



RED ROCKS COMMUNITY COLLEGE

***EMERGENCY
MANAGEMENT
PLAN***

Rev 8/14





INTRODUCTION

Our Red Rocks Community College Emergency Management Plan establishes guidelines, assigns responsibilities, and promotes awareness in responding to emergencies that may affect the Red Rocks community. Additionally, the plan is designed to provide guidelines for members of the Emergency Response team in dealing with a crisis, coordinating with external entities, and providing resources to expedite the return to normal operations with minimal negative impact. This plan was created to complement plans that have been developed on the state, county, and city level.

The following guidelines apply to all students, employees, faculty, and guests, and to the buildings and grounds that are owned and operated by Red Rocks Community College. They are intended to enable the College to protect life and property and minimize the damage caused by emergency situations.

Employees should become thoroughly familiar with this plan, particularly for events that relate to or impact an employee's work environment and safety. Questions about this plan should be referred to the Chief of Campus Police at 303-914-6494.

I encourage you to ask for clarification if you have questions, and be aware of and take responsibility for your surroundings. Our safety and security are the responsibility of everyone in our community.

DR. C. MICHELE HANEY

President, Red Rocks Community College





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EMERGENCY NUMBERS

POLICE, FIRE, MEDICAL	911
CAMPUS POLICE DISPATCH	303-914-6394
FACILITIES MANAGEMENT	303-914-6393
AFTER HOURS EMERGENCIES	303-914-6394



CRISIS RESPONSE TEAM

The Crisis Response Team (CRT) is responsible for coordinating and managing a campus response to a crisis/emergency. The CRT is comprised of key campus personnel with responsibilities for emergency response.

In the event of a campus emergency, members of the CRT will convene to manage the institutional response to the emergency. The CRT meets periodically for scenario-based training exercises and to stay current on emergency response issues. Suggestions or concerns about RRCC Emergency planning may be shared with any member of the team.

TEAM MEMBERS

MICHELE HANEY
President

LISA FOWLER —————→
VP Student Success

LINDA COMEAUX —————→
VP Instruction

PEGGY MORGAN —————→
VP Administrative Services

SEAN DUGAN —————→
Police Chief

BILL CHERRINGTON —————→
Information Technology

BILL DIAL —————→
Human Resources Director

MARK BANA —————→
Facilities Director

JEANNETTE WERNER —————→
VP of Work Force and Community Development

SUE BARNETT —————→
Child Care Center

KIM REIN —————→
Marketing and Communications Director

ALTERNATES

NANCY CARLSON

JANET STEINKAMP

KATHY KAUDIS

ANTHONY SCHALLER

CCCS SYSTEM OFFICE IT

CATHY O'CONNELL

GREG BERRY

JOAN SMITH

SUSAN PADGETT

AIMEE MARCELO



OPERATIONAL PROCEDURES

When a potential or actual emergency is identified, it should be brought to the attention of the Campus Police at 303-914-6394 or 911.

If appropriate, the police, or any member of the Crisis Response Team (CRT) will convene the CRT to determine if an emergency exists and the nature and extent of any emergency.

If it is determined that a crisis response situation exists, the CRT will convene. The CRT will decide on an appropriate course of action, the content of any public statements and appropriate actions given the nature of the crisis.

CAMPUS EMERGENCY COMMUNICATION PLAN

All external communications that are related to an emergency will be issued by the Director of Marketing or an alternate designated by the CRT. The college subscribes to a service called ConnectEd, which allows simultaneous communications with students and staff who have subscribed to the service. Emergency communications will be initiated by the CRT, or their designee, and will be delivered to subscribers via email, text-messaging and telephone.

MEDIA COMMUNICATIONS

No one except the Director of Marketing (or the CRT designated spokesperson) shall communicate with the media. Emergencies which significantly disrupt classes and services will be announced to employees, students and the public, utilizing all available methods of communications.

The Director of Marketing will, as needed:

- Write any press announcement
- Implement communications selected by the team and;
- Evaluate communications and record for future reference

ACTION STEPS:

COMMUNICATIONS (INTERNAL)

- Emergencies which significantly disrupt classes and services will be announced through the ConnectEd service, telephones and email
- “All clear” announcements will be made by Campus Police, Facilities Management, Executive Team or other responding CRT personnel

COMMUNICATIONS (EXTERNAL)

- Refer all media questions regarding emergencies to the Director of Marketing (or other CRT designated spokesperson) at 303-914-6260



ACTIVE SHOOTER

ACTIVE SHOOTER ON CAMPUS/LOCK DOWN

Situations where one or more individuals are using deadly force against many people are very fluid and changing. It is impossible to anticipate exactly how the situation will evolve, nor is it possible to provide absolute guidelines. Thinking through possible actions beforehand may give you an important advantage. Active shooter incidents can happen at any location where people gather and usually start quickly and without warning. Call 911 as soon as you can do so with relative safety.

ACTION STEPS:

Hearing gun fire may be your first indication that something is wrong. Assess your situation as best you can and take action. In general, the more distance you can put between yourself and the shooter the better. **DO NOT** go toward the sounds of gunfire to investigate and/or try to help. Get away from the area. If you can not get out of the area but are somewhat distant from the shooting consider locking down as an option. You may choose to try and secure the room you are in or go to a near-by room that can be secured. Close blinds, turn off all radios, computer monitors, etc., and keep quiet. Get down low near a wall that best eliminates a line of sight for an intruder. Your goal is to keep the shooter from entering your room. Quietly discuss with others in the room what you will do if the shooter enters the room.

Lock Down

Purpose: to try and keep people from coming in contact with the shooter by going to places that can be secured. Ideally, such a space has a telephone, but the ability to secure the space is primary. When

possible, the Campus Emergency Communication Plan will be activated to alert people to the need for a lock down. It must be an individual decision whether it is best to try to flee the area or lock down. There are risks and benefits to both decisions and your decision will need to be based on your individual situation. In classrooms, use the dead bolt lock to secure the room until directed otherwise by the police or college Crisis Response Team member.

DO NOT set off the fire alarm in a lock down. People may become targets by orderly leaving the buildings and gathering outside. If a fire alarm goes off while you are in lock down assess the situation before leaving your shelter. The alarm may have been set off by the shooter(s). If you smell smoke or see fire you need to exit. In an active shooter situation the first priority of police will be to neutralize the shooter(s). Consider carefully before doing anything that may cause you to be confused with the suspects — like showing a personal weapon, running toward police, etc. Cooperate with all instructions from law enforcement.

MODIFIED LOCK DOWN

Purpose: To secure exterior doors while normal activities continue within the building(s). This is used when there is a probability of a dangerous or disruptive person coming on campus and there is a need to restrict access to our buildings. Upon getting the emergency announcement to start a modified lock down staff should secure exterior doors, close blinds and continue normal activities until notified of an all clear. During modified lock down you may let people into the building who you know personally and/or who do not fit the description of the suspect.



BOMB THREAT

Bomb threats usually occur by telephone. Motives vary, as does the desired outcome. The most important thing to remember when a bomb threat is received is to take the caller seriously.

RRCC police are trained to initially respond to bomb threat situations. In addition, they receive assistance from local fire and police authorities who are specially trained and equipped to conduct bomb searches and disposal as necessary.

An employee receiving a telephone bomb threat should obtain as much information as possible (voice, accent, gender, mood, background noises, exact words used, who the caller represents and why the college is a target), then call Campus Police at 911. Give your name and location. Do not disseminate information about the bomb threat, unless directed to do so by the police, or the Crisis Response Team.

The Police, upon notification of a bomb threat against any college resource, will assess the credibility of the threat and if necessary, will convene the CRT.

The CRT will make decisions on:

- Evacuation of affected facilities
- Closure of the affected campus
- Requests for outside assistance and/or;
- Communications via the Director of Marketing

ACTION STEPS:

- Remain calm
- Try to obtain as much information as possible from the caller by using the Bomb Threat Checklist below
- While on the phone with the caller; have someone contact Campus Police immediately at 911, give your name, location, and telephone number
- Inform your supervisor or manager
- If told to evacuate by campus authorities, follow evacuation procedures
- If a suspicious object is seen, report it to Campus Police. DO NOT touch or move it
- DO NOT spread rumors

BOMB THREAT CHECKLIST:

1. When will the bomb explode?
2. Where is the bomb now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?
10. Sex of caller: Male or Female

Age_____ Race_____ Length of call_____

Tell the caller to contact 911 to report the bomb.
(This may allow a trace.)



EVACUATION/FIRE DRILL

Some emergency situations may warrant evacuation of a building or campus. A decision to evacuate will be communicated to all affected individuals. The methods of communication will depend on the event, potential harm to people and property, and the urgency required. Specific evacuation procedures have been developed for physically impaired individuals.

COMMUNICATIONS FOR EVACUATIONS

The Chief of Police, when circumstances warrant, will:

- Initiate evacuation of a building or the entire campus upon direction of the CRT
- Ensure all students, employees and visitors are safely evacuated from the affected area(s) including rapid response to individuals with physical impairment
- Notify Facilities Management and local agencies to provide support as necessary

ACTION STEPS:

- DO NOT use building elevators in case of fire, use nearest stairway
- Walk, DO NOT run, to the nearest exit
- Leave the building and move a safe distance away, preferably to the nearest parking lot. DO NOT obstruct emergency personnel or vehicles
- Designated staff should check restrooms, library, cafeteria, and other common areas and advise employees and students of evacuation
- Take purses and backpacks when evacuating; close doors but DO NOT lock them

- You may return to a building when you are told it is safe to do so by Campus Police, Facilities Management, CRT, other responding emergency management personnel, or when the alarm stops sounding

ACTION STEPS: EVACUATION OF PERSONS WITH DISABILITIES

- Remain calm and reassuring
- Give assistance to persons with disabilities; ask them what their needs are
- Request assistance from those near you if needed
- Exit building if possible; if not, proceed to the nearest evacuation area or move toward the nearest marked exit (these are evacuation areas); DO NOT use the elevator in case of fire or emergencies that might affect electricity
- The wheelchair occupant or person with disability may use the building elevators ONLY if it can be done safely
- The wheelchair occupant or person with disabilities should remain in the evacuation area until rescue personnel arrive. All evacuation areas will be checked first by emergency personnel



FIRE OR EXPLOSION

Every activated fire alarm will be treated as an actual event. Evacuation of an affected building is mandatory and must begin when the alarm sounds. Campus Police and Facilities Management personnel will assist and ensure the evacuation has been completed to include support for the physically impaired. All employees must become familiar with the evacuation routes for their respective buildings and any other assigned responsibilities to ensure the safety of students and visitors.

DECISION MAKING FOR FIRE OR EXPLOSION

Upon notice of a fire situation either by alarm or college employees, employees should immediately evacuate their work area. Employees also should advise others of the situation and encourage them to leave the facility. If someone refuses, Campus Police, Facilities Management, or on-scene fire officials should be notified. People should go at least 100 feet from the building, standby for further instructions, and not return to the building until officially advised that it is safe to do so.

COMMUNICATIONS FOR FIRE OR EXPLOSION

The Chief of Police or Emergency Director, upon notification of a fire on campus, will:

- Start evacuation of the affected area, facility or campus
- Notify the local fire department and make sure it is responding expeditiously
- Consult with the CRT about the need for college closure.

ACTION STEPS:

- In case of fire, close (but **DO NOT** lock) the door to the room with the fire and sound the fire alarm
- Call Campus Police at 911. Give your name, department, and location of fire. **DO NOT** hang up until Campus Police instructs you to
- If the fire is small, control it with a fire extinguisher if you have been trained
- If the fire is large, very smoky or spreading rapidly, evacuate the building immediately
- Never use building elevators in case of fire
- Follow evacuation procedures
- Leave the building and move a safe distance away, preferably to the nearest parking lot. **DO NOT** obstruct emergency personnel or vehicles
- **DO NOT** return to the building until instructed to do so by Campus Police, a building representative, or the alarm stops sounding
- Notify rescue personnel if you suspect someone is trapped in the building



HAZARDOUS MATERIALS ACCIDENTS

Contamination by hazardous materials can occur by physical contact or inhalation. At Red Rocks, hazardous material containers are to be labeled with information regarding the health hazards of the substance. Individuals who believe they have been contaminated by contact with or inhalation of a known or suspected hazardous material should immediately seek emergency response assistance. They should advise college staff of where the material is located and type if known.

DECISION MAKING FOR HAZARDOUS MATERIAL ACCIDENTS

The Chief of Police upon notification of a hazardous materials incident will:

- Determine the extent and nature of the accident
- Ensure that the scene is cordoned off
- Request contamination control assistance from Facilities Management staff if indicated
- Request medical assistance if needed
- Request local governmental agency support as appropriate
- Notify the Emergency Director if indicated and;
- Coordinate response efforts under leadership of the CRT if needed

ACTION STEPS:

- Unless properly trained, DO NOT attempt to clean up the hazardous spill. Call Facilities Management at 303-914-6393.
- If a gas cylinder or other chemical container leaks, and if you believe this is dangerous, the following steps should be taken:
 - * Confine the fumes or fire by shutting the door to the room
 - * Sound the building fire alarm. Begin evacuation procedures
 - * Call Campus Police at 303-914-6394. Give your name, department, location and specific information about the nature of the material involved
 - * Leave the building and move a safe distance away, preferably to the nearest parking lot. DO NOT obstruct emergency personnel or vehicles
 - * Suspected gas leaks or suspicious odors should be reported to Campus Police at 303-914-6394



NATURAL DISASTERS

A natural disaster can occur with or without notice. Floods, wildfires, mudslides, and severe wind storms pose a threat to the safety and security of students and employees as well as the physical college facilities. These events can disrupt, delay or terminate learning activities.

DECISION MAKING FOR NATURAL DISASTERS

Some natural disasters provide lead-time to prepare and communicate with students and employees. When the Emergency Director has reasonable lead-time to determine possible effects on college operations, a decision will be made to continue, reduce or terminate college functions and/or classes. That decision will be announced to students and employees via email, text messaging, and the media.

Other natural disasters occur suddenly and require detailed pre-planning for effective response. When a natural disaster strikes without warning, the Emergency Director will:

- Assemble the CRT
- Assess the college operational capability
- Determine any threat to students and employees and;
- Decide whether to continue operations, reduce activity or close the college facility

COMMUNICATIONS FOR NATURAL DISASTERS

The Chief of Police or Director of Facilities will inform the CRT of any impending natural disaster events that could affect the safety of students, employees

or the normal operation of the college; and advise the CRT on pre- and post-event preparation and recovery actions.

ACTION STEPS: DURING A TORNADO OR EARTHQUAKE:

- If indoors, stay there. Get under a desk or table or stand in a corner or doorway. Stay away from windows, shelves and heavy equipment. **DO NOT** use elevators
- If outdoors, get into an open area away from trees, buildings, walls and downed power lines
- If driving, pull over to the side of the road and stop, avoid overpasses and downed power lines, stay inside the vehicle until the danger has passed
- If in a crowded public place, **DO NOT** rush for the doors. Move away from shelves containing objects that could fall
- When the immediate danger has passed, evacuate to a safe location away from buildings, trees and downed electrical wires
- Follow the procedures in this manual for evacuation, fire, hazardous material accidents, or serious injury, as necessary
- In the event of major damage or disruption, Campus Police will announce and implement evacuation procedures
- Call Campus Police at 303-914-6394 to notify of serious hazards or injuries. Identify and assist the injured
- **DO NOT** return to the building until instructed by Campus Police that it is safe



SEVERE WEATHER

Severe weather includes rain, snow, ice, flooding, and strong winds or similar events that could affect the operational capability of the college or threaten the safety of students or employees. This includes conditions affecting safe travel to or from any college center.

DECISION MAKING FOR SEVERE WEATHER

The Emergency Director will evaluate available data from personal observations, news sources, recommendations from the Campus Police and the Facilities Management Director. A determination whether to reduce services, close the college or continue to operate all activities as scheduled will be made.

COMMUNICATIONS FOR SEVERE WEATHER

The Chief of Police, upon notification of a predicted or in-progress severe weather event, will:

- Advise the Emergency Director of potential impact on college operations by forecasted severe weather; and ensure coordination to monitor weather conditions and take appropriate action to make the campus safe for students and employees, including:
- Have the on-duty Campus Police staff assess in-progress severe weather conditions

- When warranted, advise the Emergency Director about delay/closure of campus due to weather conditions; and as appropriate, notify the Director of Marketing
- The Director of Marketing will implement communications to employees, students and the public via all-staff e-mail, all-staff voice mail, and/or notice to news media, as needed. See the COMMUNICATIONS section in this plan for more detail Also see the college Weather Closure Q&A web page at www.rrcc.edu/closing/

ACTION STEPS:

- If you see an event occurring, such as a wildfire, call Campus Police 303-914-6394
- On-campus: Actions to be taken in the event of severe weather will be announced by Campus Police through e-mail, voice mail, or in person
- Off-Campus: Radio and television news stations are informed of closures by the Director of Marketing or CRT designee
- If you receive calls from the media, refer them to the Director of Marketing at 303-914-6260



PHYSICAL INJURIES AND MEDICAL EMERGENCIES

Injuries and medical emergencies on campus may be classified as either:

- **Minor:** The injured person may self-administer first aid
- **Moderate:** First aid may be administered by a qualified trained employee and the person referred to a private provider
- **Severe:** Call Campus Police, state the nature of the illness or injury, location of patient, and if an ambulance seems indicated. CPR, if indicated, should be started by any trained bystander until relieved by Campus Police personnel or other Emergency Responders

DECISION MAKING FOR PHYSICAL INJURIES AND MEDICAL EMERGENCIES

Campus Police is responsible for first aid and emergency response. All accidents occurring on college property that do not involve an employee of the college are reported on an Accident Report Form. Departments are responsible for completing the Accident Report Forms for all student accidents in their area. For accidents involving employees, see Occupational Injuries and Illnesses.

ACTION STEPS:

- DO NOT move an injured or ill person unless there is a life-threatening situation
- Call Campus Police at 303-914-6394. Give your name, location of victim, telephone number, and information regarding the injury or illness
- Return to the victim and keep them calm and comfortable. If properly trained, administer first aid
- List here the location of your nearest first aid kit

- Remain with the victim until Campus Police or medical personnel arrive
- DO NOT attempt to clean up spilled blood or bodily fluids unless properly equipped and trained



UTILITY FAILURES

These events include commercial failure of services (power/water/sewage) that adversely affect the ability of the college to deliver institutional instruction or maintain a safe environment for students and employees.

DECISION MAKING FOR UTILITY FAILURES

Upon notification that a situation exists, the Chief of Police and the Facilities Management Director will determine the nature, scope and duration of the loss and if appropriate, convene the CRT. The CRT will determine if college activities can continue, be reduced, or if closure is appropriate.

ACTION STEPS:

- If there is a potential danger to the building occupants or if the utility failure occurs after hours, weekends or on holidays, notify Campus Police at 303-914-6394
- If there is a major gas leak, DO NOT activate the building fire alarms
- Leave the building and move a safe distance away, preferable to the nearest parking lot. DO NOT obstruct emergency personnel or vehicles
- Assist people with disabilities in exiting the building (See Evacuation of Persons with Disabilities)
- In case of electrical failure, DO NOT use the elevator. If stuck in the elevator, use the emergency phone to call for help



PANDEMIC/FLU

DEFINITION OF PANDEMIC/FLU

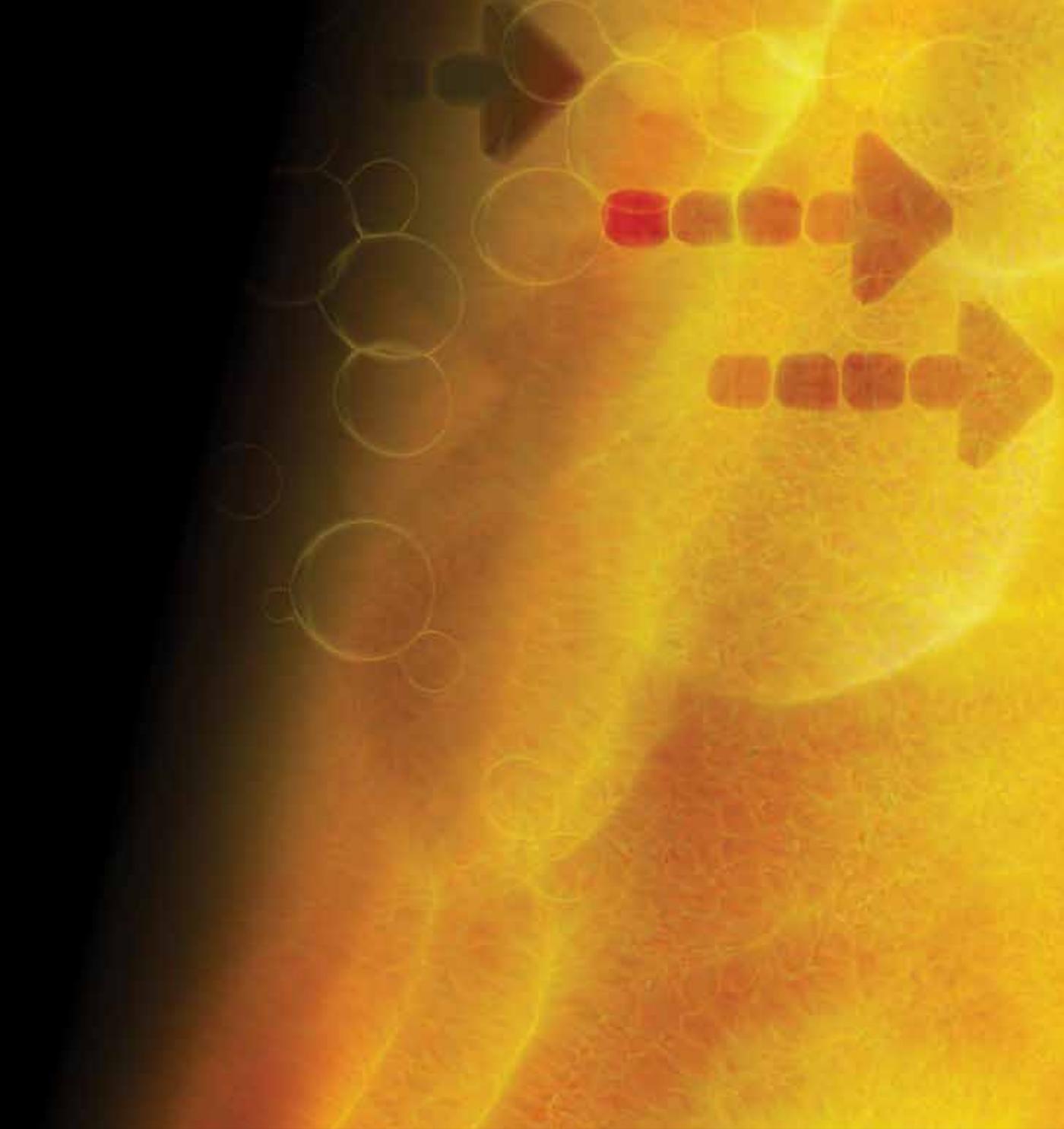
A Pandemic or flu outbreak could apply to any illness that infects or has the potential to infect large numbers of people on campus. A pandemic occurs when a novel strain of influenza virus emerges that has the ability to infect and be passed efficiently between humans. Because humans have little immunity to the new virus, an epidemic, or pandemic, could ensue. Once a pandemic begins, it cannot be easily stopped.

DECISION MAKING FOR PANDEMIC

The Centers for Disease Control and Prevention (CDC) would notify the community of an outbreak. The Emergency Director will evaluate available data from personal observations, news sources, recommendations from the Chief of Police and the Facilities Management Director. A determination whether to reduce services, close the college or continue to operate all activities as scheduled will be made.

COMMUNICATIONS FOR PANDEMIC

The Chief of Police is the designated Pandemic Coordinator for the college. Upon notification of a predicted or in-progress pandemic, the Chief will advise the CRT or College Leadership of potential impact on college operations by pandemic and coordinate efforts as directed by the Colorado Department of Health and the Jefferson County department of Health and Environment.



EMERGENCY NUMBERS

Police, Fire, Medical	911
Campus Police Dispatch	303-914-6394
Facilities Management	303-914-6393
After Hours Emergencies	303-914-6394