

Front Range Community College

Emergency Operations Plan

101-INTRODUCTION/PROMULGATION/AUTHENTICATION

Letter of Promulgation and Implementation

Promulgated herewith is the Emergency Operations Plan for Front Range Community College. This plan supersedes any previous plans. It provides a framework in which Front Range Community College can plan and perform its respective emergency functions during an incident, disaster or national emergency.

This Emergency Operations Plan attempts to include all the tenants of the National Incident Management System (NIMS) as they apply to the college or can be instituted by the college. It provides for the integration of internal and external resources and for the transfer of command from the college to the applicable response authority.

This plan has been reviewed and approved by the Front Range Community College Cabinet for implementation. It will be reviewed annually, revised and updated as required. All recipients of the plan are requested to advise the Front Range Community College Director of Security and Preparedness of any changes that might result in its improvement or increase its usefulness. Plan changes and revisions will be made by the Department of Campus Security and Preparedness and then sent to or posted for all recipients of the plan.

The plan shall become the accepted Emergency Operations Plan for the college on the date of adoption and implemented accordingly.

February 18, 2013
Date Adopted

July 11, 2016
Latest Revision

AUTHENTICATION

This plan has been approved by the Front Range Community College Cabinet that was seated on the date of adoption and the Director of Campus Security and Preparedness employed on the date of adoption.

Andrew Dorsey, Front Range Community College President

Joseph Harbouk, Vice President of Finance and Administration

Therese Brown, Vice President of the Westminster Campus

Linda Curran, Vice President of the Boulder County Campus

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102-PURPOSE/SCOPE/OVERVIEW/ASSUMPTIONS

PURPOSE

The purpose of the Front Range Community College (FRCC) Emergency Operations Plan (EOP) is to establish a continuing state of emergency preparedness and response. The EOP will be used to manage campus emergency incidents, to protect life and property to the maximum extent possible, protect the environment, protect college and personal property, and to restore the college to normal operating conditions as quickly and safely as possible. While it is not possible to cover every conceivable situation or hazard, the EOP provides the basic administrative structure and protocols necessary to cope with emergency situations through effective use of college and campus resources.

SCOPE

This EOP is the overall response plan that covers emergencies on all campuses, centers and any other property under the immediate control of the Front Range Community College. While Front Range Community College provides basic emergency response procedures for off campus centers and sites; the employees, students and visitors at these locations will need to follow the overall emergency response plans for the entity having jurisdiction for their location.

OVERVIEW

The Front Range Community College Emergency Operations Plan (EOP) is based on a realistic approach to situations likely to be encountered on campus during a major emergency or disaster.

Key personnel may not be available or may not be able to carry out tasks and activities during an emergency. The basic emergency procedures outlined in this plan are designed to inform and prepare the staff, faculty and students for college emergencies. The goal is to improve the ability of the college to protect lives and property through effective use of college and campus resources and community resources in emergency situations. In the event of an emergency, procedures contained in this plan will be implemented as needed.

Whenever an emergency situation affecting the college reaches proportions that cannot be handled by routine internal measures, the college President, Vice President or designee may declare a state of emergency, and implement this plan at the appropriate level to mitigate the emergency.

This Emergency Operations Plan is purposely designed to be flexible to handle any unexpected emergency situation. Flexibility will allow the college to accommodate the individual magnitude or severity that each emergency may present.

ASSUMPTIONS

General assumptions are:

- An emergency or disaster may occur at any time of the day or night, weekday or weekend, with little or no warning.
- The succession of events in an emergency is not predictable. Support and operational plans serve only as guidelines and checklists, and may require modification in order to meet the specific nature of any particular major emergency or disaster.
- Disasters most likely will affect the availability of local, state, and federal services. Emergency services may not be available, and a delay in off campus emergency response and assistance may be expected.
- Media contact will be routed through the college Communication Director or as directed by the college President, Vice President, Incident Commander or designee

103-CONCEPT OF OPERATIONS

PRE-CRISIS PLANNING

Being prepared through mitigation efforts, pre-planning and practice exercises at our campuses and communication of expectations of our peers, improves the chances of the college community surviving and recovering from an emergency. Everyone is best served when the entire campus takes time to respond to an emergency in a practiced and thoughtful manner. To initiate a timely, effective and efficient response, employees must understand their role as responders on campus and the levels of emergency requiring immediate action. The levels of emergency include the following definitions:

Level 3 (Minor Emergency)

A Level 3 emergency incident affects a minimum number of people, individual room(s) of a building, or a localized outside area. Level 3 events generally can be controlled by a minimum number of personnel and require only limited (or no) evacuation of a building or area. No formal campus-wide declaration is usually made and the Emergency Management Operations Group described in this Emergency Operations Plan (EOP) is not activated. Examples of Level 3 emergencies include any incidents that will not seriously affect the overall function of the campus such as a small fire, small chemical spills, minor medical emergencies or a limited power outage.

Level 2 (Major Emergency)

A Level 2 emergency incident affect an entire building, multiple buildings or a large outside area, and require a coordinated effort by Campus Security officers, facilities personnel, and/or other emergency response personnel. Potentially, this level may affect larger numbers of people, interrupt normal operations for a longer period of time than a Level 3 incident, and may involve evacuation of the campus, a building or area. A campus-wide emergency declaration is usually made and the Emergency Operations Plan should be implemented; also, the emergency situation will dictate to what extent, if any, the Emergency Management Operations Group is activated. Level 2 emergencies will disrupt the overall operation of the campus and include moderate fires, odor investigations with evacuations, large chemical spills, civil disturbance, a bomb threat, a hostage situation, a violent weapons incident, other violent incident, moderate weather event or widespread power outage.

Level 1 (Disaster – man-made or natural)

Level 1 emergency incident affect more than one building or a major portion of the campus, and include major events in the surrounding community that affect the campus. Level 1 emergencies typically involve the interruption of normal operations throughout the campus for an unknown period of time and require implementation of the Emergency Operations Plan and the Emergency Management Operations Group (EMOG) to provide control until the incident is concluded. Sheltering large numbers of people on campus or evacuating numerous campus areas, buildings or the entire campus may be required. This level of emergency also may include a campus isolated from normal emergency personnel response for an extended period of time. Short term campus self-sufficiency should be planned for with an incident of this magnitude. The college president, vice president or designated representative will issue a formal campus emergency declaration. Examples of Level 1 emergencies include major weather events, local airplane crashes, large scale acts of violence, a terrorist incident, health epidemics or large scale chemical spills.

104-ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

ADMINISTRATIVE RESPONSIBILITIES AND CONTROL

During an emergency, it is the responsibility of all FRCC employees to protect, to the best of their abilities, the safety and health of students, staff and visitors on campus. This responsibility

includes assisting in the safe and orderly evacuation of people from buildings and from campus when such evacuations are required.

The Vice President of the affected campus is the pivotal person in any crisis situation and the College Director of Communications is the college spokesperson. The campus vice president or Campus Security supervisor may assemble the campus Emergency Management Operations Group (EMOG) during any Level 2 or Level 1 emergency. The duties of the Emergency Management Operations Group may vary according to the type and complexity of the emergency.

Level 3 Emergencies

Front Range Community College personnel who become aware of emergencies in their area should notify their Campus Security Office immediately and follow any directions provided. Campus Security officers and facilities personnel are responsible for controlling the incident within their level of training, and for providing needed assistance to other staff, students and visitors until the emergency situation concludes.

All FRCC employees must be familiar with the appropriate emergency procedures, including the *Emergency Response Procedures* outlined in this plan and the *Standard Response Protocol and Emergency Response Guide* provided in each office and classroom on campus. Employees should always use their best judgment to respond and protect the safety and health of the people affected during any campus or area-wide emergency.

Level 2 and Level 1 Emergencies

Emergency situations of the nature and magnitude defined as Level 2 and Level 1 require an organized, well-coordinated response. To that end, the college president, vice president or designated representative will formally declare a campus emergency as needed. Secondly, Front Range Community College administration will initiate the Emergency Operations Plan and activate the Emergency Management Operations Group (EMOG) designed to respond to emergencies that affect a majority of the campus.

In general, all FRCC employees should follow the specific Emergency Procedures included in the Incident Annexes and Supporting Documents of this Emergency Operations Plan. Students, staff and others evacuated from buildings on campus should wait at designated assembly areas, or alternate assembly area, until notified how to proceed by an emergency responder, Campus Security Officer or college administrative official.

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201-FRCC EMERGENCY MANAGEMENT STRUCTURE

Emergency Management Operations Group and responsibilities

Front Range Community College had created an Emergency Management Operations Group (EMOG) within the current college structure to deal with campus emergencies. In the event of an emergency, these team members or their designee will be notified of the emergency, assemble in a pre-designated location and will follow their assigned jobs tasks until the emergency is declared over or they are assigned new responsibilities.

In the event of an emergency or disaster, one predetermined organizational system is needed to coordinate the numerous departments' efforts to handle the incident.

This section of the plan is designed to answer the basic questions of those involved in incident response:

- Who is in charge?
- What is my role?
- What are my specific tasks?
- Where do I fit in the overall organization?
- Whom do I report to?

Incident Declaration

Once the campus Vice President (VP) declares an emergency, the Emergency Management Operations Group will assemble in a pre-designated location. Each campus will have at least three locations to assemble, dependent upon the location or severity of the emergency. Each team member will assume their responsibilities and remain on task until the emergency concludes or the emergency dictates changes in their responsibilities.

202-EMERGENCY MANAGEMENT OPERATIONS GROUP (EMOG) MEMBERS

Campus Vice President or designee

Campus Security/Preparedness Supervisor or designee

Facilities Director or designee

Dean of Student Affairs or designee

Dean(s) of Instruction or designee

Information Technology Campus Coordinator or designee

Director of College Communications (PIO) or designee (in person or via phone)

Business Services Director or designee (as required by emergency)

Other staff member(s) assigned by campus Vice President (as required by emergency)

203-EMERGENCY MANAGEMENT TEAM RESPONSIBILITIES

Emergency Director (VP): Campus Vice President or his designee

- Assembles the Emergency Management Operations Group (EMOG) members (may delegate to Campus Security) and designates an Emergency Meeting Point (EMP) for the team
- Responsible for the overall direction of the Emergency Management Team
- Coordinates with the Campus Security Supervisor or designee in assessing the emergency
- Coordinates with the Facilities Director or designee in assessing the emergency
- Contacts College President - notification of the emergency
- Contacts the Director of College Communications
- Implements the Emergency Operations Plan based on the Standard Operating Procedure for the particular emergency
- Establishes the Emergency Conference Call as needed
- Assigns someone as a scribe to track actions, assignments and timelines
- Notifies other campus vice presidents of the emergency
- Declares and ends an emergency
- Conducts post emergency meeting to discuss findings of the Emergency Management Operations Group and other participants

Emergency Coordinator: Campus Security/Preparedness Supervisor or designee

- Assumes control of the emergency until the designated emergency response authority or emergency responders assume command
- Determines the magnitude of the emergency and appropriate action to be taken in consultation with the Emergency Management Operations Group
- Contacts appropriate designated emergency response agencies (fire, police, etc.)
- Works as a liaison with response agencies
- Contacts appropriate Facilities personnel for their assistance
- Delegates responsibilities as needed
- Assigns someone as a scribe to track actions, assignments and timelines
- Performs other related duties as dictated by the emergency
- Conducts a post emergency critique and completes an after action report

Campus Security/Preparedness: Officers

- Take appropriate action to protect life and property
- Provide traffic control, access control, perimeter control as directed by Emergency Coordinator
- Contacts appropriate campus personnel as directed by Emergency Coordinator
- Perform other duties as directed by the Emergency Coordinator
- Mobilize and coordinate volunteers and equipment for campus facility security and for traffic and crowd control.
- Work with local response agencies

The Campus Security/Preparedness Unit will safely prioritize their actions based on the following:

- Minimize injuries and loss of life;
- Minimize damage to property and the environment; and,
- Facilitate the restoration of the campus and services.

Facilities Director/Manager: Facilities Supervisor or their designee

- Provides assistance to campus personnel in evacuating buildings
- Provides building checks as directed by the Emergency Coordinator
- Deploys Facilities personnel strategically around the building/campus exterior
- Provides equipment and personnel to perform shutdown procedures, hazardous area controls, barricades, debris clearance, emergency repair
- Performs other duties as directed by the Emergency Coordinator
- Make local entity contacts for required response, opens line of communication and coordination
- Facilitates assessments for structural integrity, short term repairs, cleanup and long term repair and cleanup

Spokesperson (PIO): Director of College Communications

- Establish liaison with news media for dissemination of information in consultation with the campus VP or college president
- Liaison with an outside agency Public Information Officer
- Contacts radio/television with building closure status and is responsible for all media relations necessary in an emergency

- Coordinates public relations information postings on doors, entrances and elsewhere as requested by the Emergency Director (VP) or Emergency Coordinator
- Performs other duties as directed by the Emergency Director (VP) or College President

Dean of Student Affairs: or designee

- Arranges for on-site counseling if needed.
- Coordinates reprogramming of main switchboard message as directed by Emergency Director (VP) or Emergency Coordinator.
- Sends follow up Connect Ed message after consultation with VP, communications director and Campus Security
- Contacts student service directors, coordinator and managers and assigns task
- Begin planning for student needs; counseling, mental health issues, classes

Dean(s) of Instruction: or designee

- Contacts faculty chairs, faculty, administrative assistants and assigns task
- Begin planning for instructional continuity needs
- Liaison with Online Learning if required

Information Technology Campus Coordinator: or designee

- Works closely with the Emergency Management Operations Group for IT support
- Manages computer servers shutdown or restart, as required
- Communicates with college wide IT Director and CCCS IT
- Performs others duties as directed by the Emergency Director (VP)

Business Services Director: or designee

- Performs shutdown of bookstore and food services

Other Staff Members (as assigned):

Need-To-Know-Personnel (Building Monitors):

- Informs personnel in their area of the emergency condition as described by the Emergency Director (VP) or Emergency Coordinator
- Provides assistance in the evacuation of the building or other assigned duties

204-EMERGENCY MEETING POINTS (EMP)

In all Level 2 and Level 1 emergencies, a formal, stationary Emergency Meeting Point will be established promptly in a safe area. The FRCC EMP meeting points are:

Brighton Center: Meeting Points

- **Use Support Document 1**
- **Field Command Post Emergency Operations Center (EOC)**
 - Location dictated by the relative location and scope of the emergency
 - Established by a responding agency

Boulder County Campus: Meeting Points

- **Use Support Document 1**
- **Field Command Post Emergency Operations Center (EOC)**
 - Location dictated by the relative location and scope of the emergency
 - Established by a responding agency

Larimer Campus: Meeting Points

- **Use Support Document 1**
- **Field Command Post Emergency Operations Center (EOC)**
 - Location dictated by the relative location and scope of the emergency
 - Established by a responding agency

Westminster Campus: Meeting Points

- **Use Support Document 1**
- **Field Command Post Emergency Operations Center (EOC)**
 - Location dictated by the relative location and scope of the emergency
 - Established by a responding agency

***After initial deployment**, the Emergency Director (VP) may recommend relocating the Emergency Meeting Point due to the scope or relative location of the emergency. Any change of location must be communicated effectively to all Emergency Management Operations Group members, FRCC personnel and responding agencies.

The Emergency Meeting Point is the pre-established location where the Emergency Management Operations Group members assemble to coordinate emergency response, recovery, communication, and documentation activities. The EMP may be activated when there is a credible threat, a small scale or large a scale emergency or incident. The EMP maintains a strategic view of the overall incident and is kept informed by Campus Security and Facilities staff as the incident or emergency unfolds. In addition, the EMP must keep a log of all emergency activities.

- **Transfer of Command from the FRCC/Emergency Management Operations Group to a responding agency and to the Incident Command System (ICS) Unified Command Structure**

As an emergency evolves it is likely that transfers of command will take place, either assumed or formally. The most critical transfers of command will occur while an incident is still escalating. Typically, ranking or more highly trained personnel arrive on the scene and subsequently assume the function of Incident Commander. The individual who assumed initial command of the emergency will brief the new Incident Commander on the situation, the action plan in effect, the status of resources at the scene, and any unusual safety problems. After this exchange of information, the new Incident Commander assumes the command function. Typically, Campus Security will assume the initial Incident Commander role and then relinquish to a responding agency. The responding agency will assume the incident command by assumption or by a written document.

In the event that professional emergency responders, i.e., Fire and/or Police, are involved, Campus Security will be the liaison between the responding agency and the FRCC Emergency Management Operations Group. Campus Security may become part of the responding agencies Unified Command (UC) and this partnership exists until the emergency is resolved. The purpose of a Unified Command is to coordinate an effective response by uniting the "Incident Commanders" of all major organizations involved in the incident under one umbrella. At the same time, the Incident Command Team members carry out their own jurisdictional responsibilities.

In the event that the established FRCC/Emergency Management Operations Group members and Campus Security are unavailable, the first college employee arriving at the emergency incident shall assume the role of Incident Commander, and will be responsible for the management of the incident until relieved on-scene by the arrival of a college administrator (College President, Campus Vice-President, Dean, Director), Campus Security Supervisor, or other designated team member.

The Emergency Management Operations Group members duties are : 1) evaluate the incident, 2) safeguard life, environment, and property, 3) continually monitor the incident, 4) allocate internal resources for reducing any hazards, and 5) bring the incident to a close.

If a responding agency arrives and assumes control of the emergency incident, FRCC Emergency Management Operations Group members are to assist them and not make independent decisions. All decisions will be made by the Incident Commander until the scene is transferred back to FRCC.

205-INCIDENT COMMAND SYSTEM (ICS) - used when outside agencies respond

(See Support Document 2 for an overview of ICS)

The Incident Command System will be used in Level 2 and Level 1 emergencies when FRCC emergency response personnel request or require the assistance of outside response agencies.

The Incident Command System (ICS) is universally recognized by emergency personnel as one of the most important features of effective emergency management. The system is designed to expand and contract in size and scope in accordance with the demands of the specific emergency.

The key element of the Incident Command System is that a single person – the Incident Commander – is in charge of the incident, supported by an Incident Command Team (ICT). The Incident Commander directs the activities of others affected by and responding to the emergency.

The Incident Command System provides for clear authority and a coordinated response to the diverse activities necessary to successfully respond to an emergency situation. The Incident Command System maximizes efficient utilization of resources, and responds in a controlled and

well-organized manner to an emergency. Risks to staff, students, personnel, visitors and emergency responders are minimized when the Incident Command System is in place.

DOCUMENTATION OF ACTIVITIES

Each Emergency Management Operations Group member is responsible for documenting the activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each professional emergency responding agency will keep documents associated with its activities during the response.

Valuable for several reasons, these documents:

- Provide the basis to assess emergencies and evaluate the response.
- Identify areas where campus preparedness activities worked well, and those areas that need improvement.
- Verify emergency expenses and document efforts to recover expenses.
- Assist in the event of litigation.

All documents, status sheets, daily logs, and forms shall be kept along with all financial records, videos and photographs related to the emergency. FRCC should request the post-incident reports from any responding agency that participated in the emergency.

206-NON INCIDENT COMMAND TEAM PERSONNEL

The roles and responsibilities of FRCC personnel will depend on the nature and magnitude of the emergency, the identified skills of the individuals, and response needs. Generally, personnel will be initially engaged to account for students, manage assembly areas, and maintain calm. In the event of campus closure, personnel not directly responding to the emergency will be released from campus as early as practicable.

In the rare event that emergency conditions prevent people from leaving campus, or catastrophic damage has occurred, or outside emergency assistance is unavailable, other campus personnel will be called upon to provide additional guidance and assistance as necessary.

207-EMPLOYEE RESPONSIBILITIES

College employees have the responsibility to:

- Understand and know what actions to take during an emergency. At any time employees have questions concerning safety procedures, they are to contact their supervisor or Campus Security.
- Take appropriate steps to know the location of nearest automated external defibrillator (AED), fire extinguisher, first aid kit, and emergency exit.
- Know the Emergency Response Guide and Standard Response Protocol guide location within their office area, classroom or the building

All campus personnel, students, and visitors are expected to cooperate fully with the instructions of FRCC officials or other emergency response personnel during an emergency.

An FRCC employee, student or visitor will never be required to place him/herself at risk, nor conduct any activity that he/she feels is unsafe.

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209-CAMPUS ACCESS DURING AN EMERGENCY

During any emergency incident, access to a campus may need to be controlled and/or routes for mass evacuation from campus designated. Front Range Community Campus Security/Preparedness Officers, Facilities staff, law enforcement or city personnel shall manage access control points to the campus. Selection of access control points will be based upon the severity of the incident, with the primary goal of saving lives and securing college property.

Campus Security/Preparedness Officers

- Assigned to Law Enforcement; main task until LE releases them
- Will direct on campus vehicular and pedestrian traffic
- Will setup exclusionary zones by use of physical barricades or officer presence
- Coordinate with Facilities Director and Facilities personnel

Facilities Personnel

Facilities personnel will remain on campus unless specifically instructed to evacuate. Under an established Unified Command Structure, the Facilities Director and supervisor will report to the Operations Officer and will deploy personnel to assist with campus access; repair, maintain and operate equipment or utilities throughout the emergency, necessary to restore or maintain vital functions.

Facilities personnel will be the onsite resource for auxiliary equipment and emergency resource vendors or contractors and will activate equipment and personnel as needed during an emergency incident.

Information Technology Systems Personnel

During an emergency situation that threatens or disables computers, networks or communications systems, the information technology coordinator will report to the Emergency Director (VP). Primary areas of responsibility are to:

- Assess the functionality of the FRCC network and phone systems.
- Maintain adequate communication systems between critical functions on and off campus, during an emergency incident.
- Arrange continuation or restoration of service with outside vendors.
- Operate and maintain the campus-wide communication system necessary under emergency conditions.
- Assist in establishing voice/data communications (computer, phone, and messages) between the FRCC/Emergency Management Operations Group members, Incident Command Teams, Emergency Service Units, and the media, if requested.

301-SHELTERING

Sheltering may be necessary on a campus, depending on the magnitude of an incident. College facilities may be used to shelter our faculty, staff, students and visitors, to provide shelter for displaced individuals during a campus evacuation, or to provide shelter to the community in an emergency.

Shelter for Campus Evacuations

During a campus evacuation, there may be individuals who do not have transportation to leave campus immediately. In the event this occurs, shelter will be provided, if possible, on campus until transportation is arranged. A security/safety sweep of the designated building will be performed prior to opening a facility as a shelter.

Potential College Shelter Locations:

Brighton Center:

- Primary Evacuation Shelter: Student Commons
- Alternate Evacuation Shelter: Main Classroom Hallway
- Alternate Evacuation Shelter: Stairwell

Boulder County Campus:

- Primary Evacuation Shelter: Student Commons C Building
- Alternate Evacuation Shelter: Community Rooms C Building
- Primary Evacuation Shelter: Main Entrance Reception Area A Building
- Alternate Evacuation Shelter: Student Entrance A Building

Larimer Campus:

- Primary Evacuation Shelter: Longs Peak Student Center
- West Alternate Evacuation Shelter: Harmony Library
- East Alternate Evacuation Shelter: Automotive and Welding indoor bays

Westminster Campus:

- Primary Evacuation Shelter: Main Dining Area
- Alternate Evacuation Shelter: Library Link Hallway
- Alternate Evacuation Shelter: Student Services Center

Shelter in Place

If State, City or County public officials send out a message that a major incident has occurred that makes it unsafe for the public to move about outdoors, all FRCC college campus building occupants in the affected area will be notified that a shelter in place advisory or order is in effect. Everyone will be asked to remain in the building for his/her own safety until the advisory is lifted. However, no one will be held against his/her own will. When public officials give the "all

clear," building occupants will be notified that the advisory has been lifted and they can resume normal outdoor operations.

The continuity of normal operations will be evaluated on a case by case basis to determine the extent that normal operations may safely continue.

In some instances a shelter in place advisory will require the HVAC units to be shut down to prevent an outside environmental condition from being introduced into a campus building.

302-EMERGENCY COMMUNICATIONS

Campus communications are typically accomplished via campus network phone, voicemail message, email, or through two-way campus radios. During an emergency, campus phones are the primary source for communicating with campus personnel. To augment phone notification, to reach individuals not accessible by phone, or if the phone system is not operational, text messaging and email notification may be utilized for communicating with personnel on- and off-campus. Two-way radios and cell phones are used routinely by Campus Security officers and facilities personnel and both will be used for communication during an emergency.

Campus Phone and Voice Message System

The Voice over Internet Protocol (VOIP) campus phone and voice mail system is equipped with an uninterrupted power supply system that can power the core system for a limited period during an electrical outage. The campus telephone system is connected to equipment owned by local telephone service provider. The campus phone system may not have connectivity with the service provider during an emergency. If an FRCC backup generator is available, only the infrastructure connected to it will be on backup power. If the infrastructure is only on Uninterrupted Power Supply (UPS), the operational period will be limited to the run time of the UPS for that equipment.

Campus Radios

The Campus Security Officers use two-way radios for routine and emergency communication. Two-way radios are powered by rechargeable, nickel-cadmium (Ni-Cad) batteries with an anticipated service life of 10 hours during normal use, before recharging is necessary. These radios are narrow banded and have a range of approximately 3-5 miles. The FRCC radios do not operate on the same frequency as the local professional emergency responders which operate on an 800 megahertz frequency.

Cellular or Digital Phones

Cellular phones typically have an active service life of 3-4 hours during constant use before recharging is required and a passive life of up to 8 hours. During a localized emergency that includes loss of phone service, the cellular phones may provide a vital link with emergency response agencies, contractors, utilities and other off-campus entities. However, during an area-wide emergency, high-volume cellular phone use often overwhelms the service and calls made from cellular phones will not be possible due to the communication overload.

Personal cell phones are widely used by college personnel, students, and visitors' on-campus. and may provide an available means for individuals to communicate with people on and off campus. Calling family members or friends may help reduce concern and anxiety significantly. However, due to the limitations identified above, their usefulness during a regional emergency may be limited.

Other Campus Communications Methods

Connect Ed is a mass communication system, where the college or campus can send out emergency messages via phone, cell phone, email and text messages. Emergency text messages will be sent out only in emergency situations except for the system test each semester. Only staff and students that have signed up for Connect Ed will receive the emergency message text message sent to their cell phone.

Singlewire is a mass communication voice over phone system that allows Campus Security to send out incident driven emergency messages to selected groups on the campus in a timely manner. These voice over broadcast go to each network phone in classrooms, offices and also to select supplemental interior and exterior speakers on the campus.

Alertus is a mass communication system for computer systems that allows the campus to send out pre-scripted emergency messages to all campus or college computers. This system will also allow an emergency message to be sent out the FRCC Admin wireless network. This emergency message populates the entire computer screen and stays active until an acknowledge button is clicked on or Campus Security cancels the alert.

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304-HAZARDOUS MATERIAL AND CHEMICAL SPILL RESPONSE MATERIALS/SUPPLIES

Front Range Community College does not store hazardous materials in large quantities or generate hazardous waste in large quantities. Hazardous materials storage cabinets are provided in the areas where small quantity containers are used. Substance-specific spill kits are maintained in the chemistry and biology laboratories. These kits include activated carbon, neutralizer-absorbent combinations, and mercury spill kits.

Additional spill control equipment is located at some of the college campuses for the control of petroleum based surface spills. Available equipment includes absorbent pads, absorbent booms, spill containers, surface drain covers, absorbent and gloves. Spill response equipment is only used for spills or releases that are very small, do not endanger staff and do not require a hazardous materials certification to mitigate.

As a matter of practice, all hazardous materials spills will be mitigated by staff or responders that are trained to handle the specific chemical and quantity that has spilled or by responders that have a current hazardous materials certification and possess the proper personal protective equipment for the substance that has been spilled. The local 911 center will be notified of the spill and the designated emergency response authority may be dispatched to the campus spill location.

Additional Hazardous Materials Response Information can be found in the Support Document.

305-MEDICAL AND FIRST AID SUPPLIES

First Aid Kits

First aid kits are intended only for injuries incidental to the workplace and are located in all buildings throughout the campuses. These first aid kits are not equipped for mass casualties. Campus Security should be called for all injuries, except for the most minor occurrence that may be treated with only a band aid. The 911 center should be called for life threatening or major injuries such as open or closed head trauma, heart conditions, breathing issues or other medical conditions that require advance medical care.

Additionally, some areas have inventories of personnel protective equipment (PPE), such as surgical gloves, facemasks, and CPR barriers, in quantities which vary during the year. Potable water may be accessed from local hot water heaters, drinking fountains, bathrooms, kitchen areas and vending machines.

NOTE: The items listed above should not be considered “all inclusive;” many campus resources may be used in a non-traditional manner to mitigate an emergency situation.

Miscellaneous Equipment and Supplies

During an emergency; equipment, vehicles and other resources may be utilized in a non-traditional manner. For example, exercise mats, folding tables, and hollow-core doors may be used as stretchers; towels and linens may be used as bandages; vehicles may be used as shelter.

306-TERMINATION OF EMERGENCY DECLARATION & RECOVERY

Every emergency incident involves simultaneous response and recovery processes. During the early stages of an emergency, response activities dominate while recovery processes support response. Termination of the emergency declaration is the official recognition that the emergency phase of the incident has waned and the recovery process is dominant.

Termination activities should concentrate on giving accurate information to people who need it most, and should begin as soon as the emergency phase of the operation is completed.

Termination activities should include debriefing, post-incident analysis, and identification of a recovery team and a recovery plan.

1. Debriefing

Debriefing should begin after the emergency phase of the operation is completed or as specific response segments are completed. The purpose of the debriefing is to pass along critical information onto response or support personnel and to inform responders or support personnel of after action services and assistance that is available.

- Check of the physical condition of all responders
- Outline how responders can access physical and emotional assistance after the event
- Describe the event and the what happened during the response
- Update on the status of the campus community; injuries, deaths, where the injured were transported to, how to contact local medical facilities
- What is the physical condition of the property, what are the restrictions, hazards, ongoing efforts
- Timeline on the return to operations at the campus, will it be whole or partial
- What are the conditions of the surrounding area that may impact the campus and its operations
- How the college will update all employees are the status of the recovery
- Outline the recovery efforts, who is in charge of the recovery, how to contact the college for updates
- How to handle false information or rumors
- Address any questions or concerns

2. Post-Incident Analysis

- Post-incident analysis is a reconstruction of the incident to establish a clear picture of events that took place during the emergency. As soon as is practical, the campus Emergency Management Operations Group should construct a brief chronological overview of who did what, when, and where during the incident.
- A more detailed report including timelines, notes, communications releases, video and photographs, etc. will need to be completed after the post incident analysis

Key topics for the Post-Incident Analysis should include:

Command and control

- Did the first trained responder to arrive on scene establish the Incident Command System
- Was the emergency response organized according to the existing emergency management plan procedures?
- Did information pass from ICS support teams to the FRCC or were there gaps
- Were response objectives communicated effectively to field personnel who were expected to implement them
- Did FRCC personnel integrate well with the professional emergency response Incident Command upon arrival, and throughout the incident
- How was command returned back to FRCC; official or unofficial communication or documented

Tactical operations

- Did the on-scene Incident Commander effectively order tactical operations
- Did the Operations Team implement these orders? What worked? What didn't?
- Were tactical operations conducted in a timely and coordinated fashion?
- Do revisions need to be made to tactical procedures? To the ERP?

Resources

- Were human and material resources adequate to conduct the response effectively
- Are improvements needed to building facilities or equipment
- How did emergency resources work with us
- Were they responsive and timely

Plans and procedures

- Was the Emergency Operations Plan and associated tactical procedures current
- Did they adequately cover notification, assessment, response, recovery, and termination
- Were roles and assignments clearly defined
- How will plans and procedures be upgraded to reflect successful and unsuccessful aspects of the emergency response
- What other procedures could have been in effect
- Are there any procedures that should be eliminated
- What additional protective or mitigation measures could have been taken to eliminate the damage
- Have there been any changes in the facilities, equipment, or operations of the institution that warrant changes in the procedures for emergency management

Training

- Did this event highlight the need for additional basic or advanced training

Communication

- How well internal and external communication did plans work
- What should be clarified or changed

Legal

- Are there ongoing legal issues that need to be resolved

307-RECOVERY PLAN

The timing for moving from a response mode to a recovery mode will depend on the nature and magnitude of the emergency, and damage to campus structures and infrastructure. Once the immediacy of the emergency subsides, efforts for returning the campus to normal operations begin. FRCC will return to the standard/routine organizational structure from the Incident Command structure and employees will return to work. This process may be gradual or staged and may take an extended period of time depending upon the extent of the damage to campus. FRCC leadership will strive to assure an organized recovery that maximizes safety of personnel and mitigates further damage to college facilities and assets. The Recovery Plan, or a timetable for a Recovery Plan, should be communicated to all interested parties. It is conceivable that recovery may continue long after resumption of normal operations.

308-TRAINING, REVIEW, UPDATE OF THE EMERGENCY OPERATIONS PLAN (EOP)

Front Range Community College is committed to ensuring that the FRCC Emergency Operations Plan is a flexible and dynamic plan. This Plan will be tested and evaluated regularly to ensure maximum preparedness. Key staff will participate in tabletop, small scale and full-scale exercises to enhance skills and evaluate plan protocols. All FRCC employees will be required to have a basic understanding of the Emergency Operations Plan including their role in the successful execution of critical protocols.

The FRCC Emergency Management Operations Group members will debrief following the termination of an emergency incident or training drill, identifying those aspects of the Plan that worked well and those aspects that can be improved based on the experience.

The FRCC Emergency Operations Plan will be reviewed on an annual basis to ensure that the Plan reflects the current conditions and status of the campus facilities and personnel. During this process the roster of Emergency Management Operations Group members (and designees) and other included personnel will be reviewed and updated, as needed. Appropriate recommendations will be made to revise any programs and/or procedures for FRCC Presidential approval.

309-KEY POINTS

Preparation for any emergency by pre-planning and practice exercises with your peers while communicating your expectations will improve both your chances and those of the college for survival and recovery. The future of the college and its community rests with your knowledgeable response to a campus emergency. To initiate an effective, efficient and timely response, remember the following key points:

- Know the "Emergency Response" procedures contained in this plan to protect you during an emergency.
- Assist students, staff, visitors and the disabled as required with evacuation and other protective actions.
- Call 911 for any life-threatening emergency followed by a call to Campus Security
- Each campus has site specific evacuation procedures. Follow the procedures that are posted for your campus.
- The college vice president or designee and Campus Security will make the decision to evacuate the campus or "shelter-in-place," as well as the appropriate level of response to all emergencies affecting campus.

- College employees with pre-designated emergency response roles should report as instructed after first checking in with Campus Security.
- Remain calm at all times.