



Olney Central College

**305 N. West St
Olney, IL 62450**

Campus Emergency Operations Plan

MARCH 2010

**Olney Central College
Campus Emergency Operations Plan
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OLNEY CENTRAL COLLEGE
CAMPUS EMERGENCY OPERATIONS PLAN
March 29, 2010

In accordance with the provisions of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and 29 Illinois Administrative Code Part 305, Olney Central College (OCC) must develop and publish written policies and procedures related to a Campus Emergency Operations Plan.

The Campus Emergency Operations Plan identifies the Emergency Management Team as well as procedures to address and report abnormal and threatening behavior and to identify and utilize situation specific response action plans. This plan will be reviewed and revised, as necessary, on an annual basis.

This plan is designed to assist faculty, staff and administration in responding to disruptive behaviors as well as other emergency situations. The Campus Emergency Plan seeks to create greater communication, collaboration and coordination of concerns regarding the maintenance of a safe campus environment.

As President of Olney Central College, I affirm my support for the Campus Emergency Plan within Illinois Eastern Community College District #529.

Dr. Jackie L. Davis, President
Olney Central College

(date)

Record of Changes

When changes are made to this plan, the following procedures should be followed.

1. The Campus Emergency Operations Plan will be distributed to the campus community and posted on-line. Outside agencies will be contacted as necessary.
2. When any changes are made, an entry should be made on the following log. The master list of registry changes will be kept in the Dean of Instruction's Office.

Date	Pages or Sections Changed	Entered By (print title/name)

DISTRIBUTION LIST

Olney Central College website

Olney Central College Staff

President

Dean of Instruction

Assistant Dean for Student Services

O & M Team Leader

Director of Business

Director of Marketing

Olney Central College Council

Illinois Eastern Community College District Office

Chief Executive Officer

Associate Dean of Academic and Student Services

Olney Police Department

Olney Fire Department

Richland County Sheriff's Office

Southeastern Illinois Counseling Centers

PURPOSE STATEMENT

Olney Central College has developed the following Campus Emergency Operations Plan to assist in the response to a campus emergency. The safety and well being of our students is a priority for faculty, staff and administration. The plan identifies departments and individuals who are responsible for coordination of critical services during an emergency situation and procedures to follow during various incidents.

ASSUMPTIONS

- It is possible for an emergency or major disaster to occur at any time with little warning.
- It is not possible to guarantee a perfect response to each disaster on campus. Olney Central College will make every reasonable effort to respond in a timely and appropriate manner based on information available at that time.
- Responses may be coordinated with external agencies and limited by resources of those agencies. Olney Central College does not have a security department or mental health facilities on campus.

EMERGENCY CONTACT LIST

The following list indicates the appropriate individuals to contact in case of emergency. In addition to the identified community/state agencies the administration of Olney Central College must also be notified of all emergencies.

7:30 a.m. – 4:30 p.m.

Jackie L. Davis Ext. 2001

Larry Gangloff Ext. 2030

Switchboard dial “0”

4:30 p.m. – 9:00 p.m.

Sherry Snider Ext. 2139 or 618-838-8179

Larry Gangloff 618-854-2679

Rodney Ranes 618-393-4033 or 618-838-0391

9:00 p.m. – 11:00 p.m.

Larry Gangloff 618-854-2679

Rodney Ranes 618-393-4033 or 618-838-0391

EMERGENCY MANAGEMENT TEAM

The Emergency Management Team (EMT) is maintained as a standing College committee for the purpose of advising the President and/or his designee on actions to be taken in the event of an emergency which threatens or requires the closing of the institution. The team shall be representative of students, faculty, and administration.

When a situation threatens or requires the closing of the institution, the EMT shall be called by the President, or designee, as promptly as possible in order that the College might react in a clear and responsible manner.

To the extent feasible, the President, or designee, shall inform the EMT of the exact nature of the emergency and seek advice and counsel concerning courses of action, including the hours and day of closing, if required, and day of re-opening.

The EMT will coordinate the immediate institutional response to situations involving possible loss of life, major accidents, disturbances, and disasters. The EMT does not replace the College's senior leadership in determining the appropriate responses to emergencies, but rather coordinates the initial response and planning for emergencies under the direction of the President. The membership may vary depending on the nature of the emergency.

Upon being informed of an emergency potentially requiring activation of the EMT, college administration will mobilize the team.

The EMT will normally be formed among the following members, as appropriate to the incident.

Chair:	President or designee
Alternate Chair:	Dean of Instruction
Vice Chair:	Director of Business
Members:	Assistant Dean for Student Services
	Associate Dean for Nursing and Allied Health
	Student Senate Representative
	Faculty Representative
	Chemistry Instructor
	Coordinator for Public Information and Marketing
	Operations and Maintenance Team Leader

In the absence of the President or Dean of Instruction, the EMT will respond to the emergency in accordance with the written guidelines, established policy, and as common sense dictates, in order to minimize loss, safeguard lives and property, and also to minimize disruption of normal college activities. In all cases, the senior college administrator shall assume the appropriate leadership role.

The EMT will review the accuracy of its resources and contact lists, conduct practice drills, and review various emergency scenarios.

EMERGENCY RESPONSE MATRIX (ORGANIZATIONAL CHART)

DEPT. NAME	Communications and Warning	Damage Assessment	Emergency Medical	Direction and Control	Evacuation	Fire, Search and Rescue	Public Services	Public Information	Public Works	Transportation	Resource Management	Communication Center	Computer Services
President	H	E	A	D		O	F		E	M	T		
Dean of Instruction	A	L	T		H	E	A	D	of	E	M	T	S
Assistant Dean of Student Services				P	P							P	
Associate Dean of Allied Health			S										
Director of Business		S		P			S				P		
O & M Team Leader	P	P		S	S	S			P	P			
Computer Technician													P
Athletic Director												S	
Director, International Student Programs												S	
Coordinator, Public Information and Marketing	S							P					
Manager, Food Services													
Olney Police Department	P		P		P	P	P						
Olney Fire Department			P			P	P						
Red Cross			S		S						S	S	
P is primary and S is secondary responsibility													
Some functions may vary depending on the emergency													

EMERGENCY PHONE NUMBERS

AMBULANCE.....	911 OR 395-4326
AMERICAN RED CROSS.....	800-784-3272 OR 812-882-2204
BOMB SQUAD.....	217-785-0309
DCFS.....	800-252-2873 OR 393-2979
EMERGENCY MANAGEMENT AGENCY.....	395-4810
ENVIRONMENTAL PROTECTION AGENCY.....	800-424-8802
FBI.....	217-342-2367 OR 217-522-9675
ILLINOIS DEPT OF HUMAN SERVICES.....	392-3151
ILLINOIS DEPT OF PUBLIC HEALTH.....	392-6241
ILLINOIS EMERGENCY MANAGEMENT AGENCY.....	618-662-4474
ILLINOIS POISON CENTER.....	800-222-1222
ILLINOIS STATE POLICE.....	217-347-2677(emergency) OR 217-347-2711(non-emergency)
NATIONAL RESPONSE CENTER (Toxic chemicals, oil spills).....	800-424-8802
OLNEY FIRE DEPT.....	911 OR 392-6341(non-emergency)
OLNEY POLICE DEPT.....	911 OR 392-2921 OR 395-8481(non-emergency)
OLNEY STREET DEPT.....	395-1949
RICHLAND COUNTY HEALTH NURSE.....	392-6241
RICHLAND COUNTY SHERIFF.....	911 OR 395-7481
RICHLAND MEMORIAL HOSPITAL.....	911 OR 395-2131
SOUTHEASTERN ILLINOIS COUNSELING CENTER.....	395-4306 OR 395-5026
STATES ATTORNEY OF RICHLAND COUNTY.....	395-8444
UTILITIES:	
AMEREN CIPS.....	888-789-2477
ILLINOIS GAS.....	800-633-6250 OR 395-8588
OLNEY WATER.....	395-7302 OR 392-3741
PHONE	

POWER FAILURE PHONES (switchboard, Student Services)
JACK DUNN(5588) OR ALEX CLINE(5570)
CONTINUITY OF ADMINISTRATION

In the case of a college crisis or emergency situation, the decision will be made by:

President- Dr. Jackie Davis
College Telephone (618) 395-7777, ext. 2001

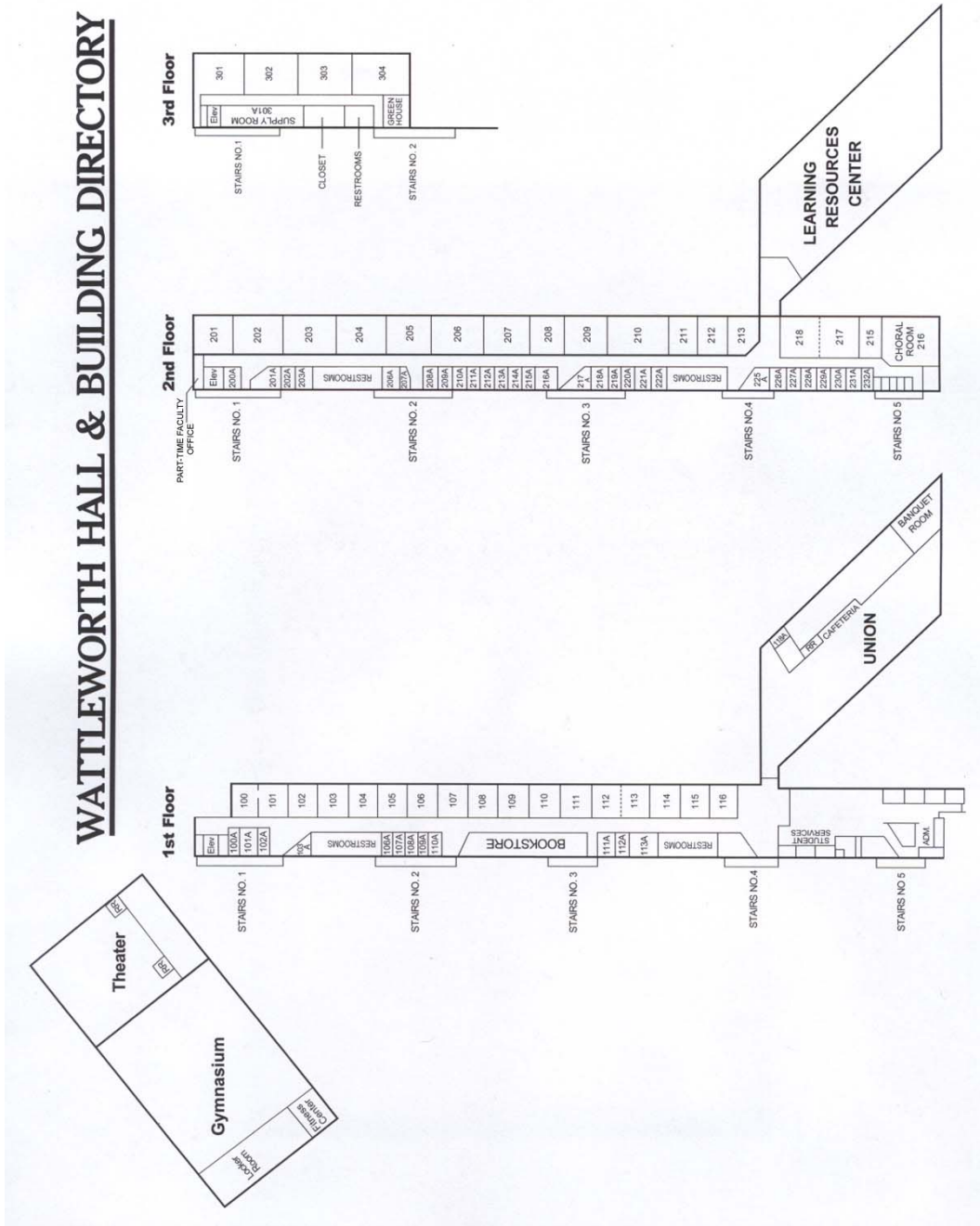
In the absence of the college president, the following administrators in sequence will be contacted for decision-making purposes:

Dean of Instruction- Rodney Ranes
College Telephone (618) 395-7777, ext. 2002
Cell (618) 838-0391

Assistant Dean for Student Services- Chris Webber
College Telephone (618) 395-7777, ext. 2005
Home (618) 395-3436

Director of Business- Doug Shipman
College Telephone (618) 395-7777, ext. 2006
Home (618) 392-4716

WATTLEWORTH HALL & BUILDING DIRECTORY



ASSAULT/SEXUAL ASSAULT/RAPE

In the event of an assault or rape the victim or staff member should:

- Call 911 to contact local police authorities.
- Seek immediate medical attention.
- Preserve evidence of the criminal offense. The individual, area where the incident occurred, and all materials (clothing, vehicles, etc.) are considered evidence. Make all attempts not to disturb the individual, incident scene, and materials involved with the crime.
- Report the crime to the appropriate staff on the Emergency Contact List.

BOMB THREAT

If a bomb threat is reported, immediately contact the President or Dean of Instruction. The senior campus administrator will make the decision to call 911.

If the bomb threat is called in, try to obtain the following information from the caller:

- 1) What is the exact location of the bomb (building and room)?
- 2) When is the bomb set for detonation?
- 3) What does it look like?
- 4) What kind of explosive was used?
- 5) Why was the bomb placed?
- 6) What is the caller's name?
- 7) What is the caller's phone number?
- 8) Is the caller's voice;
 Male or female?
 Calm or excited?
 Angry or sincere?
- 9) Note any identifying background noises during the call. If the caller doesn't answer questions, try to encourage him/her to do so by expressing a desire to save lives. Try to keep the caller on the line as long as possible so that the call can be traced.

If the bomb threat is written, all the written materials, including the envelope, should be saved. Try not to touch the materials.

If any suspicious object is discovered, the following procedures should be followed:

- . **DO NOT** move or disturb the objects.
- . Evacuate the building immediately to a distance of at least 500 feet*
- . **DO NOT use cell phones or radios.**
- . Notify administration.
- . Police and fire authorities **must know** the exact location of the suspicious object.

*Evacuate Wattleworth Hall according to the fire evacuation directory if notified by the phone, e-2 campus alert or by administration. Students or staff located in all other buildings should exit immediately through the nearest building exit.

The authorized authority will inspect the building if needed. Do not return to the building until notified by administration that it is safe to do so.

If a bomb explodes within a building, follow these steps:

- . Pull fire alarm and evacuate the building
- . Render first aid and call 911
- . Notify the switchboard (0) and President (ext. 2001)
- . Notify District Office 393-2982

DESIGNATED SHELTERED AREAS
Severe Weather and Earthquake

Wattleworth Hall -	2 nd and 3 rd floors move to 1 st floor interior hallway
Theater/Gym -	If sufficient warning, exit building to Wattleworth 1 st floor hallway. If not, go to Fitness Center Hallway.
Collision Repair -	Move to interior offices and restroom
Applied Technology -	Move to interior hallway
Industrial Technology -	Move to interior lab area
Welding Technology -	Move to interior hallway
Auto Technology -	Move to classroom and interior restroom
Massage Therapy/Phlebotomy -	Move to interior classroom
Cosmetology -	Move to interior classroom

DISTURBANCES AND DEMONSTRATIONS

The following procedure should be considered only in emergencies. The administration will assess the situation to determine its seriousness and its potential effect upon the safety of campus guests and employees before taking action.

Upon determining a situation threatens the public safety:

- Notify the Administrative Emergency Contact List
- If the situation warrants, the administration will contact local police
- Attempt to recognize those creating the disturbance
- Notify all offices in the area of a possible disturbance
- Personnel will be kept abreast of the situation through normal channels of communication
- If the disturbance is outside the building, all personnel should remain away from windows
- No individual should try to calm any disturbance where physical harm might occur

EARTHQUAKE

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of light fixtures or hear objects wobbling on shelves. The first indication of an earthquake may be a violent jolt (such as a sonic boom). You may hear a low rumbling noise similar to thunder. After these preliminary indicators, the shaking increases and it may be difficult to stand up and move from one place to another. At the first indication of shaking, have personnel drop and cover.

- 1) Anyone located in a classroom or the Student Union should crawl beneath desks or tables, face away from windows, place their head between their knees, and cover their head with their arms.
- 2) Anyone in a hallway should move to a classroom or restroom, crouch down, face away from windows, and cover their heads with their arms.
- 3) Anyone outdoors, should move away from buildings, utility poles, wires and street lamps. Either lie or sit down.

During an earthquake, the following may happen:

- ❖ Objects will slide and crash together
- ❖ Free standing cabinets and bookshelves may fall over
- ❖ Wall mounted objects may shake loose and fly across the room
- ❖ Suspended ceiling components may break loose, bringing down light fixtures, ventilators and many other ceiling fixtures
- ❖ Door frames may distort and doors may jam shut. Window frames may distort and break, causing windows to shatter

Once the earthquake passes; evacuate the building. Wattleworth Hall should use the evacuation directory and all other buildings, use the nearest unblocked exit. Do NOT use candles, matches, or flames because of possible gas leaks. Do not reenter the building until the building has been determined to be safe. Open cabinets cautiously since objects can fall off shelves. The President, Dean of Instruction, or appropriate college administrator will notify staff and students when it is safe to return to the building.

DO NOT CROSS DOWNED POWER LINES!!

EMERGENCY ALERT NOTIFICATION SYSTEM

Illinois Eastern Community Colleges has contracted with e2Campus to provide alert notification services, in the event of emergency. The system will notify students and employees of campus emergencies and closures by e-mail and/or cell phone text message and will also notify each classroom on the OCC campus via the classroom phone. A message, recorded by the administration, will direct action to be taken by faculty and staff in an emergency situation.

This service is available through the college Entrata system. To activate your membership go to Entrata and click on the “**Emergency Alerts**” tab on the left-hand side bar. Then follow the simple instructions to complete the registration process.

IECC Alerts is an opt-in service and while there is no direct cost for signing up for this service, you may be charged a text message fee by your cell phone provider. You will need to contact your provider to determine what fees, if any, are applicable and any costs you may incur using this service.

The IECC emergency alert notification system will be used to send messages related to campus emergencies, weather related closures, and notifications about when an e2Campus account is about to expire.

FIRE

If the fire is small, use the nearest appropriate fire extinguisher to put out the fire. Notify maintenance and administration.

Wattleworth Hall and Gym/Theater/Fitness Center: Fire alarm will sound. Exit building according to the evacuation directory. Classes and staff located in north end of the building should move to the north end of the parking lot out of the way of fire trucks. Classes and staff located in the south end of the building should evacuate according to the evacuation directory and then move to the edge of the softball field.

Personnel: Check rest rooms and vacant rooms for individuals. Designated personnel are responsible for assigning an individual to assist disabled students from the building, if possible. If not possible, they should wait in second or third floor stairwells for fire personnel to rescue them.

All other buildings: Evacuate using the nearest exit. Call 911 and notify switchboard and President.

Personnel: Check rest rooms and vacant rooms for individuals. Move everyone at least 500 feet away from the building. For buildings across the bridge, meet between the south parking lot and the bridge on the sidewalk.

No one should return to the building until the fire department declares the area safe or determines the alarm to be false. Administration will notify personnel when it is safe to return. If rescue or medical assistance is needed, call 911 and then notify administration. Administer first aid as needed if qualified to do so.

GENERAL FIRE SAFETY EXITING PROCEDURES:

Feel the door (top and bottom) for heat – use the back of your hand. If hot, do not open; if not hot, open the door slowly. Stand behind the door and to one side; be prepared to close the door quickly if fire is present. **USE THE STAIRWAY TO EXIT, DO NOT USE ELEVATOR.** Stay low when moving through smoke. Know the location of an alternate exit.

IF TRAPPED IN A ROOM:

- Place cloth material around/under the door to prevent smoke from entering.
- Retreat – close as many doors as possible between you and the fire.
- Be prepared to signal from a window – but, **DO NOT** break the glass out of the window unless absolutely necessary because outside smoke may be drawn inside.

IF CAUGHT IN SMOKE:

- Drop to hands and knees and crawl; hold your breath as much as possible; breathe shallowly through your nose and use your blouse, shirt, or jacket as a filter.

IF FORCED TO ADVANCE THROUGH FLAMES:

- Hold your breath; move quickly; cover your head and hair; keep your head down and close your eyes as much as possible.

FIRST AID KITS AND AED LOCATIONS

First Aid Kits are located in the following areas:

- Cafeteria/Kitchen
- Student Services
- Athletic Training Room
- Automotive Service Technology
- Welding
- Maintenance
- Fitness Center
- Collision Repair
- Cozy Corner
- Baseball Field

AED Units are located:

- Fitness Center
- Student Services
- Automotive Service Technology Building
- Welding
- Learning Resource Center
- Press Box near the Baseball/Softball fields

HAZARDOUS MATERIALS

INDOOR CHEMICAL RELEASE:

Attend to any person who may have been contaminated.

Shut all windows and turn off lights.

Evacuate Wattleworth Hall according to the evacuation plan.

Classes and staff located in north end of the building should move to the north end of the parking lot. Classes and staff located in the south end of the building should evacuate according to the evacuation plan and then move to the edge of the softball field.

All other buildings evacuate by going to nearest exit.

Call 911.

Notify switchboard (0) and President (ext 2001). Contact numbers are on page 7.

HAZARDOUS MATERIAL RELEASED OUTDOORS:

Stay indoors.

Shut all doors and windows.

Notify Maintenance Staff to shut down all ventilation and heating systems which draw in outside air.

Remain inside until given all clear signal by administration or told to evacuate.

MEDICAL EMERGENCY

- 1) Assess the injury or sickness.
- 2) Call 911 if the situation warrants it.
- 3) Contact the President (ext. 2001), Dean of Instruction (ext. 2002), and the O & M Team Leader (ext. 2030).
- 4) Contact the administration at extensions 2001, 2002, 2003, or 2004.
- 5) Have someone call to bring the nearest AED (Automated External Defibrillator) unit, if needed. Do not give medical care unless you are qualified to do so. See below for AED use.
- 6) Have someone contact the operator (0) to notify them of the emergency.
- 7) Clear any other students or staff from the room making a clear path for medical personnel.
- 8) Complete an incident report and submit it to the Dean of Instruction's Office.

AED Units are located:

Fitness Center
Student Services
Automotive Service Technology Building
Welding
Learning Resource Center
Press box near Baseball/Softball fields

CPR Breathing Kits are located:

Maintenance carts
AED Cabinets

AED Use: (Only if trained)

- 1) **Assess the victim for unresponsiveness.**
- 2) **Assess airway, breathing, and circulation. If there are no signs of circulation, call for or get AED and have someone call 911.**
- 3) **Perform CPR until the defibrillator arrives.**
- 4) **Turn on the AED and stop CPR.**
- 5) **Apply pads to the patient's bare chest as directed by AED.**
- 6) **If prompted to shock patient, make sure no one is touching the patient.**
- 7) **If the heart rhythm is interpreted by AED as non-shockable, then begin CPR when prompted by AED.**
- 8) **Continue to follow AED prompts and/or perform CPR until ambulance arrives.**

SEVERE WEATHER

Wattleworth Hall: In case of a severe thunderstorm or tornado warning, a classroom phone or e-2 campus alert will be used on each floor of Wattleworth Hall to notify staff and students of the danger. Staff and students should go to designated safe zones indicated on the severe weather evacuation directory.

Gym/Theater: In case of a severe thunderstorm or tornado warning, you will be notified by phone or e-2 campus alert. If time permits, evacuate to a safe zone in Wattleworth Hall following the severe weather evacuation directory. If time doesn't permit, move to a safe place in the building. Gym/Fitness Center should move to locker rooms and rest rooms. Theater should move to dressing rooms, rest rooms, or other interior hallways. Avoid the theater lobby, the Fitness Center, the gym, and windows.

Collision Repair, Automotive Technology, Applied Technology, Cosmetology, Massage Therapy/Phlebotomy and Welding Buildings: If you hear the severe thunderstorm/tornado siren go off or are notified by administration or maintenance, move to a safe place in the building. Personnel should refer to maps placed in each building identifying safe areas. In general, areas of maximum protection include interior hallways and restrooms. Avoid windows.

Personnel working outside will be notified by radio. Students and staff outside will also be notified.

Do not leave the designated area until instructed it is safe to do so by administration. Weather radios are currently located in the Student Services Office and Cozy Corner Daycare.

UTILITY EMERGENCIES

POWER OUTAGE: Remain where you are. If notified by administration, night classes may be cancelled, if the power outage lasts a long period of time. During day time hours, classes should continue as best they can.

GAS LEAK: If you smell gas, clear the immediate area and notify administration. If notified by administration, the building will be evacuated. Students, faculty and staff in Wattleworth Hall evacuate using the evacuation plan. Students, faculty, and staff in other buildings, use the nearest exit. Do not reenter the building until notified by administration that it is safe to do so. Do not use a cell phone until well away from the building.

WATER BOIL ORDER: College will remain open. All faculty, staff, and students will be notified that the water is undrinkable.

EXTENDED WATER OUTAGE: Students, faculty, and staff will be notified by administration if the college closes.

STRUCTURAL FAILURE

- Evaluate the situation and call 911.
- Notify switchboard (0) and President (ext 2001). Contact numbers are on page 4.
- Do not move seriously injured persons unless they are in immediate danger (additional structural failure, etc.)
- Evacuate Wattleworth Hall according to the evacuation plan.
Classes and staff located in north end of the building should move to the north end of the parking lot. Classes and staff located in the south end of the building should evacuate according to the evacuation plan and then move to the edge of the softball field.
- All other buildings evacuate by going to nearest exit.
- Do not use elevators.
- O & M Leader will contact the appropriate utility companies.
- Do not reenter the building until the building has been determined to be safe. The President, Dean of Instruction, or appropriate college administrator will notify staff and students when it is safe to return to the building.

WEAPONS SITUATION

General Guidelines

In general, if confronted with the possibility that someone may have a weapon on campus the following guidelines should be followed:

- Assess the situation.
- Notify police (**call 911**).
- Gather information.
- Isolate individual or suspect.
- Do not use force or touch the person or weapon.
- Remain calm.
- Notify another administrator, faculty member, staff member, and/or trusted student of the situation.
- Notify President (ext. 2001) or Dean of Instruction (ext. 2002).
- Invoke the e2Campus emergency system to notify employees and students of the threatening situation and institute lockdown procedures until all is clear.
- Refer media questions to the President, or designee.

Level 1 Threat: A Rumor That Someone has a Weapon

- Staff member hearing the rumor about a weapon or suspecting a person of carrying a weapon will notify the President at ext. 2001 or the Dean of Instruction at ext. 2002. Limit information to staff and students on a need to know basis.
- The President, or designee, will invoke the e2Campus emergency system to notify employees and students of the threatening situation and institute lockdown procedures, if necessary.
- **Call 911** explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance.
- Staff should keep the individual(s) rumored to be in possession of a weapon under surveillance until law enforcement arrives.
- Be prepared to act as a resource and liaison between school and police. If possible, have a map of the building available for police.
- Confer with police when they arrive. They will advise you how they intend to proceed.
- If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
- The President may call an emergency staff meeting to ensure that staff members leave with accurate information about the incident and subsequent actions to be taken, if necessary.
- The President, or designee, is the only party authorized to speak to the media about the event.
- Keep a written log of events.

Level 2 Threat: Weapon Witnessed, but no Immediate Danger

- Notify another staff member to call the President at ext. 2001 or the Dean of Instruction at ext. 2002. The President will notify the Emergency Management Team. Limit information to staff and students on a need to know basis.
- The President, or designee, will invoke the e2Campus emergency system to notify employees and students of the threatening situation and institute lockdown procedures until all is clear.
- **Call 911** explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance.

- The person reporting the incident should describe as accurately as possible:
 - Identify of individual, if known.
 - Detailed description of individual(s).
 - Where the individual is located (i.e. room number).
 - What led to the incident.
 - Number of persons involved.
 - Number & type of weapon(s).
 - Any pertinent background information on individual, including possible reason for carrying a weapon that might have led up to event.
- Be prepared to act as a resource and liaison between school and police. If possible, have a map of the building available for police.
- Isolate individual or suspect. (If weapon is in a locker or elsewhere, prevent access to it.)
- Confer with police when they arrive. They will advise you how they intend to proceed.
- If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
- If it is safe to do so, students and staff should leave the area immediately. **REMAIN CALM – DO NOT PANIC.**
- If staff and students must remain in the classroom, they should:
 - Lock the door, if possible.
 - Turn off lights.
 - Take attendance, specifically noting students not in class.
 - Move everyone out of sight and onto the floor.
 - Close blinds or pull shades, cover windows.
- The President will call an emergency staff meeting to ensure that staff members leave with accurate information about the incident and subsequent actions to be taken.
- The President, or designee, is the only party authorized to speak to the media about the event.
- Keep a written log of events.

Level 3 Immediate Action: Weapon Use Threatened or Carried Out

- A staff member who is made aware of the possible use of a weapon or actual use of a weapon will notify another staff person to **Contact 911** from a cell phone or campus phone. If no other staff member is present, discreetly inform a trusted student to call the campus switchboard to notify the police. If it is safe to do so, maintain surveillance of the suspected individual at all times until law enforcement arrives. However, no one should place themselves or students in danger.
- The President, or designee, will invoke the e2Campus emergency system to notify employees and students of the threatening situation and institute lockdown procedures until all is clear.
- The person reporting the incident should describe as accurately as possible:
 - If medical assistance is needed and the number of persons injured.
 - Identify of individual, if known.
 - Detailed description of individual(s).
 - Where the individual is located (i.e. room number).
 - What led to the incident.
 - Number of persons involved.
 - Number & type of weapon(s).
 - Any pertinent background information on individual, including possible reason for carrying a weapon that might have led up to event.
- Be prepared to act as a resource and liaison between school and police. If possible, have a map of the building available for police.

- If needed, administer first-aid until medical assistance arrives. Be sure to use personal protective equipment whenever possible.
- A competent designee will notify staff in rooms in the vicinity of the situation. If it is safe to do so, students and staff should leave the area immediately. If vacating the area safely is a problem, staff and students should remain in the room until they can be escorted to safety by law enforcement authorities.
- If staff and students must remain in the classroom, they should:
 - Lock the door, if possible.
 - Take attendance, specifically noting students not in class.
 - Move everyone out of sight and onto the floor.
 - Close blinds or pull shades, cover windows.
 - Turn off lights.
- If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
- The President, or designee, will establish a command post to handle the load of the Crisis & Emergency Management Team and to direct information to the press and concerned members of the community.
- The President will identify a place where a log of all significant events, actions, and individuals that are involved in the event is to be kept.
- Once law enforcement arrives, law enforcement officials will confer on the course of action. If evacuation is necessary it will be conducted under the leadership and direction of the law enforcement officials. **REMAIN CALM – DO NOT PANIC.**
- Confer with police when they arrive. They will advise you how they intend to proceed.
- The President, or designee, is the only party authorized to speak to the media about the event.
- The President will call an emergency staff meeting to ensure that staff members leave with accurate information about the incident and subsequent actions to be taken.
- Keep a written log of events.

MASS CASUALTY INCIDENT

Multiple casualty incidents may occur on campus as a result of events such as fire, explosion, vehicle accident, or hazardous materials release. If a major incident occurs on campus, immediately contact 911.

Emergency Medical Services (EMS) are provided to the campus through an EMS system administered by the county. The EMS system has detailed procedures for responding to multiple casualty incidents.

For Immediate Action:

- Remain calm.
- Turn on your cellular phone and contact 911, and the appropriate individuals following the Continuity of Administration List.
- If situation warrants evacuation, coordinate with Emergency Management Team (EMT) to aid with evacuation.
- Determine the number of personnel available to respond.
- Develop an action plan for medical operations.
 - An emergency First Aid Station for the campus community.
 - Transport the critically injured to appropriate facilities or ensure ambulance service is on the way.
 - Set up a triage operation for mass injuries.
 - Implement a coroner operation and a temporary morgue.

If EMS units cannot respond sufficiently under extreme emergency situations consider the following actions:

- Establish with the Emergency Management Team (EMT) and determine conditions of the local hospitals.
- Request the EMT contact outside public and private medical organizations to determine the availability of personnel and services. Alert those listed on the Internal Resource list in this plan.
- Contact the EMT and determine which facilities will be used to support the medical operation.
- Allocate staff to the following locations or activities as required:
 - Transport of injured
 - Staging location of medical support
 - Location of temporary morgue
- Mobilize and brief volunteer medical personnel. Assign volunteer medical staff to medical care sites. Ensure that briefing for staff and volunteers include:
 - Triage
 - Arrest of significant bleeding
 - Use of intravenous solution
 - Pain relief
 - Tagging injured
 - Patient tracking
 - Identification and handling of facilities

- Ensure that injured requiring supplemental treatment are taken to the Casualty Collection Point site.
- Determine the following support needs and request from the EMT:
 - Medical supplies
 - Portable generators
 - Emergency radio net
 - Transportation for victims to other medical facilities
 - Food and water
- Conduct a periodic poll of injured and casualties to determine additional support requirements.

Disaster Triage Procedures

During disaster situations that produce mass casualties and tax or overwhelm resources, it may be necessary to use unusual techniques to provide the most effective aid. Under such conditions, the rule of “the greatest good for the greatest number” will be the guiding principle.

The disaster medical-care triage procedure initiated at campus disaster sites and disaster medical care facilities should be in accordance with the following guidelines:

PRIORITY 1: Immediate transport. First priority casualties are those that have life threatening injuries that are readily correctable. For purposes of priority for transport to a hospital, a second sorting or review may be necessary so only those “transportable” cases are taken first. Some may require extensive stabilization at the scene before transport.

PRIORITY 2: Delayed transport of casualties are all those whose therapy may be delayed without significant threat to life or limb and those for whom extensive or highly sophisticated procedures are necessary to sustain life.

Casualties requiring minimal care will not be tagged or registered. They will not be given professional level care and will not be admitted to hospitals. They will be sent from the incident scene in order to reduce confusion unless they are needed to assist.

The dead will be identified by an “X” on the forehead or covered with marked material. Professional opinion will be sought where needed. They will be completely covered with a sheet, blanket or other available opaque material. They should be moved out of the immediate casualty sorting area by the coroner team as soon as practicable.

Panic-stricken or psychologically disturbed persons, who might interfere with casualty handling, should be isolated from the incident scene as soon as possible.

CYBERTHREAT

According to the U.S. Department of Homeland Security, a cyber threat refers to persons who attempt unauthorized access to a control system device using a data communications pathway. These threats can be from internal or external persons.

- If a cyber threat is suspected, contact the IECC Helpdesk at ext. 4357 immediately.
- Contact the Campus Computer Technician at ext. 2280.
- Contact the Director of Information Services at ext. 5570.

APPENDIX A

BOMB THREAT REPORT FORM

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK (ask questions to keep caller on the line)

1. When is bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

CALLER'S VOICE (circle)

If voice is familiar, whom did it sound like?

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

Were there any background noises? _____

Remarks: _____

Person receiving the call: _____

Telephone number call received at: _____

Date: _____ Reported immediately to: _____

ILLINOIS EASTERN COMMUNITY COLLEGES

Incident Report

Form should be completed by Supervisors

This form should be completed for all personal injury accidents, criminal incidents, damage to or theft of college property, gross violation of Board Policy or personnel procedures and fire or intrusion incidents. Reports should be completed and turned into the Chief Financial Officer within 24 hours of the incident.

Date of Incident

Time of Incident

Reason for Report (Nature of Incident)

Names, addresses and social security numbers of all persons involved in incident:

Description of incident (use additional sheet if necessary):

Follow-up activities required:

How person completing report was contacted:

Name and title of person completing report:

Name

College

Title

Signed

Time

Date



REFUSAL TO SEEK MEDICAL TREATMENT FORM

I fully understand that it has been recommended that I seek immediate professional medical treatment for my injuries or illness. However, I decline to seek professional medical attention at this time. I hereby indemnify and save harmless Olney Central College, its directors and staff from any liabilities that may arise from further illness, injuries or complicating conditions caused by my decision to delay professional medical treatment.

(Signature of Injured/Ill Person)

(Signature of Witness)

(Date)

(Date)

(Signature of Staff on Scene)

(Date)



APPENDIX B

Class Cancellation Procedure for OCC

Follow the OCC Calendar for closings.

It is Olney Central College's policy to remain open unless the weather makes it too hazardous to do so. When the safety of students and staff is threatened due to inclement weather or other emergencies, OCC will be closed or classes canceled or delayed.

Administration will attempt to notify media outlets prior to the 6 a.m. news on the day of the closing. Do not assume that if the elementary and high schools close, OCC will be closed as well. If no announcement is made, classes will meet as usual. Closure of day classes does not necessarily mean that evening classes will be canceled. Announcements regarding evening classes will be made prior to 4 p.m., if at all possible.

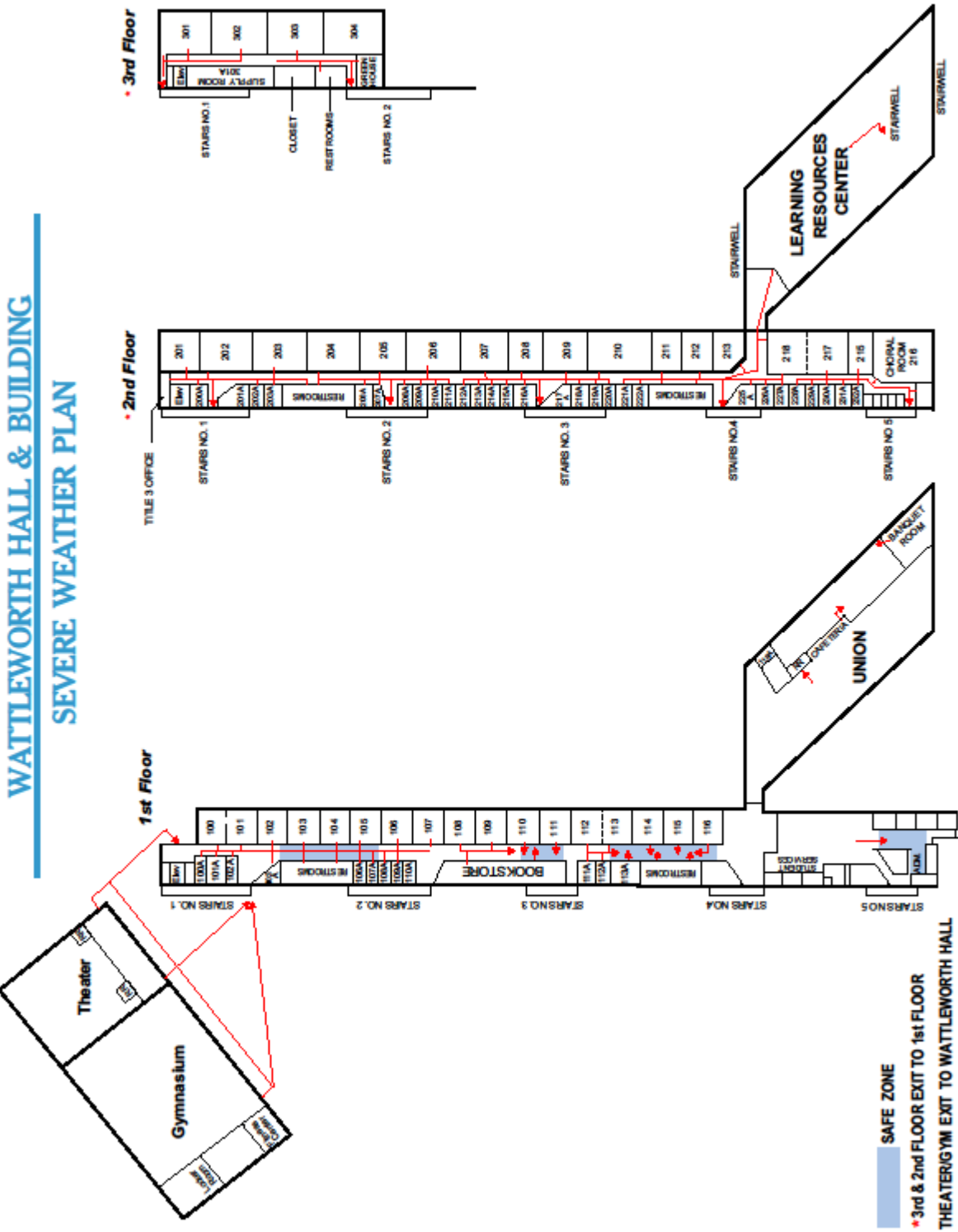
Weather cancellations or delays for Olney Central College will be announced on the following radio and television stations:

Olney- WVLN-AM and WSEI-FM
Flora- WNOI
Newton- WIKK
Lawrenceville- WAKO
Fairfield- WFIW-AM and WFIW-FM
Mt. Carmel- WSJD
Effingham- WCRC
Terre Haute, IN - WTWO and WTHI
Evansville, IN – WEHT and WFIE

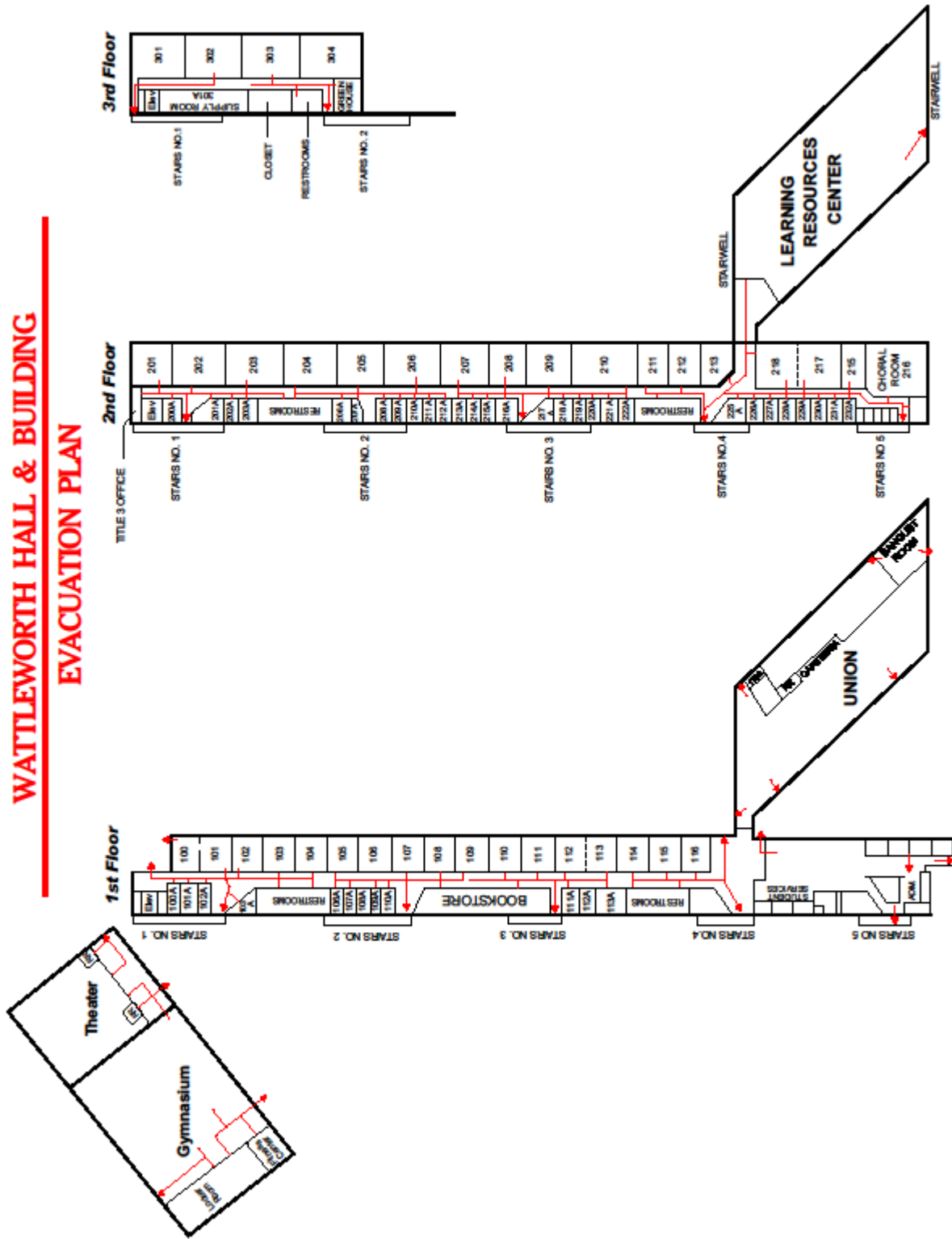
Weather closings will also be announced on the following websites:

www.iecc.edu
www.weatherclosings.com

APPENDIX C
Maps



WATTLEWORTH HALL & BUILDING EVACUATION PLAN



FUNCTIONAL ANNEX

The Emergency Management Team (EMT) is maintained as a standing College committee for the purpose of advising the President and/or his designee on actions to be taken in the event of an emergency which threatens or requires the closing of the institution. The team shall be representative of students, faculty, and administration. The Emergency Management Team and the response Matrix is outlined on pages 7 and 8 of the Campus Emergency Operations Plan.

Declaration of Emergency

- I. The Student Services Conference Room, or an alternate area designated by the senior administrator available on campus, will serve as the primary command center for the College during an emergency. All outside information flows into this area and out to the scene of the incident. The Operations and Maintenance Team Leader or other designee will contact College Administration as to the extent of damage or seriousness of the incident.
- II. The College Administration is in charge at the scene of the incident unless such responsibility is transferred to another unit. The exception is a fire emergency. The Fire Department is in immediate charge until the situation is brought under control at which time responsibility is transferred back to the College.
- III. Decisions to close and evacuate a building, or isolate an area immediately after an incident, may be made by the Olney Fire Department, or the College Administration, who may consult with the Operations and Maintenance Team Leader as needed.
- IV. Decisions to reoccupy a building will be made by those authorities or the College's Emergency Management Team (EMT) once the safety of the building occupants can be assured.

Evaluation of Emergency

Levels of assessment will be given to any extraordinary or emergency condition that will affect the College.

- Level 1 Level 1 emergency response is a minor department or building incident that can be resolved by responding service units.
Sample: A maintenance employee will be dispatched to reset a fire alarm after evacuation of a building.
- Level 2 This level of emergency may be resolved by existing resources or local support. A Level 2 incident is usually a multi-dimensional event that has a limited duration, but has the potential to develop into a major crisis if not appropriately handled. The College Administration will call out the next level of management

in the responsible department to coordinate and direct the many tasks of responding to the emergency.

Sample: Student issues such as assaults, building/office occupation, hate crimes, or bomb threats may be complex because of the varied institutional and student responses that must be coordinated.

Level 3 A major emergency that impacts part or all of the campus and the surrounding community. This level of emergency requires considerable coordination both within and outside the College and requires a joint College approach in responding to the emergency.

Sample: An incident that requires a prepared media response, or an electrical outage on part or all of campus.

Level 4 Level 4 calls out the Emergency Management Team in response to a large catastrophic emergency such as large fire, tornado damage, civil unrest, or school closures. This level of emergency will require local, state, and/or federal assistance.

Sample: A fire, tornado, or earthquake.

Emergencies will be first responded to by the College Administration and/or O & M Team Leader. The level of emergency assessments will be made by the responding individual. An emergency may be upgraded to a higher level by the College Administration depending on the development or complexity of conditions surrounding the emergency.

The EMT will review and revise the emergency management plan as needed.

Implementation and Annual Testing

An emergency response testing program will be developed from recommendations by the EMT to provide a trial disaster situation to test and train emergency response personnel and part or all of the Emergency Management Team. The emergency response testing exercise should be held at least annually.

Implementation of the Emergency Preparedness Program is outlined below:

- ❑ Selection and training of Building Coordinators and Alternates.
- ❑ Development and implementation of building Emergency Response Plans.
- ❑ Selection, printing, and posting of signs.
- ❑ Development of property protection procedures and backup plans for continuance of critical activities and services (i.e., computing, utilities, telecommunications, etc.)
- ❑ Testing of Emergency Equipment including AED units and fire extinguishers as needed.

Response/Recovery

Response:

Primary concern is for the immediate safety of students, faculty, staff, and the general public. The College Administration will coordinate, direct, and perform liaison activities with the EMT as instructed for the following activities:

1. Disaster – Personnel Evacuation and Relocation

Transportation of persons will be coordinated with appropriate college administration personnel and/or outside agencies for the purpose of evacuation and relocation of persons threatened by or displaced by the disaster. A temporary shelter or facility may be selected if needed, and equipped for communication with local authorities for assistance, equipment, and supplies.

2. Medical Assistance

Immediate medical assistance will be obtained for persons injured by calling 911.

Recovery:

Primary responsibilities are the protection of property, assessment of damage, debris removal, and restoration of normal operations.

1. Protection, Removal, and Salvage of Property

Property protection includes steps to protect property or operations from damage as determined by the type of disaster, removal of priority records and property to alternate secured storage sites, and their retrieval upon recovery or resumption of normal activity.

2. Shutdown and Resumption of Physical Operations

Physical Operations include shutdown or security of power and related physical operations services, implementation of alternate energy sources, if necessary, and start-up of power and related services after the disaster.

3. Cleanup and Salvage

A salvage work site will be established, and re-entry to a disaster site will be coordinated and controlled by the Emergency Management Team. Cleanup and salvage work will include debris removal, assessment of damages, securing needed equipment and supplies, and providing necessary personnel for the coordination of operational recovery.

1. Material Control

The task of material control and distribution will be administrated by the O & M Team Leader. During an emergency, gifts of materials may be donated.

Materials and services that are purchased, contracted, or come as a gift used in the recovery after an emergency need to be tracked by a member of the EMT. The parts of this tracking system include the purchase, staging, and issuing of materials and services. A record of events is important to track and document the recovery process. These records will be later used for insurance, State, and Federal reimbursements.

Public Information

Official press release or formal communication of public information, as approved by the senior administrator on campus, will be released through the Office of Public Information and Marketing. Depending upon the situation, the releases may contain general information on the disaster, security restrictions and measures, telephone numbers for information, instructions to employees, parents, students, and the general public, as well as anticipated recovery times.

TASK ASSIGNMENT

Evaluation of Emergency

Emergencies will be first responded to by the O & M Team Leader and College Administration. Assessment of the level of emergency will be made by the responding individual. An emergency may be upgraded to a higher level depending on the development or complexity of conditions surrounding the emergency.

- I. The O & M Team Leader will evaluate the extent of damage or seriousness of the incident and recommend whether the Emergency Operations Center (EOC) should be placed into operation. The EOC will be located away from the incident scene.
- II. The O & M Team Leader is in charge at the scene of the incident unless such responsibility is transferred to another unit. **The exception is a fire emergency.** The Fire Department is in immediate charge until the situation is brought under control at which time responsibility is transferred back to the College.
- III. Decisions to close and evacuate a building or isolate an area immediately after an incident may be made by the Olney Fire Department, Olney Police Department or the College Administration, who may consult with the O & M Team Leader as needed.
- IV. Decisions to reoccupy a building will be made by the Olney Fire Department once the safety of the building occupants can be assured.

Step One:

O & M Team Leader calls College Administration. With the knowledge of the scope of damage, the EOC should be activated. Depending on the emergency, the following locations may be used as EOC.

Primary: OCC Student Union
Secondary: OCC Banquet Room
OCC Student Services

Step Two:

Call everyone on the Emergency Management Team List

PRESIDENT AND DEAN OF INSTRUCTION

Support request from county, state and federal agencies for assistance.

STUDENT SERVICES

Telecommunications Center will be located in the Student Services Reception. A member of Student Services will be in charge of staffing the phones and tracking of current news, injured student-faculty-staff reports, and call out lists.

The person tracking the system will be managed by the American Red Cross under their Disaster Welfare Inquiry System which collects information regarding individuals within the affected area. This information can be provided to aid in reunification of family members within the affected area who were separated at the time of the disaster or to immediate family members outside the affected area.

ALLIED HEALTH

The Associate Dean of Allied Health will serve as the Mass Care Representative if the Emergency Management Team is activated.

DINING (for non-utility outage emergency)

Temporary food service may be established at the following shelter locations:

OCC Student Union
OCC Gymnasium

BUSINESS OFFICE

Business Office staff responsibilities start when the EMT meets. Costs associated with emergencies will need to be tracked. Work tracking should start when determined by the senior administrator on campus.

HUMAN RESOURCES

Employee counseling (IECC)

OPERATIONS AND MAINTENANCE TEAM

The Operations and Maintenance Team represents the department that has the most materials, resources, and contact and labor force to support the College during an emergency. The O & M Team should structure themselves into three areas of focus: RESPONSE, RECOVERY, and MATERIAL CONTROL.

RESPONSE: Area of control emergency transportation, general damage assessments.

RECOVERY Management
labor and volunteer labor
materials and gifts
damage assessment

MATERIAL CONTROL: Preliminary reports regarding the cause of the loss, the extent of damage to property, and the plans for recovery and relocation shall be provided to the College Director of Business within 24 hours. All losses shall be reported by the Business Office to the IECC Chief Financial Officer in accordance with policies established by the IECC Board of Trustees. Claims will be filed with the appropriate insurance group.

COMMUNICATIONS

e-2 campus alert notification service
Power Failure Phone Lines (designated PF) switchboard
Radio Frequencies
HAM Radio Network
Cellular Phones