

EOP Part 3 – Organization and Assignment of Responsibilities

[TOC](#)

College Threat and Violence Assessment Team (TVAT)

TVAT receives information from campus community members in reference to any harm, attack, injury, violent act, threat of violence, intimidation, dangerous situation involving students or employees, environmental threats, or technology threats. It is the responsibility of all students and employees to report any of these incidents to the TVAT.

Upon retrieval of this information, the coordinator of the TVAT will review the information and notify team members who could be affected. These include but are not limited to the President, Legal Counsel, Director of Human Resources, Dean of Students, Chief Academic Officer, Chief Information Officer, Chief Administrative Officer, Chief Facilities Officer, Campus Security, and other Senior Management personnel.

An assessment of the information will be completed, which may include personal interviews with individuals related to the incident. This information will then be used to brief other TVAT members and as a follow up to the conclusion of the incident.

Depending on the incident, various responses can be taken. Some examples include invoking the Aims Business Continuity Plan, placing an individual into custody by law enforcement personnel or other holds as deemed appropriate by law enforcement personnel. Others include, but aren't limited to restricting IT access, referring affected students or employees to outside entities, recommending courses of action to supervisors or the Dean of Students, or invoking restriction from campus locations.

Departmental Responsibility - Business Continuity

The COOP is cited within this Emergency Operations Plan, but due to the overall length of the COOP plan, is kept as a separate document. In an effort to foster hazard mitigation, business continuity, and recovery for all Aims Community College campuses, the College shall develop a Business Continuity or Continuity of Operations (COOP) plan.

The COOP plans shall be developed by each division, including but not limited to Information Technology, Human Resources, Student Services, Academics, Facilities, and Legal. The plans shall be in electronic form and kept on the secured website. Hard copies will also kept off campus in the event of a major disaster making access to campus facilities impossible.

In accordance with Aims Policy 3-705A, COOPs will be kept in the following locations.

- ⇒ Greeley campus COOPs will be kept at the Fort Lupton campus.
- ⇒ Ft. Lupton campus COOPs will be kept at the Loveland campus.
- ⇒ Loveland campus COOPs will be kept at the Windsor campus.
- ⇒ Windsor campus COOPs will be kept at the Loveland campus

COOP plans shall be reviewed every six months, in January and again in June, to ensure completeness and functionality. In the event of a major disaster, the COOP plans will be activated by the President or their designee, and the plans will be utilized during the mitigation

process until the campus is fully recovered.

Building Coordinators and Teams

Each principal building on the Aims Campuses will have a building coordinator appointed. The person appointed shall be a person who is likely to be present during working hours. The building coordinator will be responsible for assembling and managing a team of employees to develop and implement a building emergency response plan using the information contained in this plan. Teams should be assembled from persons who are likely to be available during working hours. Periodically, the building coordinator and the team shall review and, on occasion, conduct drills with the advice and assistance of the Department of Campus Safety & Security.

[TOC](#)

Faculty and Staff Responsibilities

All Aims Employees should familiarize themselves with this plan. The measures outlined in this plan, together with common sense, are intended to prevent injury and to minimize property damage. During an emergency situation, the expectation is that each employee, whether full time or part-time, will know how to safely react and also guide campus students and guests to safety.

General Emergency Preparedness Responsibilities: Faculty and staff are seen as leaders on their campus and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency. Faculty and staff are responsible for being familiar with applicable emergency plans, procedures and evacuation routes for their assigned work locations. Faculty and staff are also responsible for maintaining their contact information to maximize the College's capability to notify them of a life threatening emergency and issue appropriate protective actions.

Emergency Response Role: If faculty and staff are involved in or witness a life-threatening emergency, they are required to immediately call 9-1-1 and Campus Security. Faculty and staff must be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any issued protective actions.

During a declared State of Emergency, faculty and staff without specific crisis management responsibilities are required to take action as directed by the College TVAT.

[TOC](#)

Student Responsibilities

General Emergency Preparedness Responsibilities: All Aims Students are responsible for familiarizing themselves with emergency preparedness resources, campus emergency procedures, and evacuation routes in the buildings they use frequently.

Students are responsible for maintaining their emergency contact information to maximize the College's capability to notify them of a life threatening emergency and issue appropriate protective actions.

Emergency Response Role: If students are involved in or witness a life-threatening emergency, they are required to immediately call 9-1-1 and Campus Security.

Students must be prepared to assess emergency situations quickly but thoroughly, and use common sense in determining how to implement any issued protective actions. Students are required to implement protective actions in an orderly manner when directed by faculty, staff, emergency response personnel or a RAVE Alert Message.