

## EOP Part 2 – Concept of Operations

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### **Safety is our #1 Goal**

Aim's Campus Resource Officers and other assigned security and safety personnel will respond to any emergency or crisis incident impacting any of Aim's campuses. The responding civil authority will have direct response control for any serious incident impacting the college and surrounding property. Aim's Community College personnel will react appropriately to the direction of the appointed Aims Incident Commander.

If a prolonged emergency operation is found, the college president or designated authority will activate the Emergency Operations Center (EOC). The primary EOC will be located in Ed Beaty Hall, Room 127. This location will be used as an EOC for all situations involving any of Aim's campuses. If this location is unable to be used, the Director of Campus Safety & Security or designated authority representative will locate a safe alternate location based on the situation and suitable locations.

Functions and response consideration found within this EOP will be followed based on available personnel and the situation. Priority is always placed on protecting and saving lives first, followed by infrastructure protection, and then recovery operations. Based on available information, certain access control or restriction to specific areas within the college might take place. These will be based on reasonable and credible information and will be coordinated through the President or the President's designee.

### **Plan Design**

This EOP is a strategic document that is the blueprint for our comprehensive emergency management program. The planning in this document is based on the Incident Command System (ICS); a management structure adopted throughout the U.S. and also stems from State of Colorado Emergency Planning Guidance, the National Incident Management System, and various Homeland Security Presidential Directives. Accordingly, this plan's approach to emergency planning is rooted in a four-phase structure where the phases of Mitigation, Preparedness, Response, and Recovery each contain critical procedures for emergencies. This provides for a smooth transition to restoring normal services and implementing recovery programs.

This EOP is designed to provide a framework and guidance for coordinated response to both minor emergencies and major emergencies or disasters.

- This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at local responder levels.
- The plan is an "all-hazards" document, in other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event.

The plan provides a framework within which emergency operations staff and other relevant College personnel work together to develop and maintain hazard-specific annexes. Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Moreover, although it is based on a worst case scenario and provides

for the critical functions and roles of the College during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

While this EOP can be used as a reference for integrating internal plans into the College's strategic operational plans, it does not replace departments' responsibilities to develop and test their own emergency action procedures.

## MITIGATION

Aims shall conduct mitigation activities as an integral part of the overall emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation is usually a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

## PREPAREDNESS

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Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Colleges, departments, and offices must develop internal plans and procedures to assist in the overall implementation and maintenance of emergency plans. Preparedness activities included in the emergency management program are:

- Providing emergency related equipment, supplies, and/or facility space.
- Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies.

### Exercising the Plan

The more an EOP is practiced and College responders are trained on the plan, the more effectively they will be able to act before, during, and after an emergency to lessen the impact on life and property. Exercises provide opportunities to practice with community partners including first responders and local emergency management as well as to identify gaps and weaknesses in the plan. The exercises below require increasing amounts of planning, time, and resources.

**Tabletop exercises:** Tabletop exercises are small-group discussions that walk through a scenario and the courses of action Aims will need to take before, during, and after an emergency to lessen the impact on the College community. This activity helps assess the plan and resources, and facilitates an understanding of emergency management and planning concepts.

**Drills:** During drills, community partners such as first responders and local emergency managers and relevant Aims personnel use the actual campus buildings, facilities, and grounds to practice responding to a scenario.

**Functional exercises:** Functional exercises are similar to drills but involve multiple partners. Participants react to realistic simulated events (e.g., a bomb threat or an intruder with a gun in a classroom), and implement the plan and procedures using the ICS.

**Full-scale exercises** are the most time-consuming activities in the exercise continuum and are multi-agency, multi-jurisdictional efforts in which all resources are deployed. This type of exercise tests collaboration among the agencies and participants, public information systems, communications systems, and equipment.

**Exercise Planning Factors:** To effectively execute an exercise

- Include first responders (e.g., law enforcement officers, EMS personnel, and fire department officials), local emergency managers, and public and mental health officials;
- Communicate information in advance to avoid confusion and concern;
- Exercise under different and non-ideal conditions (e.g., time of day, weather, points in the academic calendar, absence of key personnel and various College events);
- Be consistent with common emergency management terminology;
- Debrief and develop an after-action report that evaluates results, identifies gaps or shortfalls, and documents lessons learned.

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## RESPONSE

Aims will respond to emergency situations effectively and efficiently. The focus of this EOP and its annexes is on planning for the response to both minor and major emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage, and may include: warning and notification, Campus Security operations, general first aid, evacuation, sheltering, as well as other associated functions.

**Minor Emergency:** A localized incident with limited threat to life/safety and no impact to normal College operations. This EOP is usually not activated for a minor emergency, but certain Annexes can be used as standard operating guidelines to the extent necessary.

**Major Emergency:** A major emergency is defined as an incident that threatens life/safety on a campus and/or severely impacts normal College operations. While it is impossible to itemize all situations or combinations thereof that would require notification, the incidents below are representative of the type and severity, which qualifies. When doubt exists or if a minor emergency has potential to become more dangerous, always resolve in favor of notification and follow the notification procedure.

- Shooting on campus property or within 1000 yards of campus property.
- Bomb and/or improvised explosive device found or explodes causing major damage/injuries/death on campus property or within 1000 yards of campus property.
- Death of a college student, employee or visitor on campus property or within 1000 yards of campus property.
- Critical illness and/or life threatening injury of a college student, employee or visitor

on campus property or within 1000 yards of campus property.

- Civil disturbance, demonstration, and/or riot with violence or threat of violence on campus property or within 1000 yards of campus property.
- Major fire on campus property or within 1000 yards of campus property.
- Dangerous chemical or hazardous materials spill on campus property or within 1000 yards of campus property;
- Severe weather incidents impacting the campus. Examples of severe weather related incidents include tornados, flash floods, and severe lightening;
- Subject with hostage and/or barricaded subject on campus property;
- Bomb threat on campus property;
- Any threat of violence that may cause injuries and/or death on campus property;

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### Levels of Emergency Response

In responding to any emergency it is important for college personnel to identify and classify the severity of incident to ensure the appropriate resources are allocated and organizational structure is implemented in a timely fashion. There are three basic levels of emergency response; the larger the number the more severity of the incident and the more resources and coordination required to manage it. Any given level may be bypassed if necessary to allow a response to proceed to a higher level. The responsibility of classifying emergency levels starts at the local level and may proceed to the next level as the severity of the emergency increases.

- **LEVEL 1 EMERGENCY** is classified as a MINOR EMERGENCY and defined as a localized incident with a limited threat to life/safety and no impact to normal campus/college operations. Response to a MINOR EMERGENCY is managed at the campus level with limited support from district resources. This EOP is not activated for a MINOR EMERGENCY, but certain sections can be used as standard operating guidelines to the extent necessary.
- **LEVEL 2 EMERGENCY** is classified as a MAJOR EMERGENCY and defined as an incident that threatens life/safety and/or severely impacts normal campus/college operations. Response to a MAJOR EMERGENCY can be managed at the campus or district level and could require significant resources internal and external to Aims. This EOP is activated for a MAJOR EMERGENCY.
- **LEVEL 3 EMERGENCY** is classified as a DISASTER and defined as an incident that results in the catastrophic loss of life and/or closure of one or more campuses for an extended period of time. Response to a DISASTER is managed at the district level and requires mutual aid from external agencies. This EOP and COOP are fully activated for a DISASTER.

### RECOVERY OPERATIONS

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**GOAL:**

Describe basic concepts of how Aims will recover from an emergency. Provide detailed information of recovery programs including restoration of College services, debris removal, restoration of utilities, mental health services, and reconstruction of damaged roads and facilities.

**OBJECTIVE:**

If a disaster occurs, Aims will carry out a recovery program that involves both short-term and long-term efforts.

- Short-term operations seek to restore vital services to the College community and provide for the basic needs of the students, faculty, and staff.
- Long-term recovery focuses on restoring the College to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance.

**COURSES OF ACTIONS:**

The recovery process includes assistance to individuals, businesses, and government and other public institutions. This annex describes basic concepts of how Aims will recover from an emergency.

The four most fundamental kinds of recovery are academic recovery, physical recovery, fiscal recovery and psychological and emotional recovery. Consider the following when developing goals, objectives, and courses of action:

**Academic Recovery**

- When Aims should be closed and reopened, and who has the authority to do it.
- What temporary space(s) is available that Aims may use if buildings and facilities cannot be immediately reopened
- How to provide alternate educational programming in the event that students cannot physically reconvene

**Physical Recovery**

- How to document Aims assets, including physically accessible facilities, in case of damage
- Which personnel have expert knowledge of College assets, and how and where they will access records to verify current assets after an emergency
- How to address research facilities that contain sensitive information, materials, or animals.
- How Aims will work with utility and insurance companies before an emergency to support a quicker recovery.

**Fiscal Recovery**

- How Aims leadership will be included (e.g., the President or Chief Business officer, Chief Academic Officer, Human Resources, etc.)
- How faculty and staff will receive timely and factual information regarding returning to work.
- What sources Aims may access for emergency relief funding.

### **Psychological and Emotional Recovery**

- Where counseling and psychological first aid will be provided.
- How Aims will create a calm and supportive environment for its community, share basic information about the incident, provide psychological first aid (if trained), and identify those who may need immediate crisis counseling.
- Who will provide trained counselors?
- How to address immediate, short-, and long-term counseling needs of students, faculty, staff, and families.
- How to handle commemorations, memorial activities, or permanent markers and/or memorial structures (if any will be allowed), including concerns such as when a commemoration site will be closed, what will be done with notes and tributes, and how students will be informed in advance.
- How memorial activities will strike a balance among honoring the loss, resuming Aims and class routines and schedules, and maintaining hope for the future.

### **Critical Operations Restoration**

As the immediate threat to life, property, and the environment subsides, the restoration of critical Aims operations becomes the priority. A Major Emergency or Disaster may cause a campus or the entire College to cease critical operations. Critical operations restoration is the first step of transitioning from emergency response to recovery once the campuses are determined to be safe and secure for all personnel.

### **Maintenance of Critical Services**

A MAJOR EMERGENCY may cause a campus or the entire college to cease certain Aims operations. In order for Aims to effectively respond to a MAJOR EMERGENCY, continue to protect life and property, and restore critical operations, the following services must be maintained throughout the incident:

- Campus Safety and Security
- Facility Operations / Plant Maintenance
- Facility Safety & Security Systems
- Computer & Network Services and/or Telecommunications
- Payroll / Purchasing