



Elgin  
Community  
College

# Campus Emergency Operations Plan

4-12-2022



## EXECUTIVE SUMMARY

A higher education institution can substantially influence the impact of any disaster on the institution.

The Campus Emergency Operations Plan (CEOP) describes the system that will be used by Elgin Community College (ECC) to prepare for, protect from, mitigate against, respond to, and recover from significant incidents on campus. Planning is not only the responsibility of the ECC Emergency Management, but of all the departments, and individuals of the college. The CEOP provides a framework for all ECC plans in response to all hazards and threats to the ECC community.

The CEOP describes ECC's structures during emergencies, what these groups are responsible for, and how they interact with one another. Incident Command is responsible for on scene response to incident. The Campus Emergency Operations Center (CEOC) is responsible for the support of on scene response and all off scene actions. The policy group is responsible for providing policy direction for the college. This systems in consistent with the National Incident Management System, continues to be the best practice, and reciprocated for the City of Elgin and Kane County.

The CEOP is supplemented with the campus violence prevention plan, hazard specific annexes, and function specific annexes. The plan and its support documents are submitted to the local municipal and county emergency management officials for coordination. This plan will be reviewed annually and consistently tested through training and exercises. The CEOP will be maintained and updated by ECC's Emergency Management to maintain best practices based on a continuous improvement program.

The CEOP is compliant with The Campus Security Enhancement Act of 2008 (110 ILCS 12/20), National Incident Management System (NIMS), and Emergency Management best practices for institutions of higher education.



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## 2. LETTER OF PROMULGATION

WHEREAS the Board of Trustees of District 509 and President of the College recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

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

WHEREAS Elgin Community College has established and appointed an ECC Emergency Management Team. NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Elgin Community College District 509 Board of Trustees that this Campus Emergency Operations Plan as revised April 12, 2022 is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Emergency Management or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the next three-year period or until such time it be ordered to come before this Board.

\_\_\_\_\_ Dated: \_\_\_\_\_

Jennifer Rakow, Chair Board of Trustees, District 509

\_\_\_\_\_ Dated: \_\_\_\_\_

Dr. David Sam, President Elgin Community College

Attest: \_\_\_\_\_

Clerk Elgin Community College



### 3. APPROVAL AND IMPLEMENTATION

The ECC CEOP is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters on the campus. The CEOP assigns major roles and responsibilities to college departments and requires planning, training, and exercising in order for the college to respond effectively. Agreement to this plan represents commitment by department leadership.

By signing this letter of agreement, the college departments will:

Perform assigned roles and responsibilities identified in the CEOP and its Annexes.

Implement the CEOP concepts, processes, and structures when carrying out their assigned roles and functional responsibilities.

Conduct planning and preparedness activities designed to prepare staff to accomplish assigned emergency response and recovery responsibilities.

Develop and maintain supporting plans, operational procedures, and/or checklists to accomplish assigned responsibilities.

Conduct planning and training in cooperation with identified support departments and the ECC Emergency Management.

Maintain financial records in accordance with guidance from the Vice President of Business and Finance and other applicable college procedures.

Develop and maintain an inventory of department resources applicable to accomplishing assigned emergency functions.

Provide senior representatives with decision making authority to the CEOC, command post, or other identified emergency locations when requested.

Participate in training, drills, tests, and exercises.

Maintain a three-tier line of succession for the department's senior position with authority to make decisions and committing organizational resources.

Safeguard vital records including computer digital data at all times.

Periodically review all emergency plans, policies, and procedures.



Familiarize and train all personnel with their emergency responsibilities and procedures at least on an annual basis.

_____ President	_____ Vice President of Business and Finance
_____ Chief Marketing and Communications Officer	_____ General Counsel
_____ Chief Human Resources Officer	_____ Chief of Police
_____ Executive Director of Equity Diversity and Inclusion	_____ Vice President of Teaching Learning & Student Development
_____ Chief Community and Government Relations Officer	_____ Vice President Planning Institutional Effectiveness & Tech
_____ Executive Director of Institutional Advancement & ECC Foundation	_____ 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, 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 record of change to the ECC CEOP.

Change Number	Summary of Changes	Date	Change Made By
1	Base Plan updated. Added Campus Emergency Operations Center Annex	4-12-2022	ECC Emergency Management





## 5. 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	
	General Counsel	
	Chief Human Resources Officer	
	Executive Director of Equity Diversity and Inclusion	
	Vice President of Teaching Learning & Student Development	
	Chief Community and Government Relations Officer	
	Vice President Planning Institutional Effectiveness & Tech	
	Executive Director of Institutional Advancement & ECC Foundation	
	ECC Chief of Police	
	ECC Deputy Chief of Police	
	ECC Police Department (Desk Copy)	
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)	
	Kane County Sheriff’s Department (Chief)	
	Illinois Emergency Management Agency	



## 6. 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:

- a. 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;
- b. Prepare prompt and efficient response and recovery activities to protect lives and property affected by disasters and other disruptions of normal business operations
- c. Establish emergency roles and responsibilities to ECC departments and partner organizations and agencies
- d. 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:

- a. Establishes the framework and general concept of emergency operations but must be supplemented with additional detailed planning efforts and documents
- b. 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.
- c. 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

- a. This plan assumes that there is 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.
- b. 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.
- c. The college will utilize the National Incident Management System (NIMS) to manage all incident activities.
- d. The Emergency Management Department is responsible for coordination of operations and resources during a disaster.
- e. The primary languages spoken on campus are English and Spanish, every reasonable effort will be made to disseminate emergency information in both languages.
- f. The contractors and companies the college has signed MOU's 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 be in violation of 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.

## D. Legal Authority and References

Campus Security Enhancement Act of 2008 (110 ILCS 12/20) states "[Elgin Community College] is required to develop a National Incident Management System-compliant all hazards emergency response plan." The ECC CEOP and its supporting documents are designed to fulfil all requirements of the act. In addition, the CEOP follows best practices for an emergency operation plan as found in Federal Emergency Management Agency's Developing and Maintaining Emergency Operations Plans; Comprehensive Planning Guild 101 version 3 (2021), Federal Emergency Management Agency's Guild for Developing High-Quality Emergency Operations Plan for Institutions of Higher Education (2013), and Illinois Emergency Management Agency's Ready to Respond Campus; Guild to Designation (n.d.).



## 7. SITUATION OVERVIEW

### A. Background and Demographics

Since 1949, Elgin Community College (ECC) has been dedicated to improving lives through learning. As a regionally accredited institution, ECC offers 7 associate's degree programs, more than 150 career-oriented occupational degrees and certificates, corporate and continuing education programs, and a full complement of pre-collegiate courses and initiatives.

ECC's 360-square-mile district is home to approximately 450,800 residents, 16,750 businesses, 4 public school districts, and 33 communities. The U.S. Department of Education has designated ECC as a Hispanic-serving institution. The college has also been distinguished as a military-friendly institution.

During the 2018-19 school year, 12,527 students were enrolled in credit programs. This included 33% full time students and 67% part time students. Additionally, thousands community members enjoy performances, lectures, gallery shows, sporting events, and other events at the college's facilities. At any given time, ECC may be host to children in daycare, seniors, and those with access or functional needs.

The college is a commuter school with no residential buildings on campus. College buildings are typically open from 7 am until 11 pm, Monday through Saturday. The college's buildings are closed on Sunday, except for fine arts and special events. During the summer, college buildings are open from 7 am until 11 pm, Monday through Thursday, and closed Friday through Sunday, except for fine arts and special events. During the summer, the college's student population drops significantly.

ECC has been the recipient of the Government Finance Officers Association's Certificate for Excellence in Financial Reporting since 2003. The national certificate acknowledges and encourages the college's efforts in making its reports transparent and accessible to the public. The college also maintains excellent credit ratings from Moody's Investor Service and Standard & Poor's—two world-recognized credit ratings agencies. ECC has held a AAA credit rating from Moody's since 2009 and in April 2010 was upgraded from AA- to AA+ by Standard & Poor's. The Moody's rating is the highest credit rating available and the Standard & Poor's rating is the second-highest available.



## B. Hazard and Threat Analysis Summary

ECC is vulnerable to many different natural, technological/industrial and civil/political 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	Unmitigated Relative Risk	Planning Significance
Active Assailant	11	5.5
Earthquake	4.5	4.5
Terrorism	8	4
Extreme Heat	7.5	3.8
Hazardous Materials Release	9.3	3.1
Tornado	9.3	3.1
Mass Communication Failure	5.5	2.7
Hate Crime	8	2.7
Civil/Public Event Disturbance	6.5	2.6
Labor Action	6.3	2.5
Severe Winter Weather	11.3	2.5
Pandemic	7	2.3
Bomb Threat	6.6	2.2
Water Main Break	8.3	2.1
Computer Hacking/Virus	5.5	1.8
Information System Failure	6.3	1.8
Severe Storms/High winds	7.1	1.8
Utility Failure	7.9	1.8
Public Health/Communicable Disease	5	1.7
Mail/package Bomb	4.7	1.6
Stalking	4	1.3
Suspicious powder	2.7	1.3
Fire, Internal	5.6	1.3
Mass Casualty, Trauma (building collapse)	5	1.3
Drought	2	1
Work Place Violence	4.5	1
Flood (External)	4.4	1
Fire, Lab Building	4.3	0.9
Suspicious letter	2.7	0.9
Student abduction	2.3	0.8
Aviation Crash	2.3	0.8

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



## 8. CONCEPT OF OPERATIONS

### A. Introduction

The CEOP is based upon 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 in 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.

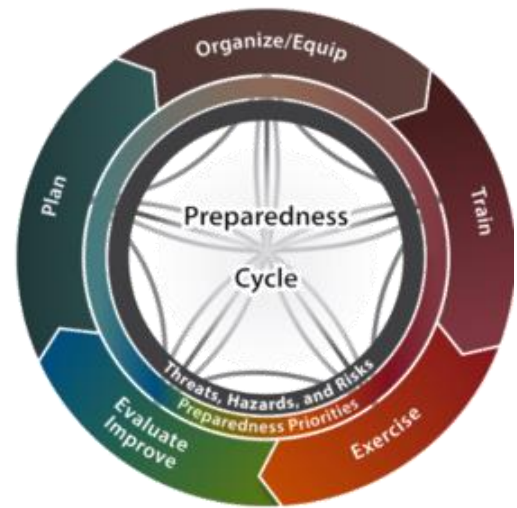


Figure 1 The Integrated Preparedness Cycle from FEMA's Homeland Security Exercise and Evaluation Program (2020)



## 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 is necessary to reduce impacts on to 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 use of resources.

## Recovery

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

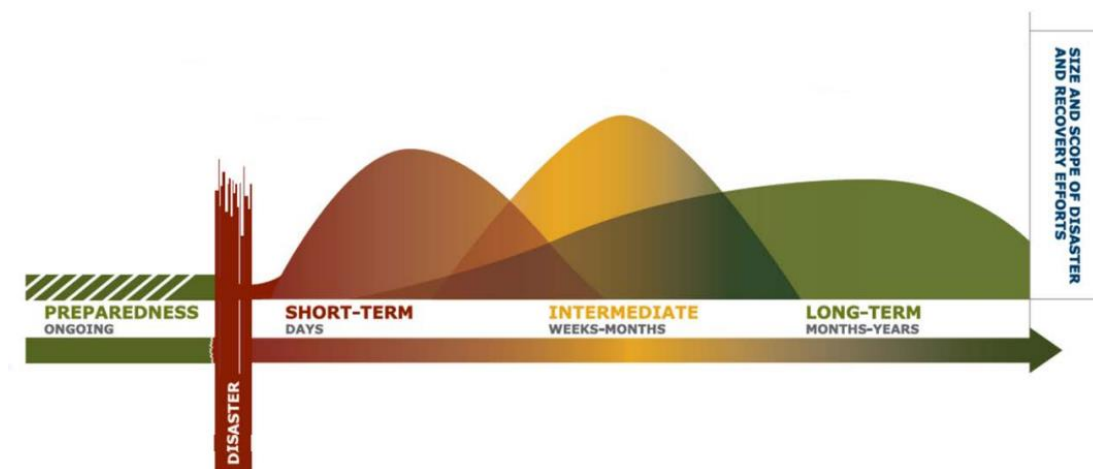


Figure 2 Recovery Continuum from FEMA's National Disaster Recovery Framework (2016)



## C. Priorities

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

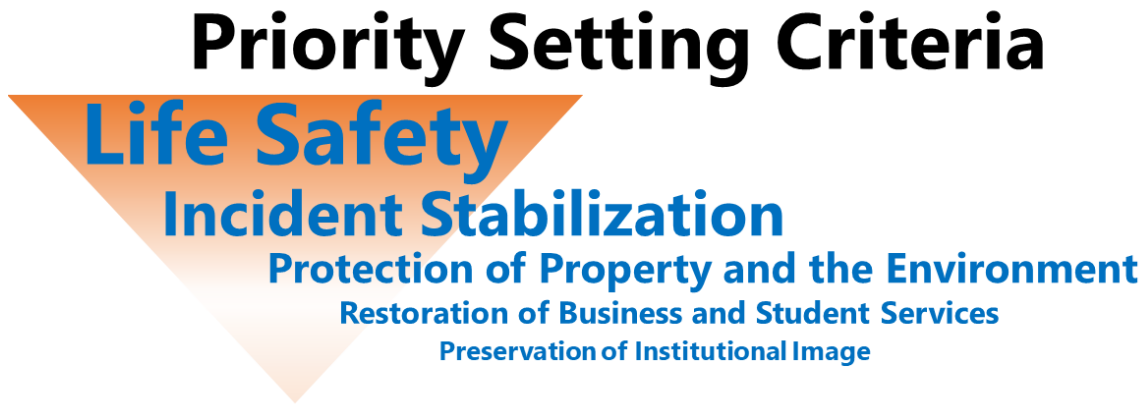


Figure 3 Priority Setting Criteria

- 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 spread and cascading effects of an incident.
- 3. Protection 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 priorities 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 Functional 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 emergency including the Americans with Disabilities Act, and best practices as describe by FEMA's 2021 Community Planning Guild 101.

## E. Activation of the Emergency Groups

The timely activation of the emergency groups is necessary 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 thresholds:

- An emergency incident extending more than one work day (8 hours)
- 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

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 event where impacts are short lived (less than a couple days).	Emergency Manager, CEOC Manager, PIO, Section Chiefs, and any department representatives that are deemed necessary
Full	For large event where impacts are long lived and/or significant.	Policy Group, all CEOC positions, and any department representatives that are deemed necessary



Not all CEOC activations require all the functions and positions to be fully 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. 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.

## Recovery Committee Activation

The recovery committee will be formed and activated by the CEOC. The recovery committee should be activated when:

- Recovery is expected to last longer than a week
- Recovery is expected to impact multiple groups and departments on campus
- Recovery is complex or complicate such that a committee is better suited to address recovery

## 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. The policy group does not need to be activated for its members to receive **Situation Reports**.

## 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**.

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 detail 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 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.

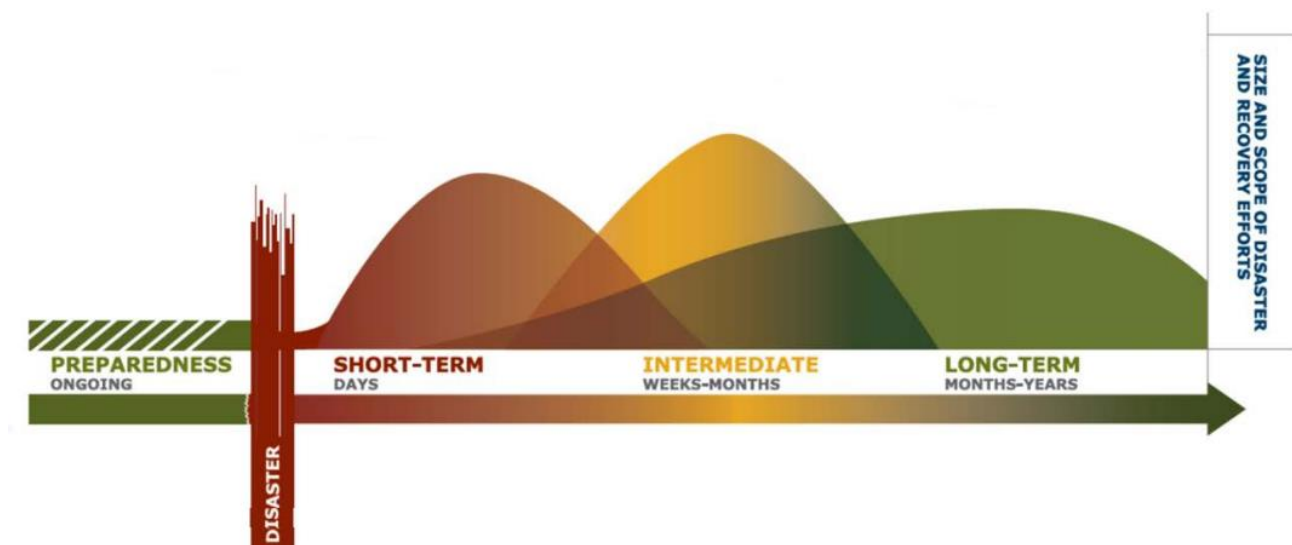


Figure 4 Recovery Continuum from FEMA's National Disaster Recovery Framework (2016)

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 opening of mental health clinics and removal of debris among many other activities. Intermediate recovery may start with the CEOC or the Recovery Committees. Long term recovery can stretch on for a significant amount of time. Long-term recovery includes the rebuilding of structures lost, monitoring impacts such as 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.

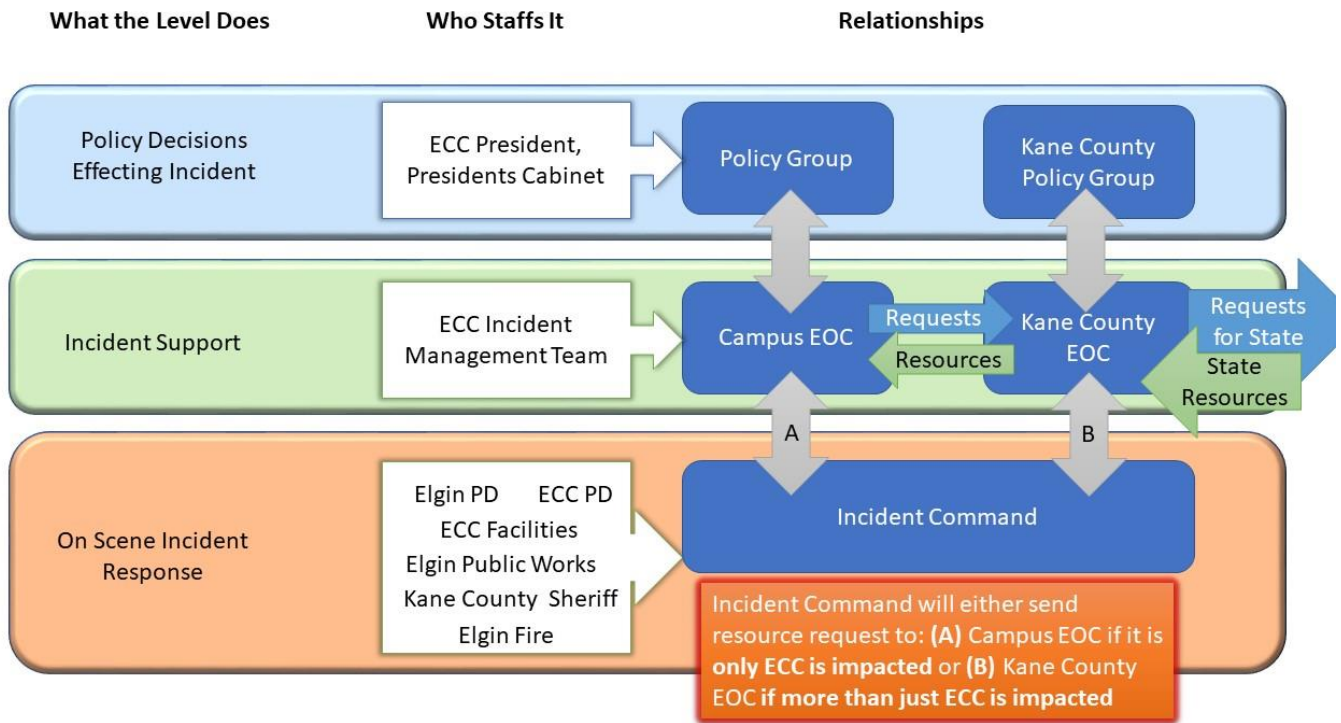
For more additional details on recovery operations refer to the **Recovery Annex**.



## 9. 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.



### B. Incident Command

IC is responsible for on scene response. They will have command and control over all resources used in the on-scene capacity by following the ICS model. All response organizations are trained on ICS to provide a common operating model.

IC will coordinate on scene efforts with a CEOC. If the scene is completely on campus the IC will coordinate through the CEOC. However, if the event covers areas outside of the ECC campus the IC



will go through Kane County's EOC. Kane County EOC will allocate resources as appropriate to the whole incident scale.

## 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 decision
- 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 **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 and incident. The job aid is called the **Policy Group Handbook**.

### 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 Board of Trustees, community leaders and elected officials
- Temporarily suspend college policy
- Authorize emergency spending measures
- Participate in media briefings
- Address legal issues associated with the emergency

## E. Recovery Committee

The recovery committee is guided by the **Recovery Annex**.

The recovery committee will be formed by the request of the CEOC. The committee will have one chair that is the most appropriate for the impact as determined by ECC's Emergency Manager. The chair can be changed by the College President if they or their designee chooses. The initial members of the committee will be determined by the CEOC, but the committee can change the members as it sees fit. Subgroups for special projects will be determined by the chair.

## Responsibility

The recovery committee on formation will be responsible for the following:

- Community Planning and Capability
- Economic Recovery
- Health and Social Services
- Facilities and Infrastructure
- Natural and Cultural Resources

## Products

The recovery committee is expected to consistently document the following in their recovery plan:

- Current Situation
- Objectives, Strategies, Tactics, Planned Actions and Actions taken
- Organization and Personnel Responsibilities
- Resources used and needed



## **F. 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.

The City of Elgin, Kane County, and State of Illinois may each activate their Emergency Operations Centers and Policy Groups. Connections between levels will be made through 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.





## 10. EMERGENCY RESPONSIBILITIES

### A. ECC President

- Responsible for all emergency operations at ECC
- Declare a state of emergency for campus for significantly impacting incidents

### B. ECC Emergency Management

- Report to the CEOC when activated
- Public Information (coordinate press releases among response organizations)
- Assist with additional resource allocation, if necessary
- Coordinate with Illinois Emergency Management officials, Kane County officials, and Elgin officials
- Develop Incident Action Plan
- Coordinate all phases of emergency services and disaster recovery
- Communications support
- Overall direction at the CEOP

### C. ECC Police Department

- Initial on-site response to emergency incident
- Maintain law and order
- Traffic control
- Control restricted areas
- Protection of vital facilities
- Public warning
- Liaison with other law enforcement agencies
- Support to and security for CEOC
- Conduct search operations
- Conduct criminal investigations

### D. Fire Service (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

## **E. Operations and Maintenance**

- Debris removal
- Assist with traffic control/barricades
- Conduct detailed damage assessment to ECC property, buildings and infrastructure
- Provide Support to the CEOC
- Assist with acquisition of any/all needed resources

## **F. 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

## **G. Northern Illinois Chapter Red Cross**

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

## **H. City of Elgin**

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

## **I. Kane County**

- Provide support at the CEOC
- Provide personnel and resources if available



- Assist with communications
- Assist with emergency management operations

## **J. State of Illinois**

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

## **K. Federal**

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



## 11. 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. In accordance with the Incident Command System, the IC has 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 effecting ECC. With exception 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 for.

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 to from the CEOC Director.



## 12. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Information collection, analysis, and dissemination plays 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 that 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**. Alert and warnings should not be used when protective actions are not needed. The **Alert and Warning Annex** details the operation and responsibilities for 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 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 do press releases, town halls, all college meetings, and any other appropriate public and internal communications.



## **13. 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.

The Communications function in the CEOC will be responsible for establishing and maintaining internal ECC communications systems.



## 14. 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 through close out of an incident. All **Situation Reports, Incident Action Plans, Decelerations of Emergency,** and **After-Action Reports** will be archived by ECC Emergency Management after 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 protections 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.



## 15. PLAN MAINTENANCE

### A. Continuous Improvement

The CEOP is considered a “living plan” meaning 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 done through **Continuous Improvement Plan** as a result of After-Action Reviews and comprehensive planning with the Emergency Management Oversight Committee.



Figure 5 FEMA's National Preparedness System

#### After-Action Review

After-action reviews are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order 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 effected 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



Emergency Management will manage the corrective action program by documenting issues and tracking the status of a resolution.

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. A comprehensive training and exercise program will be described by the **Multi-Year Training and Exercise Plan**. 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

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, that 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, 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 roll 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 disruption of normal operations.
10. **Campus Violence Prevention Plan (CVPP).** The written plan of a higher education institution describing the creation of multi-disciplinary and multi-jurisdictional violence prevention strategies including formation of a Campus Violence Prevention Committee and 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 significant impacts to ECC. These impact 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, 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 that 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 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 roll 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, Hazard and Vulnerability Assessment, among others.
- 29. Training.** Activities that increase or maintain abilities of persons ability to respond to a hazard in their roll.
- 30. Warning.** A message that is provided to a person telling them of a hazard that they must take imitate personal protective action from.





## C. Scan of Signed Letter of Promulgation

Elgin Community College  
Campus Emergency Operations Plan



### 3. LETTER OF PROMULGATION

WHEREAS, the Board of Trustees of District 509 and President of the College recognizes the need to prepare for, respond to, and recover from natural and man-made disasters; and

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

WHEREAS, Elgin Community College has established and appointed an ECC Emergency Management Team. NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Elgin Community College District 509 Board of Trustees that this Campus Emergency Operations Plan as revised April 12, 2022 is officially adopted; and be it

FURTHER PROCLAIMED AND ORDERED that the Emergency Management or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the next three-year period or until such time it be ordered to come before this Board.

Dated: 4/12/2022

Elgin Community College

*[Signature]* *[Signature]*  
Chair Dr. David Sam, President

Attest: *[Signature]*  
Secretary