



*Illinois Central College
Emergency Operations Plan*



Fall 2020

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Foreword

- A. This Illinois Central College (ICC) Emergency Operations Plan (EOP) will outline actions to be taken by designated ICC officials in conjunction with local, state, and federal governmental officials, and cooperating private or volunteer organizations to:
- 1) prevent avoidable emergencies and disasters and reduce the vulnerability of persons associated with ICC to emergencies and disasters that may occur;
 - 2) establish capabilities for protecting students, employees, and others from the negative effects of emergencies and disasters;
 - 3) respond effectively and efficiently to the occurrence of emergencies and disasters and;
 - 4) provide for recovery in the aftermath of any emergency or disaster affecting the college.
- B. It is not the intent of this plan to attempt to deal with those events which happen on a daily or frequent basis, do not cause widespread problems, and are handled routinely by the administration and staff. It will, however, attempt to deal with occurrences such as tornadoes, earthquakes, hazardous materials incidents, violence, fires, and other emergency or disaster events which create needs that victims cannot handle without assistance, and which may require an extraordinary commitment of college and/or other resources.
- C. This Emergency Operations Plan was developed and compiled by the ICC Police Department and members of the ICC Executive Cabinet. During the EOP development, appropriate college personnel and various other resources were consulted to discuss their roles, responsibilities, and capabilities in an emergency or disaster. This plan includes their input.
- D. This EOP is a multi-hazard, multi-functional plan, broken down into three components: (1) a basic plan that serves as an overview of the college's approach to emergency management, (2) annexes that address specific activities critical to emergency response and recovery, and (3) appendices that support the annexes and contain technical information, details, and methods for use in emergency operations.
- E. The basic plan is for use primarily by the administrators and staff of the college; however, all appropriate involved staff should be familiar with it. The annexes and the appendices are guides specific to functional areas and specific staff.
- F. Employees shall complete emergency preparedness training and exercises as required by the ICC administration.
- G. Administrators and staff should understand their roles and responsibilities under this plan. The Police Chief or a designee will facilitate training exercises to increase competency in emergency management. Newly employed or promoted administrators and appropriate staff will be briefed as they assume their duties.
- H. Staff with specific assigned tasks will be responsible for the development and maintenance of their respective segments of the plan. They may be directed to update their segments based on experience gained during emergencies, deficiencies identified through drills and exercises, and changes in college structure and procedures.
- I. The compilation and publication of the EOP, annexes, and appendices, as well as conducting related training and exercises, as needed, is the responsibility of the ICC Police Chief.

Promulgation

Officials of Illinois Central College, in conjunction with other appropriate resources, have developed this Emergency Operations Plan (EOP) to enhance ICC’s emergency response to emergencies and disasters which could occur on Illinois Central College’s campuses. This plan will assist the college administration in accomplishing one of its primary responsibilities: protecting the lives and property of students, faculty, staff, administrators, and others.

This Emergency Operations Plan complies with the State of Illinois Campus Security Enhancement Act of 2008 (110 ILCS 12/1) and is consistent with the National Incident Management System (NIMS) as implemented in the National Response Framework adopted January, 2008. If any section, clause, or provision of this plan shall be held invalid, such invalidity shall not affect any other provisions of this plan.

Authorized administrative officials of Illinois Central College are hereby authorized to activate all or any appropriate part of the Illinois Central College Emergency Operations Plan as needed, in accordance with the “Emergency Operations Plan Activation” section of this EOP, in order to direct and control the college’s emergency response operations. The ICC Administration official authorizing the activation shall notify the chairperson of the Board of Trustees of the actions taken.

This plan and its provisions replace all previous Emergency Operations Plans and becomes official when signed below by the by the college president.

Authorized Signature:

Dr. Sheila Quirk-Bailey – President, Illinois Central College

9/29/2020
Date

Distribution List

Illinois Central College (for additional distribution to subordinates, as appropriate)

Board of Trustees, President, Cabinet, Department Deans, Department Directors, Assistant Directors, Managers, and Supervisors

ICC Campus Community

Public version via www.icc.edu

Cities of East Peoria, Peoria, Pekin

Police Chief, Fire Chief

Counties of Tazewell, Peoria

Emergency Management Agency, Department of Public Health, Sheriff's Department

State of Illinois

Board of Higher Education, Community College Board, State Police – District 8

Overview/General Principles for Emergency Operations

National Incident Management System (NIMS) Organization and Incident Management Structure

Illinois Central College (ICC) emergency operations shall be managed in accordance with federal NIMS principles. All emergencies requiring coordination between ICC authorities and external first responder organizations will have an assigned incident commander. The initial responding police supervisor will establish command if the event has the potential for causing major disruption or significantly impacting the operations of ICC. Once command is passed to the “Authority Having Jurisdiction” (AHJ) for incident management, ICC will assign a liaison to work as part of a Unified Command Team.

Assumptions:

1. Initial ICC actions and emergency response will be in accordance with ICC policies and procedures published separately as:
 - a) ICC Emergency Response Guide
 - b) Illinois Central College Police Operational Procedures
 - c) Illinois Central College Police General Orders
2. The jurisdiction with primary police authority over the affected campus location is designated as the AHJ.
3. ICC assumes that the appropriate Authority Having Jurisdiction (AHJ) over the affected campus location(s) will assume operational command of any large-scale emergency or disaster.
4. Resources immediately available to ICC will be deployed in support of the AHJ.
5. ICC may have limited resources on hand or in reserve; therefore, ICC will rely on the AHJ or other local, regional, state and federal emergency management agencies for additional assistance and material support.
6. ICC assumes the AHJ will notify and request additional resources in accordance with existing mutual aid agreements with local, regional, state and federal agencies, such as the Federal Emergency Management Agency (FEMA), Illinois Emergency Management Agency (IEMA), and the American Red Cross.

Preparation, Mitigation, and Emergency Management Phases

While preparedness and mitigation are not technically part of the critical incident cycle, they serve a valuable purpose in readying the institution for an incident. Preparedness and mitigation are related, but different types of activities occur. Both are critical to ICC's safety program efforts. Unlike mitigation activities, which are aimed at preventing a disaster from occurring, preparedness focuses on preparing personnel, equipment, policies, and procedures for when an emergency or disaster occurs.

Preparation

Preparation is characterized by a variety of activities in the areas of awareness, collaborative planning, training, education, focused exercises, and drills. This preparation is ongoing and may include times of heightened awareness due to specific warnings, as well as the ordinary periods of normal functioning during which the campus community engages in preparedness efforts.

Mitigation

Mitigation describes programs and activities designed to diminish the effects of emergencies by eliminating the risk, minimizing their number and severity, and improving the likelihood of rapid recovery. These mitigation efforts may involve capital expenditures and pro-active policy formulation.

Emergency Management Phases

Initial Response Phase

The initial phase of an incident is usually manifested by the absence of a substantive command presence at the scene. Consequently, there may be a lack of coordinated control and management of personnel and resources. Typically, this phase occurs during the first few minutes or hours of the incident when the incident is most dynamic. This phase may be complicated by confusion and a lack of accurate information needed for decision making. To address this, the Incident Commander must initiate assessments to ascertain the scope and breadth of the incident. In many cases, information may be conflicting, quickly outdated, and may not represent a completely accurate picture of the incident as it is occurring. Initial campus emergency response activities are primarily managed at the field level. Emphasis is placed on minimizing the effects of the emergency or disaster. Responders will initiate the Incident Command System (ICS) to organize the response. Initial response activities may include, but are not limited to:

- Containing or neutralizing existing threats
- Disseminating warnings and emergency public information to the campus community and to the surrounding area, as needed
- Conducting life safety and/or rescue operations
- Triaging, treating, and transporting injured victims
- Clearing buildings and conducting evacuation operations
- Restricting the movement of traffic/people and unnecessary access to affected areas
- Assessing the need for mutual aid assistance

- Making all necessary notifications to enhance response efforts
- Caring for displaced persons
- Conducting initial damage assessments and surveys
- Implementing the Emergency Operations Plan (EOP), as needed
- Coordinating with other emergency response agencies at the scene
- Implementing Unified Command, as needed

Stabilization Phase

During this phase, the responders begin to gain control over the incident by managing the scene, gathering information, and enhancing communication between the responders. This phase begins at the end of the initial phase and may last for several hours or for days, depending on the incident. As the immediate threat to life, property, and the environment subsides, efforts are initiated to ensure that the needs of the incident are addressed. Stabilization activities are directed at the field level by the ICC Emergency Response Group and are supported by the Emergency Management Leadership Group. Stabilization activities involve the coordination and management of personnel and resources to facilitate the transition to maintenance and recovery operations. Response personnel will continue to use the ICS to manage field operations. Stabilization activities may include, but are not limited to:

- Continuing containment measures to restrict access and egress to the scene
- Disseminating follow-up emergency public information
- Operating mass care facilities
- Restoring vital utility services
- Procuring required items to sustain protecting, controlling, and allocating vital on-site resources
- Prioritizing resource allocation
- Tracking resource allocation
- Maintaining inter-agency coordination
- Conducting advance planning activities
- Documenting expenditures

Maintenance Phase

This is typically the longest phase of the *active response* effort. During this phase, the Incident Command/Unified Command's focus is on what needs to be done to sustain the operations. This phase may last for several days to several weeks, depending on the nature of the incident. As the immediate threat to life, property, and the environment subsides, maintenance of the ongoing mission will begin through various activities. Maintenance activities involve continuing the response effort to the campus and the affected area(s). These activities may be both short-term and long-term activities and may include, but are not limited to:

- Evaluation of any further threat facing the campus
- Dissemination of follow-up emergency public information to the campus community

- Continued containment measures to restrict access and egress to the scene
- Restoration of all utilities services
- Development and implementation of action plans for extended operations.

Recovery Phase

The recovery phase is typically the longest and costliest phase of the *overall* response effort. Recovery occurs when the college community turns its focus to returning to a “new normal” and this phase can last from days to months and even years, depending on the severity of an incident. Recovery includes but is not limited to:

- Restoration of the academic-learning environment: Restoring the learning environment may involve housing students and conducting classes in off-site locations, implementing online learning, and implementing temporary procedures about assignments, grading, attendance, and tuition and housing payments. Establishing communication venues, such as an incident information webpage or a call center to manage inquiries will facilitate the communication process.
- Psychological and emotional recovery: It is critical to deploy college and other mental health resources to promote psychological and emotional recovery. Students, faculty, staff, and first responders will have the opportunity to receive short-term and long-term counseling and mental health services on and off campus.
- 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). The major goal of the assessment is to determine the extent of the effects of the incident on campus and community physical assets and on newly created vulnerabilities.

Termination Phase

This phase is when the incident is officially concluded. All of the response and recovery issues have been completed. All administrative and financial issues have been satisfied, critiques and After Action Reviews (AAR) have been written. An Improvement Plan should be created that will include broad recommendations and corrective actions. Improvement Plan guidelines include:

- The corrective actions included in the Improvement Plan should be measurable.
- The actions included in the Improvement Plan should designate a projected start date and completion date.
- Corrective actions should be continually monitored and reviewed as part of an organizational process to enhance future responses.
- The respective college leadership and our community partners should concur and sign their approval of the Improvement Plan.
- Individuals from the involved groups will be responsible for implementing their section of the Improvement Plan to ensure corrective actions resulting from the incident are completed and the lessons learned are documented.

Operations Groups / Chains-of-Command

Two key Emergency Operations Groups have primary responsibility during an ICC emergency or disaster, the Emergency Response Group and the Emergency Management Leadership Group. Each group member will have a specific designee in place, in case a group member is unavailable to fill their role during an incident.

Emergency Response Group (ERG): The Illinois Central College Emergency Response Group may be called on by the Campus Police Chief to respond to emergency incidents. An Incident Command Post (ICP) may be established virtually or in a physical location. The ERG will provide oversight and management of the immediate response to any ICC emergency or disaster. The ICC Police Chief is the ERG Leader.

The Emergency Response Group will be the primary group tasked to direct the ICC emergency response, coordinate inter-agency response, provide resources and information to emergency responders, participate in Unified Command, and offer ICC-specific expertise. Individual members of the ERG and their subordinates will be called upon by the ERG Leader, as needed, during an emergency or disaster incident.

ERG Leader - Chain-of-Command

In the absence of the Emergency Response Group Leader, the group will be led by a designee selected by the ICC President or the ICC Police Chief.

Emergency Management Leadership group (EML): The Emergency Management Leadership Group, when directed by the EML Director, establishes an Emergency Operations Center (EOC), in a physical location or virtually, and provides support as needed to the Emergency Response Group in terms of policy guidance and resource coordination. The EML will also plan for the recovery phase of the incident and handle public communications. A Crisis Communications Center (C³) may be activated to support internal and external communications. Individual members (or their designees) of the EML may be called upon by the EML Director, as needed, during an emergency or disaster incident.

An Emergency Management Leadership member, selected by the EML Director will be the primary liaison between the Emergency Operations Center and the Incident Command Post.

EML Group Chain-of-Command

The Emergency Management Leadership succession of chain-of-command shall be designated by the EML Director.

Emergency Operations Plan Activation

Campus emergencies are usually or very rapidly reported first to Campus Police. The Campus Police staff will contact the ICC Police Chief immediately whenever an incident may have facility-wide impact, may require multiple resources, or take an extended period of time to address.

When the ICC Police Chief (or a designee) determines that the incident falls into the category of a major emergency or disaster as defined in this Emergency Operations Plan, the Police Chief will immediately contact the EML Director. The EML Director has the primary authority to activate this plan. However, if the ICC Police Chief or a designee determines that an emergency exists or a threat is imminent, any member of the Emergency Management Leadership Group has the authority to activate this plan. The

Emergency Management Leadership Group member authorizing the activation shall notify the chairperson of the Board of Trustees of the actions taken.

Levels of Emergency Response

In responding to any emergency it is important to identify and classify the severity of the incident to ensure the appropriate resources are allocated and the appropriate organizational structure is implemented in a timely fashion. There are three basic levels of emergency response, with higher numbers indicating higher severity of the incident and indicating that more resources and coordination are required to manage it. Any given level may be bypassed, if necessary, to facilitate a response at a higher level.

Level 1 Incident - Minor Emergency

A “Level 1 Incident” is classified as a Minor Emergency and defined as an incident with little or no threat to life/safety and little or no impact on normal college operations. Response to a Level 1 Incident is managed with little or no support from outside resources.

This EOP is not usually activated for a Level 1 Incident, but certain sections of the EOP can be used as standard operating procedures to guide the response to the situation. The Emergency Management Leadership Group and the Emergency Response Group are usually not activated.

The ICC Police Chief assesses the incident to determine if the Level of Emergency should be increased or if additional actions need to be taken. The Police Chief will provide an update through the chain-of-command to the ICC President.

Level 2 Incident - Major Emergency

A “Level 2 Incident” is classified as a Major Emergency and defined as an incident that threatens life or public safety and/or significantly impacts normal college operations. Response to a Level 2 Incident may require significant internal and external resources.

The ICC Police Chief will notify and/or request assistance from appropriate community partner agencies during any major emergency involving security threats, health hazards, major safety issues, or emergency response operations. This Emergency Operations Plan will be partially or fully activated by the Emergency Management Leadership Director or a designated EML group member.

The Emergency Response Group shall be activated, and an ICP shall be established. At the discretion of the Incident Commander, particular members of the Emergency Response Group (ERG) will be notified to respond, depending on which Section personnel are needed.

The Emergency Operations Center (EOC) will be activated. At the discretion of the ICC President, particular members of the Emergency Management Leadership Group and other employees will be notified to respond, depending on which policy-level decisions are required.

If the incident will significantly interrupt normal business at ICC and requires emergency policies, operations and expenses, the ICC President may issue a Declaration of Emergency at the appropriate time.

Level 3 Incident – Disaster

A Level 3 Incident is classified as a Disaster and defined as an incident that involves catastrophic damage or loss of life and requires closure of one or more campuses for an extended period of time. Response to a Level 3 Incident requires extensive internal and external resources. Some Level 3

Incidents may impact a widespread area beyond the college or an entire community, straining available outside resources.

In the event of a Level 3 Incident, this Emergency Operations Plan shall be fully activated. The Emergency Response Group shall be activated and establish an Incident Command Post. The Emergency Management Leadership Group shall be activated and establish an Emergency Operations Center to address policy level decisions in support of the emergency response, academic continuity, and business resumption. The ICC President shall issue a Declaration of Emergency at the appropriate time.

The Authority Having Jurisdiction (AHJ) may also activate its Emergency Operations Center. Local, state and/or federal agencies involved in disaster management may have representatives at the ICP and/or the EOC and a Unified Command structure may be established.

As the college recovers from an incident, the EOC may be de-activated, at the discretion of the ICC President, after all emergency operations have transitioned into normal administrative management. The Emergency Management Leadership Group may remain activated for status reports and decision-making to support or oversee EML operations, academic resumption and/or business continuity.

Incident Command Post Operations

The Emergency Response Group (ERG) Leader has management responsibility for the Incident Command Post (ICP). The ERG Leader determines which functional roles and sections of the ICP should be activated, based on need. The ERG Leader may choose to activate the ICP virtually or in a physical location.

Response to a Level 1 Minor Emergency will not usually require the activation of the ICP. The ICP may be partially or fully activated at a Level 2 Major Emergency, depending on which functions are needed to coordinate the ICC emergency response. The ICP will be fully activated at a Level 3 Disaster incident. When the ICP is activated, the ERG Leader or a designee shall notify the appropriate Authority Having Jurisdiction (AHJ) and other emergency response organizations, as needed.

Overview of Incident Command Post Staff

A “Section” is the term used to describe a level of the emergency management organization with responsibility for a major functional area. In the ICC Incident Command Post, Sections include:

- Management Section (Incident Command)
- Operations Section
- Planning Section
- Logistics Section
- Finance Section

Except for the Incident Commander, the leader of each Section is referred to as a “Section Chief.” Following is a description of each of the Sections:

Management Section

Provides executive management over the Incident Command Post. This Section establishes the primary strategies and objectives and works with the other Sections to implement operations and deploy resources. The Incident Commander provides updates on the emergency response to the

Emergency Management Leadership Director, and provides recommendations for policy level decisions that must be authorized by the Emergency Management Leadership Director. This Section includes the Incident Commander, the Safety Officer, a Public Information Officer, and Liaison Officers from area police, fire, and emergency medical service agencies, and other personnel, as determined by the Incident Commander.

Operations Section

Coordinates the actual emergency response operations. This Section may coordinate response operations with ICC department managers who may deploy staff and services from their departments. The Operations Section Chief is responsible for formulating and coordinating an Operational Action Report. The purpose of the Operational Action Report is to document the primary operational actions during an incident. Depending on the nature of the emergency or disaster, the Operations Section may include the Section Chief and representatives from Facilities Services, ICC Police, Student Services and/or Counseling Services, outside emergency response agencies, and others as needed.

Planning Section

Manages information and provides analysis. The Planning Section receives tracks, analyzes, and documents information on the incident, and on the operations of the Incident Command Post. This Section provides specific information on damage, and on the impacts of the incident in a Situational Analysis Report. The Planning Section also prepares and updates the Incident Action Plan as needed. Depending on the nature of the emergency or disaster, the Planning Section may include the Section Chief, and staff with functional roles in situation status, damage assessment, resource documentation, and space management, as needed.

Logistics Section

Supports operations and sustains the ICP for personnel and response teams. This Section tracks the use and availability of ICC resources and is responsible for providing the support needed to facilitate effective incident management, including requesting resources from off-site locations as needed. Resources may include personnel, supplies, facilities or equipment, as well as support needs such as communications, medical support, and food, shelter, and other basic needs for incident personnel. Depending on the nature of the emergency or disaster, the Logistics Section may include the Section Chief and staff with functional roles in communications, technology, facilities services, and human resources, as needed.

Finance Section

Processes and issues emergency financial documents in support of ICC's emergency response. Tracks source data for insured losses and post-disaster recovery programs. Depending on the nature of the emergency or disaster, the Finance Section may include the Section Chief and staff with functional roles in purchasing and accounting, as needed.

Hazard Impact / Probability Analysis

Illinois Central College could be affected by a variety of emergencies or disasters. Although each incident may have unpredicted variables, the following tables provide an analysis of the potential impact on college operations and the anticipated probability of occurrence. See the Impact/Probability Analysis charts below, the first chart listed alphabetically by the potential hazard, and the second chart listed in descending order by the potential impact on college operations.

Hazard Impact / Probability Chart (listed alphabetically)

Potential Hazard	Impact on College Operations	Probability
Active Shooter	High	Low
Biological Event	Medium	Low
Bomb Threat / Violence Threat	Medium	Medium
Chemical/Hazmat Spill	Medium	Medium
Civil Disorder / Riot	Medium	Low
Cyber Attack	High	Medium
Death on Campus	Low	Low
Earthquake	Medium	Low
Explosion	High	Low
Fire	Medium	Medium
Hostage Situation / Barricaded Subject	Medium	Low
Medical Emergency	Low	High
Plane Crash	High	Low
Power Outage	Medium	Medium
Public Health Emergency	High	Medium
Sexual Assault	Low	Medium
Structural Damage/Collapse	High	Low
Suicidal Subject	Low	Medium
Terrorism	High	Low
Tornado	High	Medium
Water Outage	Low	Medium
Wildfire	Low	Low
Winter Storm - Severe	High	High

Hazard Impact / Probability Chart (listed by impact on college operations)

Potential Hazard	Impact on College Operations	Probability
Winter Storm - Severe	High	High
Public Health Emergency	High	Medium
Tornado	High	Medium
Cyber Attack	High	Medium
Active Shooter	High	Low
Explosion	High	Low
Plane Crash	High	Low
Structural Damage / Collapse	High	Low
Terrorism	High	Low
Bomb Threat / Violence Threat	Medium	Medium
Chemical/Hazmat Spill	Medium	Medium
Power Outage	Medium	Medium
Fire	Medium	Medium
Biological Event	Medium	Low
Civil Disorder / Riot	Medium	Low
Earthquake	Medium	Low
Hostage Situation / Barricaded Subject	Medium	Low
Medical Emergency	Low	High
Sexual Assault	Low	Medium
Suicidal Subject	Low	Medium
Water Outage	Low	Medium
Death on Campus	Low	Low
Wildfire	Low	Low