

**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/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/disasters.

It is the policy of Parkland College to be prepared for any emergency/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/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/death to people and damage to property resulting from emergencies/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/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.

### **Local Information**

#### **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 205,865 (2020 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 5,000 students and 350 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 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:

- Interstates 72, 74, and 57
- Illinois State Routes 10, 47, 49, 54, and 130
- US Routes 45, 136, and 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 and Dallas. 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 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 an 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 near 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 an Ameren 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 of 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/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/disaster operation. If these resources were inadequate in addressing the needs of the college, additional assistance would have to be requested from nearby jurisdictions, the Champaign County Emergency Management Agency, 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, or major disruption to the campus. Evacuation/sheltering of faculty, staff, students, and visitors from affected areas may be required. In all but the most unusual, severe, or widespread emergency/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:

- 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.
- 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.
- 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.
- Negotiating contracts that will provide the campus with resources (e.g., food, transportation, medical services, and volunteers) needed during an emergency.
- 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.
- 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).
- Define protocols and procedures for each type of response strategy, e.g., shelter in place, lockdown, or evacuation.
- 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:** Acting 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:

- Activating the Incident Command System
- 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
- Establishing an Emergency Operations Center
- Activating communication plans using multiple modalities (e.g., e-mail, text message, phone, Regroup)
- Determining and executing the appropriate response strategy
- Accounting for students, faculty, and staff
- Conducting an after-action report as a tool for modifying and improving the emergency management plan

**Recovery:** This phase establishes procedures, resources, 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:

- **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.
- **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 next steps to the media, faculty, staff, students in an expedient fashion. Establishing a communication center, webpage on

Parkland's main 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 ensure 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/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/disaster response lies with the local emergency responders (Parkland College Department of 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 may be made directly to METCAD, or in the event of an ongoing emergency, the Champaign County Emergency Management Agency. This may include coordination with the City of Champaign Fire Department, or directly to Illinois Law Enforcement Alarm System (ILEAS) through an MOU agreement, who will coordinate assistance as required. Should the resources of Parkland College prove insufficient during an emergency/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 Department of 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/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 Department of Public Safety staff members 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/disaster that may affect the campus. Members of the Crisis Management Team and Department of 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 Department of Public Safety 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 personnel in an emergency. Additional information concerning direction and control can be found in Annex I: 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.

Department of Public Safety 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. Department of Public Safety 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 Department of Public Safety offices, room A160 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/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/disaster. The CMT leadership and succession of command is as follows:

- Vice President of Student Services
- Director of Public Safety/Chief of Police

- Lieutenant, Emergency Operation Sergeant, or most senior Sergeant in 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 E – 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 or staff of the college. The routine annual revision and publication of the entire plan is the responsibility of the 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. They 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 Chairperson 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 A160 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-hours 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.
- 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 **Dean of Counseling Services** 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 Department of Public Safety.

### **Firefighting**

Capability provided by the City of Champaign Fire Department 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 Department.

### **Health and Medical**

Capability provided by local hospitals, AMT and Arrow Ambulance Services and Champaign Urbana Public Health District.

### **Mass Care and sheltering**

Capability provided by first responder Fire Department, 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 Department will provide damage assessment, information on campus buildings and other facilities and critical infrastructure.

**Public Health**

The Champaign-Urbana Public Health District will investigate sanitary conditions, provide public health education, lead epidemic control efforts, inspect food and water supplies, and support Campus EOC.

**Emergency Food and Shelter**

The American Red Cross, Central Illinois Chapter will provide shelter and food during emergency situations, assist with registration at critical facilities, and support Campus EOC.

**Mapping/Photographic/Demographic**

Champaign County Regional Planning will provide mapping, photographic, and demographic data to the Disaster Intel Section to support GIS product production during response and recovery operations.

**Volunteer Coordination**

Champaign County United Way will coordinate and manage volunteer resources and support campus EOC as applicable.

**County, Municipal and Township Public Works Departments**

The relevant groups will 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, identify critical structural facilities, and provide engineering advice for all aspects of emergency management.

**Private Utilities**

Ameren and Illinois Power, etc., will provide damage assessment information concerning their respective operations.

**Damage Assessment**

Champaign County Damage Assessment Team will assist the Campus EOC/Physical Plant Department to conduct initial damage assessment for campus facilities damaged from an emergency and/or disaster situation.

**Morgue**

The Champaign County Coroner will, if necessary, provide temporary morgue facility, identification of deceased victims, release of information regarding deceased victims and family notification.