



Elgin
Community
College

Campus Emergency Operations Plan

21-May-25



EXECUTIVE SUMMARY

Emergencies are unpredictable, but Elgin Community College is prepared to respond quickly and effectively. The Campus Emergency Operations Plan (CEOP) ensures a coordinated response that prioritizes safety, minimizes disruption, and supports recovery. More than just a single plan, this plan serves as the foundation for all emergency-related policies, procedures, and functional annexes. As a board-level policy, the CEOP plays a critical role in guiding all planning for a crisis.

At the core of ECC's emergency system is a structure for decision-making and information sharing. The college adheres to the National Incident Management System (NIMS), ensuring seamless coordination with local, county, state, and federal partners. This system allows decisions to be made efficiently by the right teams, ensuring a quick and effective response to any situation.

During an incident, key teams take on specific roles: Incident Command manages on-the-ground response, the Campus Emergency Operations Center (CEOC) coordinates resources and support across the college, and the Policy Group makes high-level decisions to guide ECC through the crisis. The Crisis Communications Team ensures timely and accurate updates to the campus and community.

The CEOP is not static. It is continuously reviewed, tested through exercises, and updated based on lessons learned and evolving best practices. This ongoing process ensures ECC remains ready to handle emergencies of any nature and scale.

Everyone plays a role in campus safety. By staying informed, understanding emergency procedures, and following official guidance during incidents, the ECC community strengthens its collective ability to respond effectively. Whether you are a student, faculty member, staff member, or visitor, knowing that ECC has a structured, well-tested approach provides reassurance that the college is ready to protect its community and maintain essential operations. No matter the challenge.



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2. LETTER OF PROMULGATION

WHEREAS the Board of Trustees of District 509 and the President of Elgin Community College recognize the critical need to prepare for, respond to, and recover from natural and human-made disasters;

WHEREAS Elgin Community College has a responsibility to protect the safety and well-being of its students, faculty, staff, and visitors;

WHEREAS Elgin Community College has established and appointed an ECC Emergency Management Department to lead preparedness, response, and recovery efforts in compliance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20), the National Incident Management System (NIMS), and other applicable laws and guidelines;

WHEREAS the Campus Emergency Operations Plan (CEOP) provides a framework for emergency response and assigns specific responsibilities to ECC departments to ensure a coordinated, efficient, and effective response;

NOW, THEREFORE, BE IT PROCLAIMED by the Elgin Community College District 509 Board of Trustees that this Campus Emergency Operations Plan (CEOP), revised April 14, 2025, is officially adopted and recognized as board policy;

IT IS FURTHER ORDERED that the Emergency Management Department, or their designee(s), is authorized and tasked with maintaining and updating this document continually and revising it as necessary over the next three years or until such time as it is brought before this Board for further review and approval.

By adopting this plan, Elgin Community College reaffirms its commitment to preparedness, safety, and resilience, ensuring a proactive and coordinated approach to emergency management for the protection of the entire campus community.

Dr. Donna Redmer

Chair, Board of Trustees, District 509

Dr. Peggy Heinrich

President, Elgin Community College

Date

Clerk, Elgin Community College



3. APPROVAL AND IMPLEMENTATION

This plan ensures a coordinated and effective response, reinforcing ECC's commitment to protecting the campus community through preparedness, response, and recovery efforts.

By approving this plan, department leadership affirms their commitment to integrating emergency preparedness into their operations, training personnel, and maintaining readiness. Each department's specific roles and responsibilities are outlined later in this document, ensuring accountability and coordination across the college.

The following individuals formally approve and endorse this plan, recognizing its authority as Board Policy and their role in its implementation.

| | |
|---|--|
| _____ President | _____ Vice President of Business and Finance |
| _____ Chief Marketing and Communication Officer | _____ General Counsel |
| _____ Chief Human Resources Officer | _____ Chief of Police |
| _____ Senior Executive Assistant to the President's Office | _____ Vice President of Teaching Learning and Student Development |
| _____ Executive Director of Institutional Advancement & ECC Foundation | _____ Vice President Planning Institutional Effectiveness & Tech |
| _____ Chief Community and Government Relations Officer | _____ Senior Director of Emergency Management |



4. RECORD OF CHANGES

Record of Change will be prepared and distributed by ECC Emergency Management. The record of change will include the effective date, the change number, the subject, purpose, and action required by the departments and college organizations. The notice of change will include revised pages for replacement within the CEOP.

Upon publication, the change will be considered as part of the CEOP. The following form will be used to track the posting of a record of change to the ECC CEOP.

| Change Number | Summary of Changes | Date | Change Made By |
|---------------|--------------------|------|----------------|
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5. PURPOSE, SCOPE, AND ASSUMPTIONS

A. Purpose Statement

The purpose of preparing emergency plans is to enhance the capacity for ECC to save lives in the event of a natural or human-caused emergency or disaster, minimize injuries, protect property, preserve functioning operations, and maintain and support activities essential for the survival and eventual recovery from possible emergencies or disasters.

This CEOP establishes a framework for an effective system of comprehensive emergency management in order to:

- Reduce the vulnerability of individuals and the campus to prevent loss of life, injury, or property damage resulting from natural, technological, criminal, or hostile acts;
- Prepare prompt and efficient response and recovery activities to protect lives and property affected by disasters and other disruptions of normal business operations
- Establish emergency roles and responsibilities for ECC departments, partner organizations, and agencies
- Recover from crisis by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by emergencies

B. Scope and Applicability

The Campus Emergency Operations Plan:

- Establishes the framework and general concept of emergency operations but must be supplemented with additional detailed planning efforts and documents
- Applies to all-natural, technological, criminal, and/or hostile acts that threaten the well-being of the students, faculty, staff, and visitors, including populations with medical, access, and functional needs, campus-owned and operated buildings, or the disruptions of normal business operations. The plan, or portions thereof, may also apply when ECC and other jurisdictions provide mutual aid support to emergency situations
- Applies to all ECC departments and recognizes the responsibility of each ECC department to respond when the size and scope of the incident requires it

C. Assumptions

- This plan assumes that there are enough ECC personnel, campus property, and legal structure during and after the event that ECC will still exist. The CEOP will no longer be active if and only if the entity of ECC no longer exists.



- Disasters may occur at any time, with little to no warning, resulting in casualties, fatalities, property loss, disruption of essential services, and damage to both infrastructure and the environment. Students, employees, and faculty may be on or off campus during a disaster.
- The college will utilize the National Incident Management System (NIMS) to manage all incident activities.
- The Emergency Management Department is responsible for the coordination of operations and resources during a disaster.
- The primary languages spoken on campus are English and Spanish; every reasonable effort will be made to disseminate emergency information in both languages.
- The contractors and companies the college has signed MOUs with will be available during an emergency or disaster to assist the college as spelled out in the MOU.

If any part or section of the CEOP is in or expected to violate any law or mandate, that part or section of the CEOP will not be in effect. All other sections, parts, and requirements will maintain their authority.

This version of the CEOP supersedes all previous versions and takes precedence over any prior documents or amendments. All prior versions are considered null and void, and this updated version should be used as the official reference. Any conflicts with other plans or documents will be resolved under the provisions outlined in this CEOP.



6. SITUATION OVERVIEW

A. Background

Since its founding in 1949, Elgin Community College (ECC) has been committed to transforming lives through education. As a regionally accredited institution, ECC offers seven associate degree programs, more than 150 career-focused occupational degrees and certificates, corporate and continuing education programs, and a range of pre-collegiate courses and initiatives.

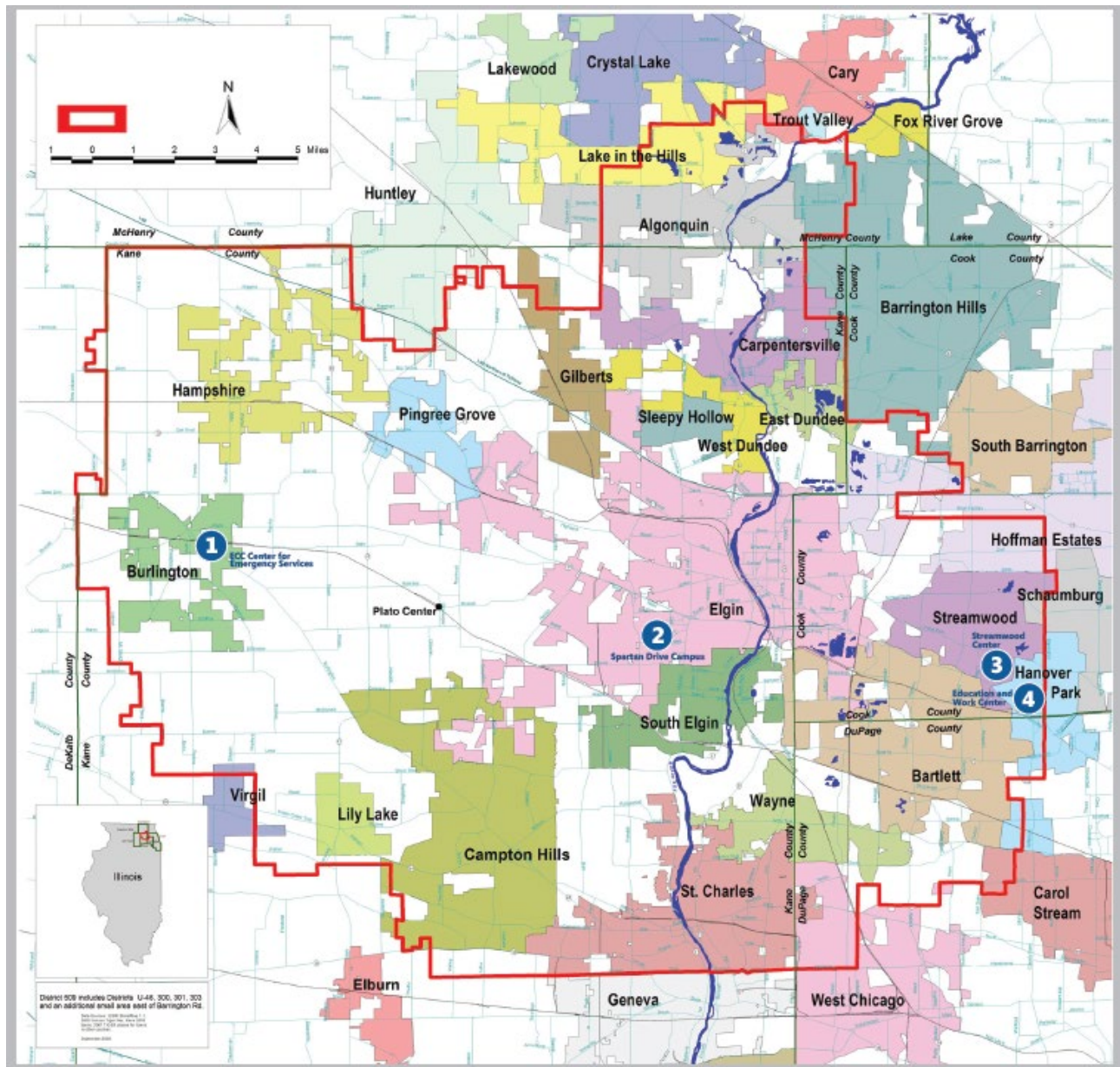


Figure 1: District 509 with municipality boundaries. The labeled campuses of ECC are: 1. ECC Center for Emergency Services. 2. Spartan Drive Campus 3. Streamwood Center 4. Education and Work Center



ECC serves a diverse community within District 509, which spans 360 square miles and includes approximately 450,800 residents, 16,750 businesses, four public school districts, and 33 municipalities.

ECC is designated as a Hispanic-Serving Institution by the U.S. Department of Education. Is a Leader College of Distinction from Achieving the Dream and an Aspen Prize top 150 community colleges. ECC has been recognized as a Military Friendly School Gold designation.



As a commuter college, ECC does not have residential housing. Campus buildings are generally open from 7:00 AM to 11:00 PM, Monday through Saturday, with the exception of fine arts performances and special events. During the summer, campus hours shift to Monday through Thursday, with closures from Friday to Sunday, except for special events. Student enrollment also declines significantly during the summer term.

Between 2020 and 2024, 94% of ECC classes were scheduled on Mondays through Thursdays. The most common class start times, in order of popularity, were 9:00 AM, 8:00 AM, 12:00 PM, and 6:00 PM.

B. Demographics

The student population is diverse in language, age, and life circumstances, with many balancing education, work, and personal responsibilities.

English is the primary language spoken at home for most students (76%), while 19% speak Spanish. A smaller portion (5%) of other languages, reflect a multilingual community.

Students span a wide age range, though most (54%) are between 17 and 22. Another 21% are in their late twenties, followed by 12% in their thirties. Older students make up a smaller percentage, with 7% in their forties, 3% in their fifties, and 1% over 60. Part-time enrollment is the norm, with 72% of students taking fewer than a full course load, while 28% are enrolled full-time.

The student body consists of 56% female and 44% male students.



Many students face unique challenges, 6% have disabilities, and another 6% are single parents. A smaller but significant group (0.3%) experiences homelessness or is in care, highlighting the need for targeted support services. A significant portion of students balance work and school, with 73% holding jobs. Among them, 29% work 20 to 39 hours per week, 22% work 1 to 19 hours, and another 22% juggle full-time jobs (40+ hours). Only 27% do not work while studying.

C. Hazard and Threat Assessment Summary

ECC is vulnerable to many different natural, technological, industrial, and civil hazards capable of creating an emergency or disaster situation. Specific hazards determined to be of major concern are listed below, in order of their planning significance.

| Hazard | Likelihood | Severity | Risk (Likelihood X Severity) |
|---|------------|----------|---------------------------------|
| Severe Winter Weather | 4.75 | 1.92 | 9.10 |
| Severe Storms/High winds/hail/lightning | 4.71 | 1.81 | 8.53 |
| Ice Storm | 4.14 | 1.90 | 7.89 |
| Extreme Cold | 4.00 | 1.81 | 7.25 |
| Campus-wide ransomware | 2.00 | 3.50 | 7.00 |
| Structure Fire | 2.86 | 2.33 | 6.67 |
| Extreme Heat | 4.38 | 1.50 | 6.56 |
| Tornado (small, < EF 2) | 3.13 | 2.04 | 6.38 |
| Public Health/Communicable Disease | 3.00 | 2.08 | 6.25 |
| Mean hazard | | | 5.16 |
| Flood (Internal) (water main break) | 2.83 | 1.92 | 5.43 |
| Mass Casualty, Trauma (building collapse) | 1.86 | 2.90 | 5.39 |
| Tornado (Big, > EF 3) | 2.00 | 2.58 | 5.17 |
| Active Assailant (Active shooter) | 2.57 | 1.99 | 5.12 |
| Computer Hacking/Virus | 3.86 | 1.31 | 5.05 |
| Poor Air Quality (AQI 201+) | 3.43 | 1.43 | 4.90 |
| Pandemic/epidemic | 2.50 | 1.94 | 4.84 |
| Terrorism | 2.00 | 2.37 | 4.75 |
| IT infrastructure physical loss | 2.57 | 1.83 | 4.71 |
| Hate Crime | 3.13 | 1.40 | 4.36 |
| Data release (FERPA Data) | 3.33 | 1.28 | 4.26 |
| Utility Failure | 3.57 | 1.19 | 4.25 |
| Information System Failure (software) | 3.57 | 1.17 | 4.17 |
| IT infrastructure system/digital loss | 3.00 | 1.39 | 4.17 |
| Work Place Violence | 2.57 | 1.57 | 4.04 |
| Data release (PII) | 3.17 | 1.19 | 3.78 |
| Flood (External) | 2.29 | 1.65 | 3.77 |
| Hazardous material releases internal | 2.29 | 1.60 | 3.65 |
| Labor Action (strike) | 2.71 | 1.31 | 3.55 |
| Hazardous material releases external | 2.43 | 1.40 | 3.41 |
| Bomb Threat/Swatting | 2.57 | 1.26 | 3.24 |
| Mail/package Bomb | 1.86 | 1.67 | 3.10 |



| | | | |
|-----------------------------------|------|------|------|
| Civil/Public Event Disturbance | 2.67 | 1.11 | 2.96 |
| Earthquake | 1.00 | 2.58 | 2.58 |
| Mass Communication Failure (RAVE) | 2.43 | 1.00 | 2.43 |

The **Hazard and Vulnerability Assessment** (HVA) is developed by a cross-section of ECC community members. The group used a system to assign scores for each hazard on 7 metrics. These ratings are combined to give the unmitigated risk value. A preparedness value is given and leads to planning significance for each hazard. The relation between hazard ratings is more important than the specific numbers assigned to each hazard.



7. CONCEPT OF OPERATIONS

A. Introduction

The CEOP is based on the concept that emergency functions for various groups involved in emergency preparedness will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. The President of ECC is held ultimately responsible for the preservation of life and protection of property at all college-owned facilities. During a major emergency or disaster situation, the ECC Incident Management Team will assemble and function in a coordinated response from the CEOC.

B. Phases of Emergency Management

A comprehensive emergency management program is concerned with all types of hazards that might affect the college. Prior to an emergency, the following strategies are applied to these hazards.

Mitigation

Mitigation activities are those that eliminate or reduce the probability or impact of an emergency or disaster. Mitigation is most effective when implemented prior to an incident. For example, ECC replaced or put locks on all interior doors to mitigate the impact of a possible active assailant. ECC will continue to improve the safety of the college community through mitigation.

Preparedness

Preparedness activities serve to develop the response and recovery capabilities needed in the event of an emergency. Preparedness is a continual cycle of improvement. The cycle is driven by preparedness priorities that are identified by the Emergency Management Oversight Committee and informed by the college's threats, hazards, and risks.



Figure 2 The Integrated Preparedness Cycle from FEMA's Homeland Security Exercise and Evaluation Program (2020)



Protection

Protection activities serve to prevent hazards and threats from impacting ECC. For example, the Behavioral Intervention Team, based on the **Campus Violence Prevention Plan**, reduces the possibility of violence on campus by acting on reported behavioral issues.

Response

During the response phase, quick reaction and proper preparedness are necessary to reduce impacts on the community and campus property. These activities help to reduce casualties and damage as well as to speed recovery. Response activities include warnings and messaging, personal protective actions, and the use of resources.

Recovery

Recovery operations seek to restore student and business services to ECC after an event. Recovery activities include removing debris, treating mental health impacts, rebuilding structures, and mitigating potential future hazard impacts. Recovery can take hours to years depending on the impacts of the event.

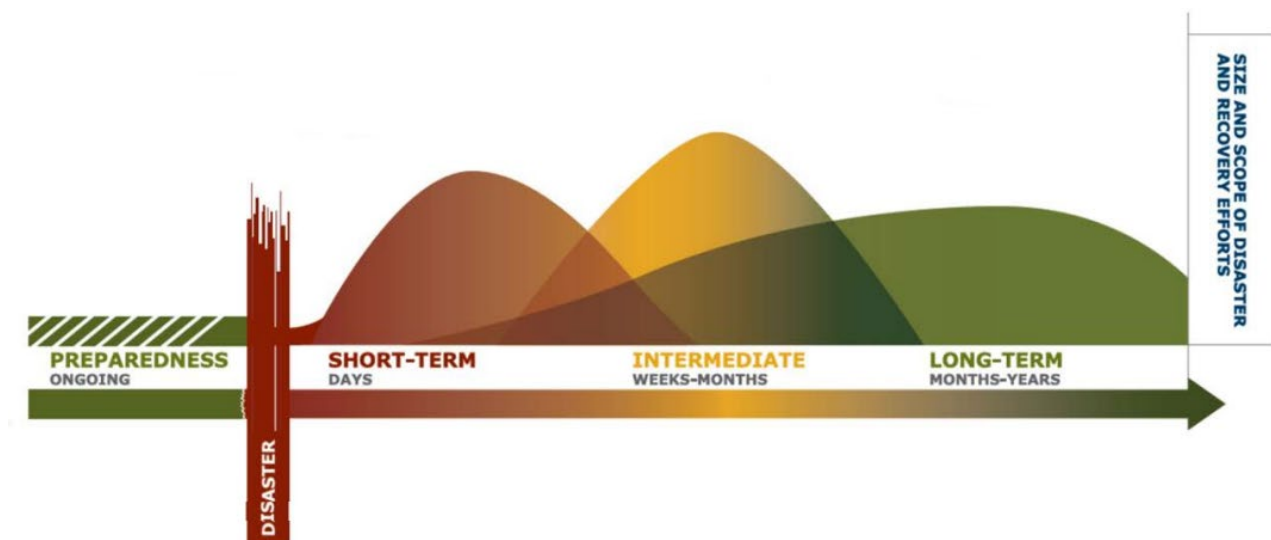


Figure 3 Recovery Continuum from FEMA's National Disaster Recovery Framework (2016)



C. Priorities

During an incident, ECC will have to prioritize different courses of action. ECC will always make priority decisions in order of the following:

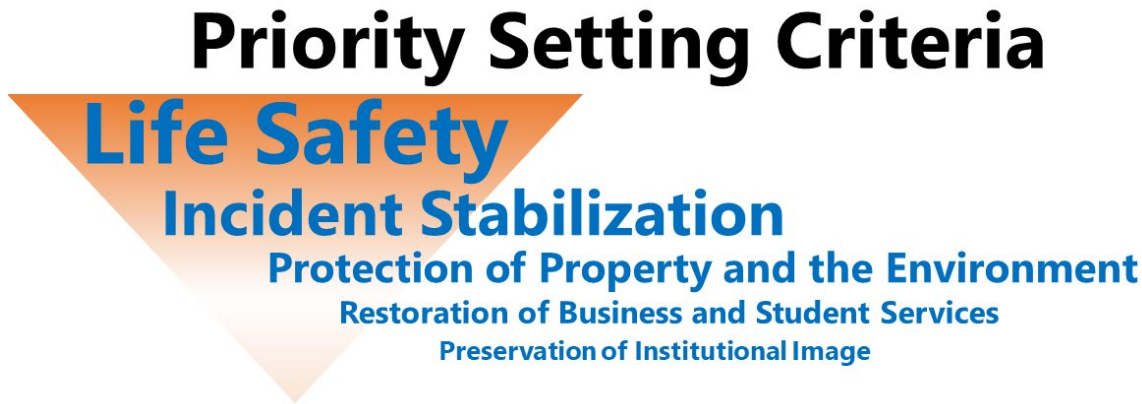


Figure 4 Priority Setting Criteria

1. **Life Safety:** Ensure the safety and security from death, disability, and injury of first responders, support personnel, and the general population.
2. **Incident Stabilization:** Limiting the impact of an incident by preventing the spread and cascading effects of an incident.
3. **Protection of Property and Environment:** Protect infrastructure assets, systems, and networks, whether physical or virtual.
4. **Restorations of Business and Student Services:** Maintain or return services to decrease long-term impacts on the community as community members are reliant on these services.
5. **Institutional Image Preservation:** Maintaining ECC's image is important to the future success of the institution. During incidents, it will be the last criteria to be used for priority setting.

D. Special Considerations for Access and Functional Needs

ECC recognizes the varying requirements of individuals with Access and Functional Needs (AFN). All plans for emergency operations (e.g. CEOP), **CEOP supporting documents** (Annexes), **Continuity of Operation Plan** (COOP Plan), **Recovery Plan**, Standard Operating Procedures, Job Aides, (and any other supporting documents) will support individuals with AFN to accommodate and customize plans to address unique needs.

The **Access and Factional Needs Annex** details the basic tenets that will be followed for all incidents. They are: Self-Determination, No "One-Size-Fits-All", Equal Opportunity, Inclusion, Integration, Physical Access, Equal Access, Effective Communication, Program Modifications, and



No Charge. These are the basic requirements of all legislation governing AFN in an emergency, including the Americans with Disabilities Act and best practices as described by FEMA's 2021 Community Planning Guide 101.

E. Activation of the Emergency Groups

The timely activation of the emergency groups is necessary for managing an incident.

Incident Command Activation

Responding organizations will establish incident command for every emergency call they respond to on campus. The process follows the Incident Command System laid out by the National Incident Management System (NIMS).

Campus Emergency Operations Center Activation

The CEOC may be activated by The College President, Senior Director of Emergency Management, Incident Commander (IC), Chief of ECC Police, or any of their designees. The CEOC should be activated for any of the following thresholds¹:

- An emergency incident extending more than one work day (8 hours)
- A disruption that impacts the operations of multiple departments²
- An event requiring resources outside of ECC's normal operating procedures
- An event that has or is suspected to have a significant media or social media response

Not all CEOC activations require all the functions and positions to be filled. As a result, the CEOC can be activated at different levels. Any activation can start at any level as deemed appropriate by the Emergency Manager or the CEOC Manager.³ The level activated does not need to be the same throughout an incident, as the appropriate level might be higher or lower as the incident evolves.

¹ Improvement #7

² Improvement #57

³ Improvement #13



| Activation Level | Event | Staffing |
|------------------|---|--|
| Monitoring | For a possible event that may cause impacts on campus, but no guarantee of impacts. | Emergency Manager, CEOC Manager, and any department representatives that are deemed necessary |
| Partial | For small events where impacts are short-lived (less than a couple of days). | Emergency Manager, CEOC Manager, PIO, Section Chiefs, and any department representatives that are deemed necessary |
| Full | For large events where impacts are long-lived and/or significant. | Policy Group, all CEOC positions, and any department representatives that are deemed necessary |

Recovery Committee Activation

Combined with normal operations of the college, most recovery will not extend beyond the scope or ability of the CEOC. Recovery that requires one of the following will be appropriate to use of the Recovery Committee:

- Has complex value tradeoffs driving decision-making
- Has complex impacts
- Long-lasting recovery

The CEOC will make a formal written request for the forming of the Recovery Committee to the President of the College.

The CEOC can stay active while there is a recovery committee. It is on the CEOC Director and Emergency Manager to manage the activities each takes on. In general, the CEOC should support the Recovery Committee.

Policy Group Activation

The policy group can be activated upon the request of the College President, Senior Director of Emergency Management, or CEOC Director. The policy group should only be activated when policy decisions are needed.⁴ The policy group does not need to be activated for its members to receive **Situation Reports**.

⁴ Improvement #14



F. Damage Assessment

Damage assessment is a critical element of response and recovery operations. The damage assessment determines the impact of the disaster, identifies resource needs, and, as appropriate, justifies requests for county, state, and federal assistance. The damage assessment also provides a basis for determining priorities for repair and restoration of essential facilities.

Business and Finance is responsible for damage assessment. The CEOC is responsible for the collection, analysis, and distribution of damage assessment information. A summary of damages will be included in the incident's **Situation Report**.

The damage assessment includes the collection of information on the status of critical infrastructure, such as electric power generation and distribution, telecommunications, transportation, water supply and distribution, sanitary services, and information on the number and types of structures that have been damaged or destroyed. The collection of this information requires the support of multiple ECC departments.

Additional details on the Damage Assessment process can be found in the **Damage Assessment Annex**.

G. Continuity of Operations

Despite being impacted by an event, ECC will try and maintain business and student services throughout an incident. ECC Departments will work to ensure continuity of operations including but not limited to:

- Line of succession for roles
- Emergency authorities
- Provision for the safeguarding of vital records and systems
- Provision for relocation to an alternate operating facility

For additional details on continuity of operations, refer to the **Continuity of Operations Annex**.

H. Recovery Operations

Once the immediate threat to life and property has passed and appropriate response operations are conducted, steps will be taken to ensure the rapid recovery of ECC. Recovery operations may begin concurrently with response operations or may represent a continuation of actions initiated during the response phase.

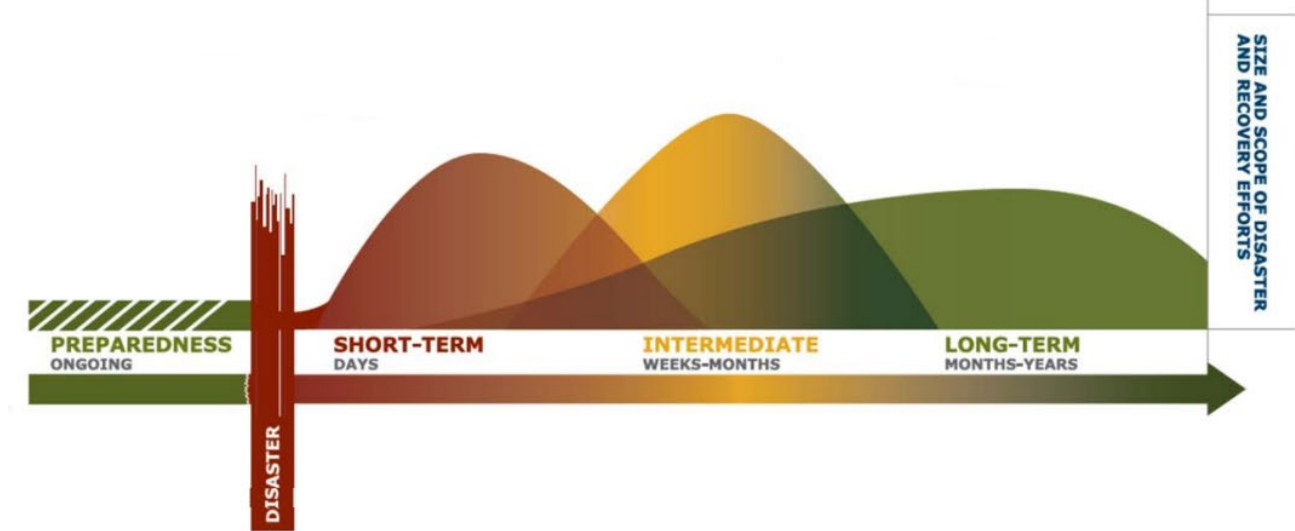


Figure 5 Recovery Continuum from FEMA's National Disaster Recovery Framework (2016)

Recovery can be divided into three overlapping stages. Short-term recovery is generally any activity that returns vital life-support systems and critical infrastructure to minimum operating standards. Short-term recovery operations will begin during an incident. The CEOC is responsible for short-term recovery operations. Intermediate recovery operations are the largest scope of effort and include operations such as the opening of mental health clinics and the removal of debris, among many other activities. Intermediate recovery may start with the CEOC or the Recovery Committees. Long-term recovery can stretch for a significant amount of time. Long-term recovery includes the rebuilding of structures lost and monitoring impacts such as the mental health of those affected and others. The Recovery Committee is responsible for long-term recovery.

The disaster recovery process may continue for an extended period of time depending upon the scope and magnitude of the incident and the complexity of the recovery process. In consultation with the emergency manager, the CEOC can establish a Recovery Committee to serve as an oversight group on long-term recovery and restoration issues, policies, and activities. A Recovery Committee can oversee the recovery from multiple incidents, and/or new Committees can be formed for different incidents.

For more additional details on recovery operations, refer to the **Recovery Plan**.



8. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Introduction

Clearly establishing responsibilities and special organizations during an emergency is necessary for an effective response. Incident Command, CEOC, Policy Group, Recovery Committee, and external organizations all have responsibilities. The following figure depicts the structure that is used, who staffs it, and the relationship to other organizations.

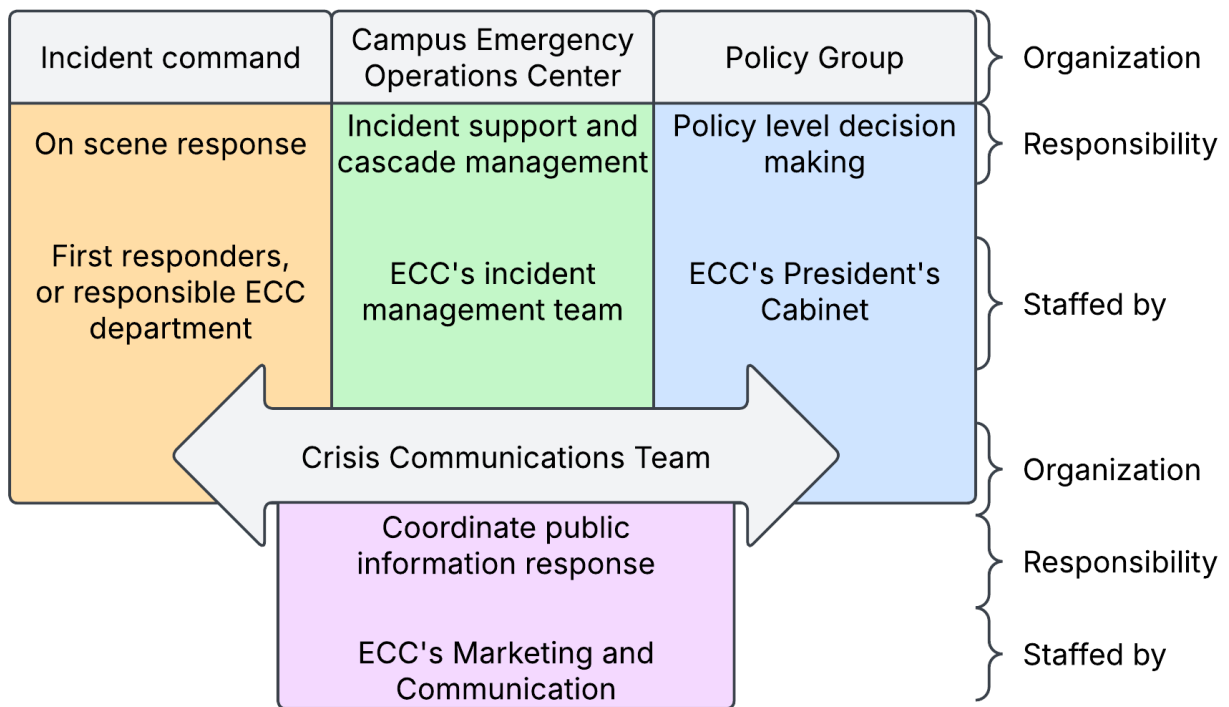


Figure 6: ECC Response organizations



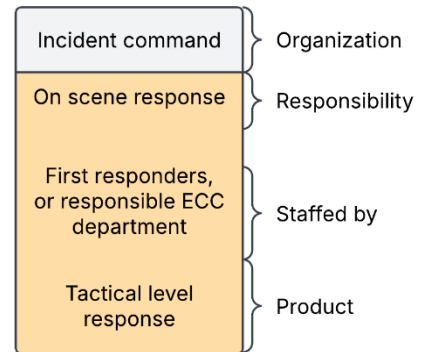
B. Incident Command

Incident Command (IC) is responsible for on-scene response and has command and control over all resources operating in an on-scene capacity, following the Incident Command System (ICS) model. All response organizations are trained in ICS to ensure a common operating framework that supports effective coordination.

IC will coordinate on-scene efforts with the Campus Emergency Operations Center (CEOC). The coordination process depends on the scope of the incident:

- **Campus-Only Incidents:** If the incident is contained entirely within the ECC campus, IC will coordinate directly with the CEOC.
- **Multi-Jurisdictional Incidents:** If the incident extends beyond the ECC campus, IC will coordinate through the Kane County's Emergency Operations Center (EOC). Kane County EOC will manage resource allocation based on the overall incident needs.

In some circumstances, where no first responder agencies or external organizations are involved, such as in an IT system failure or other internal operational disruptions, a designated ECC department will assume the role of Incident Command. These situations will not follow a traditional ICS structure. The department leading the response to directly resolve the causes of the disruption will designate an Incident Commander to oversee and manage operations that work.



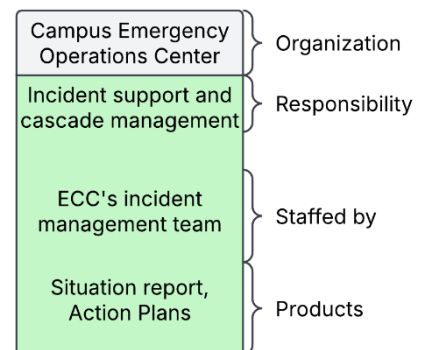
C. Campus Emergency Operations Center

The CEOC is fully described in the **Campus Emergency Operations Center Annex**.

Responsibilities

The CEOC provides the following functions during incidents:

- Information Gathering and decimation
- Priority Setting
- Resource Management
- Planning
- Coordination
- Recovery





Products

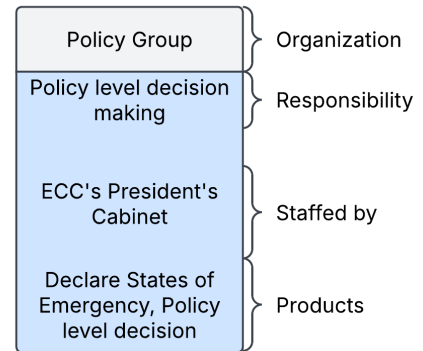
An **Incident Action Plan** will be produced for each operational period to communicate overall CEOC objectives.

A **Situation Report** will be produced and distributed to college decision-makers, outside organizations, and responding organizations. The situation report is the primary way of maintaining a common operating picture between those entities.

If needed to denote the change to primary recovery operations, the Incident Action Plan can be renamed to the **Incident Recovery Plan**.

D. Policy Group

During a major campus emergency or disaster, the Policy Group may be activated to provide policy-level direction to the institution. The Policy Group members are provided a job aid to help them through duties during an incident. The job aid is called the **Policy Group Handbook**.⁵



Responsibilities

The policy group will generally provide the following functions during an incident:

- Policy-level decisions
- Fiscal authorizations above existing levels when required
- Strategic prioritizations, including providing necessary personnel and resources
- High-level conflict resolution
- Strategic policy and direction for recovery and resumption of services

Actions

- Declare a State of Emergency
- Suspend classes, close the college, alter academic and administrative schedules
- Liaise with the Board of Trustees, community leaders, and elected officials
- Temporarily suspend college policy
- Authorize emergency spending measures

⁵ Improvement #13 and #14

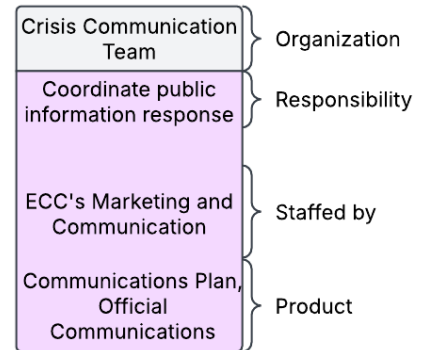


- Participate in media briefings
- Address legal issues associated with the emergency

E. Crisis Communications Team

It is the CCT's responsibility to support these objectives through a well-coordinated and strategic public information response. The full scope, process, and responsibilities can be found in the **Crisis Communication Plan**.⁶

Responsibilities

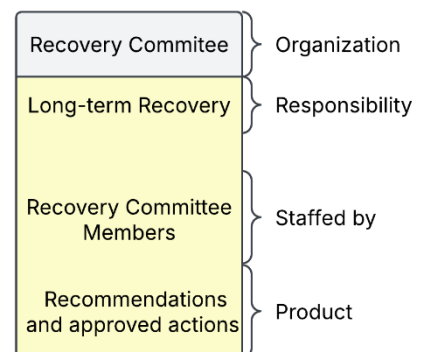


Key responsibilities include:

- Drafting communication materials, including key messages, statements, and Q&As
- Media monitoring (including social media)
- Managing and coordinating all media relations activity
- Managing all internal communications, including employee briefings, FAQs, and intranet updates⁷
- Managing all digital communications, ensuring up-to-date information is available on the website and social media channels where appropriate
- Liaising with stakeholder relationship owners to ensure coordination in communications with relevant stakeholders (including customers, partners, suppliers, vendors, government, local community, etc.)
- Ensuring alignment across all stakeholder communications (internal and external)

F. Recovery Committee

The Recovery Committee's purpose is to provide direction to the college's recovery through holistic views and conversations of the college. The Recovery Committee will provide a place for complex issues to be discussed with every level of the college represented. The **Campus Recovery Plan** fully covers the processes and scope of these. The **Recovery Tools and Resources Annex** is a separate document that provides tools to address each recovery priority.



⁶ Improvement #54

⁷ Improvement #57



Responsibilities

These recovery priorities encompass various aspects crucial to ECC's functioning and well-being. They include the following in priority order:

1. Communications
2. Access to Technology, Spaces, and Business Processes
3. Cultural, Emotional, and Mental Recovery
4. Academic Support (faculty and students)
5. Identify Financial Support
6. Community Collaboration
7. Considerations for Unique or Vulnerable Populations

Products

The Recovery Committee's primary product is formal recommendations to the Policy Group. The recommendation requires a response from the Policy Group. The Recovery Committee can take on other products, but they will be the result of previous recommendations that are approved.

G. External Organizations

During incidents, non-ECC emergency organizations may be activated in response as well. Following the National Incident Management System, these organizations will reflect a similar structure that is found at ECC.

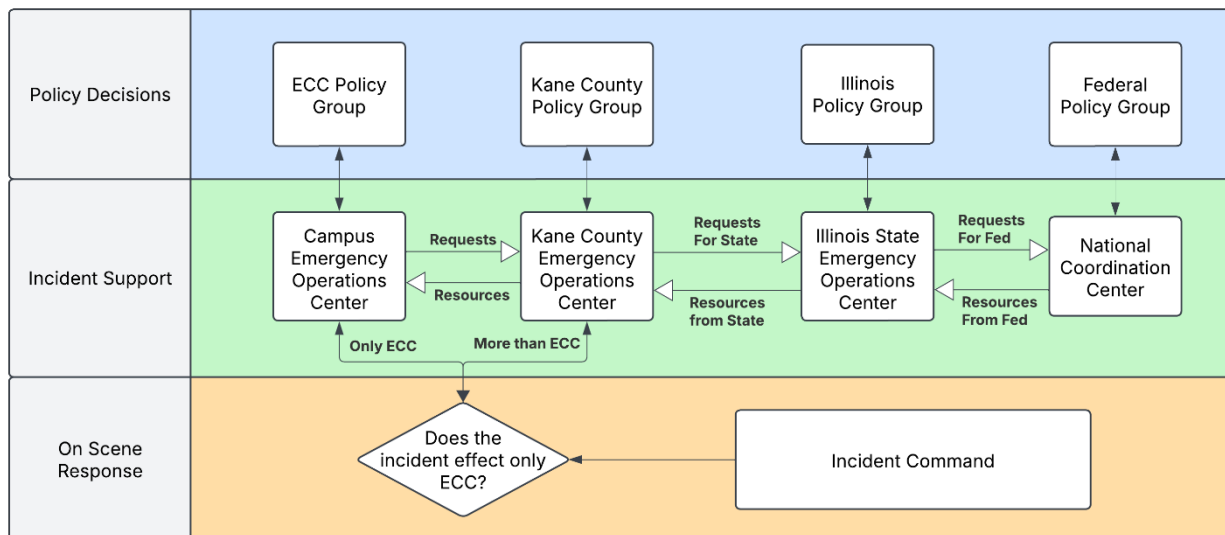


Figure 7: Simplified National Incident Management System. ECC's structure is reflected at the county, state, and federal levels.



The City of Elgin, Kane County, and the State of Illinois may each activate their Emergency Operations Centers and Policy Groups. Connections between levels will be made through the Emergency Operations Centers. If an incident impacts more than just ECC and Elgin or Kane County's EOC is activated, then the college IC will interface with Elgin or Kane County's EOC.

9. EMERGENCY RESPONSIBILITIES

A. Office of the President

- Ultimately responsible for all emergency operations at ECC.
- Declaring a state of emergency for significant campus incidents.
- Provide leadership and decision-making during campus-wide emergencies.
- Ensure communication with key stakeholders and external partners.
- Approve resource allocation and support emergency response efforts.

B. ECC Emergency Management

- Maintain readiness of the Campus Emergency Operations Center (CEOC) and the Policy Group.⁸
- Coordinate with Illinois Emergency Management, Kane County, and Elgin officials for regional emergency management efforts.
- Oversee the development, maintenance, and updating of all emergency plans.
- Lead after-action reviews and ensure the incorporation of lessons learned into future plans and training.
- Ensure that the CEOC has access to necessary resources (personnel, equipment, supplies) for an effective emergency response.
- Coordinate CEOC activities before, during, and after emergencies.
- Coordinate and participate in regular training and exercises for the CEOC, Policy Group, and campus-wide emergency response teams.
- Ensure that all personnel involved in emergency operations are properly trained and ready to respond.
- Is responsible for executing tasks in the:
 - Alert and Warning Annex
 - Campus Emergency Operations Center Annex
 - Campus Violence Protection Plan
 - Crisis Communications Plan

⁸ Improvement #15



- Cyber Security Plan
- Damage Assessment Annex
- Directions and Control Annex
- Hazardous Weather Annex
- Mass Care Annex
- Public Health Annex
- Recovery Plan

C. Community and Government Relations

- Ensures communication with key stakeholders and external partners.
- Provide subject matter experts to the CEOC when requested.
- Ensure staff participate in training, exercises, and after-action reviews.
- Work with the Emergency Management Department to maintain, update, and develop plans and other safety activities.
- Tasked with specific duties in the:
 - Crisis Communications Plan

D. Planning Institutional Effectiveness and Technology

- Ensure availability of key personnel during emergencies and maintain up-to-date contact information.
- Provide staff to the Campus Emergency Operations Center (CEOC) and ensure backups for CEOC roles.
- Provide subject matter experts to the CEOC when requested.
- Monitor and maintain departmental readiness and capacity for emergency situations.
- Ensure staff participate in training, exercises, and after-action reviews.
- Work with the Emergency Management Department to maintain, update, and develop plans and other safety activities.
- Tasked with specific duties in the:
 - Crisis Communications Plan
 - Cyber Security Plan
 - Campus Emergency Operations Center Annex



E. Marketing and Communications

- Speak on behalf of the college to all communities.⁹
- Maintain trained and ready public information officers and crisis communications team.
- Ensure availability of key personnel during emergencies and maintain up-to-date contact information.
- Provide staff to the Campus Emergency Operations Center (CEOC) and ensure backups for CEOC roles.
- Provide subject matter experts to the CEOC when requested.
- Monitor and maintain departmental readiness and capacity for emergency situations.
- Ensure staff participate in training, exercises, and after-action reviews.
- Work with the Emergency Management Department to maintain, update, and develop plans and other safety activities.
- Tasked with specific duties in the:
 - Alert and Warning Annex
 - Campus Emergency Operations Center Annex
 - Crisis Communications Plan
 - Cyber Security Plan
 - Damage Assessment Annex
 - Directions and Control Annex
 - Recovery Plan Tools and Resources

F. ECC Police Department

- Provide public safety measures to the campus before, during, and after all incidents.
- Act as the point of contact for incident command during first responder-focused incidents.
- Lead all investigations related to incidents on campus.
- Ensure availability of key personnel during emergencies and maintain up-to-date contact information.
- Provide staff to the Campus Emergency Operations Center (CEOC) and ensure backups for CEOC roles.
- Provide subject matter experts to the CEOC when requested.
- Monitor and maintain departmental readiness and capacity for emergency situations.
- Ensure staff participate in training, exercises, and after-action reviews.
- Work with the Emergency Management Department to maintain, update, and develop plans and other safety activities.

⁹ Improvement #57



- Tasked with specific duties in the:
 - Alert and Warning Annex
 - Campus Emergency Operations Center Annex
 - Campus Violence Protection Plan
 - Cyber Security Plan
 - Damage Assessment Annex
 - Directions and Control Annex
 - Hazardous Weather Annex

G. Teaching, Learning and Student Development

- Ensure availability of key personnel during emergencies and maintain up-to-date contact information.
- Provide staff to the Campus Emergency Operations Center (CEOC) and ensure backups for CEOC roles.
- Provide subject matter experts to the CEOC when requested.
- Monitor and maintain departmental readiness and capacity for emergency situations.
- Ensure staff participate in training, exercises, and after-action reviews.
- Work with the Emergency Management Department to maintain, update, and develop plans and other safety activities.
- Tasked with specific duties in the:
 - Alert and Warning Annex
 - Campus Emergency Operations Center Annex
 - Campus Violence Protection Plan
 - Crisis Communications Plan
 - Directions and Control Annex
 - Hazardous Weather Annex
 - Public Health Annex
 - Recovery Plan
 - Recovery Plan Tools and Resources

H. Institutional Advancement and ECC Foundation

- Receive and manage monetary donations post-incident.
- Ensure availability of key personnel during emergencies and maintain up-to-date contact information.
- Provide subject matter experts to the CEOC when requested.
- Monitor and maintain departmental readiness and capacity for emergency situations.
- Ensure staff participate in training, exercises, and after-action reviews.



- Work with the Emergency Management Department to maintain, update, and develop plans and other safety activities.
- Tasked with specific duties in the:
 - Recovery Plan
 - Recovery Plan Tools and Resources

I. General Counsel

- Ensure availability of key personnel during emergencies and maintain up-to-date contact information.
- Provide subject matter experts to the CEOC when requested.
- Monitor and maintain departmental readiness and capacity for emergency situations.
- Ensure staff participate in training, exercises, and after-action reviews.
- Work with the Emergency Management Department to maintain, update, and develop plans and other safety activities.
- Tasked with specific duties in the:
 - Cyber Security Plan

J. Business and Finance

- Manage the purchasing and tracking of resources during incidents.¹⁰
- Ensure availability of key personnel during emergencies and maintain up-to-date contact information.
- Provide staff to the Campus Emergency Operations Center (CEOC) and ensure backups for CEOC roles.
- Provide subject matter experts to the CEOC when requested.
- Monitor and maintain departmental readiness and capacity for emergency situations.
- Ensure staff participate in training, exercises, and after-action reviews.
- Work with the Emergency Management Department to maintain, update, and develop plans and other safety activities.
- Tasked with specific duties in the:
 - Alert and Warning Annex
 - Campus Emergency Operations Center Annex
 - Cyber Security Plan
 - Damage Assessment Annex
 - Hazardous Weather Annex
 - Recovery Plan

¹⁰ Improvement #43



- Recovery Plan Tools and Resources

K. Human Resources

- Maintain up to date records for all staff such that emergency information, reassignment, and other operations may be carried out.
- Ensure availability of key personnel during emergencies and maintain up-to-date contact information.
- Provide staff to the Campus Emergency Operations Center (CEOC) and ensure backups for CEOC roles.
- Provide subject matter experts to the CEOC when requested.
- Monitor and maintain departmental readiness and capacity for emergency situations.
- Ensure staff participate in training, exercises, and after-action reviews.
- Work with the Emergency Management Department to maintain, update, and develop plans and other safety activities.
- Tasked with specific duties in the:
 - Alert and Warning Annex
 - Campus Emergency Operations Center Annex
 - Crisis Communications Plan
 - Directions and Control Annex
 - Hazardous Weather Annex
 - Recovery Plan
 - Recovery Plan Tools and Resources

L. Elgin Fire Department

- Fire suppression
- Emergency medical services
- Hazardous material suppression/decontamination
- Provide support to CEOC
- Provide pumps to drain flooded areas
- Fire prevention/inspection
- Conduct rescue operations
- Transportation of victims to local hospitals
- Conduct radiological monitoring/decontamination
- Initial damage assessment

M. Kane County Health Department

- Provide support to the CEOC, if needed



- In charge of epidemic control efforts
- Inspect water and food supplies
- Investigate sanitary conditions
- Provide immunizations/inoculations
- Coordinate with local health providers/physicians
- Coordinate with state health officials
- Provide public health information

N. Northern Illinois Chapter Red Cross

- Provide shelter and food
- Assist with social services resources for victims
- Provide water and food for first responders

O. City of Elgin

- Provide support at the CEOC
- Provide resources and personnel if available
- Assist with public information

P. Kane County

- Provide support at the CEOC
- Provide personnel and resources if available
- Assist with communications
- Assist with emergency management operations

Q. State of Illinois

- Assist with personnel (IEMA, State Police) if available
- Assist with emergency management operations
- Assist with public information

R. Federal

- Assist with special investigations
- Assist with personnel, if available
- Assist with public information



10. DIRECTION, CONTROL, AND COORDINATION

On-scene assets will have tactical direction and control over themselves. They should try and coordinate these tactical-level actions as much as possible. Under the Incident Command System, the IC has the authority to direct and control operational objectives. The IC should coordinate efforts with their emergency operations center.

The CEOC will coordinate efforts with Incident Command and any EOC also activated, supporting incidents affecting ECC. With the exception of when ECC Police are IC, the CEOC will act as IC when all are from ECC. At that time, the CEOC will have the same IC authorities laid out above.

The CEOC Director, or designee, will notify the City of Elgin and Kane County Emergency Management immediately upon the CEOC being activated at or upgraded to a full activation level. In some circumstances, the CEOC Director or Emergency Manager will notify Kane County Emergency Management of CEOC activation at lower levels. Generally, these are for incidents that Kane County EOC is also activated.

Departments can be directed to provide a representative to the CEOC. Department representatives must have the authority to make decisions and commit resources on behalf of their department or organization. Persons assigned to the CEOC will not be expected to complete day-to-day job duties until released by the CEOC Director. In the event that a Department Head would like their representative to return to normal job duties, they must find a suitable replacement, explain the reasoning for the switch, and gain approval from the CEOC Director.



11. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Information collection, analysis, and dissemination play a major role in not only the response of ECC but also individual people within the community. Providing actionable, timely, and correct information is something ECC with strive for. To accomplish this, several systems will be used.

A. Information Collection and Analysis

It is important that during an incident all relevant information is accessible to those who need it. The CEOC will operate as the primary information collection group on campus. All new information from subject matter experts, IC, college departments, or other sources will be routed to the CEOC. The CEOC will follow trust-but-verify procedures as new information comes in. The CEOC will produce a **Situation Report** to house the basic information of the incident and response to it. The full processes for the CEOC will be found in the **Campus Emergency Operations Center Annex**.

B. Alerts and Warnings

During incidents, some information must be provided in a timely manner such that people can take personal protective actions. Alerts (e.g. Sirens, alarms) and Warnings (e.g. Text Messages, Public Address Announcements) provide timely information to people to ensure life safety, stabilize the incident, and protect property. The protective actions may include evacuating a building, sheltering in place, and others as detailed by the **Personal Protective Actions Annex**. Alerts and warnings should not be used when protective actions are not needed. The **Alert and Warning Annex** details the operation and responsibilities of Alerts and Warnings.

C. Crisis Communication

Throughout the disaster cycle, people will need and want information. Proactively providing quality information will help the community navigate incidents and seek the resources they need. ECC will try to provide information in a timely manner in a variety of formats depending on the incident. Communications to the public (external) and to the campus community (internal) may be slightly different to meet the needs of these different groups. The full description of the crisis communication can be found in the **Crisis Communication Annex**.

The Public Information Officer (PIO) in the CEOC will be the primary responsible party for all crisis communications. To maintain consistent and correct communication, all messaging will be



coordinated through the PIO. The PIO can facilitate press releases, town halls, all college meetings, and any other appropriate public and internal communications.



12. COMMUNICATIONS

The communications infrastructure may be impacted by the emergencies. Additionally, communications may be problematic due to demands exceeding capacities. It can be anticipated that normal means of communication in the affected areas will either be disrupted or incapacitated. This will require the use of alternate methods of communication to deliver essential services and public information.



13. ADMINISTRATION, LOGISTICS, AND FINANCE

A. Administration

Documenting actions taken during response and recovery is important to create a historical record of the event, recover reimbursable costs, document when and why decisions were made, under what circumstances, and what actions were taken, and provide data for after-action reviews, training, planning, mitigation, and preparedness purposes.

Each CEOC member activated is responsible for documenting their actions taken during an incident. Policy group members must document any meetings and decisions made. ECC Emergency Management is required to maintain all documents produced in an incident throughout the close-out of an incident. All **Situation Reports, Incident Action Plans, Declaration of Emergency, and After-Action Reports** will be archived by ECC Emergency Management after the close-out of an incident.

B. Logistics

During incidents, it is necessary to acquire, track, and demobilize resources to respond to an incident. The **Resource Management Annex** describes this full process. Resources can be from ECC, private businesses, other governmental agencies, donations, and volunteers. Tacking all these resources is necessary for reimbursement and a successful response.

C. Finance

ECC may be eligible to apply for financial reimbursement of disaster-related expenses either through insurance, state government, or the federal government. It is important that accurate records are readily available to support requests for assistance from the state or federal government.

Throughout an incident, ECC will follow **Admin Procedure 2.401**. However, during a declared emergency by the College President, the processes may be modified for life safety, incident stabilization, and protection of property and environment as described in the **Resource Management Annex**.

ECC's Business and Finance Department will maintain appropriate insurance for college resources. ECC's Business and Finance Department will maintain all pre-incident documentation needed for



claim applications, such as but not limited to the documentation of condition, quantity, and value of resources.



14. LEGAL AUTHORITY AND REFERENCES

The Campus Emergency Operations Plan (CEOP) is approved by the Board of Trustees of Community College District 509 and is considered board policy.

The Campus Security Enhancement Act of 2008 (110 ILCS 12/20) mandates that "[Elgin Community College] is required to develop a National Incident Management System (NIMS) compliant all-hazards emergency response plan."

In addition, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) (20 U.S.C. § 1092(f)) requires colleges and universities to establish emergency response and evacuation procedures, ensuring timely warnings and notifications for campus threats. The CEOP supports compliance with these requirements.

In addition to legal mandates, the CEOP aligns with recognized best practices for emergency planning, including:

- Federal Emergency Management Agency (FEMA), Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101, Version 3 (2021)
- FEMA, Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education (2013)
- Illinois Emergency Management Agency (IEMA), Ready to Respond Campus: Guide to Designation (n.d.)

These guidelines provide a framework for effective emergency preparedness, response, recovery, and mitigation to ensure the safety and security of the ECC community.



15. PLAN MAINTENANCE

A. Continuous Improvement

The CEOP is considered a “living plan” meaning that with each use (e.g. an exercise, incident, or planned event), the plan should be reviewed and possibly updated. ECC Emergency Management is responsible for maintaining and updating the ECC CEOP, all of its annexes, and any other supporting documents. Improvements will be made through the **Continuous Improvement Plan** as a result of After-Action Reviews and comprehensive planning with the Emergency Management Oversight Committee.

After-Action Review

After-action reviews are essential for identifying issues that impede operations or innovative approaches that were introduced during the response and recovery that may apply to future incidents. For issues to be addressed, they need to be identified and documented. After-action reviews will be conducted after incidents, training, and exercises.

All departments involved or affected will participate in the after-action review process and submit issues and recommended solutions to the ECC Emergency Management for review and consolidation. ECC Emergency Management may schedule and facilitate an after-action review to verify and document issues for further review and corrective action.

Comprehensive Planning

ECC Emergency Management must review plans and procedures outside of those that are activated in real events or exercises. To review and update these plans and procedures an Emergency Management Oversight Committee serves to look over all plans and provide direction to ECC Emergency Management to focus on. The committee will be made up of a cross-section of the college to better represent all ECC Community members.

Corrective Actions

The after-action review and comprehensive planning processes will identify issues for corrective action. Corrective actions will be assigned to specific departments and organizations by the ECC Senior Director of Emergency Management for review and resolution. The ECC Senior Director of

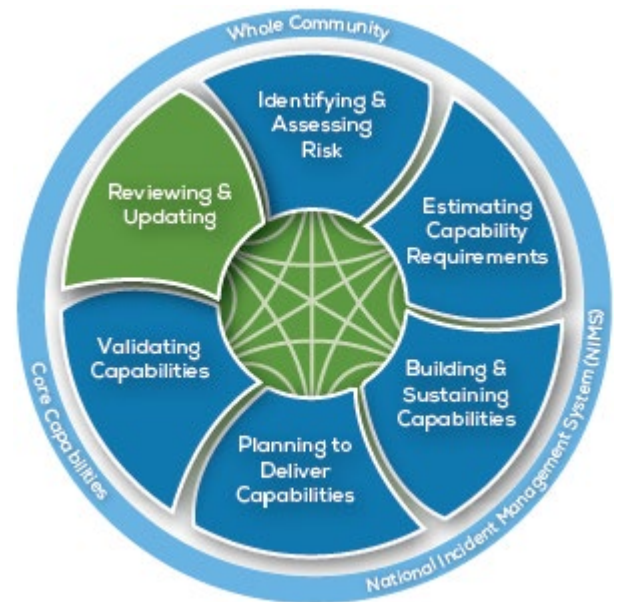


Figure 8 FEMA's National Preparedness System



Emergency Management will manage the corrective action program by documenting issues and tracking the status of a resolution in the **Improvement Plan(IP) Tracker**.

Assigned departments are responsible for developing recommended solutions and timelines for approval by the ECC Emergency Management Oversight Committee. Open actions will be reviewed quarterly by ECC's Emergency Management.

B. Training and Exercise

Maintaining an operational CEOP can only happen through training and exercising. ECC Emergency Management is responsible for the overall coordination of disaster-related training and exercises within ECC. Each department with assigned roles and responsibilities in this plan will ensure that staff members are trained for their emergency roles and responsibilities and provided the opportunity to participate in exercises.

The CEOP is for the use of all persons on campus, therefore, students, staff, and faculty will be trained and exercised on the CEOP at least once a year. ECC Emergency Management will develop and deliver these training and exercises.



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16. APPENDIXES

A. Acronyms

| Acronym | Definition |
|---------|--------------------------------------|
| AFN | Access and Functional Needs |
| CEOC | Campus Emergency Operations Center |
| CEOP | Campus Emergency Operations Plan |
| COOP | Continuity of Operations |
| CVPP | Campus Violence Prevention Plan |
| ECC | Elgin Community College |
| EOC | Emergency Operations Center |
| FEMA | Federal Emergency Management Agency |
| IC | Incident Command |
| IEMA | Illinois Emergency Management Agency |
| JIC | Joint Information Center |
| JIS | Joint Information System |
| NIMS | National Incident Management System |
| PIO | Public Information Officer |



B. Definitions

1. **After-Action Review.** A process after an incident of finding and documenting what happened, areas of success, and areas of improvement.
2. **Alert.** A warning such, as a siren, makes a person aware of their need to take personal protective actions. Since there is no message with the alert, prior training is needed for that protective action to be taken.
3. **All-Hazards.** All events or physical conditions that have the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.
4. **Base Plan.** Campus Emergency Operation Plan without any of its supporting plans or annexes.
5. **Behavioral Intervention Team.** A team on campus to provide support, and assistance, and to review and respond to, reported incidents of potential or actual acts of violence that occur within the college community.
6. **Campus Emergency Operations Center (CEOC).** A location where policy and strategic management decisions are made during a disaster or disaster exercise.
7. **Campus Emergency Operations Plan (CEOP).** The written plan of a higher education institution describing the organization, mission, and functions of the higher education institution and supporting services for responding to and recovering from disasters/emergencies and for violence prevention.
8. **CEOC Director.** A role in the Campus Emergency Operations Center. Responsible for the staffing and operations of the CEOC. The CEOC Director directs the activities of the CEOC staff and ensures that CEOP, its annexes, and job aides for emergency operations are followed.
9. **Continuity of Operations (COOP).** An effort within individual organizations to ensure that essential functions continue to be performed during a disruption of normal operations.
10. **Campus Violence Prevention Plan (CVPP).** The written plan of a higher education institution describes the creation of multi-disciplinary and multi-jurisdictional violence prevention strategies including the formation of a Campus Violence Prevention Committee and the implementation of a Campus Threat Assessment Team to address aberrant, dangerous, or threatening behavior on campus.



- 11. Concept of operation.** The overall approach of the higher education institution to the preparation and management of a disaster/emergency, including response efforts and how the higher education institution will implement the concepts and procedures of an incident command system.
- 12. Disaster.** The result of a hazard or threat that significantly impacts ECC. These impacts generally are to one or a combination of Life Safety, Property or environment, Business or Student Services, or Instructional Image.
- 13. ECC Emergency Management.** All positions at Elgin Community College assigned Emergency Management activities in their day-to-day job. Generally, these positions have Emergency Management in their title.
- 14. ECC Incident Management Team.** The team of people who staff the Campus Emergency Operations Center.
- 15. Emergency.** Incidents that require people to take immediate action to protect themselves or property.
- 16. Emergency Management.** The efforts of the higher education institution to develop, plan, analyze, conduct, provide, implement, and maintain programs for disaster/emergency mitigation, preparedness, response, and recovery.
- 17. Emergency Management Oversight Committee.** A campus committee that directs the preparedness priorities for ECC Emergency Management.
- 18. Exercise.** A planned event simulating a disaster/emergency is conducted for the purpose of evaluating the higher educational institution's coordinated emergency management capabilities.
- 19. Hazard and Vulnerability Assessment.** A document, published separately from this plan identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
- 20. Higher Education Institution.** A public university, public community college, or an independent, not-for-profit, or for-profit higher education institution located in this state.
- 21. National Incident Management System (NIMS).** A system that provides a consistent nationwide template to enable partners across the Nation to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity. NIMS's guiding principles are Flexibility, Standardization, and Unity of Effort.



- 22. Personal Protective Action.** An activity an individual person can take to protect their property or life safety.
- 23. Preparedness.** Actions taken and programs and systems developed prior to a disaster/emergency to support and enhance response to and recovery from a disaster.
- 24. Public Information Officer.** A person assigned the role of disseminating information to non-responders. They speak for all of the college during incidents.
- 25. Recovery.** Restoration actions and programs associated with recovering from a disaster and or emergency.
- 26. Resources.** People, items, or information that can be used by the college during an emergency.
- 27. Response.** The actions taken to address the immediate short-term effects of a disaster/emergency.
- 28. Supporting Documents.** Documents and plans that provide clarification on the base plan. Some supporting documents are: Functional Annexes, Hazard Specific Annexes, and Hazard and Vulnerability Assessments, among others.
- 29. Training.** Activities that increase or maintain abilities of person ability to respond to a hazard in their role.
- 30. Warning.** A message that is provided to a person telling them of a hazard that they must take immediate personal protective action from.

C. Supporting Plans and Annexes

The Campus Emergency Operations Plan (CEOP) consists of the Base Plan and Annexes, along with other supporting plans. Supporting plans are designed to function independently, addressing specific operational areas, while annexes provide supplemental details that directly support the Base Plan and cannot be used in isolation.

The table below provides a reference for the most current versions of these documents, including their release dates, titles, and a brief description of their scope. This ensures users can quickly identify and access the most up-to-date and relevant plans.

| Current Version Date | Annex Name | Annex Scope |
|----------------------|-------------------------|---|
| 6/7/2022 | Alert and Warning Annex | Provides the details on alert and warning components such that recipients can take protective actions |



| Current Version Date | Annex Name | Annex Scope |
|----------------------|-----------------------------------|--|
| 1/22/2024 | CEOC Annex | Defines the role of the Campus Emergency Operations Center (CEOC) as a coordination hub for incidents affecting Elgin Community College, facilitating communication, decision-making, and resource management. |
| 6/7/2022 | Alert and Warning Annex | Describes the alert and warning systems and procedures to activate them. |
| 1/23/2025 | Cyber Security Plan | Provides a framework for responding to cyber incidents, minimizing impact, and restoring services as quickly as possible. |
| 6/30/2018 | Campus Violence Protection Plan | Details strategies for identifying, preventing, and responding to potential acts of violence on campus, including threat assessment protocols, intervention strategies, and response procedures. |
| 1/05/2025 | Crisis Communications Plan | Establishes a framework for the ECC Marketing and Communications Office to activate, implement, and conclude a timely, effective, and appropriate communication response to crises and reputation concerns. |
| 6/30/2018 | Directions and Control Annex | Outlines how ECC will direct and manage critical activities during and after emergencies to protect lives, safeguard property, and restore services. |
| 6/30/2018 | Damage Assessment Annex | Defines operational concepts, organizational roles, and procedures for conducting accurate damage assessments after an incident to support recovery and resource allocation. |
| 6/30/2018 | Mass Care Annex | Describes the organizational structure, responsibilities, and procedures for providing shelter, food, and essential services to evacuees and others affected by an emergency. |
| 6/30/2018 | Public Health Annex | Establishes responsibilities and procedures for coordinating public health, medical, and mortuary services during an emergency to ensure a comprehensive response. |
| 9/08/2022 | Personal Protective Actions Annex | During emergencies, protective actions will be taken by individual on campus to keep themselves and others safe. |
| 4/31/2025 | Recovery Plan | It outlines the necessary priorities and processes during and after response operations to restore the college to its pre-incident level of functionality. |



| Current Version Date | Annex Name | Annex Scope |
|------------------------------|--|---|
| 4/31/2025 | Recovery Plan Tools and Resources | provides tools to address each recovery priority. It outlines recommended actions and additional considerations. The tools are non-exhaustive and should not limit the operations used in recovery. |
| 4/31/2025 | Hazardous Weather Annex | Establishes protocols for responding to hazardous weather events, including severe storms, extreme temperatures, and flooding, with guidance on preparedness, response, and communication strategies. |
| In Development ¹¹ | Friends and Family Resource Center Annex | Defines the framework for establishing a resource center to support the families and friends of those affected by emergencies, providing information, assistance, and emotional support. |

D. Improvement Item Reference

Improvement items are identified through the after-action process, which identifies areas for improvement within ECC's emergency management system. Some of these items require updates to the Campus Emergency Operations Plan. Changes made as a result are noted in the footer of the relevant pages. The table below details these improvements and their source. Additional information on these improvements can be found in the **IP Tracker**.

| Improvement Number | Source After Action Report | Improvement |
|--------------------|---------------------------------------|---|
| 7 | 2019 Table Top Exercise | Define the triggers and thresholds for Campus Emergency Operations Center activation |
| 13 | COVID 19 | Define the triggers and thresholds for Policy Group activation |
| 14 | COVID 19 | Policy Group Handbook developed as a job aid |
| 15 | COVID 19 | Emergency Management to provide specialized training to the Policy Group and Campus Emergency Operations Center |
| 43 | COVID 19 | Develop a tracking of costs during an incident |
| 54 | Rouge Thor Functional Exercise | Develop a new Crisis Communications Plan |
| 57 | Gremlin Table Top Exercise | Communications on behalf of the college are the sole responsibility of Marketing Communications |
| 116 | 2024 Summer Blast Full-Scale Exercise | Develop Friend and Family Center Annex |

¹¹ Improvement #116



E. Supporting Mutual Aid Agreements

National Intercollegiate Mutual Aid Agreement (NIMAA)

Elgin Community College (ECC) is a signatory to the National Intercollegiate Mutual Aid Agreement (NIMAA), which facilitates emergency assistance and resource-sharing among participating higher education institutions. This agreement allows ECC to both request and provide support in response to incidents that exceed local capabilities, including natural disasters, public health emergencies, and other crises impacting campus operations.

Participation in NIMAA is voluntary for both institutions and individual staff members. Assistance may include personnel deployment, equipment sharing, or other forms of operational support, depending on availability and institutional capacity. While NIMAA establishes a framework for cooperation, all aid requests are subject to institutional approval and resource limitations.

Law Enforcement Mutual Aid in Illinois

The Illinois Law Enforcement Alarm System (ILEAS) Mutual Aid Agreement establishes a framework for law enforcement agencies to provide and receive assistance during emergencies that exceed local capabilities. As a participating agency, Elgin Community College (ECC) can request additional law enforcement personnel, equipment, and resources to support campus safety and emergency response efforts.

This agreement ensures a standardized process for requesting aid, defining roles, responsibilities, liability protections, and cost reimbursement procedures. By leveraging ILEAS mutual aid, ECC enhances its ability to respond effectively to crises, maintaining safety and security for students, staff, and visitors.

F. Record of Distribution

A copy of ECC's CEOP will be assigned to the following individuals.

| Date Delivered | Recipient | Document Part(s) |
|---------------------|---|------------------|
| Internal Recipients | | |
| | Board of Trustees Chair | |
| | College President | |
| | Vice President of Business and Finance | |
| | Chief Marketing and Communications Officer | |
| | Vice President of Teaching, Learning, and Student Development | |



| Date Delivered | Recipient | Document Part(s) |
|---------------------|---|------------------|
| | General Counsel | |
| | Chef Human Resources Officer | |
| | Executive Director of Equity Diversity and Inclusion | |
| | Vice President of Teaching Learning & Student Development | |
| | Vice President Planning Institutional Effectiveness & Tech | |
| | Executive Director of Institutional Advancement & ECC Foundation | |
| | ECC Chief of Police | |
| | ECC Deputy Chief of Police | |
| External Recipients | | |
| | City of Elgin Police Department (Emergency Management Coordinator) | |
| | City of Elgin Fire Department Fire Chief | |
| | Kane County Office of Emergency Management (Emergency Management Coordinator) | |
| | Illinois Emergency Management Agency | |
| | | |
| | | |
| | | |
| | | |

G. Scan of Signed Letter of Promulgation



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LETTER OF PROMULGATION

WHEREAS the Board of Trustees of District 509 and the President of Elgin Community College recognize the critical need to prepare for, respond to, and recover from natural and human-made disasters;

WHEREAS Elgin Community College has a responsibility to protect the safety and well-being of its students, faculty, staff, and visitors;

WHEREAS Elgin Community College has established and appointed an ECC Emergency Management Department to lead preparedness, response, and recovery efforts in compliance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20), the National Incident Management System (NIMS), and other applicable laws and guidelines;

WHEREAS the Campus Emergency Operations Plan (CEOP) provides a framework for emergency response and assigns specific responsibilities to ECC departments to ensure a coordinated, efficient, and effective response;

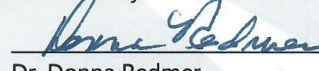
NOW, THEREFORE, BE IT PROCLAIMED by the Elgin Community College District 509 Board of Trustees that this Campus Emergency Operations Plan (CEOP), revised April 12, 2025, is officially adopted and recognized as board policy;


IT IS FURTHER ORDERED that the Emergency Management Department, or their designee(s), is authorized and tasked with maintaining and updating this document continually and revising it as necessary over the next three years or until such time as it is brought before this Board for further review and approval.

By adopting this plan, Elgin Community College reaffirms its commitment to preparedness, safety, and resilience, ensuring a proactive and coordinated approach to emergency management for the protection of the entire campus community.


Dr. Peggy Heinrich
President, Elgin Community College


Clerk


Dr. Donna Redmer
Chair, Board of Trustees, District 509


Date

Our Mission

To Improve People's Lives Through Learning



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APPROVAL AND IMPLEMENTATION

This plan ensures a coordinated and effective response, reinforcing ECC's commitment to protecting the campus community through preparedness, response, and recovery efforts.

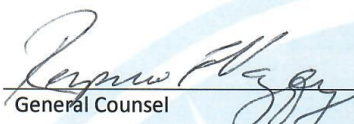
By approving this plan, department leadership affirms their commitment to integrating emergency preparedness into their operations, training personnel, and maintaining readiness.

The following individuals formally approve and endorse this plan, recognizing its authority as Board Policy and their role in its implementation.


 4-30-25
President


 4-30-2025
Vice President of Business and Finance

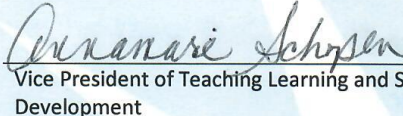
 4-30-25
Chief Marketing and Communication Officer

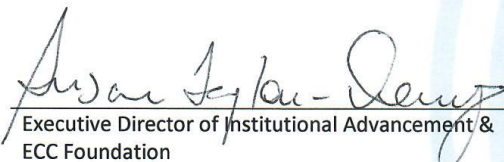
 4-30-25
General Counsel

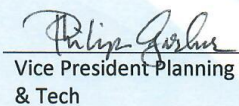
 04-30-25
Chief Human Resources Officer


 04/30/2025
Chief of Police

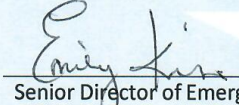
 4/30/25
Senior Executive Assistant to the President's Office

 4-30-2025
Vice President of Teaching Learning and Student Development


Executive Director of Institutional Advancement & ECC Foundation

 4-30-2025
Vice President Planning Institutional Effectiveness & Tech


Chief Community and Government Relations Officer

 4/30/25
Senior Director of Emergency Management