



EMERGENCY RESPONSE PLAN

A GUIDE FOR FACULTY, STAFF, AND STUDENTS

Revised December, 2010

Pikes Peak Community College

Emergency Response Plan

In accordance with Policy, Pikes Peak Community College has established the following Emergency Response Plan to deal with the various crises which might threaten the resources of the college, the physical safety of its employees, students and other clientele, and the general public.

PURPOSE:

The purpose of The Emergency Response Plan (ERP) is to provide an overarching document which, in the event of an emergency or crisis situation, establishes:

- definitions
- an organizational and conceptual framework
- guidelines and procedures for response

The Plan formally establishes and documents a coordinated system for responding to crises that may arise despite all mitigation efforts. The goal of the plan is to provide a living framework of guidelines that shall be reviewed annually so that when a crisis does occur, the College's response will be effective and efficient in protecting human life and preserving the college's property and resources.

Because it is impossible to write detailed plans covering every possible contingency, this document provides broad guidelines, rather than specific procedures. It is imperative that the college divisions, departments and other units create their own emergency response plans for situations that may develop under their purview and which incorporate these guidelines.

All divisions and departments should prepare emergency, operations continuity and disaster recovery plans. The Director of Public Safety is available to assist in preparation of these supporting plans, and can retain a copy of any organizational level plans.

Deans, directors and department heads are to appoint a planner to coordinate these plans with the Director of Public Safety, and should review these plans annually.

Scope:

The Pikes Peak Community College Emergency Response Plan guides preparedness, response and recovery operations, and operations continuity and recovery actions. It applies to a broad range of emergencies and may be activated during natural or man-made emergency incidents, to include but not limited to: fire, flood, hazardous material spills, severe storms, terrorist attack or other situations requiring evacuation of facilities.

Responsibilities

The College emergency preparedness Emergency Response Plan is the responsibility of the Vice President for Administrative Services (VPAS).

Definition

For the purposes of this document, an emergency is defined as any situation creating imminent danger to:

- lives or health;
- public or private property; or
- the ability of the College to reasonably carry on normal operations.

An emergency could be caused by a natural disaster, man-made catastrophe, civil disturbance, or other violent or threatening behavior by an individual or group.

Other Terms and Definitions:

Contingency Plans address specific incidents that allow for prior planning, such as Y2K. Once the threat of a specific incident has passed or the incident has been resolved, contingency plans are no longer valid and need not be retained.

Disaster Recovery Plans address the issues related to restoring complete operations following major disruption due to serious incidents such as natural disasters or structure fires. Operations recovery plans include discussions on cost recovery and mitigation.

Both *Operations Continuity* (referred to below) and *Disaster Recovery* planning utilize the concept of business impact analysis to identify critical and time sensitive functions. A business impact analysis will also help identify vital resources and prioritize recovery assets. This analysis can be useful in determining any special needs such as business interruption insurance.

Emergency Management Operations Group (EMOG): Oversees operational emergency response and special event management.

Emergency Operations Center (EOC): An EMOG pre-designated location to oversee college operations. This center is separate from the Incident Command Center.

Evacuation: An emergency protocol in which all of a building's occupants are required to exit the building, and stage at least 100 feet from the building. Staff and faculty members should be conscientious of those who need help exiting. Faculty and staff should evacuate to an area designated by a supervisor or instructor where "roll" should be taken to account for all persons. Persons should remain outside the building until the "all clear" has been sounded.

Finance Section: Manages all financial aspects of the incident to include purchasing and contract support.

Incident Command Center (ICC): Establishment of an integrated organizational structure tailored to the complexity and demands of single or multiple incidents.

Incident Commander (IC): Person identified to be responsible for the overall management of the incident.

Information Officer (IO) - Individual who develops and releases information about the incident to the media, incident personnel, and other appropriate agencies and organizations.

Liaison Officer: The College Director of Public Safety / Campus Police Chief will usually serve as the Liaison Officer. He will coordinate incident activities by assisting and cooperating with responding agencies and will serve as the College representative to the Colorado Springs Multiple Agency Coordinating System or State Office of Emergency Management.

Lockdown: An emergency protocol in which access to a building is restricted by locking the outside doors.

Logistics Section: Provides facilities, materials and services for the incident and is composed of a Service Branch and a Support Branch.

Multiple Agency Coordination System (MACS): The city of Colorado Springs and El Paso County utilize the Multiple Agency Coordination System to facilitate and coordinate emergency response operations and handle mutual aid situations.

Operations Continuity Plans address how an organization will continue to provide critical services through an incident, to include a short-term problem or event. Situations to be covered by operations continuity plans could include temporary office closure due to water pipe breaks or utility failures as well as more serious dislocations or relocations due to fire or natural disaster.

Both *Operations Continuity* and *Disaster Recovery* (referred to above) planning utilize the concept of business impact analysis to identify critical and time sensitive functions. A business impact analysis will also help identify vital resources and prioritize recovery assets. This analysis can be useful in determining any special needs such as business interruption insurance.

Operations Section: Manages tactical operations at the incident. The Operations Section Chief usually acts as principal deputy to the Incident Commander.

Planning 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, serves as an advisory board for the President and provides strategic guidance during incidents.

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

Shelter-In-Place: An emergency protocol in which all building occupants are encouraged to "lock themselves in" their offices, work areas, or classrooms. They should turn off the lights, silence their cell phones, hide from sight and avoid detection. They should wait for the "all-clear."

Levels of Emergency Response

Mode 1 – The incident will be handled completely by College resources or contractor, i.e. Stratmoor Fire Department, Colorado Springs Fire Department. Routine events (non-injury vehicle accidents, routine medical incidents, minor College police responses) are Mode 1 events requiring no mutual aid response from city or county units.

Mode 2 – The incident will require mutual aid but the College retains Incident Command. Large events, incidents requiring minimal mutual aid, and incidents with prepared contingency plans may be Mode 2 incidents. Mode 2 incidents may include Emergency Management Operation Group notification or Emergency Operations Center activation, but usually such activities are limited in scope.

Mode 3 – The incident requires significant mutual aid and the College requests an outside agency to assume Incident Command. A major incident (gas explosion or building collapse) on campus, an incident beyond the scope of College plans and capabilities (aircraft accident on campus), or an incident crossing the College property line (fire, hazardous material spill) could trigger a Mode 3 requirement. In a Mode 3 event the Emergency Management Operations Group is notified, an Emergency Operations Center activated and a full Incident Command System organization staffed. Joint command may be established.

Mode 4 – The incident requires mutual aid above and beyond City, County and State or Federal agency Incident Command requested. A Mode 4 event is most likely to be declared when a regional level incident occurs (earthquake, severe storm) and the College and the City/County are brought under State or Federal Incident Command System jurisdiction, or statute requiring State or Federal involvement (terrorist incident, martial law declaration). In Mode 4 the Emergency Management Operations Group is activated, a College Emergency Operations Center is activated and full Incident Command System organization staffed and integrated into State or Federal Incident Command System structure.

COLLEGE EMERGENCY MANAGEMENT STRUCTURE

ORGANIZATION

To manage emergency incidents, Pikes Peak Community College utilizes a tiered structure involving a **Policy Group** and an **Emergency Management Operations Group**. The **Policy Group** is formed around the President's Executive Committee, serves as an advisory board for the President and provides strategic guidance during incidents. The **Emergency Management Operations Group** oversees operational emergency response and special event management.

The **Policy Group** consists of the following personnel:

- President
- Vice President for Administrative Services (VPAS)
- Vice President for Educational Services (VPES)
- Vice President for Student Services (VPSS)

The purpose of the Policy Group is to provide strategic direction to any incident that impacts the ability of the College to perform its critical operational functions. The Vice President for Administrative Services will act as chair of the Policy Group and convene the group as necessary to review readiness, provide guidance to the Emergency Management Operations Group.

The **Emergency Management Operations Group** (EMOG) is drawn from organizations involved directly in managing emergencies or large scale events and includes representatives from the following departments. Members of this group will consist of:

- VPAS
- Public Safety Chief
- Dean of Students
- Risk Management Officer
- Human Resources Director
- Executive Director of Marketing and Communications
- Campus Director
- Director of Facilities Maintenance and Operations
- Executive Ass't to the President
- Information Technologies Director
- Emergency Medical Services Program Director

This group will instruct Executive Administration/Policy Group as to the appropriate plan of action in the event of an emergency.

The VPAS will act as chair of the Operations Group, also referred to as the Emergency Management Operations Group (EMOG). The Emergency Management Operations Group will meet as needed to discuss plans and readiness, and will convene as required for emergencies, incidents, or large-scale events.

Incident Command System (ICS) Structure

During an emergency or large scale event, the College will utilize the Incident Command System (ICS) to control and manage operations. This system utilizes the principles of management by objective and is recognized and utilized by public safety services of the surrounding communities and by the State Office of Emergency Management. A nationally recognized system, the Incident Command System allows establishment of an integrated organizational structure tailored to the complexity and demands of single or multiple incidents. The Incident Command System is proven effective in managing multiple agency and multiple jurisdiction incidents of any nature.

Related to the Incident Command System organization is the concept of the **Multiple Agency Coordination System (MACS)**. The city of Colorado Springs and El Paso County utilize the Multiple Agency Coordination System to facilitate and coordinate emergency response operations and handle mutual aid situations. Under the Multiple Agency Coordination System, the city of Colorado Springs and El Paso County recognize four levels of incidents, referred to as Modes. To avoid confusion, the College will categorize incidents using the same technique.

The College and Multiple Agency Coordination System Modes as applied to College incidents are identified below with potential incidents and responses identified for each mode (Modes 1 – 4).

Mode 1: The incident will be handled completely by College assets.

Mode 2: The incident will require mutual aid but the College retains Incident Command.

| Potential Mode 2 Incidents | Response Options |
|---|---|
| Fire beyond College resources to extinguish | Partial/Total evacuation |
| Credible bomb threat without device found | Begin search/Partial evacuation |
| Student threatening with weapon | Lockdown/Evacuation/Shelter in Place / Partial Evacuation |
| Known Armed Threat | Lockdown/Evacuation/Shelter in Place / Partial Evacuation |
| Significant chemical spill | Partial/Total evacuation/Reverse Evacuation |
| Tornado touches down in area | Shelter in Place - move to a tornado safe area / Reverse Evacuation |

Mode 3: The incident requires significant mutual aid and the College requests an outside agency assume Incident Command.

| Potential Mode 3 Incidents | Response Options |
|--|---|
| Gas Explosion | Evacuation – total or partial depending on circumstances |
| Hostage Situation | Shelter in Place or Evacuation – depending on circumstances / Partial Evacuation |
| Hazardous Materials (Chemical or Radioactive) | Evacuation – total or partial depending on substance/type/location of spill/scope of contamination / reverse Evacuation |
| Explosive Device (suspicious device found) | Evacuation – total or partial depending on situation |
| Biological/Pandemic | Quarantine/Evacuate as Needed |
| Building Collapse | Evacuation – total or partial depending on circumstances |
| Building/Campus Fire | Evacuation – total or partial depending on circumstances |
| Multiple Homicide/Active Shooter (Columbine H.S. - type event) | Lockdown or Evacuation – total or partial depending on circumstances / Shelter in place |
| Civil Unrest/Riot (not to include peaceful protest) | Evacuation – Total |
| Aircraft Crash | Evacuation – total or partial depending on circumstances |
| Flood/Tornado/Earthquake | In Progress - Shelter in Place Post event - See Building Collapse / Reverse Evacuation |

Mode 4: The incident requires mutual aid above and beyond El Paso County, and State or Federal agency Incident Command is requested.

| Potential Mode 4 Incidents | Response Options |
|--|--|
| Terrorist Bombing (i.e. car or truck bomb) | Total Evacuation |
| Large Hostage situation | Lockdown – Evacuate when notified / Shelter in Place |
| Tornado hits PPCC or surrounding areas | Total Evacuation / reverse Evacuation |
| Earthquake | Shelter in place – above ground |
| Major Blizzard | Total Evacuation (if notified early) or Shelter in place |
| Airborne Bio Terrorist Event | Shelter in Place / Reverse Evacuation |
| Train wreck with chemical spill | Shelter in Place – Evacuate when notified / Reverse Evacuation |

COMMUNICATION DISSEMINATION

Each campus uses various forms of communication as indicated below. Recognizing the high number of part time employees, adjunct instructors and turnover among students in our college community, emergency communication will be in plain language rather than code. Each classroom, office, or work area is equipped with a "flip chart" style Emergency Response Guide (ERG), which lists the most common types of emergencies alphabetically and provides clear, bulleted and step-by-step guidance on what specific actions to take during any one particular emergency.

Centennial Campus:

All PPCC campuses, staff, students and faculty, are served by the Connect –Ed emergency mass notification system. Persons are invited to sign up, at no cost, through the college web site at www.ppcc.edu/alert . The Mass Emergency Notification system allows the college to send emergency messages to its entire community via e-mail, text (SMS), and / or voice mail to users' cell and / home phones. Users, however, must subscribe and "opt in" to the service. Standard text messaging costs may apply. Connect Ed messages are broadcast at the direction of any member of the Policy Group or Director of Public Safety or any of their respective representatives. Connect – Ed messages are published and distributed by the ITSS Director or his representative.

Centennial Campus alarm system is also equipped with a public announcement system (PA) for Aspen, Breckenridge, Student Center and Faculty Offices Buildings. This system will be used to announce any event or emergency.

The Centennial Campus is also equipped with multiple strategically placed LCD television screens capable of broadcasting both "screen shot" and scrolling messages. When necessary and appropriate, the ITSS Director or his representative will update the messages to inform the college community of emergency situations.

Emergency messages will be communicated to the Child Development Center (CDC) by a Public Safety employee speaking with the Director or Manager of the CDC.

Emergency messages will be communicated to the Police Training Center /Firing Range (CDC) by a Public Safety employee speaking with on-duty personnel at the Center / Range.

Emergency messages will be communicated to the Grounds Shop by a Public Safety employee speaking with on-duty personnel at the Shop.

Rampart Range Campus:

All PPCC campuses, staff, students and faculty, are served by the Connect –Ed emergency mass notification system. Persons are invited to sign up, at no cost, through the college web site at www.ppcc.edu/alert . The Mass Emergency Notification system allows the college to send emergency messages to its entire community via e-mail, text (SMS), and / or voice mail to users' cell and / home phones. Users, however, must subscribe and "opt in" to the service. Standard text messaging costs may apply. Connect Ed messages are broadcast at the direction of any member of the Policy Group or Director of Public Safety or any of their respective representatives. Connect – Ed messages are published and distributed by the ITSS Director or his representative.

The Rampart Range Campus alarm system is also equipped with a public announcement system (PA) for the Main Building. This system will be used to announce any event or emergency.

The Rampart Range Campus is also equipped with multiple strategically placed LCD television screens capable of broadcasting both "screen shot" and scrolling messages. When necessary and appropriate, the ITSS Director or his representative will update the messages to inform the college community of emergency situations.

Emergency messages will be communicated to the Child Development Center (CDC) by a Public Safety employee speaking with the Director or Manager of the CDC.

Emergency messages will be communicated to The Classical Academy (TCA) by a Public Safety employee speaking with on-duty personnel there.

Specific rooms and / or wings of the campus will be notified by designated college personnel, when reasonable to do so, going room to room to advise of the emergency.

The Downtown Studio Campus:

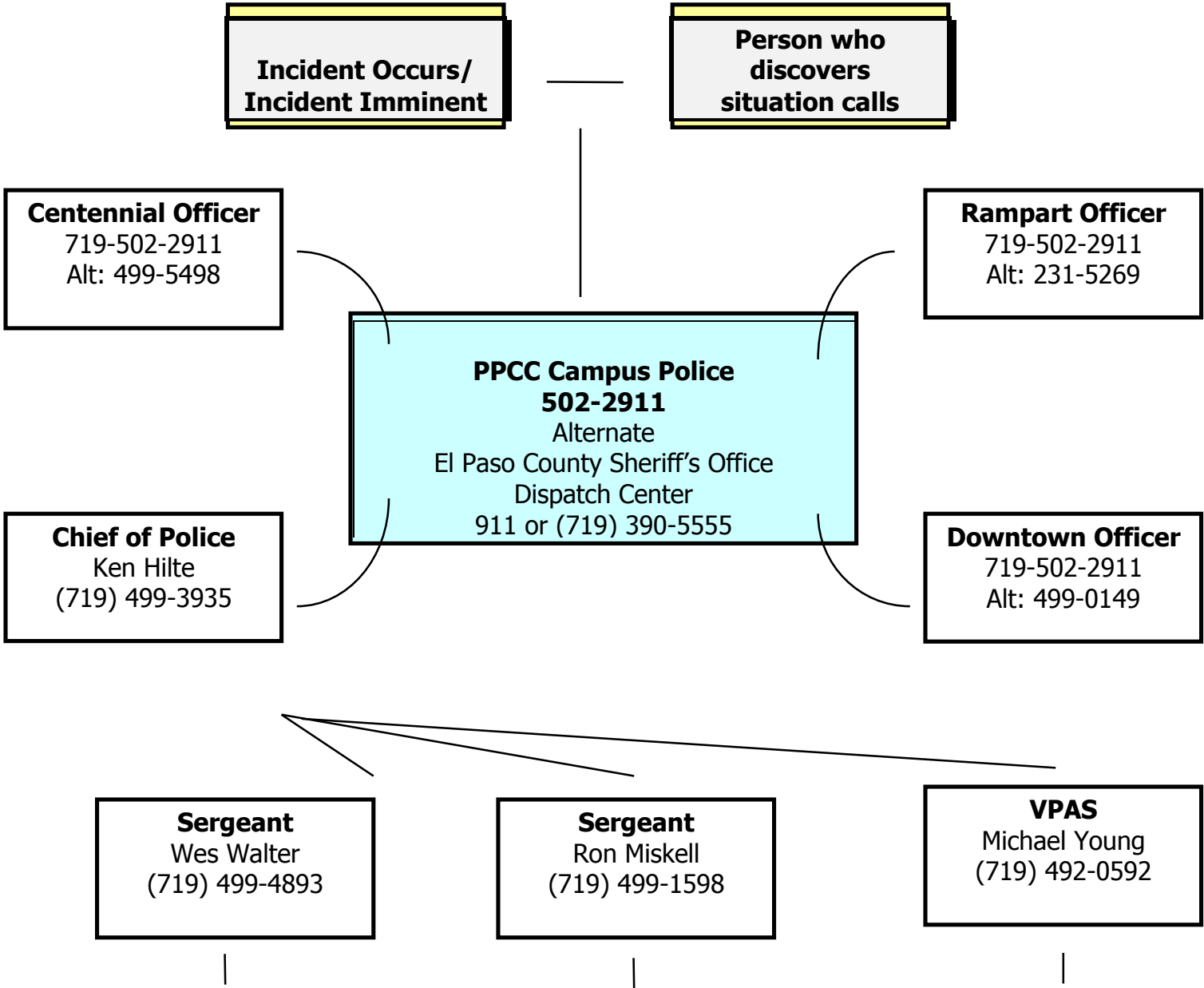
All PPCC campuses, staff, students and faculty, are served by the Connect –Ed emergency mass notification system. Persons are invited to sign up, at no cost, through the college web site at www.ppcc.edu/alert . The Mass Emergency Notification system allows the college to send emergency messages to its entire community via e-mail, text (SMS), and / or voice mail to users' cell and / home

phones. Users, however, must subscribe and “opt in” to the service. Standard text messaging costs may apply. Connect Ed messages are broadcast at the direction of any member of the Policy Group or Director of Public Safety or any of their respective representatives. Connect – Ed messages are published and distributed by the ITSS Director or his representative.

The Downtown Studio Campus is also equipped with one LCD television screen mounted in the Student Lounge capable of broadcasting both “screen shot” and scrolling messages. When necessary and appropriate, the ITSS Director or his representative will update the messages to inform the college community of emergency situations.

Specific rooms and / or wings of the campus will be notified by designated college personnel, when reasonable to do so, going room to room to advise of the emergency.

Information Dissemination/Phone Call Flow Chart



Warning: 502-2911 is always the preferred number to call. Individual Campus Officers' Cell Phones may not be staffed at any given time.

Appropriate Departments/Persons in Order of Priority

Activation of Groups and Emergency Operations Center

The Emergency Management Operations Group (EMOG; see pg 7 for specific members) is activated by any member of the group after discussion with the Incident Commander. The notification will be sent out by either Information Technologies Director or members of the Campus Police / Department of Public Safety. The senior on-duty member of the Campus Police / Department of Public Safety may activate the EMOG without further discussion by virtue of the likelihood that they may be serving as the Incident Commander at any given scene.

Activation of the Emergency Management Operations Group also activates the campus Emergency Operations Center.

The Policy Group is activated by the President, or Vice President for Administrative Services. When activated, the Policy Group can convene at an identified location known by the Group.

Procedures

Organization for Planning

The Director of Public Safety coordinates College level emergency preparedness plans, operations continuity and disaster recovery plans with the Emergency Management Operations Group.

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

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

EVACUATIONS

When directed to do so, employees and students will respond to an emergency situation in one of the following manners.

General Evacuation

General Evacuation is used to get students and staff out of the building, through the nearest exit.

Example: A fire alarm activated or other non-specific emergency that would require building evacuation.

ALL

1. Gather personal belongings such as coats and car keys.
2. As a group leave building immediately, in a calm, orderly manner using the nearest exit available.
3. Consider individuals with disabilities who may need assistance evacuating.
4. Move (and remain) at least **100** feet away from the building.
5. Stay with students, keeping them in a group.
6. **ACCOUNT** for all students and remain together, if possible.
7. **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 or delegate.

Directed Evacuation (Non-Fire Emergency)

DIRECTED EVACUATION is used to get students and staff out of the building by a route designed to avoid contact with a potential threat.

Example: A suspicious package, a bomb threat, or a hazardous material spill.

Instructor or Staff member

1. Gather personal belongings such as coats and car keys.
2. As a group leave building immediately, in a calm, orderly manner, using only the exits and directions given.
3. Consider individuals with disabilities who may need assistance evacuating.
4. Move (and remain) at least **100** feet away from the building.
5. Stay with students, keeping them in a group.
6. **ACCOUNT** for all students and remain on the same side of the building to which you were evacuated, if possible.
7. **IMMEDIATELY** report any missing students to administration.
8. **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 or delegate.
9. Refer all media who want to speak with you or students to on-site media spokesperson.

COMPLETE BUILDING EVACUATION

A Complete Building or Campus Evacuation means that ALL STAFF, STUDENTS AND VISITORS MUST EVACUATE THE BUILDING. **NO EXCEPTIONS!**

Example: Imminent Danger has been identified.

Instructor or Staff member

1. Gather personal belongings such as coats and car keys.
2. As a group leave building immediately, in a calm, orderly manner, using only the exits and directions given.
3. Consider individuals with disabilities who may need assistance evacuating.
4. Move (and remain) at least **100** feet away from the building.
5. Stay with students, keeping them in a group.
6. **ACCOUNT** for all students and remain on the same side of the building to which you were evacuated, if possible.
7. **IMMEDIATELY** report any missing students to administration.
8. **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 or delegate.
9. Refer all media who want to speak with you or students to on-site media spokesperson.

EVACUATION PLAN FOR PERSONS WITH DISABILITIES:

The guidelines in the Evacuation Plan for Individuals with Disabilities are as follows:

Sight impaired students, faculty and staff should be escorted out of the building by staff, faculty or student volunteers. If ambulatory, they should be escorted down by elevator. The escorted person should exit by the nearest available stairwell, keeping to the right. The escort should be in front of the person with the person having one hand on the handrail and one hand on the escort's shoulder. The escort should give instructions as needed in a calm, clear voice and remain with the person after exiting the building.

Hearing impaired persons. Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique such as turning the light switch on and off may be necessary. Indicate through gestures or writing what is happening and what to do.

Wheelchair bound students, faculty and staff should be assisted by personnel. If capable of being moved, they should be escorted down by elevator. Otherwise, they should be moved to a safe area, such as a balcony, patio or stairwell landing. Members of the group exiting the building should note and

report the location of the wheelchair person/persons to College personnel. A staff member with a two-way radio should be sent to the area as soon as possible. The Control Center should be advised via radio where the wheelchair person/persons are located. Wheelchairs may have parts not intended for lifting. Batteries or life support equipment may be connected. Lifting the person could be harmful. Ask the person how you can help. Ask what type of assistance he/she will need after evacuation. Moving a person up or down stairs should only be attempted for life safety. Trained emergency rescue personnel should be directed to the area as soon as possible.

Safe zones for students with mobility issues

- **Centennial Campus** – 3rd floor walkways between A and B buildings; any level of the three north stairwell towers of the Aspen (A) building.
- **Rampart Range Campus** – Concrete slab located outside of the library on the 2nd floor; parking lot if located on the 1st floor.
- **Downtown Studio Campus** – Top of the stairs on the 2nd floor of the south building – activate “Rescue Button”.

Evacuation floor plans

Defined exits per building are posted in all hallways. These plans are mounted in frames in all hallways (usually at the end of the corridor) for easy identification and recall.

INTERIM MEASURES (Lockdowns, Relocations, etc.)

Shelter-In-Place

A "shelter-in-place" order provides means to protect students and staff by having them remain in their classrooms, offices or other designated locations. The nature and extent of the event, the location of the event and the condition of the surrounding area will determine shelter-in-place decisions. A human threat (for example, an active shooter) would merit avoiding detection by turning off the lights, moving out of sight, and silencing noise making devices (cell phones and pagers). Staff, students and faculty should be mindful that a "shelter-in-place" order could be followed very closely by a decision to evacuate. In all these cases, it is essential that communications be clear, concise and followed immediately.

Example: A chemical spill near or inside of the college.

Instructor or Staff member

1. Close ***all exterior doors and windows***. Harmful chemicals or other contaminants could enter the building through an open door or window.
2. In a very serious emergency, it may be necessary to limit the amount of outside air coming into the building through ventilation systems.
 - a. In these cases, the facilities crew will disable air-intake units until the danger has passed.
3. Move students to the safest place in the room, away from and below windows, if warranted, ***but not under desks or other furniture***.
4. Students should be able to move from the room quickly if needed so be sure that personal belongings are gathered such as coats and car keys.
5. Consider individuals with disabilities that may need assistance evacuating to these areas.
6. **WAIT** to be contacted. **Do not return** to exterior areas or evacuate classroom, offices, or sheltered areas unless told to do so by emergency personnel or delegate.

While many events will allow for students to be sheltered in their individual classrooms, the situation could change and require the movement of students out of classrooms and into a sheltered area in the school. ***The best location for such a shelter will very likely be the tornado or storm shelter location(s).***

Shelter In Place during an Active Shooter Incident:

Shelter In Place protocols are used when it is safer to stay in current location than to move to where the potential threat may be encountered.

Example: An armed or out of control assailant is in the building.

Instructor or Staff member

1. Lock all classroom doors and windows.
2. Turn out lights.
3. Keep students quiet and away from doors and windows.
4. Maintain a **calm** environment through calm leadership. Reassure students everything possible is being done to return the situation to normal.
5. If a gunshot or an explosion is heard, direct the students to **STOP AND DROP TO THE FLOOR.**
6. **ACCOUNT** for all students.
7. **WAIT** to be contacted. **Do not return** to exterior areas or evacuate unless told to do so by emergency personnel or delegate.

NOTE: If the fire alarm is not pulled, the elevators should be used to expedite the evacuation of anyone that needs help evacuating the building.

Tornado

Example: A tornado is seen or hits the campus or nearby area.

Instructor or Staff member

1. Gather personal belongings such as coats and car keys.
2. As a group, in a calm, orderly manner, immediately leave rooms that have windows and seek shelter in a designated tornado safe zone.
 - a. These locations vary by campus so please be aware of their locations.
 - i. Centennial Campus – first floor Aspen (A) building, away from windows.
 - ii. Rampart Range and Downtown Studio Campuses – All interior rooms without windows.
3. Consider individuals with disabilities who may need assistance evacuating to these areas.
4. Stay with students, keeping them in a group.
5. **ACCOUNT** for all students and remain together, if possible.
6. **IMMEDIATELY** report any missing students to administration.
7. **WAIT** to be contacted. **Do not return** to exterior areas or evacuate unless told to do so by emergency personnel or delegate.

If there is no time to reach a sheltered area:

1. Get as far away from windows and glass doors as possible.
2. Lie on the floor with your head pointed away from windows and outside doorways.
3. Get under a piece of heavy furniture or desk for additional protection.
4. Remain stationary for at least 15 minutes in case the tornado doubles back.
5. **WAIT** to be contacted. **Do not return** to exterior areas or evacuate unless told to do so by emergency personnel or delegate.

FIRE

If You Discover A Fire...

DO NOT PANIC - (R – E – D)

- ❑ **React** – Take alarms, indication of smoke or fire seriously. Warn others, activate the alarm.
- ❑ **Evaluate** – Judge the level of threat & conditions of immediate area; needs of others.
- ❑ **Decide** – Two choices: Follow the plan & leave immediately; stay or move to a safe area and take defensive action.

Anyone reporting a fire or explosion should call **911** and immediately have someone else call the Campus Police office at **502-2911**. The person calling should be ready to provide the following vital information:

- a. Location (*Building and Room number if known)
- b. Type of fire or explosion if known (e.g., trash, electrical, chemical, etc.)
- c. Extent of the fire
- d. Caller's name

****Note: You must give the 911 Operator the location on campus and which campus; they only have the main address and not your specific location.***

PPCC Campus Police Department upon receiving a call, will:

- a. Immediately relay the information to the fire department.
- b. Dispatch a minimum of one OFFICER to the scene of the incident.
- c. Dispatch one OFFICER to guide in the responding emergency vehicles.
- d. Notify the Director of Public Safety / Chief of Campus Police.
- g. Upon arrival at the scene, assist in evacuation.
- h. Consider isolating portions of the campus should spectators become a problem.
- i. Assist in crowd control.
- j. Assist the Safety Manager as requested
- k. Submit an Incident Report including photographs (if possible) of fire damage to the Risk Manager.

Faculty and Staff in affected building should:

- a. Ensure all students evacuate in a prompt and orderly manner, and go to a designated evacuation point.
- b. Supervise and assist in the evacuation of physically challenged students.
- c. Keep all students a safe distance from the affected building at their evacuation assembly point and do a head count to assure that all students are out of the building.
- d. Maintain a clear path of access for emergency vehicles.
- e. Do not return to the evacuated building until specifically instructed to do so by a college official.

Director of Public Safety *or Designee*:

- a. Assist local authorities in determining the cause of the fire or explosion
- b. Report all damage and action to President, VPAS, and VPES

Director of Marketing & Communications *or Designee*:

- a. Act as the college liaison with the media.

How To Use Fire Extinguishers

All PPCC buildings are equipped with fire extinguishers. Kitchens are equipped with Automatic Hood extinguishers that are BC types. (Grease Fires)

How to Use an Extinguisher: (Small Fires Only)

- A. Check class of fire extinguisher (Class A-B-C for most fires).
- B. Check pressure gauge for needle over green area in indicator.
- C. Remove extinguisher from bracket and:
 - P** 1. Pull the safety pin out and discard it.
 - A** 2. Aim the nozzle at the base of the fire.
 - S** 3. Squeeze the two handles together.
 - S** 4. Sweep back and forth at the base of the fire.
- D. When fire appears to be out, back away, as it may suddenly flare up again.

REMEMBER "PASS"

Pull the pin

Aim at base of fire

Squeeze the handle

Sweep side to side

Bomb Threat

Purpose

To provide direction and guidance for College personnel to respond to bomb threats which are made toward any College facility, as well as to direct any actions that will resolve all issues associated with each threat.

Background

Each bomb threat that is received at any PPCC facility will be considered and responded to as a legitimate and real threat to the College. It is understood that each bomb threat will be unique in its presentation and various methods of response will be employed to resolve each issue. In each issue, the safety and well being of the faculty, staff and students will be paramount, and the College's response will be to resolve the issue and return to normal operation at the earliest possible time with minimal disruption.

Procedure

Procedures will vary with each bomb threat. The nature of the threat, the specificity of the threat and the threatened location will determine a large portion of the decisions made to resolve the issue. In each instance, the bomb threat response will be followed for the campus involved as closely as possible. It is understood that deviations to an established response are to be expected. However, safety to life, protection of property and resumption of classes will guide the process.

The facility search will be conducted by selected Campus Police and other personnel, and the instructions applicable to each campus will be followed. At all times, the activity will be coordinated with law enforcement personnel present.

The response guidelines for each campus will be followed as closely as possible, but deviations dictated by the uniqueness of each situation will take priority.

Campus Police Department: (719) 502-2911 (911)

I. BOMB THREAT CALLED INTO COLLEGE SWITCHBOARD

- A. All aspects of call will be entered on **Bomb Threat Information** sheets.
- B. The Campus Police Department will be notified of a bomb threat by calling 502-2911 or 911. Campus Police will notify appropriate college administrators and continue with Bomb Threat Procedure IF a threat is determined credible.
- C. College staff and student body will accomplish evacuation.
 - 1. Students will remove all personal property.
 - 2. Faculty will inspect for, **but not disturb**, unusual objects as they depart classroom.
 - 3. Staff will inspect for, **but not disturb**, unusual objects as they depart work areas.
 - 4. Re-assembly will be at least 500 feet from the affected area or wherever is determined to provide the best safety from potential danger.
- D. Fire Department will respond and stage equipment at a discreet location in the vicinity of the campus unless otherwise requested or circumstances dictate a different course of action.
- E. Campus Police Department will be updated on status of evacuation, student and staff location, and status of building inspection.
- F. Campus Police and willing staff will conduct common area, entrance, and surrounding area inspections of involved buildings.
- G. **Radios and cell phones will not be used within 300' feet of a building suspected of containing an explosive device. Radios will be turned off before searching the building**
- H. If any person observes a suspected device, suspicious item or unusual object, campus police must be notified.
- I. If no device or object is located and it is determined that the building appears to be clear, a decision will be made by the Incident Commander to reenter the buildings affected and reestablish classes.
- J. Don't re-enter the building until emergency personnel or designee notifies you to do so.
- K. Appropriate notifications will be made to the college administration as to the results of the bomb threat event.

II. BOMB THREAT RECEIVED

- A. Upon receipt of bomb threat phone call, the involved party will call PPCC Campus Police at 502-2911.

- B. Campus Police/Incident Commander will notify appropriate college administrators.
- C. All provisions of items above will be followed as applicable.

CRIMINAL ACTIVITY AND CIVIL UNREST

PPCC's initial response to criminal activity and civil disorder should be directed toward protecting life and property. Campus Police should identify the incident, isolate the area where the incident is occurring and coordinate actions with assisting law enforcement agencies. Procedures to follow should be:

| Action | Responsibility |
|---|-----------------------|
| Activate Control Center and Team | EMOG |
| Establish a security perimeter around the affected area | Campus Police |
| Do not attempt to enter the area of the incident | All Departments |
| Coordinate College response with law enforcement agencies | EMOG |
| Establish communications area and News Media Center | EMOG |
| Protect empty or unsecured buildings | Campus Police |
| Inspect buildings and property for damage | Facilities |
| Decide when the College can resume normal operations | EMOG |

Flood Watch/Warning

Except in the case of flash flooding from thunderstorms, storms or dam failure, the onset of most floods is a relatively slow process - with adequate warning. The build-up usually takes several days. Progressive reports are issued by the National Oceanic and Atmospheric Administration (NOAA). Flooding occurs by several means:

Facilities will be notified of possible flooding through PPCC's Safety Department system or by monitoring local weather broadcast stations. The alert may include:

"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 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.

Flash Flood - may occur within minutes or up to six hours of the rain event. Most flash flooding is caused by slow-moving thunderstorms or heavy rains from hurricanes and tropical storms.

Flooding - a longer term event and may last a week or more.

River Flood - Seasonal flooding due to spring rains coupled with melting snows or torrential rains from hurricanes or tropical storms.

Coastal Flood - Winds generated from tropical storms or hurricanes or intense offshore low-pressure systems driving ocean water inland. Escape routes may be cut off and blocked by high water. Also caused by sea waves called tsunamis (tidal waves) produced by earthquakes or volcanic activity.

Urban Flood - Flooding caused by urbanization of fields and woodlands because the land has lost its ability to absorb rainfall. Streets can become swift moving rivers.

If evacuation is ordered, do so immediately and take the following precautions:

1. Avoid areas subject to flooding - dips, low spots, washes, etc.
2. Do not attempt to cross-flowing streams. Be aware that the roadbed may not be intact under floodwaters. Turn around and go

- another way. **NEVER** drive through flooded roadways.
3. 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. Two feet of water will carry away most vehicles!
 4. If you come upon a flowing stream where water is above your ankles, **STOP!** turn around and go another way.

In case of flooding (if time allows) before evacuation is enforced, move records and equipment up off the ground onto shelves and tables to prevent damage from minor flooding. In multi-story buildings, items can be moved to an upper level. Store all back-up records off site at a distant site location.

After the flood, when permission to return has been given by emergency personnel or designee:

1. Verify that electrical equipment has been checked and dried before returning to service.
2. Discard any fresh food that has come in contact with floodwaters.
3. Use flashlights, not lanterns, torches or matches to examine buildings. Report broken utilities to appropriate authorities.
4. Boil drinking water or use bottled water until local health authorities approve water system.
5. Restock any emergency supplies used.

TORNADOS

Tornado: A violent, highly destructive whirling wind up to 200 mph, accompanied by a funnel shaped cloud that progresses in a narrow path over land and occurs with little or no warning.

Tornado Watch: A warning issued by the National Weather Service that weather conditions are favorable for possible formation of tornadoes. When a tornado watch has been issued, Campus Police will be responsible for monitoring statements made by the National Weather Service and any updates.

Tornado Warning: A warning issued by the National Weather Service that a tornado has been sighted in the area. When a tornado warning has been issued, Campus Police will be responsible for advising all staff, students and faculty of the current status. Campus Police will also continue to monitor National Weather Service reports, in addition to the following:

Measures To Take In The Event of Tornado

The following measures are to be taken if there is a Tornado Warning (or a tornado is sighted in the vicinity):

1. If an underground or designated shelter is not available, move to an interior room or hallway on the lowest floor and get under a sturdy piece of furniture.
2. Stay away from windows. Do NOT open windows. Leave the windows alone; instead, immediately go to a safe place.
3. Any Fire Doors in hallways should be closed.
4. Get out of automobiles. Do not try to outrun a tornado in your car; instead, leave it immediately. If caught outside or in a vehicle, lie flat in a nearby ditch or depression.
5. Remain in the safe area until all danger has passed.
6. If the facility is damaged, evacuate after storm passes and stay clear of damaged area. Beware of fallen debris, downed power lines and gas leaks.
7. Begin notification of key management personnel as indicated in "Flow Chart."

If communications are interrupted, follow the instructions of the Police, Fire, or Emergency Management officials.

| Action | Responsibility |
|--|---------------------------------------|
| Notify Emergency Assistance Agencies | Public Safety |
| Administer first aid | Public Safety/CERT team(s) |
| Keep traffic lanes open for emergency vehicle response | Public Safety |
| Inspect all College property and check for downed lines | Public Safety/Facilities |
| Compile an injury and damage report | Public Safety/Facilities/CERT team(s) |
| Refer all inquiries of damages or injuries to Public Safety Office | All Departments |
| Decide when the College can resume normal operating activity | EMOG |
| Develop contingency plan for continued operations | EMOG/Instructional Deans |

Emergency Measures For Earthquakes

The following steps are to be taken in the event of an earthquake:

1. During the shaking, stay indoors if already there.
2. Take cover under sturdy furniture, such as work tables, desks.
3. Stay near the center of the building.
4. Stay away from glass and windows.
5. Do not run through or near buildings where there is danger of falling debris.
6. If outside, stay in the open, away from buildings and utility wires.
7. After the shaking, evacuate the facility, stay out of damaged buildings - aftershock may make them fall.
8. Wait at the safe area (at least 150 feet away from any building) until you receive further instructions from emergency personnel or designee.

Facilities staff and utilities personnel will check for damaged pipes, shorted wires, gas leaks, etc., cutting off supplies if necessary.

In the event of injuries, first aid is to be given and emergency assistance is to be requested (911).

HAZARDOUS MATERIAL INCIDENTS

A hazardous material incident may occur at any time involving transportation of chemicals via railroad, highway, airway, waterway or an industrial accident at a nearby business.

Response to a hazardous material incident will vary according to the location, quantity, chemical involved, time of day, day of the week, and weather conditions.

Notification of an incident may be issued by Fire/Rescue, Police, El Paso County Emergency Management, Administration, the news media or an ordinary citizen.

Sheltering in place should be given first consideration if the facility provides protection from the chemical involved.

Unless directed by an authority having jurisdiction, choose a route for evacuation that leads away from possible exposure and consider:

1. Wind direction
2. Chemical runoff
3. Traffic congestion:
 - a. Time of day
 - b. Day of the week

GUIDELINES FOR HAZARDOUS MATERIAL INCIDENT ON CAMPUS

| ACTION | RESPONSIBILITY |
|--|-----------------|
| Report to Campus Police all suspicious or unusual odors. | All Departments |
| Monitor emergency radio channels for incidents that may | Public Safety |
| Know the location, effects and first aid treatment for all chemicals stored on campus | All Department |
| In the event of a hazardous material incident, | Public Safety |
| would notify the following agencies: | |
| • Fire/Emergency Medical Services | |
| • Law Enforcement Agencies | |
| • EMOG | |
| • El Paso County Emergency Management | |
| Locate and assist ill or injured persons. Contamination can be spread by physical contact or contact with clothing or equipment. | All Departments |

| | |
|--|------------------------------|
| Activate Disaster Control Team and Disaster Control Center. | EMOG |
| Locate and isolate the contaminated area. | Public Safety/ Facilities |
| Locate and identify the source of the contamination, if possible | Public Safety |
| Activate Media and Information Center. | EMOG |
| Coordinate campus response with emergency service agencies on the scene. | Public Safety |
| Coordinate clean up procedures with El Paso County EOC | Facilities |
| Determine when campus can resume normal operation. | EMOG |

Do not attempt to enter an area contaminated with toxic materials or vapors without proper training and equipment. This applies to rescue attempts. If hazardous materials are airborne, evacuate under emergency conditions, out of the path of prevailing winds.

***PRECAUTIONS TO TAKE IN A HAZMAT INCIDENT:**

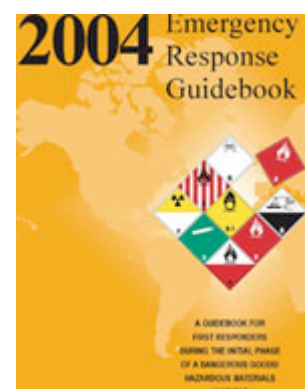
APPROACH CAUTIOUSLY FROM UPWIND. Resist the urge to rush in; others cannot be helped until the situation has been fully assessed.

SECURE THE SCENE. Without entering the immediate hazard area, isolate the area and assure the safety of people and the environment, keep people away from the scene and outside the safety perimeter. Allow enough room to move and remove your own equipment.

IDENTIFY THE HAZARDS. Placards, container labels, shipping documents, material safety data sheets, Rail Car and Road Trailer Identification Charts, and/or knowledgeable persons on the scene are valuable information sources.

ABOVE ALL – Do not walk into or touch spilled material. Avoid inhalation of fumes, smoke and vapors, even if no dangerous goods are known to be involved. Do not assume that gases or vapors are harmless because of lack of a smell – odorless gases or vapors may be harmful.

USE CAUTION – Do not handle empty containers because they may still present hazards until they are cleaned and purged of all residues.



DOWNED AIRCRAFT

Most of PPCC's campuses are located near major or local airport facilities. This fact increases the possibility of downed aircraft emergency on College property.

Should an aircraft crash on PPCC property or adjacent property, Campus Police usually will be the first response personnel on the scene. The following notifications should be made:

| Actions | Responsibility |
|---|--------------------------|
| Emergency medical services/hospital | Public Safety |
| Law enforcement | Public Safety |
| Fire department | Public Safety |
| Local and state emergency management to coordinate federal response for air crashes | Public Safety |
| Locate, assist and identify injured persons, activate the Control Center | All Departments EMOG |
| Determine if evacuation is necessary | EMOG |
| Establish security perimeter around site | Public Safety Chief |
| Recall of additional College personnel, if needed | All Departments |
| Determine the potential for fire and explosion (military aircraft may have weapons/explosives on board) | Public Safety |
| Keep access lanes open for emergency vehicles to and from the crash site | All Department |
| Assist all authorized personnel | Public Safety/Facilities |
| Establish a News Media Center, provide casualty information. | Marketing/Communications |

SPECIAL ATTENTION regarding crash site security:

- Aircraft debris should be disturbed only to assist victims.
- Mark location of all removed victims and debris
- Be aware of potential for secondary fires caused by explosion

Preparation and Coordination of Division/Department Operation Contingency and Disaster Recovery Plans

The purpose of operation continuity and disaster recovery plans is to allow the College to continue its critical missions of teaching and community service through any emergency incident. Continuity plans focus on continuing critical functions through an incident, while disaster recovery plans focus on re-establishing complete services and functions following a major incident and recovering extraordinary costs caused by the event.

In order to accomplish these goals the continuity and disaster recovery planning formats complete a series of sequenced steps. This process results in the framework plan which allows the organization to accomplish critical functions and eventually complete resumption of all functions. A brief description of the process to prepare these plans is provided below.

Continuity and disaster recovery plans prepared by Deans, Department Heads and Directors that involve only that individual's organization do not require review or approval by the Emergency Management Operations Group or Policy Group. However, if a department or division level plan requires support by another department or organization, coordination with that organization is required. The Department Planner of the originating organization will coordinate such plans with the other departments or organizations. The Director of Public Safety may assist the Department Planner with this coordination. Just as in preparing College level plans, organizations provided draft plans will be given the options to concur without comment, concur with comment, or non-concur with comment. Should a draft plan be prepared by a Dean, Department Head or Director without change after an organization answered non-concur with comment, a copy of that non-concurrence will be forwarded with the plan to the VPAS.

A copy of all department or division level plans or annexes may be provided to VPAS, for inclusion in the College plan, as well as a copy of any changes or updates to existing plans.

The Operation Continuity Planning Process

Step One. Identify critical functions of the organization to include critical products, services and operations.

Critical functions of your organization are those essential to the continued accomplishment of the College missions of teaching and community service. If the failure of your organization to perform a function will result in irrevocable disruption of student education, irrecoverable loss of operational data, or significant financial loss to the College, that would be a critical function.

Determine the critical functions your department/division performs for the College in terms of:

- Products - to include deliverables to students/staff, such as procedural guides for students/staff/faculty and equipment to College facilities.
- Services - to include support activities such as instruction, transportation, custodial or maintenance services to facilities, utility services for College structures and fire protection or emergency services.
- Administrative & Regulatory functions - to include permits or licensing actions, required financial actions, publications or notices.

Identify the customers, volume and frequency of these functions. Determine the result of not accomplishing these functions (Result of Non-Delivery). Note any additional remarks concerning the functions.

Step Two. Prioritize and establish Recovery Time Objectives for critical functions.

Categorize those activities performed by your organization identified in Step One using the following criteria:

- Immediately essential to the critical functions of the College; list these as **CRITICAL ACTIVITIES**.
- Not immediately essential to College critical functions but recommended to be continued; list these as **RECOMMENDED ACTIVITIES**.
- Not essential to critical functions of the College that may be temporarily discontinued; list these as **NON-ESSENTIAL ACTIVITIES**.

Prioritize the activities, with the most essential activity being priority number one.

Identify:

- Any other departments/divisions of the College providing the same or similar critical functions.
- Where these departments/divisions are located.
- Which functions they can perform during the disruption of your operations.

Note functions that may be provided by a contractor temporarily during the disruption of your operations (POTENTIAL CONTRACTOR ACTIVITIES). Note the priority of the activity the contractor may provide in brackets.

The remaining actions will focus on those functions identified as CRITICAL ACTIVITIES - those immediately essential to the critical functions of the College. As time permits, your plan may be expanded to include the other functions (RECOMMENDED and NON-ESSENTIAL); however, initial planning should focus on the CRITICAL ACTIVITIES.

Establish Recovery Time Objectives.

For each critical activity (Service or Administrative & Regulatory Action) categorized in Step Two as immediately essential to the critical functions of the College, develop a specific Recovery Time Objective (RTO) which states how soon that function must be resumed.

For example, one Recovery Time Objective for a cable television service provider may read "Restore service within one hour to 25% of customers; restore service within two hours to 50% of customers; service must be restored within three hours to 100% of customers."

Develop these Recovery Time Objectives in order using the priority established.

Now, complete Step Three for each Recovery Time Objective.

Step Three. Identify Assets required and any shortfalls for accomplishing each Recovery Time Objective for Critical Functions.

Identify and list all assets required to meet the Recovery Time Objectives prepared in Step Two. Include the following requirements:

- Personnel
- Work Area

- Equipment and Supplies
- Services

Personnel should be identified by job classification or description of duties, number required to accomplish a specified requirement, location they will be required at, and remarks (such as special training required, additional duties they may be able to perform, or length required if not continually needed to maintain a critical function).

Work Area should be described in terms of the type of space required (e.g. classroom, office, shop area, etc.), activity to be conducted in the area, number of personnel required to be accommodated in the area, location required (in the most general terms as on campus or off-campus; at a specific location if known).

Equipment and Supplies should include location and types of equipment to include computers, telephone lines, and other equipment or supplies required to meet the Recovery Time Objective.

Services should include such issues as mail and transportation services, warehousing, special requirements such as specific power requirements or water if beyond normal office use, data storage and access and any other special requirements.

Identify resources available.

Identify internal resources your organization can provide to meet the Recovery Time Objectives using the same categories (Personnel, Work Area, Equipment & Supplies, and Services).

Services could include any services required which can be immediately provided by contractors (e.g., through standing contracts, current contracts).

Identify shortfalls.

Identify the resource requirements that your organization cannot meet which prevent your organization from meeting the Recovery Time Objectives using the same categories (Personnel, Work Area, Equipment & Supplies, and Services).

Step Four. Identify solutions.

Identify possible solutions to overcome or compensate for the shortfalls (Personnel, Work Area, Equipment & Supplies, and Services) identified in Step Three. Determine if manual work-around techniques are possible and applicable. List the actions required to overcome the shortfalls and meet the Recovery Time Objectives identified in Step Three. Prepare and distribute the plan.

Once finished with these steps, the core of the operations continuity plan is completed. Consolidate the worksheets and solutions and distribute within the department, and brief the plan to the department.

This process completes the operations continuity planning sequence. The detailed procedures to meet the Recovery Time Objectives serve as the Operations Continuity Plan, allowing the continuation of critical functions and services through an incident.

Describe the procedures to utilize all internal resources to accomplish the Recovery Time Objectives. Where applicable and with assistance from the Purchasing department, prepare standing contracts to assist in the accomplishing Recovery Time Objectives. Consider availability of contractors in a major or regional event. All contracts must be approved by PPCC's Purchasing Office prior to signing.

From this process, identify any shortfalls without solutions at your level and detail these for Vice President consideration or elevation to College level for prioritization and planning.

Operation Continuity Plan Format

- Situation - describe the situation requiring the plan.
- Situation Recovery Time Objectives assignments - detail the assignment of organizational assets to accomplish specific Recovery Time Objectives.
- Shortfalls / solutions - describe possible solutions to each identified shortfall with details on how to overcome or compensate for the shortfall (such as implementing standing contracts, requesting mutual aid from another department providing that service).
- Shortfalls without solutions - describe any identified shortfalls which your organization cannot overcome or compensate for and will require action at College level.

DISASTER RECOVERY PLAN

The disaster recovery plan expands upon the operation continuity plan by identifying actions required to completely re-establish all operations. As is true in all plans, not all aspects of the disaster recovery plan will be required in all recovery situations.

A complete disaster recovery plan will include identification and instructions for salvage, service restoration and mitigation teams. Additionally, an event requiring activation of a disaster recovery plan will probably have been fairly destructive or disruptive. For this reason, a recovery plan should address actions to support employee and employee problems, such as critical stress debriefings and employee assistance programs. The recovery plan must also address cost recovery, insurance, and mitigation issues.

Identify the salvage team. In a major event requiring activation of a recovery plan, it is likely significant damage or destruction of facilities and assets will have been incurred. In order to minimize loss, a salvage team should attempt to recover any usable assets. Additionally, the salvage team assists in determining the extent of the clean-up and repair necessary to re-occupy a facility, if re-occupation is an option.

Identify a service restoration team. The service restoration team ensures those actions critical to restoration of full services are properly accomplished. In the event a facility can be re-occupied, the service restoration team activates standing contracts for facility clean-up or repair. The service restoration team prioritizes establishment of utility, communications, data processing, supply delivery and storage services. Additionally, the service restoration team ensures revenue collection and accounting activities (where applicable) are properly established. In the event a facility cannot be re-occupied, the service restoration team determines what replacement facilities and equipment purchases are required to restore full services. The service restoration will work closely with the College Risk Management office in beginning cost recovery efforts and operations continuity insurance claims (if applicable).

Identify a mitigation team. The mitigation team works to capture all lessons learned during the event and to formulate policies and procedures to minimize or avoid reoccurrence of the incident.

Disaster Recovery Plan format.

- Situation - describe the situation requiring the plan.
- Employee recovery issues and instructions.
- Salvage team instructions.
- Service restoration team instructions.
- Mitigation team instructions.

GENERAL RESPONSIBILITIES

Deans, Department Heads and Directors

Deans, Department Heads and Directors should appoint planners and oversee preparation of emergency preparedness and operations continuity and disaster recovery plans for their departments/divisions.

Each department in the College will prepare a supporting plan. One copy of this supporting plan will be maintained with the department and one copy will be maintained by the Director of Public Safety.

Planners

College organization planners appointed by Deans, Department Heads and Directors should:

- Prepare emergency preparedness, operation continuity and disaster recovery plans for their organizations in accordance with the examples and templates provided.
- Coordinate these plans or annexes with all organizations identified or tasked in their plans.
- Review plans annually and update as required.

The Registrar maintains emergency notification data for students and students' parents / family.