EMERGENCY

OPERATIONS PLAN

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

CEMT

COLLEGE EMERGENCY MANAGEMENT TEAM

MARCH 2017

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, 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.

The 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, which is located in each office and classroom on campus to assist in the understanding of what and how our community should respond to specific emergencies. Your assistance in the effort to provide a safe and secure environment for teaching and learning is important and appreciated.

Sincerely,

Patty Erjavec, PhD
President
Pueblo Community College

Acknowledgement:

Pueblo Community College acknowledges the contributions of Pikes Peak Community College 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.

Approval and Implementation

The Pueblo Community College Emergency Operations Plan is written and maintained under the authority of the College President
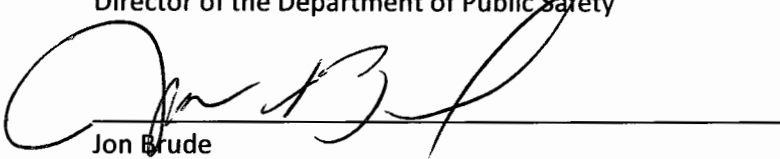
This plan supersedes all previous emergency plans and shall be in full effect as of the date that it was signed by the college President.

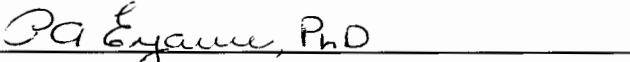This Emergency Operations Plan has been reviewed and approved by:

William Brown
Director of the Department of Public Safety

07-28-17
Date

Jon Brude
Chief Business Officer

7-28-17
Date

Patty Erjavec
College President

7/28/17
Date

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 Public Safety 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.

Record of Distribution

The Pueblo Community college Emergency Operations Plan (EOP) has been distributed as a hard copy to each member of the PCC Cabinet and to each member of the PCC College Emergency Management Team (CEMT).

Hard copies have also been distributed to the PCC Department of Public Safety personnel, and the Facilities and Grounds leads at each campus.

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

Pueblo Fire Department
Pueblo Office of Emergency Management
Pueblo Police Department
Pueblo County Sheriff's Department
Cañon City Police Department
Durango Police Department
Montezuma County Sheriff's Department
Colorado State Patrol
Cañon City Fire Department
Durango Fire Department

Electronic versions of the EOP, both in public form and in secured form, has been posted to the PCC Public Safety [website](#).

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

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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.

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 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, however, 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 phases or emergency management: prevention, mitigation, preparedness, response, and recovery.

Prevention

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

Mitigation

Mitigation encompasses the elimination of hazards, reduction in the probability of hazards causing an emergency situation, and/or the lessening of consequences from unavoidable hazards. Mitigation should be 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: 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 categories:

– **Natural Hazards**: Natural threats such as server 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 and the continuity of their education are paramount.
+ Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater based radio systems, cellular telephones and information systems.
+ A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.
+ Some emergency incidents will necessarily involve a regional response to 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 and safety
+ Incident stabilization
+ Protection and preservation or property and the environment

PCC Department of Public Safety 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 Southwest Colorado Community College sites in Durango and Mancos will immediately respond to an emergency incident on these sites and will request additional external and internal resources as necessary to address the situation. The Department of Public Safety or PCC SCCC staff, in conjunction with the PCC Communications Department, will issue alerts and instructions as the situation warrants.

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

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

1.8 CAMPUS STATE OF EMERGENCY

A Campus State of Emergency is a declaration that usually suspends a few 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 the **PCC Chief of Public Safety**. 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 OR OPERATIONS

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

Each responsible dean, director, and 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.

Continuity of Operations plans shall be kept on file by each division or department as well as by the Department of Public Safety. All PCC deans will ensure that their respective COOPs are reviewed annually to determine if the plans remain viable. If updates or changes to a department's COOP are required, that department's head should then consider potential impact on other departments/divisions and brief appropriate leaders in other department/divisions, as well as PCC's Department of Public Safety, prior to implementing changes to ensure that such changes remain integrated with the College COOP.

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.

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 to communicate with the PCC Department of Public Safety or the designated safety personnel at the SCCC sites. The measures outlined in this EOP, together with common sense, are intended to prevent injury and to minimize property damage. It is important to remember that while first responders will do their best to assist people, during an emergency situation individuals (including those with access and functional needs) are ultimately responsible for their own safety.

1.11 PLAN DEVELOPMENT AND MAINTENANCE

The Pueblo Community College Emergency Operations Plan will be reviewed at least once per calendar year by the College Emergency Management Team (CEMT), the PCC Cabinet, and the Chief of Public Safety 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.

A full list of authorities and references is supplied in Appendix E of this plan.

Section 2: Organization and Assignment of Responsibilities

2.1 BASIC EMERGENCY RESPONSE PROCEDURE

As soon as an emergency is declared and initial emergency response personnel are dispatched, the College President will assemble the Emergency Management Operations Group (EMOG) at a command post and prepare an Action Plan with input from each team member. The Action Plan Checklists in Appendix A and Standard Operating Procedure (SOP) checklists in Appendix B will provide the basis of the Action Plan.

2.2 COMMAND POST DESIGNATION

The College President has designated the **Computer Services area of the Central Administration Building** as the primary command post for College emergencies. Alternative command posts will be designated after consider factors such as the nature and severity of the emergency (minor, major, disaster), the campus or site where the emergency is taking place, the campus area(s) affected, and the safety of the EMOG.

When required, a Field (Incident) Command Post will be established by the emergency responders.

2.3 EMERGENCY ACTIVATION LEVELS

- **Level 1 Emergency**
  Minor Campus emergency is an incident that is managed using existing College resources with limited outside assistance, and is typically limited to College property.

  The EMOG may activate. If activated, the EMOG will determine if the Emergency Coordination Center (Section 2.6) will be activated with partial or full staffing. Incident Command may be initiated depending on circumstances.

- **Level 2 Emergency**
  A **major emergency** is an incident that affects as 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 for campus resources. The EMOG should activate and determine whether the Emergency Coordination Center (ECC) should be staffed partially or fully. 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** is an incident that 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. The EMOG will activate, along with the ECC at full staffing. PCC Incident Command will be activated to handle internal command functions and will participate in Unified Command with local responders.

2.4 POLICY GROUP

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

The Policy Group is comprised of the following:

- ➢ President
- ➢ Chief Business Officer
- ➢ Director, Human Resource Services
- ➢ Director, Marketing and Communications

The President is the senior executive official for the campus. In the absence of the President, the Chief Business Officer will assume these responsibilities.

The Chief Business Officer will consult with the president as well as provide guidance to the Emergency Management Operations Group.

2.4.1 Policy Group Responsibilities

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

2.4.2 Policy Group Activation

> ➢ The Policy Group is activated by the President or the Chief Business Officer. When activated, the Policy Group will convene in CA210 or another location as dictated by the nature and location of the incident, or as determined by available members of the Policy Group.

Under the direction of the College President, the Policy Group provides direction in making strategic policy decisions for any incident that affects the College's ability to perform its critical functions. This group has the authority to proclaim College emergencies and issue directives regarding the status and resumption of College educational programs. The EMOG is also responsible for notifying and informing key College constituents and stakeholders.

The members of the Policy Group will consist of the following personnel:

- College President
- Chief Business Officer
- Chief of the Department of Public Safety
- Director of Human Resources
- Director of Information Technology Services
- Chief Academic Officer
- Director of Marketing and Communications
- Director of Facility Services

In addition, the College President may ask for assistance or participation from any of the following personnel:

- Dean of the Fremont Campus
- Executive Dean of SCCC
- Dean of Student Success
- Academic Deans (Arts and Sciences, Business and Technology, Health Sciences and Public Safety)
- Director of the Student Center
- Director of Purchasing
- Coordinator of Environmental Health & Safety
- Other personnel as needed

2.4.3 Policy Group Responsibilities

Member	Role
President	- Acts as highest level of campus authority during emergency, crisis, or disaster - Leads EMOG in making critical policy decisions regarding College response and recovery - Declares and ends the emergency - Conducts post emergency review – track recovery and review findings for future emergency response
Chief Business Officer	- Acts as primary alternate in President's absence - Provides policy guidance - Coordinates financial matters as needed for continuity of operations - Acts as liaison with state Risk Management

Member	Role
Director of Facility Services	• Evaluates magnitude of emergency and reports findings to EMOG • Oversees Facility Services personnel in response assistance • Coordinates equipment and personnel to perform shutdown procedures, hazardous area controls, barricades, debris removal, emergency repairs
Chief of the Department of Public Safety	• Coordinates traffic controls, access controls, and perimeter controls as necessary • Coordinates with local law enforcement and emergency response services
Director of Human Resources	• Maintains logs of significant events related to legal matters • Responds to requests for legal advice from EMOG • Represents the College to persons questioning or contemplating legal recourse regarding the college's emergency response activities
Director of Information Technology Services	• Evaluates and reports to EMOG on the impact of the emergency on campus communication equipment and information services • Provides equipment and personnel to perform shutdown of equipment and make emergency repairs • Contacts telephone and computer related service contractors for assistance as necessary • Contacts the system office to report communication and information system problems
Chief Academic Officer	• Works with Incident Command to assess disaster effects on academic areas • Responsible for decisions concerning the cancellation, rescheduling, or relocation of classes, tests, and other programs interrupted by an incident • Liaison with instructional deans and faculty
Director of Communications	• Maintains logs of significant events related to media • Obtains information and periodic updates from Incident Command • Works with President and PCC Incident Command to develop the College's messages • Establishes contact with incident PIO or Joint Information Center to coordinate messages

2.5 EMERGENCY MANAGEMENT OPERATIONS GROUP (EMOG)

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

Members of this group are:

+ Dean of Student Success
+ Member of Marketing & Communications department
+ Director of Purchasing
+ Representative from Human Resources
+ Executive Assistant to the President
+ Coordinator of Environmental Health & Safety
+ Director of Student and Judicial Affairs/ director of counseling services
+ Director of the Health Clinic
+ Fire Science department chair
+ Police Academy department chair
+ EMS department chair

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

The Chief Business Officer will act as chair of the EMOG. The EMOG will meet to discuss plans and readiness a minimum of twice per calendar year, and it will convene as necessary for incidents, emergencies, or disasters.

2.5.1 EMOG Activities

The EMOG is activated by any member of the group after consultation with the Chief of the Department of Public Safety or designee. The Director of Communications or his/her designee will send a notification of activation to EMOG members.

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

When activated, the EMOG will convene at a location as dictated by the nature and location of the incident, or as determined by the available EMOG members.

2.5.2 Overview of EMOG Activities and Responsibilities

Member	Role
Chief Business Officer	• Directs all activities of the EMOG
Dean of Student Success	• Oversees operations regarding students • Serves as liaison between Policy Group and EMOG
Member of communications	• Responsible for information dissemination to College community, public sector, and media outlets • Assists with emergency notifications
Director of Purchasing	• Determines whether a Request for Proposal (RFP), competitive sealed bid, or other methods shall be used for each procurement during an emergency
Representative from Human Resources	• Responsible for personnel accountability and legal matters
Executive Assistant to the President	• Acts as liaison to the Policy Group • Serves as resource person • Documents activities and meetings
Coordinator of EHS	• Solicits qualified staff members to incident site for utility control, trades, environmental health & compliance, and damage control • Technical resource for long-term shelter in place
Director of Student and Judicial Affairs	• Liaison with Student Success services • Provides relevant information regarding existing students of concern from disciplinary and behavioral intervention team records
Director of the Health Clinic	• Oversee operations from a health-safety perspective
Fire Science department chair	• Solicits qualified personnel to incident site • Assists EMOG and Policy Group in interpreting, understanding, and predicting activities of external public safety organizations • Functions as liaison with external public agencies
Police Academy department chair	• Solicits qualified personnel to incident site • Assists EMOG and Policy Group in interpreting, understanding, and predicting activities of external public safety organizations • Functions as liaison with external public agencies
EMS department chair	• Solicits qualified personnel to incident site • Assists EMOG and Policy Group in interpreting, understanding, and predicting activities of external public safety organizations

Member	Role
	• Functions as liaison with external public agencies

2.6 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, direction, and control or emergency preparedness, response, and recovery activities for the campus, and is the location to which EMOG will report for duty and assume their ECC roles. Their roles in the ECC, emergency response activities, and work assignments will be planned, coordinated, and delegated from the ECC.

The primary ECC location is the President's Office (CA 110) with an alternative of CA 211 at the Pueblo Campus.

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

2.6.1 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 Policy Group, as well as the President of PCC, is authorized to activate ECC. If the President is unavailable, the responsibility will fall to the Chief Business Officer (see 2.8 Emergency Authority).

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

2.6.2 Notifications

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

A brief message describing the event will be provided for inclusion in the Policy Group 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 Director of Marketing at 719-549-3226.

2.6.3 ECC Set-Up

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

- + Ensure that the ECC is accessible
- + Post entry/exit log at ECC entrance and ensure staff sign in as they arrive.
- + Post 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.

2.6.4 ECC Security and Access Control

Access to the ECC will be controlled by PCC Public Safety, when necessary. Prior to being allowed access, additional staff must be granted authorization from the Policy Group or the ECC director. All ECC staff must sign in upon arrival and sign out when departing.

2.6.5 Incident Documentation

It is important that the incident be properly documented from the beginning of the incident until the ECC is demobilized. A member or designee of EMOG will be responsible for seeing that these documents are completed. ECC Activity Logs provided for each ECC position to record include:

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

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

2.6.6 ECC Deactivation and Demobilization

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

- The ECC director will notify sections when they are no longer required in the ECC
- All staff must ensure that any open actions not yet completed will be handled after the deactivation.

- All staff must ensure that all required forms or reports are completed prior to deactivation and have copies made of all logs, reports, messages, and any documents used and received in the ECC. Leave originals in the position folder.
- An official notification will be sent to all involved internal and external participants that the ECC is deactivated.
- Additional deactivation items are listed in the unit checklists and the ECC Deactivation Checklist.

This action signifies the transition from the response phase to the recovery phase. Prior to deactivation, the EMOG 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

2.6.7 Establishing an Alternate ECC

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

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

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

2.6.8 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 all College campuses and sites.

2.7 TRAINING

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

Relevant training includes, but is not limited to:

IS-100.b   Introduction to Incident Command System (ICS)
        OR
IS-100.HE   Introduction to 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	ICS-300	ICS-400	IS-700	IS-800	G-367	G-290
President	X				X		X	
Chief Business Officer	X	X	X	X	X		X	
Director of Facility Services	X	X	X	X	X		X	
Chief of DPS	X	X	X	X	X	X	X	
Director of Human Resources	X				X		X	
Director of ITS	X				X		X	
Chief Academic Officer	X				X		X	
Director of Communications	X				X		X	X
Dean of Student Success	X	X	X	X	X		X	
Academic Deans	X	X			X		X	
Dean of Fremont Campus	X	X			X		X	
Executive Dean of SCCC	X	X			X		X	
Directors	X	X			X		X	
Campus Police Officers	X	X			X	X		

2.8 EMERGENCY AUTHORITY

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

1. Chief Business Officer
2. Director of Human Resources
3. Chief Academic Officer

For emergencies taking place on the Fremont Campus, the Dean of the Fremont Campus is delegated such authority when the College President cannot be reached or is absent from the College.

For emergencies taking place on the Southwest Colorado Community College sites, the Executive Dean of SCCC is delegated such authority when the College President cannot be reached or is absent from the College.

For civil disturbance or time-critical situations only, the Chief of the Department of Public Safety or the on-duty police officer is hereby delegated the authority to take necessary and appropriate actions on behalf of the President when:

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

Section 3: Direction, Control, and Coordination

3.1 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

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

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 Department (MOU)
+ Pueblo City Police Department (MOU)
+ Colorado State Highway Patrol
+ Cañon City Police Department (MOU)
+ Durango City Police Department
+ Montezuma County Sheriff's Department

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.

4.1.1 Zone Paging

The PCC telephone system allows for messages to be sent to a specific area, building, or campus/site, or to all PCC campuses and sites via the Zone Paging system. Telephones are located in office areas, classrooms, and reception areas of all buildings, and these phones are activated through the Zone Paging system and are used to send message. The Department of Public Safety, Department of Communication, and other College personnel have been trained on the use of this system, and the College practices using this system each semester so that the member of the College community is aware of the system and how to respond in the case of an emergency.

4.1.2 myPCC Alert

myPCC Alert is a notification system PCC uses to send emergency messages to its entire community. Emergency notifications are sent via email, text (SMS), and voice mail to mobile and home phones

All students, staff, and faculty are encouraged to enroll in myPCC Alert so that they can receive emergency notifications via their school email, home phone, cell phone, and work phone. The College does not charge for signing up to 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 Department of Public Safety, or any of the designees.

4.1.3 Door-to-Door Notification

If safe to do so, designated College personnel (such as Public Safety, 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.

4.1.5 Pueblo Campus- Additional Notification Methods

Emergency messages will be communicated to the Downtown Studio site and the SBDC.

4.1.6 Fremont Campus – Additional Notification Methods

Emergency messages will be communicated specific to the Fremont Campus.

4.1.7 SCCC-East (Durango) – Additional Notification Methods

Emergency messages will be communicated specific to the Durango site.

4.1.8 SCCC-West (Mancos) – Additional Notification Methods

Emergency messages will be communicated specific to the Mancos site.

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 EMOG 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 her/his designee.

Section 5: Administration

5.1 AFTER ACTION REPORT AND IMPROVEMENT PLAN

The completion of an After Action Report and Improvement Plan (AAR/IP) is a part of the 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

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

5.1.2 Dissemination

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

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 both the field and EMOG levels in PCC's organization, the planning function is responsible for initiating the After Action Report and Improvement Plan
- At the completion of the emergency period, and before the field ICS and Policy Group level organizations have been deactivated, PCC CEMT will assume the responsibility for continuing the After Action Report and Improvement Plan
- PCC CEMT will assign the After Action Report and Improvement Plan to a team as early as possible in the incident to allow establishment of timelines and expedite the preparation of the report

- AAR/IP team members should be familiar with the planning function, emergency organization functions, and PCC's protocols and procedures

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 form 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 PCC 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: Acronyms

[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.)]

Figure 5-1: Sample after Action Report and Improvement Plan Outline

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 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 Housekeeping staff members are considered mission essential personnel and are required to assist during emergencies.

Section 8: Reporting Emergencies, Crimes, and Suspicious Activity

8.1 CONTACT CAMPUS POLICE

PCC students, staff, faculty, and visitors should call 719.549.3355 (PCC Police Department) or 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.

For non-emergency issues on the Pueblo and Fremont campuses, contact the PCC Police Department (719-549-3355 for the Pueblo Campus; 719-296-6130 for the Fremont Campus). For SCCC East and West, contact the Executive Dean (970.247.2929, ext. 7242).

Other means to contact the Department of Public Safety:

8.1.1 Blue Light Emergency Phones

Parking lots on the Pueblo Campus are equipped with blue emergency phones that connect to local law enforcement dispatch, which will contact the PCC Department of Public Safety.

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 Department of Public Safety, which will immediately respond.

8.2 REPORTING AN EMERGENCY

Report all emergencies immediately to 911.

Be prepared to provide the following information:

- Type of emergency (e.g. medical, fire, traffic accident, 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

NOTE: While PCC accepts anonymous reports, investigation of such reports is difficult. If students, staff, and faculty are aware of specific incidents that are alleged violations of criminal laws and/or the PCC Student Code of Conduct, the College encourages reporters to make on-the-record reports where the College can use the reporters' names.

Students, staff, and faculty can make anonymous reports via the Behavior Reporting Form. People should report campus-based incidents or situations that scare or endanger them, or their friends or family, including:

Campus Based Incidents (1)	Campus Based Incidents (2)
Assaults	Weapons on Campus
Harassment	Suicide prevention
Abuse	Sexual harassment
Dating violence	Vandalism
Threats	Gangs
Domestic violence	Theft

A witness of a crime who wishes to remain anonymous may also call the following to report the 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
- SCCC East and West Campuses - Durango-La Plata Crime Stoppers at 970.247.1112
- Safe2Tell: 1.877.542.SAFE

Section 9: General Emergency Procedures

9.1 EMERGENCY PROCEDURES GUIDE

Each College classroom, office, and work area is equipped with a flipchart-style Emergency Procedures Guide (EPG) that lists the most common types of emergency situations. The EPG provides step-by-step guidance on specific actions to take during the listed emergency situations.

Additionally, the College provides to students with a student version of the Emergency Procedures Guide.

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
- 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

9.3 Stand Response Protocol (S.R.P.)
- Evacuate
- Shelter
- Lockout
- Lockdown

9.3.1 General Building Evacuation Procedures – Fire

When a building fire alarm sounds, or when directed by Public Safety to evacuate, ALL occupants will leave the building through the nearest safe exit. Designated Public Safety or Facilities personnel may remain behind or 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 from Public Safety, Campus Emergency Response Team personnel, and/or emergency responders.
- Do not use elevators.
- Provide assistance to individuals with functional impairments who may need help evacuating.

- Stay together in a group with your class or work section if possible. Instructors must account for all students 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 Public Safety.

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 Public Safety or 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 if 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.

9.3.5 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 Public Safety personnel.

9.3.6 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.

9.3.7 Lockdown

Lockdown is called when there is a threat or hazard inside the building. From domestic violence incidents, to intruders, to an active shooter, Lockdown uses room security to protect students and staff from an immediate threat.

The Lockdown Protocol demands locking or barricading individual room doors or other access points, moving room occupants out of line of sight of the corridor windows and having everyone maintain silence. There is no call to action to lock the building outside access points. Rather, the protocol advises to leave the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responder's entry into the building.
Staff and students should not open the door once in Lockdown. Rather, no indication of occupancy should be revealed until first responders open the door.

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

9.3.8 Lockout

Lockout is called when there is a threat or hazard outside of the campus building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the vicinity, Lockout uses the security of the physical facility to act as protection.

The Lockout Protocol demands bringing students and staff into a building and locking or monitoring all outside access points. Where possible, educational activities would continue uninterrupted. Classes that were being held outside would return to the building and if possible continue class inside. There may be occasions where students and staff expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be discouraged. In the event of a lockout, building proctors will be responsible for locking the outside building door. Other staff who have been issued keys, may also assist with securing the building.

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 Public Safety personnel.

9.4.1 General Shelter-in-Place Procedures

For severe weather

- If safe to do so, close blinds and curtains on exterior windows.
- Move away from exterior windows.
- If possible, seek shelter in a lower level interior room with no windows, 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 shooter.   In a lockdown situation, all exterior doors to a building are secured, and occupants are expected to remain inside.

- Stay calm.
- Remain in classrooms, or offices. If in a common area, stay away from windows and doors.
- 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.
- Do not allow anyone access once the doors are locked, as this could compromise the safety of those inside.
- Do not allow anyone to talk their way inside, as she/he might be the suspect or might be coerced by the suspect outside of your view.
- Wait for further instructions and do not allow anyone to leave until PCC Public Safety personnel give the "all clear" signal or message.

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

9.6 REVERSE EVACUATION

A reverse evacuation moves people into a building from the outside. A reverse evacuation 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 of 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.