

## Preface

Most critical incidents and emergencies will be handled by personnel and resources that are located within close proximity to the incident site. Still a small percentage (less than one percent) of incidents will overwhelm local resources and require a coordinated response on the part of campus officials and other emergency responders.

Campus emergency responders should anticipate and plan for all foreseeable events that can negatively affect campus populations or infrastructure. Given the limited availability of planning resources, special attention is given to prior planning, extensive training, and operational exercises, including the use of cost-effective tabletop exercises. Consideration is also given to the pre-positioning and storage of food, water, other critical supplies, and equipment. The primary purpose of a campus emergency response effort is to protect lives and the physical integrity of the campus and to ensure the continued operation of the institution.

Not every incident will be manageable to the degree intended to affect all desired outcomes. Decisions will have to be made as to “if,” “when” and “how” to deploy the resources available to neutralize the impact of an emergency or disaster.

Emergency response personnel and institutions, from the federal government to local levels, including private sector agencies, must be able to effectively communicate and operate during an emergency or disaster. This plan is not intended to include the tactical and operational considerations necessary to manage an incident. Rather it is intended to provide guidance on the college’s preparedness for responding to emergencies at a strategic level.

In 2006, a federal mandate began requiring all public agencies that depend on federal training funds and/or federal emergency incident management support to become compliant with the principles prescribed in the National Incident Management System (NIMS). It is the intent of the Sandburg administration to meet these mandates.

## Letter of Promulgation

Carl Sandburg College is committed to protecting the well-being of the campus community as well as its property and facilities. To help ensure that we as a campus are as prepared as we can be to protect the campus in the event of a serious threat, hazard or emergency situation, the Carl Sandburg College Emergency Operations Committee has developed the following emergency management plan.

No plan can completely prevent the consequences of an incident, whether to property or to life. However, good plans executed by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the organization, chain of command, specific policies and general procedures that should be followed by all Carl Sandburg College students, faculty and staff in the event of an emergency, and is designed to help college employees respond appropriately when emergency conditions arise. Although these situations are unpredictable, this plan allows for an immediate response by college employees, thereby minimizing danger to our campus.

As President of Carl Sandburg College, I approve of the Carl Sandburg College Campus Emergency Operations Plan (CEOP). Carl Sandburg College is committed to providing a safe learning and working environment for its students, faculty and staff.

Carl Sandburg College staff will continue to train and prepare for emergency situations which may arise and affect the college students, faculty, staff and facilities.

I urge every member of the Carl Sandburg College community to read this plan and understand his or her role in emergency situations. Please review this manual so you can support your colleagues and protect our students, faculty, staff and visitors should an emergency or threat arise.

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Dr. Lori L. Sundberg, President

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Date

# Introduction

## **Statement of Policy**

The complete Carl Sandburg College Emergency Operations Plan (EOP) is intended to be a comprehensive administrative plan for the protection of life and property at Carl Sandburg College. It is compatible with the doctrines and methods expressed in the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Framework (NRF), Homeland Security Presidential Directive-5 (HSPD-5), Homeland Security Presidential Directive-8 (HSPD-8) and other similar directives.

## **Plan Applicability**

The policies and procedures contained herein will be followed by any administrator, faculty member, or staff member, whose position and/or duties are expressly addressed or are implied by this Plan. Campus emergency operations will be conducted in alignment with the principles of the federal National Incident Management System (NIMS), the federal National Response Framework (NRF), and all applicable local, state, county, and federal laws, ordinances, and regulations.

## **Plan Implementation**

Whenever an emergency affecting the campus reaches such proportions that it cannot be handled by routine measures, the President, or designee may declare a State of Emergency and shall cause implementation of this Plan by a designated Incident Commander (IC).

## **Plan Procedures Should Be Flexible**

Since any emergency may occur suddenly and without warning, this Plan must be flexible enough to accommodate conditions as they occur. While most incidents are handled on a daily basis by a single jurisdiction at the local level, there are important instances in which successful domestic incident management operations depend on the involvement of multiple jurisdictions, functional agencies, and emergency response disciplines. These instances require effective and efficient coordination across an often-broad spectrum of organizations and activities.

Once a critical incident begins to evolve, the IC shall be continuously mindful of the possibility that campus resources and capabilities may be overwhelmed. The IC shall so inform the President of this fact, or the possibility thereof, so that a request for additional assistance can be forwarded promptly to municipal, county, or state authorities in a timely and effective manner.

The promulgation and maintenance of this Plan is the responsibility of the Planning Section Chief (Director of Public Safety) as directed by the President.

## **Exceptions to Plan Functions and Responsibilities**

In general, exceptions to Plan policies and procedures must be requested through the Planning Section Chief, Director of Public Safety. However, when in the midst of an emergency response, exceptions may only be carried out after obtaining approval from the IC or his/her designee.

## **Plan Changes and Recommendations**

Requests for procedural changes and other recommendations must be submitted in writing to the Planning Section Chief for review and finalization. All changes recommended by the Planning Section Chief will be submitted to the President's Cabinet for evaluation and final approval before being integrated into the EOP.

### **Exceptions to Plan as Primary Source Instrument**

This college EOP shall be used as the primary source for guiding administrators, students, faculty and staff whenever an emergency or a disaster occurs on campus. It is recognized that, in addition to the procedures outlined in this Plan, there are functions and departments that have specific procedures in place to be followed in an emergency. These additional procedures, including Standard Operating Procedures (SOP), checklists, Field Operations Guides, and other similar guidelines, shall remain in effect as long as they do not conflict with the provisions of this Plan.

### **Plan Conflicts**

This EOP supersedes all previously developed administrative policies and procedures that address campus emergency operations. Conflicts with existing plans, including SOPs and similar directives shall be reconciled with this Plan or shall be immediately brought first to the attention of the Planning Section Chief (Director of Public Safety) as soon as possible for resolution.

### **Training and Certification Standards**

All personnel who are defined as emergency responders or emergency management personnel are required to train and/or be certified to minimum levels of competency as required by various federal, state and local standards, including Homeland Security Presidential Directive-8 (HSPD-8). For most personnel this means, at a minimum, completing training courses such as the NIMS introductory courses IS 700, IS 100, and IS 200.

Introductory courses are available on-line or by instructor. The Director of Public Safety will coordinate all training required for the Sandburg Emergency Response Team and other campus officials.

### **NIMS and the Emergency Operations Plan**

The National Incident Management System (NIMS) requires that each jurisdiction develop an EOP that defines the scope of preparedness and incident management activities that are necessary for that jurisdiction. The EOP describes organizational structures, roles and responsibilities, policies and protocols for providing emergency support. The EOP outlines response and short-term recovery activities, which set the stage for successful long-term recovery. It is intended to drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. This Plan, however, is flexible enough for use in all emergencies (all-hazards).

Jurisdictional and/or functional area representatives for the Incident Commander (IC) or Unified Commander (UC) have been identified where possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, this Plan also contemplates pre-incident and post-incident public awareness, education and communications plans and protocols.

### **General Response Guidelines to Campus Conditions 1**

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5131, an emergency is defined as: "Absent a Presidentially declared emergency, (is) any incident(s) human-caused or natural that requires responsive action to protect life and property." In addition, the following four definitions are provided to assist emergency responders with planning for or responding to predicted or existing campus conditions:

### **Normal Campus Conditions (No Emergency)**

When normal campus conditions exist, no unusual response or planning activities are necessary.

### **Critical Incident (Minor Emergency)**

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the college. A critical incident causes significant disruption to the subgroups which they affect, but do not disrupt overall institutional operations. During a critical incident an Incident Command Post (ICP) may be established as determined necessary by the Incident Commander (IC) or designee.

### **Crisis (Major Emergency)**

A crisis or major emergency is any event that disrupts the orderly operations of the college or its institutional mission. A crisis affects all facets of the institution and often raises questions or concerns over closing or shutting down the institution for a period of time. Outside emergency resources will probably be required, as well as a major effort from available campus resources. A crisis on campus will require establishment of an ICP and may require an Emergency Operations Center (EOC) to be opened. Major policy considerations and decisions will usually be considered by senior administrators during a crisis.

### **Disaster (Severe Emergency)**

A disaster is an event whose nature and impact extends beyond the College and disrupts not only operations and functions of the institution, but also those of surrounding communities. During a disaster, resources that the college might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation; and outside emergency services and resources will be essential. In all cases of a disaster, an ICP and an EOC will be activated, and appropriate support and operational plans will be executed.

### **General Assumptions**

The Sandburg Emergency Operation Plan (EOP) can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis or disaster. Therefore, the following general assumptions can be made:

#### **An Emergency may occur at any time**

A critical incident, crisis or disaster may occur at any time of the day or night, weekend or holiday and with little or no warning.

#### **Most Incidents are handled locally**

Almost all incidents are handled locally through standard operating procedures, but some incidents may require the support and resources of local, county, state, federal governments, private institutions and other entities.

#### **Incident plans must be flexible**

The succession of events in any incident is not fully predictable. Therefore, this EOP may require modifications in the field to mitigate injuries, damages and/or to recover from the incident.

#### **Outside resources or assistance may be delayed**

An emergency or a disaster may additionally affect residents within close proximity to the college. Therefore city, county, state and federal emergency services or resources may not be immediately available.

**Media events must be properly addressed**

Any incident that is likely to result in media coverage should be promptly reported to the Director of Marketing and Public Relations. During non-business hours report these incidents to Carl Sandburg College Public Safety. Public Safety personnel will then contact the Planning Section Chief who is the Director of Public Safety. The accurate assessment of information received and accurate reporting will help to mitigate the spread of unfounded rumors, panic and other effects of misinformation.

**Operational requirements must be sustainable**

During any incident which is perceived to require operations for longer than twenty-four hours, at the discretion of the President or designee, impacted personnel shall be assigned to 12-hour shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.

**Communications are likely to be disrupted or compromised**

During an emergency or disaster, there is a likelihood of the disruption of communications due to damage to related infrastructure or due to high volume. This is especially true of cellular telephones. Agreements with cellular companies are in place through the Government Emergency Telecommunications Service/Wireless Priority Service (GETS/WPS) to secure operating channels useable by first responders or college officials during any emergency. The college will use the Illinois Law Enforcement Alarm System for services and assistance in this matter.

The College will ensure its integrated communications capability through the development and use of a common communications plan, which will include interoperable communications processes and architectures. The Communications Plan addresses equipment, systems and protocols necessary to achieve integrated voice and data incident management communications among assisting agencies. Both hi-tech (electric or battery powered devices) and lo-tech (non-electric or battery powered) solutions are considered in all strategies contemplated in the Communications Plan.

**Declaration of a Campus State of Emergency (CSOE)**

The decision to declare a Campus State of Emergency rests solely with the President. In his/her absence, the Vice President of Student Services and in his/her absence, the Vice President of Academic Services and if all are off campus or unavailable, the Director of Public Safety.

Upon notification of a critical incident or emergency by the Director of Public Safety or Coordinator of Public Safety, shall in turn direct the Dispatcher to make necessary notifications.

## **The Initial Incident Response**

**Involvement of Public Safety is required**

Whenever conditions are present that meet the definition of a crisis or disaster, or whenever the President declares a CSOE, Public Safety will immediately place into effect procedures that are designed to address the emergency by safeguarding persons and property and maintaining essential functions of the institution.

On-duty Public Safety personnel shall immediately consult with the Director of Public Safety regarding the emergency and shall initially follow the notification procedures outlined in Sections 310.00 to 310.40 of this Plan.

#### **Persons on campus must be controlled**

During a CSOE, only registered students, employees and authorized affiliates (i.e., approved contract vendors) are authorized to enter or remain on campus. Persons who cannot present proper identification (such as a student or employee identification card or other suitable identification showing that they have a legitimate purpose on campus) will be directed to leave the campus. Unauthorized persons remaining on campus may be subject to expulsion, detention or arrest in accordance with applicable laws.

#### **Nonessential personnel shall be restricted from the Incident Site**

Only employees and student volunteers who have been assigned to Incident Management duties or who have been issued a pass by Public Safety will be allowed to enter the immediate incident site.

Since any terrorist incident is considered to be a criminal act, an incident site involving terrorism is to be managed as a crime scene that requires the collection and preservation of evidence and other procedural requirements that are critical to the performance of a criminal investigation. No unauthorized persons will be allowed inside or immediately around a crime scene while under investigation.

#### **Perform Communications and Media Relations duties**

Effective communication plays a critical role during any emergency. In all emergencies, the college will need to communicate with internal audiences, including students, employees and other members of the campus community. Depending on the severity of the situation, it is likely that the college will need to communicate with external media sources and through them to wider audiences. A "Communication" appendix to the complete Plan has been established to describe the structure and resources that can be utilized for internal and external communications.

#### **Sandburg Emergency Alert System**

The Sandburg Emergency Alert System will be activated to send voice, text and e-mail messages to students, employees, and select area agencies when an emergency situation threatens their safety. Emergency communications, including Emergency Alert notifications, are coordinated through and initiated by the Department of Public Safety.

#### **Direct all media inquiries to the Department of Marketing/Public Relations**

All media inquiries regarding an emergency on campus should be directed to the Director of Marketing and Public Relations or his/her designee who is serving as the Public Information Officer (PIO). It is important that information provided to outside media persons be coordinated through the PIO to ensure consistency concerning communications about the status of the college during a critical incident or emergency. If the incident involves entities from other jurisdictions, the external communications function of the PIO shall be coordinated through an established Joint Information Center (JIC) in which the college's PIO shall play an active role.

#### **Other Notifications to the Public**

The PIO, in coordination with the Incident Commander (IC) and the Chief Planning Officer or their designees, shall determine when and by what methods it is appropriate to issue emergency alerts and other informational releases to key government officials, community leaders, emergency management response

agencies, volunteer organizations and any other persons and entities essential to mounting a coordinated response to an incident.

It is critical that adjoining jurisdictions be notified whenever an incident has an actual or potential impact on residents, buildings, traffic or otherwise has an impact on civic health or well-being.

Best efforts will be made to ensure that sufficient factual information has first been gathered and evaluated for accuracy to minimize the effects of spreading false rumors and misinformation, prior to disseminating any release of information.

### **Mutual Aid Agreements**

It is recognized that during a major disaster, mutual aid between the college and other first responder agencies, such as police, fire and emergency management will be essential to an effective response as well as timely recovery. For this reason, Carl Sandburg College has entered into cooperative agreements, some written and others acknowledged, to receive and provide assistance, in the event of a disaster.

### **Listed Agencies:**

- Knox County Sheriff Department
- Galesburg Police Department
- District 7 State Police
- Galesburg Hospitals Ambulance Service (GHAS)
- Galesburg Fire Department
- OSF St. Mary Medical Center
- Cottage Hospital
- Knox County Health Department
- Hancock County Sheriff Department
- Carthage Police Department
- District 14 State Police
- Hancock County Ambulance
- Carthage Fire Department
- Carthage Memorial Hospital
- Hancock Mental Health Department
- Hancock County Health Department
- McDonough County Sheriff Department
- McDonough District Hospital (Macomb)
- McDonough County Health Department
- Illinois Law Enforcement Alarm System



# Incident Command and Incident Management

## **The Command Function and NIMS**

The Incident Command Function and NIMS identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location or complexity. NIMS provides a consistent approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain and deliver the core capabilities needed to achieve a secure and resilient nation.

## **Seven Critical Tasks will be performed by the first responding supervisor**

According to current Incident Command System (ICS) doctrine, the first responding supervisor in the crisis phase of any initial response must perform the following seven critical tasks as soon as possible:

- Secure and Establish Communications and Control
- Identify the “Hot Zone” or “Kill Zone”
- Establish an Inner Perimeter
- Establish an Outer Perimeter
- Establish an Incident Command Post (ICP)
- Establish a Staging Area for Personnel and Equipment
- Identify and Request Necessary Resources

## **Single Command Incident Command**

The characteristics of the ICS are outlined within the federal National Incident Management System (NIMS) document. These concepts and principles provide the primary methodology for all operations conducted under this Plan.

When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single command Incident Command should be designated with overall incident management responsibility assumed by the appropriate jurisdictional authority. In some cases in which incident management crosses jurisdictional and/or functional agency boundaries, a single command Incident Command may be designated if all parties agree to such an option.

The designated Incident Commander (IC) will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan (IAP) and all requests pertaining to the ordering and release of incident resources. Furthermore, the IC should ensure that common terminology or “plain language” communication is being used during the incident response so that all responding agencies can clearly understand the objectives and actions on the scene. Since the overwhelming majority of emergency incidents are handled on a daily basis by a single jurisdiction at the local level, the major functional areas of Incident Command for those incidents where outside assistance is not required should still be organized and function according to the principles and practices of the ICS.

## **Unified Command Incident Command (UC)**

UC is an important element in multijurisdictional or multiagency domestic incident management. It provides guidelines that enable agencies with different legal, geographic and functional responsibilities to coordinate, plan and interact effectively. As a team effort, UC overcomes much of the inefficiency and duplication of effort that can occur when agencies from different functional and geographic jurisdictions, or agencies at different levels of government, operate without a common system or organizational framework.

All agencies with jurisdictional authority or functional responsibility for any or all aspects of an incident and those able to provide specific resource support participate in the UC structure and contribute to the process of determining overall incident strategies; selecting objectives; ensuring that joint planning for tactical activities is accomplished in accordance with approved incident objectives; ensuring the integration of tactical operations; and approving, committing and making optimum use of all assigned resources.

The exact composition of the UC structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e., which functional agencies of the involved jurisdiction(s) are required). In the case of some multijurisdictional incidents, the designation of a single IC may be used to promote greater unity and efficiency.

### **Area Command**

Area Command is activated only if necessary depending on the complexity of the incident and incident management span-of-control considerations. An area command is established either to oversee the management of multiple or very large incidents being handled by separate ICS organizations.

Incidents that are not site specific or are geographically dispersed, or evolve over a long period of time such as a biological event, may require the use of area command. Acts of biological, chemical, radiological and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between federal, state, local, tribal, private sector and nongovernmental organizations. Area command also is used when there are a large number of the same types of incidents in the same area. These represent incidents that may compete for the same resources. When incidents do not have similar resource demands, they are usually handled separately and may be coordinated through an Emergency Operations Center (EOC).

If the incidents under the authority of area command are multi-jurisdictional, then a Unified Area Command should be established. Area command should not be confused with the functions performed by an EOC. An Area Command oversees management of incidents, and the EOC coordinates support functions and provides resources. It is important to note that Area Command does not have operational responsibilities. For incidents under its authority, the Area Command:

- Sets overall agency incident-related priorities
- Allocates critical resources according to established priorities
- Ensures that incidents are managed properly
- Ensures effective communications
- Ensures that incident management objectives are met and do not conflict with each other
- Identifies critical resource needs and reports them to EOC
- Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations
- Provides for personnel accountability and a safe operating environment

### **Incident Command System Adoption and Training**

In Homeland Security Presidential Directive (HSPD-5), Management of Domestic Incidents, the President directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). On March 1, 2004, the Secretary of the Department of Homeland Security issued the NIMS document to provide a comprehensive national approach to incident management, applicable to all jurisdictional levels across functional disciplines. The NIMS provides a consistent nationwide approach for

federal, state, tribal and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

The NIMS establishes standard incident management processes, protocols and procedures so that all responders can work together more effectively. NIMS components include:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies and
- Ongoing Management and Maintenance

NIMS training is necessary for compliance. Initially, the training curriculum is to be made up of NIMS awareness training and training to support the Incident Command System (ICS). Eventually it will expand to include all NIMS training requirements including training established to meet national credentialing standards. Minimum requirements to be accomplished initially included the following:

Completing the NIMS introductory course: “National Incident Management System (NIMS), An Introduction” (IS 700)

Formally recognizing the NIMS and adopting NIMS principles and policies

Establish a NIMS baseline by determining which NIMS requirements are already met

Establish a timeframe and develop a strategy for full NIMS implementation; and

Institutionalize the use of the ICS.

Emergency management and response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with Department of Homeland Security standards.

The ICS is one of three standardized organizational structures established by the NIMS. The ICS defines the operating characteristics, interactive management components and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident. The other two standardized organizational structures outlined in the NIMS include the Multi-agency Coordination System and the Public Information System.

NIMS is based on an appropriate balance of flexibility and standardization in order to provide a framework for interoperability and compatibility during incident operations.

NIMS provides a consistent, flexible and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

NIMS also provides a set of standardized organizational structures – such as the ICS, multi-agency coordination systems and public information systems – as well as requirements for processes, procedures, and systems to improve interoperability among jurisdictions and disciplines in various areas.

Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.) To the extent permissible by law, the

college ensures that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into the college acquisition programs.

## **Emergency Notification Process (ENP)**

### **Communications methods used to implement the ENP**

During any critical incident or emergency, the college will use several methods of communication with which to disseminate information.

The methods to be used may include, but not be limited to, these listed devices:

- Sandburg Homepage ([www.sandburg.edu](http://www.sandburg.edu))
- Blackboard Connect
- Emergency Alert System/VisiPLEX System
- College telephone system
- Two-way Radios
- Cellular Telephones
- Voice-mail
- Text messages
- E-mails
- News releases
- Signage
- Commercial Radio/Television Messages

### **The Initial Responses to a Reported Emergency**

Each emergency occurring on-campus shall be reported immediately to Public Safety at 5499. Upon receiving notification of a reported emergency, the Public Safety dispatcher shall initiate the following chronology of events:

#### **Dispatch a Public Safety Officer to the Scene**

One or more Sandburg officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis or disaster.

#### **Dispatch Appropriate EMS/Fire Services**

PUBLIC SAFETY dispatch shall request appropriate assistance from Fire or Emergency Medical Services personnel when necessary.

#### **Dispatch Appropriate Facility Personnel**

Public Safety dispatch shall request appropriate assistance from the Maintenance Department if an emergency or disaster has been identified as one that affects college buildings, property or other infrastructure in a manner that requires corrective action.

#### **Contact the Public Safety Office**

Public Safety dispatch will immediately contact the Director of Public Safety or designee.

#### **Director of Public Safety**

The Director of Public Safety shall immediately contact one or more of the following persons:

- President
- Vice President of Student Services
- Vice President of Academic Services

- Coordinator of Facility Services
- Director of Marketing and Public Relations

### **Assignment of Emergency Status**

After consulting with the President or a designee, the Director of Public Safety may assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification Process (ENP), if appropriate:

#### **Critical Incident (Minor Emergency)**

During a Critical Incident or Minor Emergency, ENP may be activated. Incident Command staff members may not necessarily meet as a group, but will still be advised of conditions. An Incident Command Post (ICP) may be established.

#### **Crisis (Major Emergency)**

During a Crisis or Major Emergency, ENP will be activated. Command Staff members will report as directed by the Incident Commander. An Incident Command Post will be established. An EOC may be activated.

#### **Disaster**

During a Disaster, the ENP will be activated. All Incident Command Staff members will report to the ICP or EOC as directed. If a primary site is not available, the Incident Commander will establish an alternate ICP or EOC site. Command Staff members will report as requested.

#### **Deactivation of Emergency Incident Operations**

At the close of Incident Operations, the Incident Commander will notify the Operations Section Chief to begin the stand-down phase of operations according to the procedures developed as part of the Incident Action Plan for that incident.

#### **Incident Documentation**

Each participating department, section, or supervisor is responsible for documenting all activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each emergency response entity will retain documents associated with its activities during the response. These documents, although local in origin, will be based primarily on the formats and purposes devised for federal ICS forms for the following purposes:

- Provide a basis to assess the emergency and evaluate the response
- Identify areas where campus preparedness activities worked well and those areas that need improvement
- Verify all emergency related expenses and document efforts to recover such expenses
- Assist in recovery in the event of litigation

All documents, status sheets, daily logs and forms shall be kept along with all financial records and photographs related to the emergency. The Finance/Administration Section Chief or Planning Section Chief shall request documentation, including post-incident reports, from any responding agency that participated in the incident response.

#### **Responding to Emergency Notification**

The Emergency Notification Process (ENP) is only activated by order of the President or designee.

Once the ENP is activated, DPS dispatch or designee will contact all Sandburg Emergency Response Team members and provide them with the appropriate instructions for reporting to either the ICP or the EOC, as directed by the IC.

### **Command Staff**

The following members of the Command Staff will report to the ICP or EOC as directed or shall remain on Stand-By status.

- President
- Vice President of Academic Services
- Vice President for Student Services
- Director of Marketing and Public Relations

### **Incident Command Staff**

Incident Command Staff members will be contacted and requested to:

- Report to the ICP to conduct IC operations
- Report to the EOC to perform policy group, resource allocation and critical support functions, or
- Remain on stand-by status

### **Operations Section Staff**

The Operations Section shall serve in a direct support capacity to the Incident Command Staff. The Operations Section shall include representation from, but is not necessarily limited to the following:

- Public Safety
- Student Services
- Physical Plant

Once the EOC has been activated, all Operations Section staff will report to the EOC unless directed otherwise by the Incident Commander or Operations Section Chief. If only an ICP is being staffed, the Operations Section staff will be contacted by the Operations Section Chief and shall either report to the ICP or remain on standby alert, as directed.

### **Emergency Facilities**

Whenever a critical incident, crisis or disaster occurs or is imminent, it shall be the responsibility of the on-duty PUBLIC SAFETY personnel to set up and staff an Incident Command Post (ICP) and/or an Emergency Operations Center (EOC), as appropriate. In addition, the public safety office is to be appropriately staffed and operational at all times during the incident.

### **Incident Command Post (ICP)**

The ICP is to be located as close to the emergency scene as safely possible to enhance tactical control. An ICP need not necessarily be a building or other structure. For example, a DPS vehicle or other suitable vehicle may be used as an Incident Command Post (ICP). At least one uniformed Sandburg officer or dispatcher is to staff the ICP at all times until tactical operations terminate. A small stationary office with a desk, chairs and a telephone may also be established as near to the scene as may be determined necessary by the IC. The ICP may be maintained in addition to any EOC at the discretion of the IC.

During the selection of any stationary ICP location, an alternate site should also be selected, in the event that relocation of the ICP is required due to safety concerns or other reasons.

### **Emergency Operations Center (EOC)**

If any incident exceeds or is likely to exceed available campus capabilities and resources, an Emergency Operating Center (EOC) will be established. PUBLIC SAFETY dispatch should be made aware of the exact location of the EOC once established. At least one uniformed security officer is to staff the EOC at all times until the incident is resolved.

During the selection of any stationary EOC location, an alternate site should also be selected, in the event that relocation of the EOC is required due to safety concerns or other reasons. This space is activated at the direction of the Incident Commander and remains so until it can be deactivated. The main EOC and back-up EOC should become operational as soon as practical.

### **Staging Areas**

One or more staging areas for arriving off-campus responders, equipment and other resources shall be established by the Incident Commander or a designee. Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident.

### **Media Center/JIC**

If a campus incident is expected to last for more than eight hours, a site for a media center/Joint Information Center (JIC) may be established at the direction of the Public Information Officer (PIO). Parking adjacent to these facilities will be reserved for media and staff vehicles.

The media center/JIC will include space for the media reporters, a podium, a multimedia box, backdrop, appropriate signage and appropriate credentialing materials. If a JIC is established, the site should contain enough space for meeting rooms and have the capacity to support JIC operations.

### **Telephone (Hotline) Operations Center**

At the direction of the President or his/her designee, a Telephone Operations Center may be established. The telephone operations center will be used to answer inquiries from students, employees, families and members of the public regarding the nature and consequences of the emergency. An appendix detailing hotline operations is included in the full version of this EOP.

### **Area Maps**

Physical Plant personnel will supply maps of potentially affected campus and surrounding areas.

## **Annual Training**

All members of the Sandburg Emergency Response Team are expected to complete at least introductory level training on the National Incident Management System (NIMS). Some members may be required to complete more detailed NIMS training based on their individual responsibilities with regard to emergency response.

Refresher and specific skills training will be conducted on at least an annual basis for the Sandburg Emergency Response Team and all designated first responders. Training may include tabletop exercises, full scale exercises and other contextual training. The Director of Public Safety will oversee and coordinate training.

### **Exercises and Evaluations**

The Director of Public Safety shall develop a program of periodic evaluation and training that is compatible with the federal, state and local governments and that coincides with the goals and doctrines of the U.S. Department Homeland Security, Office of Domestic Preparedness and the Homeland Security Exercise and

Evaluation Program (HSEEP). HSEEP contains doctrine and policy for designing, developing, conducting and evaluating exercises. HSEEP is a threat and performance based exercise program that includes a cycle, mix and range of exercise activities of varying degrees of complexity and interaction.

## **Infrastructure Protection**

### **Threat Assessment and Evaluation Program**

As soon as practical, and periodically thereafter, the Maintenance Department, together with the Director of Public Safety, shall devise and implement a program whereby each physical asset and/or facility of the college shall be inspected and evaluated for risk potential.

#### **Purpose**

The purpose of this program will be to perform an assessment of vulnerabilities that exist in physical and environmental aspects of campus, to implement solutions identified during these assessments, to enhance security and to improve campus emergency preparedness.

#### **Methodology**

Upon completion of such inspection, a report shall be filed with the Department of Public Safety that details the evaluation of risk and makes recommendations on ways to decrease the vulnerability of the asset or facility. The TEEX/NERRTC Campus Preparedness Assessment Instrument or its equivalent may be used to collect and evaluate the necessary data.

In addition, diagrams, blueprints and similar materials shall be assembled for each campus facility for use during both routine and emergency operations.

## **Law Enforcement Information Sharing Program**

A Law Enforcement Information Sharing Program is maintained by the Carl Sandburg College Public Safety Department.

#### **Purpose**



The purpose of this program is to increase communications between campus public safety and other law enforcement agencies at all levels of government, to enhance safety and security measures against criminal and terrorist threats against the campus and surrounding communities, and to enhance cooperative efforts to combat such threats.

### **Methodology**

The program is designed to maximize the interaction of the campus law enforcement community with the appropriate members of government law enforcement agencies. In order to ensure the timely receipt of threat information, PUBLIC SAFETY will establish working relationships with:

- The local FBI field office
- The regional Joint Terrorism Task Force (JTTF)
- State and local law enforcement officials, and others, as appropriate

## **Campus Response to National Threat Levels**

Campus officials consider the following, as well as any others, to determine the college's response to local, state, or national threat alert levels:

- Assign officers as liaisons with student groups on campus – in addition to potentially eliciting lifesaving information, liaisons build trust and address the unique needs of such groups
- Immediately review the campus EOP and mutual aid agreements with the Sandburg Emergency Response Team, command staff and jurisdictional partners
- Ascertain the need for additional staff training
- Assign a campus liaison officer to the local EOC
- Update the most recent risk assessment inventory
- Increase physical checks of critical facilities during periods of increased alert
- Establish a single point of access for each critical facility and institute 100% identification checks
- Limit public access to critical facilities and consider escort procedures for authorized persons
- Increase administrative inspections of persons and their possessions entering critical facilities
- Increase administrative inspections of vehicles and their contents
- Assess adequacy of video monitoring
- Assess adequacy of physical barriers outside sensitive buildings and the proximity of parking areas
- Ensure adequacy of emergency alert and communication system for students, faculty, staff and visitors
- Review parent communication and reunification plan and educate all stakeholders

## **Annual Plan Reviews**

### **The EOP shall be reviewed at least once each year**

On or about January 1 of each year, the Director of Public Safety shall conduct an annual review of the EOP. As a result of this review, any updates and/or changes shall be submitted to the Director of Public Safety who will facilitate appropriate review and approval prior to changes being incorporated into this Plan. Any changes of this plan shall be documented in the Record of Changes section (full version) and the updated Plan shall be distributed to users as soon as possible.

### **Emergency Action Plans**

On or about July 1 of each year, the Emergency Action Plan review shall commence. Updated Plans shall be submitted to the Director of Public Safety for approval by no later than November 1 of the same year.

### **Reporting Status of Plan Revisions**

The Director of Public Safety shall manage and track the updating of all campus wide EOP and Building/Facility Plans.

### **Emergency Communication Plan**

On or about July 1 of each year, the Director of Public Safety shall conduct a review of the campus Emergency Communications Plan. As a result of this review, any updates and/or changes shall be incorporated into this Plan. Any changes of this Plan shall be documented and the updated Plan shall be distributed to users as soon as possible.