Important Contacts

Call 9-1-1 to report any emergency

Scott Sand
College President
- **818-785-2726 ext. 214**
- **661-803-9429**

Veronica Pantoja
Sr. Director of Administration
- **818-785-2726 ext. 223**

Cathy Maxwell-Ryan
Campus Director
- **303-529-0284**

Nicholas Walsh-Davis
Director of Student Affairs
- **818-785-2726 ext. 208**

Emergency Response Plan

Casa Loma College

Aurora, CO Campus

2026

FORWARD

Casa Loma College is committed to protecting the safety and well-being of all members of its community. The purpose of this Emergency Response Handbook is to assist you in dealing with emergencies while you are on campus. While it is impossible to develop a document that includes all emergency situations, we have attempted to reference those common emergencies for which you should be prepared. Reading this handbook in advance, being familiar with its contents, and knowing where it is in your classroom, on the campus, or in your office, will help you protect yourself and the people around you during an emergency.

Since emergencies can vary in scope and intensity, the instructions provided by Casa Loma College and emergency response personnel at the time of the incident may change or even conflict with instructions listed in this document; thus, please always follow the instructions issued by College officials and emergency response personnel at the time of a specific emergency event.

The emergency plan is the responsibility of Scott Sand, President. The President, along with the Campus Safety and Security Authority Team (CSA), reviews and updates the plan annually. Any suggestions, comments, or questions should be directed to any member of the Campus Safety and Security Authority Team (CSA).

Stay Safe,

Scott Sand
President, Casa Loma College

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EMERGENCY RESPONSE PLAN

Being Prepared and informed about what you should do in case of an emergency can make a significant difference. The Casa Loma College Emergency Response Plan is based on a realistic approach to problems likely to be encountered on campus during a major emergency or disaster. We encourage you to read this handbook BEFORE an emergency occurs. Preparation and knowledge will greatly enhance your chances of protecting yourself and others in an emergency.

In the event of an emergency, procedures contained in this plan will be implemented as needed. The Plan has been designed to be flexible in handling a sudden emergency. It is the belief of the College that flexibility will allow the College to accommodate the individual magnitude of severity that each emergency may present.

ASSUMPTIONS

An emergency or disaster may occur at any time day or night, weekday, or weekend, with little or no warning. The succession of events in an emergency are not predictable. Support and operational plans serve only as guidelines and checklists and may require modification to meet the specific nature of any emergency or disaster. Disasters may affect the availability of local, state, and federal services. Emergency services may not be available, and a delay in off campus emergency services may be expected up to 72 hours.

General assumptions at the time of an actual emergency or disaster include the following:

- That generally a warning will be received by Casa Loma College to alert the decision-making personnel to the possibility of a general disaster in the making.
- That some assistance will be available from local area resources, e.g., the department of emergency services, fire and police departments, hospitals, medical and nursing facilities, emergency rescue squads, and other lifesaving agencies.
- A Casa Loma College Campus Safety and Security Authority Team (CSA) member will normally be available in the decision-making chain to implement the necessary disaster procedures.
- That full cooperation between faculty, staff, administrators, and students will exist.
- That, in the event it becomes necessary, the plan ensures that all college personnel will be evacuated in a timely and expeditious manner.

PURPOSE

The purpose of the Emergency Response Plan (ERP) is to provide the structure, key responsibility, emergency assignments, and general procedure to follow in preparing for, responding to, and recovering from emergency situations.

SCOPE

This Emergency Response Plan, and all its contents, applies to all Casa Loma College students, faculty, and staff. Nothing in this plan is to be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

The plan and organization will be subordinate to local, state, or federal plans during a disaster declaration by those authorities.

PHASES OF EMERGENCIES

In most emergencies, it is the intention of Casa Loma College to utilize local police, fire, and other emergency resources to provide overall direction and control of the emergency. Casa Loma College will develop and implement prevention and emergency response strategies for the initial response to the emergency and contact local emergency authorities at the earliest time in accordance with details of this plan. Once on the scene, Casa Loma College will coordinate with and assist local authorities as necessary to assure an appropriate response to the emergency.

It is generally recognized that emergency planning and response occurs in three (3) phases:

Prevention and Preparation Phase: Through training and awareness, Casa Loma College will take appropriate action to prevent emergencies from occurring. Furthermore, Casa Loma College will take the actions necessary to maximize preparation for emergency situations. The Preparation Phase is inclusive of all preplanning steps and will include:

- Distribute Emergency Plan and College directory;
- Review the Plan(s) regularly;
- Develop supply and equipment lists for the plans;
- Conduct drills and training; and
- Provide training and awareness activities for students, faculty, and staff.

Response Phase: Casa Loma College will ensure that there are sufficient resources available to handle emergency situations and assist local emergency authorities as necessary in order that normal College functions can be resumed as quickly as possible.

Recovery Phase: Casa Loma College will take appropriate steps to evaluate and facilitate rapid and thorough recovery from an emergency in order that normal College functions can be resumed.

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CAMPUS SAFETY AND SECURITY AUTHORITY (CSA) TEAM

The President of Casa Loma College or designee in combination with the Campus Safety and Security Authority Team (CSA) will direct the emergency operations and preparations on campus. The Campus Safety and Security Authority Team (CSA) are responsible for all aspects of the Emergency Response Plan.

In the event that a college emergency is declared, the President or designee will initiate notification of the Campus Safety and Security Authority (CSA). At the earliest possible time, all available members of the team are to assemble at the Emergency Command Center.

The Campus Safety and Security Authority Team (CSA) and the successive designees for determination of a college emergency are:

Incident Commander (IC)	**President**	**Scott Sand**
Public Information	**President**	**Scott Sand**
Operations	**Campus Director**	**Cathy Maxwell-Ryan**
Employee Logistics	**Director of Human Resources**	**Veronica Pantoja**
Student Logistics	**Director of Student Affairs**	**Nicholas Walsh-Davis**
Instructional Logistics	**Provost**	**Elena Felipe**
Communications Logistics	**Senior Director of IT**	**Cyril Reiser**

The roles and responsibilities of Casa Loma College personnel not specified in the Campus Safety and Security Authority (CSA) team will depend on the nature and magnitude of the emergency, the identified skills of the individuals, and response needs. Generally, personnel will be initially engaged to account for students, manage assembly areas, and maintain a calm atmosphere. In the event of campus closure, personnel not directly responding to the emergency will be released from campus as early as practicable.

In the rare event that emergency conditions prevent people from leaving campus; or catastrophic damage has occurred; or outside emergency assistance is unavailable, other campus personnel will be called upon to provide additional guidance and assistance as necessary.

EMERGENCY RESPONSE PLAN ACTIVATION

The Emergency Response Plan shall be activated under the following circumstances:

a. The safety and/or security of students, faculty, or staff of the College is in danger.
b. Significant College facilities are in danger.
c. The governor has proclaimed a State of Emergency in an area which includes the College.

The President, Campus Director or designee has the responsibility to decide if the emergency response plan is to be activated, including the establishment of the Emergency Command Center, the recall of College personnel to campus during non-work hours, and the identification and recall of other College personnel who could assist in the emergency response effort.

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EMERGENCY STRUCTURE

Incident Commander (IC): If the established Casa Loma College Campus Safety and Security Authority Team are unavailable, the first College employee arriving at the incident shall assume the role of Incident Commander and will be responsible for the management of the incident until relieved on scene by the arrival of the President, Campus Director or designee. If emergency responders are involved the IC oversees the incident until control is transferred to an emergency response agency.

Emergency Command Center: The Emergency Command Center is a designated location from which the Campus Safety and Security Authority Team (CSA) will coordinate and gather the appropriate resources for the emergency.

- **Primary Location**: The primary location for the Emergency Command Center is the Office of the Campus Director, located on the first floor.
- **Secondary Location**: If the Office of the Campus Director is either part of the emergency or unsafe, the secondary location will be the Learning Resource Center, located on the first floor.
- **Outdoor Location**: If no safe area is available inside the building, the location will be outdoors in the campus parking lot, a safe distance from the area of the emergency.

LEVELS OF EMERGENCY

An emergency or disaster can occur at any time and at any place on the College campus. Any type of emergency incident, potential or actual, should be reported immediately.
Being prepared, pre-planning and practice exercises at our campuses and communication of expectations of the campus community improves the chances of the college community surviving and recovering from an emergency. Everyone is best served when the entire campus takes time to respond to an emergency in a practiced and thoughtful manner. To initiate a timely, effective, and efficient response, employees must understand their role as responders on campus and the levels of emergency requiring immediate action. The levels of emergency include the following definitions:

Level 3 (Minor Emergency)

A Level 3 emergency incident affects a minimum number of people, individual room(s) of a building, or a localized outside area. Level 3 events generally can be controlled by a minimum number of personnel and require only limited (or no) evacuation of a building or area. No formal campus-wide declaration is usually made, and the Campus Safety and Security Authority Team is not activated.

Examples of Level 3 emergencies include any incidents that will not seriously affect the overall function of the college such as a small fire, minor medical emergencies, or a limited power outage.

Level 2 (Major Emergency)

A Level 2 emergency incident affects the entire building, or a large outside area, and requires a coordinated effort by Campus Safety and Security Authority Team, facilities personnel, and/or other emergency response personnel. Potentially, this level may affect larger numbers of people, interrupt normal operations for a longer period than a Level 3 incident, and may involve evacuation of the campus, a building or area. A campus-wide emergency

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declaration is usually made, and the Emergency Response Plan activated; also, the emergency will dictate to what extent, if any, the CSA team is activated.

Level 2 emergencies will disrupt the overall operation of the campus and include moderate fires, odor investigations with evacuations, civil disturbance, a bomb threat, a hostage situation, a violent weapons incident, other violent incident, moderate weather event or widespread power outage.

Level 1 (Disaster – man-made or natural)

Level 1 emergency incident affects the campus building or a major portion of the campus and include major events in the surrounding community that affect the campus. Level 1 emergencies typically involve the interruption of normal operations throughout the campus for an unknown period and require implementation of the Emergency Operations Plan and the Campus Safety and Security Authority Team to provide control until the incident is concluded. Sheltering large numbers of people on campus or evacuating campus areas, or the entire campus may be required. This level of emergency also may include a campus isolated from normal emergency personnel response for an extended period. Short term campus self-sufficiency should be planned for with an incident of this magnitude. The College President, Campus Director or designee will issue the Emergency Response Plan Activation. Examples of Level 1 emergencies include major weather events, local airplane crashes, large scale acts of violence, a terrorist incident, health epidemics or large-scale chemical spills.

EMERGENCY COMMUNICATIONS

Communication is key to ensuring the safety of students, faculty, and staff during an emergency. This involves effectively providing information to you as well as monitoring developing events. The telephone system is the primary means of communication.

Important note regarding phones during any type of emergency: Overloading will likely bring down all telephone services, including cellular phones. Avoid using any telephone services except for life safety and emergency calls.

Where to Get Information During Emergencies?

- **1-818-785-2726:** For Campus status
- Casa Loma College Home Page: https://casalomacollege.edu/
- Facebook Casa Loma College: https://www.facebook.com/CasaLomaCollege/
- Instagram Casa Loma College: Casa Loma College (@casalomacollege)
- Twitter Casa Loma College: https://twitter.com/casalomacollege?lang=e

A listing of all College Faculty and Staff, including College, home telephone numbers and cell numbers will be maintained by the President, Campus Director or designee and distributed to the Campus Safety and Security Authority Team (CSA).

STUDENT RESPONSIBILITES IN EMERGENCY PREPAREDNESS AND RESPONSE

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Student responsibilities in emergency preparedness include:

- Be familiar with Casa Loma College's Emergency Response Plan
- Ensure your Emergency Contact information is up to date – check with the Registrar to ensure accuracy of information.
- Follow instructions from faculty, staff, and emergency personnel during emergency situations.
- Take drills seriously and encourage others to do the same.
- Familiarize yourself with the building evacuation maps and emergency assembly points. Identify exit routes from each classroom you spend time in.
- **DO NOT USE ELEVATORS** during an emergency! **USE STAIRS!**
- Learn what to do in an emergency beforehand – read the Emergency Response Handbook. Understand different procedures such as evacuation and shelter in place that may be ordered depending on the emergency.
- Stay informed about any special hazards or vulnerabilities that may exist in your classroom or areas you spend time in on campus.

FACULTY RESPONSIBILITIES IN EMERGENCY PREPAREDNESS AND RESPONSE

Faculty responsibilities in providing a safe learning environment for students in their classrooms include:

- Be familiar with Casa Loma College's Emergency Response Plan.
- Know the members of the Campus Safety and Security Authority Team (CSA) and participate in any building evacuation drills.
- Inform students throughout the semester about campus emergency procedures. These include how to respond to a medical emergency, fire/explosion, hazardous materials spill, bomb threat, earthquake, evacuation, etc.
- Become familiar with and inform students of the location of the closest fire extinguishers and fire alarms to the classroom.
- Identify a primary and secondary exit route from the classroom that could be used during an evacuation.
- Inform students of the location and content of the building evacuation maps. Building evacuation maps are located in each classroom.
- Advise students to make sure their emergency contact information is up to date for campus mass communications system.

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STAFF RESPONSIBILITIES IN EMERGENCY PREPAREDNESS AND RESPONSE

Staff responsibilities in emergency preparedness include:

- Be familiar with Casa Loma College's Emergency Response Plan
- Know the members of the Campus Safety and Security Authority Team (CSA) and participate in any building evacuation drills.
- Know the location of the fire alarms.
- Be familiar with your building's floor plan. Identify primary and secondary exit routes from your office. Know where fire extinguishers and first aid kits are located.
- Know the location and content of the building evacuation maps including the designated Emergency Command Center. Building evacuation maps are located in each office and classroom.
- Know about campus emergency procedures such as how to respond to a medical emergency, fire/explosion, hazardous materials spill, bomb threat, earthquake, evacuation, etc.
- Ensure your emergency contact information is up to date with Human Resources for the campus mass communications system.

VIOLENCE PREVENTION, TRAINING AND AWARENESS

Crime prevention and awareness at Casa Loma College requires the involvement of all members of the college community. The College strives to provide leadership and direction for this effort through the mandated employee and student Violence Prevention Training courses.

Violence Prevention for Students: Module Three of Introduction to Online Learning includes a lesson on Violence Prevention. This section outlines the importance of staying safe in and out of the classroom, both on and off campus and personal safety begins which includes knowing what constitutes sexual assault, how to prevent it, and what to do if you experience or observe it. All students are responsible for knowing and obeying college rules, state statutes, and federal laws regarding sexual violence.

Violence Prevention Training for Employees: This course examines workplace violence, domestic (intimate partner) violence, elder abuse, child abuse, pediatric abusive head trauma, and sexual assault, gender violence, and rape. The outcome of this course is for the learner to describe several key types of violence, risk factors specific to those types of violence, assessment and treatment options, and prevention measures to reduce the incidence of violence.

EMERGENCY PROCEDURES

This section covers procedures what the actions that should be taken for the following emergencies:

- Reporting Emergencies
- Personal Injuries
- Evacuation Procedures
- Fire/Explosion

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- Earthquake
- Bomb Threat
- Power Outage
- Hazardous Material Release
- Weapon Threat/Armed intruder/Active Shooter
- Elevator Malfunction/Failure
- College Closure – Weather, Other
- Public Health Emergency
- Riots and/or Demonstrations

It is expected that every person working for the College will act responsibly in any College emergency. In most cases, anyone at the scene of an emergency is faced with a decision to leave the scene to summon help or stay and provide help. Unless you are sure that you are not putting yourself in danger and you know you can make a difference, SUMMON HELP!

In the rare event that catastrophic damage is incurred, or outside emergency assistance is unavailable, the Incident Commander along with the Campus Safety and Security Authority Team (CSA) will lead the effort to rescue victims, suppress fires, mitigate hazards, control, and repair damage, and otherwise respond to emergencies as appropriate.

FIRE

In case of a fire, alarms will be sounded. Personnel will evacuate the classrooms and office areas. An evacuation plan is posted in each classroom and office. In such event, faculty and administrative personnel are expected to provide calm leadership in evacuating each classroom and building in an orderly manner following the Emergency Response Plan, and then proceed to the designated area.

All available portable wall-mounted fire extinguishers will be utilized to contain the spread of a fire until the arrival of professional fire fighters.

In the Event of a Fire, call the FIRE DEPARTMENT, 9-1-1 immediately.

- When you discover a fire, close the door to the room where the fire is located and PULL the nearest fire alarm.
- Assign someone if possible, to **call 9-1-1** and notify the closest College authority to report the location of the fire.
- Fire extinguishers located in nearby rooms may be used at the discretion of the individual to control the fire. If an attempt is made to extinguish a fire, abandon the effort if 2 extinguishers fail to stop the fire.
- If the fire is large, very smoky, rapid spreading, or appears uncontrollable, evacuate the area immediately. All efforts should be made to close doors to confine the spread of the fire and reduce oxygen to the fire. Do not lock the doors. Inform all others in the area to evacuate. Advise all persons coming into the area to leave immediately.

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- Inform authorities if you suspect anyone is still in the building.
- Follow general evacuation plans. Use stairway exits only. Do not use elevators.
- If you become trapped in a building during a fire and a window is available, place an article of clothing on the window as a marker for the Fire Department.
- If trapped, stay near the floor where the air will be less toxic.
- Shout at regular intervals to alert the Fire Department crews of your location.

FIRE EXTINGUISHER USE

Most fire extinguishers operate using the following P.A.S.S. technique:

- **PULL**... Pull the pin. This will also break the tamper seal.
- **AIM**... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
    - Note: Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
- **SQUEEZE**... Squeeze the handle to release the extinguishing agent.
- **SWEEP**... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

If you have the slightest doubt about your ability to fight a fire … EVACUATE IMMEDIATLEY.

BUILDING EVACUATION

Building evacuation will occur when either the fire alarm is sounded; or, upon notification of the College President, Campus Director or designee. Protecting lives and clearing nonessential persons from critical areas are of primary concern. When a signal to evacuate is sounded:

- All faculty, staff, students, and visitors will immediately evacuate the building upon the sounding of the fire alarm or when instructed to do so by the President, Campus Director or designee. Information regarding the nature of the emergency will be provided once occupants are outside the building.
- When the fire alarm is sounded, or when told to leave the building, walk quickly to the nearest marked exit and alert others to do the same.
- Take only essential belongings with you.
- If you are unable to evacuate, call 9-1-1 from your cell phone and report your location. In general, this is the area in the northeast far corner of the parking lot.
- Once outside, proceed to a clear area that is at least 300 feet away from the building. Keep the street and walkways clear for emergency vehicles and personnel.
- Assist emergency personnel if requested.
- DO NOT return to an evacuated building unless directed to do so.

EVACUATION OF DISABLED

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In the event of an emergency, occupants of wheelchairs and other disabled persons should observe the following evacuation procedures:

- All persons shall move toward the nearest marked exit. As a first choice the wheelchair occupant or person with mobility impairment may use the building elevators but never in the case of fire or other natural disasters.
- As a second choice, when wheelchair occupant or others with mobility impairment reaches an obstruction such as a staircase, he/she should request assistance from others in the area.
- If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor on the stairway or landing. He/she should continue to call for help until rescued.
- Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.
- Rescue personnel, fire, and police will first check all exit corridors and exit stairwells for trapped persons.

ACCIDENT AND MEDICAL EMERGENCY

Injury and illness are the most common of all campus related emergencies. The College is not equipped to provide comprehensive medical services; however, individuals who have minor injuries may be treated. If there is a serious injury or illness, remain calm and proceed as follows:

- Dial **9-1-1** and explain the type of emergency, the location, condition, and number of victims.
- Let the dispatcher know of any safety hazards - chemical spill, fire, fumes, etc.
- Do not hang up unless told to do so by the dispatcher.

Do not move the victim unless there is danger of further injury if s/he is not moved.

- Render first-aid or CPR only if you have been trained.
- Do not leave the injured person except to summon help.
- Comfort the victim until emergency medical services arrive.
- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity.

BOMB THREAT

When a bomb threat is received during, call 9-1-1 immediately and notify the President, Campus Director and/or designee immediately. When so ordered, evacuate employees and students away from the threatened area following the Building Evacuation procedures.

A Bomb Threat is a real danger. Bombers can and do set off explosives for a variety of reasons making situations extremely volatile:

- Do not search for the bomb – leave it to the professional.
- Inform all employees and students to leave all unknown boxes, packages, etc. alone.

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- Note any unusual boxes, packages, etc. and relay to Police.

The individual receiving the call will:

- Keep the caller on the line as long as possible.
- Alert someone else to call the Police on another line.
- Alert Casa Loma College President, Campus Director and/or designee
- Take notes, using as many exact words as possible.
- Write down a description of background noise you may hear.
- If you have "caller ID", note any phone numbers.
- Write down distinctive features of the caller's voice.
- Sympathize with the caller. Don't antagonize.
- Turn off all radios or other distractors (e.g., iPod, cell phones, etc.).
- Try and find out where the suspected bomb may be.
- Keep the bomb threat caller talking, and ask as many questions of the caller as you can:
  - When will the bomb go off? How much time remains?
  - Where is the bomb located?
  - What does it look like?
  - What kind of bomb is it?
  - How do you know about this bomb?
  - Why was it placed here?
  - Who are you?
  - What is your name?

ACTIVE SHOOTER

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the same situation. In the event you observe an individual/s with any type of weapon on the campus, immediately contact the President, Campus Director or other College personnel immediately.

If you find yourself involved in an active shooter situation, try to remain calm and use these guidelines to help you plan a strategy for survival.

Get Out! When you hear gunshots, don't second guess the situation. Get out immediately if at all possible. Before you move know where you are going and look before you move. Move quickly; keep your hands up high and visible. If you are out in the open, take cover or run away in a zig zag pattern.

Hide Out! Find a hidden location, lock, or blockade the door, turn off the lights, close the blinds, silence cell phones, spread out away from others in the room, move behind available cover. Stay on the floor away from doors or windows and do not peek out to see what may be happening. If it is safe to do so, call Law Enforcement at 9-1-1. Do not assume that someone else has reported the incident.

Help Out! Help the injured as best you can until help arrives. Remain calm and quiet and be a calming influence for others.

As a Last resort – Fight: Try to disrupt or incapacitate the shooter. This can be done by using aggressive force such as using items in the environment to throw at a shooter (fire extinguisher, chair, backpacks, etc.). This is a life/death situation in which your "survival mindset" must take over!

If Outdoors When a Shooting Occurs:

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight but may not be bulletproof.
- When you reach a place of relative safety, stay down, and do not move. Do not peek or raise your head to see what may be happening.
- If safe to do so, call the Police at 9-1-1. Do not assume that someone else has reported the incident.
- Wait and listen for directions from law enforcement personnel.

WHAT TO EXPECT FROM RESPONDING LAW ENFORCEMENT

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

Please understand that the police will be treating all those they encounter (including you) as possible suspects.

- When law enforcement reaches you, do not run at them or make sudden movements and wait for their instructions.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point, or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (including cell phones).
- Be quiet and compliant.
- Keep hands visible at all times.
- Any information you can provide about the shooter could be useful, offer the information if you have any.
- Give the number of shooters.
- Give the location and physical description of the shooter.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instructions as to how to safely exit your location.

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IF THERE ARE HOSTAGES

Call Law Enforcement at 9-1-1 and be prepared to give the following information if you have it:

- Identify hostage location in building or area.
- Number of assailants, if known.
- Number of hostages, if known.
- Identity of assailants, if known.
- Any description of assailants and weapons.
- Any demands made by the assailant/s.
- If you are at a distance, move away from the location to a safer area.
- If you can do so safely, evacuate area to a safer location.
- If possible provide the above information once you are in a secure location.
- What to do if you are taken Hostage
- Be patient. Time is on your side. Avoid drastic action.

IF YOU ARE TAKEN HOSTAGE

- The initial 45 minutes are the most dangerous. Follow instructions, be alert, and stay alive. The captor is emotionally imbalanced. Do not make mistakes which could endanger your wellbeing.
- Do not speak unless spoken to and then only when necessary. Do not talk down to the captor who may be in an agitated state.
- Avoid appearing hostile. Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to relax. Avoid speculating.
- Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. The personal safety of others may depend on your memory. You may be released or escape. The captors probably do not want to harm persons held by them.
- Be prepared to answer Law Enforcement on the phone.
- Be patient, wait. Attempt to establish rapport with the captor.
- If medications, first aid, or bathroom privileges are needed by anyone, say so.

VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

- Do not attempt to apprehend or interfere with the criminal.
- Immediately call the College Front Desk at 303-848-6066 (Aurora Campus) to advise them of the situation, providing them with the nature of the incident and location.
- If it is safe to do so, get a good description of the person. Characteristics to note are height, weight, sex, race, approximate age, clothing, identifying marks such as tattoos, and direction of travel if criminal has

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left the area. If the person is entering a vehicle, note the license plate number, state, model and color and any other distinguishing characteristics.

- Do not interfere with the people creating a disturbance or with law enforcement agencies on the scene.

UTILITY (POWER) FAILURE

A power outage can occur for a variety of reasons. When a power outage occurs however, it is important that the response to the emergency maximize protection of employees and students while protecting property.

- Immediately contact the President, Campus Director or designee.
- For extended outages, information regarding alternate plans for classes or other contingency plans will be announced.
- For those who have sufficient light to continue working safely, you may do so. If you don't have sufficient light to continue working safely or if you are instructed by the President, Campus Director or designee, move to an exit with natural light or to an outside location, weather permitting.
- Instructors are to keep students in the classroom until contacted by the President, Campus Director or designee.
- For those in a lab, turn off equipment which, if unattended when power is suddenly restored, might pose a danger or a fire hazard.
- When leaving a classroom, work area or campus, take essential personal possessions and lock offices and or classrooms.
- Assist those requiring help. Elevators should not be used during a power emergency. If someone is in an elevator during a power outage, follow instructions posted in the cabin of the elevator. It is important to remain calm until someone can respond to provide assistance.
- Emergency lighting should provide minimal lighting to enable people to move to another location. Emergency lighting has battery backup and will generally provide only enough light to exit the immediate area.
- If the source of the outage cannot be identified; or if repairing the power outage is beyond the scope and authority of the College to repair it in a timely manner, the President, Campus Director or designee will notify the utility company or the appropriate contractor.
- The President, Campus Director or designee will survey the campus to determine the extent of the outage and if possible to identify the source of the failure. Power outages can encompass the entire building, or an area within the building.
- Except in emergencies or situations requiring evacuation, only the President, Campus Director or designee will have the authority to cancel classes or adjust the times at which they end or resume. The President, Campus Director or designee will communicate these decisions to the faculty and employees.

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NATURAL DISASTERS

STUDENTS

On some occasions, students may be displaced from their homes in large numbers due to fire, earthquake, or other natural disaster. In these cases, the Emergency Response team should meet and discuss options and attempt to find students resources.

EARTHQUAKES

Should an earthquake strike while you are in a campus building, do the following:

- **DROP** – Drop down to the floor.
- **COVER** - Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
- **HOLD ON** - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to move.
- If you are in a hallway, drop to the floor against an interior wall - protect your head and neck with your arms.
- **DO NOT** enter or exit the building during the shaking - there is danger from falling debris.
- **DO NOT** use the elevators.
- If you are outdoors, find a spot away from buildings, trees, streetlights, and power lines. Drop to the ground and stay there until the shaking stops.
- **EVACUATION IS NOT AUTOMATIC!** Check your surroundings to see if you can leave safely-evacuate if directed by the President, Campus Director or designee or emergency personnel.
- **BE PREPARED FOR AFTERSHOCKS!**

WHEN THE SHAKING STOPS

- Check for injuries to personnel in your area.
- Do not attempt to move seriously injured persons unless they are in immediate danger.
- Render first aid assistance if required.
- Prepare for aftershocks.
- Check for fires or fire hazards (spills of flammable or combustible liquids, or leaks of flammable gases) if it is safe to do so.
- Turn off ignition and heat sources if it is safe to do so.
- Exit the building, if possible, and go to the Emergency Assembly Point and report injuries, damages, and potentially hazardous conditions (smell of gas, etc.).
- Please stay with your group and do not leave this area unless told to.
- If you must leave the area, make sure to tell a member of the Campus Safety and Security Authority Team (CSA) first.

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- Once you have exited the building do not reenter until the building has been declared safe by trained emergency personnel.

FLOODS

Minor or area flooding on campus could occur as a result of a water main break, loss of power to pumps, or major multiple rainstorms. Campus Safety and Security Authority Team (CSA) will monitor the National Weather Service, and other emergency advisory systems to stay abreast of weather and alert related conditions and will provide instructions should they be necessary. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- Shut off all electrical equipment.
- Do not attempt to drive or walk through flooded areas.
- Wait for further instructions on immediate action from the President, Campus Director or designee.
- If the building must be evacuated, follow the instructions on Building Evacuation.
- Do not return to the building if you have been evacuated by flooding until you have been instructed to do so by college personnel.
- If you are assisting with flood cleanup, report immediately to the President, Campus Director or designee any oil or chemical materials suspected of mixing with flood waters.

SEVERE WEATHER

The effects of severe local storms – wind, rain, and hail – are immobility and loss of utilities. If electrical lines are damaged, other utilities such as telephone systems, natural gas, water, and sewer systems may also become inoperable. Transportation routes may be impassable, leaving students and employees without the ability to get to or from the College.

Casa Loma College classes and general business operations will continue unless otherwise notified. If classes and general business of Casa Loma College are suspended during normal operating hours, faculty, staff, and students will be notified through text, email, or website notification, as well as social media (Facebook /Twitter) postings.

Severe weather may reduce the ability of faculty, staff, and students to leave the campus. Faculty will be notified by the President, Campus Director or designee whether to release students or shelter-in-pace. No one will be held against their will on campus.

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SHELTER IN PLACE/SAFE SHELTER

If a Shelter in Place is ordered, you must stay in the building. Shelter in Place may be ordered for hazardous materials situations, severe weather events, or certain violent situations. Adhere to the following guidelines if a Shelter in Place is ordered:

- Move to an interior room or building space away from as many windows as possible.
- Do not use elevators.
- Bring everyone into the room.
- If available, take a radio or television with you to monitor the news if it is safe to do so (not during active shooter situations).
- Shut and lock all windows and doors.
- Make a list of who is there.
- Keep calm and review evacuation procedures with others that are with you.
- Check your College email and text messages regularly for more information.
- Stay where you are until the authorities have notified you that it is safe to leave. Wait for further directions the President, Campus Director or designee and/or emergency response authorities.

SUSPICIOUS PACKAGE OR OBJECT

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment. **Call 9-1-1.**

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or objects in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.

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- No return addresses.

GAS LEAKS AND CHEMICAL SPILLS

In case general evacuation becomes necessary because of a gas leak or chemical spill from incidents such as industrial or transportation accidents; or other unforeseeable sources, the following plan will be observed:

- Notify the President, Campus Director or designee immediately if using an outside line, if a gas leak and/or a chemical spill is observed, detected, or suspected. The President, Campus Director or designee will determine if it is necessary to call 9-1-1 to activate emergency response services. Complete details about the location and circumstances of the incident will be provided.
- If the odor of gas is detected, notify President, Campus Director or designee as described above and inform everyone in the area/building by shouting "Gas Leak." Immediately leave the area and advise everyone within contact to do the same.
- The President, Campus Director or designee will activate an evacuation if it is deemed necessary and appropriate.
- Evacuation must be completed as quickly as possible and must be at least 50 yards from the location of the suspected leak. When exiting from buildings, do not turn on/off any light or electrical switches; do not activate the fire alarm; and use the stairs. Leave the door to the room and/or building open so that the gas can more easily disperse.
- The President, Campus Director or designee will be responsible for making sure that no one enters the building or room(s) until authorized to do so.
- The President, Campus Director or designee will investigate the reported leak and either repair it or call the appropriate utility or contractor to repair the leak.
- If local emergency services have responded to the notice of a gas leak, campus personnel will defer any action until approved to do so by the local emergency authorities.

PUBLIC HEALTH EMERGENCY

The Governor or local public health officials may declare a state of emergency for public health reasons such as a pandemic or epidemic. A pandemic is an outbreak of a disease in many countries at the same time. An epidemic is an outbreak of a disease that occurs in one or several limited areas, like a city, state, or country.

In the event of a public health concern of a pandemic or epidemic nature, the President, Campus Director or designee, may declare a state of emergency for the College and implement emergency procedures including the closure of the College.

What can you expect if a pandemic or epidemic occurs? It's not possible to prevent or stop a pandemic or epidemic once it begins. A person may be infected and contagious before the onset of symptoms, making it extremely easy for the virus or bacteria to spread rapidly to large numbers of people. When a pandemic or epidemic occurs, antiviral drugs will be prioritized for people who work in essential occupations such as health care and public safety. Measures to slow the spread of an outbreak could include temporarily closing schools, sports arenas, theaters, restaurants, and other public gathering places and facilities. Basic services such as health care, law

enforcement, fire department, emergency response, communications, transportation, and utilities could be disrupted for many weeks.

Employees of the College can do some things to help prevent the spread of disease. Following are some tips to prevent the spreading of germs to others:

- Respiratory infections and many other contagious diseases including influenza ("the flu"), colds, pertussis (whooping cough) and severe acute respiratory syndrome (SARS) are spread by germs (viruses and bacteria) from person to person in droplets from the nose, throat, and lungs of someone who is sick.
- Employees can help stop the spread of germs by practicing "respiratory etiquette" or good health manners.
- Cover your nose and mouth with a tissue when sneezing, coughing, or blowing your nose.
- Throw out used tissues in the trash as soon as you can.
- Always wash your hands after sneezing, blowing your nose, or coughing, or after touching used tissues or handkerchiefs.
- Wash your hands often if you are sick. Use warm water and soap or alcohol-based hand sanitizers to wash your hands.
- Try to stay home if you have a cough and fever.
- See your doctor as soon as you can if you have a cough and fever and follow their instructions.
- Take medicine as prescribed and get lots of rest.
- Wash your hands before eating, or touching your eyes, nose, or mouth.
- Wash your hands after touching anyone else who is sneezing, coughing, blowing their nose, or whose nose is running.
- Don't share things like cigarettes, towels, lipstick, toys, or anything else that might be contaminated with respiratory germs.
- Don't share food, utensils, or beverage containers with others.

Employees should prepare and protect themselves. Following are some tips:

- Stock enough food, water, and other supplies for at least a week. If you become ill, you won't be able to make a trip to the local grocery store.
- It is recommended that those at risk get the regular seasonal flu shot.
- Have extra items for personal comfort on hand to make your time at home more comfortable like soap, shampoo, toothpaste, toilet paper, and cleaners.
- Make sure to have some cash on hand. If necessary, you may be able to have items delivered to your home.
- Take care of your pets. Make sure you have enough food and water for them.
- If you take medications on a regular basis, be sure to have enough supply to last for several days.
- Garbage service may be disrupted or postponed for days. Have garbage bags on hand to store garbage safely.
- Make sure to have a plan to check in with family and friends, particularly, elderly parents and children.

You can find additional information about pandemic and epidemic diseases on the following websites:

- Colorado Department of Public Health and Environment: https://cdphe.colorado.gov/health
- Centers for Disease Control and Prevention https://www.cdc.gov/

COMMON HAZARDS

Being ready for any emergency is the best way to prepare yourself for the unexpected. Sometimes there is no way of knowing that an emergency is coming, but knowing what hazards are common for the surrounding area can minimize their effects. Use the information about the following hazards to be informed and be prepared.

EXCESSIVE HEAT

Summer brings heat temperatures well over 90° to 100 degrees. It is important that you take steps to stay safe.

- Drink plenty of water.
- Dress in loose-fitting, breathable, light-colored clothing.
- Cover windows that receive sunlight with shades or drapes.
- Seek air-conditioned spaces to cool-off.

To be prepared...

- Do not leave flammable substances in direct sunlight or in your car.
- Do not leave pressurized containers (hair spray, deodorant, cleaners, etc.) in direct sunlight or in your car.
- Check in with elderly family members or friends as these people are susceptible to heat related illness.
- Be sure that your pets get plenty of water and are kept inside or have a shady spot to rest outside.
- Never leave children or pets in the car on hot days; the temperature in the car, even with the windows cracked, can become dangerously high very quickly.
- Monitor your email, the news, and the Emergency Preparedness web page for updates and recommendations.

INFLUENZA, COVID AND ILLNESS

Every year the influenza viruses affect hundreds of thousands of individuals. Individuals at highest risk for serious illness are those who have weakened immune systems or suffer from chronic illnesses like asthma, diabetes, anemia, kidney disease or cancer. In addition, people over 65 and pregnant women are at increased risk for influenza complications. **The Center for Disease Control and Prevention (CDC) recommends everyone over the age of six months receive influenza vaccination annually**.

The College is making every effort to limit the impact on our campus during flu season. Vaccination is the first step in prevention. Unless there are contraindications, we strongly encourage all students and employees to be vaccinated.

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During flu season, we will monitor the College for virus activity and follow CDC management guidelines for the employees and students who become ill with influenza or influenza-like illness. Once diagnosed, we highly recommend isolation from the campus for 3 to 14 days depending on the illness.

If an outbreak of a viral or bacterial illness manifests on campus, campus leadership will work with consultants, Davidson County, the CDC, or other agencies to address safety and mitigation efforts up to and including suspending classes if warranted.

To limit the spread of the flu:

- Wash your hands with soap and water regularly.
- Cover your cough with a tissue on your inner elbow.
- Use antiviral drugs if recommended by your doctor.
- Keep your environment clean.

RIOT AND DEMONSTRATION PROTOCOLS

In an environment that fosters free expression and diverse viewpoints, tensions can occasionally escalate. This protocol helps prevent chaos, protect property, and uphold civil liberties. Casa Loma College is committed to responsible governance and preparedness, reinforcing trust within the campus community and ensuring that moments of unrest are met with thoughtful, measured action rather than confusion or overreaction.

1. Pre-Event Preparedness

In some instances, demonstrations, riots or flash mobs can occur without warning. To the extent possible, the college will prepare for any known event through:

- **Intelligence Gathering**
  - The College will monitor social media, local news, and community chatter for early signs of unrest and identify organizers, expected turnout, location, and potential flashpoints.
- **Coordination**
  - Inform and seek guidance from the building landlord, local law enforcement, fire, EMS, and city officials.
  - Pre-position resources (barriers, medical aid stations, staff observers).
  - Investigate need for remote lecturing and lock down
- **Community Engagement**
  - Communicate with community leaders and protest organizers to understand intent and promote peaceful assembly when possible.
  - Issue student and staff advisories related to traffic, safety zones, and behavioral expectations.

2. Operational Response

- **Deployment Strategy**
  - Train staff as needed to act as impartial observers and maintain their safety.
  - Send online Zoom lecture invitations if remote teaching is required due to safety reasons.

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- **Crowd Monitoring**
  - In some case staff or faculty may be used as ground observers to monitor crowd and local law enforcement behavior.
  - Station observers in key areas around the college
  - Identify agitators, weapons, or signs of escalation (chanting turning aggressive, object throwing).
- **Communication**
  - Maintain open lines between police, security, and administration.

3. De-escalation and Containment

- **Engagement Tactics**
  - Avoid crowd engagement/penetration
  - Conduct lock down to protect students and staff and protect facilities.
  - Inform local law enforcement of concerns.
- **Student Conduct Investigation and Adjudication**
  - Document incidences of student or staff misconduct if needed for later follow up.
- **Medical and Safety Support**
  - Station EMS teams nearby for rapid response to injuries.

4. Post-Event Recovery

- **Debrief and Review**
  - Conduct internal review of actions taken, outcomes, and areas for improvement.
  - Survey affected areas for property damage, injuries, and infrastructure impact.
  - Coordinate cleanup and restoration.
  - Sign date and retain documentation related to the event
- **Public Communication**
  - If needed, release a transparent report summarizing the event, response, and next steps.

  Reaffirm commitment to civil liberties and community safety.

INDIVIDUAL PREPAREDNESS

Casa Loma College and local services will always do everything possible to protect you during an emergency, but individual preparedness is also extremely important. Taking the time to prepare yourself and those you care about for an emergency can make a big difference, allowing you to be well supplied and in touch when the worst happens.

Three easy steps will help you prepare for anything that might happen: get a kit, make a plan, and be prepared. A summary of these steps is provided below:

GET A KIT

Following an emergency, you may have to live independently for a short time. For this reason, it is important that you gather some simple, yet very important items for use in the event of a disaster. It is generally recommended that you keep **three days' worth** of supplies for each person.

Some ideas of what your kit should include are:

- Consumables
  - Water: one gallon per person per day
  - Food: non-perishable
- Survival items
  - First Aid kit
  - LED flashlights
  - Sleeping bags and/or blankets
  - Dust masks
- Communication Tools
  - Cell phone and charger
  - Battery-powered radio, preferably with NOAA capability
- Other Items
  - Cash and a waterproof bag for important documents
    - ID, passport, insurance cards, etc.

    Extra batteries

    Road maps

    Paper/pens

    Feminine products

This is not an exhaustive list, but a guide to help you think about what items would be important to you in an emergency. Write a list that suits your needs and prepares you to live without support for up to three days.

MAKE A PLAN

It is important that you develop a plan that is specific to you - think about how to contact your family, how to get to your home, what medications you take, and other questions specific to you. Remember, your personal plan does not need to be complicated or long. Many good personal plans are only a page or two.

Consider these elements to get you started on thinking about your plan:

- Emergency contact information
- A meeting point for family/friends in case of evacuation
- Information about where you can stay overnight locally
- Travel information
  - What route do you usually use to get home?
  - What alternate routes are available?
  - How much do they cost normally? On short notice?
  - Do you have friends who will be driving in that direction?
- Schedule information for family/friends (work, school, etc.)

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Remember that some planning elements may be important to you depending on your needs and situation. Consider everything you may need when an emergency strikes and build a plan that fits you and those close to you.

BE INFORMED

This step is ongoing, but simple: seek out information about your risks and what you can do to prepare, and monitor what is happening in your area before, during, and after an emergency. Be familiar with resources accessible to you, including:

- https://www.auroragov.org/residents/public_safety/office_of_emergency_management
- https://www.accuweather.com
- https://www.auroragov.org/residents/public_safety/office_of_emergency_management/preparing_for_an_emergency
- https://www.cbsnews.com/colorado/local-news/aurora
- https://www.redcross.org/local/colorado/about-us/locations/mile-high.html
- https://www.casalomacollege.edu

Review these resources and find what makes the most sense for you. By taking these simple steps, in no time at all you will have taken emergency preparedness into your own hands, ensuring that you and your loved ones are ready for the unexpected.

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APPENDIX A: CAMPUS SAFETY AND SECURITY AUTHORITY PERSONNEL

Incident Commander

The key element of the Emergency Response Plan is that a single person, the Incident Commander, is in charge of the incident, supported by Campus Safety and Security Authorities. The Incident Commander directs the activities of others affected by and responding to the emergency.

The Incident Commander (IC) is responsible for the overall command of the incident and the establishment of the goals and objectives at the scene. The IC assesses the emergency based on information provided to the IC from the CSA Team and directs the specific campus response.

- Make an initial on-scene assessment upon arrival to the scene.
- Establish initial goals and objectives. After assessing the situation, the IC establishes realistic first goals and objectives focused on saving lives, caring for the injured, stabilizing the incident, and minimizing harm.
- Determine actions. The IC must make a fundamental decision on how to stabilize and control the incident to meet the initial goals and objectives.
- Determine additional requirements. In serious emergencies involving facility damage or casualties, initial response resources will not be adequate to stabilize, control, and terminate the incident. The IC must determine resource needs and promptly initiate the appropriate requests for additional personnel, apparatus, material, equipment, or other assistance as required.
- Activate the Campus Safety and Security Authorities and make determination of release of timely warning notification.
- Establish communications for notifying family members of injured or deceased faculty, students, and employees.

Operations:

The Operations Officer assists the Incident Commander in all aspects of the emergency response including, organizing, mobilizing, directing, and dispatching available personnel, supplies, equipment, services, materials, and other resources to specifically designated areas impacted by the emergency incident, and will report the status of each resource to the IC.

- Assists the IC in assessing the type and magnitude of the emergency
- Initiates communication with members of the CSA Team to advise them of the emergency and ensure proper coordination of campus operations.
- Provides regular updates and status reports to the Incident Command Center (IC).
- Maintains order during the emergency.
- Investigates and evaluates campus hazards to health and safety.
- Act as a knowledgebase for building information and functions.
- Provides equipment and personnel to perform lock-down procedures, evacuation, shut-down procedures, hazardous area control, access control, traffic control, perimeter and internal security, search and rescue, emergency repairs and equipment protection.

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- Clear buildings, roads, and walkways of fallen debris, (depending on situation).
- When warranted, ensure buildings are evacuated and that all individuals go to their designated Evacuation Assembly Area.
- Establish and assign work crews to perform campus-wide damage assessment and survey habitable space for room capacity and amenities available for temporary relocation of essential services and educational programs.

Safety:

Safety oversees all activities and will take action during an emergency to protect and assure the health and safety of college students, personnel, campus visitors, on campus responders, and emergency response personnel during an emergency. During an incident, Safety will advise Operations of activities judged to be unsafe that may need to be altered, suspended, or terminated by the IC.

Safety functions to identify the known and potential hazards associated with campus facilities, materials, and equipment that emergency responders may encounter during their activities. Professional emergency response agencies are responsible for developing their own site safety plans and protecting their employees; however, Safety, in coordination with Operations, provides them with information regarding the campus and any unique hazards.

Instructional Logistics:

- Acts as the contact point for all faculty.
- Collaborate on decisions related to faculty including reporting to work or class versus staying at home.
- Arranges for temporary relocation of educational programs and coordinates faculty to organize the resuming of classes as soon as possible following an incident.
- Recruit and coordinate volunteer assistance from faculty, students, and employees.
- Supervise the arrangement of food and water, if needed.
- Provides updates and status to the Incident Command Center on all instructional matters.

Student Logistics:

- Acts as the contact point for all students.
- Collaborates on decisions related to students including reporting to class versus staying at home.
- Arranges for the notification to students of temporary relocation of educational programs.
- Recruit and coordinate volunteer assistance from faculty, students, and employees.
- Assist with the mental health and counseling of students during and after the incident.
- Provides updates and status to the Incident Command Center on all student related matters.

Campus Logistics:

Campus Logistics is the point of contact for communication with other emergency responders such as Fire and Police Departments; city, county, state, and federal emergency organizations; American Red Cross, and hazardous materials (HazMat) teams. Campus Logistics coordinates mutual aid requests with assistance from external agencies responding to the emergency and provides rapid responder information to responding agencies. Campus

Logistics is responsible for organizing all necessary support resources, including supplies, medical care, and transportation.

- Provides for procurement of equipment, supplies and services on a priority basis during emergencies. Obtain resources from city, county, state, and federal government agencies as required.
- Identify and secure records vital to College.
- Provides temporary shelter services as required during periods of emergencies or disasters. Coordinate shelter logistics with other agencies as required. If warranted manage evacuees entering the college campus.
- Notifies and conducts liaison activities with appropriate outside response organizations such as fire, law enforcement, Emergency Control Center, bomb squad, HAZMAT teams, etc.
- Provides vehicles, equipment, and operators for movement of personnel, equipment, and supplies.
- Obtains the assistance of utility companies as required and practicable.
- Furnishes emergency power and lighting as required.
- Provides for storage of vital records at an alternate site.
- Responds to all alarms.

Communications:

- Establish initial communications capability (e.g., voice and data) within the Incident Command Center and between Campus Safety and Security Authorities.
- Develop and implement a crisis communications plan.
- Provide for restoration of telephone and network services as required during emergencies.
- Direct, control, and prioritize (IT) recovery efforts following the protection of life and property.
- Determine and acquire IT recovery resources.
- Provide updates and status to the IC on all communications technology related matters.

Public Information:

Public Information's primary objective is to disseminate accurate and timely information to the College community during an emergency incident.

- To ensure a communications network is established and maintained that enables timely reports of student and personnel status.
- To disseminate information to Casa Loma College community.
- Advises the IC of all news concerning the extent of a disaster outside campus.
- Acts as Point of contact for all staff.
- Collaborate on decisions related to staff including reporting to work vs. staying at home.

Liaison Officer:

- Gather, organize, and relay pertinent emergency information to IC and CSA Team.
- If needed, establish, and manage a team of runners for communication purposes between incident response areas.

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- When required or requested contact emergency service personnel.

Directors:
Directors will remain on campus unless specifically instructed to evacuate. Directors not specifically designated for a CSA role are to be available for discussion and recommendation of appropriate operational and personnel action regarding College-wide incidents. They may also be delegated any CSA role in the absence of the designated members.

Every Director has the following general responsibilities prior to and during an incident:

EMERGENCY PREPAREDNESS PLAN

- Distribute emergency preparedness information to all employees under their direction with follow-up discussions, or explanation as required.
- Provide time to employees for assisting in emergency preparedness training.

EMERGENCY SITUATIONS

- Assist the CSA Team by informing all employees under their direction of the emergency and initiating emergency procedures as outlined in this Plan.
- Assist the CSA Team in their efforts to meet Incident objectives, strategies, and priorities.
- Evaluate the impact the emergency has on their area and, in collaboration with the CSA Team, take appropriate action.
- Maintain official communications from their own area.

Faculty and Staff:
Faculty and staff will remain on campus unless specifically instructed to evacuate. Each faculty and staff member have the responsibility to:

- Educate their students and/or employees concerning College emergency procedures as well as specific procedures for their building and/or area.
- Inform their students and/or employees of an emergency and initiate emergency procedures as outlined in this Plan.
- Faculty and staff are responsible for taking actions appropriate to the emergency in the areas of their responsibility.

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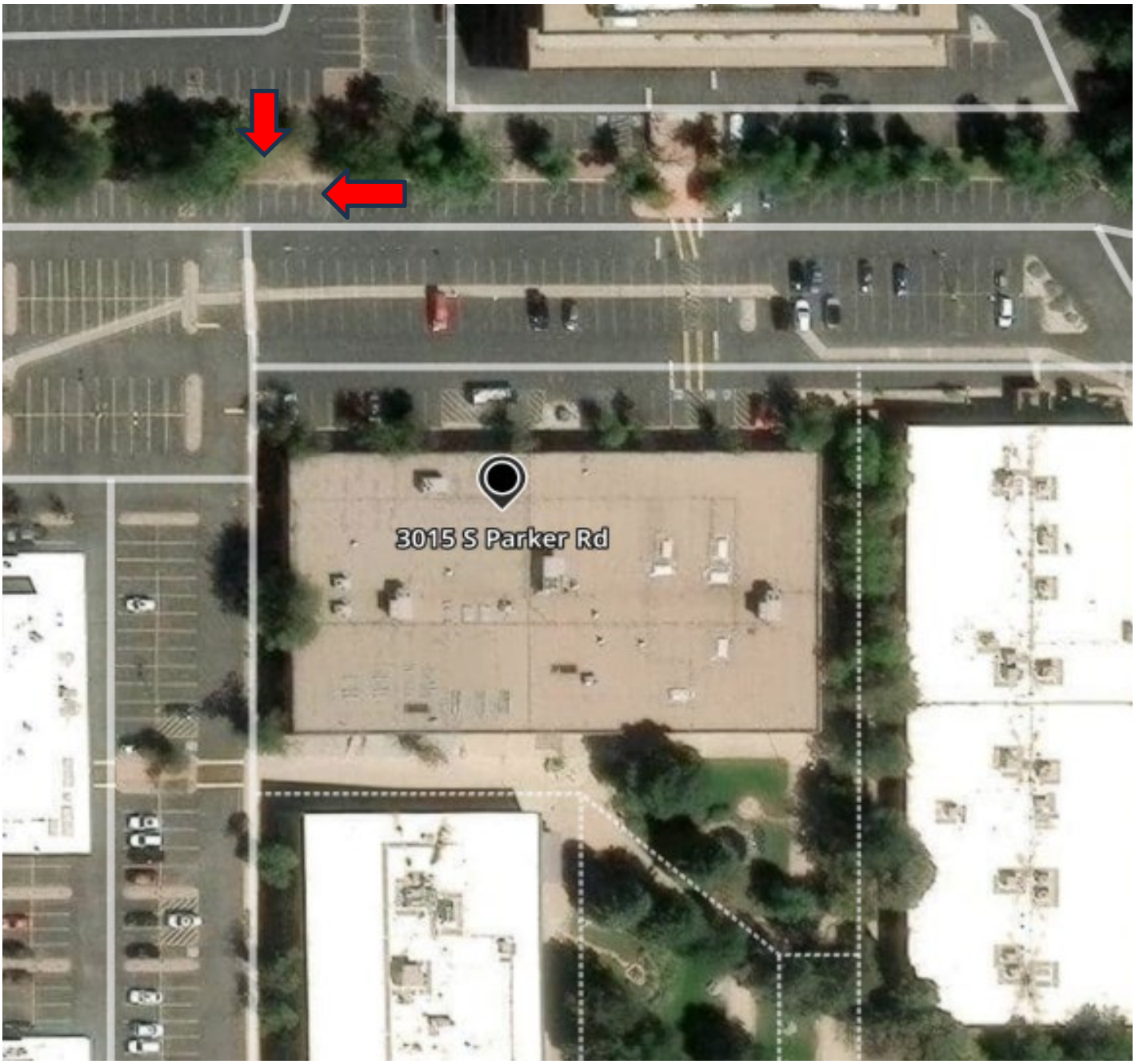
In case of an emergency and/or evacuation, meet in the northwest corner of the parking lot if it is safe (Red arrow).



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