23/22

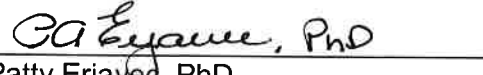
Date



Robert Gonzales  
Vice President of Admin & Finance

2/23/22

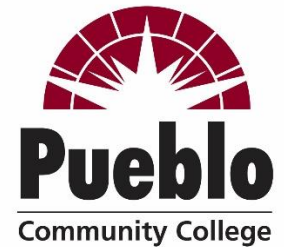
Date



Patty Erjaved, PhD  
College President

2/23/22

Date



## **Record of Distribution**

The Pueblo Community College Emergency Operations Plan (EOP) will be distributed as a hard copy to each member of the PCC Cabinet and to each member of the PCC Policy Group and Emergency Coordination Team - ECT.

Electronic or hard copies will also be made available to the PCC Police Department personnel.

Copies of this plan will be made available to the following PCC external partners:

- Colorado Community College System Emergency Management Director,
- Pueblo Fire Department
- Pueblo Office of Emergency Management
- Pueblo Police Department
- Pueblo County Sheriff's Office
- Cañon City Police Department
- Fremont County Sheriff's Office
- Fremont County Emergency Services
- Cañon City Fire District
- Durango Police Department
- Montezuma County Sheriff's Department
- Cañon City Fire Department
- Durango Fire Department
- Bayfield Marshals Office
- Bayfield Fire Department

The public version of this document may be viewed by any member of the college community at <http://www.pueblocc.edu/Public-Safety/>. Only college staff and faculty with a valid need-to-know basis may be issued credentials to view the secure version of the EOP.

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## **Section 1: Overview**

### **1.1 INTRODUCTION**

Pueblo Community College (PCC) 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, Pueblo 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, and/or disrupt College operations.

The PCC Emergency Operations Plan is designed to provide guidance for response to, and management of, minor emergencies, major emergencies, and disasters. PCC defines an emergency as any unplanned event that may cause injuries to members of the PCC 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 the 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 an emergency or 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. As with any emergency plan, there will always be unknown, unexpected, and unpredicted challenges. This plan is designed to provide a systematic approach, best practices, and guidance during an emergency event.

### **1.2 PURPOSE**

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

The PCC 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 PCC EOP provides guidance for the five (5) phases of emergency management and applies to all hazards that could potentially occur on any property owned or operated by Pueblo Community College.

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 PCC students, faculty, and staff is also a College emergency.

## 1.4 EMERGENCY MANAGEMENT PHASES

The PCC EOP addresses activities that take place during all five (5) phases of emergency management:

- Prevention
- Mitigation
- Preparedness
- Response
- 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 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 the 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, and 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 and anywhere and it can take many forms such as: blizzard, tornado, flood, epidemic, fire, hazardous material spill, an act of nature, or an act of terrorism. It can build over a number of days or weeks, or it can occur suddenly without warning.

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

Hazards generally fall into three (3) categories:

- **Natural Hazards:** Natural threats such as severe weather, fire, flood, earthquake, or epidemic.
- **Technological Hazards:** Technological or industrial accidents such as cyber security issues, radiological or hazardous materials release, or power failures.
- **Human-caused Hazards:** Deliberate, intentional human actions to threaten or harm others including criminal or terrorist acts, school violence, or bombings.

## 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, faculty, staff, and visitors at all campus and site locations is 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 PCC campuses and sites.
- + PCC 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 Pueblo 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 PCC campuses and sites will likely affect 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

PCC Police Department personnel will immediately respond to an emergency incident occurring on the Pueblo and Fremont campuses and will request additional external and internal resources as necessary to address the situation. PCC personnel at the Pueblo Community College Southwest Campus Mancos, and the Bayfield and Durango sites will respond to an emergency incident on these sites and will request additional external and internal resources as necessary to address the situation. The PCC Police Department or PCC Southwest campus/sites staff, in conjunction with the PCC Communications Department, will issue alerts and instructions as the situation warrants.

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

## **1.8 CAMPUS STATE OF EMERGENCY**

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

The authority to declare a Campus State of Emergency rests with the College President or designated representative. If a Campus State of Emergency is declared, the College may restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have 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 Plan-COOP**

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

Each responsible, director, and/or department head should maintain and have available an emergency list of employee names and contact information. 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, and other pertinent information that should be considered in an emergency situation that may warrant a short, or long-term disruption of college business.

Continuity of Operations plans shall be kept on file with each academic director, and PCC Police Department. All PCC academic directors will ensure that their respective COOPs are reviewed annually to determine if the plans remain accurate and viable. If updates or changes to a department's COOP are required, that department's director will work with department chairs and supervisors to make appropriate changes to their respective plans. Once the COOPs are reviewed and updated annually, the plans will be submitted to the PCC Police Department.

## **1.10 EMPLOYEE RESPONSIBILITY**

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

In accordance with State guidelines, all PCC 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, Obstructing a peace officer, firefighter, emergency medical services provider, rescue specialist, or volunteer, as well as individual agency policies and may be subject to disciplinary actions.

PCC 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. The measures outlined in this EOP, together with common sense and best practices, 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, it is still the responsibility of all individuals (including those with access and functional needs) are ultimately responsible for their own safety.

## **1.11 PLAN DEVELOPMENT AND MAINTENANCE**

The Pueblo Community College Emergency Operations Plan will be reviewed for accuracy and completeness at least once per calendar year by the Policy Group, and the Chief of Police or 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, policies, and formal agreements relevant to emergencies.

## **Section 2: Organization and Assignment of Responsibilities**

### **2.1 ORGANIZATION FOR PLANNING**

The Chief of Police or designee will coordinate college-level emergency preparedness plans, drills and safety communication exercises, and assist with the development of Continuity of Operations Plans-COOP with the Policy Group, and academic deans and directors.

Department heads, Directors and Deans will work with department chairs and supervisors to oversee preparation of emergency preparedness and Continuity of Operations Plans for their divisions. They may also call on their employees to serve as liaisons to college Emergency Coordination Team.

### **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, which 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 Emergency Coordination Team (ECT) should activate and determine whether the Emergency Coordination Center (ECC) should be staffed partially or fully. In certain emergency situations, the College President or designee may have to utilize off-site or remote electronic tools or platforms such as WebEx to communicate with key college stakeholders for important meeting and briefings. PCC Incident Command will be activated to handle internal PCC 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. PCC will provide support as requested and able. Policy Group and Emergency Coordination Team (ECT) will activate, along with the Emergency Coordination Center (ECC) at full staffing. PCC 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, Pueblo Community College utilizes a tiered structure involving a Policy Group and an Emergency Coordination Team.

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 Coordination Team (ECT) is a group of senior staff members that supports PCC students, staff, and faculty, and College operations during and after an emergency incident.

The Emergency Coordination Center (ECC) may be activated at any time the Policy Group or Emergency Coordination Team is activated.

## **2.3 POLICY GROUP**

Under the direction of the College President or designated representative, 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:

- College President
- Vice President of Admin & Finance
- Vice President of Student Success
- Director of Marketing and Communications
- Vice President of Human Resources/Title IX Coordinator
- Vice President of Academic and Support

The President is the senior executive official for the campus. In the absence of the President, the Vice President of Admin & Finance will assume these responsibilities.

### 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 Coordination Team.
- Approves action of the Emergency Coordination Team as needed.
- Works with the Public Information Officer (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 of Admin & Finance. When activated, the Policy Group will convene in CA210 or another location as dictated by the nature and location of the incident, or may utilize remote online tools such as WebEx for communicating.

### 2.3.3 Policy Group Responsibilities

Member	Role
President	<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>
Vice President of Admin & Finance	<ul style="list-style-type: none"> <li>• Acts as primary alternate in President's absence</li> <li>• Provides policy guidance</li> <li>• Coordinates financial matters as needed for continuity of operations</li> <li>• Acts as liaison with state Risk Management</li> </ul>
Vice President of Student Success	<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>
Vice President of Human Resources	<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 ECT</li> <li>• Represents the College to persons questioning or contemplating legal recourse regarding the College's emergency response activities</li> </ul>
Vice President of Academic Support	<ul style="list-style-type: none"> <li>• Works with Incident Command, and College President to assess disaster effects on academic areas</li> <li>• Responsible for decisions concerning the cancellation, rescheduling, or relocation of classes, tests, and other programs interrupted by an incident</li> <li>• Liaison with instructional deans and faculty</li> </ul>
Director of Marketing and Communications	<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 PCC Incident Command to develop the College's messages</li> <li>• Establishes contact with incident PIO or Joint Information Center to coordinate messages</li> </ul>

## 2.4 EMERGENCY COORDINATION TEAM (ECT)

The Emergency Coordination Team (ECT) is drawn from departments or divisions involved in managing emergencies or supporting emergency management.

Members of this group are:

- + Vice President of Student Success
- + PCC Chief of Police
- + Member of Marketing & Communications department
- + Academic and Executive Deans
- + Director of Purchasing
- + Director of Facility Services
- + Representative from Human Resources
- + Executive Assistant to the President
- + Dean of Students
- + Director of the PCC Health Clinic
- + Director of Technology Services
- + Administration and Finance Representative
- + Member of Marketing & Communications Department

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

The Vice President of Student Success will act as chair of the ECT. The ECT may meet to discuss plans and readiness once per year, and it will convene as necessary for incidents, emergencies, or disasters.

#### 2.4.1 ECT Activation

The ECT is activated by a member of the group after consultation with the Chief of Police 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 an on-duty member of the Campus Police Department or Exertive Dean or designee, may activate the ECT 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 ECT will convene at CA 210, or other location as dictated by the nature and location of the incident, or as determined by consensus of available ECT members.

#### 2.4.2 Overview of ECT Activities and Responsibilities

Member	Role
Vice President of Student Success	<ul style="list-style-type: none"> <li>• Directs all activities of the ECT</li> <li>• Serves as liaison between Policy Group and ECT</li> </ul>
PCC Police Chief	<ul style="list-style-type: none"> <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>
Member of communications	<ul style="list-style-type: none"> <li>• Responsible for information dissemination to College community, public sector, and media outlets</li> <li>• Assists with emergency notifications</li> </ul>
Director of Purchasing	<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>
Director of Facilities	<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>
Representative from Human Resources	<ul style="list-style-type: none"> <li>• Responsible for personnel accountability and legal matters</li> <li>• Assists with emergency notification.</li> </ul>
Executive Assistant to the President	<ul style="list-style-type: none"> <li>• Acts as liaison to the Policy Group</li> <li>• Serves as resource person</li> </ul>

	<ul style="list-style-type: none"> <li>• Documents activities and meetings</li> </ul>
Dean of Students	<ul style="list-style-type: none"> <li>• Liaison with Student Success services</li> <li>• Provides relevant information regarding existing students of concern from disciplinary and behavioral intervention team records</li> </ul>
Director of the PCC Health Clinic	<ul style="list-style-type: none"> <li>• Provide guidance and recommendations from a health-safety perspective</li> <li>• Liaison between college and community health professionals</li> </ul>
Director of Technology Services	<ul style="list-style-type: none"> <li>• Assists with emergency notification and equipment</li> <li>• Provides support for communications and data management</li> </ul>
Administration and Finance Representative	<ul style="list-style-type: none"> <li>• Coordinates financial matters as needed for continuity of operations</li> <li>• Works with HR director for allocation of employee reimbursement during emergencies.</li> </ul>

## 2.5 EMERGENCY COORDINATION CENTER (ECC)

Upon activation at Emergency Level 2 or Level 3, the PCC 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, communication, direction, and control of emergency preparedness, response, and recovery activities for the campus, and is the location to which the Policy Group and ECT 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 CA 010 with an alternative of CA 210 at the Pueblo Campus.

In the event the campus is in a secured and/or access limited role, the ECC members may be directed to report to an alternate location, or to a remote online platform of communication.

### 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 Coordination Team (ECT), as well as the President of PCC, is authorized to activate the ECC. If the President is unavailable, the responsibility will fall to the Vice President of Admin & Finance.

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

### 2.5.2 Notifications

In an emergency, the individual activating the ECC will contact the Director of Marketing and Communications or designee, who will begin the notification of the Emergency Coordination Team

A brief message describing the event will be provided for inclusion in the ECT 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, she or he should contact the Office of Marketing and Communications at 719.549.3226.

### **2.5.3 ECC Set-Up**

Upon notification of ECC activation, the first ECT member arriving at the ECC will initiate setup. General setup responsibilities and considerations should include:

- + Ensure that the ECC is accessible
- + Post entry/exit log at ECC entrance and ensure staff sign in as they arrive
- + Post communication 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 ECT staff or PCC Campus Police when necessary. Prior to being allowed access, additional staff must be granted authorization from the Policy Group or ECT member.. 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 may be provided by message forms provided for messages received and sent by 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 College President or designated representative will determine when to deactivate the ECC and transition to normal college and business operations. The process of demobilizing may include demobilizing all staff, documenting the incident in preparation for requests for city/state/federal disaster funds, and documenting the incident in preparation for the After-Action Report and updates to College plans and procedures. To accomplish this the following needs to be done:

- The College President or designated representative 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 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 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
- 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 or utilize remote online tools for communication. 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 Downtown Studio. If this location is damaged or unsafe, a determination will be made by the ECC Chair 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 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, PCC Campus Police utilizes the 800MHz radio system and is in contact with the Pueblo County Sheriff's Office dispatch at all times. If the incident is in the city of Pueblo, 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 matters 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 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 following chart shows suggested training by position.

	IS-100 or IS- 100HE	IS-200	IS-700	IS-800	G-290
President	X	X	X	X	
Vice President of Admin & Finance	X	X	X	X	
Director of Facility Services	X	X	X	X	
Chief of Police	X	X	X	X	
Vice President of Human Resources	X	X	X	X	
Director of IT	X	X	X	X	
Vice President of Academic Support	X	X	X	X	
Director of Communications	X	X	X	X	X
Vice President of Student Success	X	X	X	X	
Academic Deans	X	X	X	X	
Dean of Fremont Campus	X	X	X	X	
Executive Dean of PCC Southwest Campus/sites	X	X	X	X	
Campus Police Officers	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 emergency situation, the College President will apply all authority as given by CCCS office to preserve life safety and college operations. In the event the College President is not available during an emergency event or crisis, authority to take all necessary and appropriate actions to 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 PCC Police Department is able to contact:



1. Vice President of Admin & Finance
2. Vice President of Human Resources/Title XI Coordinator
3. Vice President of Academic Support
4. Vice President of Student Success

For emergencies taking place on the Fremont Campus, the Executive Dean of the Fremont Campus or their designee is delegated such authority when the College President cannot be reached or is absent from the College. The Executive Dean of the Fremont Campus will notify the College President or designated representative to provide a brief of the incident and to coordinate further action and efforts.

For emergencies taking place on the Southwest Campus/Site, the Executive Dean of the Southwest Campus/Site or their designee is delegated such authority when the College President cannot be reached or is absent from the College. The Executive Dean of the Southwest Campus/Site Campus will notify the College President or designated representative to provide a brief of the incident and to coordinate further action and efforts.

### **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 non-governmental 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.

Pueblo Community College has adopted NIMS as its system for preparing for and responding to disaster incidents. The PCC Emergency Operating Procedure 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 incident, 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 PCC**

Emergencies, disasters, and 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 areas to the PCC campuses and sites, the state of Colorado, and all Federal organizations. If an emergency, disaster, or large-scale event occurs at one of the PCC campuses or sites, College resources might be quickly depleted or inadequate for the type of incident (i.e., fire, hazardous spill, etc.). Local emergency agencies responding to assist will most likely implement ICS to control and manage ongoing operations.

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

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

Pueblo Community College maintains working relationships with local emergency response agencies. These working relationships allow for emergency response agencies to assist and provide resources during emergency situations.

PCC maintains working relationships with the following emergency response agencies:

- + Pueblo County Sheriff's Office
- + Pueblo City Police Department
- + Cañon City Police Department
- + Fremont County Sheriff's Office
- + Fremont County Emergency Services
- + Durango Police Department
- + Montezuma County Sheriff's Department
- + Bayfield Marshall

## **Section 4: Communications**

### **4.1 CAMPUS EMERGENCY NOTIFICATION**

Pueblo Community College uses various communication formats to relay information about emergency situations on or affecting its campuses. Campus emergency notifications are broadcasted at the discretion of the College President, the PCC Chief of Police or their designees.

#### **4.1.1 Zone Paging**

The PCC telephone system allows for messages to be sent to a specific campus or site. Telephones are located in office areas, classrooms, and reception areas.

#### **4.1.2 myPCC Alert**

Students, staff, and faculty are enrolled in myPCC Alert. myPCC Alert is a notification system PCC uses to send emergency messages to its entire community. Emergency notifications are sent to PCC email, and the phone number provided for voice and text (SMS). Additional phone numbers can be added by logging on to myPCC Alert.

The College does not charge for myPCC Alert; however, standard text messaging fees may apply to text messages received via this system. The user is responsible for payment of these costs.

myPCC Alert messages are broadcast at the direction of the College President, the Chief of the PCC Police Department, or any of their designees.

#### **4.1.3 Door-to-Door Notification**

If safe to do so, designated College personnel (such as PCC Police Department, Facilities, or Housekeeping staff) will go to specific rooms and/or floors of the affected campus to alert occupants to an emergency.

#### **4.1.4 Television Screens**

Television screens are strategically placed within buildings 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 Communications or her/his designee will update the messages to provide information about emergency situations.

### **4.2 PUBLIC INFORMATION OFFICER**

The PCC Director of Marketing and Communications has been designated as the PCC Public Information Officer (PIO), who will work with the Policy Group and the ECT to disseminate incident-related information to the PCC community and the general public.

The PCC PIO will work as part of the incident's Joint Information Center (JIC) to disseminate public information about any large-scale incident that affects PCC and its neighboring jurisdictions and requires multi-agency response. Establishment and use of 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 PCC is authorized to speak to the media on behalf of the College without approval from the College President or designated representative.

## **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 Pueblo Community College reporting process. It is used to document PCC's involvement in an incident or event to help identify lessons learned and corrective actions.

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

The information gathered in the AAR/IP is considered "For Official Use Only" and should be handled as sensitive information not to be disclosed. The AAR/IP will be disseminated only on a need-to-know basis. Reproduction of these documents, in whole or in part, without prior approval from the College President or the PCC Chief of Police or designee is prohibited.

## 5.2 PURPOSE OF AFTER-ACTION REPORT AND IMPROVEMENT PLAN

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 PCC'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/jurisdictions are involved in the emergency

## 5.3 PCC AFTER-ACTION REPORT AND IMPROVEMENT PLAN PROCESS

### 5.3.1 Responsibility for After-Action Report and Improvement Plan

- At the completion of the emergency period, the College President or designated representative will work with the Policy and ECT group to conduct an incident review and after-action discussion. This will be documented in an After-Action Report.

### 5.3.2 AAR/IP 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 PCC'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/IP Preparation

- Develop a detailed work plan that includes:
  - Scope of work
  - Work schedules
  - 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/IP
    - 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 AAR/IP in Figure 1 (at the end of this section), or another format as appropriate to the organization
  - Prepare AAR/IP drafts for review and approval, and distribute to participating agencies, advisory boards, political bodies, and other appropriate interested parties
- Prepare final AAR/IP and forward it to College President.

### **Sample After Action Report and Improvement Plan**

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 and 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: Conclusions**

Appendix A: Improvement Plan

Appendix B: Emergency Operations Checklist

[If an after-action report contains graphs, figures, or tables, these should be numbered and listed in the Table of Contents section (e.g., Figure 1, Table 1, etc.)]

## Section 6: Finance

### 6.1 FINANCE

Pueblo 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 Office of Emergency Management (COEM) and the state of Colorado Office of Risk Management (ORM), PCC's financial operations will follow direction and procedures as dictated by state fiscal rules, including the expenditure 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 Colorado 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 Pueblo Community College. The state may modify normal operations and redirect resources to assist and support PCC in protecting property and reestablishing essential services. Financial support for emergency operations shall be from funds appropriated by state resources as directed by the COEM and ORM. Once state resources are exhausted or determined high cost, the COEM may seek Federal help and recovery.

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

At a minimum, PCC, under the direction and instruction of COEM and ORM, shall ensure the responsible oversight and documentation for all costs and financial considerations of the emergency incident, including future repayments, payment of personnel costs, and cost recovery. Responsibility may include, but not be 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

Pueblo Community College is protected from liability by the Government 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 Government Immunity Act states that the public entities (including 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 \$60,000 for each occurrence.

## **Section 7: Logistics**

Pueblo Community College Facilities and Operations will act in the role of Logistics and help coordinate closing of college buildings and support 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 the 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.

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

### **8.1 CONTACT POLICE**

PCC students, staff, faculty, and visitors should call 911 to report an emergency such as a fire, medical emergency, act of violence, etc. Personnel may dial 911 directly from any campus phone without having to dial 9 for an outside line.

Pueblo Campus - Pueblo Community College PCC Police Department, Student Center, Room 152 at 719.549.3355, 911 or using one of eight Blue Emergency Phones, located throughout the Pueblo campus. The phones are directly connected to the Pueblo County Sheriff's Office's Communication Center who dispatches the PCC Police Officers.

Fremont Campus - Pueblo Community College Police Department (Room L104), at 719.296.6130 or 911

PCC Southwest Site/City of Durango – Durango Police Department, 990 E. 2nd Ave., Durango, CO 81301 at 970.385.2900 or 911

PCC Southwest Campus/City of Cortez - Montezuma County Sheriff's Office, 730 E Driscoll Street, Cortez, CO 81321 at 970.565.8452 or 911

PCC Southwest Site/City of Bayfield – Bayfield Marshal's Office, 1199 Bayfield Parkway, Bayfield, CO 81122 at 970.884.6053 or 911

- Other means to contact PCC Police Department:

#### **8.1.2 Panic Alarms**

Panic alarms have been installed in various locations on the Pueblo and Fremont campuses. When activated, these alarms notify the PCC Police Department.

## 8.2 REPORTING AN EMERGENCY

Report all life- threatening emergencies immediately by calling **911**.

Be prepared to provide the following information:

- Type of emergency (e.g., medical, fire, traffic accident, hazardous material spill, active shooter, tornado, or severe weather)
- Location of the emergency, including the campus, building, and room number
- Brief description of the situation, such as what happened, the scale of the emergency (how large the fire is, how massive the material spill is, etc.)
- In the event of a shooting or act of violence, the last known location and description of the perpetrator your name, phone number, and location

## 8.3 ANONYMOUS REPORTING

A witness of a crime who wishes to remain anonymous may call the following to report a crime anonymously. Please remember these are voice message system only and immediate action will not be taken.

- Pueblo Campus - Pueblo Crime Stoppers at 719.549.7867
- Fremont Campus - Fremont County Crime Stoppers at 719.275.7867
- PCC Southwest Site (Durango / Bayfield) and PCC Southwest Campus - Durango-La Plata Crime Stoppers at 970.247.1112
- Safe2Tell: 1.877.542.SAFE – All Sites and Campuses

## Section 9: General Emergency Procedures

### 9.1 EMERGENCY PROCEDURES GUIDE

Emergency Procedures Guide-Flipcharts are posted in various locations, such as offices and classrooms at all PCC sites and locations. The guide provides students and staff with specific action steps to assist them with response in emergency situations. The guide will be reviewed on an annual basis.





## STANDARD RESPONSE PROTOCOLS-SRP

A critical part of emergency preparedness is having a plan and a system in place to execute it. Pueblo Community College has adopted the "Standard Reponses Protocol" to assist students, staff and faculty in the event of an emergency. The protocol is based on four instructions:

- **Lockout** is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building. This signifies that a threat is outside of college buildings.
- **Lockdown** is followed by "Locks, Lights, and Out of Sight" and is the protocol used to secure individuals in rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self-protection.

The SRP is posted throughout PCC campuses and sites and available on the Staff and Student Portals, to include a SRP video (<http://www.pueblocc.edu/Public-Safety/#>).



# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Prepare to Evade or Defend

### STAFF

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Prepare to evade or defend



## LOCKOUT! SECURE THE PERIMETER.

### STUDENTS

Return inside  
Business as usual

### STAFF

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## EVACUATE! (To the announced location.)

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### STAFF

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! (For a hazard using a shelter strategy.)

### STUDENTS

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

### STAFF

Lead safety strategy  
Take attendance



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## 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 Procedures Guide.
- Review the Standard Response Protocols-SRP.
- Identify primary and secondary evacuation routes from classrooms, offices, work areas and buildings
- Know the locations of designated deep shelter areas on campus
- Know the location of fire extinguishers and Automated External Defibrillators (AEDs)
- Sign up for PCC emergency notifications and alerts by downloading myPCC Alert app located on the Portal

## 9.3 BUILDING EVACUATION

### 9.3.1 General Building Evacuation Procedures – Fire

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

- Treat drills 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 safe exit
- If no one is behind you, close doors as you leave
- Listen for and follow instructions given by first 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 in their classes at the time of evacuations. Supervisors must account for all employees in their work sections
- Move and remain at least 150 feet away from the building, preferably to the upwind side in cases of fire
- Wait to be contacted. Do not return to a building or move to another side of the building unless told to do so by emergency personnel

### **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 and/or employees upon reaching evacuation points
- Immediately report any missing students and/or employees to PCC Police or First Responders

### **9.3.3 Directed Building Evacuation – Non-fire Emergencies**

Directed Evacuation is used to get occupants out of buildings by routes designated 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 zone paging 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 evacuation strategies and sharing these with staff, faculty, and fellow students who can assist them with evacuations. People with service animals should practice evacuating so that their service animals become familiar with both primary and secondary 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 slower paces or rest frequently.

To evacuate people with mobility impairments:

- Assist and accompany to evacuation sites if possible
- Use a sturdy chair, or one with wheels, to move the person
- Help carry individuals to safety if possible
- If unable to assist a person with a mobility impairment, notify emergency responders

To evacuate people using wheelchairs:

- Consult the individual before moving her/him.
- Individuals at ground floor locations may be able to exit without assistance.

To assist people with visual impairments:

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

To alert people with hearing impairments:

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

To assist people with service animals:

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

### **9.3.5 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 of each campus building.

Appendix D of this 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 outside hazardous material spills. The nature of the incident will determine the extent of shelter-in-place actions.

In all incidents, be prepared to evacuate the building or relocate to another area within the building. Listen for instructions via zone paging or other announcement systems, and follow the direction of emergency personnel or college administrators.

### **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, in a restroom, or in a designated Shelter in Place area.

For incidents involving hazardous materials outside a 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 killer/shooter. In a lockdown situation, all exterior doors to a building are secured, and occupants are expected to remain inside.

- Take immediate action by getting out of sight quickly, or leaving the building if you have a safe and clear path to safety
- If remaining in classrooms, or offices, stay very quiet, with cell phones silenced. If in a common area, stay away from windows and doors
- If there are windows, position yourself so that you are not in the line of sight of a person looking through the window
- Lock doors and barricade them if possible
- Wait for further instructions and do not allow anyone to leave until law enforcement personnel give the “all clear” signal or message

Individuals who are outside of campus buildings during a lockdown should leave campus immediately.

## **9.6 REVERSE EVACUATION**

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

## **9.7 CAMPUS EVACUATION**

A campus evacuation is used to get students, staff, and faculty off a PCC campus or site due to a serious emergency at that location.

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

## **Section 10: Specific Emergency Procedures**

Appendix B contains checklists of the procedures for addressing specific emergency situations.

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## APPENDIX A

### Concurrent Enrollment Students

#### Purpose

The purpose of this plan is to outline the communication and coordination between the PCC and the school districts that are served throughout the state. Pueblo Community College does not have a specific reunification plan for concurrent enrolled students. Concurrent students will follow the same emergency procedures as traditional students.

In the event of an emergency incident that would warrant a school evacuation, shelter-in-place, or closure, the following departments and/or individuals will be responsible for communicating with school district officials.

- Vice President of Student Success or designee will provide the College President and the Policy Group with a detailed list of K12 school officials that will be contacted during an emergency incident.
- Dean of Business and Technology or designee will provide information and contacts for the Gateway to College Program. This information will be provided to the College President or designated representative and the PCC Policy Group.
- The Fremont Campus Dean or designee will provide communication with concurrent enrollment students that are served at the Fremont Campus.
- The PCC Southwest Campuses/Sites Executive Dean or designee will provide communication with concurrent enrollment students at the Mancos Campus, and Bayfield and Durango sites.
- The list of school officials for each campus location will be added to this plan and will be under review and revision on an annual basis.

**APPENDIX B**

**EMERGENCY OPERATIONS CHECKLIST  
Standard Operating Procedures**

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**SEVERE WEATHER**  
**SNOW, RAIN, HAIL, WIND**  
**Standard Operating Procedure Checklist**

**Severe Weather Preparations:**

After a warning or forecast, predict the time the storm will impact, or arrive at the college campus, site, or location.

- Review and evaluate safety of people on campus, and then secure and protect all buildings, equipment and vehicles.
- If rain is expected to cause flooding in any college buildings, then facility service personnel will evaluate the need to protect or divert water away from at-risk areas using temporary dirt berms, sandbags, or other means as necessary. These areas are especially vulnerable:
  - External areas near overhead doors.
  - Areas that have walkways or courtyards that lead to entrances/exits.
  - Areas that lead to stairways or landings.
- If heavy snow is predicted, check snow plow equipment for operability, attach plows, fuel equipment, and clear parking lots of abandoned vehicles or other obstacles.
  - Review and assign Facilities Services staff to support snow removal in lots and sidewalks  
Make sure warm clothing, flashlights, and communication devices are available and working.
- Check building and portable generators for fuel and operability.
- Evaluate if road conditions will allow safe travel.
- Evaluate if the timing of the storm will allow staff and students to safely reach their destination.
- Determine if the campus shall be evacuated, closed, or if the building occupants should prepare to secure in place.
- Notify College President or designee to discuss and review possible plans for delays and/or campus/college closures.
  - College President or designated representative will coordinate notifications with college PIO.



**SEVERE WEATHER**  
**TORNADO**  
**Standard Operating Procedure Checklist**

**TORNADO WATCH/TORNADO WARNING**

- PCC Police Department, Facility Services and/or campus administrator will notify College President of pending tornado situation, and a determination will be made what the next course of action will be.
- No further action.
- If the warning affects the surrounding area of a campus during normal campus hours, the PCC President or her designee will be notified immediately. The President may coordinate further action with the PCC Police Department, Facility Services, and the college PIO.
  - Alert and give instruction to building occupants.
  - Occupants shall move as close as practical to building interiors but shall stay away from windows and skylights.
  - Occupants shall crouch on the floor and cover head with arms.
  - Building contacts should pull out emergency kits to provide quick access to flashlights, batteries, first aid kits
- Facilities Services may secure and protect all buildings, equipment and vehicles.
- Facilities Services shall turn off gas, water, and electrical power to affected areas, if necessary and safe to do so.
- Check building and portable generators for fuel and operability.
- No one should attempt to leave the campus by vehicle or on foot.

**SEVERE WEATHER**  
**FLOOD**  
**Standard Operating Procedure Checklist**

Severe weather is typically preceded by forecasts and warnings. The checklist addresses planning for weather or events that could result in flooding.

**FLOOD PREPARATIONS**

- If the flooding is to be the result of weather, predict the time the storm will impact the affected campus site or location. Contact the College President or designated representative and brief them about the situation.
- If the flooding is the potential result of another event such as a water main break or breach of a dam or ditch, take immediate action to divert water flow around buildings. The areas that may be especially vulnerable are:
  - External areas near overhead doors.
  - Areas that have walkways or courtyards that lead to entrances/exits.
  - Areas that lead to stairways or landings.
- Secure and protect all buildings, equipment and vehicles.
- Facilities Services shall turn off gas, water, and electrical power to affected areas, if necessary and safe to do so.
- Check building and portable generators for fuel and operability.
- Evaluate if road conditions will allow safe travel.
- Evaluate if the timing of the storm will allow staff and students to safely reach their destination.
- Determine if the campus shall be evacuated, closed or if the building occupants should prepare to secure in place.

**UTILITY INTERRUPTION OR LEAK**  
**GAS SERVICE**  
**Standard Operating Procedure Checklist**

**In the event of gas service leak:**

- Call 911. If safe to do so, contact Facilities Services. **Caution: Do not use a phone near the leak area.**
- Notify the College President or designated representative.
- Immediately evacuate the buildings and areas in the vicinity of a suspected leak. **Cell phones, telephones or any electronic device should not be activated, moved, or touched in any way.**
- Follow evacuation procedures for accounting for building occupants. Do not re-enter or sweep the buildings.
- Clear all persons away from the affected area.
- First responders may work with Facilities Services staff and use the gas detection equipment to either locate the leak or determine the safe distance from the source.
- First responders will determine whether or not to shut down all electrical power to a building or location.
- Facilities Services office will contact Xcel Energy or other gas service provider for information and Assistance.
- Facilities Services will consult with the College President or designated representative about the need to close campus and cease operations. The decision will consider weather (boiler heating equipment), day and time of week (academic schedule), and expected time to repair leak or restore service.
- Facilities Services staff will make provisions to protect equipment and property as necessary.

**Gas Service Interruption:**

- Notify Facilities Services.
- Facilities Services will determine the cause of the interruption and estimated time for restoration. Depending on the time of day, weather, and academic schedule, a recommendation will be to the College President or designated representative about closing down operations at all or part of campus.
- Facilities Services staff will make provisions to protect equipment and buildings impacted by the service disruption.

**UTILITY INTERRUPTION OR LEAK**  
**WATER SERVICE**  
**Standard Operating Procedure Checklist**

**In the event of water service disruption or a major leak:**

- Notify Facilities Services, campus administrator or PCC Police Department.
- Notify the College President or designated representative.
- If there are no other emergencies such as fire, bomb threat, explosion, etc., stay in your building and wait for information or instructions.
- Facilities Services office will contact the Board of Water Works for information and assistance if necessary.
- Facilities Services office will notify the Fire Department in the event of an on-campus water disruption because such disruptions could impair firefighting.
- Facilities Services Director will consult with College President or designated representative about the need to close campus and cease operations. The decision will consider weather (boiler heating equipment), day and time of week (academic schedule), and expected time to repair leak or restore service.
- Facilities Services staff will make provisions to protect equipment and property as necessary.

**UTILITY INTERRUPTION OR LEAK**  
**ELECTRICAL SERVICE**  
**Standard Operating Procedure Checklist**

**In the event of a power failure:**

- Notify Facilities Services, campus administrator or PCC Police Department.
- Notify Computer Services Director and staff.
- Notify the College President or designated representative. If necessary the college PIO will send notifications to all staff, faculty and students.
- If there are no other emergencies such as fire, bomb threat, explosion, etc., and it is dark outside, stay in your building and wait for information or instructions.
- Emergency evacuation lighting will turn on in the event of a power failure and allow occupants to move to other areas of the building or to exit safely.
- Depending on the time of day and weather, building occupants may choose to move to areas with windows until power is restored or further instruction is provided.
- Turn off all electrical equipment (lights, coffee pots, computers, copy machines, heaters, fans, etc.).
- The fire alarms will still work during a power failure. They can and should be used in the event of a fire. Do not use the fire alarms to evacuate the building for any other reason.
- Facilities Services will direct the response to restore power caused by campus equipment or notify the appropriate power company.
- If the outage is the result of the loss of one or more phases of power, equipment will be reviewed for possible shutdown. Same equipment shall be checked for damage and operability upon restoration of full power.

**Sustained Power Outage:**

- Facilities Services Director will determine an estimated time of repair for problems caused either on or off campus.
- Depending on the time of day, the weather, and the estimated repair length, the Director will consult with College President or designee about the need to close all or part of the campus/site. Lack of heating or cooling, availability of lighting, computer and phone services, and emergency alarm systems will all be considered in the decision.
- In the event of a closure, building proctors and Facilities Services staff will assist the campus administrator or PCC Police Department with evacuation and securing of campus buildings.
- If an extended power outage is expected, Facilities Services will make provisions to refuel generators at college buildings. The generators at specific college buildings should be considered for continued operation in order to power critical computer equipment and IT infrastructure, and sump pumps in specific college buildings.
- Other critical areas for protection during a sustained outage is the electronic equipment needed for HVAC systems.

**UTILITY INTERRUPTION OR LEAK**  
**SANITARY SEWER SERVICE**  
**Standard Operating Procedure Checklist**

**In the event of sanitary sewer service disruption or a major leak:**

- Notify the Facilities Services, campus administrator or the PCC Police Department.
- Facilities Services will determine the source and seriousness of the problem.

**If a leak or discharge creates a hazardous situation, the building and/or area will be evacuated immediately. College PIO will be notified to send emergency message.**

- The College President or designated representative will be notified.
- Facilities Services will notify local utilities if the leak or discharge has the potential to enter the storm water drainage and discharge systems.
- A major leak or service disruption may be cause to discuss closure of all or some campus buildings until service is restored, repairs are made and cleanup is done. Facility Services Director will consult with the College President or designated representative.

## **FIRE**

### **Standard Operating Procedure Checklist**

**In the event a fire alarm is activated or a fire is noticed, use the following procedures:**

- Call 911 to notify emergency response personnel.
- Activate the fire alarm if not already activated.
- Evacuate the buildings. Do not leave campus.
- Notify the College President or designated representative, Facilities Services, campus administrator or the PCC Police Department.
- Facilities Services and safety proctors may assist with building evacuations and shall clear the area around the affected buildings to a safe distance, direct evacuees to meeting places, and assist with directing emergency responders.
- Fire Department will give the all clear for re-entry into the buildings and resetting the fire alarm panel

## HAZARDOUS MATERIAL INCIDENT Standard Operating Procedure Checklist

- Notify Facilities Services campus administrator or the PCC Police Department. Contract the College President or designated representative and provide a brief of the incident.

### Information Needed for First Responders:

- Nature of incident (leak, spill, fire, or explosion)
- Location - Campus address, building name, room number
- Area affected:
  - Area of building
  - Entire Building
  - Surrounding properties
- Name of material(s) released
  - Material Safety Data Sheet (SDS) information
  - Placard
  - Label
- Quantity of material
- Type of material
- Hazards of material
- Injuries
- Property damage
- Threat to environment

### Evacuation

- Type of incident
  - Vapor materials evacuate upwind from spill
  - Liquid spills evacuate away from spill
  - Fire and explosion evacuate away from site and upwind
- Keep exposed personnel separate from unexposed for decontamination
  - Depending on hazardous material, exposed personnel may need to have clothing removed to prevent chemical burns.
  - Blankets must be provided to keep personnel warm and cover them if clothing has been removed.
- All personnel evacuated kept in one place for accountability and treatment.
- Establish hot, warm and cold zones
  - **Hot** zone is the area directly around the spill
  - **Warm** zone is the area outside of the hot zone. This is to act as a barrier between the contaminated area and the non-contaminated area.



- Keep exposed personnel on the outside of the warm zone but not inside the cold zone.
- **Cold** zone is the area where no contaminate could be and where first responders will set up decontamination lines and rescue services.

### Containment

- Materials should be on site for containment
  - Use only inert materials
    - Sand and sandbags
    - Sawdust
    - Cat litter
  - Use materials to build a dam to prevent the flow of a hazardous material in liquid form
  - Gas and vapors – all air handling systems **MUST** be shut down to prevent spreading
  - Fire and explosion – contain fire as soon as possible before fire rescue responds

### Facility

- Gas and Vapors
  - Air handling systems need to be shut down to prevent spreading
- Fire and Explosions
  - All energized electrical systems may need to be shut down. Facilities Director will contact the appropriate power company.
- Liquid Spills
  - If it can be done safely, the flow of liquid should be controlled
    - Stop source if possible
    - Prevent liquid from flowing into low points
      - Sump pumps
      - Stairwells
      - Shafts
      - Sand or other inert material can be used to control flow

### Precautions

- No one should enter an area where they can be exposed unless properly trained and equipped with Personal Protection Equipment (PPE)
  - All entries into contaminated space should be done using the “buddy system.”
- If vapors or gas in an enclosed area overcome someone, rescuers should not enter unless properly trained and equipped with proper Personal Protection Equipment (PPE).
- Manholes or other confined spaces should not be entered by anyone unless properly trained and equipped with Personal Protection Equipment (PPE)

### Clean-up

- Clean-up of the spill should be done by proper contractors with the equipment and training to dispose of material.

## **BOMB THREAT Standard Operating Procedure Checklist**

- All bomb threats must be taken seriously. When a threat is received, as much information as possible should be gathered and notification should immediately be made. Call 911 from an available landline. College President or designated representative will be notified.
- Based on the nature of the threat, a designated evacuation location will be determined and evacuation plans announced. If the threat is against a particular building, that building will be evacuated immediately. A threat assessment will be promptly completed, and other buildings and locations may also be evacuated. If the threat is general, a campus wide evacuation will be made.
- All evacuated personnel and students will be directed to the designated location with instructions to take personal belongings with them to assist in clearing of the buildings.
- First responders, law enforcement, Facilities Services staff or other persons so designated may be assigned to monitor parking lot entrances.
- When leaving, staff and building contacts will do a quick walk-through of their areas to see if anything is out of place or suspicious. After leaving the building/areas, bags or items which appear suspicious should be immediately reported to responding agencies.
- If an item is found, it should not be touched or moved. It should simply be left in place and reported.
- Cell phones, walkie-talkies or any other electronic device shall not be activated.
- First responders or other qualified personnel may do a walk-through to ensure no one is left in the buildings.
- The Communications Director/PIO should be available to deal with press-related issues.

## EXPLOSION Standard Operating Procedure Checklist

### Call 911

- If an explosion occurs on campus, all unaffected buildings may be evacuated. All personnel and students will be directed to a remote location where they will remain until they're released by the responding agencies. This will be done to ensure accountability and safety.
- All evacuated personnel and students must take personal belongings with them to assist with the clearing of the remaining buildings (backpacks, handbags, etc.).
- Authorized personnel will do a quick walk-through to ensure that everyone is out of their areas before leaving.
- If injured personnel from the affected area can be moved away from the area, they will be taken to a casualty collection point. If they cannot be moved, they will be left in place and first responders will be notified of their location. The casualty collection point should be in an area that is easily accessible for emergency medical services.
- Facilities Services staff will assure all gas mains are shut down and power disabled if safe to do so.
- If the cause of the explosion is unknown, cell phones should not be used, nor should any other electronic device be powered on or off including light switches.
- During the evacuation, personnel should check their areas for anything out of the ordinary and anything that is not supposed to be in the area must be reported to responders and **NOT TOUCHED**. There could be a secondary device set to explode.
- Once the campus is deemed safe, evacuated personnel and students may return and may leave campus.

**ACTIVE SHOOTER**  
**Standard Operating Procedure Checklist**  
**DIAL 911 IMMEDIATELY**

**Actions steps for faculty, staff, and students:**

▪ **RUN**

The first option is to escape or evacuate from the area Run away from the area or building as quickly as possible IF IT IS SAFE TO DO SO! This should be done only if in a hallway, an open office with no doors, or an unsecure area and there is a safe escape path.

▪ **HIDE**

The second option is to hide or shelter in place. Follow the steps listed below

- Stay in the building, seek cover that is out of the line of sight from windows
- Lock door
- Turn off lights, computer monitors, radios, and cell phones
- Close blinds
- Keep occupants calm, quiet
- Ignore all fire alarms

▪ **FIGHT**

If unable to escape the area or shelter in place, prepare to fight off the attacker.

- Use any means possible; improvise weapons
- Commit to this action!

**REMEMBER:**

- First Responders WILL NOT STOP to aid wounded or injured. Their purpose will be to stop the threat
  - Once officers arrive, keep hands empty and in plain view
  - Follow the officers' directions exactly
  - Carry nothing that could be mistaken for a weapon
- Rescue teams will arrive after the First Responders and will move everyone to a safe area

**PERSON or CIRCUMSTANCE of CONCERN  
Standard Operating Procedure Checklist**

- Notify law enforcement to investigate any person or circumstance of concern, including:
  - Persons who appear to be in a mental health crisis
  - Persons who are acting out in an aggressive or threatening manner
  - Persons who appear to be under the influence of alcohol or drugs
  - Persons who are carrying a weapon

## **CIVIL DISTURBANCE Standard Operating Procedure Checklist**

A major disturbance is a demonstration or situation in which injury to persons or property occurs, or appears to be imminent.

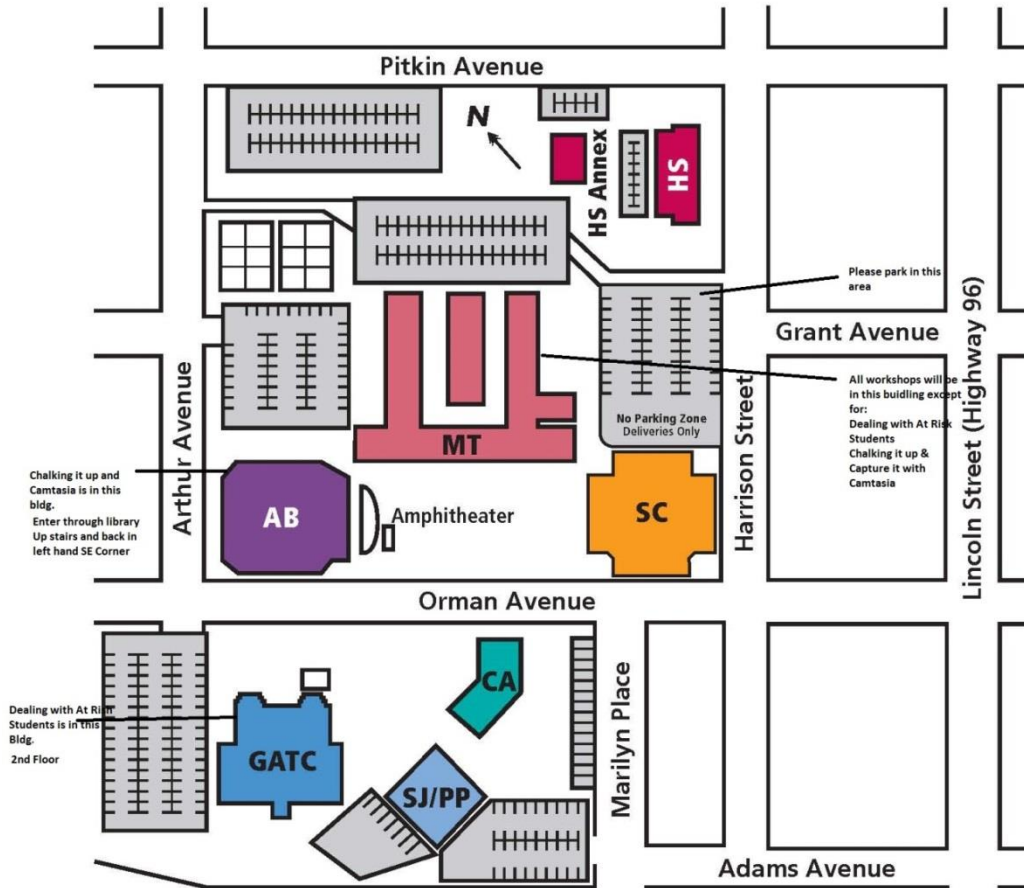
**In the event of a major civil disturbance, review the following checklist procedures:**

- Notify PCC Police, or the appropriate administrator on the Southwest Campus or sites.
- Considerations:
  - Whether or not the sheriff's or police department or any other emergency service should be contacted and asked to standby or respond
  - Whether or not areas should be cordoned off
  - Whether or not members of campus staff should be evacuated until the situation is dissolved
  - If additional PCC Public Safety officers should be called to duty
  - "Need to Know" personnel and how to notify them
  - Whether the action can be monitored by security cameras
  - Whether to assign or arrange for pictures to be taken of the crowd from various vantage points
  - If buildings should be locked down to protect occupants or contents

APPENDIX C

## Campus Maps

### Pueblo Campus All



- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: red; margin-right: 5px;"></span> Health Science (HS)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: pink; margin-right: 5px;"></span> Medical Arts and Technology Building (MT)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: purple; margin-right: 5px;"></span> Dr. Mike Davis Academic Building (AB)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: orange; margin-right: 5px;"></span> Student Center (SC)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: blue; margin-right: 5px;"></span> Gorsich Advanced Technology Center (GATC)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: lightblue; margin-right: 5px;"></span> San Juan Building &amp; Physical Plant (SJ/PP)</li> </ul> | <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: teal; margin-right: 5px;"></span> Central Administration (CA)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: lightgrey; margin-right: 5px;"></span> Parking Lots</li> </ul> |
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 Pueblo, Colorado 81004  
 719.549.3200  
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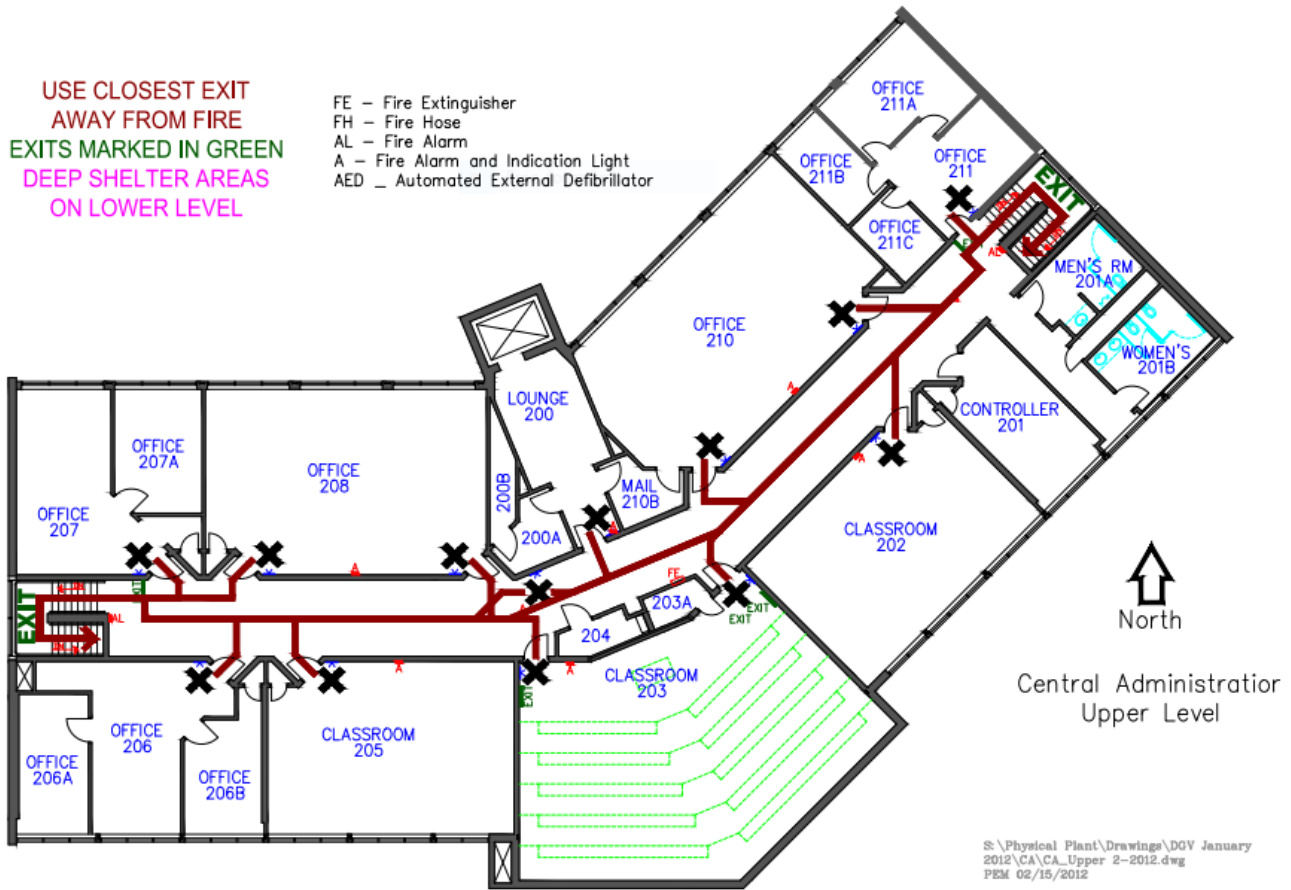




# Pueblo Campus – Central Administration Building Upper Level

USE CLOSEST EXIT  
AWAY FROM FIRE  
EXITS MARKED IN GREEN  
DEEP SHELTER AREAS  
ON LOWER LEVEL

- FE – Fire Extinguisher
- FH – Fire Hose
- AL – Fire Alarm
- A – Fire Alarm and Indication Light
- AED – Automated External Defibrillator

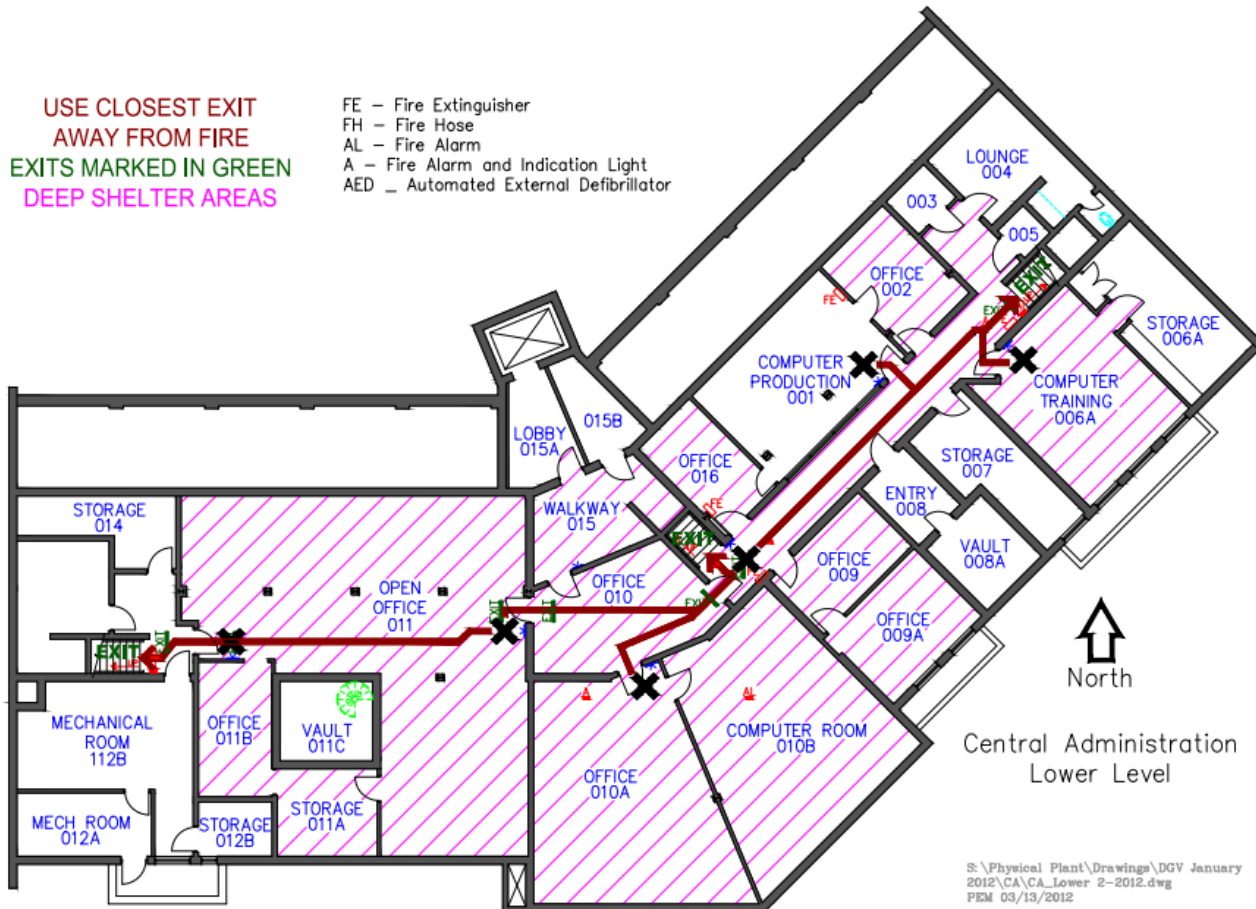


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# Pueblo Campus – Central Administration Building Lower Level

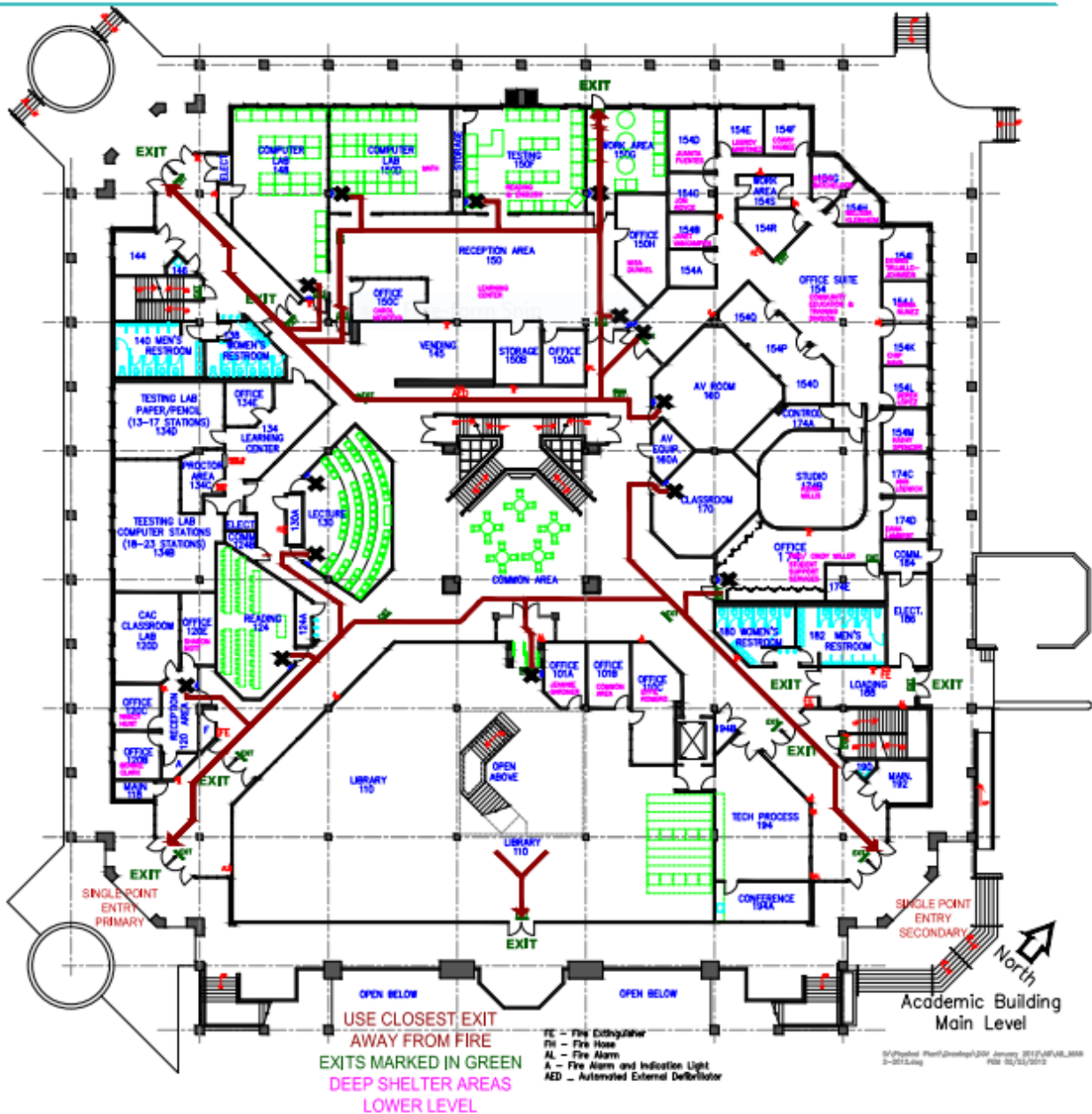
USE CLOSEST EXIT  
AWAY FROM FIRE  
EXITS MARKED IN GREEN  
DEEP SHELTER AREAS

FE – Fire Extinguisher  
FH – Fire Hose  
AL – Fire Alarm  
A – Fire Alarm and Indication Light  
AED – Automated External Defibrillator



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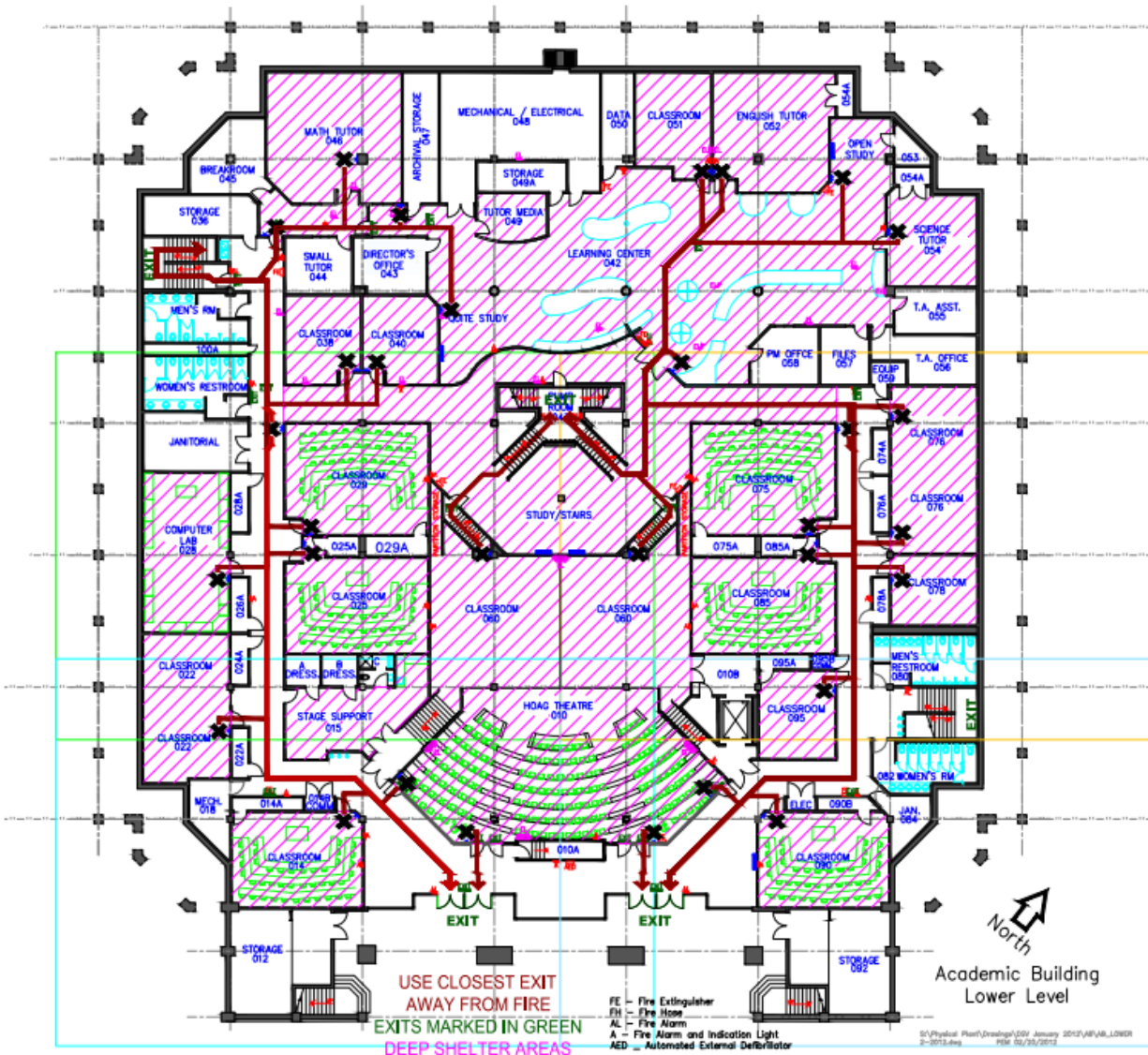
# Pueblo Campus – Dr. Davis Academic Building Main Level



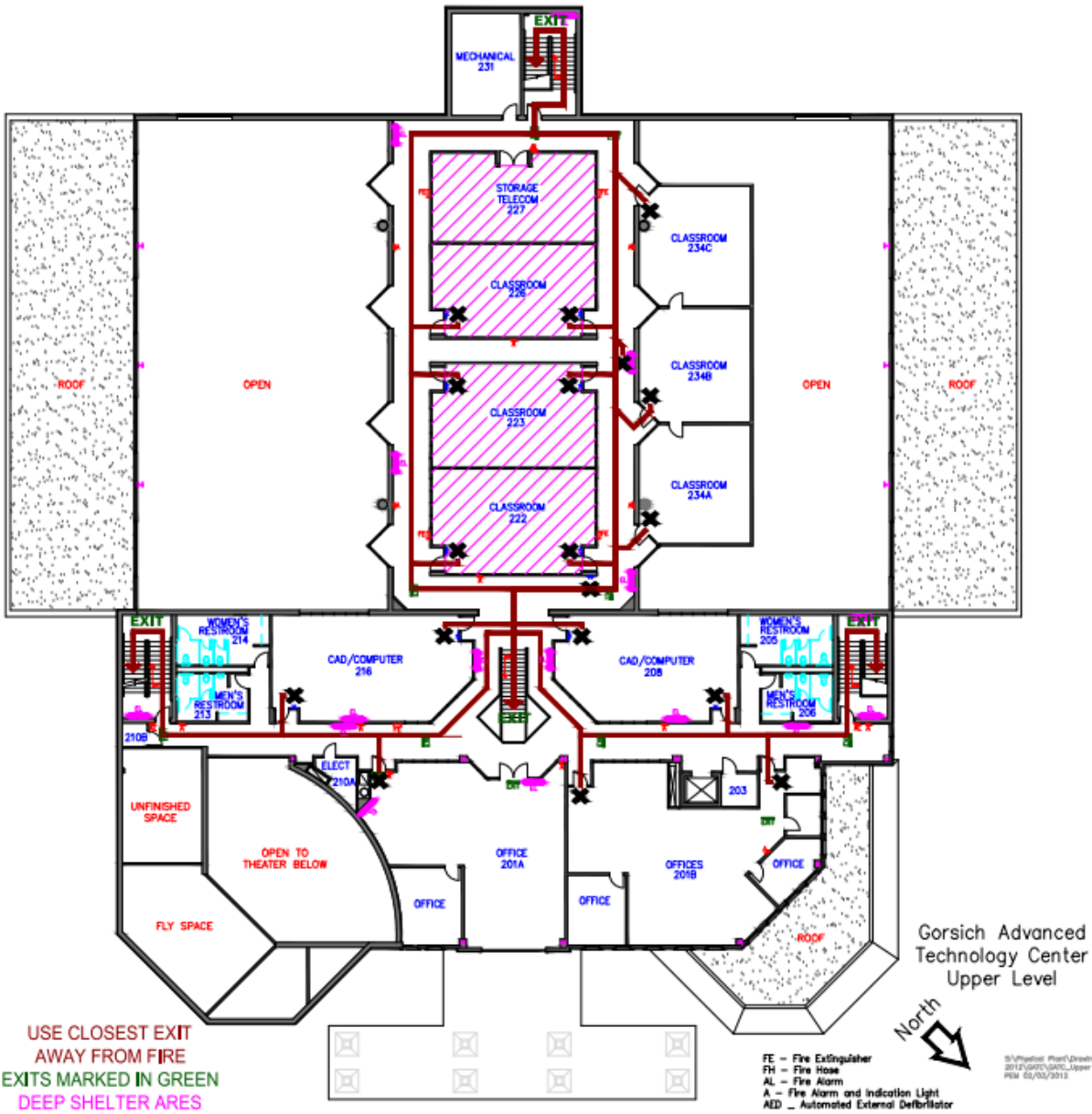




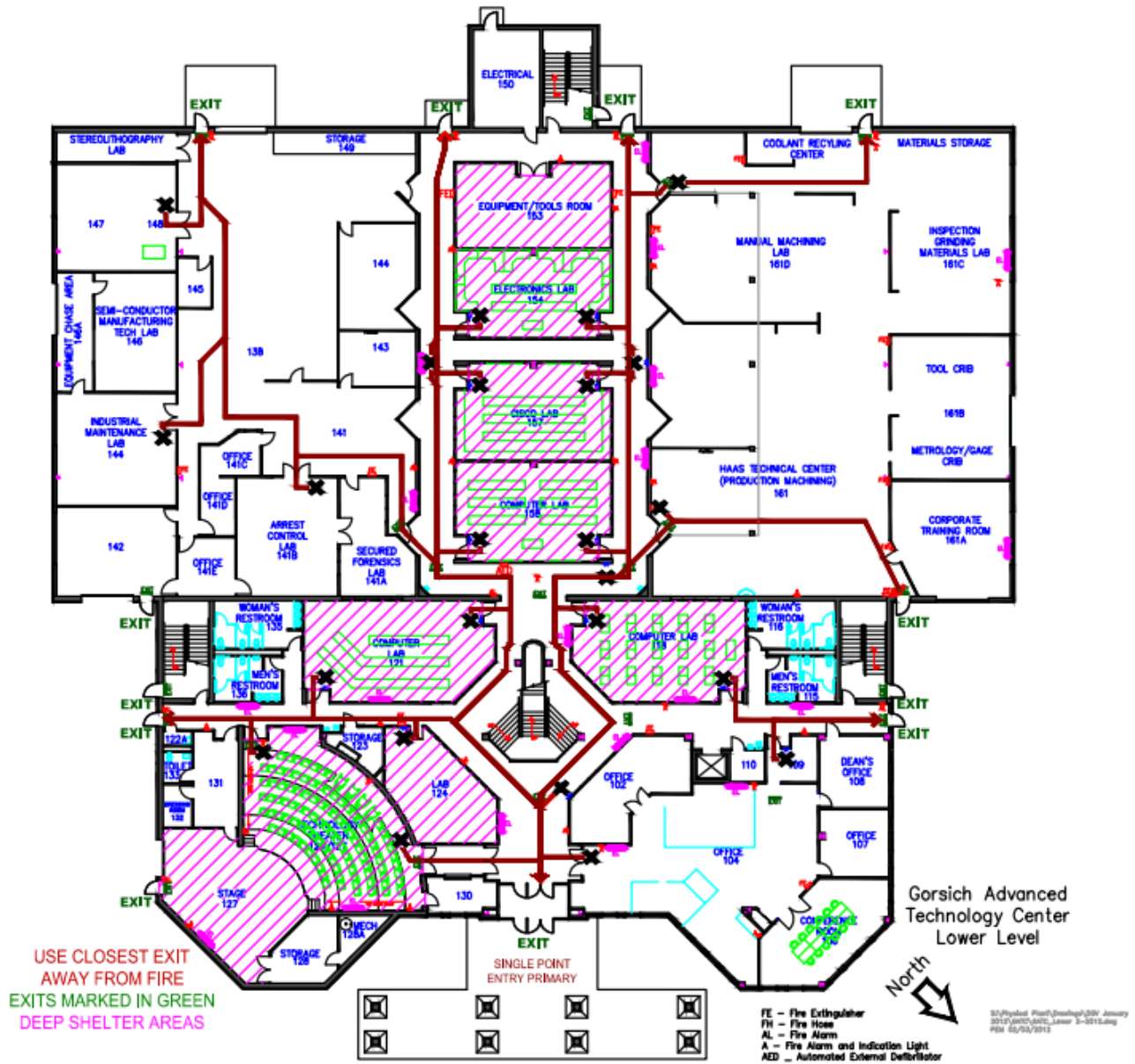
# Pueblo Campus Dr. Davis Academic Building Lower Level



# Pueblo Campus – GATC Building Upper Level



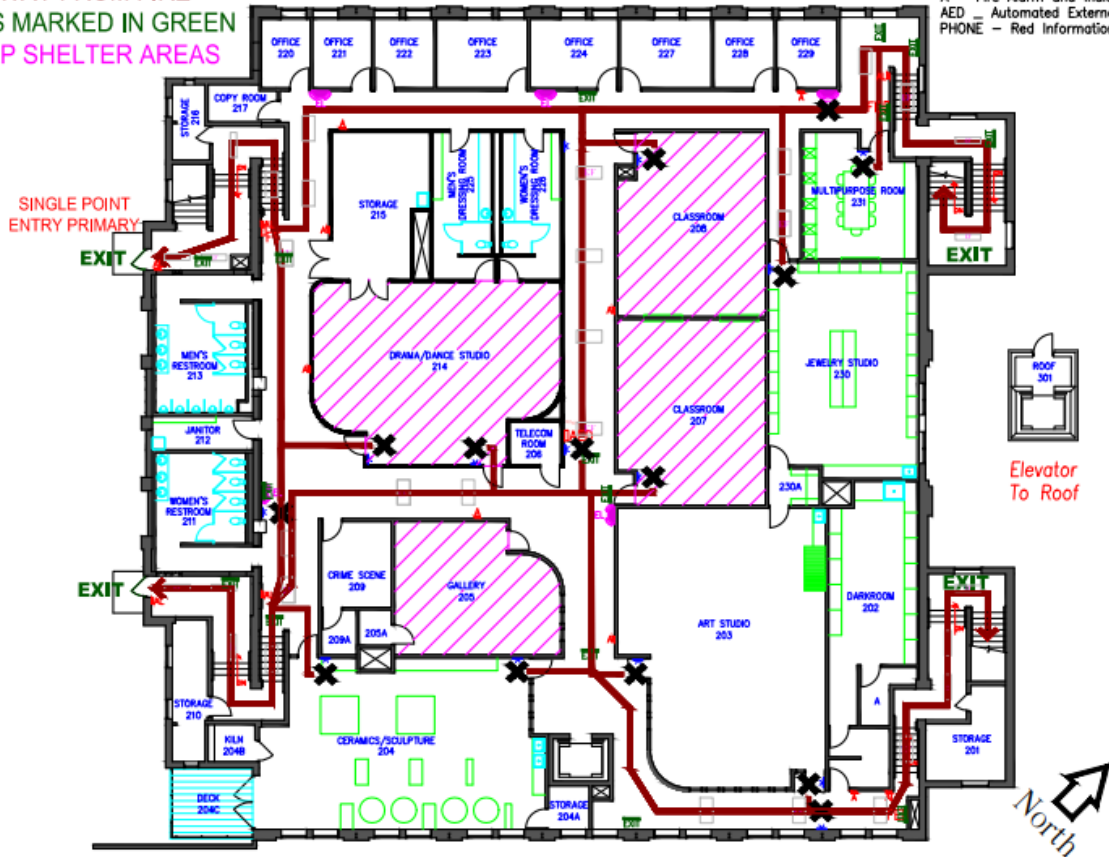
# Pueblo Campus – GATC Building Lower Level



# Pueblo Campus – San Juan Building Upper Level

USE CLOSEST EXIT  
AWAY FROM FIRE  
EXITS MARKED IN GREEN  
DEEP SHELTER AREAS

FE – Fire Extinguisher  
AL – Fire Alarm  
A – Fire Alarm and Indication Light  
AED – Automated External Defibrillator  
PHONE – Red Information Phone



San Juan Building  
Upper Level

S:\Physical Plant\Drawings\DOV January 2012\SU\_Vis\_Upper 2-2012.dwg  
PEM 2/2/2012

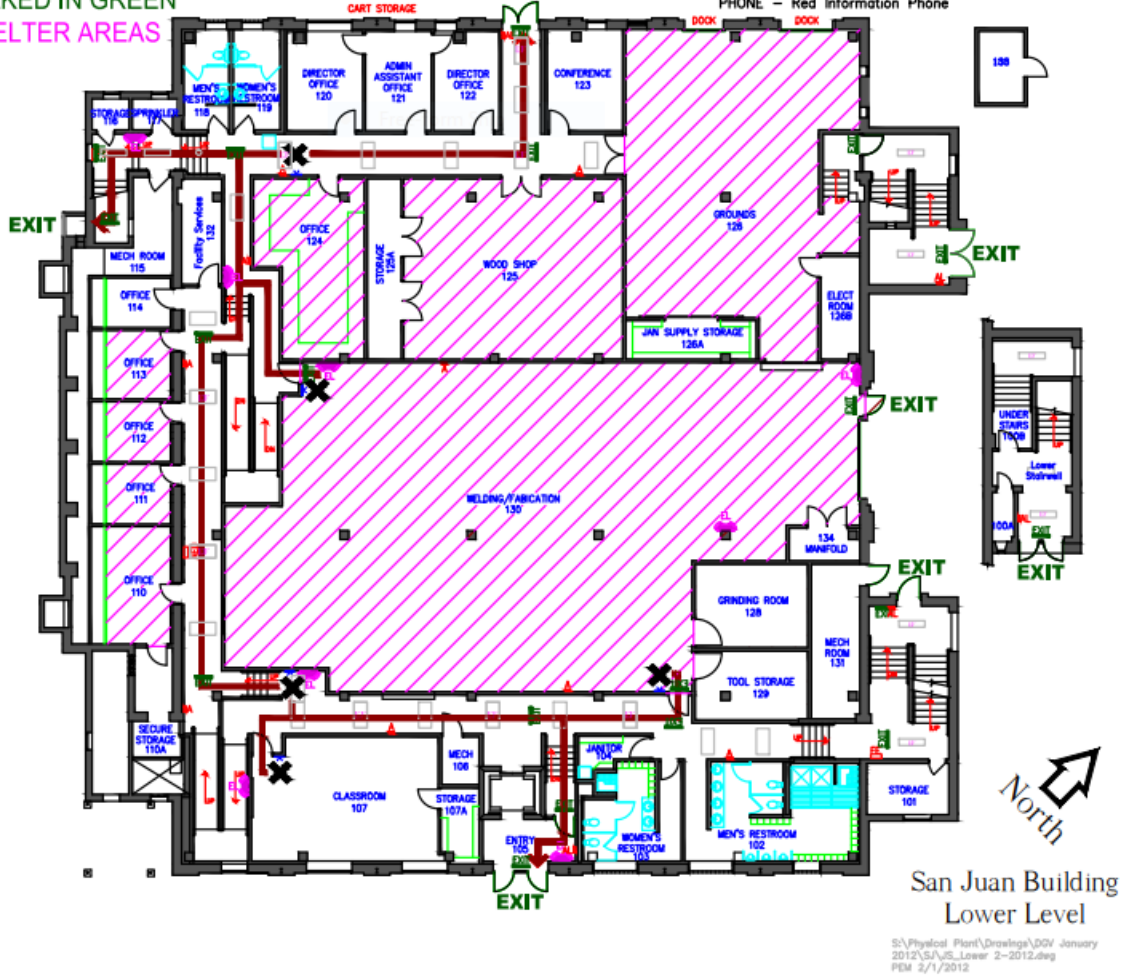


# Pueblo Campus San Juan Building Lower Level

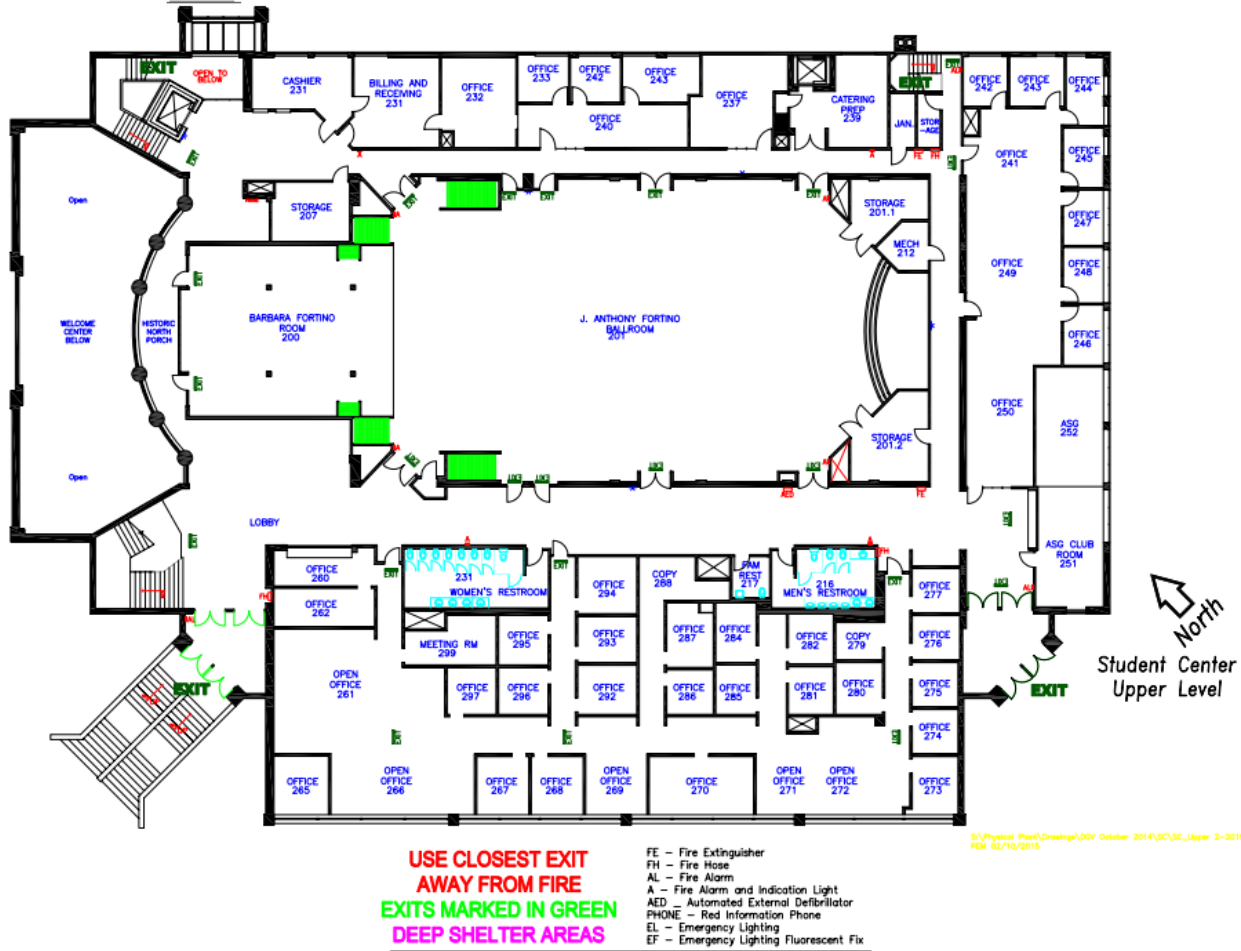
USE CLOSEST EXIT  
AWAY FROM FIRE  
EXITS MARKED IN GREEN  
DEEP SHELTER AREAS

SINGLE POINT  
ENTRY  
SECONDARY  
EXIT

FE - Fire Extinguisher  
FH - Fire Hose  
AL - Fire Alarm  
A - Fire Alarm and Indication Light  
AED - Automated External Defibrillator  
PHONE - Red Information Phone

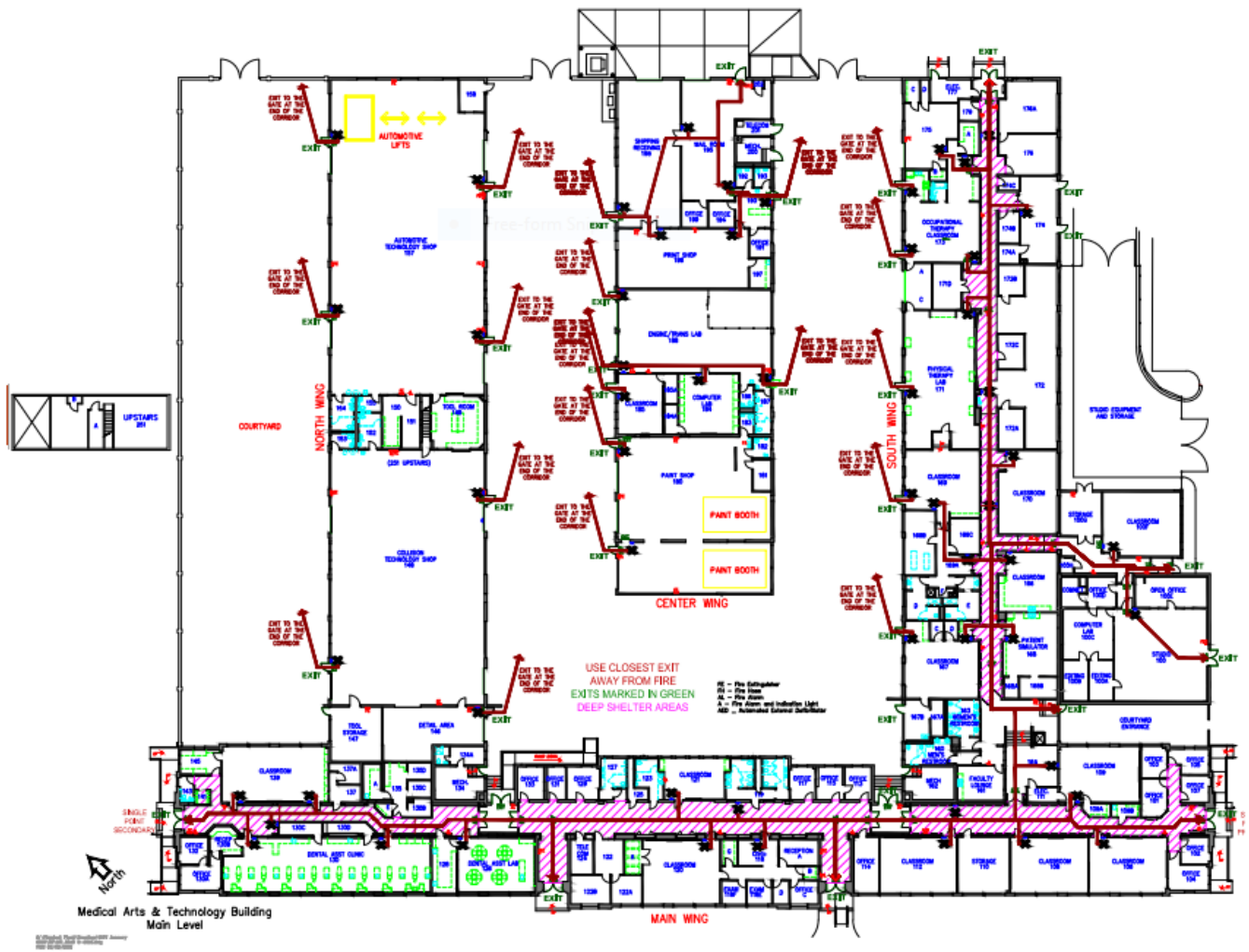


# Pueblo Campus – Student Center Building Upper Level

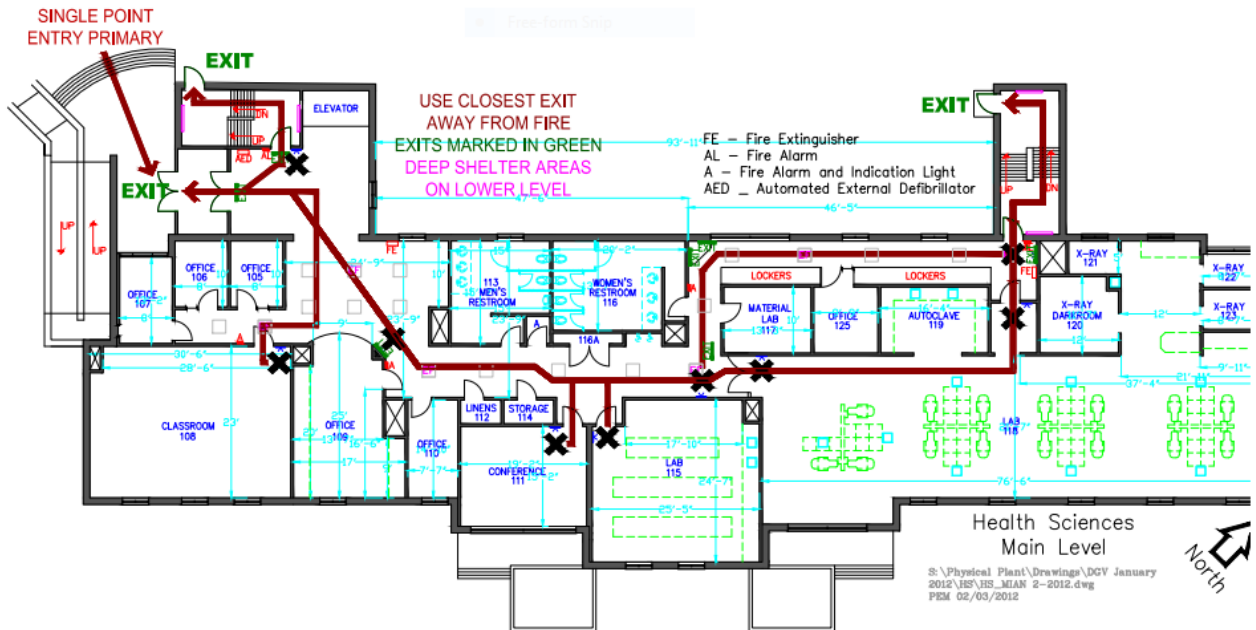




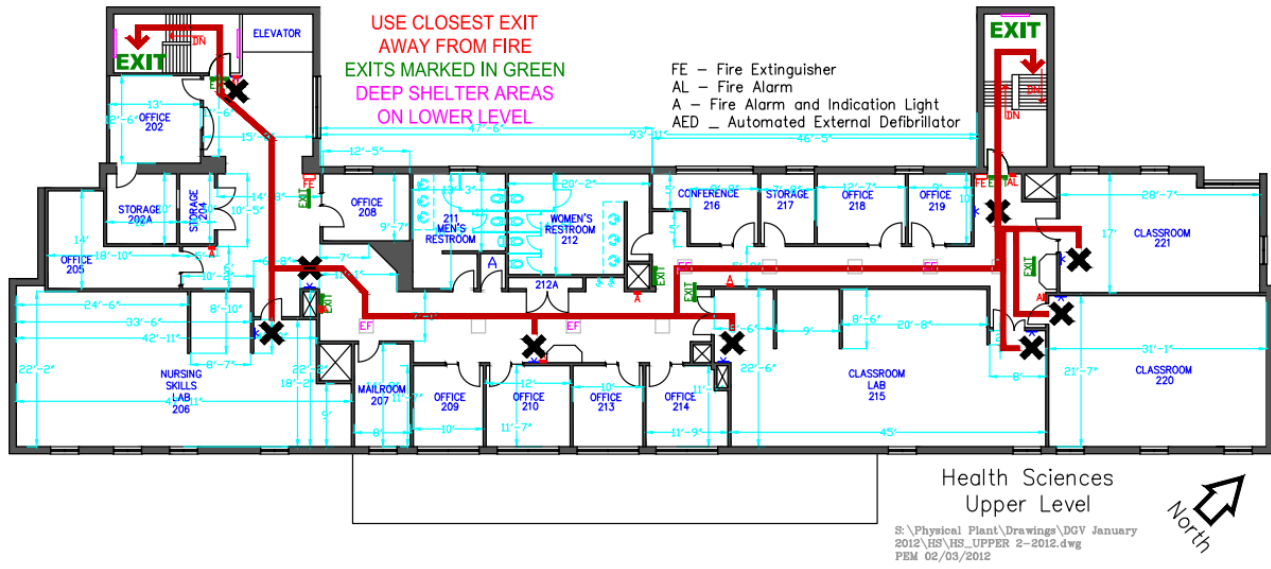
# Pueblo Campus – Medical Arts and Technology (MT) Building Main Level



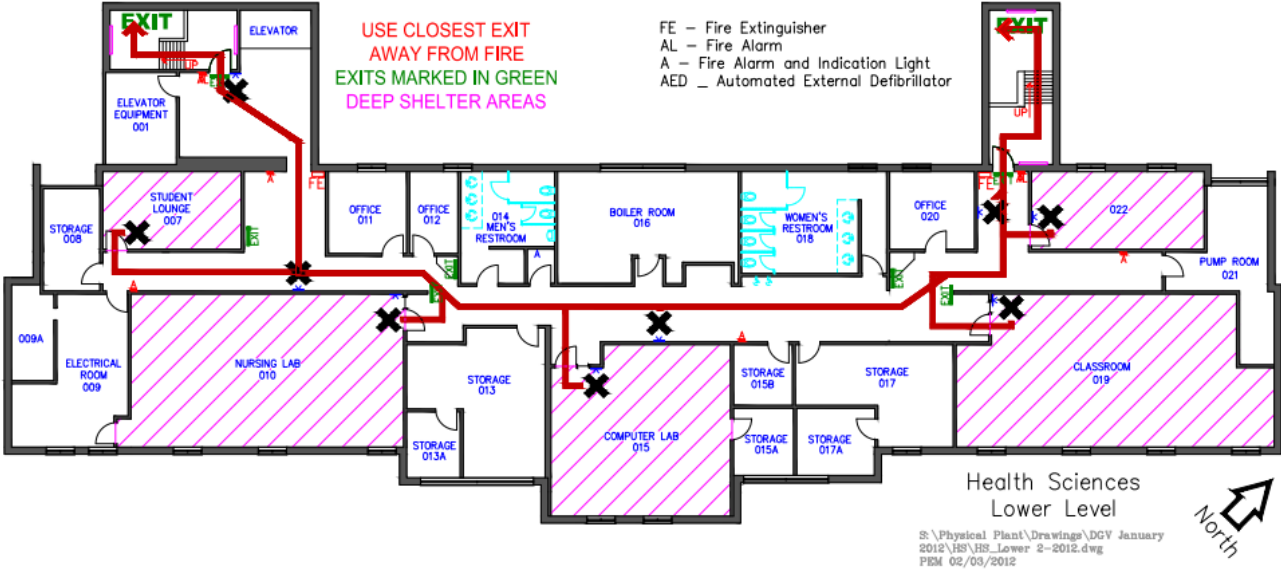
# Pueblo Campus Health Science (HS) Building Main Level



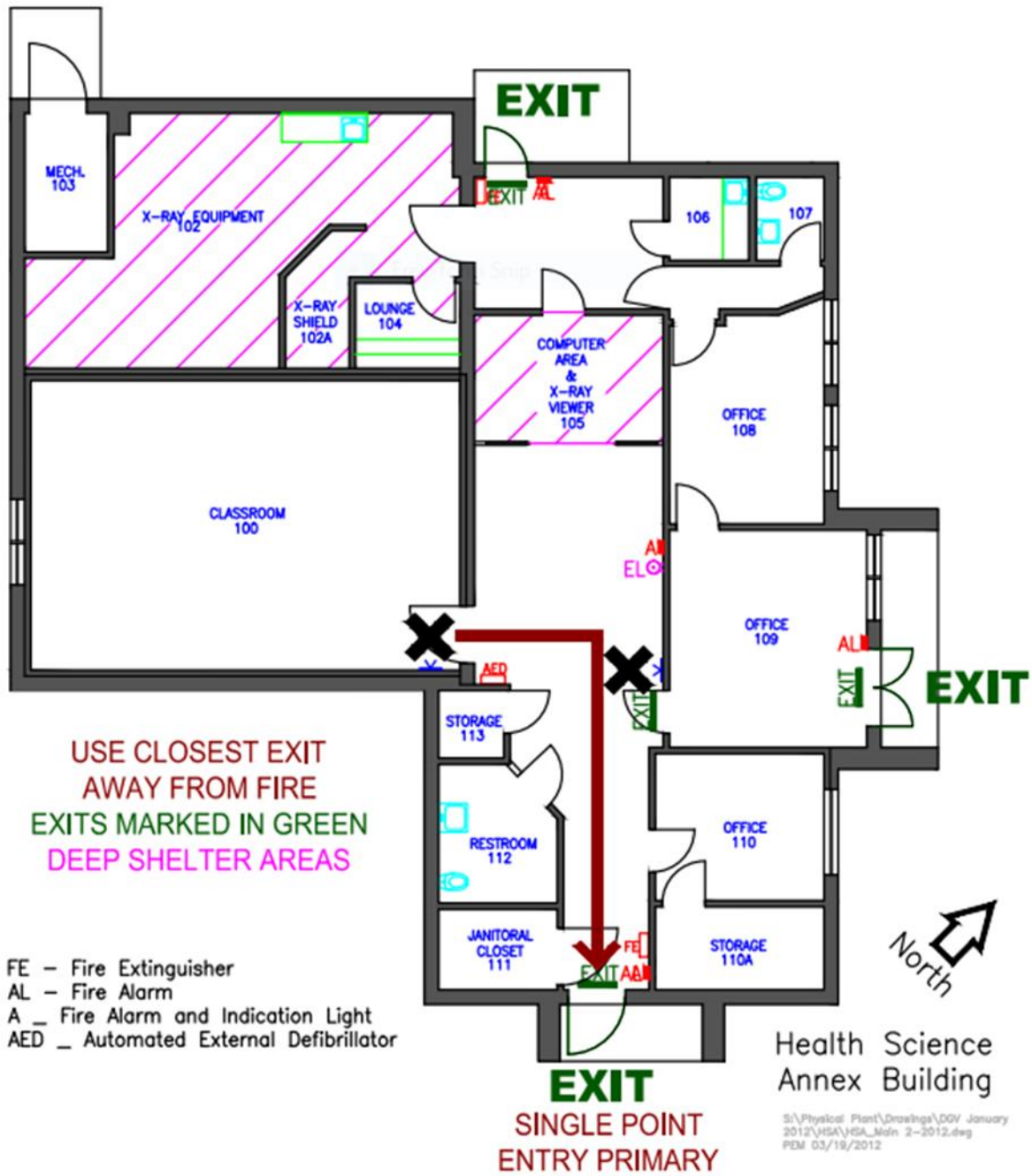
# Pueblo Campus Health Science (HS) Building Upper Level



# Pueblo Campus Health Science (HS) Building Lower Level



# Pueblo Campus Health Science Annex (HSA) Building



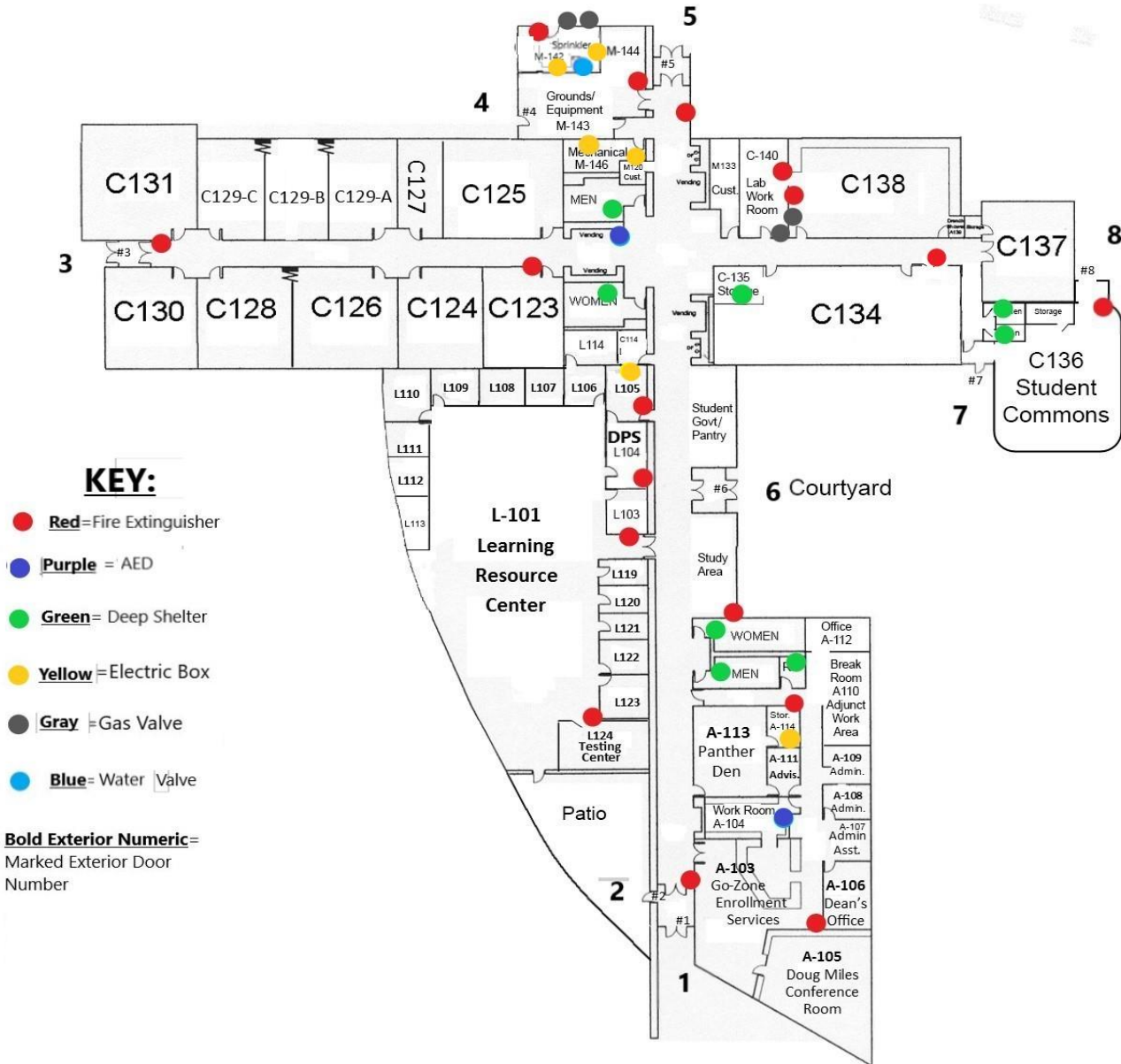


# Fremont Campus

## FREMONT CAMPUS PUEBLO COMMUNITY COLLEGE

51320 West Highway 50  
Canon City, CO 81212  
(719) 296-6100

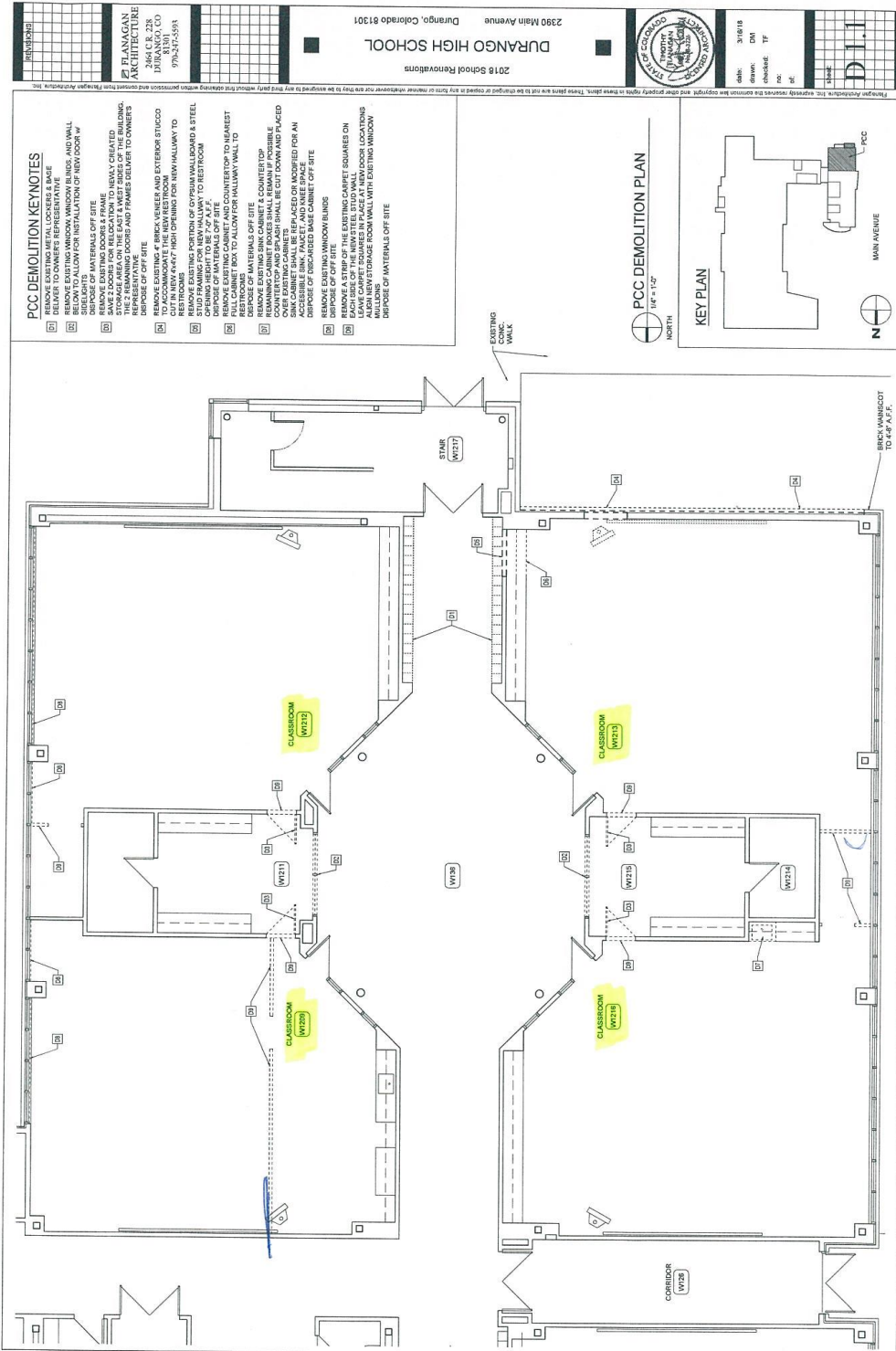
Gun Range



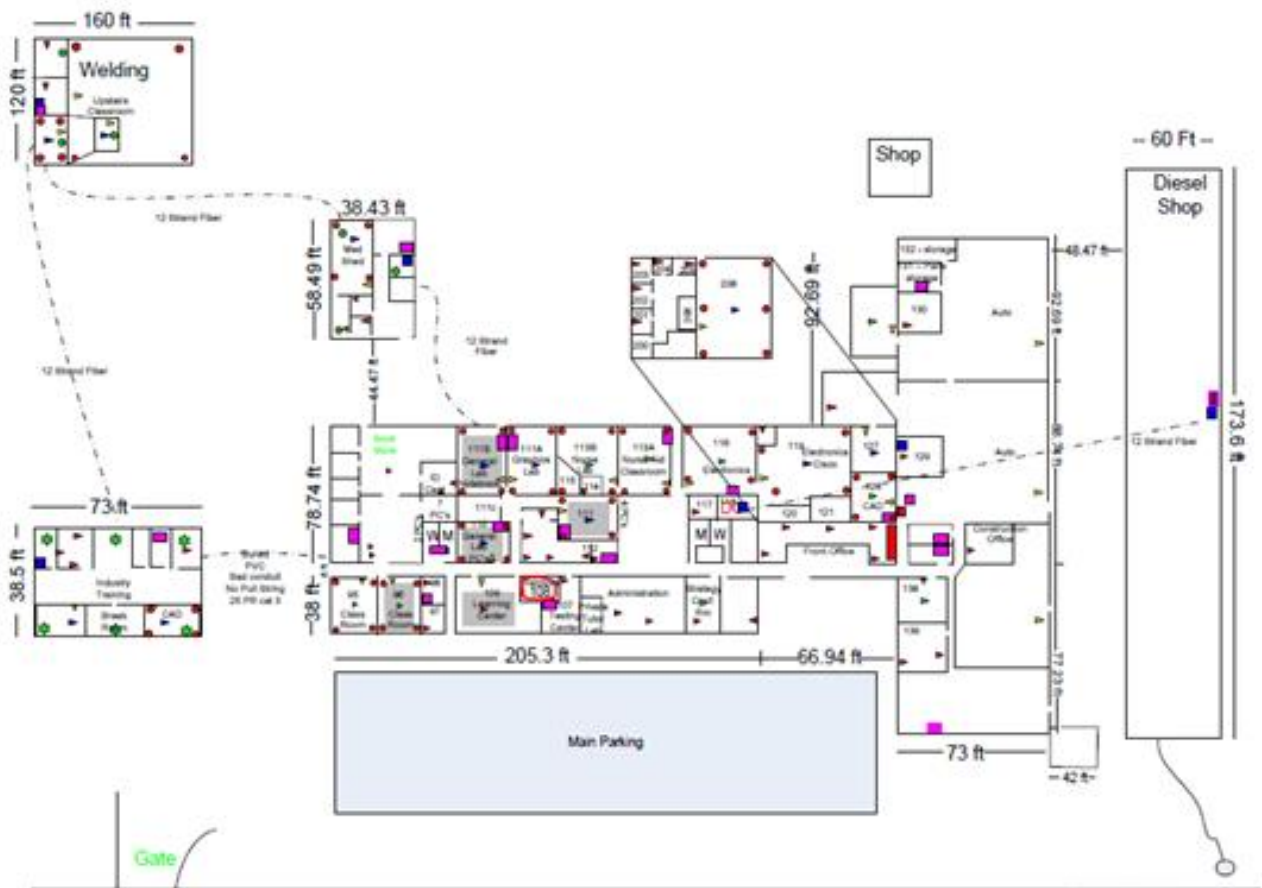
PCC Fremont Police Department  
719-296-6130



# Durango Floor Plan



# PCC Southwest Campus - Mancos



## APPENDIX D

### 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, 42 S.S.C., Chapter 116

Emergency Management and Assistance, 44 CFR

Homeland Security Act 2002

Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System

Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents

National Incident Management System

National Response Framework

Nuclear/Radiological Incident Annex of the 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

**College**

Pueblo 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 E

### ACRONYMS AND GLOSSARY

AAR	After Action Review or After Action Report
AAR/IP	After Action Report and Improvement Plan
AT	PCC Action Team
BIT	Behavior Intervention Team
CERT	PCC Campus Emergency Response Team
COOP	Continuity of Operations Plan
DHS	Department of Homeland Security
ECC	PCC Emergency Coordination Center
ENS	Emergency Notification System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPG	Emergency Procedure 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.

**Action Team:** The PCC group that forms around the President to serve as an advisory board for the President and provides strategic guidance during incidents.

**Boots on the Ground:** College staff and faculty who are trained to respond to minor emergencies on campus and assist the PCC Police Department with evacuations.



**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 State of Emergency:** A declaration that usually suspends normal functions of the college, and alerts staff, faculty, and students to change their normal behaviors, or implements parts of the Emergency Operations Plan.

**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.

**Controlled Access:** An emergency protocol in which access to a building is limited to main entrances to buildings and all other exterior doors are locked (as opposed to a lockdown).

**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.

**Deep 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 and/or property.

**Emergency Coordination Center:** The designated facility where the PCC CERT 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 Notification System:** A communication system designed to provide emergency notification via text messaging, email, telephone, and/or other electronic methods.

**Emergency Operations Center:** A facility designated for managing a disaster or emergency. It is where the Action Team makes decisions to allocate and coordinate resources, provides for incident communication, 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 Procedures Guide:** A quick reference for emergency situations posted in each classroom, office, and work area at all PCC campuses and sites.



**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 which the Incident Commander and she/his staff manage an emergency situation.

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

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

**Liaison Officer:** The person in the Incident Command System who coordinates incident activities with two (2) or more emergency response agencies.

**Lockdown:** An emergency protocol in which access to a building is restricted by locking all exterior doors (as opposed to Controlled Access).

**Logistics Section:** The section in the incident command System that 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 (NIMS):** A flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions.

**Operations Section:** The section in the Incident Command System that manages tactical operations at the incident.

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

**Public Information Officer:** The individual who develops and releases information about an 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:** The Safety Officer in the Incident Command System (ICS) who oversees safety for the incident.

**Service Animal:** Any guide, signal, 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.