Pueblo Community College

EMERGENCY OPERATIONS PLAN

2025

Revised December 2024

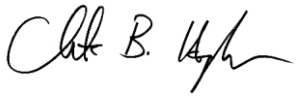
Pueblo Campus
Mancos Campus
Fremont Campus
Durango Site

Letter from President Hazelbaker

Pueblo Community College is committed to protecting our faculty, staff and students as well as our property and facilities. The PCC Emergency Operations Plan (EOP) is the official plan to address hazards and circumstances that may occur at the college and help individuals navigate these situations. Faculty, staff and students should familiarize themselves with the college Emergency Response Guide located in each office and classroom on campus to assist in the understanding of how our community should respond to specific incidents.

The EOP is a guide for emergency management and coordination of all phases of emergency response to minimize the impacts of disasters and incidents, to protect people and property, and to restore any interruptions to college operations. This guide is also intended to help us effectively work with the many community partners and agencies that are critical in the response to any incident.

Thank you for helping us provide a safe and healthy learning environment at PCC.



Chato Hazelbaker, Ed.D.
President
Pueblo Community College

Approval and Implementation

The Pueblo Community College Emergency Operations Plan is written and maintained under the authority of the Vice President of Administration & Finance.

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

Minor changes to the PCC Emergency Operations Plan (corrections, updated titles or terminology, procedural adjustments, etc.) may be made by the College Emergency Management Team and or Chief of Police. Substantial changes will be reviewed by the authorities listed here prior to implementation.

This Emergency Operations Plan has been reviewed and approved by:

Stuart Kurtz
Vice President of Administration & Finance — Date: 2/20/25

Jennifer Sherman
Vice President of Academic Support — Date: 2/20/25

Michael Gage
Vice President of Student Services — Date: 2/28/25

Dana Moss
Vice President of Human Resources — Date: 2/20/25

The Pueblo Community College Emergency Operations Plan will be reviewed in its entirety and approved by the PCC Police Department on an annual basis. All updates and revisions to the plan, excluding correction of minor typographical and grammatical errors, will be tracked and recorded on this page.

The PCC EOP is a living document and will be updated as appropriate. This plan may be updated as a result of exercise lessons learned, as new guidelines are distributed, or as otherwise needed.

CHANGE # or REVIEW	DATE	ENTERED BY	SUMMARY OF CHANGES
1	12/04/2024	Chief Brown	Adopted revised Pike Peak State College EOP.

Record of Distribution

The Pueblo Community College Emergency Operations Plan (EOP) has been posted to the PCC Police Department web page.

The PCC EOP is maintained by the PCC Police Department.

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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, employees, and visitors. In accordance with Colorado Community College System (CCCS) System Procedure (SP) 19-40b, *Emergency Operations and Management Planning*, as well as other applicable laws, regulations, and policies that govern emergency preparedness and response, PCC has established this Emergency Operations Plan (EOP) to address specific hazards and emergency situations 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 EOP serves as a guide for response to, and management of, emergencies and disasters. An emergency is any unplanned event that may: cause significant injuries or death to members of the PCC community or the public; disrupt College operations; cause physical or environmental damage; and/or threaten the College's financial standing or public image.

Clery Notification

Following the Clery Act, Pueblo Community College will inform the campus community about significant emergencies or dangerous situations or threats that could affect the health or safety of students, faculty, and/or staff.

Commented [MM1]: Outline how this will be done here. Including notification system to be used and

Because this EOP is designed as a flexible management system, part or all of it may be activated as appropriate to a specific situation. Its general procedures for the management of activities, operations, and information can be applied as needed during any level of emergency. The overall priorities of the College during a disaster are the protection of lives, property, and the environment on, and in the vicinity of, PCC campuses and facilities. The overall objective is to respond quickly to emergency situations and manage the process of restoring College academic functions and services.

1.2 PURPOSE

The PCC EOP is a general plan to prepare for, respond to, and recover from emergencies and disasters. This plan addresses 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 PCC's response to a broad range of natural and human-caused emergencies;
- Key responsibilities and assignments within the College; and

- Guidelines and procedures for recovery and continuity of operations following an emergency.

1.3 SCOPE

The PCC EOP provides guidance for five mission areas of emergency management (see Section 1.4) and applies to all hazards that could potentially occur on, or affect, any facility or property owned or operated by Pueblo Community College.

However, the EOP or portions of the EOP may also be activated by PCC Executive Leadership or the PCC Police Department during a community or regional crisis that may impact College personnel or operations. A regional utility outage, a hazardous material spill on a major highway, or a wildfire may necessitate EOP activation to coordinate emergency information and support services. A major emergency in the community that affects PCC students and employees is also considered a College emergency.

The PCC EOP covers the College's six primary locations:

- Pueblo Campus
- Fremont Campus
- Mancos Campus
- Durango Site
- Teaching and Learning Center
- Downtown Studio

1.4 EMERGENCY MANAGEMENT MISSION AREAS

The PCC EOP addresses activities related to five key mission areas of emergency management:

Prevention: Actions necessary to avoid, prevent, or stop a potential or actual threat or hazard. Planning, training, and exercises that can decrease or limit injuries, loss of life, and property damage in the event of an emergency or disaster.

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Protection: Safeguarding lives and property against acts of terrorism, natural disasters, and other threats or hazards.

Mitigation: Eliminating hazards, reducing the probability of hazards causing an emergency situation, and/or lessening consequences from unavoidable hazards. Mitigation should be a pre-disaster activity but may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

Response: Reacting to a significant emergency or disaster to save lives, minimize casualties, and protect property and the environment while resolving the situation. Response also includes the management and coordination of resources including personnel, equipment, and supplies. Response activities may include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, and other associated functions.

Recovery: Restoring critical functions to return the affected areas and facilities to some degree of normalcy as soon as possible. Recovery functions may include restoring College services, debris removal, restoring utilities, disaster mental health services, and rebuilding damaged facilities and infrastructure.

Preparedness is an additional phase that overlaps the five mission areas of emergency management. It is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action.

1.5 SITUATIONS

A disaster can strike anytime, anywhere, and can take many forms: blizzard, tornado, flood, epidemic, fire, hazardous material spill, act of nature, or act of terrorism. It can build over a number of days or weeks, or it can occur suddenly with little to no warning.

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

Hazards generally fall into two categories: natural and human-caused. The following chart, which is not intended to be all-inclusive, highlights the hazards and natural disasters most likely to affect PCC and its operations.

CATEGORY	EXAMPLES
Natural Hazards	Severe weather (e.g., tornado, blizzard, lightning, hail), wildfire, flooding, earthquake, pandemic/epidemic
Human-caused Hazards	Terrorism, violence, cybersecurity issues, hazardous materials release, power failure, aircraft accident, vandalism, sabotage

These determinations are based on guidance from the following references:

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 are called planning assumptions, and it is standard practice to base planning on worst-case scenarios.

The following planning assumptions were incorporated into this EOP:

- A critical incident, crisis, or disaster may occur on any day of the week, including weekends and holidays, and any time of the day or night with little or no warning.
- Buildings and structures on campus and off campus, including homes, may be damaged.
- Major roads, overpasses, bridges, and local streets may be damaged.
- Critical utilities infrastructure may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.
- Travel conditions off campus may be unsafe and people may become stranded at the College.
- Some emergency incidents will necessarily involve a regional response to PCC campuses.
- PCC might receive delayed response from, or be without, local emergency response personnel and must be prepared to handle emergency 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.
- Normal suppliers may not be able to deliver materials.
- Contact with family members may be interrupted.
- The College will need to conduct its own rapid damage assessment, situation analysis, deployment of on-site resources, and management of emergency operations on campus while emergency conditions exist.
- Emergencies such as natural disasters that affect PCC campuses will likely affect the surrounding communities.
- Once the emergency is over, the College will take necessary actions to recover from the impacts of the incident and resume normal operations as soon as possible.

1.7 CONCEPT OF OPERATIONS

In any emergency, 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 campus, Teaching, Teaching and Learning Center, Downtown Studio and local area law enforcement will respond for the Mancos campus, Fremont campus and Durango site. Additional external and internal resources may be utilized as necessary to address the situation. PCC's Police Department, in conjunction with PCC Information Technology Services (ITS) and/or PCC Marketing and Communications, will issue alerts and instructions to the campus community as the situation warrants.

If a prolonged emergency operation occurs, the PCC Policy Group will be activated to coordinate support for PCC employees and students, coordinate support and communications between PCC and CCCS, and to ensure PCC's continuity of operations.

The nature and scope of a particular emergency situation may require partial or full evacuation of buildings and/or campuses, shelter-in-place for occupants, or secure or lockdown of campus facilities. Public access to specific campus areas may be temporarily restricted. Normal operations will resume at the discretion of the President or designee in coordination with the PCC Chief of Police or designee.

1.8 CAMPUS STATE OF EMERGENCY

A Campus State of Emergency suspends some or all normal functions of the College, alerts employees and students to change their normal activities, and/or implements parts of the Emergency Operations Plan. Such a declaration may be implemented during a time of natural or human-caused disaster.

The authority to declare a campus state of emergency rests with the College President or designee. If a Campus State of Emergency is declared, it may become necessary to restrict access to specific areas on campus only to authorized individuals who have been assigned emergency or essential duties.

1.9 EXTERNAL ASSISTANCE

PCC does not maintain its own firefighting or emergency medical personnel, so those types of services will be provided by local emergency service agencies. Likewise, local law enforcement agencies will assist the PCC Police Department when requested to do so.

The Pueblo County Sheriff's Office Emergency Services Division may provide assistance when a significant emergency or disaster event occurs, or when a relatively minor emergency could escalate to a significant event, and when emergency or disaster needs exceed the capability of the College. State and federal agencies may also be called upon for assistance.

1.10 CONTINUITY OF OPERATIONS

1.10.1 PCC Continuity of Operations Planning

Responsibility for PCC's overall Continuity of Operations planning rests with PCC executive leadership in coordination with PCC Police Department.

1.10.2 Department/Division Continuity of Operations Planning

Each PCC department and division is responsible for preparing and maintaining a Continuity of Operations (COOP) Plan. The COOP Plan presumes damage or destruction of the department's or division's physical setting; inability to use the physical setting; and

reasonable measures to mitigate both short-term and long-term effects of displacement.

Each responsible director and department head should maintain, and have available, an emergency list of employee names and telephone numbers. COOP Planning documents should include an organizational chart that clearly delineates chains of responsibility and a plan for protection and recovery of vital records. When developing a COOP Plan, department/division heads should consider any potential impacts that their plans could have on other departments or divisions.

Continuity of Operations Plans shall be maintained and kept on file by each PCC division or department. These plans should be reviewed at least annually.

1.11 PLAN DEVELOPMENT AND MAINTENANCE

The PCC Emergency Operations Plan was adopted from Pikes Pike State College and reviewed and modified by the PCC College Emergency Management Team (CEMT). The CEMT consists of various members of PCC and external emergency management partners.

The PCC EOP is reviewed for currency and completeness at least once per calendar year by the CEMT.

Minor changes to the PCC Emergency Operations Plan (corrections, updated titles or terminology, procedural adjustments, etc.) may be made by the CEMT. Substantial changes will be reviewed by the authorities listed on page ii of this plan prior to being implemented.

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

1.12 AUTHORITIES AND REFERENCES

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

Section 2: Organization and Assignment of Responsibilities

2.1 ORGANIZATION FOR PLANNING

The PCC Chief of Police coordinates College-level emergency preparedness plans and Continuity of Operations Plans with the Policy Group.

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

The Policy Group reviews College-level plans.

2.2 COLLEGE EMERGENCY MANAGEMENT STRUCTURE

To manage emergency incidents, Pueblo Community College utilizes a structure involving the PCC Policy Group.

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

PCC may activate the Emergency Coordination Center (ECC) any time the Policy Group is activated for an emergency or disaster.

2.3 POLICY GROUP

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

The following personnel comprise the Policy Group:

- President
- Vice President of Administration and Finance (VPAF)
- Vice President of Academic Support (VPAS)
- Vice President of Student Success (VPSS)
- Vice President of Human Resources (VPHR)
- Senior Director of Marketing and Communications

The President is the senior executive official for the campus. In the absence of the President, the Vice President of Administration and Finance (VPAF) will assume these responsibilities.

The VPAF will act as chair of the Policy Group and convene the group as necessary to review readiness.

The President may expand the Policy Group at their discretion, and as appropriate for the situation.

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 Incident Command staff.
- Works with the PCC and incident Public Information Officers (PIOs) 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 Administration and Finance.
- When activated, the Policy Group may convene:
    - Via virtual/remote platforms;
    - At Pueblo Campus Central Administration building CA-210; or
    - At another location as dictated by the nature and location of the incident, or as determined by available members of the Policy Group.

2.3.3 Overview of Policy Group Member Responsibilities

President	• Acts as highest level of campus authority during emergency, crisis, or disaster. • Leads Policy Group in making critical policy decisions regarding College response and recovery.
VPAF	• Acts as primary alternate in President's absence. • Responsible for decisions concerning the cancellation, rescheduling, or relocation of classes, tests, and other programs interrupted by an incident. • Provides policy guidance. • Acts as liaison with state Risk Management.
VPAS	• Serves as lead representative in matters related to academic interface with the ECC operations and academic issues. • Liaison for instructional services. • Maintains logs of significant events related to research. • Coordinates lab activities and research preservation. • Works with Incident Command to assess disaster effects on academic areas.
VPSS	• Maintains logs of significant events related to student services. • Assesses and coordinates student crisis management and other needs. • Ensures compliance with Dept. of Education regulations. • Accountability. • Coordinates class rosters with registrar. • Coordinates support for student services and crisis counseling.
VPHR	• Maintains logs of significant events related to legal matters. • Responds to requests for legal advice from PCC Executive Staff. • Represents College to persons questioning or contemplating legal • recourse regarding the College's emergency response activities.
Senior Director of Marketing and 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.

2.4 EMERGENCY COORDINATION CENTER (ECC)

Upon activation, 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 community, and between the ECC and surrounding jurisdictions and response agencies. The ECC is the focal point for coordination, direction, and control of emergency preparedness, response, and recovery activities for the campus.

ECC operations may take place in a physical location or in a virtual environment, depending on the nature of the emergency. The primary physical ECC location is room CA210 in the Central Administration Building, Pueblo Campus. CA210 is a designated but not a dedicated ECC facility. Alternate facilities will be determined at the time of activation.

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

2.4.1 ECC Activation

The ECC may be activated when necessary to facilitate the College's response and subsequent recovery from any emergency. The PCC Chief of Police and the PCC President, or any member of the Policy Group, may activate the ECC. If the President is unavailable, the responsibility will fall to the VPAF or VPAS.

2.4.2 Notifications

In an emergency, the individual activating the ECC will notify the Policy Group, including in the notification a brief message describing the event. The message will ask for availability and will require a response. Responding personnel should report directly to the ECC. If an individual is unsure about reporting for duty, he or she should contact the VPAF or VPAS, or call the PCC Chief of Police.

2.4.3 ECC Setup

Upon notification of ECC activation, ECC setup will be initiated by personnel from the PCC Police Department, and/or the first available personnel from the Policy Group. General setup responsibilities include:

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

2.4.4 ECC Security and Access Control

If necessary, access to the physical ECC will be controlled by PCC Police Department or other law enforcement personnel. PCC personnel responding to the ECC from off campus may be required to show appropriate identification for access. Additional staff must be granted authorization from the Policy Group prior to being allowed access. All ECC staff must sign in and out upon arrival and departure.

2.4.5 Incident Documentation

As directed by the PCC President or designee, the incident should be properly documented from onset until the ECC is demobilized.

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

2.4.6 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 releasing all staff once tasks are completed, documenting the incident in preparation for requests for city/state/federal disaster recovery funds, and documenting the incident in preparation for the After-action Report and subsequent updates to PCC plans and procedures. To accomplish this:

- A representative of the Policy group 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.

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

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

2.4.7 Establishing an Alternate ECC

Depending on the dynamics of an incident, the ECC may need to be relocated due to physical damage, impaired functionality, or unsafe conditions.

The backup physical ECC location is the Downtown Studio. If this site is damaged or deemed unsafe, the VPFAs will determine an appropriate location either on or off campus. Staff and external agencies will be notified of the new ECC location.

The PCC Police Department, PCC ITS, and PCC Facilities and Operations will coordinate to arrange the transfer of supplies and equipment from the original ECC to the alternate location. Items may include:

- Computers
- Communication equipment

- Maps and displays
- ECC forms

2.4.8 Communications Between the ECC and Response Organizations

ECC members will have access to landlines, cellular phones, and the internet as available on campus. In addition, the PCC Police Department utilizes the 800MHz UHF radio system and maintains contact with the Pueblo County Sheriff's Office dispatch center at all times. If the incident is within the city of Pueblo jurisdiction, contact with city dispatch is available.

2.4.9 After-Action Report

The Policy Group and or designee is responsible for compiling incident information for the After-action Report (AAR). The draft AAR will be reviewed by the Policy Group, as well as other PCC stakeholders, prior to the report being finalized. (See Section 5.1.)

2.5 TRAINING

Training is an integral part of emergency preparedness and response. PCC executive leadership and key personnel should complete certain emergency management training courses to ensure that they can efficiently and effectively integrate into incident command structures.

Relevant training includes, but is not limited to:

IS-100.c	Introduction to Incident Command System (ICS)
IS-200.c	Basic Incident Command System for Initial Response
ICS-300	Intermediate Incident Command System
ICS-400	Advanced Incident Command System
IS-700.b	An Introduction to the National Incident Management System (NIMS)
IS-800.d	National Response Framework, an Introduction
IS-363	Introduction to Emergency Management for Higher Education
G-367	Emergency Planning for Campus Executives
G-290	Basic Public Information Officer (for personnel with PIO duties)

2.6 EMERGENCY AUTHORITY

The PCC President serves as the head of the Policy Group. If any threatened or actual disaster or civil disorder on a PCC campus occurs at a time when the President is absent from campus or otherwise unavailable, the authority to take all necessary and appropriate actions on their behalf is 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 make contact:

1. Vice President of Academic Support (VPAS)
2. Vice President of Student Success (VPSS)
3. Vice President of Administration and Finance (VPAF)

For a civil disturbance or time-critical situation only, the PCC Chief of Police, the on-duty police officer/guard, is 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

Emergency response agencies across the Pueblo region have adopted the National Incident Management System (NIMS) and the Incident Command System (ICS) to effectively manage emergency operations. These systems provide a rational model to prioritize and manage emergency operations, allowing disaster response protocols to remain flexible.

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

3.1 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, protection, response, recovery, mitigation, and preparedness 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.

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. The collective use of NIMS across all local incident response agencies and disciplines creates a common operating picture that promotes mutual goals and responsibilities, and more efficient and effective response services. All schools that receive Federal preparedness monies are required to support the implementation of NIMS.

The Incident Command System:

- Uses standardized position titles for all responding agencies.

- Allows ICS positions to be filled by the most qualified personnel regardless of rank.
- Establishes a modular structure that can be expanded to accommodate large-scale incidents, or reduced as an incident winds down.
- Uses plain English and common terminology to allow responding agencies to better communicate with one another.
- Establishes unity of command, wherein incident personnel report to only one supervisor.
- Utilizes a management by objective approach.

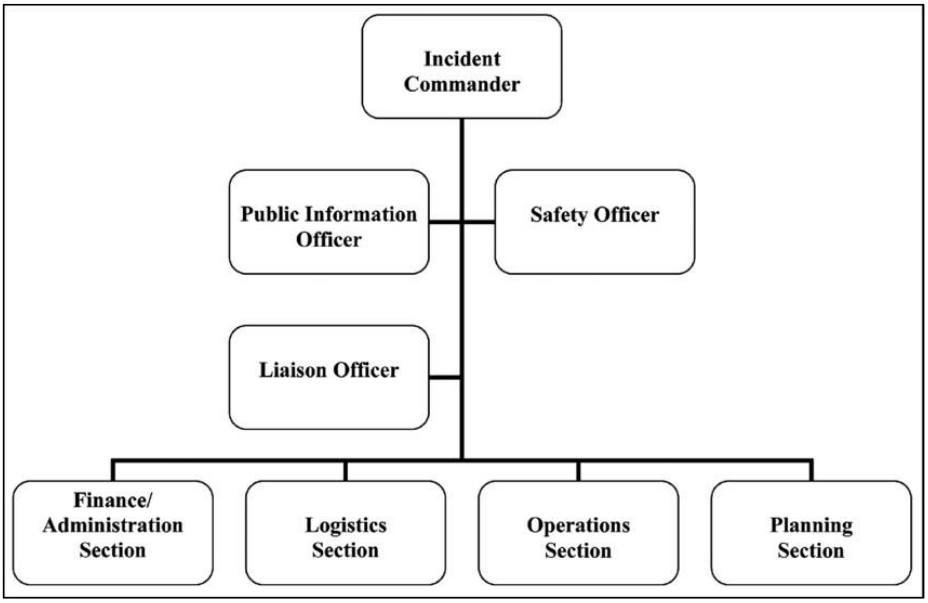


Figure 3-1: ICS Organizational Chart

3.3 ICS AND PCC

Emergency responders typically enact the Incident Command System for large-scale emergencies and events. ICS has been adopted, recognized, and utilized by all emergency response agencies in Pueblo County and the City of Pueblo, as well as the State of Colorado and all Federal organizations.

If an emergency and/or large-scale event occurs at a PCC campus/site, college resources may be quickly depleted and/or inappropriate for the type of incident (such as a fire

or hazardous materials spill). Local emergency response agencies will implement ICS to control and manage ongoing operations.

PCC personnel will support the Incident Command structure and may operate under a Unified Command if requested by the Incident Commander or their Command Staff. Under Unified Command, agencies with geographical or functional responsibility for an incident work together to accomplish agreed-upon goals without losing or giving up agency authority, responsibility, or accountability.

3.4 COORDINATION WITH LOCAL AGENCIES

The PCC Police Department maintains agreements with other local law enforcement agencies. These agreements establish the working relationships between agencies and describe the roles of each agency when one requests assistance from the other. Such instances may include, but are not limited to, calls for service, emergency assistance, traffic incidents, and investigation of major crimes.

Section 4: Communications and Notification

Emergency Communications

Under the Clery Act, Colleges are required to immediately notify the campus community upon confirmation of a significant incident or event involving an immediate threat to the health or safety of students, faculty, and staff.
Pueblo Community College will use AppArmor, PCC social media accounts and the college website to inform the public of both normal and emergency operations. During emergencies, the PIO office for Pueblo Community College will work closely with local news media to provide clear and direct information about the situation at hand and corrective or emergency actions underway.
To the extent possible, emergency information will be related to what occurred, areas affected, impact/potential impact upon the college community and its stakeholders, measures the campus is taking to ensure the safety and well-being of stakeholders, information regarding expectations of stakeholders, and where to turn for more information.
Pueblo Community College will coordinate response with local offices of emergency management respective to the affected region.

4.1 CAMPUS EMERGENCY NOTIFICATION

Pueblo Community College uses various methods to relay information about emergency situations on or affecting its campuses. However, the College's preferred method is the Emergency Notification System (MyPCCAlert), which can reach the most people in a timely manner.

4.1.1 Emergency Notification System

PCC uses an Emergency Notification System (MyPCCAlert) to send emergency alerts and messages to the College community. Emergency notifications are sent via text messages, phone call, PCC computer and email.

Emergency notifications:

- Are broadcast at the direction of any member of the PCC Policy Group, the PCC Chief of Police or any of their respective representatives.
- Are distributed by the Senior Director of Marketing and Communications, or their representatives.

Employees and registered students are automatically subscribed into the Emergency Notification System using the contact information on file with the College.

MyPCCAlert relies on individual contact information being kept current. PCC recommends that students and employees review their contact information at least once per semester.

- Log in to the PCC Portal

4.1.2 Alternate Notification Methods

PCC may use any of the following additional methods to notify campus occupants of an emergency situation as circumstances warrant, and if personnel are available to do so.

Door-to-door notification: If safe to do so, designated college personnel (such as PCC Police Department or Facilities and Operations staff) may go to specific rooms, wings, and/or other buildings on the affected campus to alert occupants to an emergency.

Campus TV monitors: Campus TV monitors are strategically placed within PCC campuses to disseminate information to the College community. These units are capable of broadcasting both static and scrolling messages. When necessary and appropriate, the Director of IT Services or their representative, or the Executive Director of Marketing and Communications or their representative, may update the messages to provide information about emergency situations.

Social and local media: The PCC Marketing and Communications department will utilize its social media platforms – Facebook, Instagram and X (formerly Twitter) – to communicate emergency messages to its audiences online. In addition, the FlashAlert Newswire service can be used to send initial brief messages to local TV stations in the Pueblo/Fremont area. These messages appear on the scroll at the bottom of the TV screen.

4.2 EMERGENCY NOTIFICATION PROCESS

- All emergency messages will be initially drafted by the PCC Chief of Police or the Senior Director of Marketing and Communications, or their respective designees.
- The PCC Chief of Police or their designee will notify the Senior Director of Marketing and Communications or their designee by email or text and follow up with a phone call.
- The Senior Director of Marketing and Communications or their designee is typically designated at the Public Information Officer and will finalize the message, including editing for length as appropriate to the notification platforms to be used.
- The Senior Director of Marketing and Communications or their designee will coordinate with the PCC Chief of Police or their designee to identify who should receive the message and how it will be disseminated.
- Emergency message formats currently available:
    - Text message
    - Email
    - Phone calls
    - Computer monitors
    - Television monitors

4.3 PUBLIC INFORMATION OFFICER

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

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

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

Section 5: Administration, Finance, and Logistics

5.1 ADMINISTRATION

The principal mission of Administrative Services in enacting an EOP is to determine key operational needs and establish continuing operations as determined by college leadership, CCCS Leadership, and the State Board for Community Colleges and Occupational Education.

The key pillars of administrative operations under emergency conditions will focus on essential functions such as facilities and capital project management, information technology management, financial resources, procurement, and budget oversight.

The College, through continuity operations managed in conjunction with CCCS, maintains redundant and disaster recovery systems that allow for the resumption of basic operations as emergency recovery efforts are activated.

After assessing operational goals as outlined by college leadership and governing bodies, Administrative Services will assess and implement potential multiphase operational plans based on the scope of continuing operations and practical operations determined by the scope of the emergency situation. The establishment of continuing operations may include the moving of key administrative groups to alternative or remote work locations.

The Vice President of Administration and Finance, directed by the President of the College, will utilize normal internal control principles to establish emergency operations of Administrative Services, with key leaders of Facilities, Financial Service, Information Technology, Budget, and Procurement service as leads and internal control directors for key administrative functions.

In collaboration with college leadership, the VPAF and their directors will serve as key advisors and managers of administrative continuity operations and utilize existing internal control measures (e.g., budget approval for procurement, financial services reporting and oversight of transactions, etc.).

Key administrative processes will be logged and processed using existing data management. Vital employee and student records will be maintained using off-site disaster recovery servers as necessary and, when possible, internal redundancies and data management systems.

During disaster recovery and emergency operations, the College will abide by State, system, and internal policies related to operations and management of financial records, tracking resource needs, tracking the source and use of resources, acquiring ownership of resources, and compensating the owners of private property utilized by the college during continuity/emergency operations.

5.2 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 Division of Homeland Security and Emergency Management (DHSEM) and the State of Colorado Office of Risk Management, PCC's financial operations will follow direction and procedures as dictated by state fiscal rules, including the expenditures of funds that may require expeditious action based on sound financial management and accountability given the known parameters at the time of the decision. The Office of Emergency Management administers a comprehensive emergency management program for the State of Colorado and may at its discretion, in the event of a disaster or emergency, activate the State Emergency Operations/Coordination Center (SEOC) to support 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 Office of Emergency Management and Office of Risk Management. Once state resources are exhausted or determined high cost, the Office of Emergency Management may seek Federal help and recovery.

Within the established state guidelines, PCC will be responsible for responding to an incident using its available resources concerning financial mitigation and recovery of 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 for paying applicable deductibles and any additional cost recovery actions it deems appropriate to procure for non-property loss.

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

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

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

5.3 LOGISTICS

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

5.3.1 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.

5.3.2 Utilities

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

5.3.3 Mission Essential Personnel

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

5.3.4 Specialized Equipment

The College has a front-end loader that can be utilized to assist in debris removal. PCC may establish contingency contracts with other resource providers as needed. Any College-owned first response equipment and technology can be allocated to the incident if requested by the incident commander and approved by the Policy Group.

5.3.5 Restoration of Life Safety Systems

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

Section 6: After-action Report and Improvement Plan

6.1 PURPOSE

An After-action Report and Improvement Plan (AAR/IP) is created for the purpose of documenting PCC's involvement in an incident or event to help identify lessons learned and areas of improvement.

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 agencies/jurisdictions are involved in the emergency.

6.1.1 Protection of AAR/IP Information

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

6.1.2 Dissemination

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

6.2 PCC AFTER-ACTION REPORT/IMPROVEMENT PLAN PROCESS

6.2.1 Responsibility for After-action Report

The Policy Group is responsible for initiating the After-action Report (AAR) process. The AAR process will commence at the completion of the emergency period, and after the field ICS and PCC Policy Group have been deactivated for the incident. AAR team members should be familiar with the planning function, emergency organization functions, and PCC's policies and procedures.

6.2.2 AAR Documentation

- Documentation actions need to be initiated in the early stages of an emergency.
- Adequate documentation:
  - Is essential to operational decision-making;
  - May have future legal ramifications;
  - May have implications for reimbursement eligibility.
- Documentation should include materials from the planning function and the entire emergency organization. Key components should be identified prior to an incident or event.
- Recommended documentation includes:
  - Action plans developed to support operational period activities
  - Forms used in 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

6.2.3 AAR Preparation

- Develop a detailed work plan that includes:
  - Scope of work
  - Work schedules with milestones
  - Resource needs
- Compile the results of surveys, critiques, and workshops.
- Identify and contact key agencies involved in the incident (including primary response agencies and secondary or support agencies) to solicit input for the AAR. Options may include:
  - Prepare an incident-oriented survey to distribute to key agencies.
  - Conduct interviews with agency personnel when the initial data gathering process has been completed.
  - Conduct a facilitated workshop with key representatives of involved emergency response agencies. The workshop should focus on fact-finding and gathering of pertinent information related to emergency response and recovery activities.
- Review, analyze, and sort documentation according to the areas covered in the sample after-action report in Figure 6-1 (at the end of this section), or another format as appropriate to the organization.
- Prepare AAR drafts for review and approval, and distribute to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
- Prepare final after-action report and forward it to PCC Human Resources.

Sample After-action Report Outline

The after-action report should include the following elements, but can be adapted to the situation:

Introduction and Background

- Administrative handling instructions
- Table of Contents

Part I: Executive Summary

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

Part II: Lessons Learned

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

Part III: Events

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

Part IV: Conclusion

Appendix A: Improvement Plan
Appendix B: Acronyms

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

Figure 6-1: Sample After-action Report Outline

Section 7: Employee Responsibilities

7.1 EMPLOYEE RESPONSIBILITIES

All PCC employees have a personal responsibility to know what to do before, during, and after an emergency to ensure their own personal safety and the safety of others. Emergency responders may be delayed by circumstances surrounding an emergency or disaster (such as impassible roadways), so it is important that each PCC employee be prepared for such incidents.

PCC employees should be familiar with general safety and emergency information. They should also know the locations of emergency exits, fire extinguishers, automated external defibrillators (AEDs) and Stop the Bleed kits, and designated shelter areas, as well as emergency phone numbers to communicate with the PCC Police Department and local law enforcement. 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.

PCC uses the contact information on file for employees to disseminate emergency notifications (see Section 4.1.1 of this EOP). All PCC employees should regularly review the contact information on file with PCC and ensure it is correct and current.

In accordance with State guidelines, all PCC employees are expected to cooperate with emergency personnel and the procedures contained in this EOP during actual emergencies as well as during exercises designed to test these procedures. Employees who do not follow these procedures may be found to be in violation of Colorado Revised Statutes (C.R.S) 18-8-104, *Obstructing a Peace Officer, Firefighter, Emergency Medical Service Provider, Rescue Specialist, or Volunteer,* as well as individual agency policies, and College and CCCS protocols.

7.2 FACULTY AND INSTRUCTORS

All PCC faculty and instructors are encouraged to:

- Maintain attendance rosters to assist with accountability following an evacuation.
- Share information about emergency exit locations and evacuation meeting points with students.
- Discuss basic emergency procedures with students.

- Encourage students to become more prepared for emergencies and disasters.
- During an evacuation, keep students together in a group if possible.
  - Account for all students upon reaching the evacuation point.
  - Immediately report any missing students to the PCC Police Department.
  - Remain with the students until further instructions are given.

7.3 SUPERVISORS

All PCC supervisors are encouraged to:

- Maintain rosters to assist with accountability following an evacuation.
- Share information about emergency exit locations and evacuation meeting points with employees, student employees, and temporary workers.
- Discuss basic emergency procedures with employees, student employees, and temporary workers.
- Encourage employees to become more prepared for emergencies and disasters.
- During an evacuation, keep employees together in a group if possible.
  - Account for all employees upon reaching the evacuation point.
  - Immediately report any missing employees to the PCC Police Department.
  - Remain with employees until further instructions are given.

7.4 PERSONAL EMERGENCY PREPAREDNESS

People who prepare for emergencies before they happen are better able to take care of themselves and others and tend to have better outcomes afterward. Personal emergency preparedness information can be found in Appendix E of this EOP.

Section 8: Reporting Emergencies, Crimes, and Suspicious Activity

Per the Clery act, Pueblo Community College will inform the campus community about significant emergencies or dangerous situations or threats that could affect the health or safety of students, faculty, and staff.

8.1 CONTACT THE PCC POLICE DEPARTMENT

PCC students, employees, and visitors should call **911** to report an emergency such as a fire, medical emergency, act of violence, etc. When calling 911 from any PCC campus phone, there is no need to dial '9' first to access an outside line – simply dial 911.

For **non-emergency** issues, contact:

Pueblo Campus/.Teaching and Learning Center/Downtown Studio - Pueblo Community College PCC Police Department, Student Center, Room 103 at 719.549.3355

Fremont Campus - Cañon City Police Department, 161 Justice Center Road, Cañon City, CO 81212 at 719.276.5600

PCC Durango Site - Durango Police Department, 990 E. 2nd Ave., Durango, CO 81301 at 970.375.4700

PCC Mancos Campus - Montezuma County Sheriff's Office, 730 E Driscoll Street, Cortez, CO 81321 at 970.565.8452

8.1.1 Duress Alarms (aka Panic Buttons)

Duress alarms (panic buttons) are integrated into designated Pueblo campus desk computers. This feature is intended ONLY for emergency use when it is not safe to make a call.

When activated during normal campus hours of operation, this feature sends a message directly to PCC Police Department personnel. It does not automatically dial 911. **The duress button should not be used outside of PCC's normal hours of operation or when campuses are closed, as the call will not be answered.**

8.2 REPORTING AN EMERGENCY

Report all emergencies immediately by calling **911**.

Provide as much information as possible to help the dispatchers to send appropriate resources. Be prepared to provide the following information:

- Type of emergency (e.g., medical, fire, traffic accident, active shooter, hazardous materials spill, tornado).
- Location of the emergency, including the physical address, campus, building, and room number.
  - **NOTE:** Callers **must** be specific about which campus is involved.
  - Room numbers are posted for each room on campus. They can be found outside the door (to the side of the door frame) and inside the room, usually above the door.
- Brief description of the situation such as what happened, number of victims (if known), etc.
- In the event of a shooting or other act of violence, the last known location and description of the perpetrator(s).
- Your name, phone number, and location.

Section 9: General Emergency Procedures

9.1 PREPARING FOR EMERGENCIES

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

- Ensure personal contact information for the Emergency Notification System is up to date. (See section 4.1.1 for instructions.)
- Review emergency procedures in this EOP and the Standard Response Protocol (SRP) found in each classroom, office, or work area.
- Identify primary and secondary exits and evacuation routes from buildings and campuses.
- Know the locations of designated shelter areas on campus.
- Know the location of fire extinguishers, automated external defibrillators (AEDs), Stop the Bleed kits, and EpiPen
- Learn basic first aid and cardiopulmonary resuscitation (CPR).

Procedures for specific emergency situations are contained in Appendix D of this plan. While each situation is different, there are some commonalities that apply across all emergencies at PCC.

- Call 911 in case of any emergency. If the situation is on a PCC campus, the dispatcher will immediately notify the PCC Police Department as well as other relevant emergency responders (e.g., law enforcement, fire department, emergency medical services).
- Remain calm – or regain calm – to better think through possible life-saving actions and to inspire calmness in others.
- Follow instructions from emergency responders.
- Be prepared to modify protective actions. Emergencies are dynamic, and individuals may need to change what they are doing to stay safe as the situation changes.
- Be prepared to provide first aid or other assistance to anyone who needs it.

9.2 GENERAL EMERGENCY ACTIONS

Emergencies or disasters will typically require one of the actions contained within the Standard Response Protocol (SRP). The SRP utilizes an all-hazards approach and clear common language, while providing flexibility in dynamic emergency situations. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

SRP actions will transition to another phase or end at the direction of the PCC Police Department once the threat has passed.

9.2.1 Hold

Clear the hallways and lock classroom and office doors. Normal activities will continue as usual.

9.2.2 Secure

The building's exterior doors are secured and occupants are expected to remain inside. Normal operations will continue to the greatest extent possible. People are free to move about inside the building but are cautioned to maintain situational awareness.

This action may be taken to minimize exposure to a safety threat outside such as law enforcement activity, civil unrest, or a hostile human threat in the vicinity of campus.

9.2.3 Lockdown

Occupants will close and lock interior doors, turn off lights, hide from view, and maintain silence. Turn mobile devices to silent mode. Exterior perimeter doors may remain unlocked to allow emergency responders to quickly enter the building. Occupants must be prepared to react or enact a different action (e.g., evacuate, fight off an intruder).

This action may be taken in the event of an imminent threat inside or outside the building.

9.2.3 Evacuate

Leave belongings behind but bring mobile phones if possible. Exit the building in an orderly manner, move at least 150 feet from the building, and await further instruction from emergency personnel. Faculty and instructors should account for their students. Managers and supervisors should account for all employees in their sections.

All building occupants are required to evacuate a building when a fire alarm sounds and/or when directed to do so by PCC officials.

9.2.4 Shelter

Occupants are to remain on the premises and take actions appropriate to the situation (e.g., severe weather, hazardous material spill outside the building, etc.). Be prepared to move to a different location or a designated shelter.

9.3 GENERAL BUILDING EVACUATION GUIDELINES

When the building fire alarm sounds, or when directed by the PCC Police Department or first responders to evacuate, **all** occupants will leave the building through the nearest exit. Emergency exits are physically marked by illuminated EXIT signs over each doorway. Building Proctors or Facilities personnel may remain behind for the purpose of assisting other occupants or emergency responders.

- Treat fire alarms as actual emergencies and not drills.
- Quickly gather personal belongings such as coats and car keys.
- Leave the building immediately in a calm, orderly manner through the nearest available exit.
- If there is no one behind you, close but do not lock doors as you leave.
- Listen for and follow instructions from PCC Police Department personnel or other emergency responders.
- **Do not** use elevators.
- Provide assistance to individuals with functional impairments who may need help evacuating.
- Stay together in a group with your class or work section if possible. Instructors must account for all students. Supervisors must account for all employees in their work sections. Report missing persons to the PCC Police Department or first responders immediately.
- Move (and remain) at least 150 feet away from the building (300 feet away for a bomb threat), and if possible, to the upwind side.
- Wait to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.
- After the evacuation is over, report damaged or malfunctioning safety systems or backup systems to the PCC Police Department and PCC Facilities.

9.4 BUILDING EVACUATION FOR PEOPLE WITH DISABILITIES

People with disabilities or mobility impairments should plan for emergencies by developing an evacuation strategy and sharing it with appropriate staff, faculty and instructors, or students who can assist them with evacuation. People with service animals should practice evacuating so that their service animal becomes familiar with both primary and alternate evacuation routes.

During an emergency situation, people requiring assistance should be consulted regarding their needs prior to assisting them. Complete emergency guidance for people with disabilities is contained in Appendix C of this plan.

9.5 EMERGENCY EVACUATION CHAIRS (AKA "STAIR CHAIRS")

In the event an emergency evacuation chair is needed, the request should be made to 911. The 911 operator will give the information to the responding fire department personnel.

9.6 REVERSE EVACUATION

A reverse evacuation moves people into a building from the outside. A reverse evacuation may be ordered in the event of a threat such as severe weather or a hazardous materials spill. Public messaging should also focus on keeping staff and students from arriving to campus.

9.7 CAMPUS EVACUATION

A campus evacuation is used to move students, employees, and visitors off PCC campuses due to a serious emergency on, or in the immediate vicinity of, a PCC campus, or in the region. Public messaging should also focus on keeping staff and students from arriving to campus.

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

In the event of an emergency that requires mass evacuation using transportation means other than personal vehicles (e.g., buses), students, employees, and visitors will be directed by PCC Police Department officials and/or other emergency responders to a specific location as determined by the situation. Transportation will be arranged by Incident Command personnel or other emergency authority.

9.8 ACCOUNTABILITY

Supervisors, faculty, and instructors should maintain rosters for employees or students in their respective areas of responsibility and be prepared to account for them. When evacuating, supervisors, faculty, and instructors should take rosters with them and conduct a roll call once everyone is in a safe location.

PCC EMERGENCY OPERATIONS PLAN APPENDICES

Appendix A: Authorities and References

Federal

- Robert T. Stafford Disaster Relief and Emergency Act (Stafford Act) and Amendments (42 U.S.C. 5121 et seq.) (Federal Government disaster preparedness and assistance)
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- Presidential Policy Directive, PPD-8: National Preparedness
- National Incident Management System (NIMS), 2016, updated 2020
- National Prevention Framework (2nd ed.), 2016
- National Protection Framework (2nd ed.), 2016
- National Mitigation Framework (2nd ed.), 2016
- National Response Framework (NRF) (4th ed.), 2016
- National Disaster Recovery Framework, 2011 (NDRF), (2nd ed.), 2016
- Comprehensive Preparedness Guide (CPG) 101, 2.0, FEMA, 2010 - Developing and Maintaining Emergency Operations Plans
- Plain Writing Act, 2010
- Americans with Disabilities Act, 1990
- Title 44 Code of Federal Regulations, Federal Emergency Management Agency, Department of Homeland Security (rules and regulations on Federal disaster response and recovery)
- Emergency Planning and Community Right-to-Know Act, 42 USC, Chapter 116
- Emergency Management and Assistance, 44 CFR
- Homeland Security Act 2002
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- Clery Act – Federal Timely Warning Reporting Obligations

State of Colorado

- Colorado Disaster Emergency Act of 1992 (Title 24, Article 32, Part 21, Colorado Revised Statutes)
- Colorado State Emergency Operations Plan (2019)
- Executive Order D 011 04, National Incident Management System, June 2009
- State of Colorado Emergency Response Guide (October 7, 2014)
- Colorado Revised Statutes (C.R.S) 18-8-104, *Obstructing a Peace Officer, Firefighter, Emergency Medical Service Provider, Rescue Specialist, or Volunteer*

College

- Colorado Community College System (CCCS) Board Policy (BP) BP 19-40, *Emergency and Safety Planning* (Reaffirmed March 10, 2021)
- Colorado Community College System (CCCS) System Procedure (SP) SP 19-40b, *Emergency Operations and Management Planning* (Revised December 13, 2023)

Appendix B: Acronyms and Glossary

AAR	After-action Review or After-action Report
AED	Automated External Defibrillator
COOP	Continuity of Operations Plan
DHS	Department of Homeland Security
DHSEM	Colorado Department of Homeland Security and Emergency Management
ECC	PCC Emergency Coordination Center
ENS	Emergency Notification System
EOP	Emergency Operations Plan
IC	Incident Command or Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System
PIO	Public Information Officer
SRP	Standard Response Protocol

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

After-action Report: A compilation of findings from the After-action Review.

Automated External Defibrillator (AED): A device that delivers an electric shock to the heart of a person in cardiac arrest.

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

Colorado Division of Homeland Security and Emergency Management (DHSEM): Public safety agency that leads and supports Colorado's effort to prevent, protect, mitigate, respond to and recover from all hazards events.

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

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

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

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

Emergency Coordination Center (ECC): The designated location that serves as the focal point for coordination, direction, and control of emergency preparedness, response, and recovery activities for the campus during an emergency or disaster. The PCC ECC may be physically located on campus or at an off-site location, or it may operate virtually.

Emergency Notification System (ENS): A communications system used to issue emergency alerts and notification via text messaging and e-mail.

Emergency Operations Plan (EOP): A guide for emergency management and coordination of emergency response for emergencies and disasters affection PCC and the college community.

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

Emergency Response Guide (ERG): Quick reference guide for emergencies posted in each classroom and office area at all PCC campuses.

Evacuation: An emergency protocol in which occupants of a building or campus are required to leave for safety reasons.

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

Hazardous Material (HazMat): 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 Commander (IC): Person who is responsible for the overall management of the incident.

Incident Command System (ICS): A standardized, on-scene, all-hazard incident management concept used by emergency response agencies to manage incidents of all types, sizes, and complexities.

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

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

Lockdown: An emergency protocol in which building occupants secure themselves in rooms in response to an imminent external threat or a threat inside the building. Occupants will close, lock, and barricade interior doors, turn off lights, and hide from view.

Secure: An emergency protocol in which perimeter doors and windows are secured (locked) in response to an external threat. Educational and business operations continue as normal. Occupants are free to move about the building.

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

National Incident Management System (NIMS): A flexible framework of doctrine, concepts, principles, terminology, and organizational processes that guides response to all hazards and jurisdictions.

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

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

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

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

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

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

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

Shelter in Place: An emergency protocol in which all building occupants are directed to remain in their offices, classrooms, or work areas due to a hazard such as severe weather or a hazardous material spill.

Unified Command: A type of incident command structure in which agencies with geographical or functional responsibility for an incident work together to accomplish agreed-upon goals without losing or giving up agency authority, responsibility, or accountability.

Appendix C: Emergency Guidelines for People with Disabilities and Service Animals

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SECTION C.1. EVACUATION GUIDELINES

In accordance with regulatory requirements and Pueblo Community College (PCC) policies and procedures, everyone must evacuate a building in which a fire alarm is sounding. Fire alarms include, but are not limited to, accidental alarms, false alarms, or conditions caused by fire and/or smoke.

Students with special needs and/or disabilities who require accommodations or assistance with emergency planning should directly contact the Accessibility Services Office (AS). Staff and faculty requiring assistance should contact Human Resource (HR).

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

C.1.1 General Evacuation and Emergency Guidelines

Persons with limited mobility

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

- Stay in place within their room or office and ask someone to notify the Fire Department/Rescue of their location, or
- Call 911 and inform them of your location. They will dispatch your location to the appropriate response team.

Preparedness kits should include:

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

In addition, individuals may want to:

- Arrange and secure furniture and other items to provide barrier-free paths of travel.
- During a tornado, once in a safe and protected place, lock the wheels, bend over your knees, and cover your head.

Persons who are blind or have low vision

Persons who are blind or have low vision can, with the assistance of others, evacuate a building using the stairs if they are familiar with their immediate surroundings and frequently traveled routes, and if stairs are safe to use.

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

- Stay in place within their room or office and ask someone to notify the Fire Department/Rescue of their location, or
- Call 911 and inform them of your location. They will dispatch your location to the appropriate response team.

Preparedness kits should include:

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

Persons who are deaf/have hearing impairments

Some, but not all, PCC buildings are equipped with fire alarm strobe lights. People who are deaf or who have hearing impairments should familiarize themselves with the types of fire alarm systems used in buildings they frequent. Fellow students or co-workers can provide

emergency instructions to a person who is deaf or hearing impaired by writing notes or using hand gestures.

Preparedness kits should include:

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

People with a Service Animal

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

People with Learning Disabilities

When making your plan for evacuation:

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

People with Limited Communication

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

People with Psychological Disabilities

- Your preparedness kit should include at least three days' worth of needed medication.
- When developing a plan, consider strategies to reduce the stress of emergencies such as:
    - Check directional signage for exits.
    - Know more than one way out of a building.

People with Developmental Disabilities

- Review general building evacuation guidelines and ask questions if you do not understand something.
- Request evacuation and emergency information in alternate formats if needed.
- Make sure that your evacuation routes have signage that is easy to follow.
- Ask someone to guide you during an evacuation if you feel you need help.
- Practice evacuation route(s) regularly.

People with Medical Conditions Affecting Ability to Evacuate

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

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

C.1.2 Evacuation Options

Horizontal evacuation:

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

Stairway evacuation:

Use stairs to reach ground level building exits. Evacuation chairs (commonly called "stair chairs") can be used to help people with mobility impairments navigate stairs. Evacuation chairs are provided by the responding fire department.

Elevators:

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

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

C.1.3 Shelter in Place

Shelter in place:

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

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

If sheltering in place:

- Notify others (if possible) that you are doing so or call 911.
- Close the door to prevent smoke and fire entry.
- If necessary, pack towels, blankets, or other materials against cracks in the door.
- If phone lines fail, move to a window, and wave a brightly colored cloth so that emergency personnel can see where you are. **DO NOT** break the window unless necessary, since doing so could injure you or others and allow smoke to enter the room.

C.1.4 Post-evacuation Assembly

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

SECTION C.2. TIPS FOR ASSISTING PERSONS WITH DISABILITIES DURING AN EMERGENCY

C.2.1 General Guidelines

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

C.2.2 Assisting People Who Use Wheelchairs

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

C.2.3 Assisting People Who Are Deaf or Have Hearing Impairments

- Get the person's attention. One method is to turn the lights on and off.

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

C.2.4 Assisting People Who are Blind or Have Low Vision

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

C.2.5 Assisting Owners of Service Animals

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

C.2.6 Assisting People with Learning Disabilities

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

C.2.7 Assisting People with Limited Communication

- Look for an instruction card on the person.
- During an evacuation, give clear instructions.

- Maintain eye contact with the individual to ensure all directions are heard and understood.

C.2.8 Assisting People with Psychological Disabilities

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

C.2.9 Assisting People with Developmental Disabilities

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

C.2.10 Assisting People with Medical Conditions

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

C.2.11 Assisting People with Mobility Limitations (Non-Wheelchair Users)

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

SECTION C.3. DEVELOPING A PLAN AND TIPS FOR EVACUATION

When developing a plan, safety needs should be determined on a case-by-case basis because they vary with each individual and building. **Persons with disabilities utilizing PCC campuses are asked to take responsibility in developing their personal emergency evacuation plans.** The Accessibility Services Office will work with students and the HRS staff will work with all employees to develop their plans and consult appropriate campus resources.

C.3.1 Confidentiality

Any individual with a physical or mental impairment, which substantially limits one or more major life activities, is considered disabled. Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), PCC is prohibited from discriminating against individuals with disabilities. All documents relating to student disabilities are maintained with strict confidentiality by AS. All documents relating to employee disabilities are maintained with strict confidentiality by HRS. Personal documents will not be released without written permission unless permitted under certain circumstances as per the Family Educational Rights and Privacy Act (FERPA). If you wish to develop an evacuation plan or discuss developing a plan with someone with a disability and are concerned about confidentiality, contact AS.

C.3.2 General Tips for Developing a Plan

- Make two plans: one that includes assistance from others, and one to use if you are alone.
- Ask others for input, such as community directors, staff, faculty, supervisors, and co-workers.
- Contact AS or HR for assistance.
- Request information such as building evacuation instructions and maps in alternate formats if necessary.
- Choose two evacuation routes for each building you frequent. Make sure that evacuation signage is adequately marked for your needs.
- Know the locations of the nearest fire alarm pull stations and emergency medical equipment.
- Set up a buddy system.
- Do not consider using elevators in your plan.
- Think about your needs for preparedness kits. For example: disability-related equipment, communication devices, service animal food, and three days' worth of medication. Have a list of all your medications (name, dose, frequency, and name of doctor).

- Mark personal emergency kits and supplies with large print or Braille as necessary.
- Attach written instructions to all disability related equipment.
- Consider using door/window markers so emergency personnel will know your location.
- Have easy access to emergency contact information at all times.
- Share individual plans with the PCC Police Department and key persons who regularly work or live in the building.
- Practice your evacuation route periodically with and without assistance.
- Participate in emergency drills to assess the effectiveness of your plan, and adjust it as needed.

C.3.3 Buddy System

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

SECTION C.4. OVERVIEW OF DISABILITIES

Disabilities manifest themselves in varying degrees that may limit their ability to navigate through the college buildings to access their classes or participate in college activities. The functional implications of these variations are important during emergency situations. During an evacuation or other emergency, students, staff, and visitors with disabilities may require special supports or assistance from other instructors, students, and/or college staff.

C.4.1 Considerations for People with Mobility Impairments

Wheelchair User

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

Ambulatory Mobility Disabilities

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

Respiratory Impairments

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

C.4.2 Considerations for People with Visual Impairments

This category includes people with partial or total vision loss. Some people with a visual disability can distinguish light and dark, sharply contrasting colors, or large print but cannot

read small print, negotiate dimly lit spaces, or tolerate high glare. Many people who are blind depend on their sense of touch, hearing, and smell to perceive their environment. For assistance while in transit, walking, or riding, many people with visual impairments use a white cane or have a service animal. There is a risk that a person with a visual impairment would miss a visual cue, such as a new obstruction that occurred during the emergency event, that could affect egress.

C.4.3 Considerations for People with Hearing Impairments

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

C.4.4 Considerations for People with Speech Impairments

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

C.4.5 Considerations for People with Cognitive Impairments

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

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

C.4.6 Considerations for People with Service Animals

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

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

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

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

C.4.7 Planning Ahead for Emergencies

Individuals with disabilities or impairments are urged to prepare ahead of time by discussing their needs with PCC's Disability Services, HRS personnel, instructors, classmates, and/or co-workers.

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

- Be familiar with the emergency alert and notification systems on PCC campuses.
- Know at least two ways out of every building.
- Know the locations of all accessible emergency exits that are continuous, unobstructed, and lead to accessible exits.

- Register personal cell phones with PCC's Emergency Notification System to receive text alerts regarding campus emergencies.
- People using mobility devices such as wheelchairs or scooters should avoid evacuation paths or exits that incorporate stairways unless the stairway is equipped with an evacuation chair.
- Avoid elevators since they will not operate during a fire or power outage.
- Identify whether other people's assistance will be necessary to navigate primary and alternate evacuation routes.
- Discuss evacuation assistance needs with instructors and classmates.

C.4.8 PCC Emergency Notification Systems

All PCC campuses are equipped with fire alarms that provide immediate audible and visual warning of a fire or other emergency event that requires evacuation of the building. Additional information about an incident may be delivered via emergency notification text messages, electronic signs and campus TV monitors, desktop computers and/or PCC Police Department or Facilities personnel.

SECTION C.5. PCC RESOURCE AND CONTACT INFORMATION

C.5.1 PCC Resource Contact Information

Accessibility Services
Pueblo Community
College
900 W. Orman Ave.
Pueblo, CO 81004
Phone: (719) 549-3349
Email: bonnie.clark@pueblocc.edu

C.5.2 Additional Resources

Additional emergency planning information for individuals with disabilities may be found on the Individuals with Disabilities: Disasters and Emergencies page on Ready.gov or at the full URL, https://www.ready.gov/disability.

Appendix D: Guidelines for Specific Emergency Situations

CALL 911 TO REPORT AN EMERGENCY

The following pages provide guidance for PCC students and employees to respond to a variety of emergency situations. This information is not intended to be all-inclusive. Rather, it provides an overview of actions to take for a variety of emergency scenarios that could affect PCC campuses and operations.

ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Active shooter incidents are unpredictable and evolve quickly. A shooter will not stop firing until their objectives have been met or they are engaged by law enforcement. Each situation is different and will change rapidly. Employees and students must be responsible for their own safety until additional law enforcement and first responders are available to provide assistance. Law enforcement officers responding to the incident will first focus on containing/eliminating the threat.

ACTIONS TO TAKE:

- Call 911 as soon as it is safe to do so.
- Provide the dispatcher with as much information as possible.
- Decide on a course of action: Run, Hide, or Fight.
- Be prepared to change your course of action if the situation changes.
- Be prepared to provide first aid to others if necessary.

Run (Get Out)

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

Hide (Lockdown if in a safe location)

- Barricade and lock the doors to the hiding area.
- Turn off lights, computer monitors, and electronic devices. Close blinds.
- Hide out of the shooter's view, and behind large items that provide concealment and protection from gunfire.
- Silence cell phones but leave them powered on.
- Stay calm, quiet, and out of sight.
- Keep options open to move to another location if it becomes necessary.

- Remain calm and dial 911, if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.
- Unless you are in imminent danger from fire, ignore any fire alarms sounding but stay aware of your surroundings. Active shooters may pull fire alarms in an attempt to shoot people as they exit the building.
- If you are in a safe location and not in harm's way, do not leave your hiding place until directed to do so by law enforcement officials.
- Keep your hands empty and visible to law enforcement officers.

Fight (Take Out)

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

What to expect from emergency responders:

- Law enforcement's first priority is to locate and stop the shooter. The first officers on scene **will not stop** to aid the injured.
- Responding law enforcement officers may be in patrol uniforms, SWAT uniforms, or plain clothes and armed with long rifles, shotguns, and handguns.
- When law enforcement officers arrive:
    - Remain calm and follow officers' instructions.
    - Put down any items in your hands (i.e., bags, jackets).
    - Immediately raise hands and spread fingers.
    - Keep hands visible at all times.
    - Avoid making quick movements toward officers.
    - Avoid pointing, screaming, and/or yelling.
    - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.
    - If asked, tell the officers where the shooter(s) was last seen, the number of shooters and description of each. Describe the weapon(s) used by the shooter(s). Provide the location and number of potential victims.
- Medical and rescue teams will begin treatment of the injured only after the area is declared safe by law enforcement personnel.

- Individuals may be called upon by emergency responders to assist in removing the wounded from the area.
- Law enforcement officers may relocate building occupants to a safe area or may instruct occupants to remain where they are.
- Individuals may not be allowed to leave until the situation is under control.

Until help arrives:

- Try to maintain as much awareness as possible about the situation.
- If it is safe to do so, provide first aid to injured individuals to the greatest extent possible.
- Be prepared to change a course of action as the situation warrants, or if directed by first responders or law enforcement personnel.

After the incident:

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

BOMB THREAT

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

Response procedures may differ for each bomb threat due to variations in the nature of the threat, the specificity of the threat, and the threatened location.

ACTIONS TO TAKE:

Bomb Threat Received via Telephone

- Enter all aspects of the call on the **Bomb Threat Reporting Checklist** (see page 75).
- Immediately call 911. Dispatchers will notify the PCC Police Department, who will, in turn, notify appropriate college administrators and continue with appropriate response protocols.
- The PCC Police Department may order students, employees, and visitors to evacuate the building in the event of a credible threat.

Bomb Threat Received via Text Message or Social Media

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

Bomb Threat Evacuation

Any evacuation ordered due to a bomb threat is mandatory. All occupants of the area being evacuated shall immediately move towards a safe exit and remain outside the area until the PCC Police Department or other law enforcement authorities determine it is safe to re-enter.

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

BOMB THREAT REPORTING CHECKLIST

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

YOUR NAME: _____Time:_____Date: _____

CALLER'S IDENTITY:
Male_____ Female_____ Adult_____ Juvenile_____ Approx. Age: ___Years

ORIGIN OF CALLER:
Local _____ Long Distance _____ Telephone Booth _____ Within Building _____

EXACT WORDS OF CALLER (Use extra sheets if necessary): _____
_____
_____

BOMB FACTS
Pretend Difficulty Hearing – Keep Caller Talking
If Caller Seems Agreeable to Further Conversation, Ask Questions Like:

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

CALLER CHARACTERISTICS

VOICE	SPEECH	MANNER	LANGUAGE	ACCENT	BACKGROUND NOISE
__Loud	__Distinct	__Calm	__Fair	__Local	__Office
__Soft	__Stutter	__Angry	__Foul	__Not local	__Animal
__High Pitch	__Slurred	__Coherent	__Good	__Foreign	__Traffic
__Deep	__Distorted	__Incoherent	__Poor	__Race	__Music
__Raspy	__Slow	__Rational	__Excellent	__Regional	__Airplanes
__Pleasant	__Fast	__Irrational			__Factory
__Nasal	__Lisp	__Deliberate			__Party
	__Intoxicated	__Emotional			__Voices
Other:	Other:	Other:	Other:	Other:	Other:

CIVIL DISORDER

Civil disorder: "…(A)ny public disturbance involving acts of violence by assemblages of three or more persons, which causes an immediate danger of or results in damage or injury to the property or person of any other individual." (18 U.S. § Code 232)

In the event of civil disorder or a disturbance, a violent protest, rioting, etc., PCC Police Department personnel will isolate the area where the incident is occurring and coordinate with other law enforcement agencies assisting with the incident.

ACTIONS TO TAKE:

Depending on the nature and extent of the disturbance, students and employees may be directed to:

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

Employees, students, and visitors should:

- Remain calm.
- Follow directions from law enforcement personnel.
- Avoid confrontation with demonstrators and individuals involved in the disturbance.
- If confronted by a participant, stay calm and avoid escalating the situation.
- Stay away from the disturbance area.
- Stay away from windows and close blinds.
- Secure work areas and classrooms.
- If instructed to leave campus:
    - Be patient and expect traffic delays.
    - Drive with caution and watch for pedestrians, cyclists, and emergency vehicles.

CRIMES

Crimes may include, but are not limited to:

- Abduction or attempted abduction (child or adult)
- Assault or attempted assault
- Burglary, robbery, or theft
- Use or possession of illegal drugs or alcohol on campus
- Illegal possession or use of a weapon on campus
- Vandalism

ACTIONS TO TAKE:

Call 911 and provide as much information as possible, including:

- Nature of the crime
- Victim identity and description (if requested)
- Suspect description:
    - Race
    - Sex
    - Height
    - Weight
    - Hair color
    - Identifying marks such as tattoos or scars
    - Top clothing (jacket and/or shirt)
    - Bottom clothing (pants, shorts, shoes, etc.)
- Suspect vehicle:
    - Make
    - Model
    - Color
    - License plate state and number
    - Identifiable decals or markings on the vehicle
- Time and location of the criminal activity

Do not attempt to detain the suspect. Ask any witnesses to remain until police arrive.

SUSPICIOUS VEHICLE/PERSON/ITEM

"If you see something, say something."

Reporting anything that seems suspicious or out of the ordinary can help prevent crimes, terrorist attacks, and other activities that could harm PCC students, employees, or visitors.

ACTIONS TO TAKE:

Suspicious Person:

- If the suspicious person is still in the area, get a physical description and provide it to police:
  - Race
  - Sex
  - Height and weight
  - Hair color
  - Identifying marks such as tattoos or scars
  - Top clothing (jacket and/or shirt)
  - Bottom clothing (pants, shorts, shoes, etc.)
- If possible, also provide any vehicle description associated with the suspicious person.
- **Do not** attempt to detain the person.
- Ask any witnesses to remain until a police officer arrives.

Suspicious Vehicle:

- Provide the date, time, and location of the vehicle and the reason why it seemed suspicious.
- Provide a vehicle description:
  - Make
  - Model
  - Color
  - License plate state and number
  - Identifiable decals or markings on the vehicle

Suspicious Item:

- **Do not** touch any package or item that appears out of place, abandoned, or otherwise suspicious.
- Move away from the item and call 911 from a safe location.

EARTHQUAKE

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

ACTIONS TO TAKE:

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

After the earthquake:

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

ELEVATOR EMERGENCIES AND ENTRAPMENTS

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

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



Emergency Phone Symbol

FIRE ALARM SOUNDING

Fire alarms will be treated as actual emergencies until the PCC Police Department or other emergency responders determine otherwise.

ACTIONS TO TAKE:

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

FIRE IN A BUILDING

If You Discover a Fire or Smell Smoke:

- Sound the alarm by activating a fire alarm pull station and evacuate the building.
- Call 911 as soon as possible, and when it is safe to do so.
- If the fire is small and you are comfortable doing so, use a fire extinguisher to put it out. (See "Fire Extinguisher Operation" on the next page)
- If you encounter smoke:
    - Find another exit if possible.
    - Stay low under the smoke, and keep your nose and mouth covered.
- **Do not** open doors that are hot to the touch.
- Close doors behind you as you evacuate, but do not lock them.
- When evacuating, stay with the group from your area and move at least 150 feet away from the building.
- Account for students, employees, and visitors. Report missing persons to the PCC Police Department or call 911.
- Once outside, stay clear of emergency vehicles and personnel.
- **Do not** go back into the building for any reason until the fire department or the PCC Police Department declare it safe to do so.

If You Cannot Evacuate or Are Trapped:

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

If Your Clothes Catch Fire:

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

FIRE EXTINGUISHER OPERATION

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

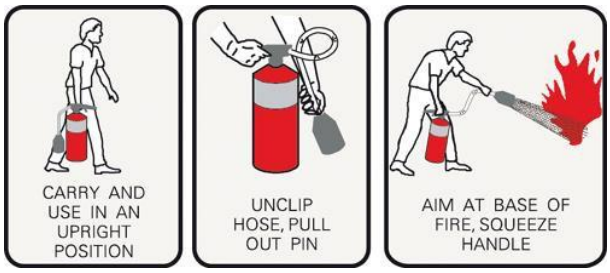
- The fire is no larger than a small trash can;
- There is an extinguisher nearby; AND
- You feel confident about using a fire extinguisher to put out the fire.

How to Use an Extinguisher (Small Fires Only):

- Check the fire extinguisher to make sure it is appropriate for the type of fire. Class A-B-C extinguishers, located throughout PCC campuses, are suitable for most fires.
- Check the pressure gauge. The needle should be in the GREEN section of the gauge.
- Remove extinguisher from its cabinet or bracket.
- Follow the acronym PASS to operate:

P **Pull** the safety pin, breaking the plastic tab, and discard it.
A **Aim** the nozzle at the **base** of the fire.
S **Squeeze** the handle to discharge the dry chemical powder.
S **Sweep** the nozzle back and forth across the base of the fire.

- Use the entire contents of the fire extinguisher. If the fire does not go out after emptying the extinguisher, evacuate immediately.
- When the fire appears to be out, back away, as it may flare up again. **Do not** turn your back to a fire.



FLOOD

Terminology:

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

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

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

ACTIONS TO TAKE:

Leaving Campus During Flood Conditions:

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

Flooded Building on Campus Due to Floodwaters:

- In an emergency, call 911.
  - Relocate to an upper floor and await instruction from the PCC Police Department or other emergency responders.
  - Assist those with functional impairments who may need assistance.
  - If time allows, move records and equipment up off the floor onto shelves and tables to prevent damage from minor flooding.
  - If the building is evacuated, do not return to the building until notified to do so by the PCC Police Department or other emergency responders.

HAZARDOUS MATERIALS INCIDENTS

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

- Chemicals and poisons
- Natural gas or propane
- Compressed gases

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

ACTIONS TO TAKE:

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

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

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

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

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

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

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

When evacuating because of a hazardous materials incident:

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

MEDICAL EMERGENCIES

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

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

Stop the Bleed® Kits

Stop the Bleed® kits are stored in AED cabinets on PCC campuses. Each kit contains the necessary items to control serious bleeding and prevent further blood loss for a victim suffering a traumatic injury.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

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

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

- Send someone to call 911 and to retrieve one of the AEDs located throughout each PCC campus.
  Note: An alarm will sound when the AED is removed from its cabinet.
- Check the patient for respirations and pulse. If the patient is not breathing and has no pulse, begin cardiopulmonary resuscitation (CPR).
- For Avive AEDs:
  - Pull the AED's red tab labeled "Pull to Start" to power up the AED and activate the verbal instructions.
  - Stay calm and follow the instructions until emergency medical personnel arrive.

POWER OUTAGE

Centennial Campus, Downtown Campus, Rampart Range Campus, and the CHES building are equipped with backup generators. In the event of a power outage, status updates will be provided via the PCC Emergency Notification System, PCC social media, and/or campus public address systems. PCC Police Department officers may also be tasked with informing building occupants depending on the situation.

ACTIONS TO TAKE:

During a power outage:

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

After power is restored:

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

SEVERE WEATHER

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

Terminology:

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

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

In the event of severe weather conditions, the PCC Police Department will announce shelter in place, evacuation, or reverse evacuation procedures over public address systems or via the emergency notification system.

ACTIONS TO TAKE:

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

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

SUSPICIOUS PACKAGES OR LETTERS

All employees and student employees who handle mail should be diligent in reviewing mail for anything suspicious or harmful such as explosives, chemical, or biological agents.

Suspicious Package Indicators:

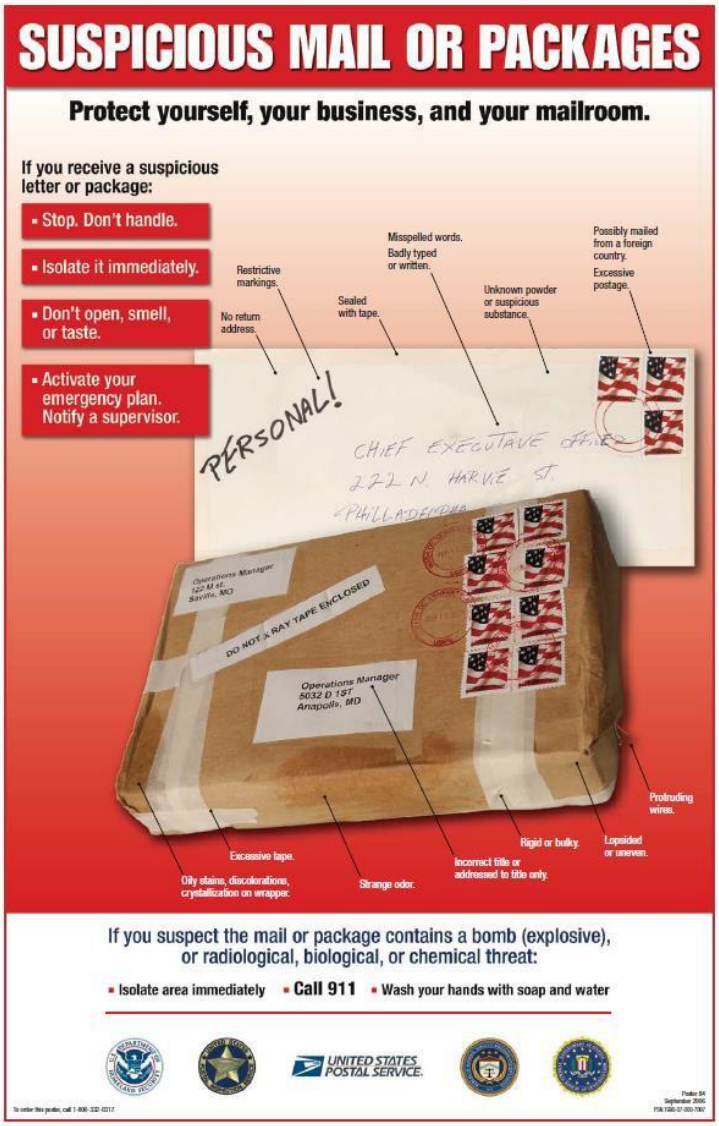
- Unexpected delivery from an unfamiliar person or from a foreign country
- No return address, or one that cannot be verified as legitimate
- No postmark (may indicate hand delivery)
- Marked with restrictive endorsement such as "Personal," "Confidential," or "Do Not X-ray"
- Postage irregularities including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

ACTIONS TO TAKE:

- **DO NOT OPEN, SHAKE, HANDLE, OR INVITE OTHERS TO EXAMINE THE ITEM.**
- Move away from the item and call 911. Do not use a radio or cell phone within 100 feet of the object.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any contaminant.

- The PCC Police Department will assess the situation and determine subsequent actions to be taken, to include requesting a Hazardous Materials team if necessary.
- Do not return to the area until instructed to do so by the PCC Police Department or other emergency responders.

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



Suspicious Mail or Package Indicators

MENTAL HEALTH CRISIS, THREATS, AND THREATENING BEHAVIOR

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

ACTIONS TO TAKE:

Critical Threat/Need

Call 911:

- If a student, employee, or visitor is openly aggressive and you fear harm will come to you, others, or the student
- If a student, employee, or visitor expresses an immediate desire to harm himself/herself or others
- For medical emergencies

Urgent Need

All comments that could be construed as suicidal ideation must be taken seriously. For an immediate threat of self-harm, call 911. Otherwise, call the PCC Police Department at 719-502-2900 or the Student Counseling and Resource Center at 719-502-4782 for further guidance.

Warning Signs of Violence

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

- Disruptive behavior in the classroom or workplace
- Notable change in academic or work performance
- Notable change in behavior or appearance
- Impairment of thoughts – verbal or written
- Overly aggressive behaviors toward others; inability to set limits or redirect focus
- Poor decision-making and coping skills
- Inappropriate or strange behavior
- Low frustration tolerance
- Overreaction to circumstances
- Lack of resiliency
- Writings and comments endorsing violence; unusual interest in violence

- Indirect or direct threats in writings or verbalizations
- Lack of empathy and concern for others; inability to care
- Anger management problems
- Threats:
    - Direct threats (e.g., “I’m going to take this place out some day.”)
    - Veiled threats (e.g., “Sure would be a shame if something tragic happened here.”)
    - Contingent threats against oneself or others (e.g., “If I fail this class, I’m going to off myself.”)
- Appearance of being overly nervous, tense or tearful
- Expression of suicidal thoughts or feelings of hopelessness
- Reoccurring themes of being wronged or of wanting vengeance
- A preoccupation with violence or weapons
- Controlling behaviors (e.g., anger when not getting own way)
- Indicators that off-campus relationship violence may spill over into the PCC setting (e.g., references to PCC by domestic violence perpetrators; targeting a romantic partner’s vehicle in a PCC parking lot; leaving demeaning or a high volume of messages on a work voicemail or email account; stalking; etc.)
- Bullying behaviors
- Vandalism or destruction of the property of specific individuals or groups of individuals
- Possible practice or planning behaviors (e.g., violent scripts in written work, showing a weapon, attempting to gain access to restricted areas, gathering means for suicide or other violence)

TORNADO

Tornadoes can and do occur anywhere in southern Colorado. The PCC Police Department and Emergency Management personnel will monitor National Weather Service (NWS) reports for tornado watches and warnings. Students and employees are also encouraged to personally monitor weather conditions, NWS reports, and to sign up for weather alerts from NWS and commercial media outlets.

ACTIONS TO TAKE:

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

- Students, employees, and visitors should remain alert for approaching storms and monitor radio, television, and/or online news outlets for current weather information.
- Anyone located in a temporary or modular building on campus should consider moving into a permanent structure until the threat has passed.

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

- The PCC Police Department will announce appropriate actions to take via the building public address systems or the Emergency Notification System.
- Do not leave a permanent structure. People in modular, prefabricated, or temporary structures should immediately get to the closest permanent structure.
- Move away from windows, doors, exterior walls, hallways, and open areas.
- Take cover in a Designated Shelter Area if available.
- Evacuate upper levels and lobby areas.
- Stay away from lobbies, walkways, atriums and other large glassed-in areas, and large open areas with a long roof span such as auditoriums and gymnasiums.
- If a Designated Shelter Area is not available, move to an interior room or hallway on the lowest level of the building. If possible, get under a sturdy piece of furniture.
- Provide assistance to people with functional impairments or disabilities.
- Close fire doors in hallways.
- Remain in place for at least 15 minutes until the threat has passed.

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

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

After a Tornado:

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

Designated Shelter Areas:

- Designated Shelter Areas at PCC campuses will be marked with the following sign:



Appendix E: Personal Emergency Preparedness

People who prepare for emergencies and disasters tend to have better overall outcomes and experience less fear and anxiety during and after the event. They also improve their ability to help others.

Pueblo Community College encourages all students and employees to take steps to better prepare for emergencies and disasters of all types.

General Emergency Preparation Tips

- Make sure you are signed up to receive emergency notifications related to locations in El Paso and Teller counties that you frequent (home, work, school, etc.).
    - Go to the Pueblo County Rave Alert sign-up page
    - Follow the instructions to create an account and to register locations.
    - Keep your account and contact information up to date.
- Keep your MyPCCAlert contact information up to date, as this will be used to send out College emergency notifications.
- Know at least two ways out of the buildings you frequent in case of fire or other need to evacuate.
- Know at least two ways out of your neighborhood, work site, and school campuses in the event of evacuation or road closures.
- Develop emergency communication plans so your family can stay in touch during an emergency.
- Practice home escape plans, evacuation procedures, and emergency communications plans with your family.
- Create emergency kits for home, work, and vehicles.
- Stay aware of weather and current news events.

Emergency Kits

In an emergency, individuals may find themselves stranded or without basic services. Creating and maintaining emergency kits helps people stay self-sufficient until help arrives or the emergency is over. Kits should be customized to fit individual needs. Detailed information about creating and maintaining emergency kits can be found at Ready.gov.

Recommended basic supplies:

- Water: One gallon of water per person per day for at least three days, for drinking and sanitation
- Food: At least a three-day supply of non-perishable food
- Portable battery-powered or hand crank radio and a NOAA Weather Radio with tone alert, along with extra batteries, chargers, or portable power banks
- Flashlight and extra batteries
- First aid kit and manual
- Matches in a waterproof container
- Whistle to signal for help
- Dust mask to help filter contaminated air
- Plastic sheeting and duct tape to shelter in place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone with chargers, solar or hand-crank charger, and/or battery pack
- Extra clothing suitable for the climate/season

Additional items to consider:

- Masks (for everyone ages 2 and older), soap, hand sanitizer, and disinfecting wipes
- Prescription eyeglasses, contact lens solution and case
- Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
- Infant formula and diapers
- Pet food and extra water for pets
- Cash and change
- Important family documents such as copies of insurance policies, identification, and bank account records saved electronically or in a waterproof, portable container
- Sleeping bag or warm blanket for each person; consider additional bedding for cold-weather climates
- Complete change of clothing including a long-sleeved shirt, long pants, and sturdy shoes; consider additional clothing for cold-weather climates
- Fire extinguisher
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels, and plastic utensils

- Paper and pencil
- Books, games, puzzles or other activities for children

First Aid Kit:

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