EMERGENCY PHONE NUMBERS

FOR AMBULANCE, FIRE DEPT. OR LAW ENFORCEMENT 911
COLORADO SPRINGS POLICE DEPARTMENT 719-444-7000
COLORADO STATE PATROL
TO REPORT AN INCIDENT 719-544-2425
TO REPORT AGGRESSIVE DRIVING *CSP
TO REPORT SUSPICIONS OF INTOXICATED DRIVING *DUI
COLORADO SPRINGS FIRE DEPARTMENT 719-385-5950
EL PASO COUNTY SHERIFF 719-390-5555
NATIONAL SUICIDE HOTLINE 1-800-273-8255
POISON CONTROL CENTER 1-800-222-1222

NON - EMERGENCY PHONE NUMBERS

AMERICAN RED CROSS 719-632-3563
DOMESTIC VIOLENCE CRISIS LINE (TESSA) 719-633-3819
EL PASO COUNTY PUBLIC HEALTH 719-578-3199
MEMORIAL HOSPITAL 719-365-5000
PENROSE-ST. FRANCIS HEALTH SERVICES 719-776-5000

Campus Security and Emergency Management Team

Campus President: Sam Pedregon 719-219-1282
Office located in by Student Lounge E-Mail: spedregon@ibmc.edu
Assistant Campus President: Grace Trujillo 719-219-1088
Office located in Academics E-Mail: gtrujillo@ibmc.edu
Security Guard: Glen Hoogerhyde, U.S. Security Associates 719-238-9556
Office located in Suite 100 E-Mail: imisecurity@intellitecmedical.edu
Chief Financial Officer: Tim Gardner 719-219-1260
Office located in Bus. Office E-Mail: tgardner@ibmc.edu
IT Director: Al Nettles 719-219-1087
E-Mail: anettles@ibmc.edu

IBMC College has an armed security guard who is contracted through U.S. Security Associates. The
Campus Security Guard maintains a daily written log of all crimes reported including the nature, date,
time and general location of each crime and the disposition of the complaint, if known. There is no
written memorandum of understanding between IBMC College and local law enforcement agencies.
IBMC College’s Campus President, Sam Pedregon, will serve as the Emergency Management Team
Leader during a campus emergency and should be contacted immediately. In case of emergency, staff
and faculty should activate emergency response services by calling 911. For all non-emergency security
concerns, and in the event of an alleged crime, individuals should contact Security Guard Glen
Hoogerhyde at 719-238-9556.
# Table of Contents:

Emergency and Non-Emergency Phone Numbers  ................................................................. 2  
Campus Security and Emergency Management Team........................................................... 2  
Memorandum from Campus President regarding campus safety  .......................................... 4  
Introduction: What is the Clery Act? .................................................................................. 5  
Preparing and Reporting the Annual Campus Safety and Security Report .......................... 5  
Campus Security and Access .............................................................................................. 5  
Reporting of Criminal Action and Other Emergencies Occurring on Campus ................. 5  
Emergency Response and Evacuation Notification and Procedure .................................... 6  
Timely Warning Statement ................................................................................................. 6  
Drug and Alcohol Policy .................................................................................................... 6  
Firearms and Weapons Policy ............................................................................................. 7  
Harassment Policy ............................................................................................................ 7  
Sex Offense Policy ............................................................................................................ 7  
Sex Offender Registration Information ............................................................................. 8  
Campus Crime Statistics .................................................................................................... 9  
Emergency Response and Evacuation Plans ..................................................................... 10  
  a. Building Emergency Evacuation Plan ................................................................. 10  
  b. Fire Emergency Plan .............................................................................................. 13  
  c. Severe Weather Plan .............................................................................................. 14  
  d. Medical Emergency Plan ....................................................................................... 15  
  e. Hostage/Intruder/Active Shooter Plan ................................................................. 16-18  
  f. Bomb Threat Plan ................................................................................................. 19  
  g. Bomb Threat Checklist ........................................................................................... 20
MEMORANDUM

TO: IBMC College Campus Students/Faculty/Staff

FROM: Sam Pedregan, Campus President, IBMC College

SUBJECT: Campus Safety

The purpose of IBMC College is to provide our students with a quality education that leads to a rewarding career. An important part of providing for quality education is ensuring that all aspects of the educational experience are performed in a safe environment.

This guide was written to provide a framework for training, exercising, and ensuring that all of us can leave if an incident requires evacuation; or stay if events preclude our departure.

Wishing you success in your studies!

Sam Pedregan

\Original Signed\n
Campus President

IBMC College
IBMC College prepares the Campus Safety and Security report annually to comply with the Jeanne Clery Discloser of Campus Security Policy and Crime Statistics Act (known and referred to as the Clery Act). All students and employees will receive a copy of this report on an annual basis and a printed copy of this report is available to all students, faculty, staff and visitors upon request.

**What is the Clery Act?**
Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) is federal law that requires colleges and universities to disclose certain timely annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The Clery Act was championed by Howard & Connie Clery after their daughter Jeanne was murdered in her dorm room at Lehigh University in 1986.

**Preparing and Reporting the Annual Campus Safety & Security Report:**
Crime statistics for IBMC College’s campus will be collected and reported by the Campus Director. The data will be maintained, along with this document, and reported, as required. The institution will make a good-faith effort to collect and report statistics for all Clery Act crimes that have occurred on campus or on public property immediately adjacent to campus in the Annual Campus Crime Statistics. The report is prepared by contacting local law enforcement agencies to obtain statistics for crimes that have occurred on campus or adjacent public property. Any crimes reported to campus officials are also included in the report. The campus crime statistics for the last three years are included in this report.

**Campus Security and Access:**
IBMC College’s Security Guard is present on campus during all scheduled class times Monday through Thursday. Another member of the Emergency Management Team will be on campus and available during any business hours that the Security Guard is not present. IBMC College encourages students, staff and faculty to be responsible for their own security as well as the security of others. Security practices and procedures are presented to all new students during the orientation process along with materials provided through U.S. Security Associates regarding campus safety, parking lot safety and social networking safety.

The building facilities will be unlocked 30 to 60 minutes prior to the beginning of the first scheduled class and shall remain unlocked up to 30 to 60 minutes after the last scheduled class. The campus area is accessible during normal business hours. Only students, staff, faculty and their guests will be allowed on the campus premises during these hours.

**Reporting of Criminal Action and Other Emergencies Occurring on Campus**
Students or employees witnessing or involved in any kind of criminal action or emergency on campus shall report the event to their instructor or supervisor immediately. If the instructor or supervisor is unavailable, the student or employee shall report the incident to the Campus Director or Security Guard. If the victim is unable to make a report, it will be the responsibility of the Security Guard to complete a report on their behalf. If a crime occurs on campus or on property immediately adjacent to campus, all
crime investigations will be conducted by State or local law enforcement. All crimes should be reported to campus officials, state or local police in an accurate and timely manner.

Emergency Response and Evacuation Notification:
IBMC College will immediately notify the campus community of a significant emergency or dangerous situation involving a threat to health and safety of those on campus, unless the notification will, in the professional judgment of campus officials, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Campus Director and Security Guard should be immediately informed of a significant emergency or dangerous situation; personnel should not delay contacting the local emergency response system by dialing 911 when appropriate.

Notification Procedure:
- In case of emergency, 911 should be contacted immediately.
- The employee who is first made aware of the emergency should contact the Campus Director or an Emergency Management Team member
- The Emergency Management Team Leader will be responsible for implementing the Emergency Response Plan (Emergency Response Plans are at the end of this document)
- The Emergency Management Team Leader, upon confirmation that there is a significant emergency or dangerous situation involving immediate threat to health and safety of students or employees occurring on the campus, will immediately notify the campus community.
- Notification will occur by means of audible alert, email, text messages, telephone calls or any other form of effective communication determined to best address the situation.
- The building will be secured and students and employees will be directed to a safe location.
- If indicated, a campus lockdown and shelter in place procedure will be implemented.
- The Emergency Management Team Leader will serve as the media contact and be responsible for dissemination of emergency information to the larger community.

Timely Warning:
In the event that a situation arises, either on campus or on property immediately adjacent to campus that, in the judgment of the Campus Director, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. This warning will be issued through e-mail to all enrolled students, faculty and staff and/or a campus bulletin board posting.

Drug and Alcohol Policy:
IBMC College has a policy of maintaining a drug and alcohol free atmosphere. All students are hereby notified that the possession, dispensing, sale or furnishing of a controlled substance, alcohol or the present of these substances in your body’s system, is prohibited on this institution’s premises. These “premises” are defined as all school property including building interiors and exteriors, common areas, sidewalks, parking lots, and privately owned vehicles parked in the school parking lot. Violators are subject to institutional disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21.
The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal and will not be tolerated under any circumstances. The institution encourages students, staff, and faculty to refer to the Statement of Drug Free Workplace and Institution of Higher Education for all policies regarding the possession, use, or sale of alcoholic beverages, or illegal drugs.

Firearms and Weapons Policy:
IBMC College strictly prohibits the possession, carrying and use of firearms, weapons, ammunition or explosives on all campus property. The only exception is for authorized law-enforcement officers and the school’s Security Guard. Violators are subject to institutional disciplinary action which may include termination of enrollment at this institution and criminal prosecution.

Harassment Policy:
IBMC College strives to ensure that all employees and students enjoy a learning and working environment that is based upon mutual respect, trust and dignity. Actions, words, jokes or comments based on an individual’s gender, race, ethnicity, age, religion, disability or any other protected status are considered harassment, will not be tolerated and are considered grounds for termination.

Sex Offense Policy:
A sex offense is any sexual act directed against another person, forcibly and/or against that person’s will; or non-forcibly or against the person’s will where the victim is incapable of giving consent. IBMC College does not tolerate sex offenses in any form, including sexual assault, sexual misconduct, domestic violence, dating violence, stalking, harassment, exploitation or intimidation. Campus officials fully support all local, state and federal laws governing harassment, rape and sexual assault and will cooperate to the fullest extent possible. Additionally, campus officials will assist in contacting local police authorities immediately if the victim so chooses to ensure the preservation of evidence for a criminal investigation.

If a sex offense, domestic violence, dating violence, sexual assault or stalking should occur, the victim should:
- Get to a safe place as soon as possible
- Try to preserve all physical evidence
- Contact the police and campus officials; if desired the school will assist in notifying authorities
- Get medical attention as soon as possible
- Contact a close friend or relative who can provide support

If a sex offense, domestic violence, dating violence, sexual assault or stalking should occur, the employee/faculty member that is made aware of the incident should report it to the Campus Director; if the Campus Director is unavailable it should be reported to another member of the Emergency Management Team. It is the policy of this institution to assist any victim in reporting a sex offense, domestic violence, dating violence, sexual assault or stalking to authorities and to assist in the receipt of first aid as needed. The institute does not have counseling, mental health or other student services for victims of sex offense, domestic violence, dating violence, sexual assault or stalking, however an effort
will be made to the greatest extent possible to connect the student victim with appropriate counselors for mental and emotional support.

The institution offers on an annual basis, a program to prevent domestic violence, dating violence, sexual assault and stalking and that promotes the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking. This program will be conducted by a law enforcement official whenever possible.

The Campus Director shall determine any institutional disciplinary action in all cases of alleged domestic violence, dating violence, sexual assault or stalking, which may include termination of enrollment at this institution and criminal prosecution.

**Sex Offender Registration:**
In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the institution provides the following information:

- El Paso County Sheriff’s office provides sex offender registry information which includes only those persons who have been required by law to register and who are in compliance with the sex offender registration laws. This information can be accessed at [http://www.epcsheriff.com/services/sex-offenders-search](http://www.epcsheriff.com/services/sex-offenders-search)
- The Colorado Bureau of Investigation provides information for sexually violent predators, persons with multiple offenses, persons who have been convicted of a felony sex offense and sex offenders who have failed to register. Their website is [http://www.sor.state.co.us](http://www.sor.state.co.us)
<table>
<thead>
<tr>
<th>CRIMINAL OFFENSE</th>
<th>On Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-forcible (Incest &amp; Statutory Rape)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### HATE CRIMES

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSE</th>
<th>On Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Non-forcible (Incest &amp; Statutory Rape)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny-Theft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction/Damage/Vandalism of Property</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### ARRESTS

<table>
<thead>
<tr>
<th>CRIME</th>
<th>On Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons: Carrying, Possessing, etc.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### DISCIPLINARY ACTIONS

<table>
<thead>
<tr>
<th>CRIME</th>
<th>On Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons: Carrying, Possessing, etc.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### FIRES

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>On Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fires</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Injuries</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Deaths</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### DOMESTIC VIOLENCE

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>On Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

IntelliTec Medical Institute does not have any residential housing facilities or noncampus buildings or property, otherwise crimes in those categories would be included in the report.
**EMERGENCY RESPONSE AND EVACUATION PLANS: IBMC College** will conduct a biennial review of its emergency response and evacuation plans. A test of the emergency response plans and evacuation procedures will be conducted on an annual basis.

**BUILDING EMERGENCY EVACUATION PLAN**

TO ACTIVATE AN EVACUATION PULL THE NEAREST FIRE ALARM

HOW TO REPORT AN EMERGENCY

CALL 911 & Calmly State:

- Your name
- The building and room location of the emergency
- The nature of the emergency – fire, chemical spill, etc.
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached.

**NAME OF INSTITUTION:** IBMC College

**PHYSICAL ADDRESS:** 6805 Corporate Drive

Colorado Springs CO 80919

**PHONE NUMBER:** 719-596-7400

**BUILDING EVACUATION** - Upon hearing the fire alarm or announcement, begin evacuation procedures.

- Keep yourself and others calm
- Quickly proceed outside the building (to the announced “safe area location”) using the planned evacuation route.
- Close doors as you leave.
- Instructors take your Attendance Book with you for a correct head count
- Report immediately to the designated “safe area location” at the **grassy area at the south end of the IBMC College Parking Lot near I-25.**
- Check in at the Command Center with the Campus President who will be taking a head count from individual instructors.
- Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

**SAFE AREA LOCATION(S)**

Grassy area at the south end of the IBMC College Parking Lot near I-25
PLANNED EVACUATION ROUTE

Centrally located offices and classrooms will exit through the door on the west side of the building between Las Palmitas Restaurant and the Enrollment Center. Offices and classrooms located in the South wing of the building will exit through the door at the south end of the building near the IBMC College Parking Lot. Should you be prevented from exiting the building due to smoke or fire, find the nearest exit and exit the building immediately.

EVACUATION PERSONNEL

<table>
<thead>
<tr>
<th>Position</th>
<th>Primary</th>
<th>Alternative</th>
<th>Area of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Announcer:</td>
<td>Mary Kurth</td>
<td>Joe Byerly</td>
<td></td>
</tr>
<tr>
<td>Evacuation Warden:</td>
<td>Sam Pedregan</td>
<td>Grace Trujillo</td>
<td></td>
</tr>
<tr>
<td>Alternate Warden:</td>
<td>Tim Gardner</td>
<td>Grace Trujillo</td>
<td></td>
</tr>
<tr>
<td>Searcher:</td>
<td>Joshua Drucker</td>
<td>James Wright</td>
<td>Enrollment Center</td>
</tr>
<tr>
<td>Searcher:</td>
<td>Gloria Chavez</td>
<td>Glen Hoogerhyde</td>
<td>Academics Office</td>
</tr>
<tr>
<td>Searcher:</td>
<td>Kim Engle</td>
<td>Glen Hoogerhyde</td>
<td>Massage Studio</td>
</tr>
<tr>
<td>Searcher:</td>
<td>Bill Stanfill</td>
<td>Maria Landry</td>
<td>Registrar Office and Classrooms 118-132</td>
</tr>
<tr>
<td>Searcher:</td>
<td>Dr. Jeff Simon</td>
<td>John Venegas</td>
<td>Dental Lab and Classrooms 101-107</td>
</tr>
<tr>
<td>Searcher:</td>
<td>Stephanie Gries</td>
<td>Tim Gardner</td>
<td>Business Office, Classrooms 108-117/Student Pad</td>
</tr>
<tr>
<td>Searcher:</td>
<td>Joe Byerly</td>
<td>Mary Kurth</td>
<td>Suite 100</td>
</tr>
</tbody>
</table>

EVACUATION PERSONNEL DUTIES

Designated Evacuation Personnel should have an assigned alternate for any times they are not present. If there are not enough personnel to fill all the roles, roles may be doubled where appropriate. No funds have been provided for vests or armband. A flashlight will be provided in case of a power failure. *Evacuation Personnel should never be placed in imminent danger.*

Evacuation Announcer Duties:

1. Announce any disaster to Evacuation Warden and all searchers
2. Use Office Telephone Direct Extension to make announcement to Searchers
3. Report to the Evacuation Warden

Evacuation Warden Duties:
1. Supervise assembly of Evacuation Personnel in the area.
2. All Searchers check in with the Evacuation Warden to report “all clear” or problems.
3. Report to the Command Center if areas were unable to be searched due to lack of personnel.
4. Ensure all people from the area proceed to the designated meeting place to check in and wait for “all clear” to re-enter the building. “All Clear” will come from the Command Center.
5. Report any and all problems to the Command Center.

Command Center will be near Fire Department Vehicle.

Alternate Evacuation Warden Duties:
1. Takes the place of the Evacuation Warden if the Evacuation Warden is not present at the time of the event.
2. If the Evacuation Warden is present, the Alternate Evacuation Warden will assist the Evacuation Warden as needed.

Searcher(s) and Alternate Duties: Maybe more than one depending on the size of the area to be searched. Area should be searchable in 3 minutes or less.
1. Check all rooms including restrooms, conference rooms and remote areas, closing all doors behind them.
2. Advise any remaining employees or other persons in the area about the emergency and the requirement to evacuate.
3. Notify Evacuation Warden that the area is “clear” and proceed out of the building.

BUILDING SAFETY SYSTEMS
The building at 6805 Corporate Drive has the following safety systems:
Locate the emergency equipment in your area and know how to use it.

Alarms – The fire alarm system in the building is activated by manual pull stations, smoke and heat detectors. All alarms are immediately sent to the local fire department. Evacuation is required anytime the fire alarm system sounds.

Smoke Detectors – This will immediately activate the fire alarm system.

Fire Extinguishers and Pull Stations – Location of Pull Stations and Extinguishers, as well as the types of extinguishers and location will be reviewed upon hiring of staff and yearly safety in services. Students will be educated at orientation.

Manual Alarm pull stations – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to the local fire department. Never block or obstruct these with furniture or equipment.

First Aid Kit – For minor injuries not requiring medical attention, there are first aid kits at the Reception Desk inside Suite 100, in the Enrollment Center and in the Medical Lab. There are also small first aid kits in the Evacuation Box located in every classroom.
Fire Doors – Must be kept shut upon alarm activation at all times to provide a safe means of egress in corridors, unless releasing devices close doors

**FIRE EMERGENCY PLAN**

If you discover fire, or see smoke, do not panic. Call 911 or pull the nearest fire-alarm and proceed with the following:

**RACE**

Remove/Relocate individuals away from danger, if possible, without endangering your safety.

Activate Alarm: Pull fire alarm at pull-box, and/or call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate

- Extinguish fire only if trained and fire is small, using nearest fire extinguisher.
- Evacuate by nearest safe exit, never use elevators. Do not run, **Crawl** if overwhelmed by smoke.

If you hear the fire alarm, or are informed of a fire, **EVACUATE IMMEDIATELY!**

**Follow instructions for the building evacuation plan.**

- Check door with the back of your hand, to ensure it is cool before opening.
- Walk quickly – **Do Not Run** – follow your instructor out of the building to the designated safe area.
- Instructors lead your students to the “safe area location” at the grassy area at the south end of the IBMC College Parking Lot near I-25.
- Instructors are to take their Attendance Book with them and the Emergency Box located in every room. An emergency flashlight is in each box to assist if visibility is poor.
- Instructors take attendance once at safe area and report to Evacuation Warden.

**DO NOT RE-ENTER THE BUILDING UNTIL ALL – CLEAR IS ISSUED BY THE FIRE DEPARTMENT.**
SEVERE WEATHER PLAN

Severe Weather includes tornadoes, severe thunderstorms, violent snow storms and flooding.

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather Service, when the weather conditions are such that a severe thunderstorm, a tornado, or both, are more likely to develop and you should be prepared to move to a designated area.

**Tornado/Severe Thunderstorm Watch:** If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus: Monitor Local Emergency Alert Weather or the National Weather Service. Faculty and staff should be alerted to inform students of building’s safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

**Tornado/Severe Thunderstorm Warning:** If a tornado or a severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and staff to safe areas IMMEDIATELY.
- Close classroom, laboratory, and/or office doors.
- Instructors move your students to designated safe areas and take attendance book with you.
- Remain in safe area until warning expires or until the all-clear has been issued.

**Designated Safe Areas**

Staff and Visitors in Enrollment Center: Move to the Briefing room in Suite 120
Faculty and Students in Classroom 104: Move to Classroom 103
Faculty and Students in Dental Clinic: Move to Classroom 103
Faculty and Students in Classroom 107: Move to Classroom 106
Staff and Visitors in Suite 100: Move to the Registrar Office Book Store
Faculty, Student and Staff in all other interior areas: Remain in that area
MEDICAL EMERGENCY PLAN

Emergency situations demand that everyone keep as calm as possible and carry out all orders efficiently. Don’t panic; be alert and listen carefully to all instructions. During the first day of class all instructors should appoint 2 runners, identifying each runner’s responsibility.

Runner #1 Responsibility: Alert front desk at Faculty Center Suite 100, notify Security, and the Campus President/Assistant Campus President.

Runner #2 Responsibility: Alert another nearby instructor and a program supervisor.

Runners should describe the type of injury and the location of the emergency.

Emergency Guidelines in the Classroom:

- Emergency Response Services should be activated by the Instructor; calling 911
- The instructor should remain with the patient at all times
- Runners should be dispersed immediately
- The instructor should clear all other students to the Student Pad
- Instructor will initiate CPR if needed and remain with the patient until emergency medical responders arrive

Basic First Aid for Common Medical Emergencies:

Bleeding: If someone is bleeding heavily, stop the flow until medical help arrives by applying pressure by pushing on the wound with a cloth or your hand. For deeper cuts, elevate the wound while maintaining pressure.

Broken Bones: Don’t move someone who may have broken bones unless it’s absolutely necessary. Keep the person still and wait for emergency medical responders to arrive.

Eye Injuries: If chemicals were splashed in the eye, immediately flush with water for at least 15 minutes – know where eyewash stations are located throughout the building! Then close the eyes, cover them with a clean cloth and get medical help. If something is stuck in the eye, keep the person calm and still until help arrives.

Electrical Shock: don’t touch a person in contact with a live electrical current!
• Turn off the main electric switch or fuse if possible. If you must move a person from a live wire, stand on something dry and use a dry stick or board to push the person off the wire.
• Never use anything metal, wet or damp.
• After the person is removed from electricity, check for heartbeat and breathing and if necessary proceed with CPR.

Choking: Ask the person loudly “Are you choking?” if he or she cannot respond, perform the Heimlich maneuver.

Heart Attack: Although symptoms are not always obvious, do the following if you believe someone is having a heart attack:
• Place him or her in a comfortable reclining or sitting position
• Loosen tight clothing at the waist and neck
• Give oxygen if you have been trained to do so
• Keep the person still until help arrives
• If the heart stops and you are trained in CPR, begin CPR, otherwise wait for help to arrive.

HOSTAGE/INTRUDER/ACTIVE SHOOTER PLAN

If an INTRUDER/ACTIVE SHOOTER enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these guidelines should be followed:

How a Lockdown is implemented: A lockdown (or other emergency) is generally announced by senior staff or designee. If an employee determines that there is an imminent threat present then they should call 9-911 and their Supervisor immediately. Senior Staff or designee will determine the type of lockdown needed and use the most expeditious method(s), i.e. door-to-door, cell phone, etc., to advise IBMC College personnel of the lockdown. The front desk staff, Campus President and Faculty Manager are prepared and able to administer a “lock-down” should the need arise. The directive to initiate a lock-down should come from either the CP or ACP; however, if the front desk or other staff members identify an immediate reason to initiate a lock-down, it may be implemented based on the need and reason.
Person Initially Made Aware of Situation:

1. **Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).**
   Don’t assume others are contacting law enforcement. Give as clear and accurate information as possible that will answer the vital questions of WHO, WHAT, WHERE, WHEN AND HOW
2. **Notify the Security Guard at 719-238-9556**
3. **Notify the Campus President in office or at 719-219-1282**

Campus President/Designee:

1. **Initiate Building Lockdown**
   a) Lock down building, and do not let any students that are not in class enter the building.
   b) Primary means of communication will be Telephonic, Alert Staff/Instructors in all rooms of the event with Code word “Lockdown”
   c) 2 Designated individuals will safely exit building from the west side doors in suite 100 and safely post near the 2 entrances to stop anyone entering the building. One staff at the south entrance and one staff at the west entrance.
   d) Clear Suite 100 office area through west side doors
   e) “Locked Down” mean “Locked Down” blockade the door
   f) Lock the door if possible
   g) Blockade the door with heavy furniture (door should open in)
   h) Turn off all lights
   i) Hiding place should be out of shooter’s view
   j) Provide protection if shots are fired in your direction
   k) Do not trap yourself or restrict your options for movement
2. Monitor hostage situation the best you can without doing anything to exacerbate it.
3. Follow instructions of law enforcement officials who will take over when they arrive on site.

Staff & Faculty:

1. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
2. Keep your distance. Give the intruder(s) ample personal space.
3. Do not attempt to deceive or threaten the intruder(s).
4. Do not “buy into” the delusions of the intruder(s).
5. Be constantly alert and prepared for violence. Initiate *Action, Duck, Cover and Hold* if the intruder(s) open fire.

*Note: If the school becomes involved in a hostage situation, the primary concern must be the safety of students, staff, and faculty. Individuals who take hostages are frequently emotionally*
disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to become violent.

**BOMB THREAT PLAN**

In the event of a Bomb Threat, notify the Campus Security Guard at 719-238-9556 and call 911 using a campus phone - Do not use a mobile phone or other electronic devices as this may trigger a device.

Reporting a threat is the responsibility of any person receiving or aware of a bomb threat or similar form of intimidation. Treat all threats as genuine and record all information for police.

Keep calm and do not alarm other employees and students. Do not evacuate until instructed to do so. When instructed to do so, follow evacuation plans to safely exit the building.

**If bomb threat is received by phone – keep the caller on the phone as long as possible! DO NOT HANG UP even after caller has hung up - follow instructions on the following page and complete the check list.**

If bomb threat is received by mail:

- Do not handle the envelope or package
- Contact Campus Security at 719-238-9556, call 911 and keep anyone from entering the area where the package is located.
- Lock all doors, post DO NOT ENTER and then leave the area.

If suspicious object is found:

- Do not attempt to touch or move the object.
- Evacuate the immediate area.
- Call 911 and Campus Security at 719-238-9556.
- Await further instructions from police personnel.
BOMB THREAT CHECK LIST

INSTRUCTIONS: Be courteous, listen and do not interrupt the caller’s message. DO NOT HANG UP. Signal to someone (by a prearranged signal) to call 911 and Security at 719-238-9556. After caller hangs up, do not put handset back on the receiver. Gather as much information as possible, then bring this form with you when you evacuate the building.

DATE: _____/_____/_______ CALL BEGAN: ________a.m./p.m. CALL ENDED: _________a.m./p.m.

CALLER’S EXACT WORDS: ________________________________________________________________
_____________________________________________________________________________________
____________________________________________________

QUESTIONS TO ASK CALLER:

- When is the bomb going to explode? ______________________________________________________
- Where is the bomb now? __________________________________________________________________
- What type of bomb is it? __________________________________________________________________
- What does it look like? __________________________________________________________________
- Did you place the bomb and why? __________________________________________________________________
- What is your name and call back number? __________________________________________________________________
- Where are you? __________________________________________________________________

TRY TO DETERMINE THE FOLLOWING:

Caller Is: __Male __Female __Adult __Juvenile __Child (age? _____)
Voice: __Loud __Soft __Low __High __Raspy __Pleasant
        __Intoxicated __Other: __________________________________________________________________
Accent: __Local __Regional (describe): __________________________________________________________________
        __Foreign (country/region): __________________________________________________________________
Speech: __Fast __Slow __Distinct __Distorted __Stutter __Nasal
        __Lisp __Excellent __Good __Fair __Poor __Foul
        __Other (describe): __________________________________________________________________
Manner: __Calm __Angry __Rational __Irrational __Coherent
        __Incoherent __Deliberate __Emotional __Righteous __Laughing
        __Other (describe): __________________________________________________________________
Background Noises: __Traffic __Trains __Planes __Street
        __Voices __Music __Party __Bedlam __Animals
        __Office Machines __Factory Machines __Quiet
        __Other (describe): __________________________________________________________________

IMMEDIATELY AFTER CALL IS TERMINATED:

- Do not put handset back on the receiver. Use another phone to call 911 and security at 719-238-9556.
- If you have a display phone, write down what is displayed for the incoming call.
- Initiate your agency’s Emergency Action Plan and Bomb Threat Procedures.
- Your Name (print): _________________________________
  Contact Number: _________________________________
  Position/Title: _________________________________

Revised 19-May-15