

PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Operations Plan (EOP) is reviewed annually during the spring semester by members dealing with campus safety and security. Plan changes, updates, and revisions are the responsibility of the Director of Campus Safety & Security who will ensure that any plan changes are distributed accordingly. Final annual versions are submitted to the President for approval and then activated during the fall semester each year.

All Building Coordinators are responsible to ensure their building specific checklists are kept current. Training for assigned personnel is provided by Building Coordinators and members of the Department of Campus Safety & Security.

Interim revisions will be made when one of the following occurs:

- A change in College site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan.
- An incident occurs that requires a review or material and/or functional change in response resources.
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan.
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan.

HISTORICAL RECORD OF PUBLICATION / PLAN CHANGES		
Date	Revised By	Action(s) Taken
2005		Original Publication.
Aug 1, 2008	Jeff Smith	Expanded Plan to include building specific plans.
Aug 1, 2009	Jeff Smith	Updates to plan and NIMS additions.
Oct 2013	Todd DePorter	Complete Revision. Added Missing Child procedures and checklist.
Sep 2014	Todd DePorter	Annual Review: Added Lockdown Checklist, added COOP storage locations, updated Building Coordinator list, minor grammatical errors fixed, added Pandemic Outbreak actions, updated people with disabilities actions and rescue locations in the College's two story buildings.
June 2015	John Fults Jr.	Complete Revision. Incorporated Department of Education and FEMA recommended format for "Institutions of Higher Education Emergency Operations Plans".
June 2016	John Fults Jr.	Relocated Public Safety Institute (PSI) from Greeley to Windsor campus. Established ICS response structure. Minor procedural changes. Updated Areas of Refuge maps.