

PARKLAND COLLEGE

CAMPUS EMERGENCY OPERATIONS PLAN



NOVEMBER 2014

The **Parkland College Campus Emergency Operations Plan** is used in conjunction with the Champaign County Emergency Operations Plan and any applicable standard operating guidelines.

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Resolution
PC-100-01
May 21, 2009

It Is hereby resolved by Parkland Community College, City of Champaign, County of Champaign, Sate of Illinois, that:

WHEREAS, Homeland Security Presidential Directive (HSPD) 5 establishes the National Incident Management System (NIMS); and

WHEREAS, NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the nation have the capability to work efficiently and effectively together using a national approach to domestic incident management; and

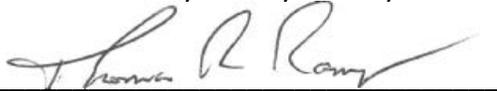
WHEREAS, NIMS provide a consistent nationwide approach for federal, state and local governments to work together to prepare for and respond to, and recover from domestic incidents regardless of the cause, size or complexity; and

WHEREAS NIMS provides for interoperability and compatibility among federal, state and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the Incident Command System, Unified Command, training, management of resources and reporting; and

WHEREAS, beginning October 1, 2006 all Federal departments and agencies shall make adoption of NIMS a requirement for providing federal preparedness assistance through grants, contracts or other activities to local governments;

Be it therefore resolved that Parkland Community College hereby adopts the National Incident Management System (NIMS) as its system of preparing for and responding to disaster incidents.

Approved this 21st day of May in the year 2009

Signed 

Tom Ramage
President
Parkland College

Table of Contents

Foreword.....7

Promulgation Statement.....14

Distribution List.....15

Risk Analysis.....16

The Framework.....16

Hazard Analysis.....19

Concurrence Page.....21

External Organization Concurrence.....22

Basic Plan.....23

Annex A Law Enforcement.....38

Annex B Emergency Response.....42

Emergency Response Groups

Emergency Plan Activation

General Principles for Emergency Operations

Emergency Operations Center

Responsibility for Emergency Actions

Individual Responsibilities

 Detailed List

Emergency Operations Command Center

Annex C Emergency Communications.....49

Emergency Communications

Communication Plan and Primary Contact List

Operation of the Communication Team

Communication Team Members

Communication Process Flow Chart

Annex D Emergency Evacuation Plans.....59

Emergency Shutdown Procedures

Evacuation Plan

Evacuation Plan Template

Evacuation Procedures for Instructors

 Evacuation Coordination

Areas of Rescue Assistance

Annex E Crisis Specific Activity.....79

 Spills / Releases of Hazardous Chemicals or Oils

 Tornado Preparedness

 Fire and/or Explosion

 Bomb Threat Procedures

 Bomb Threat Checklist

 Earthquake Procedures

 Active Shooter Situation/Armed intruder in the building

Annex F Direction and Control.....91

 Designated Emergency Response Personnel

Annex G Campus and Workplace Violence Policy.....97
Annex H Violence Free Campus.....102
Annex I Behavioral Intervention Plan Handbook.....108
Annex J Pandemic Influenza Plan.....132
Annex K Animal Emergency Plan.....171
Annex L Information Sharing / Disaster Intelligence.....192
Annex M Public Information.....198
Annex N Critical Incident Stress Management.....201
Annex O Mass Care.....204
Annex P Health and Medical.....211
Annex Q Mortuary Services.....217

Appendix

- Emergency Response Task List
- Emergency Incident Critique Sheet
- Reference Maps

Foreword

The Parkland College EOP (CEOP) is prepared in compliance with the Federal National Framework (NRF) , the National Incident Management System (NIMS), the Illinois Emergency Management Act, the Higher Education Opportunity Act (Public Law 110-315), the Campus Security Enhancement Act (29 ILL.ADM. CODE 305) and related actions as governed by the Robert T. Stafford Act (P.L. 93-288, as amended by P.L. 100-707). The plan discusses the mechanism to be used by Parkland College, its faculty, staff, students, and visitors to any area of the campus affected by a natural, man-made or technological emergency and /or disaster. The Public Safety Department’s Legal Mandate and Authority is derived from the Illinois Compiled Statutes, Chap 110 sec. 805/3-42.1, 1993. This authorizes Community Colleges to have members be conservators of the peace and as such all powers possessed by police officers; including enforcement of all traffic and criminal laws either state or municipal. The Public Safety Dept. is comprised of the community college District # 505 which includes the following counties; Champaign, Coles, Dewitt, Douglas, Edgar, Ford, Iroquois, Livingston ,McLean, Moultrie, Piatt and Vermillion. The statue authorizes law enforcement officials’ jurisdiction, county wide, of the counties contained within community college district # 505.

- 1) This plan will outline actions to be taken by Parkland College senior staff, faculty, support staff, Campus Operations staff and Campus Public Safety officials in conjunction with local governmental officials and cooperation with private or volunteer organizations to:
 - a) Prevent avoidable disasters and reduce the vulnerability of students, faculty and staff to any disasters that may strike;
 - b) Establish capabilities for protecting students, faculty and staff from the effects of disasters;
 - c) Respond effectively to the actual occurrence of disasters and,
 - d) Provide for recovery in the aftermath of any emergency involving extensive damage within the college.

- 2) It is not the intent of this plan to attempt to deal with those events that happen on a daily basis, which do not cause widespread problems and are handled routinely by the administration and staff. It will however, attempt to deal with those occurrences such as:
- a) Tornadoes / natural disasters
 - b) Earthquakes
 - c) Hazardous materials incidents
 - d) Violence on campus / hostile intruder
 - e) Medicals
 - f) Fire / explosion
 - g) Major Loss / interruption of campus service

These occurrences create needs and causes suffering that the victim(s) cannot alleviate without assistance, and that require an extraordinary commitment of the College and governmental resources.

The goal of this emergency operation plan is to minimize disruption to the College's academic mission during times of crisis and to meet the expectations of the taxpayers of the State of Illinois and the District 505 Community College district. In order to meet this goal, Parkland College staff must be prepared, trained, available, and willing to respond to major emergency situations within the guidelines of the Department of Public Safety.

This plan will provide the basis for training people to respond appropriately in major emergency situations. It is impossible to cover every type of emergency. This plan outlines the process and lists the resources available so that a person who is familiar with the plan may react properly. In the event of an emergency, Parkland College staff is expected to be familiar with this document and their respective responsibilities.

This emergency operation plan is designed for most major emergencies that may arise within any department. There may be some campus emergencies that are directed under other authority that have limited impact on a specific department, but for which, the department may need to be prepared to implement this plan.

Objectives

- a) Assure continuing personal safety for departmental customers (faculty, staff, students, visitors etc.) and personnel
- b) Minimize disruption to general campus and department services
- c) Provide full and complete communication to designated primary customer contacts and campus administrators
- d) Provide emergency response services that are adequate to restore the situation to normal as soon as possible

Maintenance of the Document

- a) The Associate Director of Public Safety and/or the Crisis Management Team will review the **Campus Emergency Operations Plan at least annually (March).**
- b) Departmental suggestions for improvement are encouraged and will be solicited
- c) Text changes should be communicated to the Department of Public Safety for review and possible incorporation into the document.
- d) Critical review will be accomplished as incident(s) occur or, in the case of a drill, conducted at the conclusion of the drill.
- e) **The Campus Emergency Operations Plan will be reviewed after any critical incident and an After Action Review report will be maintained on file at the Public Safety Dept.**

- 3) The Campus Emergency Operations Plan (CEOP) was developed and reviewed by the Office of Public Safety and senior staff. During the development, various agencies, organizations, state, county and city governments were consulted to discuss their roles, responsibilities, and capabilities in an emergency. This plan includes their input.

The CEOP is a multi-hazard, functional plan, broken into components:

1. Part 1: Basic Plan - A basic plan that serve as an overview of the College's approach to emergency management,
2. Part 2: Annexes that address specific activities critical to emergency response and recovery
3. Part 3: Work Place Violence
4. Part 4: Behavioral Intervention
5. Part 5: Pandemic Influenza
6. Part 6: Annexes which support the Plan and contain technical information, details, and methods for use in emergency operations.

The basic plan is to be used primarily by the administrators and operations staff of the College, however, all staff involved in the CEOP should be familiar with it. The annexes and the appendices are guides specific to functional areas and respective staff.

Administrators and staff should understand their roles and responsibilities under the plan. The director of Emergency Preparedness or a designee will brief staff and offer training and exercise opportunities to increase competency in emergency management. Newly employed administrators and appropriate staff will be briefed as they assume their duties.

Staff with assigned tasks will be responsible for the development and maintenance of their respective segments of the plan. They will update their Building Action Plans as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in college structure and procedures.

Parkland College has the authority and capability for the following function;

Law Enforcement - see Annex A

The functions listed below are provided by outside agencies in cooperation with the Parkland College Public Safety Department;

Firefighting - Capability provide by the City of Champaign Fire Dept.

Search And Rescue – Technical Rescue capability is provided by the City of Urbana Fire Dept.

Health and Medical – Capability provided by local hospitals, Pro and Arrow Ambulance Services and Champaign County Public Health District

Mass Care and sheltering – Capability provided by first responder Fire Dept., ambulance EMT services and Red Cross. With no campus housing the Sheltering should be for a short duration.

RECORD OF CHANGES

When changes are made to the CEOP, the following procedures should be followed;

1. The Public Safety Dept. will issue major changes on copy pages that will be updated in the CEOP. New pages should be inserted as directed. Old pages will be removed and destroyed.
2. CEOP holders will be notified of changes by memorandum and or/email. Plan holders will be responsible for updating their existing CEOP copy.
3. When a major change is made, an entry should be noted in the following log:

Change number	Date Entered	Page/section changed	Entered by	Reviewed by Command Staff
1.	1/10/14	CEOP Created	J Carlson	B Burgess
2.	3/20/14	Updated Annex F Direction/Control	J Carlson	B Burgess
3.	3/21/14	Changed External Org Concurrence page/MTU MOU	J Carlson	B Burgess
4.	3/21/14	Add Basic Plan section	J Carlson	B Burgess
5.	3/21/14	Add Internal Concurrence page	J Carlson	B Burgess
6.	4/15/14	Add Annex O, P, and Q	J Carlson	B Burgess
7.	7/7/14	Changed Annex B Emer Response to add Incident Cmd	J Carlson	B Burgess

PROMULGATION STATEMENT

Officials of Parkland College, in conjunction with the Champaign County Emergency Management Agency, the Champaign Police Department, and the Champaign Fire Department, the Urbana Fire Department, the Urbana Police Department, and the Champaign County Sheriff's Department, have developed an Emergency Operations Plan that will enhance their emergency response capability for any large scale emergencies or disasters on Parkland College's campus. This document is the result of that effort.

This plan, when used properly and updated annually, can assist College administration in accomplishing one of their primary responsibilities; protecting the lives and property of their students, faculty, administrators, and staff. This plan and its provisions will become official when it has been signed and dated below by the concurring College Officials.

Thomas M Bennett 2/19/2014

Chair, Board of Trustees

Date

Shane R Reng 2/18/14

President, Parkland College

Date

Distribution List

(Recipients are to receive the complete plan with record of receipt maintained in the Public Safety office)

The “Basic Plan” (with confidential information removed) is to be posted the campus web site.

- Board of Trustees
- College President
- Vice President for Academic Services
- Vice President for Student Services
- Vice President for Institutional Advancement
- Director of Public Safety
- Associate Director of Public Safety
- Vice President for Administration and Chief Financial Officer
- Controller Business Office
- Director, Physical Plant
- Manager of Building and Grounds
- Executive Director, Community Relations
- Director, Child Development Center
- Executive Director Workforce Development
- Director, Business Training
- Campus Technologies
- Director, Counseling and Advising Center
- Director, Financial Aid
- Director, Admissions and records
- Director, Disability Services
- Director, Athletics
- Dean of Students
- Director, Human Resources

Risk Analysis

Parkland College could be affected by natural and man-made hazards which include: tornadoes and other severe weather, fires, hazardous materials spills, campus violence, contagious diseases, and acts of terrorism. The following table details the risk analysis:

Hazard Type	Risk Level Low	Risk Level Medium	Risk Level High	Risk Level Extreme
Tornado			X	
Severe storm			X	
Bomb Threat or Explosion				X
Utility failure		X		
Fire		X		
Hazardous materials spill		X		
Violence on campus		X		
Health emergency		X		
Structural collapse		X		

The Framework: The four phases of Emergency Management

A comprehensive emergency management plan is based on the framework of the four phases of emergency management: prevention-mitigation, preparedness, response, and recovery. All phases are highly interconnected; that is, each phase influences the other three phases. The cycle as a whole is an ongoing process, just as the plan is a dynamic document that requires continuous updating

Management of large scale emergencies are divided into four phases as defined below:

Prevention/Mitigation: the action colleges and universities take to decrease the likelihood that an event or crisis will occur and the programs and activities designed to diminish the effects of emergencies by eliminating the risk, minimizing the number and severity or improving the likelihood of rapid recovery. These typically involve capital expenditures or pro-active policies. Threat assessment is an example of a mitigation program.

The hazards the institution is seeking to prevent, diminish, or mitigate will be defined specifically through a process of hazard identification and risk assessment. In the assessment, virtually all the hazards that could cause risks and subsequently a crisis will be identified. Prevention-Mitigation of hazards is not a new concept for colleges and universities because each campus historically has been involved in creating safe learning environments.

Preparedness: this phase designs strategies, processes, and protocols to prepare the college or university for potential emergencies. Preparedness activities may include:

- a. Establishing an incident command system (ICS) consistent with the National Incident Management System (NIMS) for organizing personnel and services to respond in the event of an emergency
- b. Developing all-hazard policies, procedures, and protocols with input from such key community partners as law enforcement, medical services, public health, fire services and mental health.
- c. Collaborating with community partners to establish mutual aid agreements that will establish formal interdisciplinary, intergovernmental, and interagency relationships among all the community partners and campus departments.
- d. Negotiating contracts that will provide the campus with resources (e.g., food, transportation, medical services, and volunteers) needed during an emergency.
- e. Assigning personnel to manage each ICS function and defining lines of succession in emergency plan as to who is in charge when key leaders are not available.
- f. Developing a Continuity of Operations Plan (COOP) for all campus operations functions. The COOP plan ensures that the campus has the capability to continue essential functions (e.g., admissions, business office, public safety, computer labs)
- g. Define protocols and procedures for each type of response strategy, e.g., shelter in place, lockdown or evacuation.
- h. Working with the media in the community and campus public relations office to develop a campus emergency communications plan that may include drafting template messages for communicating with the media, student, faculty, staff, community, and families prior to, during, and after an emergency. The campus public information officer (PIO) often coordinates these tasks.

Response: taking action to effectively contain and resolve an emergency. Responses to emergencies are enhanced by thorough and effective collaboration and planning during the Prevention-Mitigation and Preparedness phases. During the responses phase, campus official activate the emergency management plan. Responses to emergencies vary greatly depending upon the severity, magnitude, duration, and intensity of the event. This is the phase of emergency management covered most intensely by the press and media as well. Effective response requires informed decision-making and identification of clear lines of decision authority. Selected Response activities include:

- a. activating the Incident Command System
- a. Communicating with the First Responders and other community partners (as outlined in the memorandums of understanding (MOUs) or other formal agreements) to make informed decisions and deploy resources; and
- b. establishing an Emergency Operations Center

- c. Activating communication plans using multiple modalities (e.g., e-mail, text message, phone, IRIS)
- d. Determining and executing the appropriate response strategy
- e. Accounting for students, faculty, and staff.
- f. Conducting an after-action report as a tool for modifying and improving emergency management plan

Recovery: this phase establishes procedures, recourses and policies to assist an institution and its members' return to functioning after an emergency. Recovery is an ongoing process. They type and extent of recovery activities will vary based on the nature and scope of the emergency. However, the goal of the Recovery phase is to restore the learning environment.

Recovery includes:

- a. Physical and structural recovery: Depending on the Scope of the emergency, a key step to recovery can be the creation of a Damage Assessment Team (DAT). This team would consist of campus personnel (e.g., Public Safety, Physical plant, Campus tech, Administrative services, etc.) and community partners. This assessment will evaluate physical and structural damage, and determine the degree to which equipment (e.g., computers, lab equipment) is functional. The major goal of the assessment is to determine the extent of the effects of the incident on campus and determine any new vulnerability. Data from the assessment results will facilitate decision-making about repairs and timeline to resume classes.
- b. Business recovery: Making decisions on canceling or postponing classes or using alternative locations for classes. Restoring the learning environment as quickly as possible. Implementing online learning, and implementing temporary procedures about assignments, grading, attendance, and tuition payments. The PIO will be involved in this step in order to communicate the decision and net steps the media, faculty, staff, students in an expedient fashion. Establishing a communication center, Web site or call center to manage inquiries will facilitate the communication process.

HAZARD ANALYSIS

The following is a summary of the complete listing of those hazards most likely to threaten Champaign County (which includes Parkland College), or a portion there of. This listing is not ranked according to probability:

Natural Hazards

- Drought
- Extreme heat
- Earthquakes
- Floods, flash, rain, river and urban
- Landslides
- Lighting
- Public Health epidemics
- Severe winds
- Tornados
- Wildfires, brush, grassland, and woodland
- Winter storms (severe), blizzard, extreme cold, ice storms, heavy snow

Technologic / Man-Made Hazards

- Civil Disorder
- Dam failures
- Energy shortages
- Hazardous Materials: fixed facility incidents
- Hazardous Materials: transportation accidents (air, highway, pipeline and rail)
- Pollution

- Power failure
- Radiological Incident: fixed facility incident
- Radiological Incident: transportation accidents
- Radiological Incident: wartime
- Subsidence
- Terrorism
- Transportation crash: air, bus, and rail
- Urban fire
- Water outages

Nuclear Attack Risk Conditions

-The Nuclear Attack Planning Base (NAPB) does not identify Champaign County as a Target area. The fallout risk for Champaign County is low to none, meaning dosage of less than 150 rads in one week would be expected.

An updated Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan, which includes Parkland College, was completed May 26, 2009. A copy of this completed plan is on file at the Parkland College Public Safety Office. The updated Champaign County Multi-Jurisdictional Natural Hazards Mitigation Plan specifically addresses all-hazards for justifications located within Champaign County, including profile hazards, frequency, magnitude, intensity, location, spatial extent, duration, season patterns, speed of onset and availability of warning based on historical data and other scientific methods.

Vulnerabilities directly affecting Parkland College are addressed in the Multi-Jurisdictional Natural Hazards Mitigation Plan, including demographic data for Champaign County. Response capabilities of Parkland College are sufficient to mitigate, respond to and recover from many types of emergencies and / or disasters. Any shortfalls in response capabilities are decreased and /or alleviated by interagency coordination and memorandums of understandings (MOU) which exist between first responder agencies within Champaign County.

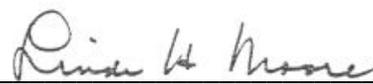
CONCURRENCE PAGE

Parkland College CEOP is the basis for providing Campus resources to mitigate local emergencies and /or disasters. The CEOP provides for the integration of outside resources into local response and recovery efforts when such assistance is needed.

We, the undersigned, acknowledge our duties, responsibilities and relationships as outlined herein and will execute them to the best of our abilities. We further agree to provide resources, both in personnel and material, to the extent of our most current capabilities.

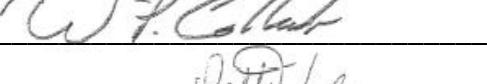
The CEOP is based on the fundamental assumption that a significant emergency and/or disaster could overwhelm the capability of the campus and local government to conduct the extensive emergency operations necessary to save lives and protect property. For this contingency, resources of the Campus as well as outside agencies coordinated through the Parkland College Campus Emergency Operations Center will be used to provide assistance to the affected areas.

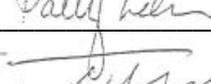
The campus entities signing the concurrence page are members of the Parkland College Crisis Management Team:

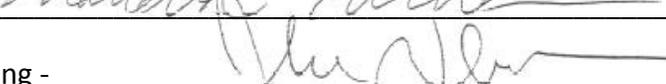
Vice President for Student Services- 

Vice President for Academic Services- 

Physical Plant Director- 

Director of Public Safety- 

Marketing and Public Relations Director - 

Dean of Students - 

Director of Counseling and Advising - 

EXTERNAL ORGANIZATION CONCURRENCE PAGE

The CEOP recognizes that emergencies and /or disasters could overwhelm the capability of the Campus and it is necessary to integrate federal, state and local resources into its response and recovery efforts in order to coordinate and utilize available resources to the fullest advantage in rendering emergency and/or disaster relief.

The CEOP provides a description of the functions and responsibilities assigned to teach essential organization outside of the Campus. The CEOP will be evaluated periodically and the Campus shall convey any changes in functions and responsibilities to the appropriate organization. These organizations have had an opportunity to review the CEOP and understand their role in supporting the emergency response and recovery operations of the campus.

Jamie Davis, Disaster Program Manager 9/27/13

The Central Illinois Chapter of the American Red Cross

404 Ginger Bend Drive, Champaign, IL 61822

Phone # 217-351-5861

Asst Dept Chief Wayne Furbush 6/1/14

Champaign Fire Department

307 S Randolph St

Champaign, IL 61822

[Signature] 7/2/14

Champaign Police Department

82 E University Ave

Champaign, IL 61822

**PARKLAND COLLEGE
CAMPUS EMERGENCY OPERATIONS
PLAN**

“BASIC PLAN”

BASIC PLAN

Introduction

Parkland College has the capability of, and the primary responsibility for, emergency response and recovery from emergency and/or disasters that affect the Campus. When these capabilities are exceeded, assistance from the Champaign County Emergency Management Agency is available. When Campus and Champaign County capabilities are exceeded, State of Illinois assistance is available through the Illinois Emergency Management Agency.

The Parkland College CEOP is a guide for the campus response and recovery operations and outlines the specific actions in support of local and Champaign county response and recovery activities. The first responders follow the National Incident Management System (NIMS) and the Incident Command System (ICS) when responding to emergencies and / or disasters.

It is the policy of Parkland College to be prepared for any emergency and /or disaster. Emergency response personnel, equipment and services of Parkland College will be maintained in a high state of readiness to save lives, prevent or minimize damage to property, and provide assistance to all people who are threatened or become victims of an emergency and / or disaster. These services shall be coordinated to maximum extent possible within the campus as well as comparable activities of other local government and private agencies. The Campus Crisis Management Team shall determine the level and duration of the Campus commitment of resources.

PURPOSE

The purpose of this CEOP is to provide operational guidance for the Parkland College mitigation, preparedness, response, and recovery actions to prevent or minimize injury and/or death to people and damage to property resulting from emergencies and/or disasters of natural, manmade or technological origin. The CEOP considers response actions that may require a significant Parkland College or outside agency response assistance. A significant response is defined as a situation that requires the immediate assistance of outside agencies other than those that normally respond to day to day contingencies under separate authority. The CEOP contains operational tasks and assignments for Campus response and recovery activities. The CEOP provides information on anticipated actions for Campus departments

that have emergency responsibilities. The CEOP addresses those operational activities necessary for a coordinated response to an emergency and/or disaster. The level of emergency response will be determined by the need and magnitude of the disaster.

SCOPE

The scope of the CEOP includes the spectrum of emergencies and situations that range from an event not warranting a Campus emergency response to a disaster of catastrophic situation with the campus being evacuated and closed. Several primary hazards have been identified that have the potential to disrupt day to day activities, cause extensive property damage and create casualties within the Campus. Priority for emergency management will be based on the hazard event.

SITUATIONS

A. Geography and Climate

Champaign County, Illinois is an agricultural county with a large centrally located industry base and has a variety of communities dispersed throughout the area, including Parkland College. The topography is generally flat to gently rolling. The climate of the area is general temperate, with all four seasons experiencing a winter average of 25 F and 71 in the summer. Seasonal temperature extremes of -22 F in the winter and 106 F in the summer have been recorded. Champaign County is ranked sixth in the state with documented tornado touchdowns since records have been kept. Champaign County is subject to rainfall averaging 37 inches per year, but has experienced droughts; the most severe being in 1988. Winter storms occur, including ice storms, heavy snows, whiteouts, periods of extreme cold and blizzards, causing hazardous road conditions. There is an average of 26 inches of snowfall each year. The wind is from the southwest 55 % of the time. During winter months, the wind is mainly from the northwest.

B. Population

The population of Champaign county is 179,643 (2001 Census), with the county seat in Urbana. The major population center for Champaign County is the Champaign, Urbana and Savoy metro area. Parkland College has a population of about 10,000 students and 500 faculty and staff. Another series of population centers are mostly concentrated along interstate 72, 74 and 57.

C.Regional

Parkland College is situated in Champaign County which is in East Central Illinois. Piatt County is to the west, Ford County to the north, Vermillion County to the east and Douglas County to the south. In the county there are 22 incorporated villages and cities, and 28 townships.

Parkland College Main Campus is located inside the city limits of Champaign. Parkland College also operates a satellite campus on Mattis Avenue, in the City of Champaign. The Community College School District # 505 which Parkland serves as the community college covers parts or all of the surrounding twelve county area.

D.Critical Infrastructure / Transportation

There are 2,652 miles of streets and highways in Champaign County. The major transportation routes are:

- Interstate 72
- Interstate 74
- Interstate 57
- Illinois State Routes 10,47,49,54,130
- US Routes 45,136, 150

Transportation activities: six major pipelines systems are found in Champaign County, CILCO, CHICAP/UNOCAL, Marathon Ashland, Mid-America, Panhandle Eastern and Trunkline. They transport natural gas, ethylene, propane, diesel fuel, fuel oil, gasoline, kerosene and crude oil.

Within Champaign County area there are three airports. Willard Airport is owned by the University of Illinois at Urbana and is the county's only airport with commercial air carrier service. It is located south of the city of Champaign and consists of 1,799 acres of land. Regional airlines provide service to Chicago, St. Louis, and Detroit. Flightstar, the airport's fixed base operator, operates a flight school and provides charter air service. The airport is also used by the Parkland College Aviation program as a center for student training and is heavily used by private pilots. Two additional airports lie within Champaign County, Frasca Field, just north of Urbana and Rantoul Airpark, located in the old Chanute Air Force Base in Rantoul. Both of these facilities cater primarily to private pilots.

Rail service in Champaign County have increased in recent years and include both freight and regular rail passenger service. Norfolk and Southern Corporation, Illinois Central Gulf Railroad, and Burlington Northern serve the county. A rail yard is located north of the Champaign-Urbana metro area and often can be found to containing hazardous material rail cars for use by local industries.

The Champaign- Urbana Mass Transit District operates in the Champaign – Urbana area. For emergency evacuations, the Mass Transit District buses are available to respond throughout the area. Parkland College has MOU with the Mass Transit District for assistance in emergency situations.

The Illinois American Water Company supplies water for Champaign-Urbana, including Parkland College and the surrounding towns through 25 wells. These wells draw water from two separate aquifers. The smaller incorporated communities have wells with water towers holding their daily water supply. Most residents in rural, unincorporated areas obtain water from private wells.

Within Champaign County there are 11 police stations, one Illinois State Police district headquarters, 28 fire stations, 31 public works/township/highway department yards 28 Post Offices, one county courthouse and one federal courthouse.

There are numerous recreational opportunities in the Champaign County area. They include forest preserves, parks, an aviation museum, an early American museum, museum and major theater on the University of Illinois campus, a theater and planetarium on the campus of Parkland College and sporting and entertainment events at the University of Illinois and Parkland College.

There are military facilities in the area. Two Illinois Army National Guard armories and one Army Reserve Center.

As of 2013 there are 60 EHS (Extreme Hazardous Site) facilities within Champaign County, a map is in the CEOP Appendix which indicates the sites close to the campus (provided by Champaign County EMA). The College is in close proximity to several interstate highways where hazardous material is commonly transported on and several underground pipelines. Also located next to the campus property is the Illinois American Water Mattis Ave Treatment Facility and a Ameran Power Sub- Station.

ASSUMPTIONS

Parkland College officials recognize their responsibilities and duties with regard to maintaining the health, safety and welfare of the faculty, staff, students and visitors of the campus. These officials will assume their respective duties in implementing the sections of the CEOP.

Outdoor warning sirens are capable alerting the outdoor areas of the campus. Additional emergency notification systems will be used to notify the campus populace in a timely manner if an emergency and/or disaster were to occur.

The CEOP relies on the concept that the response to an emergency and /or disaster will always be at the lowest possible level. All departments and resources within the College may be utilized during an emergency and /or disaster operations. If these resources were inadequate in addressing the needs of the college, additional assistance would have to be requested from nearby jurisdictions and /or the Champaign County Emergency Management Agency, and/or the State of Illinois. Parkland College is exposed to many different hazards, all of which have the potential to threaten the health, safety, and

welfare of the population. They have the potential to cause property damage, injuries, deaths and /or major disruption to the campus. Evacuation and/or sheltering of faculty, staff, students and visitors from affected areas may be required. In all but the most unusual, severe or widespread emergency and /or disaster situations. Parkland College and local jurisdictions have adequate resources and expertise available for response and recovery operations.

CONCEPT OF OPERATION

Four Phases of Emergency Management

Prevention/Mitigation: the action colleges and universities take to decrease the likelihood that an event or crisis will occur and the programs and activities designed to diminish the effects of emergencies by eliminating the risk, minimizing the number and severity or improving the likelihood of rapid recovery. These typically involve capital expenditures or pro-active policies. Threat assessment is an example of a mitigation program.

The hazards the institution is seeking to prevent, diminish, or mitigate will be defined specifically through a process of hazard identification and risk assessment. In the assessment, virtually all the hazards that could cause risks and subsequently a crisis will be identified. Prevention-Mitigation of hazards is not a new concept for colleges and universities because each campus historically has been involved in creating safe learning environments.

Preparedness: this phase designs strategies, processes, and protocols to prepare the college or university for potential emergencies. Preparedness activities may include:

- b. Establishing an incident command system (ICS) consistent with the National Incident Management System (NIMS) for organizing personnel and services to respond in the event of an emergency
- c. Developing all-hazard policies, procedures, and protocols with input from such key community partners as law enforcement, medical services, public health, fire services and mental health.
- d. Collaborating with community partners to establish mutual aid agreements that will establish formal interdisciplinary, intergovernmental, and interagency relationships among all the community partners and campus departments.
- e. Negotiating contracts that will provide the campus with resources (e.g., food, transportation, medical services, and volunteers) needed during an emergency.
- f. Assigning personnel to manage each ICS function and defining lines of succession in emergency plan as to who is in charge when key leaders are not available.
- g. Developing a Continuity of Operations Plan (COOP) for all campus operations functions. The COOP plan ensures that the campus has the capability to continue essential functions (e.g., admissions, business office, public safety, computer labs)
- h. Define protocols and procedures for each type of response strategy, e.g., shelter in place, lockdown or evacuation.

- i. Working with the media in the community and campus public relations office to develop a campus emergency communications plan that may include drafting template messages for communicating with the media, student, faculty, staff, community, and families prior to, during, and after an emergency. The campus public information officer (PIO) often coordinates these tasks.

Response: taking action to effectively contain and resolve an emergency. Responses to emergencies are enhanced by thorough and effective collaboration and planning during the Prevention-Mitigation and Preparedness phases. During the responses phase, campus officials activate the emergency management plan. Responses to emergencies vary greatly depending upon the severity, magnitude, duration, and intensity of the event. This is the phase of emergency management covered most intensely by the press and media as well. Effective response requires informed decision-making and identification of clear lines of decision authority. Selected Response activities include:

- j. activating the Incident Command System
- g. Communicating with the First Responders and other community partners (as outlined in the memorandums of understanding (MOUs) or other formal agreements) to make informed decisions and deploy resources; and
- h. establishing an Emergency Operations Center
- i. Activating communication plans using multiple modalities (e.g., e-mail, text message, phone, IRIS)
- j. Determining and executing the appropriate response strategy
- k. Accounting for students, faculty, and staff.
- l. Conducting an after-action report as a tool for modifying and improving emergency management plan

Recovery: this phase establishes procedures, recourses and policies to assist an institution and its members' return to functioning after an emergency. Recovery is an ongoing process. The type and extent of recovery activities will vary based on the nature and scope of the emergency. However, the goal of the Recovery phase is to restore the learning environment. Recovery includes:

- c. Physical and structural recovery: Depending on the Scope of the emergency, a key step to recovery can be the creation of a Damage Assessment Team (DAT). This team would consist of campus personnel (e.g., Public Safety, Physical plant, Campus tech, Administrative services, etc.) and community partners. This assessment will evaluate physical and structural damage, and determine the degree to which equipment (e.g., computers, lab equipment) is functional. The major goal of the assessment is to determine the extent of the effects of the incident on campus and determine any new vulnerability. Data from the

assessment results will facilitate decision-making about repairs and timeline to resume classes.

- d. Business recovery: Making decisions on canceling or postponing classes or using alternative locations for classes. Restoring the learning environment as quickly as possible. Implementing online learning, and implementing temporary procedures about assignments, grading, attendance, and tuition payments. The PIO will be involved in this step in order to communicate the decision and net steps the media, faculty, staff, students in an expedient fashion. Establishing a communication center, Web site or call center to manage inquiries will facilitate the communication process.

RELATIONSHIP BETWEEN RESPONSE ORGANIZATIONS

The Crisis Management Team has overall authority for all emergency response operations. Members of the Crisis Management Team will work collaboratively with those operating within the Campus Emergency Operations Center to insure appropriate operational decisions are made. They will assist the emergency response measures of any / all responder agencies, departments or organizations. The decision to implement the CEOP will be based upon the probability or the actual occurrence of an emergency and /or disaster that threatens the health, safety and welfare of the campus populace. In these types of events the Director of Public Safety or Command Staff will contact the Crisis Management Team, inform them of the situation and receive direction concerning activation and implementation of the CEOP.

Request for outside assistance

The critical responsibility for emergency and / or disaster response lies with the local emergency responders (Parkland Public Safety, Fire, EMS, and any additional first responder agencies) and the affected area of the campus. It is the basic concept that emergency operations will make use of all normally available resources to combat the effects of an emergency or disaster. If the campus is incapable of fully responding to the emergency, a request for additional resources will be made to Champaign County Emergency Management Agency, or in coordination with the City of Champaign Fire Dept., or direct to Illinois Law Enforcement Alarm System (ILEAS) through a MOU agreement, who will coordinate assistance as required. Should the resources of Parkland College prove insufficient during an emergency and/or disaster, the Champaign County Emergency Management Agency will serve as the liaison to the State of Illinois requesting assistance through the Illinois Emergency Management Agency (IEMA) Region # 7 Coordinator and the IEMA main office in Springfield. Coordination of the State of Illinois resources will be the responsibility of IEMA. Federal disaster assistance, if

necessary, will be requested by the Governor of the State of Illinois to the federal government. No matter how many levels of response are involved, the Campus Crisis Management Team and College Public Safety command staff will always maintain ultimate control and responsibility of the disaster operations.

Parkland College will utilize the Incident Command System (ICS) under the guidelines of the National Incident Management System (NIMS) for emergency and/or disasters. All of the Command and Staff functions will be filled with the most qualified individuals available at the time of the incident. The Campus Crisis Management Team members and numerous Public Safety staff have been trained and certified by the Federal Emergency Management Agency (FEMA) on ICS principles and how those principles would be applied to an emergency and /or disaster that may affect the campus. Members of the Crisis Management Team and Public Safety staff and Emergency Response Group will be designated to fulfill Command and General Staff functions within the ICS to ensure a timely and effective response. The Public Safety Department has established a campus Emergency Operations Center within the main Public Safety office. This EOC is equipped to facilitate the operation of Crisis Management Team and other support personal in an emergency. Additional information concerning direction and control can be found in Annex F Direction and Control.

SUMMARY OF OVERALL OPERATIONS

Response organizations are typically integrated into a multi-organizational response such as that required for a possible emergency and / or disaster situation on the campus.

The Public Safety Department officers will often know first of an impending or actual emergency and/or disaster. The Public Safety Office has a 24/7 dispatch operator who in turn can contact METCAD (9-1-1 Center for Champaign County) for assistance from other agencies. The Public Safety Department Command Staff will then decide what level the Campus Emergency Operations Center should be activated to and what personnel need to be notified.

The activation of the Emergency Operations Center (EOC) will cause the College Crisis Management Team (CMT) to assemble at the designated EOC area. The Emergency Operations Center is located in the Public Safety Department offices, College Room X – 109 on main Campus. The EOC will be staffed by the CMT personnel or their designees, as long as there is a need.

If needed the Public Safety Command Staff will initially establish an Incident Command Post at or near the emergency and/or disaster site. Field officers will communicate with the Incident Command Post, which in turn, communicate with personnel in the College Emergency Operations Center to ensure overall coordination.

LINE OF SUCCESSION FOR COMMAND RESPONSIBILITY OF EMERGENCY RESPONSE AND RECOVERY

The College's Crisis Management Team (CMT) will plan and organize the College's response, recover and public communication for an emergency situation and/or disaster. The CMT leadership and succession of command;

Vice President of Student Services

Director of Public Safety / Chief of Police

Associate Director of Public Safety

FUNCTION AND RESPONSIBILITIES ASSIGNMENTS IN SUPPORT OF EMERGENCY RESPONSE AND RECOVERY OPERATIONS

The Crisis Management Team will

- Activate and staff the College Emergency Operations Center
- Provide leadership and overall command / control of college response

(See Annex B – Emergency Response for more detail)

Responsibility for Emergency Actions

Responsibility for review and amendment of Plan Annexes: Periodic review of annexes within this plan may be assigned to other administrators of staff of the college. The routine annual revision and publication of the entire plan is the responsibility of the Associate Director of Public Safety.

Implementation of Plan Annexes: Decisions to implement annexes within this plan rest with the Crisis Management Team. Assignments within annexes will typically follow the normal or related work responsibilities of the assigned staff or department. *For Example: Debris removal is assigned to the physical plant, network issues would be assigned to Campus Technologies*

Individual Responsibilities

The Vice President for Student Services will act as the chair of the Crisis Management Team and will coordinate the Parkland College Response in compliance with this plan. She/he will work in close conjunction with our Public Information Officer with any campus events requiring activation of the Campus Crisis Management Team.

The individuals listed in this section are responsible to coordinate their unit responses to assure that the full measures of Parkland College resources are available to deal with the emergency. These resources include staff, material, and equipment as well as appropriate personal protective equipment. These individuals are also responsible to designate alternates to serve in their absence.

The **Vice President for Student Services** is the Chairman of the Parkland College Crisis Management Team.

- a) Declare an event to be a critical incident. Activate the Parkland College Emergency Operations plan.
- b) Assure that 911, the President and the Department of Public Safety are notified if this Emergency Operations Plan is activated.
- c) Notify the Vice President for Academic Services that the emergency operations plan has been activated.
- d) Act as liaison with campus administration and external jurisdictions.
- e) Convene the Parkland College Crisis Management Team at (A-121) or an alternate site, which would be named at the time of the current incident.
- f) Assure that the Parkland College response include one person fulfilling the responsibilities outlined in sections that follow. Designate a Community Relations Director with the Community Relations Director officer and other campus units. If the Physical Plant unit is providing major support to the unit, Parkland College may consider assigning a Community Relations Director to assist in coordinating the Physical Plant response activities
- g) Advise the Crisis Management Team (as needed) concerning the status of Parkland College's response and provide an assessment of the impact on the affected facilities.
- h) Contact the Crisis Management Team in the event of an after hour's emergency or institute the appropriate call-back procedure.

The **Vice President for Academic Services** assumes responsibility for the activation of this plan and will chair the Crisis Management Team in the absence of the Vice President for Student Services.

- a) Fulfill the role of the Chair as outlined in Section 1 above.
- b) Notify the President of the college that the Emergency operations plan has been activated.

The **Director of the Physical Plant** will provide essential manpower and equipment to:

- a) Assess the nature and extent of damage to stabilize and facilitate repairs, if any are needed to the Parkland College facility or grounds.
- b) Activate the required resources / manpower to coordinate the Parkland College response to the event.

The **Director of Public Safety** will provide essential police service and manpower to:

- a) Coordinate a police response to any criminal act that might occur on the college campus.
- b) Communicate with the Vice President of Student Services and provide Critical information as soon as possible as to the nature of the event and provide periodic updates within the structure of the Incident Command Structure.
- c) The Director of Public Safety will initiate contact with other police agencies according to Memorandums of Understanding in place with outside law enforcement agencies.
- d) The Director will provide for an armed response to a situation if one is needed.

The **Marketing / Public Relations Director** will provide information to the outside areas of the College:

- a) Direct media information and press releases to the public
- b) Communicate to the Parkland College Board any information that is deemed necessary for them to know.
- c) Operate under the Incident Command Structure for providing resources to the Crisis Management Team.

The **Dean of Students** serves as a working member of the Crisis Management Team and is essential in implementing any action that may affect the student body of the college.

- a) The Dean will coordinate with the Community Relation Director all student information necessary that would be needed in an emergency event.
- b) Assist in dissemination of information to students providing them course, class cancellation, or any disruptions in their normal learning environment.

The **Director of Counseling and Advising** serves as a working member of the Crisis Management Team and is essential in implementing any action that might affect the overall health and well-being of the college.

- a) Coordinate counseling services within the Parkland College community or when necessary, assistance from outside agencies.
- b) Schedule meetings with Department Chairs, faculty or staff when an event is of a critical nature that might require critical counseling services.

The functions listed below are provided by outside agencies in cooperation with the Parkland College Public Safety Department;

Firefighting - Capability provide by the City of Champaign Fire Dept. for Fire Suppression, Communication support, Hazardous Material Decontamination, Fire Inspections and support to Campus EOC

Search And Rescue – Technical Rescue capability is provided by the City of Urbana Fire Dept.

Health and Medical – Capability provided by local hospitals, Pro and Arrow Ambulance Services and Champaign Urbana Public Health District

Mass Care and sheltering – Capability provided by first responder Fire Dept., ambulance EMT services and Red Cross. With no campus housing the Sheltering should be for a short duration.

Campus Facilities and Services

Campus Physical Plant Dept will provide damage assessment Information on campus buildings and other facilities and Critical infrastructure.

Champaign-Urbana Public Health District

Investigate sanitary conditions, Provide public health education, In charge of epidemic control efforts, inspect food and water supplies and support Campus EOC

American Red Cross Central Illinois Chapter

Provide shelter and food during emergency situations, assist with registration at critical facilities and support Campus EOC

Champaign County Regional Planning

Provide mapping, photographic and demographic data to the Disaster Intell Section to support GIS product production during response and recovery operations

Champaign County United Way

Coordinate and manage volunteer resources and support Campus EOC as applicable

County, Municipal and Township Public Works Departments

Provide information on the status of roads and public water supplies within the campus area and effected surrounded areas, provide data concerning flooding risks to the public and identify critical structural facilities, and provide engineering advice for all aspects of emergency management

Private Utilities (Ameran, Illinois Power)

Provide damage assessment information concerning their respective operations

Champaign County Damage Assessment Team

Provide assistance to the Campus EOC / Physical Plant Dept to conduct initial damage assessment for Campus facilities damaged from an emergency and/or disaster situation

Champaign County Coroner

If necessary, provide temporary morgue facility,
Identification of deceased victims, release of information regarding deceased victims and family notification.