



## **EMERGENCY GUIDELINES**

**IBMC College: Fort Collins Campus**

**3842 S. Mason Street**

**Fort Collins, CO 80525**

September 2017

MEMORANDUM

TO: IBMC College Fort Collins Campus Students/Faculty/Staff  
FROM: Steve Steele, Fort Collins Campus President, IBMC College  
SUBJECT: Campus Safety

The purpose of the Fort Collins Campus of IBMC 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!

Steve Steele  
Campus President  
Fort Collins IBMC College

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**1. PURPOSE.** This document provides guidelines (policies) for "all-hazards" emergency actions including:

- ✓ Building evacuation;
- ✓ Life and non-life threatening incidents; and
- ✓ Workplace violence (threatened and actual)

Please submit any comments or recommendations you may have that pertain to these guidelines to the primary building evacuation coordinator for your building - table below.

**Building Evacuation Coordinators**

|  |                             |                  |                                |
|--|-----------------------------|------------------|--------------------------------|
| <b>Building Evacuation Coordinators:</b> The Building Evacuation Coordinators are responsible for the overall preparation and conduct of the emergency and/or evacuation event(s). Direct questions, comments, or concerns through your chain of command to the Primary Building Evacuation Coordinator. |                             |                  |                                |
|  | <b>Morning</b>              | <b>Afternoon</b> | <b>Evening</b>                 |
| Primary  | Campus President (CP)       |                  | CP / DOE / Full-time Staff     |
| Secondary  | Director of Education (DOE) |                  | CP / DOE / Fulltime Instructor |
| Alternate  | Full Time Staff / Faculty   |                  | CP / DOE / Fulltime Instructor |

**Definitions**

- ✓ Evacuation - The clearance of personnel, animals, or materiel from a given locality. (Source: Suburban Emergency Management Project (SEMP) <http://www.semp.us/publications/disaster>)
- ✓ Shelter in place - Staying inside the building and taking shelter, rather than trying to evacuate in an emergency. (Source: Suburban Emergency Management Project (SEMP) <http://www.semp.us/publications/disaster>)
- ✓ Lockdown - The temporary sheltering technique, (30 minutes to several hours) used to limit exposure to an "Active Shooter" or other incident. When alerted, occupants of any building within the affected area will lock all doors and windows (as applicable) not allowing entry or exit to anyone until the "All clear" has been sounded. (Source: The University of Chicago | Safety and Environmental Affairs, Appendix 7: Building Lockdown Procedure, Emergency Management Plan, 1999)
- ✓ Active shooter - A person who appears to be actively engaged in killing or attempting to kill people in a populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the shooting and mitigate harm to innocent victims. This document provides guidance to IBMC personnel who are caught in an

active shooter situation, and describes what to expect from responding police officers. (Source: Indiana University Police Department, 1469 East 17th Street, Bloomington, IN 47408)

- ✓ Direct threat - Identifies a specific act against a specific target and is delivered in a straightforward manner. (Source: The School Shooter: A Threat Assessment Perspective, Federal Bureau of Investigation (FBI) FBI Academy, Quantico, VA, undated)

## **2. SCOPE.** The Fort Collins Campus – IBMC College

Emergency Guidelines is applicable to all hazards, with the Campus President, responsible for the safety of students, employees and visitors - which is the foremost concern at all times. Whereas many variables that will influence decision-making during an emergency may not present until an incident unfolds, all students, employees and visitors should use their best judgment - keeping safety in mind at all times. Depending on the situation, students, employees and visitors may be required to stay where they are at the time an incident is reported, or evacuated to a safe location inside or outside the building.

### **Policies and Guidelines**

- ✓ A safe work environment is imperative.
- ✓ The Campus President and Director of Education shall ensure that all students and employees are informed of safety and emergency guidelines.
- ✓ Fort Collins Campus – IBMC College employees will receive annual training on emergency policies and procedures.
- ✓ Evacuation procedures' training is required for all students and employees. Employees will become familiar with assembly sites for fire, flood, and tornadoes.
- ✓ Floor plans and maps should be posted at all times in main areas to provide guidance in an emergency.
- ✓ No student, employee, or visitor will re-enter the building until directed to do so by the Campus President or his or her designee.
- ✓ Procedures for full and partial lockdown will be trained and exercised.
- ✓ The items that follow are general guidelines for requesting assistance:
  - **Emergency Assistance** – Call 911 when a situation is life threatening, or poses eminent danger to property and/or persons. Advise your chain of command immediately upon completion of the call.
  - **Non-Emergency Assistance** – If an incident occurs that is not life threatening or does not present immediate or eminent danger to property and/or persons, such as disruptive or intoxicated persons, consult your supervisor for appropriate action(s).

- ✓ **Confirmation of an Emergency:** In the event of a potential emergency, the Chief Executive Officer (“CEO”) of IBMC College, the Fort Collins Campus President and/or the Director of Education will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for confirming the emergency and initiating the College’s response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Local law enforcement agencies are primarily responsible for confirming that there is a significant emergency or threat on campus which could cause harm to the campus community. Additionally, the CEO, Campus President and/or Director of Education, depending on the circumstances, also may be in a position to confirm certain types of emergencies.

- ✓ **Emergency Notification Process:** The CEO, the Campus President and/or the Director of Education, in collaboration or individually or with other appropriate personnel, will determine who should be notified and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The CEO of IBMC College, the Fort Collins Campus President and/or Director of Education will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat and the segment of the campus community being threatened:

- ✓ An email blast and a text message pertinent to all IBMC College campuses will be initiated by the CEO, if the message is only pertinent to the Fort Collins campus the email and text will be initiated by the Fort Collins Campus President.
- ✓ Campus President or designee will visit all classrooms to provide emergency notification.
- ✓ Campus President or designee will post a copy of the Timely Warning emergency notification in each classroom, the student and faculty lounges, and all entrances to the building on bright orange paper.
- ✓ The emergency notification will be posted on the College web site by the CEO.

If local law enforcement or health authorities or the College’s CEO confirm that a significant emergency or dangerous situation occurring at an IBMC College campus may impact the campus’ local community, a Timely Warning emergency notification will be posted on the College’s website by the CEO.

- ✓ **Testing Emergency Procedures:** IBMC College tests its emergency response and evacuation procedures at least once a year. In connection with at least one such test, IBMC College will distribute to its students and employees information to remind them of the College’s emergency response and evacuation procedures. Also, at various times the Emergency Management Team at the Fort Collins campus will meet to train and test and evaluate the campus’ emergency response plan. The Campus President maintains a record of these tests and training exercises, including a description of them, the dates and times they

were held and an indication of whether they were announced or unannounced.

**Fort Collins Campus Tests of Emergency Procedures During 201**

| Type & Date                                   | Description of activities (unannounced or announced)   | Involvement of Local Authorities | Publication of Results (method & date)   |
|---|--|----------------------------------|--|
| <b>Evacuation Drill for Fire January 2017</b> | <i>Notified</i><br><b>- Sound fire alarm; - escort students outside of building; - complete roll call; - sweep of campus to ensure complete evacuation</b> | <b>None</b>                      | <b>Information results were shared via email to all students, faculty and staff.</b> |

**3. CONCEPT OF OPERATIONS.** This document serves several purposes:

- ✓ Employees will be advised of an emergency situation by the most efficient method(s) possible, including, but not limited to:
  - Texts and email notifications
- ✓ During periods when an emergency, active or potential, does not exist these Emergency Guidelines serve as a guide for training and preparedness exercises.
- ✓ When an alarm, National Weather Service (NWS) broadcast, or other means have declared an emergency, this document is a reference for immediate actions, with other actions identified and executed based on the situation with one overarching goal - life safety.
- ✓ The table that follows reflects the possible actions and the incident (not all-inclusive) that caused the action to be taken.

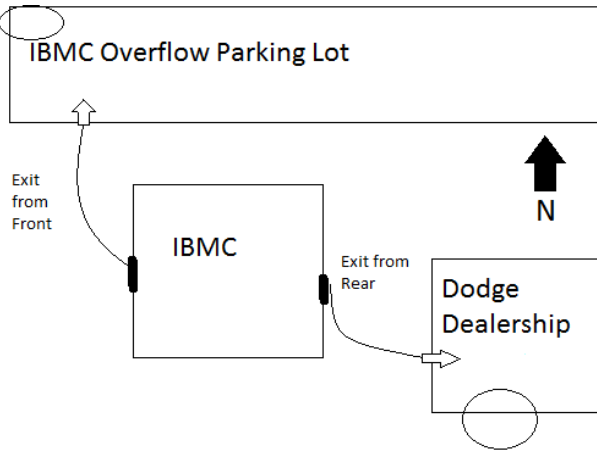
| <b>ACTION</b>           | <b>INCIDENT</b> |
|-------------------------|-----------------|
| <b>EVACUATION</b>       | Bomb Threat     |
|                         | Fire            |
| <b>SHELTER-IN-PLACE</b> | Flood           |
|                         | Tornado         |
| <b>LOCKDOWN</b>         | Active Shooter  |
|                         | Direct threat   |

**Command and Control (C2) -**

**Designated Assembly Sites by Event** - The Primary Building Evacuation Coordinator will work with Building Evacuation Coordinators and others to identify and designate specific sites

**Tornado** – In preferential order, students, staff and faculty shall move to the student lounge, restrooms on the main level, restrooms on the 2<sup>nd</sup> floor, hallway between classroom 211 and 208 and hallway between classrooms 206 and 203.

**Fire** – Assembly points shown below.



### **Faculty and staff:**

- ✓ Assembles his or her class/unit at their designated Assembly Site.
- ✓ Each instructor will take head count of his or her group and check it against their class roster. NOTE: **Unaccounted for Employees and Visitors** - Supervisors unable to account for employees and/or visitors will immediately notify the senior fulltime IBMC employee with the following information: employee's and/or visitor's name, last known work location and approximate time seen – due to the sensitive nature of the situation, face-to-face or telephonic reporting is advised.
- ✓ Instructs personnel to remain in the area until further notice.

**Alternate Sites** - Inclement weather, or operational requirements of first responders, i.e. law enforcement, fire, or emergency medical service, may require the designation of alternate assembly sites.

### **Lockdown**

**Definition of Partial Lock Down:** means that the hallway doors (as applicable) leading to your respective areas are locked and people may not exit or enter at will. During a partial lockdown, normal work processes can continue until the "*All Clear*" is given.

### **Implementing a Partial Lockdown**

In response to external incidents that may threaten IBMC College students, faculty, or staff.



- ✓ Assumes threat is outside of the building (Inside activities continue with increased security vigilance and protocols)
- ✓ After consulting with law enforcement
- ✓ All exterior office doors and windows are closed, shut and/or locked
- ✓ Staff to be vigilant
- ✓ Minimize hallway traffic, access badges must be used

**Definition of Full Lock Down:** means that people must stay where they are and may not exit or enter the building or office space. In some cases, this may include:

- ✓ Closing/locking the doors, barricading if possible
- ✓ Assist those requiring assistance
- ✓ Turn off the lights and close the blinds/shades
- ✓ Doors leading outside of the building are locked and secured
- ✓ Seek protective cover (behind concrete walls, filing cabinets, etc.) away from windows and doors
- ✓ Keep calm, keep quiet and act as if no one is in the room
- ✓ Remain in lockdown condition until told that it is safe to leave
- ✓ Wait for further instructions
- ✓ Wait for police or other emergency responders to assist you out of the building
- ✓ Cooperate with police or other emergency response personnel
- ✓ Ignore fire alarms unless instructed to leave the building by the police, fire department, or senior staff (Pulling a false fire alarm has been used in some cases to lure personnel into the open for attacks.)

### **Full Lockdown Implemented**

When an imminent threat exists or an event is occurring inside or on the property. The goal is to protect people inside by:

- ✓ Clearing hallways, locking doors, office, conference rooms lobbies and sheltering in place

## 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 **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 personnel of the lockdown.

The front desk staff, Campus President and Director of Education 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 FM; 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.

**NOTE:** Each situation will require a specific response based on the available information. Employees need to respond to instructions and advisories quickly. IBMC College employees should be aware that situations resulting in law enforcement response might result in all persons presumed to be the perpetrator until properly cleared. Comply with the orders of law enforcement and other first responders - do not argue with the officers.

## Media Inquiries

Direct all requests for information from the media to the Campus President.

Do not engage in "I" reporting\*. This is critical during the response to any event, but more especially with events involving active shooters, who could use your reports to determine their next move. Additionally, if there are casualties or fatalities, families should be informed in person by a qualified team, not surprised by an irresponsible act. **\*I-Report** (also **iReport**) takes advantage of the newsgathering capabilities of citizens at the scene of notable events. (Source: <http://www.i-report.ca/>)

**4. SPECIAL TOPICS** - An incident may result in the need for IBMC employees to assist with actions that help ensure a safe exit, including, but not limited to suppressing a small fire, or aiding in the evacuation of mobility impaired individual. Irrespective of the action, safety is always the number one priority.

**NOTE:** This section is for reference only! The content contained within is neither a training manual nor instructions.

- ✓ Feel the door handle and the door itself. If either is hot, do not open the door.
- ✓ If possible, place something in a window or windows that will draw attention to the office or floor.
- ✓ If you have a cell phone contact 911 and inform the dispatcher of your location and any other information that responders need to know in order to properly evacuate you.

- ✓ If the handle is not hot, open the door cautiously. Check for smoke or fire before going further.
- ✓ If smoke is coming beneath the door, stuff towels, sheets, coats, blankets, gel wrist rests, or other items that are available under the door so less smoke can enter.
- ✓ Get out of the building before phoning for help. Do not take time to phone before leaving. Get out and find a phone a safe distance away.
- ✓ Pull the fire alarm pull station, but only if it is on your way out.
- ✓ Do not look for other people or gather up your belongings. Knock on doors as you leave, yelling, "FIRE!" Do not hesitate or stray from your path as you leave.
- ✓ If smoke is present, crawl low on the floor. Thick smoke can make it impossible to see, and the best air is near the floor (hot air rises). Remember, toxic vapors from burning materials can be deadly within minutes.
- ✓ When leaving an office/classroom close the door behind you. This may help keep the fire from spreading, protecting both people and property.
- ✓ If you cannot get out, get someone's attention. Make noise - it is okay to yell and scream. Place something in a window or windows that will draw attention to the office or floor.
- ✓ Follow escape routes. Know where all exits are located in the building, and practice your escape plan. Once outside, stay outside.
- ✓ Take fire alarms seriously. Do not ignore fire alarms, or wait until you see fire or smoke.
- ✓ Do not tamper with fire alarms. Besides endangering others, it may also be a criminal offense.
- ✓ Take responsibility for prevention. Do not overload electrical outlets. Do not use items such as open flamed candles, and as much as possible avoid using space heaters, or other fire hazards in your work area.

## **Fire Suppression**

**Fire at or Near an Exit** - All fires can be very dangerous and life threatening. Your safety should always be your primary concern when attempting to fight a fire. Your objective is to counter the fire, if it is in its early stages, long enough to escape - not to save the building!

**Fire Fighting** - Before deciding to fight a fire be certain that:

- ✓ The fire is small and not spreading. A fire can double in size within two or three minutes.
- ✓ The fire will not block your exit. A good way to ensure this is to keep the exit at your back.

- ✓ You know your fire extinguisher works, and you know how to use it properly. There is not enough time to read instructions when a fire occurs.

### **Never Fight A Fire If -**

- ✓ The fire is spreading rapidly. Only use a fire extinguisher when the fire is in its early stages. If the fire is already spreading quickly, evacuate and call the fire department.
- ✓ You do not know what is burning. Even with an ABCD extinguisher, material that will explode or produce highly toxic smoke may exist.
- ✓ There is too much smoke or you are at risk of inhaling smoke. Seven out of ten fire-related deaths occur from breathing poisonous gases produced by the fire.  
(Source: www.Fire Extinguisher: 101)

### **Fire Extinguishers -**

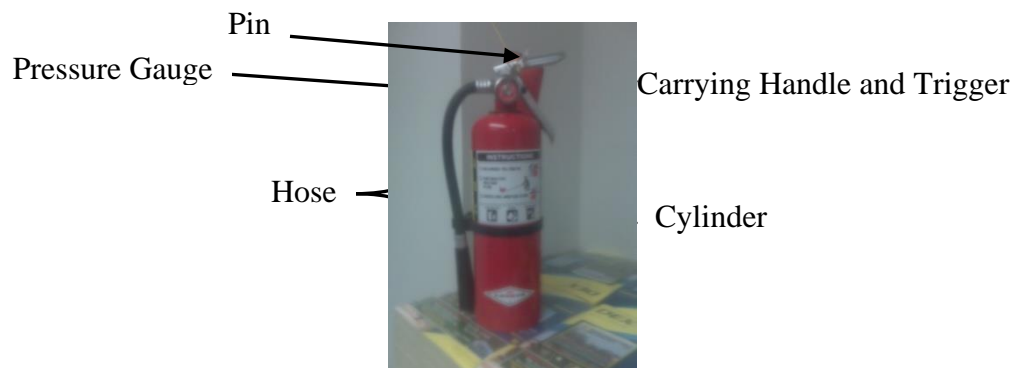
**Anatomy of a Fire Extinguisher** - Fire extinguishers are divided into four categories, based on different types of fires. The following is a quick guide to help choose the right type of extinguisher.

Class A extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics.

Class B fires involve flammable or combustible liquids such as gasoline, kerosene, grease and oil.

Class C fires involve electrical equipment, such as appliances, wiring, circuit breakers, and outlets. Never use water to extinguish class C fires, and always ensure the power source is off!

Class D fire extinguishers are commonly found in a chemical laboratory. They are for fires that involve combustible metals, such as magnesium, titanium, potassium, and sodium.



(Source: Community Emergency Response Team (CERT) Training: Participant Manual, May 2003)

### **How to Fight a Fire Safely** (Source: www.Fire Extinguisher: 101) -

- ✓ Use a "buddy system" to have someone back you up or call for help if something goes wrong.

- ✓ Always stand with an exit at your back at least several feet away from the fire, moving closer once the fire starts to diminish.
- ✓ **P**ull the pin at the top of the extinguisher.
- ✓ **A**im at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.
- ✓ **S**queeze the lever slowly. This will release the extinguishing agent in the extinguisher. Releasing the handle will stop the discharge.
- ✓ **S**weep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!
- ✓ Be sure to watch the area for a while to ensure it does not re-ignite.

**Assisted Evacuation**

During an evacuation, employees and/or visitors with mobility-impairments will be evacuated with the wheel chair in classroom 115.

**5. PLAN MAINTENANCE, EXERCISE AND TRAINING**

This document will be reviewed annually, or upon completion of an exercise or actual incident.

An After Action review (AAR) will be conducted at the conclusion of an exercise or actual incident, with recommended changes identified, and subsequently incorporated into the document.

**6. CHECKLISTS**

**REPORTING CHECKLISTS BY INCIDENT TYPE**

| Fire: |  |
|-------|--|
|       | Evacuate the building.   |
|       | Activate the fire alarm and call 911. Give as much information as possible, including the building address (3842 S. Mason Street) and the location of the possible fire on your way out. |
|       | Never attempt to fight a fire alone.   |
|       | Where there is no alarm, warn other occupants by knocking on doors and shouting a warning.   |

|  |   |
|--|---|
|  | Leave the building. As you exit, close doors and windows behind you to prevent the fire from spreading. If the nearest exit is blocked by fire, heat, or smoke, go to the alternate exit. |
|  | If there is smoke in your room or in the corridors, stay down near the floor.   |
|  | Before opening a door, feel the door and/or knob. If either is hot, do not open the door.   |
|  | Open doors slowly. If heat or heavy smoke is present, close the door and stay in the room.  |
|  | If you are trapped in a room, call 911 and give your location. Place an object in the window to attract attention.  |

**Medical Emergency (Life threatening or loss of limb or eye sight is at risk):**

|  |   |
|--|---|
|  | During a medical emergency, ask someone to call 911, while you begin to administer first aid/life support. Do not withhold action by trying to find a medical professional in the immediate area. |
|  | When reporting an emergency, be sure to give the exact location – 3842 S. Mason Street and room number.   |
|  | Provide the nature of the emergency (such as fire, medical problem, chemical spill, flooding, etc.).  |
|  | Be prepared to provide as much information about the situation as possible.   |
|  | Do not hang up the telephone until directed to do so by the person receiving the call, they may need to ask for more details or be able to assist you with the emergency.                         |
|  | Ask someone to alert a floor marshal and alert person’s chain of command.   |

**Suspicious Object/Possible Bomb:** If a suspicious object or possible bomb is noticed on-site, take the following actions immediately:

|  |  |
|--|--|
|  | Evacuate the area as instructed. <b>DO NOT TOUCH ANY SUSPICIOUS OBJECT!</b>        |
|  | Notify occupants of the need to evacuate in the most expeditious manner possible.  |
|  | <b>DISCONTINUE USE of CELL PHONES and RADIOS IMMEDIATELY!</b>                      |
|  | Contact 911 using the first available landline. Provide the following information: |
|  | Address: 3842 S. Mason Street, Fort Collins, CO 80525                              |
|  | Where is the suspicious object or possible bomb located?                           |
|  | What does it look like?  |

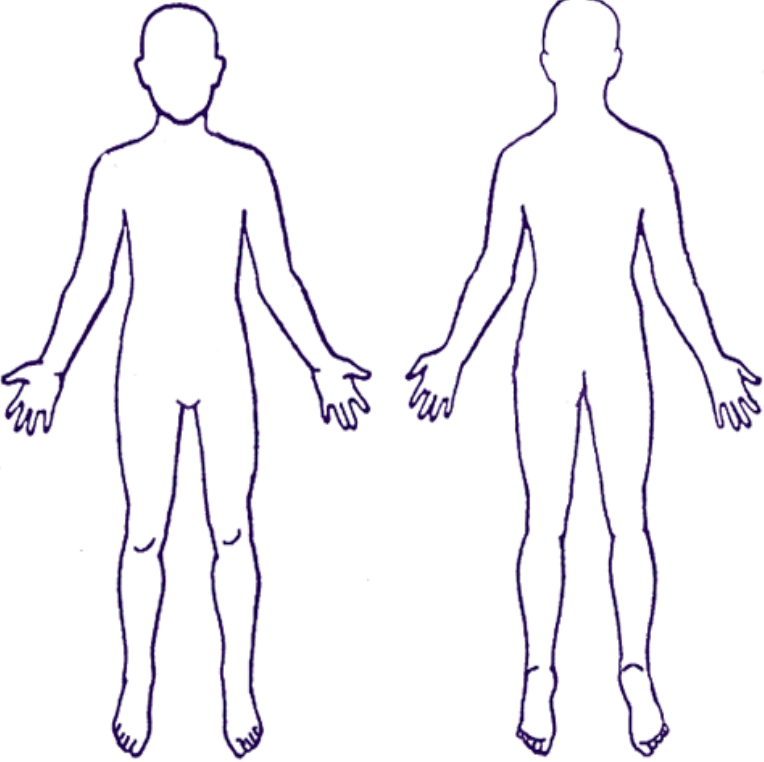
**Bomb Threats:** If a telephone bomb threat is received, do the following:

|  |   |
|--|---|
|  | Be calm, courteous, and listen. Do not interrupt the caller. (Have a co-worker call 911 and alert the Building Evacuation Coordinator and unit's administrator) |
|  | Get the message exactly. Note time of call.   |

|  |   |
|--|---|
|  | Keep the caller on the line as long as possible, and ask the following questions: Of particular interest is the location of the device and the type of container the device is in.                          |
|  | Where is the bomb located?  |
|  | When is it going to explode?  |
|  | What kind of a bomb is it?  |
|  | What does it look like?   |
|  | Why are you doing this?   |
|  | Do you represent any organization or group?   |
|  | Attempt to determine the following, and write it down:  |
|  | Time of call  |
|  | Age and gender of caller  |
|  | Speech pattern, accent, possible nationality, or other identifiable characteristics: man, woman, child, age, intoxication, speech impediment, foreign or regional accent, education level, etc.             |
|  | Emotional state or attitude of caller: excited, calm, crying, laughing, arrogant, remorseful, etc.  |
|  | Background noises (music, sirens, aircraft, traffic, other people, children, laughter, machinery, trains, telephones ringing, etc.)   |
|  | Write down as much information as possible, even if it seems trivial at the time.   |
|  | If an emergency exists, notify police and ensure that the appropriate authorities are notified of the situation including chain-of-command. Follow the building evacuation guidance contained in this plan. |

**Suspicious Person(s) Description Form - This is the information law enforcement can use to act on your report/concern.**

|                    |  |
|--------------------|--|
| Date/Time/Location | Date: _____ Time: _____ Location: _____<br>Direction of travel: _____                      |
| Gender             | Circle one: Male Female  |
| Skin Tint          | Circle one: Fair Medium Dark   |
| Hair Color/Length  | Circle one: Blonde Brunette/Brown Black Red NA<br>Bald Short Medium Long Pony tail: Yes No |
| Glasses            | Circle one: Yes No<br>If yes, please describe: _____                                       |
| Facial Hair        | Circle one: Mustache Beard Goatee Sideburns  |

|  |  |
|--|--|
| Ht/Wt/ Body build  | Height:      Weight: lbs<br>Build: Slight   Medium   Heavy   |
| Clothing Description   |  |
| Visible weapons  | Gun: Pistol Rifle Shotgun   Knife: Pocket Hunting Clip   |
| <p>Show location and provide brief description of:</p> <p>Tattoos</p> <p>Piercings</p> <p>Scars</p> <p>Limp</p> <p>Abnormalities</p> |  <p style="text-align: center;">Front                                      Back</p> |
| Name/Nickname if known   |  |