

**COLORADO MOUNTAIN COLLEGE
CAMPUS EMERGENCY PLAN
SPRING VALLEY**

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CMC Emergency Policy Statement

The safety and health of CMC employees and students must be the first consideration in the operation of the College and everyone's responsibility at all levels. To the greatest degree possible, the College will provide all an environment and facilities to support its employees and students personal safety and health in keeping with the highest standards. However, all potential unsafe or threatening instances cannot be foreseen or prevented. The intent of this policy is to provide direction when an emergency crisis on a campus or physical site.

INTRODUCTION

Purpose: A crisis can occur at any time in any workplace and in many forms. Natural disasters, disgruntled employees or students, major accidents, robbery, assault, and other types of crisis might affect the well being of employees, students and operations at CMC.

Scope: To help mitigate the effects of such occurrences, each CMC site will maintain this plan which is intended to address comprehensively the issues of evaluating and identifying potential threats to employees, students, and visitors; developing response procedures and emergency plans; and communicating information concerning these hazards to employees, students and visitors.

Goal: In any emergency situation, the overriding goals at CMC are to:

- Protect life
- Secure critical infrastructure and facilities
- Resume teaching and research programs

Responsibility: The President, Executive Vice President, CEO- Vice Presidents, Director of Risk Management and Director of Facilities are responsible for all facets of this program and have full authority to make necessary decisions to ensure success of the program. All persons mentioned above are authorized, in the order listed, to amend these instructions and to halt any operation of the College where there is danger of serious personal injury.

Emergency Regulations: OSHA - 29 CFR 1910.36
29 CFR 1910.38
29 CFR 1910.157
29 CFR 1910.165

CMC Campus Emergency Plan

Written Program

CMC will review and evaluate this plan under any of the following conditions:

- On an annual basis.
- When changes occur to 29 CFR 1910.
- When changes occur to local directives.
- When there is a major facility operational change.
- When the plan is unsuccessful.

Effective implementation of this program requires support from all levels of management within the College. This plan will be communicated to all faculty, staff and students and encompasses the total campus, regardless of number of students, staff employed or the number of work shifts. It is designed to establish clear goals and objectives.

Environmental, Health and Safety Emergency Policies

All emergency policies guide faculty, staff and students on prevention and response to emergencies of a specific nature requiring an immediate interaction. The emergency policies are located in Appendix B and apply to a broad range of emergencies, including:

- Medical Emergency
- Person or Circumstance of Concern
- Bomb Threat
- Fire
- Hazardous Materials Spills
- Evacuation
- Shelter in Place
- Lockdown

Environmental, Health and Safety Emergency Plan

Emergency plans are in depth documents that guide faculty, staff and students on prevention and response to emergencies of a broad or long-lasting nature. The emergency plan is located in Appendix C and includes:

- Pandemic Influenza Emergency Plan
- Continuation Of Operations Plan (COOP)

Emergency Notification Procedures

The following Departments will be notified in the event of a crisis that cannot be contained through the use of CMC campus-site personnel. Where there is any doubt notification will be made.

- Routine notification. Routine notification/requests for assistance will be made by Campus CEO, Campus I/C, Facilities Manager in the order of sequence listed.
- On-Scene emergency services:

<u>Service</u>	<u>Location</u>	<u>Contact</u>	<u>Phone number</u>
Facilities	Spring Valley	Bob Reed	970-306-1770 On-call 319-7156
Security	Calaway	Person on Duty	970-947-8181

On-Scene Emergency Management

At the time of an emergency, the Campus CEO, Campus I/C, or Facilities Manager will determine what type of response / action is necessary. The Campus community will be notified in all potential emergency situations of any necessary evacuation and of what action is expected of them to provide assurance of their safety from scene.

Campus I/C responsibilities in conjunction with the Campus CEO:

- Activate the *Campus Emergency Response Plan*.
- Convene all or part of the ***Campus Emergency Response Team***.
- Coordinate on scene emergency response.
- Coordinate field activities required to control the scene and respond to the emergency.
- Direct emergency response personnel as required to reduce the extent and impact of the emergency.
- Serve as the single point of contact between the Emergency Response Team and all field operations units.

After emergency conditions have been verified and emergency response initiated, the Campus I/C or Campus CEO will notify the Director of Risk Management prior to activating the ***College Emergency Operations Center***.

College Emergency Response Team

In the event of an incident that requires immediate support from CS, the Director of Risk Management will notify the President who will advise on the need to notify some or all members of the College Emergency Response Team (CERT). The CERT will be assembled in the CS Conference Room to address the immediate crisis and disband when the crisis has ended and normal operating systems are in place. An alternate location to convene will be announced if the CS Conference Room is not available.

The College Emergency Response Team (CERT) consists of:

- **College President**
- **Executive Vice President**
- **Chief Financial Officer**
- **Campus CEO: From affected site**
- **PIO**
- **Director of Facilities**
- **Director of Risk Management**
- **Chief Information Officer**
- **Chief HR Officer**
- **Exec Asst to the President**
- **Other members of President's Staff as necessary**

College Emergency Operations Center

College Emergency Response Team members report to a central **Emergency Operations Center** to coordinate decisions and resources.

- The Emergency Operations Center is located in the CS Conference Room.
- The *primary alternate* Emergency Operations Center is the Annex Building Conference Room.

The College Emergency Response Team manages the Emergency Operations Center and coordinates with Emergency Response Agencies to ensure that appropriate response is taken during an emergency.

The President, Vice President for Finance and Administration or Provost will use the campus **Emergency Communication System** to alert the Critical Incident Management Team that mobilization is required.

Emergency Communication System

The CMC maintains a multi-modal approach to all emergency notification.

The objective of the CMC **Emergency Communication System(s)** is to notify affected faculty, staff and students of an emergency and appropriate response.

- **Situation and Assumptions**

- Incidents and/or events may necessitate the notification of faculty, staff and students collectively or within impacted groups or specific location(s).
- The amount of time available to notify the impacted College population will vary from hours to minutes depending on the specific incident/event.
- Complete notification of one-hundred (100) percent of campus / college population may not be possible; however, attempts will be made to notify the largest percentage feasible of the impacted population given incident/event specifics.

- **Concept of Operations.** The emergency notification system is composed of several methods to inform the College. The appropriate mode(s) of distribution will be determined by the incident timeline and populations affected.

- **Voice Paging Based on Site Phone System**

- **Use:** Send live messages to individual or all campus buildings through phone system speakers.

- **College wide e-mail**

- **Use:** College wide email of notification messages to college population.

- **Blackboard Connect: Emergency Notification System**

- **Use:** The College will use TXT / Voice messaging services for this notification method. Refer to the Emergency Notification System policy for service.

- **College Homepage**

- **Use:** College homepage will be updated as necessary during an incident.

- **Media Advisories**

- **Use:** Information provided to media for their broadcast to faculty, staff and students and community.

Evacuation Procedures

In the event of a decision to evacuate a college building because of fire, bomb threat, or other confirmed life threatening circumstance the following procedure will be followed.

Evacuation of a campus will generally fall into two categories:

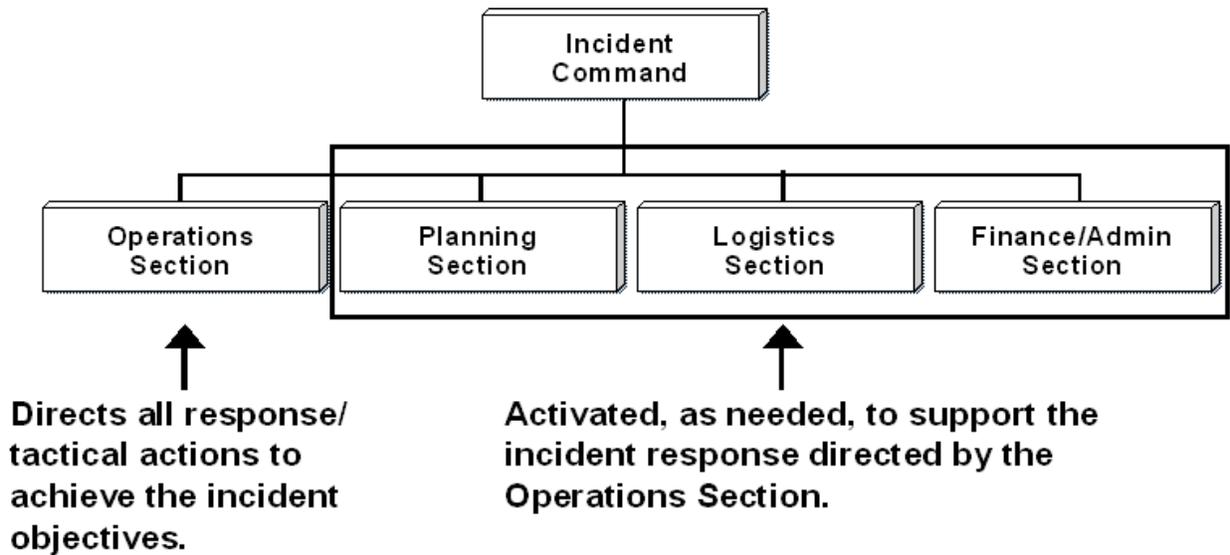
- Limited evacuation of a building or designated area.
- General evacuation of the entire campus.

In general, you should plan ahead for possible evacuations. Know evacuation routes from your office or classroom and the campus. Once a dangerous or life threatening condition has been identified and official notification of the situation has been received, individuals should refer to the appropriate emergency policy or plan for evacuation procedure and/or follow instruction issued through the Emergency Communication System.

Appendix A

Incident Command Organizational Chart

Colorado Mountain College Incident Command Organizational Chart



Appendix B

EMERGENCY POLICIES

Colorado Mountain College Medical Emergency Policy

POLICY:

I. OVERVIEW

The intent of this policy is to effectively use available resources to respond at an appropriate level during a minor or life-threatening medical emergency due to injury or medical condition. A life-threatening injury or medical condition is not common at Colorado Mountain College, but we must be prepared for the possibility.

II. Response

In case of a medical emergency, remain calm and call **911** by campus phone or cell phone. When calling **911** the call will go to the County Dispatch Center. Immediately identify your campus / site location. Give the dispatcher your name, location of the incident/accident, telephone number, and the nature of the illness or injury. The dispatcher will then make certain that the appropriate personnel and equipment are sent to the scene. **DO NOT** move the victim or give first aid unless you are trained and certified to do so. Remain with the victim and try to keep the victim calm and alert by talking with them until emergency response teams arrive.

III. RESPONSIBILITY:

The Campus CEO in conjunction with the Campus ERT members should make sure this medical emergency policy is displayed in their area of responsibility and known by users of the building.

IV. CONTACT:

Emergencies – 911
Physical Plant - 8202

Colorado Mountain College Person or Circumstance of Concern Policy

POLICY:

I. OVERVIEW

The intent of this policy is to protect lives and effectively use available resources to respond at an appropriate level during a life-threatening situation due to suspicious persons or circumstances. Nation-wide trends indicate that we must be prepared for the possibility.

In order to develop a safe and secure campus community, it is just as important for the campus to develop an awareness for suspicious persons or circumstances. Faculty, staff and students need to be “a neighborhood” of folks that watch out for each other’s security and safety. Pay attention to the people coming and going in your area. If you notice someone that is acting unusual, appears to be under the influence of drugs or other substance, or is acting in a threatening manner, get to a safe location and call **911** immediately.

II. RESPONSE:

Colorado Mountain College response is driven by situation and level of emergency as directed by the Local Law Enforcement Agency (LLEA). The level of response is as follows:

- Persons or circumstances of concern should be reported to the LLEA and will be investigated by the LLEA, and the LLEA will make the appropriate decision on how the person will be handled.
- If a person with a weapon is reported to the LLEA, they will notify the campus CEO or appointed authority during his absence. Once the LLEA confirms the report, the campus will be placed in lock down status and will be so notified by University appointed authority via appropriate method. During lock down status faculty, staff and students should secure immediately the door to the room they occupy at the time of notification and remain in that location until instructed otherwise by a law enforcement or authorized campus authority. The campus will remain in lock down status until the LLEA determines it is safe to move from that status. The Campus CEO or designee has authority in the order of sequence to cancel classes or authorize lock down status and its removal.

III. Responsibility

It the responsibility of each Campus CEO or designee to go over this policy with faculty and staff in their building of responsibility and develop a plan that describes what will be done by whom if a person or circumstance of concern is identified in the building. The Office of Risk Management is available to assist with the development and communication of building plans. The Campus CEO shall also identify a backup person who can call the LLEA if they cannot or are not available to do so. In all cases, EMPLOYEE SAFETY IS PARAMOUNT!

IV. CHECKLIST FOR RESPONSE TO IDENTIFICATION OF A PERSON OR CIRCUMSTANCE OF CONCERN:

Call LLEA to investigate any person or circumstance of concern, including;

- Persons who appear to have mental problems or to be under the influence of alcohol or drugs.
- If a person “makes the hair on my neck stand up”, there is usually a reason. If someone looks like they do not belong in your area, call the LLEA and have them investigated. Often there is no problem, and the person is interviewed and released. If you have any doubts, call the LLEA to investigate.
- If you notice someone with a weapon (other than a common pocket knife or workman’s knife) or someone who is threatening, get to a safe location and secure yourself inside if possible (if not, leave the area), then call 911 immediately. Provide the description of the person, the weapon, the behavior, what direction they were headed, and any victims (or intended victim) information.

V. CONTACT:

If someone is uncomfortable walking to his or her vehicle, residence hall or other building on campus, he or she should request an escort from campus staff. For any emergency, call 911.

Colorado Mountain College Bomb Threat Policy

POLICY:

I. OVERVIEW

The intent of this policy is to protect lives and effectively use available resources to respond at an appropriate level during a life-threatening situation due to an explosion or bomb threat. An explosion or bomb threat is not likely to happen at CMC, but we must be prepared for the possibility.

II. RESPONSE

a. INITIAL ACTIONS

A suspicious-looking box, package, object, or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area and **Call 911 immediately**. Use a telephone in a safe area. Do not operate any power switch, and do not activate the fire alarm.

If There Is An Explosion:

- Take cover under sturdy furniture, or leave the building if directed to do so.
- Stay away from windows.
- Do not light matches.
- Move well away from the site of the hazard to a safe location.
- Use stairs only; do not use elevators.
- Call 911.
- Follow evacuation procedures.

If You Receive a Bomb Threat (via the Telephone):

- Stay calm and keep your voice calm.
- Pay close attention to details.
- Talk to the caller to obtain as much information as possible.
- Take notes. Ask questions:
 - When will it explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - Where did you leave it?
 - Did you place the bomb?
 - Who is the target?
 - Why did you plant it?

- What is your address?
- What is your name?
- Observe the caller's:
 - Speech patterns (accent, tone)
 - Emotional state (angry, agitated, calm, etc.)
 - Background noise (traffic, people talking and accents, music and type, etc.)
 - Age and gender
- Write down other data:
 - Date and time of call
 - How threat was received (letter, note, telephone)
- Call 911 and submit your notes from the telephone call or the bomb threat (letter or note) to the LLEA.
- Follow LLEA instructions.

If You Receive a Bomb Threat (via E-mail, Letter or Note):

- Call 911 and save e-mail, letter or note as evidence to be turned in to LLEA.

In Any Bomb Threat Situation:

1. Check your work area for unfamiliar items.
2. Do not touch suspicious items; report them to LLEA at 911.
3. Take personal belongings when you leave.
4. Leave doors and windows open;
5. Do not turn light switches on or off.
6. Use stairs only; do not use elevators.
7. Move well away from the building and follow instructions.

III. RESPONSIBILITY:

Campus CEO and Staff should contact faculty and students in their area of responsibility and explain this policy to them. If additional explanation is needed on response procedures contact the Office of Risk Management.

IV. CONTACT:

Emergencies – 911
Physical Plant - 8202

Colorado Mountain College Fire Policy

POLICY:

I. OVERVIEW

The intent of this policy is to protect lives and effectively use available resources to respond at an appropriate level during a life-threatening situation due to a fire. A life-threatening fire is not common at CMC, but we must be prepared for the possibility.

II. RESPONSE

a. LARGE FIRE

Any fire is considered dangerous and must be handled only by qualified personnel. A large fire is defined as a fire that is too large to be easily handled by staff or by a fire extinguisher. If you discover or have a large fire, remain calm and take the following actions:

- **Pull the closest fire pull station** if the fire is located in a building and follow the evacuation procedures. Once evacuated from the building, call 911 from a nearby building or a cell phone.
- If the fire is located outside of campus buildings, evacuate all people in direct view of the fire upwind and crosswind from the threatened area to a safer place.
- **Call at 911** from a campus phone or 911 from a cell phone immediately. Have the following information available for the dispatcher: where the fire has occurred, size of fire, when the fire occurred, and if there are any injuries. Stay on the line until the dispatcher tells you to hang up.
- When calling **911** the call County Dispatch Center. Immediately identify your location.
- Go at least two times the height of structure in feet (one story is 10 feet) from the fire area; you may go much further. Once emergency response personnel arrive they will advise you if the evacuation distance needs to be increased. Emergency personal will clear the area or building for a safe return.

b. FIRE EXTINGUISHER SIZED FIRE

A fire extinguisher sized fire is defined as a fire that will not spread beyond where the fire started, is as small or smaller than a trash can (two feet by two feet), and that when discovered has caused **NO** injuries. If you discover or have a fire extinguisher sized fire, remain calm.

- **Pull the closest fire pull station** if the fire is located in a building.
- If the fire is located outside of campus buildings, evacuate all people from the threatened area to a safer place.

- **Call 911** from a campus phone or 911 from a cell phone immediately. Have the following information available for the dispatcher: where the fire has occurred, size of fire, when the fire occurred, and if there are any injuries. Stay on the line until the dispatcher tells you to hang up.
- When calling **911** the call will go to the County Dispatch Center. Immediately identify your location.
- Only fight a fire if it will not endanger yourself or others.

c. AT WHAT STAGE SHOULD I USE A FIRE EXTINGUISHER?

Do **NOT** fight the fire:

1. If the fire is quickly spreading beyond where it started.
2. If you cannot fight the fire with your back to an escape route.
3. If the fire can block your only escape.
4. If you do not have or know if you have the proper fire extinguisher.
5. If you are unsure your fire extinguisher is large enough for the job.
6. If you do not know what is burning.
7. If there are possible toxic fumes or excessive smoke. When large synthetic materials such as the nylon in carpeting or foam padding in a sofa burn, they can produce highly toxic gases that can be fatal in very small amounts.
8. If there is a possibility of an explosion.
9. If you do not feel comfortable with fighting the fire.

III. RESPONSIBILITY:

Campus CEO and Staff should contact faculty and students in their area of responsibility and explain this policy to them. If additional explanation is needed on response procedures contact the Office of Risk Management.

IV. CONTACT:

Emergencies – 911
Physical Plant - 8202

Colorado Mountain College Hazardous Materials Spills Policy

POLICY:

I. OVERVIEW

The intent of this policy is to protect lives and effectively use available resources to respond at an appropriate level during a life-threatening situation due to hazardous materials spills. A large spill is not likely to happen at CMC, but we must be prepared for the possibility.

II. Response

a. LARGE SPILLS

The accidental spill of material considered hazardous must be handled only by qualified personnel. A large spill is defined as a spill that may contaminate the water supply, sewer, air handling system, or any other area, is too large to be easily handled by staff, and/or there are injuries. If you discover or have a large spill, remain calm.

- Only if there is **NO immediate danger**; call **911** from a campus phone or 911 from a cell phone immediately. Have the following information available for the dispatcher: where the spill has occurred, what was spilled, how much was spilled, when the spill occurred, and if there are any injuries. Stay on the line until the dispatcher tells you to hang up.
- **If you are unsure, or there is immediate danger**, pull the closest fire pull station if the spill is located in a building and follow the evacuation procedures. Once evacuated from the building call 911 from a nearby building or a cell phone, and have the same above information available.
- When calling **911** the call will go to the County Dispatch Center. Immediately identify your location.
- If the spill is located outside of campus buildings, evacuate all people from the threatened area to a safer place. Evacuation is the best protection action. Evacuate all people in direct view of the spill downwind and crosswind to at least the extent recommended in the Emergency Response Guidebook by the U.S. Department of Transportation.
- If the distance is unknown, go at least 700 feet (233 yards) from the spill area; you may need to go much further. Once emergency response personnel arrive they will advise you if the evacuation distance needs to be increased. Emergency personal will clear the area or building for a safe return by faculty, staff and students.

b. BENCH TOP SPILLS

A bench top spill is defined as, a spill that will not contaminate the water supply, sewer, air handling system, or any other area, is small enough to be easily handled by staff, and there are **NO** injuries. If you discover or have a bench top spill, remain calm. Immediately contain the spill with absorbent pillows provided by the closest spill kit if the chemical is a liquid. Then consult and follow the spilled chemical's Materials Safety Data Sheet (MSDS) on proper handling and clean up procedure for spills. Notify your supervisor and physical plant personnel that a spill has occurred. If you do not know how to properly handle and clean up the spill according to its' MSDS, contact the Office of Risk Management.

III. RESPONSIBILITY:

Campus CEO in conjunction with the Office of Risk Management should contact faculty and staff for laboratories, or persons who handle hazardous materials in their area of responsibility and explain this policy to them. If additional explanation is needed on procedures and the handling of hazardous waste material spills contact the Office of Risk Management.

IV. CONTACT:

Emergencies – 911
Physical Plant - 8202

Colorado Mountain College Evacuation Policy

POLICY:

I. OVERVIEW

The intent of this policy is to protect lives and effectively respond at an appropriate level during a life-threatening situation in which it is feasible and safer to move occupants away from the danger.

II. Response:

In the event that an emergency situation requires the complete evacuation of a building, the following procedures apply to all occupants of the building.

- Activate the fire alarm or necessary alarm. Contact **911** and give appropriate information when able.
- All occupants must leave the building immediately, in an orderly fashion, by the closest possible exit. Do not use elevators.
- Maintain a single file and keep to the right on stairways so that persons entering the stairwell from lower floors can merge safely into line and emergency response personnel can use the opposite side.
- Once outside report to the designated assembly area or area of safety away from the building. Do not obstruct the exit doors.
- Remain in the assigned assembly area until instructed by the appropriate authority to return to the building or to move to a safer location. **DO NOT** re-enter the building until given the "All-Clear" signal.

- Assigned personnel will "sweep" assigned areas to ensure that all personnel have exited the building.
- Assist with the evacuation of anyone with special requirements
- Account for personnel at assembly areas
- Report any special circumstances to CMC IC
- Report any important information to arriving emergency response units

III. RESPONSIBILITY:

Campus CEO and Staff should contact faculty and students in their area of responsibility and explain this policy to them. If additional explanation is needed on response procedures contact the Office of Risk Management.

IV. CONTACT:

Emergencies – 911
Physical Plant - 8202

Colorado Mountain College
Shelter in Place Policy (Lockout)

POLICY:

I. OVERVIEW

The intent of this policy is to protect lives and effectively respond at an appropriate level during a life-threatening situation in which it is feasible and safer to have occupants remain in place. When such action warranted, occupants will be appropriately advised by campus IC and emergency responders. The typical duration for a shelter in place activity does not exceed several hours.

II. RESPONSE:

In the event that an emergency situation requires that occupants remain within a building (Shelter-in-Place) the following procedures pertain to all occupants.

- Remain in the location where you are unless instructed to do otherwise. You may be instructed to move into an “interior safe location”. Feature of an interior safe area may include but not always be restricted too:
 - Above the ground floor
 - Minimal windows and vents
 - Adequate space for anticipated occupancy.
 - Consider hallways, conference/meeting rooms, break areas or restrooms
- Close all doors and windows
- If possible (and needed) close or seal air vents
- Close window shades, blinds or curtains
- Consider locking all exterior doors
- If possible (and needed) seal gaps around doors and windows with wet towels and tape
- Shut down all operations, labs, non-essential electrical devices and machinery when possible
- Remain indoors until an “All Clear” signal is given
- Follow directions of IC or designee

III. RESPONSIBILITY:

Campus CEO and Staff should contact faculty and students in their area of responsibility and explain this policy to them. If additional explanation is needed on response procedures contact the Office of Risk Management.

IV. CONTACT:

Emergencies – 911
Physical Plant - 8202

Colorado Mountain College
Lockdown Policy

POLICY:

I. OVERVIEW

The intent of this policy is to protect lives and effectively respond at an appropriate level during a life-threatening situation in which it is necessary to have occupants seek shelter in a secured area of the building. When such action warranted, occupants will be appropriately advised by campus IC and emergency responders. The typical duration for a shelter in place activity does not exceed several hours.

II. RESPONSE:

In the event that an emergency situation requires that occupants remain within a secured area of a building, the following procedures pertain to all occupants.

- An Emergency Lockdown will be announced by intercom or other voice communication
- Contact 911 immediately and provide as much information as possible
- Lock classroom doors and other doors
- Close windows & window treatments
- Turn off lights
- Turn off or silence cell phones
- Remain quiet, remain in locked rooms, and do not enter hallways
- Should the fire alarm sound, do not evacuate the building unless:
 - You have first hand knowledge that there is a fire in the building, or
 - You have been advised by police to evacuate the building
- Crouch down in areas that are out of sight from doors and windows
- Anyone in hallways are to seek shelter in the nearest classroom or office
- If the threat is outside on campus grounds then “Shelter-in-Place” policy should be followed
- If outside seek nearby shelter
- Remain in a secured area until an “All Clear” signal is given police
- Follow directions of IC or designee

III. RESPONSIBILITY:

Campus CEO and Staff should contact faculty and students in their area of responsibility and explain this policy to them. If additional explanation is needed on response procedures contact the Office of Risk Management.

IV. CONTACT:

Emergencies – 911
Physical Plant - 8202

Appendix C: Campus Utilities & Emergency Shut Offs

UTILITIES AND SERVICES		CONTACT PHONE	
Electric/External	Holy Cross Energy	970-945-5491	
Electrical/Plumbing	7:00PM to 3:00AM	Pager Only	970-947-4362
Emergency Pager	3:00AM to 7:00PM	Pager Only	970-947-4461
Fire	Carbondale Fire	970-963-2491	
Gas	Source Gas	800-563-0012	
Hospital	Valley View Hospital	970-945-6535	
Police	Carbondale Police Dept	970-963-2662	
Security		970-379-4059	970-947-4362
Security	Apex Monitoring Service	970-945-2152	
Sheriff	Garfield County Sheriff	970-945-9151	
Water	Spring Valley Sanitation Dist	970-945-5501	

Appendix D: Campus Maps & Evacuation Routes

Campus maps and evacuation routes are posted in each building and/or on file with the Facility Manager.

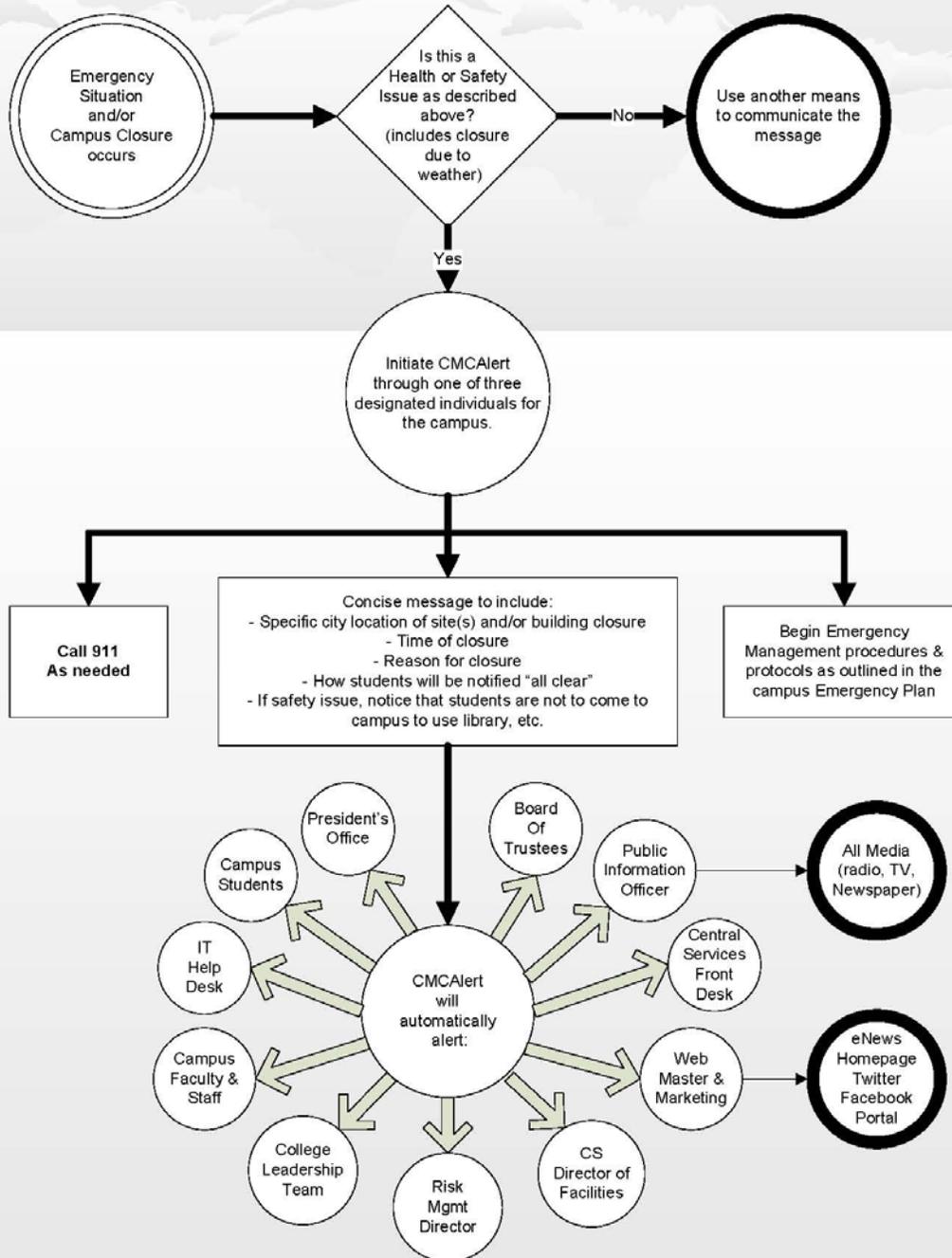
Appendix E: Emergency Numbers & Contacts

SPRING VALLEY		HOME PHONE	CELL PHONE
Campus DEAN	Heather Exby	970-250-6145	970-250-6145
Assistant Dean	Abbie Kroesen		970-618-0156
Regional VP	Richard Maestas		719-232-1934
Physical Plant Manager	Bob Reed		970-306-1770
Physical Plant	Mike Kane	970-945-5823	970-947-4551

Appendix F: CMCAAlert Flowchart
and Document

CMCAAlert

An Emergency is a situation which poses an immediate risk to the health and safety of the campus community including fire, chemical leak requiring the evacuation of a building, ongoing criminal incident that requires members of the campus community to take action to ensure their safety, or closures due to weather. **Non-emergency situations** such as individual course cancellations, announcements of events, registration reminders, and so on **are not eligible** for CMCAAlert communications.



Emergency Notification Communications

“CMC ALERT”

What is Colorado Mountain College’s campus-wide emergency notification system – CMC ALERT?

The College has contracted with Blackboard Connect to use their Instant Alert Plus emergency mass notification system. The Instant Alert Plus product improves the College’s ability to effectively communicate with the campus using land-line phones, cellular phones, voicemail, e-mail, and text messages. The CMC ALERT system can push out thousands of alert messages within minutes to help ensure the safety of everyone at Colorado Mountain College during an emergency.

What kind of alerts will be sent?

This system will only be used to distribute information regarding emergencies that dictate immediate action. An **emergency** is a situation which poses an *immediate risk* to the health and safety of the campus community or significantly disrupts its programs and activities. Examples of alerts include cancellation of classes due to a fire or a chemical leak requiring the evacuation of a building, or an ongoing criminal incident that requires members of the campus community to take action to ensure their safety or closures due to weather. The alert message will direct you where to go for further information or what action to take. Less urgent messages will be sent using the campus e-mail system. Following a warning, the alert system will be used to provide additional messages or an "all clear" announcement. However, test alerts will be sent during the third week of each semester.

What information do you need from me?

We need just your cellular phone number. If you do not have a cellular phone, please enter the best number to reach you in an emergency.

Why do you need my cell phone number?

Because students, faculty and staff are constantly on the move, this new system provides the flexibility for you to receive emergency messages on multiple devices including text messages to your cell phone. The system will be used along with other tools including e-mail, the College Web site, campus media and other methods.

How do I submit or update my cell phone number?

Contact the admissions office or front desk staff at any of the CMC campuses.

Will I receive information other than emergency alerts from the campus-wide emergency notification system?

No. Colorado Mountain College only intends to use the campus-wide emergency notification system for emergency situations that threaten the safety of the Colorado Mountain College community or significantly disrupts programs and activities.

What if I don’t own a cell phone?

If you do not have a cellular phone, please enter the best number to reach you in an emergency. The College will still send you messages about campus emergencies through other channels. For example, voice messages will be sent to your dorm and/or home phone.

How does the Emergency Notification System work?

The Emergency Notification System is a hosted and managed service, so you will not need special hardware or software to receive messages. It is a multi-modal service that can disseminate emergency messages through:

- **E-mail:** An alert message will be sent to your official campus e-mail address.
- **Web:** During an emergency, details and updated information will be provided on the College home page at www.coloradomtn.edu
- **Voice Message, SMS Text Messages:** Faculty, staff, and students who choose to register their mobile phone numbers in Blackboard Connect will receive both voice and SMS text messages.
- **Other systems:** Other campus systems may be involved in broadcasting emergency information.

Who will get notified with the campus-wide emergency notification system?

All Students and employees of the College will receive emergency notification in some way. Messages may be sent using text messaging, voice messages, and/or email. However only those with updated cell phone and carrier information in Blackboard Connect can be contacted via text messages.

Who is authorized to send messages out using the campus-wide emergency notification system?

Messages will be distributed only by trained College staff from the offices that typically deal directly with campus emergencies and only following approval from executive management.

What steps are taken to ensure the information I submit is secure?

The contact information submitted for use with the campus-wide emergency notification system is stored locally at Colorado Mountain College in the administrative computer system (Colleague) which is protected by multiple layers of physical and technological security. Access to that data is limited to authorized College staff. Your contact information is then transmitted via secure socket layer (SSL) technology to the vendor, Blackboard. The physical location of the data also has multiple layers of security to protect the data once it is in their system.

Will my contact information be sold to telemarketers?

NO. Blackboard (nor its affiliates) will not sell, lease, or share, personally identifiable information (names, addresses, phone numbers, etc.) to any companies or persons outside of Colorado Mountain College, EVER!

What number will be reflected on my caller ID when an alert is issued?

When a CMC ALERT is issued via the campus-wide emergency notification system, caller ID will show that you are receiving a call from "CMC ALERT".

What e-mail address will be reflected when an alert is issued?

The "from" address of an emergency e-mail message sent from Colorado Mountain College via the campus-wide emergency notification system will appear as: CMCALERT@coloradomtn.edu

What should I do if I receive an emergency call or e-mail from the campus-wide emergency notification system?

If you receive an emergency message via campus-wide emergency notification system, do the following:

1. Listen to or read the ENTIRE message.
2. Take the message seriously.
3. Follow any instructions given in the message.
- 4.

What other emergency notification systems are used at Colorado Mountain College?

Currently, Colorado Mountain College makes use of any or all of the following systems depending on the specific emergency:

- Phone calls & voicemail
- E-mail
- Fire alarm systems
- Outdoor sirens

What else should I know about emergency preparedness?

As always, we strive to keep Colorado Mountain College a safe place; however emergencies and disasters can always occur. Every individual should be prepared both at Colorado Mountain College and at home. Visit www.ready.gov for information on individual emergency preparedness.

New Section: abbreviated message for posters, web:

Stay safe! Be prepared! And keep informed with the Colorado Mountain College "CMC ALERT" emergency notification and warning system. This system includes an emergency cellular phone text messaging alert service. In the event of an emergency or unexpected campus closure, a text message will be sent to all enrolled cell phone numbers.

This new text messaging alert system will supplement the college's current emergency communication system which includes intercom, website announcements and public media. Each CMC ALERT communication method will work in conjunction with the others to ensure the widest notification of the campus community possible.

FAQ's



EMERGENCY PROCEDURES

SHOOTING/ASSAULT

- EXIT the building if it is safe to do so.
- SEEK SHELTER by proceeding to a room that can be secured or barricaded, close and lock all windows and doors if possible and turn off all lights. Get down on the floor and ensure the no one is visible from outside the room. Silence cell phones, pager, and other Devices. Call 911 and give them the events, your location, and remain in place until instructed to exit.
- If a shooter enters your office or Classroom, try to remain calm. Call 911 and, if possible, alert the police of the shooter's location. If it is not safe to speak, leave the line open so the dispatcher can hear what's happening.
- If the shooter leaves the area, proceed Immediately to a safer place and do not touch anything that was in the vicinity of the shooter.

BOMB THREAT

- Evacuate the building.
- Do not use cell phones or radios within 300 feet of the area suspected of containing the explosive device.
- Faculty and Staff should check for, but not disturb unusual objects as they depart the classrooms or offices. Report these unusual objects to police or other emergency personnel
- Follow directions given by emergency personnel. Do not return to the building or move to another locations unless told to do so by officials.

POWER OUTAGE

- Move cautiously to a lighted area. Exits may be indicated by lighted signs.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, check www.eneews.coloradomtn.edu or call the emergency info line at 970-569-2900

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- If the person is inside, do not block the person's access to an exit.
- Call 911. Provide as much information as possible about the person and their locations and direction of travel.

FIRE

- Activate the nearest fire alarm pull station if safe to do so and call 911 to alert emergency personnel.
- If the fire is small, attempt to use a fire extinguisher if you can. If the fire does not extinguish, EVACUATE THE BUILDING IMMEDIATELY.
- Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

GENERAL EVACUATION INFORMATION

- In the event of an alarm or official notification, evacuate using the nearest exit (or alternative if nearest exit is unsafe). DO NOT use elevators!
- Take SMALL personal belongings (keys, wallets etc) with you.
- Secure any hazardous materials or equipment before leaving.
- Gather in your designated assembly point unless otherwise instructed.
- Assist persons with disabilities or special needs if it is safe to do so. If you are unable to assist, notify emergency personnel of the location and number of disabled or special needs persons located in your area.
- Follow directions given by emergency personnel. Do not return to the building or move to another location unless told to do so by officials.

SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Call 911 to access Police
- Notify your supervisor, faculty, or staff member immediately.
- Be prepared to evacuate.

SEVERE WEATHER

- Move to an interior room or hallway on the lowest floor and get beside (not under) a sturdy piece of furniture.
- Stay away from windows. DO NOT open windows. Close any doors.
- Remain in the safe area until all danger has passed.
- If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of debris, power lines, and gas leaks.
- Follow directions given by emergency personnel. Do not return to the building or move to another locations unless told to do so by officials.

CAMPUS CLOSURES

- Closure options include: all day closure, afternoon/evening closure beginning at 3:00 p.m., and immediate closure due to unforeseen events.
- Tune to a local TV or radio station, call the emergency info line at 970-569-2900, or check campus email or www.eneews.coloradomtn.edu for closure information.

Appendices to be added

1. CMC's DRAFT Pandemic Influenza Response Plan (Matrix)
2. CMC's Pandemic Influenza Planning Assumptions
3. CMC's Continuation of Operations Plan (COOP)