



**EMERGENCY PREPAREDNESS &
SAFETY PLAN**

**Fort Collins
3842 South mason Street
Fort Collins, CO 80525**

**Including:
Safety & Security
Emergency Procedures**

Published September 2023

Note: Should any of the responsible parties be replaced throughout the year, the person assuming the position will assume the responsibilities of the previously named person.

Table of Contents

| | |
|---|----|
| MEMDORANDUM OF PURPOSE..... | 3 |
| MANUAL OVERVIEW..... | 4 |
| SAFETY COMMITTEE..... | 9 |
| ROLES AND RESPONSIBILITIES..... | 10 |
| EMERGENCY OPERATION PLAN..... | 12 |
| EMERGENCY RESPONSE TEAM..... | 12 |
| MEDICAL EMERGENCIES..... | 12 |
| FIRE RESPONSE PROTOCOL..... | 16 |
| SEVERE WEATHER AND NATURAL DISASTERS..... | 18 |
| PANDEMIC OR EPIDEMIC..... | 19 |
| BUILDING SECURITY/UNAUTHORIZED PERSON ON CAMPUS..... | 20 |
| THREATENING, VIOLENT OR DISRUPTIVE BEHAVIOR..... | 20 |
| EMERGENCY RESPONSE AND EVACUATION PROCEDURE..... | 21 |
| TIMELY WARNINGS..... | 22 |
| LOCKDOWN PROTOCOL..... | 26 |
| EMERGENCY PROCEDURES TRAINING MATERIALS..... | 28 |
| BOMB THREATS AND EXPLOSIONS..... | 35 |
| REPORTING CHECKLISTS BY INCIDENT TYPE..... | 36 |
| STUDENT ORIENTATION: EMERGENCY PREPAREDNESS PLAN..... | 40 |
| STAFF AND FACULTY EMERGENCY PREPAREDNESS TRAINING PLAN..... | 41 |

MEMORANDUM OF PURPOSE

TO: IBMC College Fort Collins Campus Students/Faculty/Staff

FROM: Joel Scimeca, Fort Collins Campus President, IBMC College

SUBJECT: Emergency Preparedness Plan

The purpose of the IBMC Fort Collins Campus is to provide 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 contingents of IBMC College can subsist in a secure and safe environment at all times.

Wishing you success in your studies!

Joel Scimeca
Campus President
Fort Collins IBMC College

MANUAL OVERVIEW

PURPOSE: This document provides guidelines and policies for all hazardous, emergency situations and the required actions of all parties.

- To provide guidelines and policies for “all hazards” emergency actions including:
 - Building evacuation
 - Life and non-life-threatening incidents
 - Workplace violence (threatened and actual)
- To ensure compliance with the Requirements for Safety and Security IBMC College provides a healthful and safe environment for all members of the campus community.
- To provide prompt response in the event of a fire, weather, medical, physically threatening, or another emergency.
- To train all building occupants proper emergency evacuation procedures.
- To assure compliance with Federal and State legislation, including the Federal Occupational Safety and Health Act (OSHA).

SCOPE:

Emergency Guidelines are 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. Students many variables that will influence decision-making during an emergency may not be 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 – 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 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 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 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 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:

- The Campus President and Director of Education will, when time allows, send an email and/or text to all staff, students, and faculty informing them of the threat.
- When feasible, the Campus President, Director of Education, or designee will visit all classrooms to inform faculty and students of the situation.
- A copy of the Timely Warning will be posted in each classroom, the student and faculty lounges, and all entrances to the building on bright orange paper. The warning will remain posted for seven business days.
- The Campus President, Director of Education, or designee will notify the CEO of the emergency. The Warning will be posted on the College web site by the CEO.

If local law enforcement or health authorities or the College’s Leadership personnel 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 Safety Committee 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. The Campus President will send the results of the emergency testing and response results to the students, staff, and faculty of the campus community.

CAMPUS TESTING OF EMERGENCY PROCEDURES DURING 2022-2023

| Type & Date | Description of activities (unannounced or announced) | Involvement of Local Authorities | Publication of Results (method & date) |
|---|---|----------------------------------|--|
| <p>Evacuation Drill for Fire May 24, 2022</p> | <p><i>Unannounced</i> - Sound fire alarm; -escort students outside of building; - complete roll call; - sweep of campus to ensure complete evacuation. No Guests were in the building.</p> | <p>None</p> | <p>Fort Collins had a fire drill on 5/24. The President and student coach led the drill. The president went upstairs to help clear the rooms, and the student coach checked the downstairs. All instructors were able to get all their students out and to an access point outside in a timely matter. The same drill was performed in the evening successfully. Verbally informed staff, students, and faculty that the drill was a success.</p> |

| Type & Date | Description of activities (unannounced or announced) | Involvement of Local Authorities | Publication of Results (method & date) |
|---|---|----------------------------------|--|
| <p>Tornado Drill June 27th, 2022 Evening Students</p> <p>Tornado Drill June 29th, 2022 Morning Students and Clients</p> | <p><i>Unannounced</i> - Sound alarm; -Students locked down in secure rooms at the campus, and hid under desks</p> <p><i>Unannounced</i> - Sound alarm; -Students locked down in secure rooms at the campus, and hid under desks</p> | <p>No</p> <p>No</p> | <p>Fort Collins had a Tornado Drill. The President and student coach led the drill. The president went upstairs to make sure all students were secure, and the student coach checked the downstairs.</p> <p>All instructors were able to get all their students to a safe place. Made sure no students were outside.</p> |
| <p>Evacuation Drill for Fire Fall 2023 -TBD</p> <p>Tornado Drill Fall – 2023 TBD</p> | <p><i>Unannounced</i> - Sound alarm; -Students locked down in secure rooms at the campus, and hid under desks</p> <p><i>Unannounced</i> - Sound alarm; -Students locked down in secure rooms at the campus, and hid under desks</p> | | |

| | | | |
|---|--|-------------------|--|
| <p>Active Shooter Training- Fort Collins Police</p> <p>September 21, 2023</p> | | <p>Yes</p> | |
|---|--|-------------------|--|

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)

SAFETY COMMITTEE

The IBMC Safety Committee shall be appointed by, and report to, the Campus President. It shall have all rights and authority to act and protect the safety of all personnel of IBMC College.

The safety committee is to provide a healthful, safe, and secure environment for all members of the campus community. Administrative responsibility for environmental health and safety programs must be assigned. A comprehensive safety plan has been developed, implemented, and evaluated regularly. The plan should give special attention to the adequate provision and use of safety equipment in the classrooms and laboratories and other hazardous areas; for easy exit in the event of fire or other emergency; and to familiarizing all building occupants with emergency evacuation procedures.

The Safety Committee will provide a forum and clearing house for the common discussion and mutual coordination of the activities of all the Campus Committees concerned with the campus environment in matters that affect personal health, safety, or physical security, including but not limited to on-going safety arrangements and matters of general maintenance and operations that effect safety and security. It will publish information to enable members of the campus community to direct complaints and recommendations regarding matters to the Campus President and Committee members. It will serve as a resource for informal committees that the administration may form to consider plans for new facilities. It will review, evaluate, and make recommendations concerning the College Security and Safety Program and monitor its implementation.

IBMC’s Safety Committee will hold at least one regular meeting per quarter but may also delegate to subcommittees or other working units as it may see fit to focus on specific issues. The purpose of the regular meeting is to review any difficulties that may have arisen since the previous meeting, evaluate complaints and suggestions, and formulate and implement new safety issues.

Additional meeting may be called by the Campus President when necessary to address items which need immediate attention and action by committee members.

IBMC SAFETY COMMITTEE CHART

| | |
|--|--|
| Joel Scimeca Campus President | Ed Wulf Director of Education |
| Brian Johnson Student Success Coach | Chase Schumacher Regional Director of Human Resources |

ROLES AND RESPONSIBILITIES

Campus President:

- Directing compliance with the requirements of the policies and procedures in this manual.
- Providing support for required safety improvements.
- Providing final authority on all safety issues related to school campuses and school personnel.
- Administer the safety program including correspondence, record keeping and required reports to comply with Federal and/or State regulations.
- Assist the responsible committee members to establish, organize, and maintain comprehensive safety training programs.
- Keep current on safety techniques, keep updated on any new applicable State and Federal regulations.
- Conduct Safety Committee meetings.
- Maintain the system of accident/incident investigation and reporting.
- Ensure employees are familiar with police and fire emergency procedures.

Director of Education

- Assist the administration, faculty, and students in the avoidance, control, and reduction of risk exposures.
- Initiate safety recommendations to expedite corrective action and safety and health hazards that are immediate problem areas, make recommendations to the Campus President and the Safety Committee personnel, and follow up on recommendations to assure all situations are investigated and remedied.
- Conduct or arrange safety training seminars as appropriate.
- Review accidents involving IBMC personnel and provide written documentation and proposed correctives actions to the Campus President.
- Explain to employees' safety procedures relevant to their specific duties and enforce compliance with the standards in this manual.
- Instruct personnel under their direction in the procedures required to ensure facilities and equipment are maintained in a safe condition.
- Control unsafe practices and actions of employees.
- Inspect work areas for hazardous conditions and initiate prompt corrective actions.
- Report unsafe conditions, equipment, and practices observed to the Campus President.
- Investigate accidents promptly and complete necessary forms.
- See prompt medical treatment, including transportation, if necessary, for employees who are injured.
- Notify the Campus President if any employee appears to be physically or emotionally incapable of performing duties in a safe manner.
- Provide and explain location of Safety Data Sheets (SDS) to all persons who may potentially be exposed to hazardous materials.
- Enforce the College's Designated Tobacco Use Areas.

- Enforce the College's I.D. Badge requirements. Everyone is required to wear and clearly display an IBMC issued identification badge while on campus. All staff and students are expected to wear and clearly display their badges.
- Encourage recommendations from employees to the department for improving safety and commend employees who maintain a safe environment.

Faculty

- Ensure the contents of first aid kits are complete and maintained.
- Distribute safety information, as appropriate and necessary, to students under their supervision.
- Ensure students use the required personal protective equipment (PPE) for the proposed instruction or activity.
- Ensure equipment is in good repair and functional.
- Inspect instructional areas for identification of, and prompt elimination of, unsafe practices and conditions.
- Enforce the College's Designated Tobacco Use Areas.
- **Enforce the College's I.D. Badge requirements. Everyone is required to wear and clearly display an IBMC issued identification badge while on campus.** All staff and students are expected to wear and clearly display their badges.
- Seek prompt medical treatment for an injured person and complete accident report and notify the Director of Education.
- Ensure students are familiar with police and fire emergency procedures and any work procedures and safety policies unique to each student's academic activities.

Employees

- Understand and comply with IBMC College and departmental safety instructions, whether written or oral, when performing assigned duties.
- Use only tools and equipment approved or provided by the supervisor.
- Use appropriate safety equipment and work within established safety procedures.
- Use Safety Data Sheets (SDS) provided to all persons who may potentially be exposed to hazardous materials.
- Report unsafe conditions, practices, or equipment to the supervisor when such deficiencies are observed.
- Inform Director of Educations immediately of injuries or accidents.
- Enforce the College's Designated Tobacco Use Areas.
- Enforce the College's I.D. Badge requirements. Everyone is required to wear and clearly display an IBMC issued identification badge while on campus. All staff and students are expected to wear and clearly display their badges.

EMERGENCY OPERATION PLAN

All IBMC employees must be notified of the elements of the Emergency Procedures contained in the Emergency Operation Plan. All employees are required to fulfill those elements.

The emergencies outlined in this section are to identify IBMC College procedures and serve as a guide for all departments when developing their specific plans. These potential emergencies are no more important than any other crisis events listed in the Emergency Procedures, however, they are more likely to occur or affect every department with IBMC College.

All employees are expected to read and understand the information presented in the Emergency Operations Plan, particularly their responsibilities regarding identifying building exits, knowing when to activate a fire alarm and what action to take following activation of an alarm, i.e., identifying to the responding emergency response personnel the location of the alarm station activated and the location of the fire/smoke.

The following individuals are responsible for the execution of this plan:

| | | | |
|--|-----------------------------|------------------|--------------------------------|
| <u>Emergency Response Team:</u> The Emergency Response Team is 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. | | | |
| | Morning | Afternoon | Evening |
| 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 |

The Emergency Response Team identified above will act as first responders for the campus. All effort is made to ensure a minimum of one Emergency Response Team member is available during normal operating hours. In extreme circumstances, substitutes can be identified to cover absences. Each Emergency Response Team member will be trained to follow appropriate procedures and protocols to respond to campus emergencies. Emergency Response Team members will only provide evacuation directions, fire response, first aid, CPR and other services in which they are appropriately trained and qualified.

MEDICAL EMERGENCIES

In many cases medical of medical emergencies, appropriate actions taken within the first few minutes can help mitigate further injury. The following information about bleeding, burns, breathing, and heart failure should serve as reference guide to help you respond to the more common medical situations. Your fast action fast action is most important and may save a life.

ALL SERIOUS MEDICAL EMERGENCIES: DO NOT MOVE VICTIM UNLESS ABSOLUTELY NECESSARY.

- **CALL 911:** To request emergency medical response and provide the following information:
 - Nature of medical emergency
 - Your name and telephone number from which you are calling.
 - Location of the emergency (campus address)

FIRST AID

The following treatments are meant to provide you with emergency procedures to apply until qualified medical help arrives. Immediately call 911.

- If qualified medical personnel are present on campus, request their immediate presence at the scene.
- Elevate the wound if there are no indications of a fractured bone. • Firmly apply bandage to further stop or control the bleeding. Do not remove this bandage and apply or apply additional dressings.
- If the victim has been impaled, DO NOT remove the object.
- Keep injured person lying down with the injured parts elevated. Cover with a blanket or coat only to keep the person from losing body heat.

CAUTION: Communicable diseases may be transmitted by the exchange of body fluids. Be sure to use protective gloves and practice universal precautions. Chemical Burns of the skin: Immediately call 911.

- Flood burns with running water for at least five minutes and as much as twenty minutes. **Do not scrub or use soap.**
- Remove clothing where chemical has spilled; also clothing that is touching the burn. **Do not use** ointments, cream, butter, etc. on burns. Encourage the injured person to receive immediate professional medical care.

BLOODBORNE PATHOGENS

OSHA does not consider “Good Samaritan” acts such as assisting a co-worker or student with a nosebleed or administering a Band-Aid for small cuts as occupational exposure. However, it is necessary to be informed about Bloodborne Pathogens and how to protect yourself if, by chance, you may be exposed to potentially infectious materials.

Precautions:

Body fluids which are directly linked to the transmission of HBV, and/or HIV to which Standard Precautions apply are blood, blood products, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, saliva in dental procedures and concentrated HIV and/or HBV viruses. Standard Precautions also apply to body tissues and any other human body fluids visibly contaminated with blood. If a procedure or situation is likely to generate

splashing, splattering and generation of droplets of blood and/or body fluids beyond the protective barrier provided by gloves, then it is left to the individual employee's discretion to obtain the needed protective equipment prior to undertaking the procedure.

Injured Person:

- If there is an injured or ill person who is the source of the blood spill have the injured person stay in one place. It is preferred if the surface is easy to clean, like a tile floor and not a rug or carpet.
- Secure the contaminated area to prevent exposure to others.
- If you make contact with blood or other bodily fluids, wash all contacted surfaces with soap and water. Take care not to contaminate sinks, faucet handles and other facility surfaces. Use universal precautions and assume the bodily fluids contain pathogens.
- If clothing gets contaminated, change as soon as possible.
- Hands and other skin surfaces shall be washed immediately and thoroughly if contaminated with blood or other body fluids.
- All situations involving Bloodborne pathogens must be reported to the Campus President immediately.

MISCELLANEOUS MEDICAL CONDITIONS/EMERGENCIES IN ALL SITUATIONS INVOLVING MISCELLANEOUS MEDICAL CONDITIONS/EMERGENCIES THE FIRST STEP IS TO CALL 911 IMMEDIATELY BEFORE PROCEEDING TO ASSIST THE VICTIM!

CHOKING

- If victim can speak or cough effectively, DO NOT interfere with his/her attempt to expel foreign objects.
- Check the victim's mouth and clear any foreign matter.
- Use abdominal thrusts.

FAINING, UNCONSCIOUSNESS AND SHOCK

- Have the victim lie or sit down and rest.
- Keep the victim comfortable until help arrives.

FRACTURES AND SPRAINS

- Keep the victim still
- Keep the injured area immobile.

CAUTION: If a victim is suspected of having head, neck or back injuries, keep him/her still. Treat for shock, as necessary, and keep warm.

HEAD INJURIES

- If there is bleeding from an ear, it might mean there is a skull fracture. Special care must be taken when trying to stop any scalp bleeding if a skull fracture is suspected. Bleeding from the scalp can be very heavy, even when the injury is not serious.
- Do not attempt to stop the bleeding if a skull fracture is suspected. Keep the victim still until professional help arrives.
- Try not to move the injured person or bend his/her neck, this action could cause further injury.
- Let a professional medical person clean the wound. Do not give the victim alcohol as it may mask important symptoms.

HEART ATTACK

- If the victim is conscious, he/she may be more comfortable sitting up.
- If unconscious or if more comfortable for the victim, place the victim lying on his/her back.
- ONLY IF TRAINED TO DO SO give resuscitation or CPR as necessary.
- Keep the victim comfortable until help arrives.

INTERNAL BLEEDING

- If the victim is coughing or vomiting blood or “coffee ground” material, he/she may have internal bleeding.
- Have the victim lie flat and breathe deeply until professional help arrives

SEIZURES

- During the seizure:
 - Let the seizure run its course.
 - Help the victim lie down to avoid injury. o Loosen restrictive clothing.
 - DO NOT try to restrain a seizure victim.
 - After the seizure:
 - Check to see if the victim is breathing. If not give mouth-to-mouth resuscitation
 - ONLY IF CERTIFIED TO DO SO.
 - Check to see if the victim is wearing a medical emergency alert or similar communication of medical emergency requirement.
 - Stay with the victim. The victim of a seizure or convulsion may be conscious but not talkative when the intense movement stops.
 - Be certain that breathing continues.
 - Keep the victim as comfortable as possible until professional help arrives.

FIRE RESPONSE PROTOCOL

- **Fire Discovered**

- 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.

NOTE: 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:

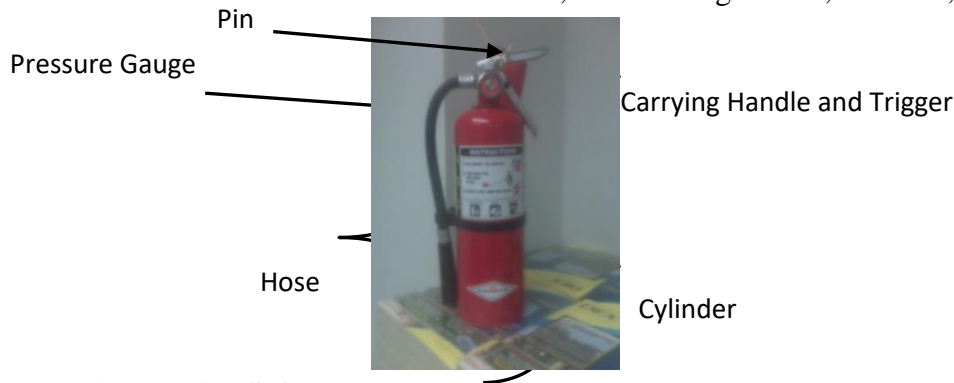
- The fire is small and not spreading. A fire can double in size within two or three minutes.
- The fire will not block your exit. A good way to ensure this is to keep the exit at your back.
- You know your fire extinguisher works, and you know how to use it properly. There is not enough time to read 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.



- **How to Fight a Fire Safely**

- 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 assistance of staff and the wheelchair in medical classroom 234.
- **FIRE PLAN MAINTENANCE, EXERCISE AND TRAINING**
 - This plan will be reviewed annually, or upon completion of an exercise or actual incident.
 - An After-Action review (AAR) will be conducted by the Safety Committee at the conclusion of an exercise or actual incident, with recommended changes identified, and subsequently incorporated into the plan.

SEVERE WEATHER AND NATURAL DISASTERS

IBMC College will monitor all bulletins from local news stations and the National Weather Service. If a watch or warning is issued the Campus President and/or Director of Education will notify the campus community of how to safely proceed.

- **TORNADOS OR SEVERE WEATHER**
 - Listen for city or campus tornado sirens or other warnings, monitor weather conditions.
 - Watch and Warning definitions.
 - Tornado Watch: Indicates conditions are favorable for tornado development.
 - Tornado Warning: Indicates a tornado has been sighted or indicated by Doppler weather radar in the area.
 - Severe Thunderstorm Watch: Indicates conditions are favorable for the development of severe thunderstorms.
 - Severe Thunderstorm Warning: Indicates severe thunderstorm is occurring.
 - If time allows, move to a designated tornado-safe area in the building or move to an interior room or windowless corridor on the lowest level of the building; take cover and stay low.
 - If possible, stay away from doors and windows. Try to put a heavy barrier between you and the window or doorway.
 - Avoid laboratory classrooms or hazmat storage areas.
 - DO NOT go outside of the building to shelter.
 - Remain sheltered until the all clear signal is given.
 - Report injuries according to campus procedures.
- **FLOODS**
 - Secure vital equipment, records, and chemicals as is safe to do so.
 - Shut off all electrical equipment.
 - Move to higher, safer ground as instructed by the Campus President.
 - Follow building evacuation procedures.
 - Do not return to the campus until you have been instructed to do so by the Campus President.

- If flood water rises prior to the opportunity to evacuate, do not wade or travel through the water until you are told it is safe to do so by emergency professionals. Small amounts of water can be very dangerous.
- **GAS LEAKS/UNUSUAL ODORS**
 - Notify Campus President immediately upon detecting a suspicious odor.
 - Cease all operations immediately.
 - Do not use mobile telephones or other electronic equipment.
 - Do not switch lights on or off.
 - If instructed to do so by the Campus President or emergency personnel, evacuate as soon as possible.

PANDEMIC OR EPIDEMIC

In the event the College or community becomes exposed to a pandemic or epidemic, the Campus President and IBMC CEO will determine the appropriate steps to respond based on the severity and location of the outbreak and recommendations by local, state, and federal health agencies.

The following minimum measures will be taken:

- Local, state, and national health departments and experts will be contacted for consultation.
- Student/staff communications will be posted on the IBMC website by the CEO of IBMC Colleges.
- Increased cleaning of high-touch surfaces and restrooms will be performed on a regular basis.
- Disbursement of additional supplies such as antibacterial hand gels or wipes, cleaning wipes, and disinfectant sprays.

Further actions that may be required depending on the severity of the outbreak:

- Group activities and events including graduations may be cancelled.
- Student health screening performed on an as needed basis.
- Delay of new student start dates may be necessary.
- College based travel may be restricted, cancelled, or suspended.
- Classes may be cancelled or moved to an online only delivery method.
- Any further measures deemed appropriate to protect the health and safety of college students and staff.

Preventative actions for students and staff:

- Wash hands often with soap and water for at least twenty seconds.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Require students/staff to stay home when feeling ill.
- Daily temperature check of students/staff.
- Use of antibacterial wipes to clean hands, tools, equipment, mobile telephones, classroom tables and chairs, etc.

- Clean and disinfect frequently touched objects and surfaces.

Local, State, and Federal Health Department Sites for Updates:

- Larimer County: <https://www.larimer.org/emergency>
- Colorado Department of Public Health & Environment: <https://www.colorado.gov/cdphe>
- Centers for Disease Control and Prevention: <https://www.cdc.gov/>

BUILDING SECURITY/UNAUTHORIZED PERSONS ON CAMPUS

The College is a private institution and reserves the right to restrict access and movement on all of its campuses to staff, students, visitors, and others who are conducting business on site. The IBMC College buildings are open to students and employees during prescribed hours as long as they comply with rules and regulations. Visitors are subject to the rules and regulations of the campus. Visitors must identify themselves to the receptionist and sign in at the Front Desk. Visitors will wear identifying “visitor” tags. Additionally, student ID cards may be used to verify the identity of persons suspected to be in campus facilities without permission. In addition, all entrance and exits are monitored during hours of operation.

Security is also a consideration in maintaining campus facilities. For example, maintenance personnel regularly check to ensure pathways are well-lighted and that egress lighting is working in hallways and stairwells. The design of IBMC College campuses and/or classrooms takes into consideration how to promote quick and safe evacuation methods in the event of an emergency.

THREATENING, VIOLENT OR DISRUPTIVE BEHAVIOR

Threatening behavior is expressing or showing an intention to inflict or threatening to inflict evil or injury upon someone or something. Threatening behaviors may include statements or acts of intention and /or expressions of excessive emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or pounding on a desk are examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or they may be direct statements of the intention to harm. All members of the IBMC College community should consider any threatening behavior as potentially serious and report such behaviors to the Campus President or members of the Safety Committee. Disruptive behaviors are behaviors by an individual or individuals which prevent or significantly impair the effective workplace or classroom activities.

Most people who commit violent acts exhibit warning signs. It is important to take seriously any behaviors or words that imply threat and consult appropriate people to assess the risk and plan interventions.

- If an emergency call 911 immediately.
- If not, an emergency notify the Campus President.
- Have someone else call if you are unable to do so.
- Provide the address, location, and all possible details to the dispatcher.
- Get to a safe place.
- Do not provoke, argue with, or become involved in the disruptive behavior.

- Do not yell or joke with the individual.
- Limit eye contact with the individual.
- Stay out of arm's reach of the individual.
- Do not touch the person.
- If the disturbance is outside, stay inside, away from doors and windows.
- Do not allow menacing behavior to go unreported.
- Disruptive behaviors may also be perceived as threatening.
- If the threat is immediate, leave the situation, if possible, and notify the Campus President or designated person in charge. If the threat or behavior indicates possible danger, take immediate action to protect yourself.
- If shouting, swearing or threatening continues signal a co-worker or supervisor that you need help. Do not make judgment calls yourself.
- If someone is threatening you with a gun attempt to remain calm, quietly signal for help, maintain eye contact, stall for time, keep talking but follow instructions from the person who has the weapon. Do not risk harm to yourself or others and NEVER try to grab the weapon. Watch for a possible chance to escape to a safe area.
- If the threat isn't immediate, report the behavior to the Campus President to receive assistance in assessing the level of danger, determining an appropriate intervention, and choosing appropriate safety measures.
- Document the incident, fill out an Incident Report in conjunction with the Campus President. “

EMERGENCY RESPONSE AND EVACUATION PROCEDURE

The College has an emergency management plan for each campus designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, or armed intruders. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response. Students, staff and visitors are encouraged to notify the Campus President or the Director of Education of any situation that poses such a threat.

In the event of a potential emergency, the Campus President 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 Campus President or the Director of Education, depending on the circumstances, also may be in a position to confirm certain types of emergencies. The Campus President and 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 Campus President or the 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:

- The Campus President and Director of Education will, when time allows, send an email and/or text to all staff, students, and faculty informing them of the threat.
- When feasible, the Campus President, Director of Education, or designee will visit all classrooms to inform faculty and students of the situation.
- A copy of the Timely Warning will be posted in each classroom, the student and faculty lounges, and all entrances to the building on bright orange paper. The warning will remain posted for seven business days.
- The Warning will be posted on the College web site by the CEO.
- The Campus President will notify all appropriate community personnel when the situation has been mitigated.

If local law enforcement or health authorities or the Campus President or Director of Education confirm that a significant emergency or dangerous situation occurring at an IBMC College campus may impact the campus' local community, an emergency notification will be posted on the College's website.

TIMELY WARNINGS

In the event of criminal activity occurring on campus (or on certain other property) that constitutes serious or continuing threat to members of the campus community, a campus-wide "Timely Warning" will be issued to all students and employees. The intent of a Timely Warning is to aid in the prevention of similar crimes, including by helping members of the campus community protect themselves. In an effort to provide timely notice to an IBMC College campus in the event of a serious incident, it is the policy of the College to issue a Timely Warning to all staff, faculty, and students. Should a situation arise, either on or off campus that, in the judgment of the College's Safety Committee comprised of the Campus President and Director of Education, either in collaboration or individually, constitutes a serious threat to the staff, faculty, and students of the campus a Timely Warning will be issued.

Anyone with information regarding criminal activity that may warrant a Timely Warning should immediately report the circumstances to:

- Fort Collins: Joel Scimeca, Campus President, 970-223-2669 x 1101 Jscimeca@ibmc.edu
Ed Wulf, Director of Education 970-223-0669, 1131 ewulf@ibmc.edu
- Greeley: Katie Wilkenson, Campus President, 970-223-2669 x 1301, kwilkinson@ibmc.edu
Chad Smith, Director of Education, 970-223-2336 x 1331, csmith@ibmc.edu
- Longmont: Michael Beaty, Campus President/Director of Education, 303-651-6819 x 1431, mbeaty@ibmc.edu
Mary Matsutani, Director of Education 970-651-6819 marymatsutani@ibmc.edu

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a Timely Warning.

• **TIMELY WARNING CRITERIA**

A Timely Warning will be issued by the College when the criteria below have been met:

- A crime is reported to the College (or the College is otherwise made aware of the incident, such as if the local police department notifies the College that a crime has been reported to that agency);
- The crime is reported to have occurred on the College’s Clery geography (which generally includes the campus, adjacent public property, and other properties owned or controlled by the College);
- The crime is a Designated Crime (see below); and
- The circumstances present a serious or continuing threat to the campus community (see below).
- The College has the discretion to issue Timely Warnings in other situations as well.

• **DESIGNATED CRIMES**

Assuming all other criteria have been met, crimes necessitating a Timely Warning are found in the chart below:

| Category | Type of Offenses |
|---------------------------|--|
| Primary Criminal Offenses | Murder/Non-Negligent Manslaughter; Manslaughter by Negligence; Rape; Fondling; Incest; Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson |
| Hate Crimes | <p>A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.</p> <ul style="list-style-type: none"> • Hate Crimes include the primary criminal offenses listed above (except Manslaughter by Negligence) plus: Larceny-Theft; Simple Assault; Intimidation; and Destruction/Damage/Vandalism to Property. |

| | |
|------------------------------------|---|
| | <ul style="list-style-type: none"> The eight categories of bias that may result in a hate crime designation for purposes of this policy are as follows: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. |
| VAWA Offenses | Dating Violence; Domestic Violence; and Stalking |
| Arrests and Disciplinary Referrals | Arrests and referrals for disciplinary action for the following violations of law; Drug Abuse Violations; Liquor Law Violations; and Weapons: Carrying, Possessing, Etc. |

• SERIOUS OR CONTINUING THREAT

The Campus President, Director of Education or designee, in collaboration with members of the crisis management team as necessary, is responsible for determining what constitutes a serious or continuing threat to the campus community. This evaluation is completed on a case-by-case basis in consideration of the circumstances of the situation at hand. There may be times with a Designated Crime occurred on Clery geography, but the situation does not present an ongoing danger to the campus community and thus would not necessitate a Timely Warning. For example, a robbery on campus may have been reported but the suspect was immediately apprehended by police and, therefore, there is no ongoing danger to the campus community.

The factor used when analyzing whether a reported crime presents a serious or continuing threat to the campus community include, but are not limited to, the following:

- How much time has passed between the incident and the report?
- Has the perpetrator been apprehended?
- Were there multiple perpetrators working together?
- Was the incident violent in nature?
- Were date rape drugs or other substances used to facilitate the crime?
- Was a weapon used during the commission of the crime?
- Does the incident appear to be an isolated incident with a specifically targeted victim(s)?
- Is there a pattern of similar incidents? (e.g., the same or similar crimes occurring in a short period of time; a particular group being targeted on multiple occasions; etc.)
- Are there other aggravating circumstances or predatory behaviors at issue suggesting that a threat/ongoing danger exists?
- Are there enough details available to determine whether a threat/ongoing danger exists?

• TIMELY WARNING CONTENT

Because the intent of a Timely Warning is to aid in the prevention of similar crimes, including by helping members of the campus community protect themselves, these warning will include information that the Campus President, Director of Education, or designee determines in necessary and appropriate to further these goals.

The content of a Timely Warning will, at a minimum, include pertinent information about the crime that triggered the warning (i.e., type of crime and a description of where and when it occurred). The warning may also provide other brief information about the situation if warranted, such as any available information about the suspect(s). However, caution will be taken to no tissue such a lengthy warning that it cannot be quickly understood by recipients. An example of a Timely Warning is as follows:

WARNING (8/30/2019): Armed Robbers outside of College Campus reported at 9:32 p.m. Perpetrator described as a tall male in a red hooded sweatshirt. Last seen running to the north across Ash Street. This is an active situation. Please be alert if you are in the area.

Names of the victim(s) will be withheld from Timely Warnings, and the College will also refrain from including information that could compromise law enforcement efforts.

- **TIMELY WARNING METHODS**

If it is determined that one or more of the campuses is in imminent danger, a Timely Warning will be issued. Timely Warning will include a description of the offense, description of the suspects, and any additional information that pertains to the incident that will help ensure all members receiving the Warning will understand the incident and the threat. The following methods of notification will be employed for the dissemination of information to all staff, faculty, and students:

- The Campus President and Director of Education will, when time allows, send an email and/or text to all staff, students, and faculty informing them of the threat.
- When feasible, the Campus President, Director of Education, or designee will visit all classrooms to inform faculty and students of the situation.
- A copy of the Timely Warning will be posted in each classroom, the student and faculty lounges, and all entrances to the building on bright orange paper. The warning will remain posted for seven business days.
- The Warning will be posted on the College web site.
- The Campus President will notify local law enforcement officials and the immediate surrounding community of the need to issue a Timely Warning.

Anyone with information warranting a timely warning should immediately report the circumstances to the appropriate Campus President, Director of Education or other campus security authority.

- **UPDATING THE TIMELY WARNING**

After a Timely Warning has been issued, the Campus President, Director of Education, or designee will consider whether a follow-up warning needs to be communicated to the

campus community regarding the situation. If it is determined that a follow-up warning is necessary, it will be made in the manner described above.

Upon mitigation of the situation the Campus President, Director of Education, or designee will release the Timely Warning by posting the resolution to the situation on bright orange paper and posting throughout the campus. The release of the warning must remain posted for a period of seven days. The Campus President will notify all appropriate community members such as law enforcement or neighboring businesses the Timely Warning has been released.

LOCKDOWN PROTOCOL

LOCKDOWN PROCEDURE: OUTSIDE THREAT

The following procedures should be followed when the threat is OUTSIDE the building:

- If a violent threat exists send the EMERGENCY quick step email (instructions to set up at the end of the Lockdown Protocol).
- FRONT DESK: If you receive an emergency lockdown email, observe a threat, or get an emergency call do the following:
 - If you are the first person notified, send the quick step EMERGENCY email to staff, faculty, and students.
 - Call 911 if the police department was not the entity that notified you of the emergency (e.g. you received a reverse 911 call).
 - Exit the front lobby and move to a safe location in the building.
- CLASSES:
 - Shut all blinds in rooms with windows.
 - Move all people away from the windows.
 - Take attendance of students in each classroom
 - DO NOT exit the classroom.
 - Resume back to normal when the “All Clear” announcement is made.
- SALON:
 - Shut all blinds/curtains where appropriate.
 - Move all persons away from the windows and into a safer place in the building.
 - Campus President/Director of Education will provide instruction on how to manage salon clients.
 - Depending on the duration of the lockdown, future salon clients may need to be cancelled.
 - Take attendance of students in each classroom
 - DO NOT exit the building until the “All Clear” announcement is made.
 - Resume back to normal when the “All Clear” announcement is made.
- OFFICES/FRONT DESK
 - If appropriate, shut all blinds.
 - Relocate to a safer place in the building but DO NOT leave the building.
 - Resume back to normal when the “All Clear” announcement is made.

LOCKDOWN PROCEDURE WITH INTRUDER

The following procedures should be followed when the threat is INSIDE the building:

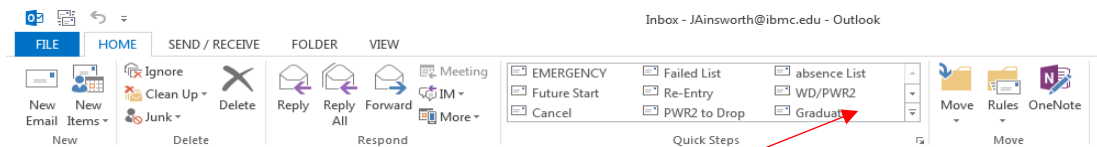
- If, at any time, you determine there to be a violent threat and/or intruder in the building, send the quick steps EMERGENCY email.
- FRONT DESK: If you receive an emergency lockdown email, observe a threat, or get an emergency call do the following:
 - If you are the first person notified, send the quick step EMERGENCY email to staff, faculty, and students.
 - Call 911 if the police department was not the entity that notified you of the emergency (e.g. you received a reverse 911 call).
 - Exit the front lobby and move to a safe location in the building.
 - Remain away from the lobby until directed to return by college officials or emergency responders.
- CLASSES
 - Classrooms with windows must shut the blinds.
 - Move all people away from the windows.
 - Block Doors with desks, chairs, or any other heavy furniture in the classroom
 - If possible, move to a place in the classroom where the intruder cannot see you. Remember the Run, Hide, Fight protocol.
 - Disable all cell phones and remain hidden and quiet.
 - Take attendance of students in each classroom. No one leaves the classroom unless you are able to move away from the threat.
 - DO NOT open the door for anyone other than known college officials or emergency responders that have properly identified themselves.
 - Remain in the classroom until directed the building is safe by college officials or emergency responders.
- SALON
 - Lock all salon doors.
 - Move all people away from the windows.
 - Block Doors with desks, chairs, or any other heavy furniture in the salon
 - If possible, move to a place in the salon where the intruder cannot see you. Remember the Run, Hide, Fight protocol.
 - Move Clients and students to the back room of the salon, avoid sight of outside windows.
 - No one leaves the salon unless you are able to move away from the threat.
 - Take attendance of all students in each classroom
 - Disable all cell phones and remain hidden and quiet.
 - DO NOT open the door for anyone other than known college officials or emergency responders that have properly identified themselves.
 - Remain in the classroom until directed the building is safe by college officials or emergency responders.
- OFFICES
 - Shut all blinds and lock the doors.

- Move all the people in the office away from outside windows.
- Block Doors with desks, chairs, or any other heavy furniture
- If possible, move to a place in the office where the intruder cannot see you. Remember the Run, Hide, Fight protocol.
- No one leaves the office unless you are able to move away from the threat.
- Disable all cell phones and remain hidden and quiet.
- DO NOT open the door for anyone other than known college officials or emergency responders that have properly identified themselves.
- Remain in the office until directed the building is safe by college officials or emergency responders.

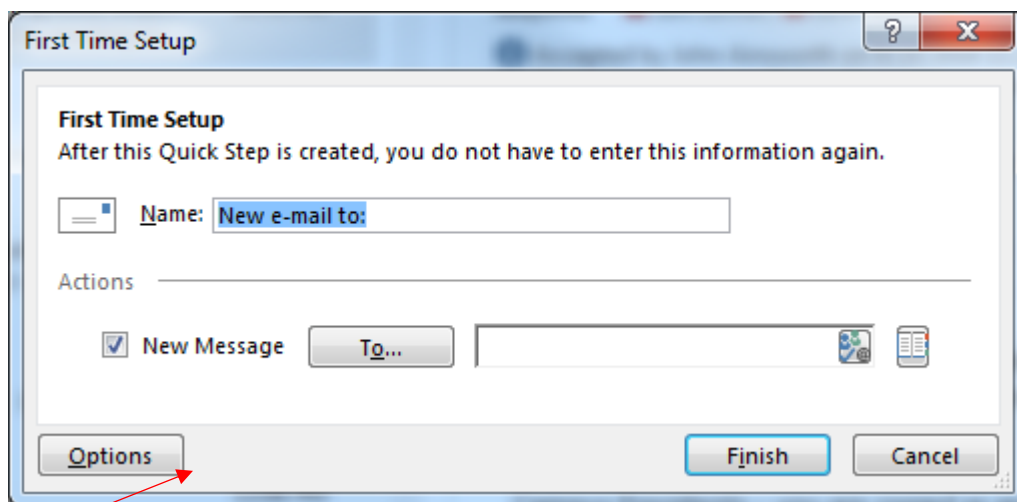
EMERGENCY PROCEDURES TRAINING MATERIALS

CREATE AN EMERGENCY QUICK-STEP IN OUTLOOK

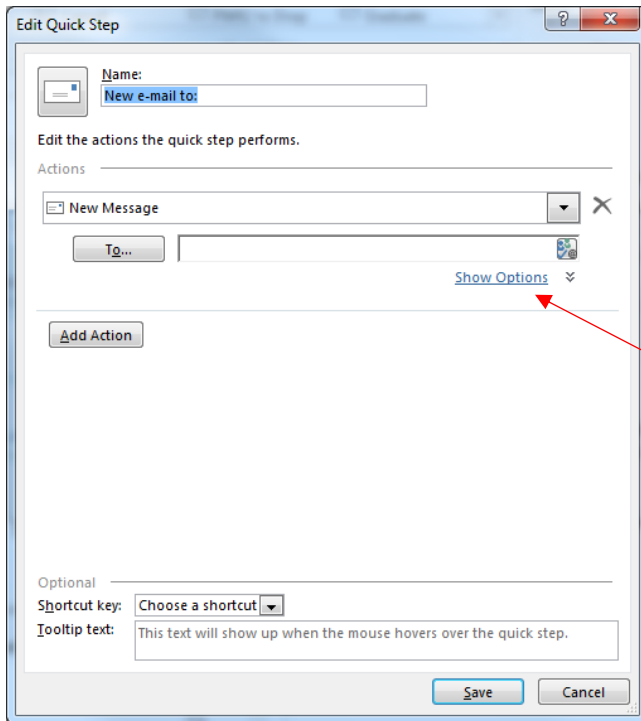
1. Click on the arrow under the quick steps Bar.



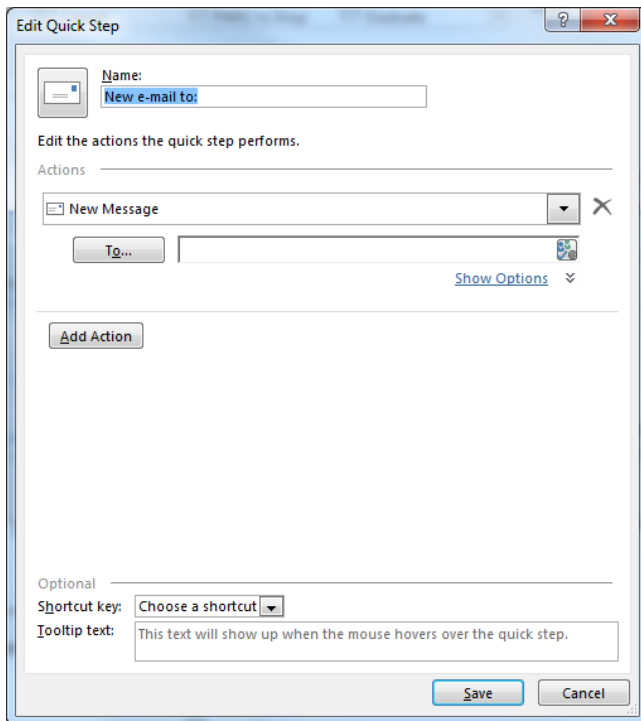
2. Click on new quick step, then select “New email to”
3. Click on the options button



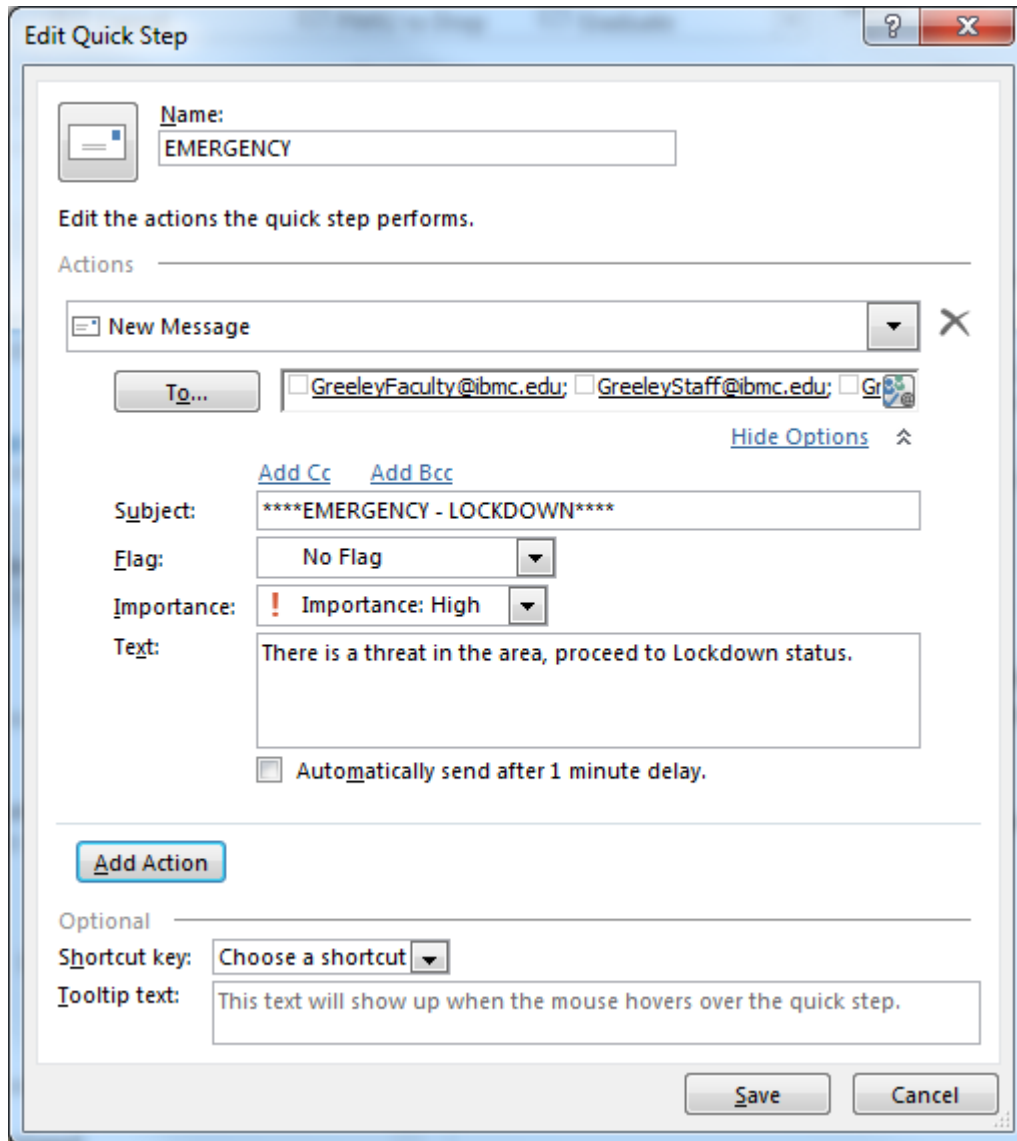
4. Then Click on Show Options



5. Under Name at the top, name it “EMERGENCY”
6. Click on the “To:” Button, add Longmont Faculty, Longmont Staff, and add Longmont Students



7. Change the subject to ******EMERGENCY LOCKDOWN******
8. Change Importance to “High Importance”
9. Under Text write “There is a threat in the Area, Proceed to Lockdown Status”
10. It should look like the email below:



11. If it looks the same, please hit save.
12. Anytime you have a violent threat you can now hit that quickstep, then send and you will have notified the proper people.

Emergency Procedures

Instructors

1. Lockdown Procedure: Outside Threat

The following procedures should be followed when the threat is nearby the building:

- If you at any time find a violent threat, send the emergency lockdown email!
- If you get an emergency lockdown email, see a threat, or get an emergency call then:
 - All classes will lock doors if locks are available.
 - Rooms with windows need to shut blinds.
 - Move all people away from the windows.
 - Take attendance of students in each classroom.
 - No one leaves the classroom.
 - Resume back to normal during “All Clear” announcement!

2. Lockdown Procedure with Intruder

The following procedures should be followed when the threat is inside/on property of the school (I.E inside, back area, or the parking lot):

- If you at any time find a violent threat, send the emergency lockdown email!
- **Front Desk** – If you get an emergency lockdown email, see a threat, or get an emergency call then:
 - Classrooms with windows must shut the blinds.
 - Move all people away from the windows.
 - Block Doors with desks, chairs, or any other heavy furniture in the classroom
 - If possible, move to a place in the classroom where the intruder cannot see you.
Remember the Run, Hide, Fight protocol.
 - Disable all cell phones and remain hidden and quiet.
 - Take attendance of students in each classroom. No one leaves the classroom unless you are able to move away from the threat.
 - DO NOT open the door for anyone other than known college officials or emergency responders that have properly identified themselves.
 - Remain in the classroom until directed the building is safe by college officials or emergency responders.

Emergency Procedures

Staff

1. Lockdown Procedure: Outside Threat

The following procedures should be followed when the threat is nearby the building:

- If you at any time find a violent threat, send the emergency lockdown email!
- If you get an emergency lockdown email, see a threat, or get an emergency call then:
 - Rooms with windows need to shut blinds.
 - Move all people away from the windows.
 - Relocate to a safer place in the building but DO NOT leave the building.
 - Resume back to normal during “All Clear” announcement.

2. Lockdown Procedure with Intruder

The following procedures should be followed when the threat is inside/on property of the school (I.E inside, back area, or the parking lot):

- If you at any time find a violent threat, send the emergency lockdown email!
- **Front Desk** – If you get a emergency lockdown email, see a threat, or get an emergency call then:
 - Shut all blinds and lock the doors.
 - Move all the people in the office away from outside windows.
 - Block Doors with desks, chairs, or any other heavy furniture
 - If possible, move to a place in the office where the intruder cannot see you. Remember the Run, Hide, Fight protocol.
 - No one leaves the office unless you are able to move away from the threat.
 - Disable all cell phones and remain hidden and quiet!
 - DO NOT open the door for anyone other than known college officials or emergency responders that have properly identified themselves.
 - Remain in the office until directed the building is safe by college officials or emergency responders.

Emergency Procedures

Front Desk

1. Lockdown Procedure: Outside Threat

The following procedures should be followed when the threat is nearby the building:

- If you at any time find a violent threat, send the emergency lockdown email!
- **FRONT DESK:** If you receive an emergency lockdown email, observe a threat, or get an emergency call do the following:
 - If you are the first person notified, send the quick step EMERGENCY email to staff, faculty, and students.
 - Call 911 if the police department was not the entity that notified you of the emergency (e.g., you received a reverse 911 call).
 - If safe, Place Orange Lockdown Paper on Front doors
 - Exit the front lobby and move to a safe location in the building.

2. Lockdown Procedure with Intruder

The following procedures should be followed when the threat is inside/on property of the school (I.E inside, back area, or the parking lot):

- If you at any time find a violent threat, send the emergency lockdown email!
- **Front Desk** – If you get an emergency lockdown email, see a threat, or get an emergency call then:
 - If you are the first person notified, send the quick step EMERGENCY email to staff, faculty, and students.
 - Call 911 if the police department was not the entity that notified you of the emergency (e.g., you received a reverse 911 call).
 - Exit the front lobby and move to a safe location in the building.
 - Remain away from the lobby until directed to return by college officials or emergency responders.
 - Wait for all clear

Emergency Procedures

Salon

1. Lockdown Procedure: Outside Threat

The following procedures should be followed when the threat is nearby the building:

- If you get an emergency lockdown email, see a threat, or get an emergency call then:
 - Shut all blinds/curtains where appropriate.
 - Move all persons away from the windows and into a safer place in the building.
 - Campus President/Director of Education will provide instruction on how to manage salon clients.
 - Depending on the duration of the lockdown, future salon clients may need to be cancelled.
 - Take attendance of students in each classroom
 - DO NOT exit the building until the “All Clear” announcement is made.
 - Resume back to normal when the “All Clear” announcement is made.

2. Lockdown Procedure with Intruder

The following procedures should be followed when the threat is inside/on property of the school (I.E inside, back area, or the parking lot):

- If you at any time find a violent threat, send the emergency lockdown email!
 - Lock all salon doors.
 - Move all people away from the windows.
 - Block Doors with desks, chairs, or any other heavy furniture in the salon
 - If possible, move to a place in the salon where the intruder cannot see you. Remember the Run, Hide, Fight protocol.
 - Move Clients and students to the back room of the salon, avoid sight of outside windows.
 - No one leaves the salon unless you are able to move away from the threat.
 - Take attendance of all students in each classroom
 - Disable all cell phones and remain hidden and quiet.
 - DO NOT open the door for anyone other than known college officials or emergency responders that have properly identified themselves.
 - Remain in the classroom until directed the building is safe by college officials or emergency responders.

BOMB THREATS AND EXPLOSIVES

All bomb threats must be taken seriously. Even though telephone calls, e-mail or other communication stating there is a bomb on school premises are often made to disrupt normal activities, the threat cannot be dismissed. At times the caller feels power by causing a school to be evacuated. School administrators have no way of knowing whether a bomb exists; therefore, each bomb threat will be handled in a quick and consistent manner, following established procedures and guidelines. Safety and the prevention of panic are of paramount importance.

Upon notification of a potential bomb or other explosive device, the Campus President will notify Emergency Response Teams and begin building evacuation.

Law enforcement will conduct a thorough bomb search, the campus faculty, staff, and students ARE NOT TO DO SO. Report what was witnessed to the proper authorities but never attempt to touch or disarm the device. Follow the following:

- **DO NOT touch a suspicious object.**
- **DO NOT open drawers or cabinets.**
- **DO NOT use mobile telephones or devices.**
- **DO NOT turn lights on or off.**
- **QUICKLY clear the area**
- **DO NOT attempt to be a hero.**

Other considerations

- Attempt to control the situation to avoid panic.
- Everyone should know and understand his/her role.
- Practice appropriate responses to a threatening situation.
- Bomb threats require a response, usually no less than a search by school personnel and law enforcement notification.
- Consider the impact on students, staff, and faculty.

Telephone Bomb Threat

- Turn off all radios and mobile telephones because they may activate certain devices.
- Take note of the caller's telephone number if identifiable.
- Ask for bomb location and time of detonation. Gather as much information as possible. What kind of bomb is it? What does it look like?
- **CALL 911** as possible with all pertinent information.
- Most bomb threat calls are brief. Stay calm and courteous and try to keep the caller talking.
- If possible, signal a co-worker to listen to the telephone conversation.
- Record information, listen for background noises, listen closely for accents, speech impediments or age indications.
- Utilize IBMC's checklist, if possible.
- Immediately notify the Campus President.

E-Mail Bomb Threat

- Immediately notify the Campus President.
- The Campus President will determine the course of action in response to this type of threat.
- The Campus President will call the local law enforcement.
- The Campus President will coordinate with local law enforcement officials to evaluate the information received and decide upon an appropriate course of action.

Suspicious Package or Device Found

- **DO NOT TOUCH THE SUSPECTED BOMB!**
- Do not transmit with a mobile telephone or a radio in the vicinity of the suspicious package as these devices may activate certain devices.
- Immediately notify the Campus President who will utilize the site evacuation plan or site fire drill procedure to move all staff and students away from the suspected bomb location. A minimum of 50 feet is recommended.
- The Campus President will **CALL 911** and provide the exact location and description of the package or device.
- Upon arrival, law enforcement personnel will assume responsibility. All investigations will be conducted by designated law enforcement officials.

Explosions

- Upon hearing an explosion, immediately take cover under or next to furniture. Try to remain as calm as possible.
- Try to identify what exploded, the extent of damage, and possible life-threatening hazards to determine the next course of action.
- Take immediate action to ensure your own safety and the safety of others. Evacuate according to the college evacuation plan at the direction of the Campus President. If not directed to do so, remain in place of cover.
- If you evacuate, go to an area upwind from the explosion site to avoid possible toxic fumes. If smoke is present, stay low and exit, crawling to avoid breathing fumes.
- Faculty should turn off power supplies, electricity and gas lines, if it is safe to do so.
- Ensure no one returns for any reason until fire and local law enforcement personnel officially declare the area safe.

REPORTING CHECKLISTS BY INCIDENT TYPE

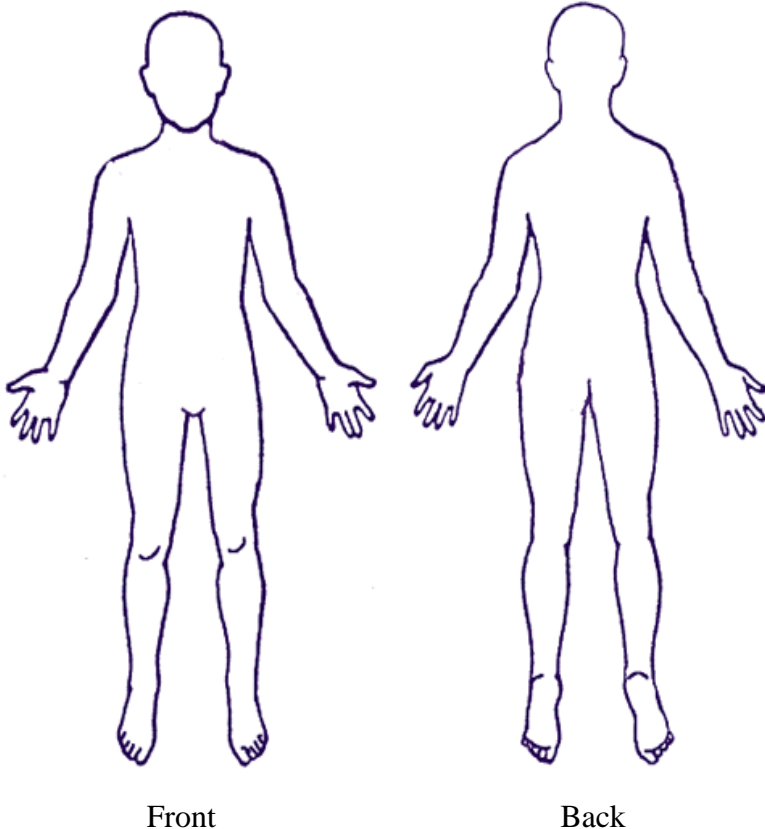
| Fire: | |
|--------------|---|
| | Evacuate the building. |
| | Activate the fire alarm and call 911. Give as much information as possible, including the building address (2315 N. Main Street) and the location of the possible fire on your way out. |

| | |
|---|---|
| | 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. |
| 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 – 2315 N. Main 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. DO NOT TOUCH ANY SUSPICIOUS OBJECT! |
| | Notify occupants of the need to evacuate in the most expeditious manner possible. |
| | DISCONTINUE USE of CELL PHONES and RADIOS IMMEDIATELY! |
| | 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: |
| | 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 |
| Glasses | Circle one: Yes No If yes, please describe: |
| Facial Hair | Circle one: Mustache Beard Goatee Sideburns |
| Ht/Wt/ Body build | Height: Weight: lbs Build: Slight Medium Heavy |
| Clothing Description | |
| Visible weapons | Gun: Pistol Rifle Shotgun Knife: Pocket Hunting Clip |
| Show location and provide brief description of: Tattoos Piercings Scars Limp Abnormalities |  Front Back |
| Name/Nickname if known | |

STUDENT ORIENTATION/TRAINING: EMERGENCY PREPAREDNESS & SAFETY PLAN

IBMC College will keep students apprised of the Emergency Preparedness & Safety Plan via the following avenues:

- Legacy students will be informed of the Plan and its contents in PSY107 Psychology of Success class. At that time students will be informed they may access the document on MyHub.
- Cosmetology and Barbering students will be advised of the existence of the document and its contents during the initial advising session conducted during week one of the session.
- Students will receive the document via email on a quarterly basis to refresh their knowledge of the document.
- Students will be invited to all Emergency Preparedness training presented at the campus and conducted by the local Police Department.

STAFF AND FACULTY EMERGENCY PREPAREDNESS & SAFETY PLAN **TRAINING**

- IBMC College conducts faculty training on a quarterly basis. The topics included in the training sessions are as follows:
 - Educational topic for the quarter
 - FERPA training and discussion
 - Campus Emergency Preparedness & Safety Plan
 - Faculty guidance regarding their roles when building evacuation is necessary
 - Faculty guidance regarding their roles during a lockdown scenario
 - Faculty guidance regarding their roles during a lockdown with intruder scenario
 - NOTE: Attendance at these meetings is documented and maintained in the Faculty Meeting binder in the Director of Education's office. A certificate for training attendance is awarded to faculty members upon completion of the meeting and is annotated in their faculty personnel file.

- Faculty and Staff will be invited to all Emergency Preparedness training presented at the campus and conducted by the local Police Department.

- Students will receive the document via email on a quarterly basis to refresh their knowledge of the document.