



**Colorado Emergency
Preparedness Partnership**
Preparedness through Partnership

2016 ANNUAL REPORT

MISSION

Improve Joint Emergency Planning throughout the state of Colorado

In 2016, CEPP's focus was on addressing critical gaps in emergency planning throughout the State of Colorado and in creating a platform for the private sector to voice their concerns.

EXECUTIVE DIRECTOR SUMMARY

2016 has been a year of major advancement for CEPP. CEPP is now in a leadership position for driving the collaboration between government and private efforts in Emergency Preparedness. Specifically, CEPP has;

- Partnered with State and Federal agencies to provide a coordinated training effort to address the issue of Cyber Security Awareness.
- Created a new preparedness program for property managers and facility owners to provide them with the tools and guidelines necessary to design and implement emergency evacuation plans and shelter in place plans.
- Continued to address critical gaps in Colorado's emergency planning while coordinating efforts with federal and state entities to build relationships between key businesses and their government counterparts.
- Created a "first of its kind" Private Sector Subcommittee at the State level, which reports to the Governor's Director of Public Safety and the Homeland Security Advisory Committee (HSAC), providing the private sector with a direct voice in state emergency planning.

2016 Accomplishments:

1. Increased cyber security awareness

CEPP partnered with the State's Division of Homeland Security and Emergency Management (DHSEM), FEMA Region VIII, and the Colorado Federal Executive Board (CFEB) to provide quarterly cyber security workshops around the state. In January, workshops were held to highlight what federal resources are available to all organizations to increase their cyber security plans and in April, state resources were presented. In June, cyber risk and cyber insurance were discussed and in October, the Department of Homeland Security's Colorado Cyber Security Advisor showed how the National Institute of Standards and Technology's Cyber Security Framework can help organizations create their own plan. These workshops educated organizations on what the threat is and what free resources are available to them now.





Cyber Security Workshop in Denver on June 19, 2016

2. Created a new preparedness program for property managers and facility owners

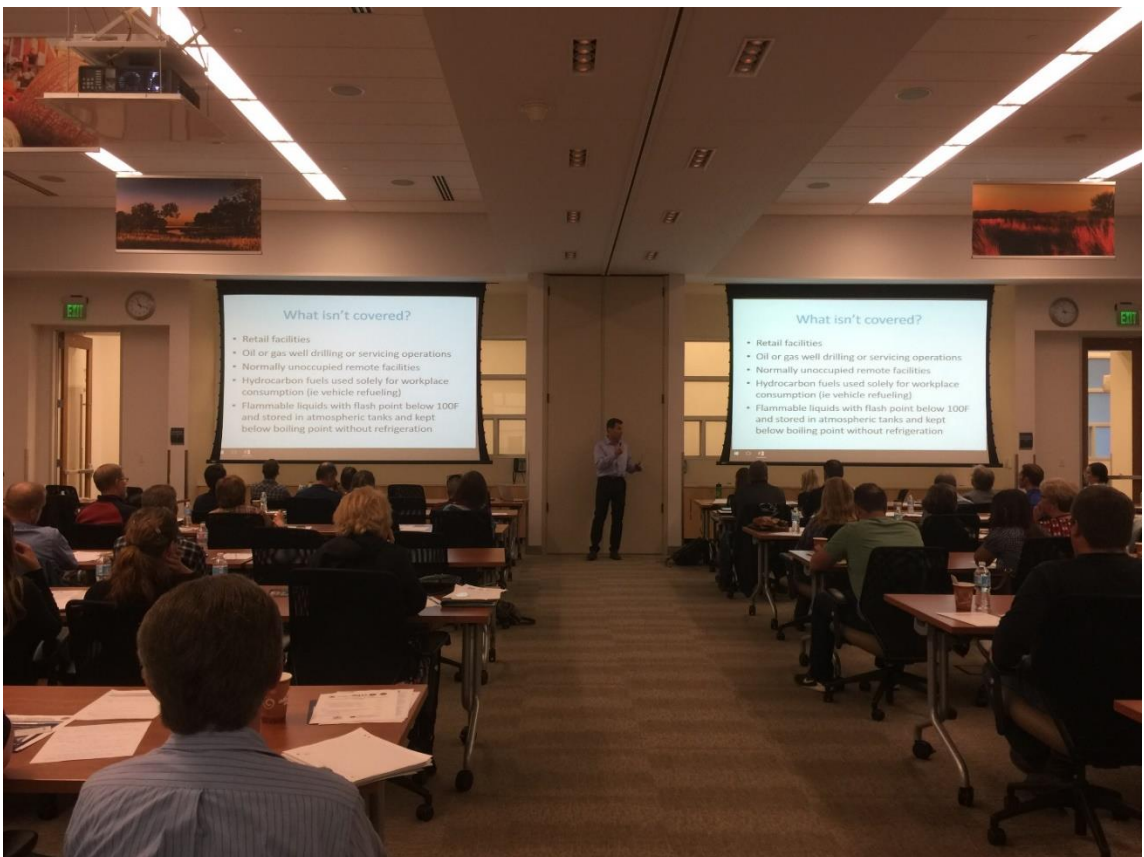
This pilot program streamlines and enhance the emergency preparedness planning process. CEPP has created a suite of tools that these organizations can use to create their emergency evacuation plans and their shelter in place plans. In addition, CEPP has designed two workshops to help train organizations on how to fill out these tools and how to create a Safety Team for their own organizations. This program has demonstrated success at TIAA in Denver and was used as a national model for all of its buildings around the U.S.

CEPP's initial pilot program is with the Denver Metro Chamber of Commerce to update their own emergency plans and has demonstrated it to the International Facility Management Association (IFMA) and to Brookfield Properties. In 2017, CEPP plans to offer workshops around the state on this program.

<p>BOMB THREATS BY TELEPHONE ALL BOMB THREATS MUST BE TAKEN SERIOUSLY: When the threat is made by telephone obtain as much information as possible.</p> <ol style="list-style-type: none"> Be calm and courteous with the caller. Listen and DO NOT interrupt the caller. Fill out the Bomb Threat checklist below. Upon completion of the conversation, notify security or property management immediately. Insert the phone number <p>Notes: Remain calm, concise and accurate in relaying information. Emergency Responders will evaluate the need to evacuate.</p> <p>BOMB THREAT CHECKLIST Ask the following:</p> <ol style="list-style-type: none"> When? Will it go off? Where? Is it located? What? Type of bomb is it? Why? Are you doing this? Who? Are you? <p>NOTE THE FOLLOWING</p> <ol style="list-style-type: none"> Time? Of call _____ AM/PM Exact words of caller _____ <p>3. Male _____ Female _____</p> <p>4. Does the caller have an accent? _____</p> <p>5. Voice? _____</p> <p>6. Speech? _____</p> <p>7. Does the caller sound intoxicated? _____</p> <p>8. Background noise? _____</p> <p>9. Is the voice familiar? _____</p> <p>10. Time call was terminated? _____</p> <p>11. Number indicated on your telephone? _____</p> <p>IMMEDIATELY AFTER THE CALL ENDS NOTIFY "Insert your correct contact here"</p>	<p>EXPLOSIONS Actions to take:</p> <ol style="list-style-type: none"> Take shelter under your desk or a sturdy table. Exit the building as soon as possible. DO NOT use elevators unless instructed by Emergency Response Personnel. Check for Fire and/or other hazards. Use caution when exiting the building as debris could be falling from the building or blocking exits. <p>If you are trapped in debris:</p> <ol style="list-style-type: none"> If possible use a flashlight to signal for help. Avoid unnecessary movement to avoid stirring up dust or making any further debris falling. Cover your mouth and nose with anything you have on hand. Dense weave cotton material can create a good filter. Try to breathe through the material. Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort – shouting can cause a person to breathe dangerous amounts of dust. 	<p>SEVERE WEATHER Actions to take:</p> <ol style="list-style-type: none"> Move away from the perimeter of the building and exterior glass. Leave your exterior office. If time permits and safe to do so close the door behind you. Listen to the direction of your Safety Team. Go to the center corridors of the building. Interior stairwells may be used for shelter – if they are crowded move up or down for your safety. DO NOT Evacuate to a re-entry floor or exit the building. <p>If trapped in an outside office:</p> <ol style="list-style-type: none"> Seek protection under a desk. DO NOT use the telephone until safe to do so Insert information about your Public Address system if present. 	
<p>BOMB THREATS BY MAIL SUSPICIOUS PACKAGES</p> <ol style="list-style-type: none"> DO NOT HANDLE OR DISTURB THE PACKAGE! Immediately order everyone out of the area. Notify Insert appropriate contact for your firm Emergency Response Personnel will advise whether to evacuate or not. <p>BOMB THREATS BY MAIL</p> <ol style="list-style-type: none"> Immediately stop handling the package. Immediately order everyone out of the immediate area. Notify your management team immediately. Notify Insert appropriate contact for your firm Prevent anyone from handling the suspicious letter or parcel. Emergency Response Personnel will advise whether to evacuate or not. 	<p>RADIOLOGICAL or NUCLEAR Terrorist use of a Radiological Dispersion Device (RDD), often called "Dirty Nuke" or "Dirty Bomb" – is far more likely than the use of a nuclear explosive device. An RDD combines a conventional explosive device with radioactive materials. It is designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. Such RDD's appeal to terrorists because they require limited technical knowledge to build and deploy compared to a nuclear device.</p> <p>Follow these steps in the event of an RDD explosion:</p> <p>IF YOU ARE OUTDOORS:</p> <ol style="list-style-type: none"> Seek shelter INDOORS immediately. If shelter is not available move away from the location of the blast and seek shelter as soon as possible. Listen for official instruction from Emergency Response Personnel. <p>IF YOU ARE INDOORS:</p> <ol style="list-style-type: none"> Retrieve your GO-BAG and prepare to Shelter-in-Place. Listen for instruction from Emergency Response Personnel. Remain Sheltered-in-Place until you receive direction on where to go. 	<p>ELEVATOR MALFUNCTION Action to take:</p> <ol style="list-style-type: none"> DO NOT attempt to force open the elevator doors! DO NOT push the STOP button – this may delay the ability of emergency service personnel to remove you from the elevator. Push the "EMERGENCY CALL" button on the elevator panel or Phone if it is present. Two-Way voice communication is available in the elevator. If there is more than one person in the elevator only one person at a time should speak. <p>Emergency staff will continue to talk to you while Elevator Personnel are dispatched.</p> <p>POWER OUTAGE ELEVATOR SAFETY If you are in an elevator during a power failure please remember that it is building management's first priority to verify that all elevators have been retrieved and occupants accounted for. Use this information if equipped with a generator. The building emergency generator is designed to return all elevators to the lobby.</p>	<p>"INSERT YOUR COMPANY NAME"</p> <p>Emergency Guidelines</p> <p>"Insert Company Name" considers Life Safety to be of paramount importance and it is in this regard that these Emergency Guidelines are being provided to all employees.</p> <p>Safety preparedness is not something that someone does for you rather it is something that every employee participates in whether as a Safety Volunteer or in developing a personal plan to be used in emergencies</p> 
<p>Building Emergency Guidelines Sample</p>			

3. Filling critical gaps in emergency planning

This is being accomplished by bringing together the federal entities that regulate hazardous materials and Colorado's regulated industry. CEPP hosted four workshops in Grand Junction, Colorado Springs and Brighton for approximately 300 facilities that use and/or store hazardous chemicals in their daily operations. The Environmental Protection Agency and the Occupational Safety and Health Administration (OSHA) and the Department of Transportation (DOT) explained their programs that regulate hazardous chemicals, offered resources and answered questions in each of these workshops. Evaluations from these workshops were very positive and indicate that the industries learned valuable, necessary information enabling them to do their jobs more safely. They also were given contact information on the local emergency management officials that they should be coordinating with, which will strengthen our emergency planning efforts at the local level.



OSHA Speaking at the Brighton Chemical Safety Workshop on Sept 29, 2016

4. Increased Information Sharing between the Public and Private Sectors.

Created a Private Sector Subcommittee at the State level, which reports to the Governor's Director of Public Safety and the Homeland Security Advisory Committee (HSAC). This group meets quarterly and acts on private sector concerns with regards to emergency planning in the State. Before this group was created, there was no structured forum for the private sector to participate in emergency planning. The subcommittee is comprised of private sector entities whose resources might be needed during a disaster (Safeway, Walgreens, Target, Walmart, etc) and key industries in Colorado (Schwab, Arrow, DaVita, etc). Its purpose is to give the private sector a voice in emergency planning, to hear their concerns and to work on company driven issues (credentialing, getting supplies to companies during a disaster, etc).

This subcommittee is currently researching Business Emergency Operations Centers around the country to help develop a program in Colorado. This will be a main focus in 2017.

Current organizations participating in this subcommittee include the following:

- Walgreens
- Walmart
- Target
- Safeway
- Grainger
- Blue Sky
- SERVPRO
- Charles Schwab
- PricewaterhouseCoopers LLP
- Arrow
- DaVita
- Environ Healthcare
- McKesson
- XCEL Energy
- Colorado Technical University
- Healthcare Distribution Alliance

2016 CEPP Programs

Cyber Security Workshop Federal Resources	Jan 20	Colorado Springs
Cyber Security Workshop Federal Resources	Jan 21	Lakewood
Active Shooter Training	Mar 2	Lone Tree
Cyber Security Workshop State Resources	Apr 19	Aurora
Cyber Security Workshop State Resources	Apr 20	Fort Collins
Cyber Security Workshop Cyber Risk and Insurance	June 22	Denver
Cyber Security Workshop Cyber Risk and Insurance	June 23	Colorado Springs
Chemical Safety Workshop	Sept 27	Colorado Springs
Denver EOC Orientation Brief	Sept 28	Denver
Chemical Safety Workshop	Sept 29	Brighton
CO Springs EOC Orientation	Sept 30	Colorado Springs
Chemical Safety Workshop	Oct 6	Grand Junction
Chemical Safety Workshop	Oct 11	Webinar
Cyber Security Workshop	Oct 21	Colorado Springs
Cyber Security Workshop	Oct 25	Centennial
Disaster Public Health Resources	Nov 16	Aurora

2016 CEPP Board

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Becky Franco	Manager of Emergency Response, Denver Water
Gino Greco	CEO American Red Cross, Colorado and Wyoming
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Bear McConnell	Former Private Sector Director, NORTHCOM
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*Heather Soronen	Operations Director, Rocky Mountain Insurance Information Association
Allan Wick	Enterprise Security Manager-CSO, Tri State Generation & Transmission Association, CEPP Vice President
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	Kyle Hybl, El Pomar Foundation, COO and General Consul

*New in 2016