Letter from the President

Otero Junior College (OJC) is committed to protecting the welfare of its community members as well as property. The Otero Junior College Emergency Operations Plan (EOP) is the official plan designated to address specific hazards and circumstances that constitute an emergency for OJC staff, faculty, students, and property. The EOP is given authority by the Chancellor of CCCS under State Board for Community Colleges and Occupational Education Board policies.

This EOP is a guide for emergency management and coordination of all phases of emergency response in order to minimize the impacts of disasters and incidents, to protect people and property, and to restore any interruptions to College operations.

OJC can best prepare to meet the enormous challenges emergencies present by working together as a college community supported by our local governmental partners.

The EOP is designed to help students, staff, and faculty respond appropriately when emergency conditions exist. Although events are unpredictable, this EOP allows for immediate response procedures thereby minimizing danger to lives and property. Every member of OJC should review this plan, in order to understand their role should an emergency disaster occur.

Timothy A. Alvarez, Ph.D.
President
Otero Junior College
Approval and Implementation

The Otero Junior College Emergency Operations Plan is written and maintained under the authority of the President of OJC.

This plan supersedes all previous emergency plans and shall be in full effect as of the date shown.

This Emergency Operations Plan has been reviewed and approved by the College’s Policy Group:

Timothy Alvarez, Ph.D.
President

Calandra Lockhart, Ph.D.
Vice President of Academic and Student Affairs

Pat Malott
Vice President of Administrative Services

Carol Noll
Human Resources Director

Almabeth Kaess
Associate Vice President of Enrollment Management

Date

2/25/2020

2/25/2020

2/25/2020

2/26/2020

2/25/20
Record of Changes and Reviews

The College EOP, including annexes, will be reviewed and approved by the President of OJC in conjunction with the System Legal Department, on an annual basis. All updates and revisions to the plan, excluding minor typographical and grammatical errors, will be tracked and recorded in the following table.

This plan is a “living document” and will be continuously updated as conditions change. This plan may be updated as a result of exercise lessons learned, as new guidelines are distributed, and as needed.

<table>
<thead>
<tr>
<th>CHANGE # or REVIEW</th>
<th>DATE</th>
<th>ENTERED BY</th>
<th>SUMMARY OF CHANGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11/5/19</td>
<td>Sarah Petramala</td>
<td>Update of Names/Positions</td>
</tr>
<tr>
<td>2</td>
<td>12/5/2019</td>
<td>Mark Korbitz, Sarah Petramala, Vincent Fraker</td>
<td>Numerous updates and reorganization of key concepts, adding detail and enhancements to improve employee understanding and implementation</td>
</tr>
</tbody>
</table>

1Terms are defined in Appendix [X]
Record of Distribution

The Otero Junior College Emergency Operations Plan (EOP) has been distributed to each member of the Policy Group and Emergency Management Operations Group (EMOG).

Copies of this plan will be made available to the following external partners:

Local Response Agencies to include:

- La Junta Police Department
- Otero County Sheriff Office
- Colorado State Patrol Regional Office
- La Junta Fire and Ambulance Service
- Care Connect – Local Medical Airbus
- Otero County Office of Emergency Management
- Southeast Health Group
- Arkansas Valley Regional Medical Center
- La Junta School District
- Otero Crowley and Bent County Health Department(s)

An electronic version of the complete EOP has been posted to the secure site: OJC Employee Portal.

The main body of this document will be posted on the public OJC website for dissemination to the student body and other interested parties. OJC reserves the right to protect certain details of its emergency response in an effort to ensure the safety and security of its staff and student body. Specific response plans and details are contained in the attached appendix’s are will only be released to the OJC staff and faculty. Portions of the Appendix’s will be broken out and given greater detail in specific building response plan books located in every OJC building.

Acknowledgements
The Colorado Community College and Otero Junior College wish to acknowledge Pikes Peak Community College for its development of a model plan from which this EOP was built. Additional acknowledgements include:

- The I love you guys Foundation for making its Standard Response Protocol available for use by the Colorado Community College System;
- The emergency operations teams at each of the 13 CCCS colleges and the System Office for working collaboratively with ERCM consultants to share best practices and experiences for the development of this EOP.
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Section 1: Overview

1.1 INTRODUCTION

Otero Junior College is committed to the safety and well-being of its students, faculty, staff, and visitors. In accordance with applicable laws, regulations, and policies that govern emergency preparedness and response, the College has established an Emergency Operations Plan (EOP) to address major emergencies that may threaten the health and safety of the College community and/or its neighbors, affect College facilities and resources, or disrupt College operations.

The EOP is designed to provide guidance for response to, and management of, minor emergencies, major emergencies, and disasters. An emergency is any unplanned event that may cause death or significant injuries to members of the College community or the public, may disrupt College operations, may cause physical or environmental damage, or may threaten the College’s financial standing or public image.

Because this EOP is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency. The overall priorities of the College during a disaster are the protection of lives, property, campus, local community, and the environment. The overall objective is to respond quickly to emergency conditions and manage the process of restoring College academics and services.

1.2 PURPOSE

The Otero Junior College Emergency Operations Plan is the College’s general plan to prepare for, respond to, and recover from emergencies and disasters. The College established this plan to address the immediate requirements for an emergency or disaster that interrupts normal operations.

The EOP provides:

- An organizational and conceptual framework for emergency management;
- Guidelines and procedures for responding to a broad range of natural and human-caused emergencies;
- Key responsibilities and assignments; and
- Guidelines and procedures for recovery and continuity of operations following an emergency.
1.3 SCOPE

The EOP provides guidance for the five phases of emergency management and applies to all hazards that could potentially occur on any property owned or operated by the College.

However, the EOP may also be activated during a community or regional crisis that may impact College personnel or business operations. A regional utility outage, a hazardous material spill on a major highway, or a wildfire in a local area may necessitate EOP activation to coordinate emergency information and support services for personnel. A major emergency in the community that affects our students, faculty, and staff is also a College emergency.

1.4 EMERGENCY MANAGEMENT PHASES

The EOP addresses activities that take place during all five phases of emergency management: prevention, mitigation, preparedness, response, and recovery.

Prevention

Prevention encompasses all measures taken to decrease the likelihood that an event or crisis will occur.

Mitigation

Mitigation encompasses the elimination of hazards, reduction in the probability of hazards causing an emergency situation, and/or the lessening of consequences from unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

Preparedness

Preparedness occurs before an emergency or disaster strikes, and is intended to save lives as well as assist with response, rescue, and recovery efforts. Preparedness activities include, but are not limited to, developing and maintaining Emergency Operations Plans and Continuity of Operations Plans; conducting training for College personnel; conducting periodic drills and exercises to test emergency procedures and training.
**Response**

Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, search and rescue, public health and other associated functions.

**Recovery**

The recovery phase includes short-term and long-term actions to resume normal operations once an emergency incident is under control or over. Examples of recovery programs include restoration of College services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged facilities and infrastructure.

**1.5 SITUATIONS**

OJC defines its response to situations into three categories: Incidents, Emergencies and Disasters. A complete break down of the three categories can be found later in this manual. In general the EOP focuses on Emergencies and Disasters.

An emergency is broadly defined as any event, occurring on campus or within the immediate proximity to campus, that creates a risk of injury to students or staff or endangers the property of OJC or any of its occupants.

A disaster can strike anytime, anywhere, and can take many forms: blizzard, tornado, flood, epidemic, fire, hazardous material spill, act of nature, or an act of terrorism. It can build over a number of days or weeks, or can occur suddenly without warning.

The EOP is an all-hazards plan, meaning it applies to all types of hazards that can threaten the College, its occupants, and the surrounding community.

Hazards generally fall into three categories:

- **Natural Hazards**: Natural threats such as severe weather, fire, flood, earthquake, epidemic.
- **Technological Hazards**: Technological or industrial accidents such as cyber security issues, radiological or hazardous materials release, power failures.
- **Human-Caused Hazards**: Deliberate, intentional human actions to threaten or harm others including criminal or terrorist acts, school violence, or bombings.
1.6 PLANNING ASSUMPTIONS

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

The following planning assumptions were incorporated into this EOP:

- The safety of students and the continuity of their education are paramount.
- Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater based radiosystems, cellular telephones and information systems.
- A critical incident, crisis, or disaster may occur at any time of the day or night, weekend or holiday, and with little or no warning.
- Some emergency incidents will necessarily involve a regional response.
- The College might receive delayed response from, or be without, certain city, county, or contract emergency response personnel and must be prepared to handle these situations until outside assistance arrives.
- Any employee of the College may be tasked by this EOP.
- Local law enforcement agencies and fire departments will respond based on jurisdiction and support agreements or mutual aid agreements.
- Major roads, overpasses, bridges and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Normal suppliers may not be able to deliver materials.
- Contact with family and homes may be interrupted.
- Conditions may be unsafe to travel off campus and people may become stranded at the College.
- The College will need to conduct its own rapid damage assessment, situation analysis, and deployment of on-site resources and management of emergency operations on campus while emergency conditions exist.
- Emergency conditions that affect the campuses will likely affect the surrounding communities.
- The decision to declare a Campus State of Emergency rests with the College President or designee.
- Once the emergency is over, the College will resume normal operations.
1.7 CONCEPT OF OPERATIONS

In any emergency situation, the top priorities are:

- Life safety
- Incident stabilization
- Protection and preservation of property and the environment

Emergency Management Group personnel will immediately respond to an emergency incident occurring at the College, and will request additional external and internal resources as necessary to address the situation. The Emergency Management Operations Group, in conjunction with designated information technology personnel, will issue alerts and instructions as the situation warrants.

If a prolonged emergency operation occurs, the CCCS Emergency Management Operations Group (EMOG) and Policy Group will be activated to coordinate support for CCCS staff, faculty, and students during and after an incident, and to ensure continuity of College operations.

The nature and scope of a given emergency situation may necessitate partial or full evacuation of buildings and/or campuses, or lockdown of campus facilities. Access to specific campus areas may be temporarily restricted. Normal operations will resume at the discretion of the President or his/her designated representative.

1.8 CAMPUS STATE OF EMERGENCY

A Campus State of Emergency is a declaration which usually suspends normal functions of the campus or College, alerts staff, faculty and students to change their normal behaviors, or implements parts of the Emergency Operations plan. The College would normally declare a Campus State of Emergency during a time of natural or man-made disaster.

The authority to declare a Campus State of Emergency rests with the College President or designee. If a Campus State of Emergency is declared, it may become necessary to restrict access to specific areas on campus to authorized individuals. Only those authorized individuals who have been assigned emergency or resource duties will be allowed to enter the area or building affected by the incident.
1.9 DEPARTMENTAL RESPONSIBILITY: CONTINUITY OF OPERATIONS

Each department and division should prepare and maintain a Continuity of Operations Plan (COOP). The COOP basically contemplates destruction of the departments or division’s physical setting, and reasonable measures to mitigate both short-term and long-term effects of displacement.

Each responsible director and department head should maintain, and have available, an emergency list of employee names and telephone numbers. COOP documents should include an organizational chart that clearly delineates chains of responsibility.

1.10 EMPLOYEE RESPONSIBILITY

An emergency can strike anytime or any place, and a disaster will affect everyone. All CCCS employees have a personal responsibility to know what to do before, during, and after an emergency in order to ensure their own personal safety.

College employees should read and be familiar with safety and emergency information. They should also know the locations of emergency exits, fire extinguishers, Automated External Defibrillators (AEDs), and designated shelter areas, as well as emergency phone numbers to communicate with law enforcement. The measures outlined in this EOP, together with common sense, are intended to prevent injury and to minimize property damage. It is important to remember that while first responders will do their best to assist people, during an emergency situation individuals (including those with access and functional needs) are ultimately responsible for their own safety.

1.11 PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Operations Plan will be reviewed for completeness and effectiveness at least once per calendar year under the direction of the Emergency Operations Management Board. The EOP will also be submitted as part of yearly audit reports and is subject to review at any time by the Legal Department, and other Colorado stakeholders.

Changes will be documented on the Record of Changes and Reviews page at the beginning of this document.
1.12 AUTHORITIES

Legal authority for emergency operations is granted by established federal, state, and laws, statutes, ordinances, executive orders, regulations, Board Policies, System President’s Procedures, and formal agreements relevant to emergencies.

A full list of authorities and references is supplied in the Appendix this plan.
Section 2: Organization and Assignment of Responsibilities

2.1 ORGANIZATION FOR PLANNING

The President of OJC reviews and coordinates College-level emergency preparedness plans with the Emergency Management Operations Group (EMOG).

2.2 COLLEGE EMERGENCY MANAGEMENT STRUCTURE

2.2.1 Emergency Activation Levels

➤ Level 1 Incidents:
Campus emergencies which are managed using existing College resources with limited outside assistance, and are typically on College property.

Policy Group may activate. If activated, Policy Group will determine if the Emergency Coordination Center (ECC) will be activated with partial or full staffing. Incident Command may be initiated depending on circumstances.

➤ Level 2 Emergencies:
A major emergency that affects an area or building of the College community, may significantly affect life safety concerns, and/or impact mission critical functions.

External emergency resources will likely be required and will assume command of the emergency response effort with input from College resources. The Policy Group and EMOG should activate and determine whether the Emergency Coordination Center (ECC) should be staffed partially or fully. College Incident Command will be activated to handle internal CCCS command functions and may participate in Unified Command with local responders.

➤ Level 3 Disasters:
A disaster, which by nature and impact extends beyond the College, not only disrupting and/or halting operation and functions of the College, but also those of the surrounding community.
External emergency resources will assume command of the emergency response effort. The College will provide support as requested and able. The Policy Group and EMOG will activate, along with the ECC where the EMOG will convene. College Incident Command will be activated to handle internal command functions and will participate in Unified Command with local responders.

2.2.2 Incident Management

To manage emergency incidents, the College utilizes a tiered structure involving a Policy Group and Emergency Management Operations Group.

The Policy Group, which is formed around the President’s Executive [Team, Cabinet, Committee], serves as an advisory board for the President and provides strategic guidance during incidents.

The Emergency Management Operations Group (EMOG) includes a group of senior staff members that support CCCS students, staff, and faculty, and College operations during and after an emergency incident.

The College will activate the Emergency Coordination Center (ECC) any time the EMOG is activated for an emergency or disaster and immediately notify the System Office.

2.3 POLICY GROUP

Under the direction of the President or designee, the Policy Group provides direction in making strategic policy decisions for any incident that affects the College’s ability to perform its critical operational functions. This group has the authority to proclaim College emergencies and to issue directives regarding the status and resumption of College educational programs. The Policy Group is also responsible for notifying and informing key College constituents and stakeholders.

The Policy Group is comprised of the president, vice presidents, associate vice presidents and the director of human resources.

The President is the senior executive official for the College. In the absence of the President, a designee will assume these responsibilities.
2.3.1 Policy Group Responsibilities

- Serves as a strategic planning committee that focuses on policy issues separate and distinct from direct operational response to an emergency or disaster.
- Provides guidance and support to the Emergency Management Operations Group.
- Works with the PIO to communicate information to key constituents and stakeholders through various means.

2.3.2 Policy Group Activation

- The Policy Group is activated by the President or designee. When activated, the Policy Group will convene at a location as dictated by the nature and location of the incident, or as determined by available members of the Policy Group. The Policy Group should establish protocols for convening electronically, as needed.

2.3.3 Overview of Policy Group Member Responsibilities

<table>
<thead>
<tr>
<th>President</th>
<th>Acts as highest level of campus authority during emergency, crisis or disaster.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leads Policy Group in making critical policy decisions regarding College response and recovery.</td>
</tr>
<tr>
<td>Vice President of Administration</td>
<td>Acts as primary alternate in President’s absence.</td>
</tr>
<tr>
<td></td>
<td>Responsible for decisions concerning the cancellation, rescheduling, or relocation of classes, tests, and other programs interrupted by an incident.</td>
</tr>
<tr>
<td></td>
<td>Provides policy guidance.</td>
</tr>
<tr>
<td></td>
<td>Acts as liaison with state Risk Management.</td>
</tr>
<tr>
<td>Vice President of Academic and Student Affairs</td>
<td>Maintains logs of significant events related to student services.</td>
</tr>
<tr>
<td></td>
<td>Assesses and coordinates student crisis management and other needs.</td>
</tr>
<tr>
<td></td>
<td>Ensures compliance with Dept. of Education regulations.</td>
</tr>
<tr>
<td></td>
<td>Accountability.</td>
</tr>
<tr>
<td></td>
<td>Coordinates class rosters with registrar.</td>
</tr>
<tr>
<td></td>
<td>Serves as lead representative in matters related to academic interface with the ECC operations and academic issues.</td>
</tr>
<tr>
<td></td>
<td>Liaison for instructional services.</td>
</tr>
<tr>
<td></td>
<td>Works with Incident Command to assess disaster effects on academic areas.</td>
</tr>
<tr>
<td>Position</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Director of Human Resources                       | • Maintains logs of significant events related to human resources.  
• Requests for legal advice from CCCS Legal Department on behalf of Policy Group or EMOG.                                                   |
| Director of Communication and Public Relations    | • Maintains logs of significant events related to media.  
• Obtains information and periodic updates from Incident Command.  
• Works with President and Incident Command PIO to develop the College’s messages.                                                        |
| Legal System General or Associate Counsel         | • Responds to requests for legal advice from Policy Group or EMOG                                                                             |
2.4 EMERGENCY MANAGEMENT OPERATIONS GROUP (EMOG)

The Emergency Management Operations Group (EMOG) is drawn from departments or divisions involved in managing emergencies or supporting emergency management.

The following functions should be included:

- Operations
- Public Safety/Emergency/Security
- Students Services
- Risk Management
- Human Resources
- Marketing and Communication
- Finance (Emergency Response)
- Business Services (Continuity of Operations)
- Procurement
- Facilities
- Executive/Administrative Assistant Support
- Information Technology
- Campus Emergency Resource Personnel
- College personnel with Fire Science, Homeland Security, Emergency Management, EMT, public safety or similar background

This group will provide input and advisement to Incident Command staff and/or the CCCS Policy Group during an emergency incident.

The President will designate a chair of the EMOG. The EMOG will meet to discuss plans and readiness a minimum of twice per calendar year, and will convene as necessary for emergencies, incidents, or large-scale events.

2.4.1 EMOG Activation

The EMOG is activated by any member of the group after consultation with appropriate Incident Command Staff. The notification will be sent out by either Marketing and Communications or his/her designee, members of the Department of Public Safety/Campus Police Department or other designees.
A senior on-duty member of the Department of Public Safety/Campus Security Department may activate the EMOG without further discussion by virtue of the likelihood that he/she may be serving as the Incident Commander at any given scene.

When activated, the EMOG will convene the following pre designated location

LOCATIONS:
1. Macdonald Hall Room 125
2. Computer Center - McBride Hall Room 140
3. Student Center Conference Room

Other locations as dictated by the nature and location of the incident or as determined by consensus of available EMOG members may also be utilized.
### 2.4.2 Overview of EMOG Roles and Responsibilities

<table>
<thead>
<tr>
<th>Functional Group/Title</th>
<th>Role</th>
</tr>
</thead>
</table>
| **EMOG Chair or Co-Chairs** | • Declares and ends the emergency.  
• Directs all activities of the EMOG.  
• Serves as liaison between Policy Group and EMOG.  
• Acts as campus safety officer and compiles information needed for the after action report.  
• Responsible for personnel accountability and legal matters. |
| **Public Safety/Emergency Management/Security/Facilities/LEA Director** | • Directs activities of college incident response team.  
• Coordinates with external emergency response agencies.  
• Reports to incident site as requested.  
• Solicits qualified personnel to incident site (traffic and perimeter controls).  
• Conducts after-action reviews.  
• Solicits qualified staff members to incident site for utility control, trades, environmental health & compliance, and damage control.  
• Technical resource for long-term shelter in place. |
| **Student Services** | • Liaison with student support services.  
• Provides relevant information regarding existing students of concern from disciplinary and behavioral intervention team records.  
• Responsible for patient tracking and reunification. |
| **Marketing and Communications/Executive/Administrative Support Group** | • Responsible for information dissemination to college community, public sector, and media outlets.  
• Assists with emergency notification.  
• Acts as liaison to Policy Group.  
• Serves as a resource person.  
• Documents activities and meetings. |
| **Finance – Emergency Response/ Business Services – COOP/ Procurement** | • Coordinates financial matters.  
• Works with HR director for allocation of employee reimbursement during emergencies.  
• Coordinates financial matters as needed for continuity of operations.  
• Determines whether a Request for Proposal (RFP), competitive sealed bid, or other methods shall be used for each procurement during an emergency. |
| **Information Technology** | • Assists with emergency notification and equipment.  
• Provides support for communications and data management. |
| **Campus Emergency Resource Group** | • Solicits qualified personnel to incident site.  
• Assists EMOG and Leadership in interpreting, understanding, and predicting activities of external public safety organizations.  
• Functions as Liaison with external public safety agencies. |
2.5 EMERGENCY COORDINATION CENTER (ECC)

Upon activation at Emergency Activation Level 2 (major campus emergency) or Level 3 (disaster that extends beyond campus), the CCCS Emergency Coordination Center (ECC) serves as the centralized location to monitor and report the impact of emergencies while providing communication between the ECC and the campus, and between the EOC and surrounding jurisdictions. The ECC is the focal point for coordination, direction, and control of emergency preparedness, response, and recovery activities for the campus, and is the location to which EMOG will report for duty and assume their EMOG roles. Their roles in the emergency response activities, and work assignments will be planned, coordinated and delegated from the ECC.

The primary ECC location is Macdonald Hall Room 125. The facility is a designated but not a dedicated ECC facility. Supplies are to be maintained in a state of readiness for conversion and activation when needed. Other possible facilities will be determined at the time of activation.

In the event the campus is secured and access is limited, ECC members may be told to report to an alternate location.

2.5.1 ECC Activation

The ECC may be activated when necessary to facilitate the College’s response and subsequent recovery from any emergency. The Emergency Activation Levels are used to classify the significance of the event. Any member of the Emergency Management Operations Group or Policy Group is authorized to activate the ECC.

In a Level 3 activation, emergency personnel responding to the ECC from off campus should display appropriate identification for access to campus. ECC members are to bring their own laptops, cell phones, power cords, and chargers (if available) to the ECC.

2.5.2 Notifications

First it is the responsibility of all staff to make immediate notifications to 911 or the police department at 384-2525 for any ongoing or imminent emergency situation. After making such notification or if the employee knows that the notification is being made, or has been made, it is the responsibility of the employee to notify a member of the Policy Group of the situation.

After a member of the Policy Group is informed of the emergency and determines the need for the ECC, the individual activating the ECC will notify the EMOG or contact the Public Information Officer or his/her designee, who will give notice to EMOG.

A brief message describing the event will be provided for inclusion in the EMOG notification. The
message will ask for availability and will require a response. When notified of an event requiring ECC activation, personnel should report directly to the ECC. If an individual is unsure about reporting for duty, he or she should contact StudentAffairs at 719-384-6831.

Whenever a College activates the ECC for Level 3 response, notification will also be made to the appropriate local jurisdiction’s Emergency Operations Center (EOC) if activated and the Colorado Community College System Office at 720-858-2311 or 720-858-2721.

Every situation is different and may require an immediate response and notification to the student body and staff. An emergency notification will by done in the following ways: Utilizing the AppArmor system to deliver text messages alerts, emails and phone calls to all registered students and staff; OJC phone system intercom; and the radio systems utilized by the Policy Group and staff. Located in the Appendix is a notification tree outlining the people responsible for physically making those notifications. Later in this document is more information on notification procedures.

### 2.5.3 ECC Setup

Upon notification of EOC activation, the Executive/Administrative Support section will initiate setup. General setup responsibilities include:

- Ensure that the ECC is accessible.
- Post entry/exit log at ECC entrance and ensure staff sign in as they arrive.
- Post communications information including phone numbers of departments.
- Establish a “quiet space” where ECC staff can take a break and make private calls.
- Continue to monitor ECC operations and logistical needs during the time the ECC is operational.

### 2.5.4 ECC Security and Access Control

Access to the ECC will be controlled by EMOG staff or security when necessary. Prior to being allowed access, additional staff must be granted authorization from the Chief of EMOG Operations, or Incident Commander. All ECC staff must sign in upon arrival, and sign out when departing.

### 2.5.5 Incident Documentation

It is important that the incident be properly documented from the beginning of the incident until the ECC is demobilized. ECC Activity Logs provided for each ECC position to record include:

- Initial Briefing Report
- Incident Action Plan
- Incident Phone Log
Additional documentation will be provided by message forms provided for messages received and sent by the ECC staff, maps generated to support the incident, damage assessment forms, and media releases developed by the ECC or received from other sources.

### 2.5.6 ECC Deactivation and Demobilization

The President or designee will determine when to deactivate the ECC and transition to normal campus operations. The process of demobilizing includes demobilizing all staff, documenting the incident in preparation for requests for city/state/federal disaster recovery funds, and documenting the incident in preparation for the After Action Report and updates to college plans and procedures. To accomplish this:

- The ECC Chief of Operations will notify sections when they are no longer required in the ECC.
- All staff must ensure that any open actions not yet competed will be handled after the deactivation.
- All staff must ensure that all required forms or reports are completed prior to deactivation and have copies made of all logs, reports, messages, and any documents used and received in the ECC. Leave originals in the position folder.
- An official notification will be sent to all involved internal and external participants that the EVC is deactivated.
- Additional deactivation items are listed in the unit checklists and the ECC Deactivation Checklist.

This action signifies the transition from the response phase to the recovery phase. Prior to deactivation, the Policy Group will assign staff to a Disaster Recovery Group to establish the short-term recovery goals that facilitate long-term recovery. The recovery plan could address one or all of the following:

- The recovery effort’s goals
- The recovery organization’s structure, including the roles of government, the public, and business in the process
- Short-term recovery operations such as debris removal and restoring essential utilities such as water and power
- Inspecting facilities for safety, health, and structural integrity
2.5.7 Establishing an Alternate EOC

Depending on the dynamics of an incident, it may be necessary to relocate to another location to perform the ECC functions. The incident may either disrupt the functionality of the primary EOC or it may jeopardize the safety of staff working at the ECC.

The backup ECC location is the Computer Center. If this location is damaged or unsafe, a determination will be made by the Incident Commander as to an appropriate location either on campus or off-campus. Notifications will be made to staff and to the external agencies of the new ECC location.

Executive/Administrative Support Group should arrange for the transfer of needed supplies and equipment from the original ECC to the alternate location. This might include:

- Computers and Communication equipment
- Maps and displays
- EOC forms box
- Binders with disaster plan

2.5.8 Communications Between the EOC and Response Organizations

The ECC must maintain communications with the first responders, external agencies, (e.g., Red Cross), the CCCS Office and other constituents. EMOG members will have access to landlines, cellular phones, and the internet as available on campus.

2.6 TRAINING

Training is an integral part of emergency preparedness and response. Leadership and key personnel need to be trained in specific emergency management subject matter to ensure the College’s overall preparedness, and to ensure that college personnel can efficiently and effectively integrate into incident command structures utilized by emergency response agencies.

Relevant training includes, shall be determined by the Policy Group. All members of the EMOG shall receive IS-100 - HE Certification. Other available trainings include:

- IS-100.b Introduction to Incident Command System (ICS) Or
2.7 EMERGENCY AUTHORITY

The President serves as the head of the Policy Group which activates for emergency situations or whenever executive policy issues must be addressed. In the event of any threatened or actual disaster or civil disorder on campus – at a time when the President is absent from campus – the authority to take all necessary and appropriate actions on behalf of the President is hereby delegated to the following College administrators (in the order listed below). Such authority is delegated to the highest ranked College officials on the list with whom the person reporting the emergency is able to make contact:

1. President
2. Vice President of Student Affairs
3. Vice President of Academic Affairs
4. Vice President of Administration

For a civil disturbance or time-critical situation only, the following personnel
- Associate Vice President of Enrollment Management
- Associate Vice President of Academic Affairs
- Director of Human Resources
are hereby delegated the authority to take necessary and appropriate actions on behalf of the President when:

- Neither the President nor any of the College officers listed above can be contacted within a reasonable time, given the immediacy and other circumstances of the threatened or actual event.
- An actual civil disorder or other violent event is in progress and immediate action is necessary to protect persons or property from further injury or damage.
Section 3: Direction, Control, and Coordination

3.1 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) is a structured framework used nationwide for both governmental and nongovernmental agencies to respond to natural disasters and/or terrorist attacks at the local, state, and federal levels of government. The 2003 presidential directive HSPD-5 required all federal agencies to adopt NIMS and to use it in their individual domestic incident management and emergency prevention, mitigation, preparedness, response, and recovery programs and activities. The directive also required federal departments to make adoption of NIMS by state, tribal, and local organizations a condition for federal preparedness assistance and in applying for federal grant assistance.

The College has adopted NIMS as its system of preparing for and responding to disaster incidents. This EOP is part of the overall campus and community emergency preparedness efforts. The procedures and guidance contained herein are subject to and compliant with NIMS and Incident Command System.

3.2 INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazard incident management concept that is used by emergency response agencies nationwide to manage incidents of all types, sizes, and complexities. ICS is one component of the National Incident Management System (NIMS), which is a flexible framework of doctrine, concepts, principles, terminology, and organizational processes that apply to all hazards and jurisdictions.

NIMS requires that schools receiving emergency preparedness funding adopt and train personnel in ICS as a condition for receiving that funding.

The Incident Command System:

- Uses standardized position titles for all responding agencies.
- Allows ICS positions to be filled by the most qualified personnel.
- Establishes a modular structure that can be expanded to accommodate large-scale incidents, or reduced as an incident winds down.
- Uses plain English and common terminology to allow responding agencies to better communicate with one another. Establishes unity of command, wherein incident personnel report to only one supervisor.
- Utilizes a management by objective approach.
3.3 ICS AND the College

Emergencies and or large-scale events are normally managed with the use of the Incident Command System. ICS has been adopted, recognized and utilized by all emergency response agencies in the surrounding area, the State of Colorado, and all Federal organizations. If an emergency and/or large-scale event occurs at one of the College, College resources may be quickly depleted or inadequate for the type of incident (i.e. fire, hazardous materials spill). Local emergency agencies responding to assist will most likely implement ICS to control and manage ongoing operations.

College personnel will support the Incident Command structure and may become part of the system as requested by the Incident Commander or his/her Command Staff.

3.4 COORDINATION WITH LOCAL AGENCIES

The College maintains Memorandums of Understanding (MOUs) with local emergency response agencies. MOUs define the assistance and resources agencies are willing to provide during emergency incidents.
Section 4: Communications

4.1 CAMPUS EMERGENCY NOTIFICATION

The College uses various communication formats to relay information about emergency situations on or affecting its campuses.

4.1.1 AppArmor

AppArmor is the notification system the College uses to send emergency messages to its entire community. Emergency notifications are sent via e-mail, text (SMS), and voice mail to mobile or home phones.

All students, staff, and faculty are automatically enrolled to receive emergency notifications via their school email, home phone, and work phone as available through the Banner system.

To receive mobile phone and text messages (SMS), users must opt-in to this service. The College does not charge for signing up to AppArmor; however, standard text messaging fees may apply to text messages received via this system. The user is responsible for payment of these costs.

OJC Alert messages are broadcast at the direction of any member of the Policy Group or the La Junta Police Department, or any of their respective representatives.

4.1.2 Door-to-Door Notification

If safe to do so, designated college personnel (such as Public Safety or Facilities staff) will go to specific rooms and/or wings of the affected campus to alert occupants to an emergency.

4.1.3 Childcare Facilities Notification

Not applicable. OJC does not have childcare facilities on campus. Child Development Services have their own emergency procedures for each of their facilities.

4.1.4 Additional Notification Methods

OJC’s phone system is equipped with an intercom system that allows up to 50 numbers to be contacted via intercom. Messages can be sent out to these phone numbers, which include staff in each building, so that a message can be quickly sent out to every building in the event of an emergency. OJC also utilizes a radio system between the Policy Group and security personnel that can immediately alert staff to a situation on campus needing intervention at the Incident level and immediate communication between members should cell networks be interrupted.
4.1.5 Sample Emergency Messages (Repeat Twice) LOCKOUT

Attention, Attention
There is an emergency situation occurring that requires you to get inside the building and stay inside the building until further information becomes available.

LOCKDOWN

Attention, Attention! There is an emergency, Lockdown! Locks, Lights, Out of Sight!

EVACUATE

Attention, Attention
There is an emergency situation occurring that requires you to vacate the building and stay outside of the building until information becomes available indicating that you can return. Please leave the building in an orderly fashion. Avoid using the elevators, select a designated meeting place outside, and once there account for your students or coworkers.

SHELTER

Attention, Attention
There is an emergency situation occurring that requires you to immediately Shelter for (state the hazard) ________________________________

4.2 CONNECT-ED NOTIFICATION PROCESS

- All emergency messages will be initially drafted by the President and/or the Director of Communications and Public Relations/PIO.
- The Director of Communications and Public relations identifies who should receive the message and how it will be disseminated.
- Connect-Ed messages currently available:
  - Text
  - Home phone
  - Cell phone
  - E-mail personal and college
4.3 PUBLIC INFORMATION OFFICER

Campus and CCCS Public Information Officers (PIO) will work with the Policy Group and EMOG to disseminate incident-related information to the College community and the general public.

The PIO will work as part of the Unified Command public information officers about any large-scale incident that affects the College and its neighboring jurisdictions and requires a multi-agency response.

The PIO will be the primary point-of-contact for media inquiries regarding campus emergencies and incidents. No employee of the College is authorized to speak to the media on behalf of the college without explicit approval from the President or his/her designee.
Section 5: Administration

5.1 AFTER ACTION REPORT AND IMPROVEMENT PLAN

The completion of an After Action Report and Improvement Plan (AAR/IP) is a part of the College reporting process. It is used to document the College’s involvement in an incident or event to help identify lessons learned and corrective actions.

5.1.1 Protection of AAR/IP Information

The information gathered in the AAR/IP is considered “For Official Use Only” (FOUO) and should be handled as sensitive information not to be disclosed. These documents should be safeguarded, handled, transmitted, and stored in accordance with appropriate College security procedures. Reproduction of these documents, in whole or in part, without prior approval from a member of the Policy Group is prohibited.

5.1.2 Dissemination

The AAR/IP will be disseminated only on a need-to-know basis. When unattended, it will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

5.2 PURPOSE OF AFTER ACTION REPORTS

AAR/IP documents serve the following important functions:

- Provide a source for documentation of response activities.
- Identify problems/successes during emergency operations.
- Analyze the effectiveness of the College’s response components.
- Describe and define a plan of action for implementing improvements.
- Emphasize the improvement of emergency management at all levels.
- Provide a vehicle for documenting system improvements and a work plan for implementing these improvements.
- Assist with coordination of the after-action report process when multiple agencies/jurisdictions are involved in the emergency.
5.3 COLLEGE AFTER ACTION REPORT/IMPROVEMENT PLAN PROCESS

5.3.1 Responsibility for After Action Report

- At both the field and EMOG levels, the planning function is responsible for initiating the After Action Report process.
- At the completion of the emergency period, and after the field ICS and EMOG level organizations have been deactivated, the designated chair of EMOG will assume the responsibility for continuing the After Action Report process.
- The Chair of EMOG will assign the After Action Report to a team as early as possible in the incident to allow establishment of timelines and expedite the preparation of the After Action Report.
- AAR team members should be familiar with the planning function, emergency organization functions, and CCCS’s policies and procedures.

5.3.2 AAR Documentation

- Documentation actions need to be initiated in the early stages of an emergency
- Adequate documentation:
  - Is essential to operational decision-making;
  - May have future legal ramifications;
  - May have implications for reimbursement eligibility.
- Documentation should include materials from the planning function and the entire emergency organization. Key components should be identified prior to an incident or event.
- Recommended documentation includes:
  - Action plans developed to support operational period activities
  - Forms used in the College field level Incident Command System
  - Unit activity logs and journals
  - Written messages
  - Function and position checklists
  - Public information and media reports

5.3.3 AAR Preparation

- Develop a detailed work plan that includes:
  - Scope of work
  - Work schedules with milestones
  - Resource needs
- Compile the results of surveys, critiques, and workshops.
- Identify and contact key agencies involved in the incident (including primary response agencies...
and secondary or support agencies) to solicit input for the AAR. Options may include:
  o  Prepare an incident-oriented survey to distribute to key agencies.
  o  Conduct interviews with agency personnel when the initial data gathering process has been completed.
  o  Conduct a facilitated workshop with key representatives of involved emergency response agencies. The workshop should focus on fact-finding and gathering of pertinent information related to emergency response and recovery activities.

➢ Review, analyze, and sort documentation according to the areas covered in the sample after action report in Figure 1, or another format as appropriate to the organization.
➢ Prepare AAR drafts for review and approval, and distribute to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
➢ Prepare final after action report and forward it to the President of the College.
Figure 5-1: Sample After Action Report Outline

Sample After Action Report Outline

The after action report should follow this structure, but can be adapted to the situation:

Introduction and Background
- Administrative handling instructions
- Table of Contents

Part I: Executive Summary
- Mission/objectives
- General description
- Dates, locations, and major participants
- Significant issues
- Limitations

Part II: Lessons Learned
- Observations
- Discussions
- Lessons learned
- Recommended actions
- Comments

Part III: Events
- Chronology of events
- Operations plan
- Standing operating procedures
- Analysis of capabilities

Part IV: Conclusion

Appendix B: Acronyms Appendix
D: Improvement Plan

[If an AAR contains graphics, figures, or tables, they should be numbered and listed in the Contents section (e.g. Figure 1, Table 1, etc.)]
Section 6: Finance

6.1 FINANCE

The College’s goal is to effectively provide priority protection for lives, preservation of College property, and the restoration of academic and other programs of the college through the effective use of college, community, and state resources in emergency situations.

In coordination with the State of Colorado Office of Emergency Management (COEM) and the State of Colorado Office of Risk Management, CCCS’s financial operations will follow direction and procedures as dictated by state fiscal rules, including the expenditures of funds that may require expeditious action based on sound financial management and accountability given the known parameters at the time of the decision. The Office of Emergency Management administers a comprehensive emergency management program for the State of Colorado and may at its discretion, in the event of a disaster or emergency, activate the State Emergency Operations/Coordination Center (SEOC) to support the College. The State may modify normal operations and redirect resources to assist and support the College in protecting property and reestablishing essential services. Financial support for emergency operations shall be from funds appropriated by state resources as directed by the Office of Emergency Management and Office of Risk Management. Once state resources are exhausted or determined high cost, the Office of Emergency Management may seek Federal help and recovery.

Within the established state guidelines, the College will be responsible to respond to an incident using its available resources concerning financial mitigation and recovery of operations. Coordination and flexibility between the state agencies and the College, will allow the state to accommodate the individual nature and magnitude of severity that each emergency may present. The College will be responsible to pay applicable deductibles and any additional cost recovery actions it deems appropriate to procure for non-property loss.

At minimum, the College, under the direction and instruction of the Office of Emergency Management and Office of Risk Management, shall ensure the responsible oversight and documentation for all costs and financial considerations of the emergency incident, including future payments, payment of personnel costs, and cost recovery. Responsibilities may include, but are not limited to:

- Secure materials, equipment and contractors needed during the emergency
- Oversee necessary contract negotiations
- Track personnel and equipment time
- Plan and document the necessary evidence (both written and photographic) for financial cost recovery following the incident
- Financial and cost analysis
- Ensure the continuation of all payroll and purchasing functions
- Plan for the resumption of normal campus operations and recovery focus

The College is protected from liability by the Governmental Immunity Act, (24-10-101 et seq. C.R.S.) and the Risk Management Act (24-30-1501 et seq. C.R.S.) of the State of Colorado. The Governmental Immunity Acts states that the public entities (includes all public entities, cities, counties, school
districts and other special governmental districts such as water and utility districts) in this state are immune from liability, except in waived areas as noted in the state statute. In those waived areas, the Act limits the assessment of judgments against public entities to $150,000 each and $600,000 each occurrence.
Section 7: Logistics

Most often, Facilities will act in the role of Logistics and help coordinate recovery efforts to include coordinating resource ordering.

7.1 PROCUREMENT
Emergency events will be handled by mitigating the emergency, and then contacting the Office of the State Architect to receive emergency funding. In addition, the College will work with the Procurement and the System Office and the State Controller’s Office to procure additional resources.

7.2 UTILITIES

Facilities staff will coordinate with Campus utility providers to assist in mitigation and recovery efforts.

7.3 MISSION ESSENTIAL PERSONNEL

Most Facilities staff is considered mission essential personnel and is required to assist during emergencies.
Section 8: Reporting Emergencies, Crimes, and Suspicious Activity

8.1 CONTACT CAMPUS SECURITY

Students, staff, faculty, and visitors should call 911 to report an emergency such as a fire, medical emergency, act of violence, etc. 911 may be directly dialed from any campus phone without having to dial 9 for an outside line. Employees are then responsible for notifying a member of the Policy Group of any campus emergency, as well as all 911 calls made from campus phones.

For non-emergency issues, contact Student Affairs Campus Emergency number at 6911.

8.2 REPORTING AN EMERGENCY

Report all emergencies immediately to 911.

Be prepared to provide the following information:

- Type of emergency (e.g. medical, fire, traffic accident, active shooter, hazardous materials spill, tornado).
- Location of the emergency, including the physical address, campus, building, and room number.
- Brief description of the situation, such as what happened, how large the fire is, number of victims (if known), etc.
- In the event of a shooting or other act of violence, the last known location and description of the perpetrator(s).
- Your name, phone number, and location.
8.3 ANONYMOUS REPORTING VIA SAFE2TELL

Safe2Tell is a way for members of the CCCS community to anonymously report anything that scares or endangers them, their friends, or their family, including:

- Assaults
- Harassment
- Weapons on Campus
- Suicide Prevention
- Abuse
- Sexual Harassment
- Dating Violence
- Vandalism
- Gangs
- Threats
- Domestic Violence
- Theft

Safe2Tell will notify someone who can intervene while protecting the reporting person’s anonymity.

To contact Safe2Tell:

- Call 1-877-542-SAFE (1-877-542-7233)
Section 9: General Emergency Procedures

9.1 EMERGENCY RESPONSE GUIDE

Each classroom, office, or work area shall be equipped with a (SRP), Standard Response Protocol Classroom Poster which lists the most common types of responses to an emergency.

9.2 PREPARING FOR EMERGENCIES

Emergencies can happen at any time. All staff, faculty, and students should take personal responsibility for themselves and prepare for emergency situations before they happen.

- Review emergency procedures, guides, the Standard Response Protocol and this EOP.
- Identify primary and secondary evacuation routes from the building.
- Know the locations of designated shelter areas on campus.
- Know the location of fire extinguishers and Automated External Defibrillators (AEDs), if applicable.
- Sign up for CCCS emergency notifications and alerts.

9.3 BUILDING EVACUATION

9.3.1 General Building Evacuation Procedures

When the building fire alarm sounds, or when directed by a College official to evacuate, all occupants will leave the building through the nearest exit. Designated Public Safety/Security or Facilities personnel may remain behind for the purpose of assisting other occupants or emergency responders.

- Treat fire alarms as actual emergencies and not drills.
- Quickly gather personal belongings such as coats and car keys.
- Leave the building immediately in a calm, orderly manner through the nearest available exit.
- If there is no one behind you, close doors as you leave.
- Listen for and follow instructions.
- Do NOT use elevators.
Provide assistance to individuals with functional impairments who may need help evacuating.

Stay together in a group with your class or work section if possible. Instructors must account for all students. Supervisors must account for all employees in their work sections.

Move (and remain) at least 150 feet away from the building, and if possible to the upwind side.

WAIT to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.

9.3.2 Faculty and Staff Responsibilities

If possible, keep students together in a group during the evacuation and stay with them.

Account for all students present upon reaching the evacuation point.

Immediately report any students you believe to be missing to Public Safety/Security or local law enforcement or fire department.

9.3.3 Directed Building Evacuation (Non-Fire Emergency)

Directed Evacuation is used to get occupants out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package or a hazardous material spill, or if usual evacuation routes are blocked.

Directed evacuation procedures are the same as general evacuation procedures.

Instructions for a directed evacuation will be provided via the public address system or other appropriate communication.

9.3.4 Building Evacuation for People with Disabilities

People with disabilities or mobility impairments should plan for emergencies by developing an evacuation strategy and sharing it with staff, faculty, and fellow students who can assist them with evacuation. People with service animals should practice evacuating so that their service animal becomes familiar with both primary and alternate evacuation routes.

Some individuals with mobility impairments utilize special equipment such as wheelchairs, braces or crutches to move around the campus. Others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently.

During an emergency situation, those persons requiring assistance should be consulted regarding their needs prior to assisting them. The suggestions listed below may vary depending
on the emergency situation and the needs of the person requiring assistance.

To evacuate people with mobility impairments:

- Assist and accompany to evacuation site if possible.
- Use a sturdy chair (or one with wheels) to move the person.
- Help carry individual to safety if possible, or use an evacuation chair (stairchair) (see section 9.3.5 below).
- Utilize rescue chairs where available to navigate stairs.
- If unable to assist a person with mobility impairment, notify Public Safety/Security or emergency responders.

To evacuate people using wheelchairs:

- Consult the individual before moving him/her.
- Individuals at ground floor locations may be able to exit without help.
- Utilize evacuation chairs (stair chairs) where available to navigate stairs (see section 9.3.5 below).

To assist people with visual impairment:

- Announce the type of emergency.
- Take directions from the individual about how best to guide him/her.
- Tell the person where you are going and what obstacles you encounter.
- When you reach safety, ask if further help is needed.

To alert people with hearing impairment:

- Turn lights on/off to gain person’s attention.
- Indicate directions with gestures.
- If time permits, write a note with evacuation directions.
- Escort the person out of the building if requested to do so.

To assist people with service animals:

- A service animal may become hesitant or confused during an emergency. Discuss how to best assist the person with a disability if this should occur.

9.3.5 Emergency Evacuation Chairs ("Stair Chairs")
Currently located in Humanities Building. Building Captain is trained on proper usage.
9.3.6 Building Evacuation Signage

Emergency Exits are to be physically marked by illuminated EXIT signs or similar indicators over each doorway.

Emergency Exits are to be indicated on floor plan maps located in hallways in each building.

Appendix C of the EOP provides maps of all campuses that show emergency exit locations.

9.4 SHELTER

Building occupants may be directed to shelter for situations such as severe weather or an outside hazardous material spill. The nature and location of the incident will determine the extent of shelter-in-place actions.

In all instances, be prepared to evacuate the building or relocate to another area within the building. Listen for instructions via the public address systems, and follow the direction of College or first responder personnel.

9.4.1 General Shelter Procedures

For severe weather:

- If safe to do so, close blinds and curtains on exterior windows.
- Move away from exterior windows.
- If possible, seek shelter in a lower-level interior room with no windows, restroom, or a Designated Shelter Area.

For incidents involving hazardous materials outside the building:

- Close doors and windows.
- Seal doors and windows with tape if available.

9.5 LOCKDOWN

A lockdown may be ordered for a human threat such as an active shooter. In a lockdown situation, all exterior doors to a building are secured and occupants are expected to remain inside.

- Stay calm.
- Remain in classrooms or offices. If in a common area, stay away from windows and doors.
- Lock doors and barricade them if possible.
Do not allow anyone access once the doors are locked, as this may compromise the safety of those inside.

Do not allow anyone to talk their way inside, as they may be the suspect or may be coerced by the suspect outside of your view.

Wait for further instructions and do not allow anyone to leave until given the “all clear” signal or message.

If you are unable to find a secure room, consider self-evacuation from the building.

Individuals who may be on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).

9.6 LOCKOUT

A Lockout moves people into a building from the outside or keeps people in the building away from a threat outside of a Campus. A Lockout may be ordered in the event of a threat such as police chase in the area or wild animal that poses potential danger.

9.7 CAMPUS EVACUATION

A campus evacuation is used to get students, faculty and staff off campus due to a serious emergency in the area.

When leaving campus, drive with caution, be courteous, and follow directions from emergency personnel. Do not block access/egress for emergency vehicles.
Section 10: Clery Specific Policies

10.1 POLICY AND PROCEDURES FOR DESIGNATING AND TRAINING CAMPUS SECURITY AUTHORITIES

I. Purpose


II. Policy

It is the policy of the College to comply with the Clery Act at all college locations, including through the proper designation and training of CSAs, as that term is defined in the Clery Act and related regulations.

III. Definitions

A “Campus Security Authority” (“CSA”) is an individual at the College who, because of their function for the College, has an obligation under the Clery Act to notify the college of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness.

“Clery Crimes” are defined by the Clery Act as any of the following:

Primary Crimes
- Murder and Non Negligent Manslaughter
- Negligent Manslaughter
- Aggravated Assault
- Arson
- Burglary
- Robbery
- Motor Vehicle Theft

Violence Against Women Act
- Rape
- Fondling
- Incest
- Statutory Rape

Arrests and Referrals for Disciplinary Action
- Liquor Law Violations
- Weapons Possession
- Drug Abuse Violations

Hate Crimes
Under the Clery Act, Hate Crimes include any of the following offenses motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson. The following crimes are also included if they are Hate Crimes:
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism or Property

Although there are many possible categories of bias, under the Clery Act, the eight categories that are required to be reported as hate crimes include:

- Race
- Religion
- Sexual orientation
- Gender
- Gender identity
- Ethnicity
- National origin
- Disability

IV. Procedure for Designating CSAs

The Clery Coordinator is responsible for designating CSAs as soon as practicable after the hiring of an employee or a change in an employee’s job functions as outlined below:

For New Employees

The Human Resources Director notifies the Clery Coordinator when an employee is hired so a determination can be made about their CSA status. If the Clery Coordinator determines that the employee is a CSA, the Clery Coordinator emails the employee to notify them of their responsibilities as a CSA and the training requirement.

For Changes in Employee Job Functions

The Human Resources Director notifies the Clery Coordinator when an employee’s job functions have changed so a determination can be made about their CSA status. If the Clery Coordinator determines that the employee is a CSA, the Clery Coordinator emails the employee to notify them of their responsibilities as a CSA and the training requirement. If the Clery Coordinator determines that the employee was a CSA and is no longer a CSA in their current role, the Clery Coordinator emails the employee to notify them of this change.

For Student Employees

The Residence Hall Manager provides the Clery Coordinator with the names of student Resident Assistants at the beginning of the fall and spring semesters. The Clery Coordinator then emails the Resident Assistants to notify them of their responsibilities as a CSA and the training requirement. If a Resident Assistant changes, the Residence Hall Manager notifies the Clery Coordinator of the change as soon as possible. If the Clery Coordinator determines that the Resident Assistant was a CSA and is no longer a CSA, the Clery Coordinator emails the employee to notify them of this change.

The Learning Commons Coordinator provides the Clery Coordinator with the names of Student Engagement and Educational Development (SEED) Team members at the beginning of the fall and spring semesters. The
Clery Coordinator then emails the SEED Team members to notify them of their responsibilities as a CSA and the training requirement. If a SEED Team member changes, the Learning Commons Coordinator notifies the Clery Coordinator of the change as soon as possible. If the Clery Coordinator determines that the SEED Team member was a CSA and is no longer a CSA, the Clery Coordinator emails the employee to notify them of this change.

*Student Clubs and Organizations*

Each student club and organization provides the Clery Coordinator with name of the club or organization’s advisor at the beginning of every school year in August. The Clery Coordinator then emails the advisors to notify them of their responsibilities as a CSA and the training requirement. If a club or organization’s advisor changes, the club or organization notifies the Clery Coordinator of the change as soon as possible. If the Clery Coordinator determines that the advisor was a CSA and is no longer a CSA in their current role, the Clery Coordinator emails the employee to notify them of this change.

**V. Procedure for Training CSAs**

The Clery Coordinator coordinates and oversees all CSAs on OJC’s campus. This individual is responsible for:

- Training CSAs and maintaining electronic and hard copy crime report files.
- Reevaluating the CSA status of all employees, including student employees, at the beginning of each semester (August, January, and June).
- Maintaining a current list of CSAs in a shared electronic file.
- Maintaining historic lists of CSAs in a separate electronic file, along with hard copy lists that are kept in the Clery Coordinator’s office.

Each CSA shall complete training with respect to the Clery Act, the College’s Clery Act compliance policies and procedures, and the responsibilities of a CSA. CSA training shall educated CSAs about the history of the Clery Act, Clery Crimes, Clery Geography, how and when to report allegations of Clery crimes, and the College’s timely warning and emergency notification processes. This training can be conducted in-person or online. CSA Training includes a test that each CSA must pass with a score of 80% to earn a Certificate of Completion.

**VI. Process for Tracking CSAs**

The Clery Coordinator tracks current CSA employees in an electronic spreadsheet and updates the list each semester to ensure its accuracy and completeness. The Clery Coordinator retains historical CSA lists in an electronic folder. Based on their job duties, the following individuals are considered to be CSAs:

- Assistant Director of Financial Aid
- Associate Vice President of Academic Affairs
- Associate Vice President of Enrollment Management
- Athletic Coaches (Head Coaches & Assistants)
- Club Advisors
- Dean of Students
- Director of Human Resources/Title IX Coordinator
- Director of International Relations
- Educational Resource and Accessibility Specialist
- Faculty Advisors
VII. Process for Administering the OJC Annual Campus Security Authority Survey

Every January, the Clery Coordinator will send out an email to all CSAs with a link to the OJC Annual Campus Security Authority Survey. The purpose of this survey is for CSAs to disclose any Clery Act crime alleged to have occurred during the previous calendar year that was not previously reported to a College stakeholder (e.g. OJC Security, Dean of Students, VP of Student Affairs). CSAs will have a month to submit this survey to the Clery Coordinator. The Clery Coordinator will retain electronic copies of survey responses, as well as hard copies, and will use the survey information to ensure Clery crimes are properly reported in the Annual Security Report.

10.2 POLICY AND PROCEDURES FOR MAINTAINING THE DAILY CRIME LOG

I. Purpose


II. Policy

It is the policy of the College to comply with the Clery Act at all college locations, including through proper maintenance of the Daily Crime Log, as that term is defined in the Clery Act and related regulations.

III. Definitions

- Daily Crime Log – a document provided in accordance with the regulations set out under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 USC 1092(f)]. The Daily Crime Log includes the date and time the crime was reported, the date and time the crime occurred, the location of the crime, the nature of the crime, and the disposition of the complaint, if known.
• **Incident** – a non-emergency event requiring intervention by college personnel or local law enforcement. Incidents are situation based and may result in criminal charges or reporting to local government agencies.

• **Emergency** – a situation which poses an immediate risk to life and property and which requires urgent attention from first responders (e.g. police, sheriff, fire department, emergency medical services)

• **Disaster** – a sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life.

**IV. Process for Reporting Incidents and Emergencies**

Students, staff, faculty, and visitors should call **911** to report any incident, emergency, or disaster that is severe in nature and presents an immediate or ongoing threat to campus community (e.g. act of violence, medical emergency, fire). **911** may be directly dialed from any campus phone without having to dial “9” for an outside line. The reporting party should then call the Student Affairs Campus Emergency number at **6911** to report the incident, emergency or disaster to the Dean of Students, Law Academy Director, and/or Campus Security.

For non-emergency incidents that occur during **regular business hours**, students, staff, and faculty should contact the Student Affairs Campus Emergency number at **6911**. For non-emergency issues that occur **after 5pm**, students, staff, and faculty should contact the OJC Security Team at **(719) 469-2613**, or utilize the **6911** emergency number to be connected with Security.

During regular business hours, the Dean of Students and/or the Law Academy Director take the lead on responding to non-emergency incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted, and whether or not an emergency notification or timely warning are issued. Reporting parties complete and submit an incident report or crime report within 24 hours of the incident or reported crime.

During evening hours, the OJC Security Team takes the lead on responding to non-incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted, and whether or not an emergency notification or timely warning are issued. Reporting parties complete and submit an incident report or crime report within 24 hours of the incident or reported crime.

**V. Procedure for Maintaining the Daily Crime Log**

The Dean of Students and the OJC Security Team review incident reports and crime reports to determine if they have already been added to the Daily Crime Log, or if they will need to be added. The Dean of Students updates the Daily Crime Log for crimes that occur during regular business hours, and the OJC Security Team updates the Daily Crime Log for incidents that occur during evening hours. Crimes reported are logged on the Daily Crime Log within 2 business days of the report. The Dean of Students and the OJC Security Team update dispositions of reported crimes listed on the Daily Crime Log as these dispositions change.

The Clery Coordinator reviews incident reports and the Daily Crime Log weekly to ensure that each entry on the daily crime log has a corresponding Incident Report or CSA Crime Report, that the reports and crime log entries have matching case numbers, and that the correct information is included on the Daily Crime Log. The
Clery Coordinator extracts Clery Crimes from the crime log, and adds these crimes to an electronic spreadsheet in the Clery Crimes Spreadsheet folder so these crimes can counted for publication in the ASR.

V. Location of the Daily Crime Log

The Daily Crime Log is located in a shared electronic folder on the O:Drive that key personnel have access to. The Daily Crime Log is accessible and available during regular business hours by contacting the Dean of Students in person at:

1802 Colorado Ave.
La Junta, CO 81050
McBride Room 132
Office: (719) 384-6859

10.3 PROCESS FOR RECORD RETENTION

Process:
Clery Act regulations require that all records used in the preparation of the ASR are retained for 7 years, and that records older than 7 years are purged. The Clery Coordinator retains electronic and hard copy files of the following documents for 7 years:

- Incident Reports
- Crime Reports
- Daily Crime Logs
- Emergency Response and Evacuation Testing Log
- Fire Log
- Letters to law enforcement to retrieve crime statistics
- Campus Security Authority lists
- Campus geography assessments

When 7 years have passed, the Clery Coordinator deletes electronic folders and shreds all hard copy documents.

10.4 PROCESS TO TEST EMERGENCY RESPONSE AND EVACUATION PROCEDURES

I. Purpose

Clery Act regulations define a “test” as regularly scheduled drills, exercises and appropriate follow-up activities, designed for assessment and evaluation of emergency plans and capabilities. The purpose of these tests is to prepare the campus community and visitors for what to do in case of a fire or other emergency. During these tests, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the alarm.
II. Definitions

- **Incident** – a non-emergency event requiring intervention by college personnel or local law enforcement. Incidents are situation based and may result in criminal charges or reporting to local government agencies.
- **Emergency** – a situation which poses an immediate risk to life and property and which requires urgent attention from first responders (e.g. police, sheriff, fire department, emergency medical services).
- **Disaster** – a sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life.

III. Process for Reporting Incidents and Emergencies

Students, staff, faculty, and visitors should call **911** to report any incident, emergency, or disaster that is severe in nature and presents an immediate or ongoing threat to campus community (e.g. act of violence, medical emergency, fire). **911** may be directly dialed from any campus phone without having to dial “9” for an outside line. The reporting party should then call the Student Affairs Campus Emergency number at **6911** to report the incident, emergency or disaster to the Dean of Students, Law Academy Director, and/or Campus Security.

For non-emergency incidents that occur during **regular business hours**, students, staff, and faculty should contact the Student Affairs Campus Emergency number at **6911**. For non-emergency issues that occur **after 5pm**, students, staff, and faculty should contact the OJC Security Team at **(719) 469-2613**, or utilize the **6911** emergency number to be connected with Security.

During regular business hours, the Dean of Students and/or the Law Academy Director take the lead on responding to non-emergency incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted, and whether or not an emergency notification or timely warning are issued. Reporting parties complete and submit an incident report or crime report within 24 hours of the incident or reported crime.

During evening hours, the OJC Security Team takes on responding to non-incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted, and whether or not an emergency notification or timely warning are issued. Reporting parties complete and submit an incident report or crime report within 24 hours of the incident or reported crime.

IV. Annual Review of Procedures

Otero Junior College tests the emergency response and evacuation procedures on at least an annual basis. The Emergency Management Operations Group (EMOG) coordinates these tests using tabletop exercises or announced or unannounced drills. In conjunction with testing, OJC publicizes the emergency response and evacuation procedures to the campus community via email.

In addition, the EMOG notifies staff and students during routine meetings of the necessary procedures to follow during an emergency requiring an evacuation, lock out, lock down, or defend in place incident. Within 5
business days of any real emergency, or planned drill, the EMOG meets and develops an After Action Plan to be disseminated to OJC faculty and staff by email. If further staff training is needed, the EMOG makes recommendations to OJC Administration for consideration.

V. Record-Keeping

The Clery Coordinator maintains a record of all tests, drills and exercises that includes a description of the exercise, the date, time, and whether it was announced or unannounced. This information is recorded on the Emergency Response and Evacuation Testing log and stored in an electronic folder.

10.5 PROCESS FOR REPORTING INCIDENTS AND EMERGENCIES

I. Definitions

- **Incident** – a non-emergency event requiring intervention by college personnel or local law enforcement. Incidents are situation based and may result in criminal charges or reporting to local government agencies.
- **Emergency** – a situation which poses an immediate risk to life and property and which requires urgent attention from first responders (e.g. police, sheriff, fire department, emergency medical services).
- **Disaster** – a sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life.

II. Process for Reporting Incidents and Emergencies

Students, staff, faculty, and visitors should call **911** to report any incident, emergency, or disaster that is severe in nature and presents an immediate or ongoing threat to campus community (e.g. act of violence, medical emergency, fire). **911** may be directly dialed from any campus phone without having to dial “9” for an outside line. The reporting party should then call the Student Affairs Campus Emergency number at **6911** to report the incident, emergency or disaster to the Dean of Students, Law Academy Director, and/or Campus Security.

For non-emergency incidents that occur during regular business hours, students, staff, and faculty should contact the Student Affairs Campus Emergency number at **6911**. For non-emergency issues that occur after **5pm**, students, staff, and faculty should contact the OJC Security Team at **(719) 469-2613**, or utilize the **6911** emergency number to be connected with Security.

During regular business hours, the Dean of Students and/or the Law Academy Director take the lead on responding to non-emergency incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted, and whether or not an emergency notification or timely warning are issued. Reporting parties complete and submit an incident report or crime report within 24 hours of the incident or reported crime.

During evening hours, the OJC Security Team takes the lead on responding to non-emergency incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted,
and whether or not an emergency notification or timely warning are issued. Reporting parties complete and submit an incident report or crime report within 24 hours of the incident or reported crime.

III. Confidential Reporting

Victims or witnesses to crimes can report crimes to any Campus Security Authority (CSA) on a voluntary, confidential basis for inclusion in the annual security report. If the reported crime is severe in nature and presents an ongoing or immediate threat to the facility, staff, or students, the CSA should immediately call 911 and then notify the Dean of Students or the Law Academy Director during regular hours and OJC Campus Security during evening hours.

CSAs are required to submit an electronic crime report form for all Clery crimes reported within 24 hours of being notified of the crime or incident. If the reporting party wishes to remain anonymous, the CSA will refer to the name of the reporting party as “Anonymous”.

10.6 PROCESS FOR ASSESSING, DOCUMENTING, AND UPDATING CLERY GEOGRAPHY

I. Purpose


II. Definitions

On-Campus Locations

Under the Clery Act, the on-campus category includes the following:

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

- Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Public Property

Under the Clery Act, public property encompasses the following:

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. This definition includes sidewalks, streets, and other thoroughfare and parking facilities.

Non-Campus Locations

The Clery Act definition of non-campus buildings or property is:

- Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

III. Process for Assessing, Documenting, and Updating Clery Geography

At the end of every semester in December, April, and July, the Clery Coordinator emails Cabinet a list of our current on-campus, and non-campus, and public property locations for their review. If changes have been made to these locations, Cabinet emails these changes to the Clery Coordinator. The Clery Coordinator updates our Campus Security Authority training materials as needed, including our Clery Act Locations document, and emails instructions on how to access these training materials to every Campus Security Authority at the beginning of every fall, spring, and summer semester to ensure that crimes are being properly reported.

10.7 CLERY ACT LOCATIONS

We are required to disclose statistics for reported Clery Act crimes that occur (1) on campus; (2) on public property within or immediately adjacent to the campus; and (3) in or on noncampus buildings or property that our institution owns or controls.

On-Campus Locations

Under the Clery Act, the on-campus category includes the following:

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

At Otero Junior College, our on-campus locations are defined as those properties, streets, retail operations and facilities owned by the State of Colorado and used by students, staff, faculty, and visitors that are bounded by Colorado Ave., San Juan Ave., 22nd St., and 15th Street as shown below:
Public Property
Under the Clery Act, public property encompasses the following:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. This definition includes sidewalks, streets, and other thoroughfare and parking facilities.

Non-Campus Locations
The Clery Act definition of non-campus buildings or property is:

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
At Otero Junior College, our non-campus locations are as follows:

- South Site Residence Hall (1.5 miles south of campus on San Juan)
- 22nd Street Field (2009 Bradish Ave.)
- Tiger Stadium (1817 Smithland Ave.)
- La Junta Rodeo Grounds (27150 Harris Rd.)
- La Junta Golf Club (27696 Harris Rd. La Junta, CO)
- La Junta Police Department Shooting Range: Memorial Training Facility (27510 Target Rd. La Junta, CO)
- La Junta Police Department Driving Instruction Track (30121 1st Ave. Airport La Junta, CO)
- J.E. Canyon Ranch (27331 County Road 157 Branson, CO)
- Fort Lyon (30999 County Rd. 15, Las Animas, CO)

For Stay-Away Trips

- If you are traveling with students and you are staying in a hotel for one night, you don’t have to report crime statistics for those hotel rooms because they don’t meet Clery’s “frequently used by students” criterion. If, however, you rent rooms at the same hotel every year for one night, this is considered repeated use, and have to include any crimes that occur in the rooms used by our students and any common areas used to access the rooms (lobby, elevators, etc.) for the times and dates specified in the rental agreement.

- For short-stay away trips of more than one night, you have to include any crimes that occur in the rooms used by our students and any common areas used to access the rooms (lobby, elevators, etc.) for the times and dates specified in the rental agreement.

10.8 PROCESS TO REQUEST CRIME STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

I. Purpose


II. Process

At the beginning of every January, the Clery Coordinator submits a written request, by email first, for crime statistics for the previous year from the La Junta Police Department and the Otero County Sheriff’s Office. The crime statistics requested are for crimes committed on campus and on public property within and immediately adjacent to school-owned buildings and property for the previous year. The Clery Coordinator refers to the “Sample Letter to a Local Law Enforcement Agency to Request Crime Statistics” in the Handbook for Campus Safety and Security Reporting (Appendix B) when writing these letters. If a response is not received via email, the Clery Coordinator contacts the agencies by phone, and then by mail if needed. All correspondence is saved in a shared electronic file, and a hard copy of correspondence is kept in a file in the Clery Coordinator’s office.

The Clery Coordinator reviews all crime statistics received and compares these statistics with our Daily Crime Log and Clery Crime Log to ensure all crimes have been logged for reporting purposes. These crime statistics are saved in a shared electronic file and a hard copy file is kept in a file in the Clery Coordinator’s office.
10.9 PROCESS FOR AGREEING CRIME STATISTICS REPORTED IN ANNUAL SECURITY REPORT TO SUPPORTING DOCUMENTS AND LOGS

I. Purpose

The purpose of this document is to establish a process by which Otero Junior College agrees crime statistics reported in the ASR to supporting documents and logs in accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f) (the “Clery Act”) and its implementing regulations.

II. Process

The Clery Coordinator reviews incident reports, crime reports, and the daily crime log weekly to ensure that each entry on the daily crime log has a corresponding incident report or crime report, that the reports and daily crime log entries have matching case numbers, and that the correct information is included on the daily crime log. The Clery Coordinator extracts Clery Crimes from the daily crime log, and add these crimes to an electronic folder titled Clery Crime Tables so these crimes can counted for publication in the ASR. The Dean of Students and Campus Security update the daily crime log dispositions of reported crimes as these dispositions change, and the Dean of Students adds Discipline Letters to electronic incident report files so the Clery Coordinator can track sanctions.

10.10 PROCESS FOR ISSUING TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

I. Purpose

The purpose of this document is to establish a process by which Otero Junior College issues timely warnings and emergency notifications in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (20 U.S.C § 1092(f) (the “Clery Act”) and its implementing regulations.

II. Definitions

- **Incident** – a non-emergency event requiring intervention by college personnel or local law enforcement. Incidents are situation based and may result in criminal charges or reporting to local government agencies.
- **Emergency** – a situation which poses an immediate risk to life and property and which requires urgent attention from first responders (e.g. police, sheriff, fire department, emergency medical services).
- **Disaster** – a sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life.
- **Timely Warning** – triggered by crimes that have already occurred but represent an ongoing threat, including any Clery Act crime committed on our Clery Act geography that is reported to a campus security authority or law enforcement agency, and is considered by the institution to represent a serious or continuing threat to students and employees.
• **Emergency Notification** – triggered by an event that is currently occurring on or imminently threatening the campus; issued for any significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees.

### III. Process for Reporting Incidents and Emergencies

Students, staff, faculty, and visitors should call **911** to report any incident, emergency, or disaster that is severe in nature and presents an immediate or ongoing threat to campus community (e.g. act of violence, medical emergency, fire). **911** may be directly dialed from any campus phone without having to dial “9” for an outside line. The reporting party should then call the Student Affairs Campus Emergency number at **6911** to report the incident, emergency or disaster to the Dean of Students, Law Academy Director, and/or Campus Security.

For non-emergency incidents that occur during **regular business hours**, students, staff, and faculty should contact the Student Affairs Campus Emergency number at **6911**. For non-emergency issues that occur **after 5pm**, students, staff, and faculty should contact the OJC Security Team at **(719) 469-2613**, or utilize the **6911** emergency number to be connected with Security.

During regular business hours, the Dean of Students and/or the Law Academy Director take the lead on responding to non-emergency incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted, and whether or not an emergency notification or timely warning is issued.

During evening hours, the OJC Security Team takes the lead on responding to non-emergency incidents. They may contact other appropriate individuals on or off campus to investigate the report. The nature of the report, including the type and location of the incident, dictates which internal and external resources are contacted, and whether or not an emergency notification or timely warning is issued.

Victims or witnesses to crimes can report crimes to any Campus Security Authority (CSA) on a voluntary, confidential basis for inclusion in the annual security report. If the reported crime is severe in nature and presents an ongoing or immediate threat to the facility, staff, or students, the CSA should immediately call **911** and then notify the Dean of Students or the Law Academy Director during regular hours and OJC Campus Security during evening hours.

### IV. Process for Issuing Emergency Notifications

Under the Clery Act, the College is required to immediately notify the campus community upon confirmation of a significant emergency or immediate threat to the health and safety of the campus community. An “immediate” threat includes an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of our buildings. Some other examples of significant emergencies or dangerous situations are:

- Outbreak of meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

In the event of a confirmed emergency or immediate threat on campus, the responding party contacts a member of the Policy Group. After consulting with other Policy Group members and/or members of the Emergency Management Operations Group (if time permits), the Policy Group member will, without delay, and taking into account the safety of the community, determine the content of the emergency notification. This Policy Group member then instructs the Public Information Officer (PIO) or designee to initiate the notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The entire campus is notified when there is potential for a large segment of the community to be affected by a situation, or when a situation threatens the operation of the campus as a whole. If a particular segment of the campus community is notified, the Policy Group and Emergency Management Operations Group (EMOG) continually assess the situation to determine if additional segments of the campus community should be notified. The content of the notification sent by the PIO includes the following:

- Information about the nature of the emergency and what changes one needs to make immediately as a result
- Evacuation procedures if necessary
- Assurance that an “all-clear” will be sent when the emergency or incident is over.

This information is disseminated to campus community members through a variety of mechanisms or mediums, including:

**AppArmor**

AppArmor is the notification system the College uses to send emergency messages to our entire campus community. Emergency notifications and timely warnings are sent via e-mail, text (SMS), and voice mail to mobile or home phones. All students, staff, and faculty are automatically enrolled to receive emergency notifications via their school email, home phone, and work phone as available through the Banner system.
To receive mobile phone and text messages (SMS), users must opt-in to this service on their MyOJC dashboard by clicking on the “Update OJC Alert” link in the MyOJC box. The College does not charge for signing up to AppArmor; however, standard text messaging fees may apply to text messages received via this system. The user is responsible for payment of these costs.

**Door-to-Door Notification**

If safe to do so, designated college personnel (such as Public Safety or Facilities staff) go to specific rooms and/or wings of the affected campus to alert occupants to an emergency.

**Additional Notification Methods**

OJC’s phone system is equipped with an intercom system that allows up to 50 numbers to be contacted via intercom. Messages can be sent out to these phone numbers, which include staff in each building, so that a message can be quickly sent out to every building in the event of an emergency. OJC also utilizes a radio system between the Policy Group and security personnel that can immediately alert staff to a situation on campus needing intervention at the Incident level and immediate communication between members should cell networks be interrupted.

**V. Process for Issuing Timely Warnings**

Under the Clery Act, the College is required to issue a timely warning when a Clery crime is reported to a Campus Security Authority or local law enforcement agency that poses a serious or ongoing threat to the campus community. Though all harmful behaviors are unacceptable, not all incidents will result in a timely warning – a report must represent a serious or ongoing threat to the campus community for a timely warning to be issued. The purpose of the warning is to aid in the prevention of similar crimes by alerting the campus community about the incident and providing information on the actions people can take to diminish their chances of being victimized.

Crimes that may trigger a Timely Warning must meet the following criteria:

- Clery-reportable crime (see below)
- Clery geography (on campus, on public property immediately adjacent to campus, or on non-campus locations)
- Reported to Campus Security Authority or Law Enforcement
- Represents a serious or ongoing threat to the campus community

Clery reportable crimes include:

- Murder and non-negligent manslaughter
- Manslaughter by negligence
• Aggravated assault
• Arson
• Burglary
• Robbery
• Motor vehicle theft
• Rape
• Fondling
• Statutory rape
• Incest
• Dating violence
• Domestic violence
• Stalking
• Hate crimes, including any of the above offenses, as well as incidents of larceny/theft, simple assault, intimidation, and destruction, damage, or vandalism of property
• Arrests and disciplinary referrals alcohol, drug, and/or weapons violations

In the event of a serious or ongoing threat to the campus community, the responding party contacts a member of the Policy Group. After consulting with other Policy Group members and/or members of the Emergency Management Operations Group, the Policy Group member will determine the content of the Timely Warning and instruct the PIO or designee to initiate the Timely Warning system. The decision to issue a Timely Warning will be made in light of all the facts surrounding the incident, including, but not limited to:

• The nature of the incident
• The continuing danger to the campus community
• The possible risk of compromising law enforcement efforts.

The content of the Timely Warning includes information about the crime that triggered the warning, the location of crime, as well as information intended to promote safety and aid in the prevention of similar crimes, including a description of the suspect if warranted. Timely Warnings are disseminated to campus community members through App Armor.

**AppArmor**

AppArmor is the notification system the College uses to send emergency messages to our entire campus community. Emergency notifications and timely warnings are sent via e-mail, text (SMS), and voice mail to mobile or home phones. All students, staff, and faculty are automatically enrolled to receive emergency notifications via their school email, home phone, and work phone as available through the Banner system.

To receive mobile phone and text messages (SMS), users must opt-in to this service on their MyOJC
dashboard by clicking on the “Update OJC Alert” link in the MyOJC box. The College does not charge for signing up to AppArmor; however, standard text messaging fees may apply to text messages received via this system. The user is responsible for payment of these costs.

10.11 PROCESS FOR PREPARING THE ASFSR

I. Purpose


II. Definitions

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act - The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. The goal of the Clery Act is to ensure that students, prospective students, parents, and employees have access to accurate information about crimes committed on campus and campus security procedures.

- Higher Education Opportunity Act - The Higher Education Opportunities Act (HEOA) of 2008 requires colleges and universities maintaining on-campus housing to compile fire data and issue a fire safety report annually. This report includes statistics on the number of fires, the cause of each fire, the number of injuries and deaths, and the value of property damaged. It also includes a description of fire systems, the number of fire drills, evacuation procedures, education and training programs, the institution’s policies (appliances, smoking, open flames, and other potential hazards), and future plans for fire safety improvement.

II. Process for Preparing the Annual Security and Fire Safety Report

The Clery Coordinator is responsible for preparing, publishing, distributing, and maintaining the Annual Security (AS) and the Annual Fire Safety Report (AFSR) in compliance with 34 § CFR 668.48 – Institutional Security Policy and Crime Statistics. The Clery Coordinator is also responsible for submitting the annual crime statistics published in the Annual Security and Annual Fire Safety Report to the Department of Education.

Every January, the Clery Coordinator submits a written email request for crime statistics for the previous year from the La Junta Police Department and the Otero County Sheriff’s Office. The Clery Coordinator will refer to the “Sample Letter to a Local Law Enforcement Agency to Request Crime Statistics” in the Handbook for Campus Safety and Security Reporting (Appendix B) when writing these letters. The crime statistics requested for inclusion in the Annual Security and Fire Safety Report will be for crimes committed on campus and on public property surrounding and immediately adjacent to the campus for the previous year. If a response is not received by email, the Clery Coordinator contacts the agencies by phone, and then by mail if needed. All
documentation and crime statistics received is kept in a shared electronic file, and a hardcopy file is kept in the Clery Coordinator’s office for 7 years.

The Clery Compliance Committee assists the Clery Coordinator by providing department-specific processes, policies, and procedures that pertain to the Clery Act, along with information on educational programming. They also review the Annual Security and Fire Safety Report every summer for accuracy and completeness before it is published by October 1.

The Annual Security and Annual Fire Safety Report includes the following information:

- Policy statements
- Information on emergency preparedness and evacuation procedures
- Information on crime prevention and sexual assault
- Information on educational programming related to Clery crimes
- Clery Act crime and fire safety statistics for the Otero Junior College campus for the last three calendar years, as provided by Campus Security, Campus Security Authorities, anonymous reporters, the La Junta Police Department, the Otero County Sherrif’s Department.

Upon publication, the Clery Coordinator sends out an e-mail notification to all current students, faculty, and staff with a link to ASFSR on the College’s website, along with a PDF copy of the report. The College also provides students and OJC employees with information about the ASFSR and how to find the most recent publication on our website. A paper copy of the report is available by contacting the Clery Coordinator.

10.12 PROCESS FOR PREPARING THE DFSCA BIENNIAL REVIEW

I. Purpose


II. Definitions

**Drug and Alcohol Abuse Prevention Program (DAAPP)** – required by the Secretary of Education to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities. The DAAPP must be communicated annually, in writing, to all students enrolled in any course(s) for which academic credit will be awarded.

**Drug-Free Schools and Communities Act Biennial Review** – a review on the effectiveness of the College’s drug and alcohol abuse prevention program that is conducted and on file by December 31 of each even-numbered year, and that covers the previous two academic years. In accordance with current statutory requirements, the biennial review must:

(A) Determine the program’s effectiveness and implement changes to the program if the changes are needed
(B) Determine the number of drug and alcohol-related violations and fatalities that
   a. Occur on the institution’s campus (as defined in the Clery Act), or as part of the
      institution’s activities; and
   b. Are reported to campus officials
(C) Determine the number and type of sanctions that are imposed by the institution as a result of drug
   and alcohol-related violations and fatalities on the institution’s campus or as part of any of the
   institution’s activities; and
(D) Ensure that sanctions imposed for violations of the standards of conduct addressed by the DAAPP
   are consistently enforced.

III. Process

The Clery Coordinator initiates the DFSCA Biennial Review in August of every even-numbered year by
reviewing and documenting the number of drug and alcohol-related violations and fatalities that occurred on
campus for the last two academic years, along with the number and type of sanctions that were composed.
This information is located in daily crime logs and in related incident reports and discipline letters that are
stored in a shared electronic folder, as well as in the Dean of Student’s office. The Dean of Students reviews
this data for accuracy and completeness.

In September and October of even-numbered years, the DFSCA Committee reviews and inventories all
programs that have been part of the College’s overall and holistic alcohol and drug prevention efforts for the
last two academic years, including campus activities involving alcohol or drug prevention (i.e. programs from
Residence Life, Law Enforcement, and events that are purposefully alcohol-free alternatives). The DFSCA
Committee then reviews program assessment data, identifies trends and concerns regarding the data
collected, and develops recommendations for identified compliance concerns, and for improving areas that
are in compliance.

In November of even-numbered years, the Clery Coordinator prepares the written report, and the DFSCA
Committee reviews the written report for accuracy and completeness before it is sent to the President for
final approval in December of even-numbered years.