



CAMPUS EMERGENCY OPERATIONS PLAN

REVISED FALL 2025

CEOP Adoption Page

This CEOP has undergone substantial review and revision during the summer of 2020. Minor updates had occurred periodically since the original draft.

This CEOP will be stored on IntranSIC, the employee repository for important internal documents. A table of contents is provided for quick reference.

Revisions	What	When
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_____	_____	_____
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_____	_____	_____

This plan was approved by the President and Board:



Dr. Jonah Rice, SIC President

September 22, 2020



Dr. Pat York, SIC Board of Trustees Chair

September 22, 2020

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Preface

Crisis management and the preparation for such an event is vital for any college to undertake. Southeastern Illinois Colleges understands the importance of being strategic in our approach to crisis management.

Great care has been taken to consider the internal and external landscape as well as sources of possible crises. Our approach to crisis is strategic in nature, including an organizational structure for communication and continuation of services as allowable all the while providing safety and security to our stakeholders. Leadership teams have been engaged to work on crisis prevention as well as prepare for an actual crisis. We are ever-learning in our approach with the understanding that new challenges may arise and no crisis event is the same. Much of the College's required training is to help mitigate or plan for crisis scenarios. Stakeholder time is an important resource, and the dedication of those who have taken their time to serve and protect SIC and all those at the College is much appreciated.

1. Forward

Southeastern Illinois College is committed to providing a safe learning and working environment for its students, staff, vendors and visitors. The Campus Emergency Operations Plan (CEOP), also referred to as the plan, was developed through the cooperation of campus administration, staff, and faculty personnel as well as the Saline County Emergency Management Agency, other local government agencies, and community representatives.

No two emergency situations are the same. This plan is intended to provide general guidelines for response to emergencies, but is not meant to restrict a responder's ability to take actions which may not be specifically listed in this document.

2. Purpose and Scope

This document describes the emergency response and operations procedures for unforeseen interruptions of the College operations and services. It is intended to be a step-by-step checklist and operational guide for college staff to use in case of emergencies that threaten the safety and well-being of the College. This plan was made in compliance with the Illinois Emergency Management Agency Act (20 ILCS 3305/) and the National Incident Management System (NIMS) as well as other sources from both state and federal agencies.

2.1 Purpose

The Southeastern Illinois College Campus Emergency Operations Plan (CEOP) is a procedural document intended to provide guidelines regarding planning for, responding to and recovery from emergency or disaster situations that may affect all or parts of the College campus in order to minimize injury or death to people and damage to property resulting from emergencies and/or disasters as identified in our Threat Assessment Team (TAT). The severity of the event will determine the level of response. The Campus Emergency

Operations Plan establishes a chain of command utilizing the National Incident Management System (NIMS) which incorporates the Incident Command System (ICS) as the method of managing a tactical response to a disaster or emergency. (Refer to Appendix A on SIC NIMS Plan.) The National Incident Management System is a standardized approach to incident management developed by the Department of Homeland Security which facilitates coordination between all responders (including all levels of government with public, private, and nongovernmental organizations). Related to this CEOP is SIC's Violence Prevention and Response Plan. (See Appendix B.)

It is recognized that emergency situations are fluid and unpredictable. Therefore, persons responsible for implementation of this plan, must have the authority and the ability to make necessary modifications as situations dictate.

It is the responsibility of the Southeastern Illinois College Emergency Operation Plan Committee, to review this Campus Emergency Operations Plan (CEOP) at least annually. Updates and changes to the plan will be made as warranted. All changes to this plan shall be noted on the Register of Campus Emergency Operations Plan (CEOP).

2.2 Scope

The scope of the Campus Emergency Operations Plan (CEOP) includes the entire range of emergency situations that might occur on our campus. The incident could be slight, such as a slip, trip, or fall injury affecting only one person or catastrophic, affecting the entire campus and surrounding communities and regions.

In preparing for emergencies that could pose a threat to the SIC campus, the Campus Emergency Response Team (CERT) has conducted a *Hazard Analysis and Matrix* (see section 15) which identifies and rates different types of hazards that have a significant potential to occur on our campus. This matrix takes into consideration the probability of this hazard occurring, the human impact, facility impact, and institutional impact of an identified hazard. It is not all-inclusive, but serves to enumerate emergencies that could reasonably be anticipated along with their anticipated impact on the College population and its operations.

3. Crisis Management and Line of Succession

In the event of an incident at one of SIC's campuses, this plan will be implemented by the supervising administrator or designee as appropriate.

The composition of a crisis team will vary according to scope and size of the crisis and what functional areas of College operations are at the center of the crisis. The general crisis team will be composed of the following:

President or Designee
Vice President
Executive Deans (Academic, Student Services, Institutional Effectiveness)
Executive Director of Environmental Services
Others as assigned

3.1 Chain of Command (in Descending Order of Precedence)

President or Designee

Vice President for Administrative Services

Executive Dean for Student Services

Executive Dean for Academic Services

Executive Dean for Institutional Effectiveness

3.2 Incident Coordinator

Chief of Police and Emergency Management (or appointee or senior Harrisburg/Carmi Community College Police Department Supervisor)

Executive Director of Environmental Services

3.3 Additional Administrators to Consider for Incident Command

College administrators and department deans as deemed necessary

3.4 Command Center Locations

Depending upon the type of crisis and the impact on facilities, a central command center and alternates are listed as highly recommended prearranged meeting locations where the crisis management team can meet. In some instances, this may be virtual, of course.

Command Center Locations	BUILDING	ROOM #
Board Room	E-Building, Second Floor, West	E230
Alt 1: Learning Commons Conference Room	A-Building, First Floor, West	A104
Alt 2: G-Building Conference Room	G-Building, First Floor, West	G120
Special: Outdoor Classroom	Hearn Outdoor Education Complex, East of Campus	Open Pavilion
Other	TBD	TBD

4. Campus Emergency Operations Plan and Changes

This register is intended to document all changes made to the CAMPUS EMERGENCY OPERATIONS PLAN (CEOP). When changes to the plan are made, the following procedures must be followed:

The Campus Emergency Response Team (CERT) or appointed committee of the CERT will sign off on major changes, corrections, updates, or additions to the Plan through meeting or virtual meeting minutes. Plan recipients will be notified of changes by memorandum, email or otherwise. The Cabinet will remain after the CERT.

5. Distribution List

Campus Emergency Operations Plan Distribution List **(Available on Intranet; Updates Electronic)**

Issued to Title/Position	Address
President	SIC
Vice President of Administrative Services	SIC
Security	SIC (Exec. Director of Environmental Services)
ICCB	Attn: Deana Schenk Sr. Dir. For Student Development Illinois Community College Board 401 E Capitol AV Springfield IL 62701-1711
IEMA Regional	IEMA Region 11 Office Attn: Brandon Hendrix State Regional Office Bldg. 2309 W Main St. Marion IL 62959-1196

IEMA Local	Attn: Allan Ninness Saline County EMA Coordinator Harrisburg IL 62946
Chairman of the Board of Trustees	SIC
Vice President for Administrative Services	SIC
Executive Dean of Academic Services	SIC
Executive Assistant to the President	SIC
Assistant to the Vice President of Administrative Services	SIC
Executive Dean of Student Services	SIC
Chief Information Officer	SIC
Director of Auxiliary Services	SIC
Safety Director	SIC
Marketing Coordinator	SIC
Director of Nursing and Allied Health	SIC
Dean of Career and Technical Education	SIC
Other Current CERT Members	SIC

6. Geographical Location: Saline County (Main Campus)



Saline County is a county located in the U.S. State of Illinois. As of 2020, the population was 23,768. The county has eight municipalities: Harrisburg, Carrier Mills, Eldorado, Galatia, Ledford, Muddy, Raleigh and Stonefort. The largest city and county seat of Saline County is Harrisburg. The major transportation route is U.S. Route 45 (running from northeast to southwest) and State Highway 13 (running east-west). Saline County's major employment is agriculture and coal mining. The Saline County area is mostly rolling hills throughout, gradually rising to the Hills of the Shawnee National Forest. The Saline River flows through the central point of the county in three forks, North, Middle and South. To the north of Eldorado there are flat lowlands. The county is protected by a Sheriff's Office, four police departments, five fire departments, two hospitals, four rescue squads and one privately-owned ambulance service.

Saline County Emergency Services

Sheriff's Office	1 N Main Street, Harrisburg, IL 62946	618.252.8661
Harrisburg Police	1 N Main Street, Harrisburg, IL 62946	618.252.4528
Eldorado Police	921 Veterans Drive, Eldorado, IL 62930	618.273.2141
Carrier Mills Police	101 N Mill Street, Carrier Mills, IL 62917	618.994.4411
Galatia Police	210 W Main Street, Galatia, IL 62935	618.268.4112
Eldorado Fire Dept.	1015 First Street, Eldorado, IL 62930	618.273.6270
Carrier Mills Fire Dept.	101 N Mill Street, Carrier Mills, IL 62917	618.994.2477
Galatia Fire Dept.	305 W. Mill Street, Galatia, IL 62935	618.268.4222
Harrisburg Fire Dept.	100 S Main Street, Harrisburg, IL 62946	618.253.4121
Harrisburg Medical Center	100 Dr. Warren Tuttle Dr., Harrisburg, IL 62946	618.253.7671
Ferrell Hospital	1200 Pine Street, Eldorado, IL 62930	618.273.3361
Abbott EMS	137 Industrial Park Road, Benton, IL 62812	888.426.7911

Mitigation, preparedness, response, and recovery are the responsibility of all campus departments. This plan is written under the assumption that the basic plan, operational annexes, and the resource directory provide the legal authority and basis for preparing a Campus Emergency Operations Plan for natural, human-made and technological disasters.

Geographical location: White County (extension site)

White County Emergency Services

Sheriff's Office	108 N Main Cross Street, Carmi, IL 62821	618.382.5321
Carmi Police	703 Oak Street, Carmi, IL 62821	618.382.4633
Crossville Police	107 W Main Street, Crossville, IL 62827	618.966.2237
Grayville Police	101 S Main Street, Grayville, IL 62844	618.375.2351
Norris City Police	406 S Division Street, Norris City, IL 62869	618.378.3900
Illinois State Police	919 Illinois 14, Carmi, IL 62821	618.382.4606
Crossville Fire Dept.	103 W Main Street, Crossville, IL 62827	618.966.2010
Enfield Fire Dept.	201 W Main Street, Enfield, IL 62835	618.963.2680
Little Wabash Fire Dept.	110 Industrial Park Drive, Grayville, IL 62844	618.375.2341
Norris City Fire Dept.	102 E Wabash Street, Norris City, IL 62869	618.378.3100
Ferrell Hospital	1340 Illinois Highway 1, Carmi, IL 62821	618.380.9321
Hamilton Memorial Hospital	611 S Marshall Avenue, McLeansboro, IL 62859	618.643.2361
Grayville Ambulance	122 S Court Street, Grayville, IL 62844	618.375.2351
White County Ambulance	314 E Cherry Street, Carmi, IL 62821	618.382.7131

7. Type of College: Public Two-Year Comprehensive Community College

Founded: 1960

Location: A 190-acre campus located at 3575 College Road, Harrisburg, Illinois 62946-4925; 5 miles east of Harrisburg on Route 13; 4 miles south of Eldorado on College Road

Telephone: 618-252-5400 (local) 866-338-2742 (toll free)

College District #533: Gallatin, Hardin, Pope and Saline Counties; portions of Hamilton, Johnson, Williamson and White Counties

General Student Attendance

Main Campus	Day of Week	Day	Evening	By Arrangement
	Monday	725	150	75
	Tuesday	708	150	25
	Wednesday	675	120	50
	Thursday	668	100	25
	Friday	402	0	0-400
	Saturday	145	0	0-400
	Sunday	0	0	0
Average		475	74	
Carmi Campus	Day of Week	Day	Evening	By Arrangement
	Monday	33	0	0
	Tuesday	33	0	0
	Wednesday	22	0	0
	Thursday	22	0	0
	Friday	24	0	0
	Saturday	0	0	0
	Sunday	0	0	0
Average		19	0	0

8. Situation and Assumptions

Southeastern Illinois College recognizes that emergency situations are fluid, unpredictable and can arise at any time from many causes which exposure could affect the health, safety and welfare of those on its campus. These hazards are typically classified as natural, human-made and technological. Evacuation or sheltering of populaces may be required.

In the event of a major or catastrophic event affecting the entire region, the College may have to rely on its own resources to be self-sustaining for an extended period of time.

Rapid and appropriate response to serious incidents by campus and outside first responders is likely to reduce the number and severity of injuries during an event. In most incidents, assistance from external first responder agencies will be available through normal emergency channels (911). In more serious and large-scale incidents, assistance may need to be requested through mutual aid agreements with outside agencies such as Saline County Emergency Management Agencies, Illinois State Police, American Red Cross, and/or other mutual assistance groups.

Southeastern Illinois College will implement its CEOP for immediate protection of students, faculty, staff, visitors, or anyone on its property when an incident has occurred or if an emergency situation develops or is anticipated threatening the health, safety, and welfare of the campus population.

9. Concept of Operations: Initial Crisis Size and Actions

9.1 Notification and Activation

9.2 Campus (Internal Response)

Upon onset of emergency, the first responder (first one at emergency site) should take appropriate actions for the immediate protection of students, faculty, staff, visitors, contractors, and other transient populations in accordance with procedures.

First responder should alert College security by calling extension 2911 from any College phone and calling 8-911 or 911 from a cellphone for Saline County Sherriff's department in a life-threatening situation. Security will call or radio the Executive Director of Environmental Services to set off the chain of command by alerting the College President or immediate designee.

Upon receiving notification of the emergency, the College President or immediate designee should notify the Campus Emergency Response Team members necessary to carry out policy and procedures outlined in the Campus Emergency Operations Plan including but not limited to:

1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors, contractors, and other transient populations in accordance with procedures.
2. Report to the Campus Emergency Operations Center (EOC).
3. The Southeastern Illinois College President will designate a representative to report to and serve as the authorized and designated Liaison Officer to the Saline County Emergency Operations Center (EOC) and/or Saline County Emergency Management Agency.
4. Report to the Saline County Emergency Operations Center (EOC).
5. Report to an alternate location in accordance with procedures.

9.2.1 Saline County Authority Emergency Activation

Upon receiving notification of emergency from the Saline County Emergency Operations Center and/or Saline County Emergency Management Agency, the College President will notify the Campus Emergency Response Team (CERT) to take appropriate actions including but not limited to:

1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors, contractors, and other transient populations in accordance with procedures.
2. Report to the Campus Emergency Operations Center (EOC).
3. College President or designee will designate a representative to report to and serve as the authorized and designated Liaison Officer to the Saline County EOC and Saline County Emergency Management Agency.
4. Report to the Saline County EOC.
5. Report to an alternate location specified by the Saline County Emergency Management Agency.

9.2.2 Classification of Internal and External Controls

The Campus Emergency Operations Plan was developed after a thorough vulnerability analysis was conducted for our campus. This plan provides emergency procedures aimed at responding to and recovering from each specific disaster situation. Implementation of the Campus Emergency Operations Plan will be based upon the probability or actual occurrence of a disaster which threatens the public health, safety, and welfare of the campus and its population.

1. The Campus Emergency Operations Core Group has overall authority for all emergency response operations. Members of the Campus Emergency Operations Core Group will work collaboratively with those operating within the Campus Incident Command Post to ensure appropriate operational decisions are made. They will assist emergency response measures of any/all responder agencies, departments or organizations. The decision to implement the CEOP will be based upon the probability or the actual occurrence of an emergency and/or disaster that threatens the health, safety and welfare of the campus populace. In this event, the Executive Director of Public Safety and/or designee will contact the members of the Campus Emergency Operations Core Group and inform them of the situation and receive direction concerning activation and implementation of the CEOP.
2. SIC will conduct emergency operations using its own staff and resources until capabilities are exhausted or vanquished.
3. If the realm of the emergency/disaster is beyond the capability of Southeastern Illinois College personnel, the local authority will be summoned

by contacting 911 and explaining the emergency. They in turn will follow Saline County protocol depending on the situation.

4. In a situation that the incident involves a significantly larger area, such as wide spread destruction from a tornado and should the resources of SIC prove insufficient during an emergency and/or disaster, the Saline County Emergency Management Agency Director will serve as the liaison to the state of Illinois in requesting disaster assistance through the Illinois Emergency Management Agency (IEMA). The Saline County Emergency Management Agency director will provide specific information about the impact of the emergency and/or disaster upon the campus and/or county to the state of Illinois. Coordination of State of Illinois resources will be the responsibility of IEMA.
5. Federal disaster assistance, if necessary, will be requested by the Governor of the State of Illinois, to the President of the United States. No matter how many levels of response are involved, SIC and local officials will always maintain ultimate control and responsibility of disaster operations. It is also recognized that government alone cannot respond to all emergencies and/or disasters. Volunteers will be accepted (when doing so will not put them at extreme risk) and utilized to the full extent of their capabilities in accordance with the IEMA Act.
6. Southeastern Illinois College will utilize the Incident Command System (ICS) under the guidelines of the National Incident Management System (NIMS) for emergencies and/or disasters. All Command and General Staff functions will be filled with the most qualified individuals available at the time of the incident. Identified personnel from within the Campus Emergency Response Team and emergency response agencies, are designated to fulfill Command and General Staff functions within the Incident Command System to ensure a timely and effective response.

7.

9.3 Direction and Control

1. Following notification of an emergency/disaster a representative of Southeastern Illinois College's security department will be dispatched to the site of the emergency to assist in assessment of the situation and act as an authorized representative in resource prioritization and requests.
2. Southeastern Illinois College will utilize a NIMS compliant structure for all emergency operations, and will participate in Unified Command operations.

3. The Campus Emergency Operations Plan and annexes will be activated by the Southeastern Illinois College President or designee, in coordination with Incident Command, to ensure proper command, control, communications, and coordination is maintained throughout response and recovery.
4. All activities conducted as a result of activation of the Saline County Emergency Operations Center will be coordinated and managed using direction and control processes outlined in the Saline County Emergency Operations Plan.

9.4 Citation to Legal Authority

The following laws and documents establish the legal basis for planning and carrying out all-hazards emergency responsibilities for Southeastern Illinois College:

1. Campus Security Enhancement Act (29 ILL. ADM. CODE 305)
2. Higher Education Opportunity Act (Public Law 110-315)
3. IEMA Administrative Rule on Local Emergency Operations Plans
4. Illinois Administrative Code Title 29: Emergency Services, Disasters and Civil Defense
5. Illinois Compiled Statutes, Civil Immunities, (745 ILCS 49/) Good Samaritan Act
6. Illinois Compiled Statutes, Illinois Emergency Management Agency Act (20 ILCS 3305)
7. Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L.93-288, as amended)
8. Saline County Emergency Operations Plan (EOP)
9. Saline County Tactical Interoperable Communications Plan
10. Southeastern Illinois College Campus Emergency Operation Plan

9.5 Resources

1. College resources will be used to the maximum extent possible to effect life-safety and life-essential restoration of services.

2. In the event of a large-scale disaster involving multiple jurisdictions, Southeastern Illinois College will request additional resources through off-site authorities having enabling jurisdiction.
3. Mutual Aid Agreements (MOUs) will be used to the fullest extent possible throughout an emergency to ensure an optimized allocation of resources is maintained. Southeastern Illinois College MOUs will be activated in accordance with standard operating procedures.

9.6 Safety

Regardless of the scope and magnitude of an emergency, Southeastern Illinois College will conduct operations in accordance with laws, rules, regulations, and policy of the State of Illinois, Saline County and federal government.

9.7 Site Control

1. Law Enforcement will be provided directly through Southeastern Illinois College security. The Illinois Community College Act, located in the Illinois Compiled Statute Ch.110 ILCS Sec. 3-30 and 3-42.1 provide community colleges with the legal authority to establish police departments and exercise police authority.
 - a. As required by event scope, magnitude, and nexus Southeastern Illinois College will request additional law enforcement to provide security at all operational and tactical areas, and/or for the conduct of investigatory actions, through the Saline County 911 Communications Center.
 - b. Law enforcement related issues and situations will be directed, without hesitation, to the responsible off-site authority through immediate notification of the Saline County 911 Communications Center.

9.8 Victim Handling – Deceased

All examinations, identification, notification of next of kin and other procedures for release of a body or tissue for final disposition, will be governed by provisions of the Saline County Chief Medical Examiners Office's Mass Fatality Response Plan.

9.9 Victim Handling – Injured

1. Initial response to injuries involving students, faculty, staff, visitors and contractors, and transient populations at Southeastern Illinois College

will be managed within scope of practice and Good Samaritan laws, rules, and regulations established by the state and federal government.

2. Medical response and emergencies will be directed, without hesitation, to the responsible off-site authority through immediate notification of the Saline County 911 Communications Center. If not available because of the diffuse of the event, a triage will be constructed in the campus gymnasium.

9.10 Family Notification and Assistance

Notification and assistance needs will be assessed and provided by either the Saline County Sheriff's Department or by a SIC Administrator depending on the severity of the situation.

9.11 Public Information and Rumor Controls

Information will be effectively collected, controlled and disseminated in order to minimize confusion, misinformation, and rumors during response and short-term recovery operations.

9.12 Communications

1. Communications throughout response and recovery will be conducted in accordance with standard operating procedures.
2. Based on the scope and magnitude of an emergency, and the command-and-control structure required for response and recovery, communications protocols may be established and implemented by one or more of the following:
 - a. Southeastern Illinois College's President or designee
 - b. Local Incident Command System/Post
 - c. Saline County Emergency Operations Center and Saline County Emergency Management Agency
3. For the purposes of response and recovery, emergencies requiring activation of the Saline County Emergency Operations Center communications will be conducted in a National Incident Management System (NIMS) compliant manner utilizing clear-text.
4. For the purposes of response and recovery, emergencies requiring activation of the Saline County Emergency Operations Center (EOC) will

utilize frequencies established through the Saline County Tactical Interoperability Communications Plan (TICP).

5. For the purposes of response and recovery, emergencies requiring activation of the Saline County Emergency Operations Center (EOC) will utilize appropriate Incident Action Plan (IAP) communications specific forms.
6. Communications required as a result of implementation of Southeastern Illinois College's Emergency Operations Plan will be coordinated and managed using established procedures, processes, and policies outlined in the Saline County Emergency Operations Plan (EOP) for joint operations.

10. Organization Responsibilities

Responsibilities listed below represent the availability of any resource and an organization's capability to respond and perform tasks. Assignment of any particular task is not absolute. Tasks listed must be provided for and assigned for completion of strategic action planning processes.

10.1 Direction and Control: Roles and Responsibilities

1. Purpose: Provide a description of procedures to be used by Southeastern Illinois College's staff during an emergency; to direct and coordinate emergency response efforts; collaborate with other jurisdictions; and prioritize use of available resources effectively.
2. Southeastern Illinois College's Incident Commander (President or designee):
 - ☐ Receive and analyze disaster intelligence and situational awareness from a variety of sources including staff, faculty, and off-site organizations.
 - ☐ Alert key decision-makers and emergency personnel.
 - ☐ Implement Campus Emergency Operations Plan.
 - ☐ Direct activation of a campus Command and Coordination Center/Post.
 - ☐ SIC's Emergency Operations Center (EOC)
 - ☐ Alternate Emergency Operations Center (EOC) or Command Area
 - ☐ SIC's Incident Command Post (ICP)
 - ☐ If activated, designate an authorized representative to deploy to the Saline County Emergency Operations Center (EOC).

- ☐ Establish and maintain contact with off-site organizations.
 - ☐ Establish and coordinate jurisdictional policies for the conduct of emergency operations.
 - ☐ Activate College's Public Information/Warning systems to disseminate messages to students, faculty, staff, visitors or anyone on its property.
 - ☐ Authorize implementation of Continuity of Operations Plan(s) (COOP) to ensure continuation of essential functions.
 - ☐ Designate a single point of contact for media release from a trained and qualified Public Information Officer (PIO).
 - ☐ Establish a Joint Public Information Center/System (JIC/JIS).
3. Southeastern Illinois College Vice President of Administrative Services or designee.
- ☐ Act as the College's Planning Chief.
 - ☐ Implement emergency communications plan internally and externally with higher, lateral, and subordinate response organizations.
 - ☐ Implement plans to disseminate emergency alerts and warnings to vulnerable populations.
 - ☐ Establish and maintain contact with key decision-makers, emergency personnel, and off-site organizations.
 - ☐ Activate the College's Command and Coordination Center/Post.
 - ☐ Notify and alert key decision-makers and emergency personnel of the College's Command and Coordination Center/Post location.
 - ☐ Coordinate jurisdictional policies for the conduct of emergency operations.
 - ☐ Direct College's operations and manages resources.
 - ☐ Establish and maintain Common Operating Picture (COP), and develop Administrative Update Briefings (AUB).
 - ☐ Coordinate resource prioritization and deployment in support of strategic action priorities.
 - ☐ Coordinate logistical support for response and recovery.

- ☐ Activate Joint Information Center /Joint Information System (JIC/JIS) upon direction.
- ☐ Implement evacuation, shelter, and protective action recommendations for students, faculty, staff, visitors or anyone on its property.
- ☐ Coordinate activation of volunteer resources in support of response and short-term recovery operations.
- ☐ Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
- ☐ Establish strategic action planning priorities in the following manner to coordinate and manage disaster response and short-term recovery operations.
 - Life-safety
 - Search and Rescue
 - Transportation route restoration and services
 - Implementation and maintenance of site security
 - Temporary Restoration of Critical Infrastructure (i.e., safety/control systems, telecommunications systems/networks, life essential services)
 - Temporary Health and Welfare (i.e., shelter, food and medical assistance)
 - Preservation and securing of crime scene evidence or localized areas of interest
 - Delivery of Critical Incident Stress Debriefing to responders and citizens
- ☐ Distribute strategic action planning priorities internally and externally with higher, lateral, and subordinate response organizations identifying requirements of potential operating environments and for the development of Incident Action Plan(s) (IAP).
- ☐ Obtain disaster intelligence to determine scope, magnitude and complexity of the incident.
- ☐ Distribute disaster intelligence, safety messaging and critical and priority information requirements to decision-makers and emergency personnel.
- ☐ Implement and/or assist in the implementation of Continuity of Operations Plan (COOP) as necessary.

- ☐ Conduct all operations in accordance with applicable local, state and federal rules, regulations and Southeastern Illinois College's policies.

4. Support Departments, Staff and Faculty

- ☐ Implement Campus Emergency Operations Plan for immediate life safety requirements.
- ☐ Notify Southeastern Illinois College's Security department of a Campus Emergency Operations Plan implementation.
- ☐ Upon notification and authorization, activate staffs necessary for approved missions.
- ☐ Coordinate with response organizations throughout response and short-term recovery operations.
- ☐ Under the direction of the College's President or designee, coordinate and manage activities of staff throughout response and short-term recovery operations.
- ☐ Establish and maintain contact with College President or designee.
- ☐ Participate in development of the Common Operation Picture (COP) and Administrative Update Briefing (AUB.)
- ☐ Provide logistical support for response and recovery.
- ☐ Implement department specific Continuity of Operations Plan (COOP) if necessary.
- ☐ Participate in Joint Information Center/Joint Information System (JIC/JIS) operations as directed.
- ☐ Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
- ☐ Provide just-in-time training for responding personnel as appropriate.
- ☐ Conduct all operations in accordance with applicable local, state and federal rules, regulations and Southeastern Illinois College's policies.

11. Maps/Floor Plans/Emergency Equipment Location Note

Appendix C contains detailed maps, and floor plans of each SIC campus. Included on these maps and floor plans are the locations of all emergency equipment including fire extinguishers, AEDs, eye wash stations, chemical showers, tornado shelters and emergency phones; as well as evacuation routes, emergency exits and evacuation location sites.

12. Mutual Aid Agreements Procedures for Mutual Aid Request

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

Saline County Emergency Management Agency

Saline County Sherriff's Department

Eldorado Fire Department

Harrisburg Fire Department

State of Illinois Emergency Management Agency (Marion)

Egyptian Public and Mental Health Department

12.1 Requesting Outside Assistance

In the event an emergency and/or disaster overwhelms the campus and its emergency response system, the SIC incident commander will request assistance such as personnel and other resources, working collaboratively within the established National Incident Management System (NIMS) compliant Incident Command Post, from the Saline County Emergency Management Agency. SIC will in return, furnish available resources to serve in a unified command upon request where needed.

12.2 Special Needs Populations

1. Definition

“Special needs population,” according to the National Response Framework, is defined as “populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to:

- Maintaining independence
- Communication
- Transportation
- Supervision
- Medical care

This definition seeks to establish a flexible framework that addresses a broad set of common function-based needs without prejudice.

2. Acknowledgement

Southeastern Illinois College acknowledges that there are populations within the campus with special requirements that must be considered in an emergency and/or disaster response. These groups include individuals with mobility impairments, hearing impairments, visual impairments and developmental disabilities, including children in day care, summer school or high school.

3. Emergency Consideration

All reasonable operational considerations will be made to accommodate the unique requirements of individuals with special needs.

4. Mobile Emergency File

A mobile emergency file, containing information needed following a disaster, will be maintained in the security office and will be removed by the Chief of Security or designated person whenever the building is evacuated. The disaster file is to include:

- Campus Emergency Operation Plan
- Emergency medical care forms for students and staff
- Staff and/or volunteer disaster team assignment
- Building floor plan and map of grounds
- Emergency measures for disabled students and employees (list)

A duplicate of the Mobile Emergency File will be maintained in the office of Business Administration, Room E244.

13. CEOP Annexes Introduction

The CEOP annexes below are intended to represent the major categories of operation that may reasonably be anticipated, during a disaster or emergency event, involving Southeastern Illinois College. Primary authority will rest with the Incident Commander which will generally be the President or designee.

It will be the responsibility of the Campus Emergency Operation Plan Committee to review and update the CEOP, including the specific annexes below, on at least an annual basis.

13.1 Direction and Control

1. Purpose

The Southeastern Illinois College Campus Emergency Operations Plan (CEOP) is a procedural document intended to provide guidelines regarding planning for, responding to and recovering from emergency or disaster situations that may affect all or parts of the college. The CEOP establishes a chain of command utilizing the National Incident Management System (NIMS). The NIMS is a standardized approach to incident management developed by the Department of Homeland Security which facilitates coordination between all responders (including all levels of government with public, private, and nongovernmental organizations).

2. Situation

It is recognized that emergency situations are fluid and unpredictable and can arise at any time and from many causes.

Southeastern Illinois College (SIC) could potentially be affected by any of the hazards listed in the Hazard Analysis and Matrix of this document. This matrix takes into consideration the probability of this hazard occurring, the human impact, facility impact, and institutional impact of an identified hazard. It is not all inclusive, but serves to enumerate emergencies that could reasonably be anticipated along with their anticipated impact on the college and its operations.

In the event of a major or catastrophic event, affecting the entire region, the college may have to rely on its own resources to be self-sustaining for an extended period of time. Additionally, SIC may be designated as a relocation center in certain regional disaster situations.

Rapid and appropriate response to serious incidents, by campus and outside first responders, is likely to reduce the number and severity of injuries during an event.

In most incidents, assistance from external first responder agencies will be available through normal channels (911). In more serious and large-scale incidents, assistance may need to be requested through mutual aid agreements with outside agencies such as the Illinois State Police, Saline County Emergency Management Agencies, or other mutual assistance groups.

3. Assumptions

Southeastern Illinois College will implement its Campus Emergency Operations Plan (CEOP) for immediate protection of students, faculty, staff, visitors, and anyone on its property when an incident has occurred or as an emergency situation develops or is anticipated.

The College will activate command and control elements to establish a unified incident management structure. For large scale events and those having multiple jurisdictional authorities' integration of Southeastern Illinois College will be required at location including but not limited to an Incident Command Post, Unified Command Post, Area Command, and/or Saline County Emergency Operations Center.

4. Concept of Operations

1. Overall command of campus emergency operations is the responsibility of the Southeastern Illinois College's President or designee. The President or designee will direct emergency response measures of all campus response resources, faculty and staff.
2. The SIC President or designee is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During disasters, he/she may carry out those responsibilities from the Incident Command Post.
3. The SIC President or designee will manage the Incident Command Post and act as Incident Commander.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post.
5. During emergency operations, the SIC administration retains administrative and policy control over their employees and equipment. However, personnel and equipment will carry out assignments directed by the Incident Commander. Each College department will follow the College's operating procedures during response operations.
6. If the resources of the College are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State will be requested.
7. For large scale events and those having multiple jurisdictional authorities' integration of Southeastern Illinois College administration and/or personnel will be required at locations including but not limited to an Incident Command Post, Unified Command Post, Area Command, and/or Saline County Emergency Operations Center.

13.2 Communications Annex

It is assumed that during an emergency event, clear channels of communication, both internal and external, will be vital to resolving the event. There is no single method of communication that will reach all persons or groups involved. It is therefore important to have redundant methods of communication.

It is the purpose of this function to assure, to the degree possible, that these avenues of communication exist between all groups responding to an emergency situation.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation of the communications function.

The objective of this function is to assure continuity in the area of warning and emergency notification, with the rest of the CEOP by assuring, to the degree possible that there are redundant notification systems with which to warn the public of an emergency or disaster situation.

Below is a list of the redundant methods of communication available during an emergency situation.

- Campus Security: Two-way radios & cell phones
- Sector Leaders: Two-way radios for person to person; backup methods include hand held megaphones and air horns
- NIMS Team: Two-way radios
- Facility Services: Two-way radios & PTT cell phones
- Fire Alarm System: Activates visual strobes and audible alarms during an activated fire alarm
- Public Address System: Public Address system
- Scenarios app 7 text messaging: Issues text and phone messages to subscribed students and staff and sends emergency messages to all college phones and PC's

- Web posting: Alert position and new section
- Closed Circuit Television: Displays emergency announcements
- News Media: President's Office disseminates information through established media contacts as needed
- Social media posting on main SIC pages and monitoring of other pages/comments; other page editors can share main page messaging
- Emails to faculty and students
- Outdoor marquee by College Road

Under the SIC NIMS plan, the Public Information Officer (PIO) duties are generally a function within the President's Office. The PIO will handle dissemination of emergency communications to the campus community. Additionally, Campus Police may utilize all methods of communication listed above, to relay emergency information to the campus community in the event of a threatening event.

Refer to Appendix D for specific campus safety regarding class communications.

13.3 Warning/Disaster & Emergency Information Annex

It is assumed that during disasters or life-threatening emergencies, providing the public with timely warnings and direction is likely to reduce injuries, death and confusion. Annual drills and ongoing training along with clearly posted evacuation signage, directions and maps are essential parts of successful preparation for and response to emergency events.

The purpose of this function is to assure, to the degree possible that there are clearly established methods with which to convey emergency notices to the college's students, staff and visitors, during the course of an emergency event.

The objective of this function is to assure continuity in the area of warning and emergency notification, with the rest of the CEOP; by assuring, to the degree possible that there are redundant notification systems with which to warn the public of an emergency or disaster event.

Upon receipt of information that a life-threatening event is occurring, or about to occur, Campus Security will provide emergency information, via the PA or alarm systems of the campus involved. Examples include, but are not limited to fire, tornado, active shooter, bomb threats and all other hazards.

Sector Leaders and/or Campus Emergency Response Team members as well as Students assist campus security in evacuating disabled persons and those with limited English abilities. See Appendix E on assisting individuals with access and fundamental needs.

The President's Office, acting as the Community Relations Officer, is generally assigned to review and disseminate information to the public. In the event of an in-progress emergency of a life-threatening nature, Campus Security will activate all immediate notifications for those on campus. Follow-up notifications will be handled through Community Relations.

If activated, the NIMS plan (Appendix A), Campus Security, and the (PIO) Community Relations will handle the warning and emergency notification duties in this annex.

13.4 Campus Public Information Annex

It is assumed that during the course of an emergency event, as well as during the period of recovery and/or reconstruction after the event, there will be a need for accurate information to be disseminated to the public through multiple methods of communication.

The purpose of this function is to assure that essential information, regarding a campus emergency, is clearly communicated to the students, staff and public throughout the time the incident is occurring as well as during the recovery period for the event.

The objective of this function is to assure continuity in the area of campus public information, with the rest of the CEOP by assuring, to the degree possible that there are clear avenues of communication with which to convey current and essential information to all internal and external groups affected by a critical event affecting the college.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation.

During an emergency situation, the location of the Public Information Center will be determined by the CERT based on the specifics of the event.

The Campus Public Information duties will lie primarily with the PIO. (See Appendix A.) Emergency information of a life-threatening nature will be disseminated by Campus Security immediately, through use of Public Address systems, Sector Leaders, fire alarms, in-person and all other methods contained within this plan.

13.5 Disaster Intelligence/Damage Assessment Recovery Planning Annex

It is assumed that a serious event or disaster will disrupt the normal functions of the college. Depending upon the severity of the event, the disruptions may include damaged systems or infrastructure. In those cases, it is vital to the full restoration of operations; that the damage is identified, and prompt and proper steps are taken to repair and restore those areas of infrastructure, so that the college can return to normal operations.

The purpose of this function is to identify, collect and disseminate information on the extent and impact of the event as well as plans for recovery.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation. During such an activation, the responsibility for this annex will lie with the Planning Chief, the Logistics Chief and the Supplies and Facilities functional group. (See Appendix A.)

13.6 Evacuation/Shelter-In-Place/Lockdown Annex

It is assumed that in most emergency situations there will be a need for members of the public to take some action to minimize their exposure to injury or death. This may include sheltering in place, or movement from an area of perceived danger to an area of perceived safety. It is also assumed that the public will seek direction from college personnel during these events.

The purpose of this function is to plan for the movement of the public from areas of risk to areas of safety, to the degree possible, during an emergency event.

The objective of this function is to assure continuity in the area of evacuation and sheltering, with the rest of the CEOP by assuring, to the degree possible that notice is provided to the public regarding shelter areas and evacuation routes, and that drills are conducted.

During an in-progress event, with the potential to cause serious injury or death, Campus Police will serve as the first line of notification to the public. By means of the PA system or through direct contact, they will announce, to the public, the need to shelter in place or evacuate, depending on the nature of the event. Sector Leaders will assist in movement or sheltering of the public during such events.

For purposes of severe weather, shelter areas have been designated with clearly posted signage. Evacuation maps have been posted in all classrooms, offices and other designated areas. In the event of an active shooter or incident of targeted violence, all classrooms have been equipped with interior locks which allow occupants to shelter in place securely until the danger has passed.

Southeastern Illinois College is a commuter institution. As such, the need for transportation during a campus evacuation would be minimal or nonexistent. In the unlikely event that there was a need for evacuation, the Logistics Chief would be responsible for locating appropriate transportation. (See NIMS Plan Appendix A.)

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation of this annex.

13.7 Campus Mass Care Annex

It is assumed that catastrophic events may occur in the area served by the college. Events of this nature may require relocation of large numbers of area residents for short periods of time. It is also assumed that the governor of the State of Illinois has the authority to declare an emergency and order the college to provide access to displaced persons.

The purpose of this function is to assure that essential services are provided to persons utilizing the college as a mass care facility, due to displacement from their homes. These include temporary shelter, food, medical care, and other essential life supporting services.

The objective of this function is to assure continuity in the area of campus mass care, with the rest of the CEOP by assuring, to the degree possible that resources have been identified to handle mass care situations that may arise during an emergency event.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation of this annex. (See Appendix A.)

Examples of triggering events could be radiological event, floods, or declaration of a state of emergency by the governor, in which the college is designated as an emergency shelter site. Additionally, requests by organizations such as the Red Cross or cooperative agreements with other colleges & universities, for mutual aid, could trigger a mass care situation.

During such an event, food could be provided by the SIC college cafeteria, the Red Cross or outside vendors. Medical care would be provided through Illinois Emergency Management, the Red Cross and local medical facilities. Mental health assistance would be provided through Illinois Department of Mental Health and/or the Egyptian Public & Mental Health Department.

During a triggering event, it would be the responsibility of the NIMS Medical and Logistics Chiefs to assess and provide for these needs.

13.8 Campus Health and Medical Services Annex

It is assumed that emergency situations may result in a need to address medical, public health or environmental health issues. The college must be prepared to summon medical assistance for victims and arrange transportation to appropriate medical facilities. Environmental problems must be resolved prior to the college returning to full operations.

The purpose of this function is to establish guidelines and identify resources with which to provide medical, public health and environmental health services during a disaster or emergency situation.

The objective of this function is to assure continuity in the area of campus health and medical care, with the rest of the CEOP by assuring, to the degree possible that resources have been identified to handle health and medical care situations that may arise during an emergency event.

Any situation that would qualify as a NIMS Level 1 through Level 5 incident would trigger implementation. (See Appendix A.)

Examples are earthquakes, floods, or declaration of a state of emergency by the governor in which the college is designated as an emergency shelter site.

During a triggering event, it would be the responsibility of the NIMS Medical and Logistics Chiefs to assess and provide for these needs.

13.9 Campus Mortuary Services Annex

It is assumed that during an incident involving multiple deaths, there will be a need to identify deceased persons, provide security for bodies until they are transported to a medical facility, and preserve and secure personal property. Additionally, it is assumed that the college will, when possible, make notification to the families of the deceased and assist in providing counseling and mental health references as needed.

The purpose of this function is to establish guidelines for the collection, preservation, identification and care of human remains and victim property, resulting from a mass fatality event.

The objective of this function is to assure continuity in the area of mortuary services, with the rest of the CEOP, should a mass death situation arise on campus.

Any emergency event that results in multiple deaths on a SIC campus or at a SIC sponsored event would trigger this function. If the number of deceased persons overwhelms the existing medical facilities, the college will seek to obtain appropriate cold storage units to

serve as temporary mortuaries until the appropriate authorities take custody of the bodies or provide further direction.

It will be the responsibility of the NIMS Logistics and Supply Chiefs to identify and obtain required equipment and other assistance for such an event.

13.10 Campus Resource Management Annex

It is assumed that during an emergency event, there will be a need for additional personnel. It may also be assumed that during a major incident, volunteers from in or outside the college may wish to assist. In these cases, it is required that a designee be available to manage these volunteers in an efficient manner.

The purpose of this function is to provide for the management of persons, facilities, equipment, supplies and other resources in the event of a disaster.

Additionally, the objective of this function is to assure continuity in the area of mortuary services, with the rest of the CEOP, should a mass death situation arise on campus.

Any situation that would qualify as a NIMS Level 2 through Level 5 incident would trigger implementation of this function. The responsibility for management of this function, will lie primarily with the Logistics Chief and Staffing/Supply Chief. (See Appendix A.)

14. Hazard Analysis

To prepare and plan for emergency or disaster events, it is crucial to know what types of events a college is most likely to face, the seriousness of the event and its potential long-term repercussions. The matrix below, lists a number of hazards that might reasonably be expected to occur on a SIC campus or in close proximity. It designates the likelihood of an event occurring, the effect on the college, amount of warning time and the overall risk priority. This is not intended to be an all-encompassing list of potential threats, but those that are more likely to be encountered.

15. Hazard Analysis/Summary

Likelihood	Effect on College	Warning	Risk/Priority
4 Highly Likely	4 Catastrophic	4 Minimal	High
3 Likely	3 Critical	3 6-12 hours	Med
2 Possible	2 Limited	2 12-24 hours	Low
1 Unlikely	1 Negligible	1 24+ hours	

Natural

BIOLOGICAL/PANDEMIC	2 POSSIBLE	3 CRITICAL	2 12-14 HOURS	LOW
EARTHQUAKE	2 POSSIBLE	2 LIMITED	4 MINIMAL	HIGH
TORNADO	4 HIGHLY LIKELY	3 CRITICAL	4 MINIMAL	HIGH
WILDFIRE	1 UNLIKELY	1 NEGLIGIBLE	4 MINIMAL	LOW
WINTER STORM	4 HIGHLY LIKELY	3 CRITICAL	1 24+HOURS	HIGH

Human Made

BOMB THREAT	2 POSSIBLE	3 CRITICAL	4 MINIMAL	MED
CHEMICAL/HAZ/MAT	1 UNLIKELY	3 CRITICAL	4 MINIMAL	LOW
CIVIL DISORDER	2 POSSIBLE	2 LIMITED	4 MINIMAL	MED
CYBER	4 HIGHLY LIKELY	4 CATASTROPHIC	4 MINIMAL	HIGH
DEATH	2 POSSIBLE	2 LIMITED	4 MINIMAL	LOW
EXPLOSION	2 POSSIBLE	3 CRITICAL	4 MINIMAL	MED
FIRE	2 POSSIBLE	3 CRITICAL	4 MINIMAL	HIGH
HOSTAGE	2 POSSIBLE	3 CRITICAL	4 MINIMAL	MED
KIDNAPPING	2 POSSIBLE	3 CRITICAL	4 MINIMAL	HIGH
MEDICAL EMER.	4 HIGHLY LIKELY	2 LIMITED	4 MINIMAL	MED
NUCLEAR INCIDENT	1 UNLIKELY	2 LIMITED	3 6-12 HOURS	LOW
PLANE CRASH	1 UNLIKELY	3 CRITICAL	3 6-12 HOURS	LOW
POWER OUTAGE	3 LIKELY	2 LIMITED	4 MINIMAL	MED
SEXUAL ASSAULT	2 POSSIBLE	3 CRITICAL	4 MINIMAL	MED
SUICIDE	2 POSSIBLE	2 LIMITED	4 MINIMAL	LOW
TERRORISM	2 POSSIBLE	4 CATASTROPHIC	4 MINIMAL	HIGH
VEHICLE CRASH	4 HIGHLY LIKELY	2 LIMITED	4 MINIMAL	MED
WATER OUTAGE	1 UNLIKELY	2 LIMITED	4 MINIMAL	MED
WEAPONS	3 LIKELY	3 CRITICAL	4 MINIMAL	HIGH
WEAPONS ASSAULT	2 POSSIBLE	4 CATASTROPHIC	4 MINIMAL	HIGH

1. Emergency Planning Action Levels

Level 1: Catastrophic

A. Level 4 - NOW LEVEL 1

An emergency has rendered all or portions of campus operations inoperable. Individual facilities may be uninhabitable and life essential services may be unavailable. Response and recovery efforts for the resumption of routine campus operations require the activation of one or more COOP for the continuation of essential functions/services.

i. Off-site jurisdictions have established an ICP or UCP requiring the Southeastern Illinois College President or designee to report to the ICP and coordinate response and recovery efforts.

ii. If activation of the Saline County EOC occurs, the Southeastern Illinois College President will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Saline County EOC and Saline County Emergency Management Agency.

B. Response organizations, staff and faculty will provide and receive notifications from command staff locations based on the level of emergency declared.

C. Regardless of the level of response, the Southeastern Illinois College President or designee will determine what type of command structure will be utilized and where the Southeastern Illinois College's on-scene or campus' command structure will be located.

Level 2: Critical

D. NOW LEVEL 2: An emergency has occurred requiring immediate life safety actions. Facility supervisors and/or department heads have implemented one or more sections of the Campus Emergency Operations Plan.

E. Level 2: An emergency or disaster impacts one or more areas of the campus requiring activation of the campus response team and emergency operations plan in a limited fashion.

i. Level 2 emergency activations generally require establishment of an ICP and implementation of Southeastern Illinois College's Emergency Response Plan. Response and recovery efforts remain within the authorities and capabilities of campus officials. In some instances, off-site authorities (i.e., fire, police, EMS), private sector specialist and private sector/vendor related services may be required.

Level 3: Limited

- F. Level 3: An emergency may remain localized or part of a larger affected area external to the campus. Level 3 emergencies result in the need for outside resources and assistance. Implementation of the Southeastern Illinois College's Emergency Response Plan has occurred.
- i. In most situations, off-site jurisdictions have established an ICP or UCP requiring the Southeastern Illinois College President or designee to report to the ICP and coordinate response and recovery efforts.
 - ii. If activation of the Saline County EOC occurs, the Southeastern Illinois College President will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Saline County EOC and Saline County Emergency Management Agency.

Level 4: Negligible

Definition: An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of college employees and the incident is of short duration.

Criteria: The incident can be resolved by college employees with assistance or advice from Security and/or the Environmental Services Director, or Dean of Administration and Business Affairs. An outside agency may be involved as a precaution or as part of standard college procedures.

A written report is filed with SIC Security and other appropriate college departments as deemed necessary.

No outside medical assistance needed.

Little involvement of college insurance is required.

Establishment of an Emergency Operations Center (EOC) is optional.

Examples: Automatic fire alarm without fire, small controlled chemical spill, localized water pipe break affecting a portion of a building, a localized undetermined odor problem, minor flooding from excessive rain, peaceful labor disruption or peaceful student demonstration.

Natural Disasters

Meteorological

(Floods, Cyclone, Hurricane, Typhoon
Snow storm, Thunderstorm, Droughts,
Hot/cold waves)

Geological

(Earthquake, Volcanic Eruptions,
Landslides, Tsunami, Debris / Mudflows)

Environmental / Biological

(Global warming, Climate change,
Ozone depletion, Solar flares,
Epidemic, Plagues)

Human-made Disasters

Technological

(Transport Accidents, Structure
failures, Explosions, Fires)

Industrial

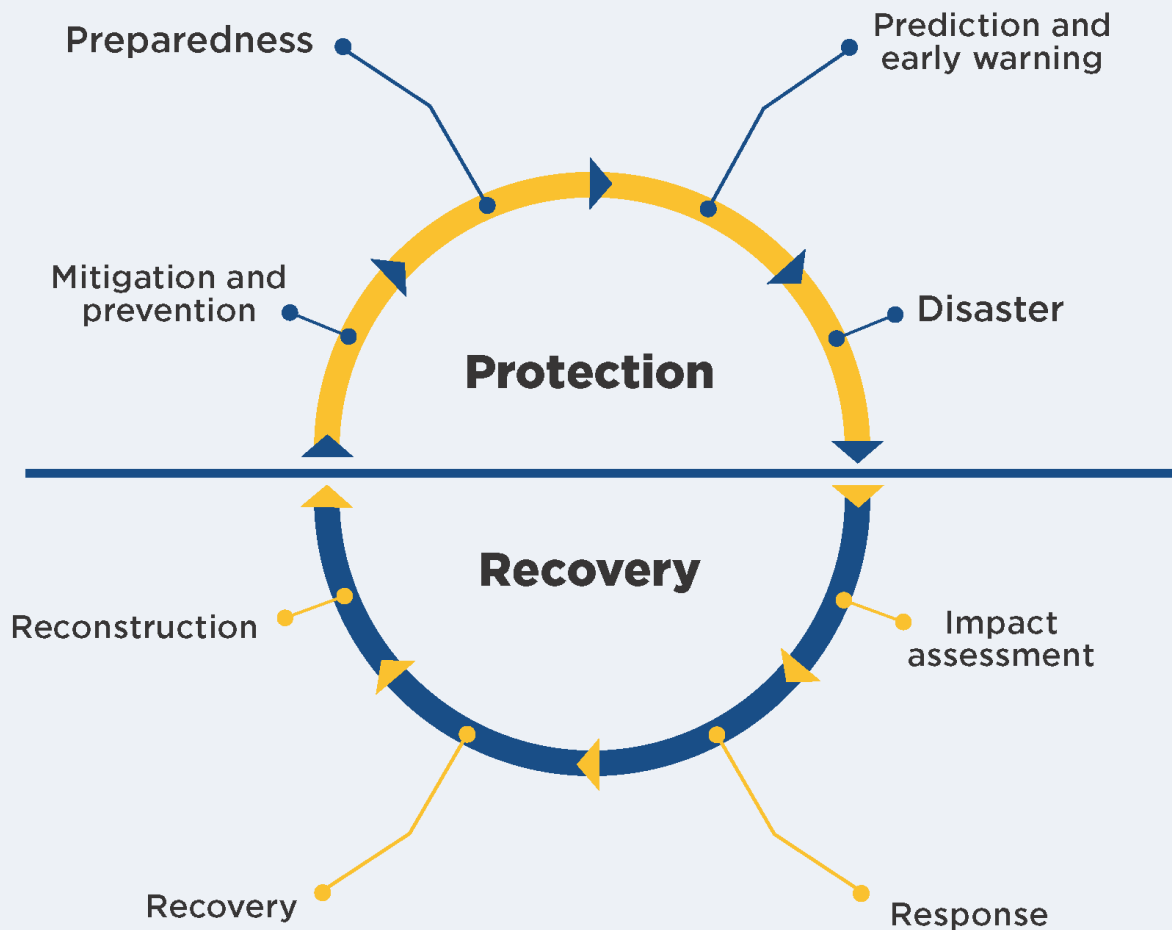
(Chemical spills, Radiation,
Poisoning, Gas leaks)

Warfare

(War, Terrorism, Internal
conflicts, Civil unrest)



RISK MANAGEMENT



CRISIS MANAGEMENT



16. Specific Incident Responses

The responses below are intended to provide basic direction should an emergency situation arise, but you are encouraged to also review the ERP for emergency planning purposes. The SIC ERP can be accessed through the Southeastern Illinois College website under the Environmental Health & Safety webpage at www.sic.edu. See Appendix F for major drills specific information and quick reference. See also Appendix G for an Incident Report to be used as required.

16.1 Fire

Warning is given by a pulsating blast of the fire alarm system and flashing strobe lights.

FIRE RESPONSE (RACE)	Extinguisher Operation (PASS)
R - Relocate individuals away from danger A - Activate pull station and phone 911 C - Contain the fire/smoke by closing doors E - Extinguish the fire if safe to do so	P - Pull the pin A - Aim at the base of fire S - Squeeze the handle S - Sweep from side to side
Evacuate the building in an orderly manner via the nearest exits which are marked and lighted. Instructors should help in this process. • Do not use the elevator. • Once outside, move to the nearest parking lot. • College officials will specify when the buildings may be reentered. • Each staff member will become familiar with the location of the closest fire extinguishers in their area. It is the responsibility of everyone to make sure that these fire extinguishers are available, charged and in working condition. If anyone notices that one is out of place or missing, is not charged, or does not appear to be in working condition, report it immediately to the Office of the Vice President for Administrative Services.	

During a fire or fire drill, the designated evacuation site for Mary Jo Oldham Center for Child Study staff and children is the VPAC or “E” south parking lot(s).

Situation



Geographical Location: Saline County

Saline County has a population of 23,768, and covers 378 square miles. It is located 180 miles south of Springfield, 70 miles north of Cairo, and 130 miles southeast of St. Louis, Missouri. The county has eight municipalities: Harrisburg, Carrier Mills, Eldorado, Galatia, Ledford, Muddy, Raleigh and Stonefort. The largest city and county seat of Saline County is Harrisburg. The major transportation route is U.S. Route 45 (running from northeast to southwest) and State Highway 13 (running east-west). Saline County's major employers include American Coal, and Southeastern Illinois College.

Hospitals serving the area are Harrisburg Medical Center in Harrisburg and Ferrell Hospital in Eldorado. Public and Mental health services are administered by the Egyptian Health Department.

Major highways are:  U.S. Highway 45,  Illinois Route 13,  Illinois Route 34,  Illinois Route 142, and  Illinois Route 145

Airports- Saline County has one airport, the Harrisburg-Raleigh Airport.

Public transportation is provided by the Rides Mass Transit District.

The Saline County area is mostly rolling hills throughout, gradually rising to the Hills of the Shawnee National Forest. The Saline River flows through the central point of the county in three forks, North, Middle and South. To the north of Eldorado there are flat lowlands.

In recent years, average temperatures have ranged from a low of 22° in January to a high of 89° in July. Average monthly precipitation averages 3.04 inches in September to 4.98 inches in May.

Type of College: Public two-year comprehensive community college

Founded: 1960

Location: A 190-acre campus located at 3575 College Road, Harrisburg, Illinois 62946-4925; 5 miles east of Harrisburg on Route 13; 4 miles south of Eldorado on College Road

Telephone: 618-252-5400 (local) 866-338-2742 (toll free)

College District #533: Gallatin, Hardin, Pope and Saline Counties; portions of Hamilton, Johnson, Williamson and White Counties

President: Dr. Karen Weiss

In any emergency requiring evacuation, individuals with disabilities who are located on the second floor of buildings A, B or C should assemble in the upstairs lobby of building B where they will receive help in evacuating the building. The Campus Emergency Response Team (CERT) member will oversee the evacuation of individuals with disabilities.

NIMS Activation: If a fire occurs on campus that requires a firefighting response to extinguish flames the SIC NIMS Plan will be activated.

16.2 Natural Disasters

A natural disaster would include, but is not limited to severe weather situations, hazardous material accidents, floods and earthquakes. Because of the diversity of natural disasters, no set guidelines exist that are applicable to all situations; however, the following procedures will serve as guidelines in the event of a natural disaster.

1. Severe Weather Other than Tornado

In the event of severe weather, each Campus Emergency Response Team (CERT) member is to be notified by the Security Department. If a team leader is unavailable, the next designated person on that team will be notified. Each team leader will notify the remaining individuals on that team. The team members will then notify all offices, personnel, and students of the severe weather warning. Care should be given not to scare staff or students.

2. Tornado

Warning is given by a continuous blast of outside weather sirens. When SIC is made aware that a tornado watch has been issued, campus security and members of the Campus Emergency Response Team (CERT) will notify the campus of the tornado watch. When word is received that a tornado warning has been issued for the immediate area, campus security and members of the Campus Emergency Response Team (CERT) will notify campus to follow the directions below. Classes will be disrupted when a tornado warning for the immediate area has been received.

3. Situations including but not limited to severe weather

- A Building- Go to corridors across from library (Harrisburg, Eldorado, Carrier Mills.)
- B Building- Go to corridors across from cafeteria (Hardin and Pope), overflow to rooms B105, B106 and B140.
- C Building- Go to the Locker Rooms- men in the men's and women in the women's, overflow to corridors across from cafeteria and rooms B140, B106, B105.

- D Building- Relocate to C109 Women's Locker Room, alternative location—corridors across from library.
- E Building- Go to F Building northeast side of theater and practice room corridors.
- F Building- Go to northeast side of theater and practice room corridors.
- G & W Buildings- Go to lower-level north G Building hallway near restrooms.
- H Building- Go to storage room H108.
- Hearn Outdoor Complex- Go to Archery Building; office #103, storage #104.
- T Building- Go to lowest level, occupy men's and women's restrooms first, overflow use corridor.

ALL:

- Face interior wall.
- Sit with head down, away from windows.
- Wait for instructions from a College official or all-clear.

Unless the situation requires evacuation, all doors will remain closed and personnel and students will remain stationary until official "all-clear" notice is received.

16.3 Earthquake - No warning can be given for an earthquake

At the beginning of the course, instructors and student work study supervisors explain to students the evacuation plan as well as alternate instructions and procedures if he/she is not available (out of the room or unconscious).

Each employee is encouraged to bring 1 gallon of drinking water in a plastic container for storage in or near the individual's work area. It will be the responsibility of the individual to keep his or her water supply fresh. In the event of an earthquake, only bottled water should be used until notification that the water system is safe.

Situations including but not limited to earthquakes

- Move away from windows, file cabinets or other potential hazards
- Get under desk, table or other shelter or against an inside wall
- Assume drop position with head covered and eyes protected
- Stay in the drop position until earthquake ends

If outside when an earthquake occurs

- Get clear of all buildings, trees, light poles, exposed wires or other hazards.
- Assume the drop position until quake is over.
- If in a moving vehicle, pull over as quickly as is safely possible and stop - Never stop on a bridge.

The following general precautions will be observed until instructed otherwise

- Do not use the elevator.
- Do not smoke or light matches, even if outside (possible gas leaks).
- Do not stand in doorways.

After an Earthquake

NIMS Activation: If damage is expected as a result of an earthquake the SIC NIMS plan will be activated.

The following general precautions will be observed until instructed otherwise:

- Do not use the elevator.
- Do not smoke or light matches, even if outside (possible gas leaks).
- Do not stand in doorways.
- While evacuating be extremely cautious of potential hazards, weakened walls and stairways, falling debris, etc.

The first priority is the safety of all occupants of the building. The preservation of documents, facilities and vehicles is secondary. If your area is unsafe, vacate as soon as it is safe to do so. Do not return until you receive the “all-clear” from a college official. You should determine, ahead of time, a primary exit as well as several alternate escape routes.

The administrator in each locale should ascertain that all individuals are present and accounted for, and receive emergency assistance, as necessary. Any disabling injuries should be reported to the member of the crisis response team responsible for the area in which the injury occurred.

Instructors

- Evacuate your students from the building as soon as you determine it is safe to do so or receive instructions from a college official.
- Designate several responsible students in each class to take attendance in the event that the instructor is not present or is incapacitated.
- When leaving classrooms, make every effort to verify that all students have been evacuated from the classroom. Announce that no one is to return to the room unless authorized to do so.
- Remain with your class group. Once at your prearranged location, send a responsible student to report the status and location of the class to the ICC (Incident Command Center). Students and instructors should remain at the prearranged location until reentry to school buildings has been approved. If you are not with a class, report to the Incident Command Center.
- If there are seriously injured persons who cannot be moved, remain with the injured person (unless someone with medical training or another Southeastern Illinois College employee can stay with the injured person) and designate a responsible student to evacuate the rest of the students. Students with major injuries are to remain in the classroom (unless the location has an immediate threat to their lives). The injured student must be supervised by a responsible person until medical assistance can be obtained. Evacuate students with minor injuries before seeking medical attention.
- Note the name of anyone who, for any reason, leaves the class group to go to the first aid center, disaster center, home, etc.
- Off campus instructors shall notify the Incident Command Center (ICC) of the status of their students and location as soon as possible after the earthquake.

All Southeastern Illinois College Employees

- Evacuate the building as soon as it is determined safe to do so. Try to remain calm and listen for directions. Remain alert for aftershocks, and be prepared to duck and cover during your evacuation.
- When exiting any building ascertain that there is no falling debris and that the exit is free of potential dangers such as power lines or other hazards. All individuals must remain a safe distance away from buildings or any standing objects. Stay away from the east exit of C Building (gym) because of the proximity to the water tower, gas, and Southeastern Illinois Electric Cooperative Sub Station.
- The Chemistry lab and other special rooms will need to be shut down and the local hazardous materials response teams notified by contacting the Saline County Sheriff's Department.

Custodians: All available

Before

- Assist the planning committee in identification of non-structural hazards.
- Assist in the reduction of non-structural hazards.
- Maintain inventory of food and water supplies.
- Know locations of and procedures for turning off water, gas, and electricity and intake valve on water heater(s).
- Know procedures for setting up emergency sanitary facilities.
- Know fire-fighting procedures and location of the fire extinguishers.
- Know location of search- and - rescue equipment.

After

- Check utilities, turning off water, gas, electricity, and intake valves on water heaters and do whatever is necessary to minimize additional damage.
- Take elevators out of service using the following procedures:
 - Requires 2 people;
 - Call elevator to the lowest floor;
 - Press the hold button when door opens;
 - First person proceeds to the elevator equipment room and disables power to elevator;
 - First person installs a lock-out device and pad lock on the disconnect;
 - Second person remains with the elevator to prohibit use.
- Determine which utilities still work and which do not and report findings to Incident Command Center.
- Make a note of structural and non-structural damage when checking utilities. Report damage to the command center.
- Assist in evacuation, if necessary.
- Set up emergency sanitation system. Be sure not to use water or toilets until lines have been checked for damage.
- Assist with the relocating of any earthquake equipment and supplies.
- Inventory food and water supplies and begin implementing procedures for distribution.

Preferred Evacuation Sites

After the assessment of the area has determined that light poles are not in danger of falling:

- Parking lots to the north of Buildings A and B;
- Parking lot and field to the south of the Technology Building (stay away from the north and east entrances of C Building because of the water tower and gas);
- Parking lots south of Buildings E and F.

All available nursing instructors and any staff with first aid training will staff the emergency first aid center and assist the injured.

16.4 Evacuation/Search and Rescue

All CERT Team Members, Allied Health Instructors, Environmental Services and Campus Security.

The Executive Director of Environmental Services or designee will post guards to see that no unauthorized person goes back into the building unless buildings have been declared safe. S/he will also post traffic control personnel at school walks/ driveways to keep traffic free for emergency personnel/vehicles. Volunteers and staff trained for search and rescue are the only ones who will be allowed inside the building until it is declared safe for reentry.

- Ensure preferred evacuation site is accessible and safe.
- Report to Incident Command Center (ICC) and administrator in charge. Determine need for help in evacuating; assist in evacuation. Receive assignment and direction from administrator in charge.
- Turn off utilities if indicated.
- According to preestablished pattern, check (visually, vocally and physically) every room in building, including bathrooms, for trapped and/or injured students and staff members, and report the location of injured persons to the first aid team. Rescue should not be attempted if hazardous conditions exist. Post a flag outside on the door of each room as it is scanned and cleared and indicate room number and signature of scanner. Immediately report all problems to the Incident Command Center (ICC).
- Evacuate the building as soon as shaking stops. Take Emergency Pack which has necessary emergency information and first aid supplies.
- Establish a first aid station on the south side of campus, lower level parking near pond as soon as possible.

- Assist the injured students and staff with assistance of staff members trained in first aid and assigned to first aid.
- Establish triage and treatment area.
- Assess injuries and provide first aid treatment, as indicated. Tag each of the injured with name, address, injury and treatment given.
- Determine the need for skilled medical assistance and request as needed.
- Establish priorities for the transport of the injured to hospitals, when transportation is available.
- Verify that students moved for additional medical care are tagged with their name, address and pertinent medical information.
- Reassess the situation and the injured periodically. Do not leave injured unattended.
- Keep command center informed of status of injured.
- Campus Emergency Response Team (CERT) members to remain on-site until given official notice.

Mobile Emergency File

A mobile emergency file, containing information needed following a disaster, will be maintained in the security office and will be removed by the Chief of Security or designated person whenever the building is evacuated. The disaster file is to include:

Campus Emergency Operation Plan and Campus Emergency Response Plan that includes emergency medical care forms for students and staff:

- Staff and/or volunteer disaster team assignments
- Campus Emergency Response Team (CERT) responsibility checklist
- Emergency plans and procedures
- Emergency phone numbers
- Building floor plan and map of grounds

- Emergency Measures for Disabled Students and Employees List

A duplicate of Mobile Emergency File will be maintained in Building E, Business Administration, Room E244.

Security Team

Formed by the NIMS Incident Command Center

- Place cones from security vehicle across roads near school to prevent traffic jams from interfering with access of emergency vehicles (fire, paramedic) to school site.
- Place cones at the entrance of the MJOCCS parking lot to avoid problems with the arrival of emergency vehicles.
- Account for all students and staff.
- Lock all external gates and doors; secure building.
- Station one team member at main entrances to deal with fire, police, rescue, and medical personnel to area of need.
- Keep Incident Command Center (ICC) informed of activities.
- Get student and staff status reports and report to the ICC.
- Ensure that students and staff are kept a safe distance from any hazards.

Damage Assessment Team

Formed by the NIMS Incident Command Center

- Conduct a systematic survey of all buildings and grounds for non-structural damage.
- Survey damage to utility systems and shut down main power, gas and water as indicated.

Shelter Operation Team

Formed by the NIMS Incident Command Center

- Receive assignment and direction from Incident Command Center (ICC).
- Survey and assess shelter site for restrooms and cooking facilities.
- Estimate number of persons requiring shelter and for what length of time.
- Assess adequacy of available water, food, blankets and other supplies.
- Establish a list of all persons in shelter and determine special needs.
- Determine what additional supplies or equipment is needed. Report additional supply or equipment needs to campus security.

Structural/Evacuation Hazard Assessment

Unless directed otherwise by the NIMS Incident Command Center, an evaluation of the structure of campus facilities is to be performed by the Vice President of Administrative Services and Director of Environmental Services and/or a qualified structural civil engineer, where local evaluation determines a need. The evaluation is to include interior and exterior portions of school buildings as well as school grounds. Evacuation hazards assessment is to include assessment of school's proximity of toxic, flammable, corrosive, chemically reactive or radioactive materials and high voltage power lines.

Non -Structural Hazard Assessment

Each year, immediately following the spring semester, the Vice President of Administrative Services and Executive Director of Environmental Services undertake a physical survey of all facilities and grounds for identification and correction of potential non-structural hazards.

Status Reports

Will be maintained by the Incident Command Center

Shelter

SIC will follow the protocol established in Annex 6 of the EOP.

16.5 Health Related Emergency (General, Unspecified)

SIC will follow protocol established elsewhere in the Emergency Operation Plan (EOP) and follow common practice (e.g., CPR, Stop the Bleed, etc.).

16.6 Employee/Student/Visitor Incident

In case of a containable incident, all staff involved with, or witness to, an accident should complete an Employee and Student Incident Report Form the day of the incident. The original should be submitted to the office of the Vice President of Administrative Services and copied to that department's supervisor and campus security. Copies of incidents involving students should be sent to the Executive Dean of Student Affairs. Copies of the forms should not be provided to students unless requested through the office of the Vice President of Administrative Services. Forms are available from campus security and College intranet site. Employees are prohibited from transporting individuals to the hospital unless authorized by the Vice President of Administrative Services.

Steps to follow during the regular daytime hours on campus

The employee first aware of the situation should call the appropriate Campus Emergency Response Team (CERT) member and campus security at 926-4986 or 2911. If it is necessary to call for outside assistance, call 911. Call 911—dial 8-911 if calling from a College phone.

Life Threatening

If the employee feels the situation is life threatening, s/he should call an ambulance immediately (911) and give his or her name and the exact location of the emergency.

Not Life Threatening

The employee should call for assistance and stay with the person having the problem until help arrives and render any help which s/he can give.

If the Campus Emergency Response Team (CERT) member responding feels the situation is not life threatening and the person is fully conscious and able to communicate, it will be necessary for that person to make his or her own decision relative to obtaining medical help. If the person is unable to decide concerning medical treatment, the responding Campus Emergency Response Team (CERT) member will contact the parent/guardian/spouse/or other close relative concerning medical treatment.

If the person is immobile, the employee should call a Campus Emergency Response Team (CERT) member.

Steps to Follow During the Evening Hours (After 4:30 p.m.) On Campus

The employee first aware of the emergency situation is to call campus security at 2911 or 618-926-5403. If the situation is life threatening, call 911 immediately. The employee is to stay with the person until help arrives and render any help which s/he can give.

Not Life Threatening During the Evening Hours (After 4:30 p.m.) On Campus

If the employee feels the situation is not life threatening and the person is mobile, he or she should be brought to the nearest easily accessible area. If the person is immobile, the employee should not attempt to move the person. The employee will contact the security officer at 926-5403. If appropriate and/or requested, attempt to call a parent/guardian or ambulance.

If the person is unable to decide concerning medical treatment, a security officer will attempt to call the parent/guardian/spouse or other close relative in order to make a decision concerning medical treatment.

Steps to Follow Friday Night or Weekends

The employee or sponsor in charge should contact a security officer for assistance to contact the parent/guardian/ spouse/other close relative or ambulance (911).

Employees are prohibited from transporting individuals to the hospital unless authorized by the President or most senior Cabinet member available to respond.

16.7 Power Outages

In the event of a power outage instructors are requested to stay with their students until the source and duration of the power outage can be determined. The Director of Environmental Services and maintenance staff will immediately respond to the electrical closets, decide as to the problem and the possible duration of the outage, and then notify the president or his/her designee as to the circumstances so that the appropriate action can be taken. The president or his/her designee will then notify administrators, who will then notify instructors and students of any decision concerning whether or not classes will be held or canceled. Every attempt will be made to make the class cancellation decision 30 (30) minutes prior to the start of class.

The Campus Emergency Response Team (CERT), administrative staff, and security will patrol the hallways, answer questions and provide any necessary assistance. The designated Campus Emergency Response Team (CERT) member will determine if there are any individuals with disabilities requiring assistance and report any findings to the appropriate Campus Emergency Response Team (CERT) member who will coordinate any necessary evacuation procedures.

Classes may not resume and offices open until power is restored AND an “all-clear” has been given. Although power is restored, the “all-clear” will not be given until fire alarm and other electrical systems have been evaluated and determined functional.

16.8 Abduction

Occurs when a person knowingly retains physical custody of another person without authority. This may be accomplished by use of force, threat of force, deceit or enticement.

This does not have to be removal of the person from the school but can be the detainment of the person in a school by an unauthorized person.

Procedure

- Call campus security at 2911, 926-4986 (daytime), or 926-5403 (evening), and local police at 911. Identify yourself and give your specific location, at Southeastern Illinois College, and the nature of the emergency. Give all information you have available, i.e., description of the person and the abductor, names if known, description of the vehicle when appropriate, as well as the place and time the student was last seen. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Keep any witnesses, both adults and students, in an office or vacant classroom and preferably separated to prevent sharing stories.
- Secure the area of conflict, location of the vehicle involved, i.e., making it possible to maintain any evidence for law enforcement investigation.
- Assist the police. (Have pictures and files available, students and suspects.)
- Have a counselor assist with any emotional response on the part of the staff or students during and following the situation.

16.9-Armed Offender/Weapons Possession, Hostage/Barricaded Situation, Threat of Violence, Intruder on Campus

NIMS Activation: Any event on campus that involves a weapon possession, armed offender, hostage, barricading or immediate threat of violence on campus shall cause the SIC NIMS Plan to be activated.

Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising or attempting to exercise control over individual(s) by use of force, or threat of force, or by other violent behavior/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands.

An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm or carry out personal objective.

A threat of violence is any expression, verbal or non-verbal, of the intent to inflict harm, injury, or damage to persons or property.

The threat of violence carries with it the implied notions of a risk of violence and a high probability of harm or injury. All threats of violence within a school may have serious consequences and can be expected to have a negative impact. Threats to students or staff, for example could be a prelude to a more serious incident/crisis event, such as an armed assault or hostage taking. Even when more serious incidents do not follow, threats typically result in significant adverse consequences to the victim, which may be physical, psychological or both.

An intruder in the building is an individual in the building who appears suspicious and/or engages in threatening behavior. Any school personnel who observe an individual in the building who appears suspicious should notify campus security or a Campus Emergency Response Team (CERT) member. They will determine if it is an emergency situation.

Any other non-student who is on school property and engages in threatening behavior should be treated as intruders.

See Attachment D, *Campus Safety Alert*, for information regarding precautions and actions to take in the event of a campus safety threat.

The Illinois Criminal Code governing this offence states that unlawful possession of a weapon on school property or within 1000 feet of a school in the state of Illinois is a Class 3 felony. Campus Security, Campus Emergency Response Team (CERT) member or the administrator will determine if it is an emergency situation.

If it has been determined that an emergency situation exists, the following procedures will be followed:

1. Contact campus security at 2911, 926-4986 (daytime), or 926-5403 (evening) and Campus Emergency Response Team (CERT) member or administrator. Security will contact the Saline County Sheriff and Illinois State Police at 911. Make sure the police operator understands the specific details of the situation including the exact known location, and any descriptive information available. If possible, stay on the line until instructed to disconnect by the 911 operator. Until assistance from the Illinois State Police arrives the emergency disaster procedures will be followed. Once the Illinois State Police arrive, they will be in charge of the situation. Southeastern Illinois College staff will provide support and assistance only as requested by the Illinois State Police.
2. Notify all instructors and staff as possible that you have an emergency situation. Instructors will assess the situation to determine the most appropriate response (flight, fight or hide). If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
3. Once an appropriate response has been determined, notify as possible all students indoors and outdoors to respond accordingly.

4. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger and to alert responding law enforcement.
5. All doors capable of being locked should remain locked. If the decision has been made to remain in the buildings students and staff should lay flat on the floor, remain quiet until the all-clear signal is given or other instructions are provided.
6. Assist police as directed by them.

16.10 Bomb Threats

NIMS Activation: Any bomb threat situation shall cause the SIC NIMS Plan to be activated.

A bomb threat is a threat alleging an explosive device is located on school properties. This threat may be made by telephone, in writing, email, fax, or by first party verbal conversation with a school official or student. The only allegation necessary is that a bomb is on school premises. Most bomb threats are made by phone and tend to be very brief. The message is stated in a few words and then the caller hangs up. Every effort should be made to obtain detailed information from the caller, such as:

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where is the bomb located?
5. Why did you place it or who placed it and why?

All bomb threats are to be considered real and will be treated as such. Do not use radios. An explosive device could be set off by their use. If you are communicating with a person making a bomb threat:

- Remain calm. Do not panic.
- Keep the caller on the line as long as possible.
- Record, as nearly as possible, every word spoken by the person calling.
- Listen for any strange or unusual background noises such as music playing, motors running, traffic sounds, etc., which might be helpful in providing clues to determine where the call was made.

- Determine whether the voice is male or female, familiar or unfamiliar, and listen for any accents, speech impairments, nervousness, etc.
- Record as much information as you possibly can. You may not be able to get everything, but do get all you can.
- Immediately after the caller hangs up, contact the administrator in charge or campus security if unable to locate an administrator. S/he will contact the Saline County Sheriff's Office. You will be asked to relay as much information as possible.

Until instructed otherwise by the Incident Command Center the following should be observed:

Do not use the elevator.

- The Saline County Sheriff's Department and/or Illinois State Police shall be responsible for the orderly search of the building and investigation of bomb threats received. These agencies may request assistance from other agencies or assistance for Southeastern Illinois College Staff.
- All persons who have been instructed to check the building will make a prompt visual search of their respective areas and report to emergency personnel any items or containers that are unusual or foreign to the normal operation of the school. Do not handle any item under suspicion.
- Should a suspicious object be located, do not move, jar or touch the object or anything attached to it. Leave it exactly the way you found it.
- The building will be under police authority if a bomb is discovered.
- Campus Emergency Response Team (CERT) members are not to leave the campus until they receive official notification.
- After the search has been completed, an "all-clear" shall be announced only after a confirmation has been obtained from the Saline County Sheriff's Department, Illinois State Police, or Fire Department stating the building has been searched and nothing found and is safe to return.
- If you are the person in charge, be sure to get the name of the person and rank that gives you the all-clear. Be sure to include this in your incident report.

- Publicity shall be avoided as much as possible. Only the administrator or designee shall answer questions concerning this matter, and only to those persons with a need-to-know basis.

16.11 BIOLOGICAL Threat/Incident

A biological threat can occur naturally, accidentally or intentionally. A biological threat involves human exposure to germs, viruses or other contagions, which are usually communicable in nature. Intentional biological contamination may be done for terroristic reasons, with the intent to infect a large number of people and cause a disruption of the college or societal functions. In the event of a confirmed or suspected biological incident, campus authorities will initiate a biological response plan involving fire, EMS, local hospitals and the local Health Departments as needed.

If you believe you have been exposed to a biological agent:

- Remain calm and move away from the contamination source, but do not approach others.
- Notify Campus Security or call 911.
- Warn others, who may be nearby but not affected, to leave the area.
- Wait for medical and emergency personnel to arrive and provide direction.

Campus Security will:

- Quarantine affected persons and areas pending arrival of trained and properly equipped rescue/medical personnel.
- If contamination is verified by responding medical personnel, the local Health Department will be contacted.
- The local Health Department will contact U.S. Department of Homeland Security.
- Homeland Security and the local Health Department will determine if the Pharmaceutical Distribution Plan should be activated.
- If Pharmaceutical Distribution Plan is activated, Campus Security will await notification from the local Health Department that pharmaceuticals are ready for pickup.

- If a biological threat or incident is suspected or confirmed, the SIC NIMS plan will be activated. (See Appendix A.)

16.12 PHARMACEUTICAL Distribution

The U.S. Department of Homeland Security, in conjunction with the local Health Department has established a Pharmaceutical Distribution Plan, which would be implemented in case of a Biological Incident.

- In the event that the plan was activated, Southeastern Illinois College and the SIC Security Department would serve as a site of and security for the distribution of medication to the on-campus first responders and college staff.
- The local Health Department will notify the College President that a need for mass distribution has occurred, at which SIC Security will follow the Pharmaceutical Distribution Plan.

16.13 HAZARDOUS Material/Chemical Spills

Hazardous material or chemical spills may occur from an internal (on campus) or external (off campus) source. District 533 encompasses a large agricultural and mining area. Hazardous materials are transported near the SIC campus via state and county roadways. The campus has a moderate exposure to a hazardous material spill.

If you detect a hazardous material spill that may impact the campus, please follow these instructions until directed differently by an Incident Command Center:

- Notify those around you and evacuate the area immediately. You may utilize a fire alarm pull station, to warn others in the area.
- Notify Campus Security or call 911 directly with the exact location and any information you may have on the material involved.
- If possible, notify the Director of Environment Services and request a “shut down” of the ventilation systems.
- Safely assist any injured persons away from the area of the spill if possible. Take no risks.
- If you have the MSDS sheet or the technical name of the product, advise Campus Security or the Director of Environmental Services.

In the event of a hazardous material spill from an external source:

- An announcement will be made as soon as information is available.
- Close all windows and if possible, shut down any air intakes you may have access to.
- Facility Services will shut down ventilation systems as necessary to prevent fumes from being drawn into the buildings.

16.14 Pandemic Influenza and Contagious Disease

The purpose of this annex is to outline SIC's policies and procedures for responding to a public health emergency affecting the campus community, such as the outbreak of pandemic influenza or contagious disease.

Pandemic Influenza or Related

In order to provide the most current information concerning a pandemic influenza outbreak, a system of levels has been assigned to the Pandemic Preparedness Phases. This system will be used for all notices and correspondence to students, staff, and faculty as a clear and concise way to keep the campus community aware of the pandemic influenza prevention and management strategies of Southeastern Illinois College.

I. Prevention Phase: Level One

During the Prevention Phase, or related threat the Executive Staff will remain in the Prevention Phase as long as local, state, and national health agencies Center for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), and the local Department of Public Health indicate that human-to human transmission of pandemic influenza is not in occurrence; an inter-pandemic period exists. Campus stays open.

II. Alert Phase: Level Two

During the Alert Phase, the Executive Staff will designate the phase when local, state and national health agencies (Center for Disease Control, Illinois Department of Public Health and local Department of Public Health) indicate that small clusters of human-to-human transmissions of pandemic influenza or related threat are occurring. A pandemic alert period is declared by the Center for Disease Control. Parts of all of campus functions may be altered.

III. Pandemic Risk Phase: Level Three

The Pandemic Risk Phase is engaged when the Department of Public Health or relevant local, state, or federal agency declares a substantial pandemic risk, indicated by large clusters of human transmission of influenza or related threat, and possibly rising student, faculty, and staff absenteeism due to illness. The Center for Disease Control declares a pandemic period. Preparation for school closure or alternate operations should be strongly considered and departments alerted.

IV. Pandemic Phase: Level Four

The Pandemic Phase remains. The president in consent with the health and government officials will declare a campus emergency. During this phase, human-to-human transmission of influenza or related threat remains. The Southeastern Illinois College campuses should be closed or services altered at the request of the president.

V. Recovery Phase

The president will declare Recovery Phase under the specific declaration and direction of the Department of Public Health or relevant health and governmental agencies. Campus operations will continue at that time. At this time, a determination will be made as to what phase will be maintained, i.e., Prevention or Alert phase.

Contagious Disease Threat

Before

A “contagious disease” is any disease that is contagious by various means. Designated personnel should be trained in the same procedures as cleaning up blood-borne pathogens contamination.

During

A contagious disease should be reported to senior college officials. Measures should be taken to eliminate contamination. Make sure body substance isolation practices (formerly universal precautions) are used to protect you from blood-borne pathogens or potentially infectious body fluids. Body substance isolation practices assume that all body fluids are potentially infectious. Gloves, hand-washing, and eye protection may be needed. If cleanup is needed, contact the Environmental Services Department. If you feel you were exposed to blood or other infectious materials, contact College officials.

After

An Incident Report form should be completed as soon as possible and filed with the Business Services Department. This form can be obtained in the Business Office. (See Appendix G.) Effectively preventing future contamination requires that we fully

understand the causes involved. Please be as detailed as possible when documenting a contamination.

Appendix (A)

Southeastern Illinois College

ADMINISTRATIVE EMERGENCY RESPONSE PLAN Utilizing the National Incident Management System

Updated: Fall 2025

INSTITUTIONAL APPROVAL

As President of Southeastern Illinois College, I approve of the Southeastern Illinois College Campus Emergency Operations Plan (CEOP).

Southeastern Illinois College is committed to providing a safe learning and working environment for its students and staff. To that end, we have developed this CEOP, as well as its appendices, which include an Emergency Response Plan (ERP), a National Incident Management System (NIMS) Plan, and a Violence Prevention Plan (VPP).

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

Dr. Karen Weiss, President

Board of Trustees Approval

Minutes Approved April 19, 2011

Re-Approved _____

Emergency Operations Plan (EOP)

A motion was made by Mr. Ellis and seconded by Mr. Allen that the Board of Trustees approve the Emergency Operations Plan (EOP) as prepared by Mr. Walker, Vice President of Administration and Business Affairs and Dr. Bond, Executive Dean of Student Affairs. After feedback of the EOP by the Illinois Emergency Management Agencies (IEMA) the plan would then be submitted to the Illinois Community College Board (ICCB) to be in compliance with the Campus Security Enhancement Act of 2008 (110 ILCS 12).

All members voted aye. Motion carried.

Updated: Fall 2025

ADMINISTRATIVE EMERGENCY RESPONSE PLAN

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MISSION STATEMENT

Southeastern Illinois College is committed to assuring the safety of our students, faculty and staff. We will provide a safe environment through comprehensive emergency planning efforts utilizing and practicing the National Incident Management System (NIMS).

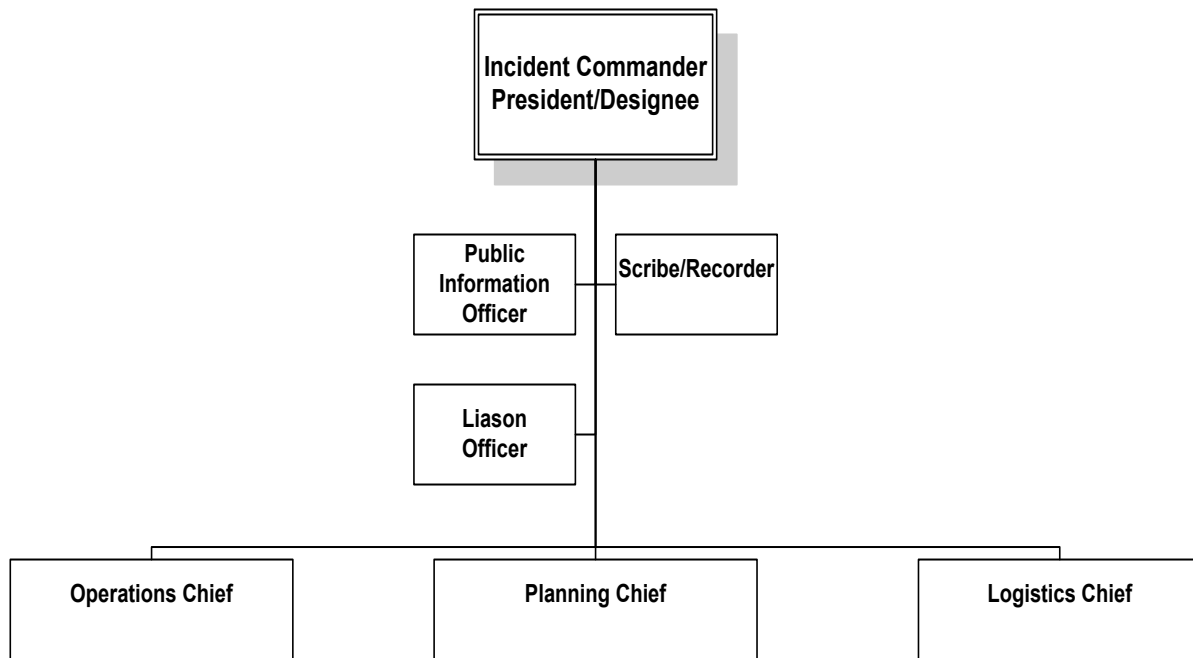
PURPOSE

An emergency situation can arise at any time and from many causes. Emergencies range from hazardous material spills, fires, bomb threats to explosions, natural disasters, nuclear disasters, hostage situations, and civil disturbances such as riots or potential strikes.

Southeastern Illinois College's Administrative Emergency Response Plan is a procedural document for organizing, coordinating and directing available resources toward the control and recovery of an emergency. The plan includes a chain of command utilizing the National Incident Management System (NIMS) establishing the authority and responsibility of various individuals. The Administrative Plan will guide the actions of administrative personnel as a supplement to the general Emergency Response Plan. In emergencies, procedures may be changed at an instant's notice; therefore, responsible and knowledgeable persons who know the procedures have the authority to make necessary modifications.

BASIC NIMS ORGANIZATIONAL CHART – SOUTHEASTERN ILLINOIS COLLEGE

(National Incident Management System)



NIMS (National Incident Management System) Job Descriptions

Incident Commander the Incident Commander is responsible for College emergency/disaster operations and shall remain at the Incident Command Post (ICP) to set Emergency Operations objectives, establish mission of response groups and approve the operational plan.

Scribe/Recorder This position, although optional for the NIMS command system has been added as a specific staff position for the Incident Commander for the College. The scribe will record information under direction of the IC.

Public Information Officer (PIO) News media can play a key role assisting the College in getting emergency/disaster related information to the public (parents). Information released must be consistent, accurate and timely.

- The Public Information Officer (PIO) acts as the official representative for the College in an emergency situation under the direction of the Incident Commander.

Liaison Officer

- The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the college district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

Operations Chief the Operations Chief is responsible for managing tactical operations at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control and restoring normal conditions. Oversees the following as needed:

- Site Facility Check/Security
- Medical Team
- Student Care
- Crisis Team
- Student Release

(Optional) Medical Team Leader (Nursing Faculty) The Medical Team Leader is responsible for the provision of emergency medical response, first aid and counseling.

- Informs the IC when the situation requires health or medical services that staff cannot provide.
- Ensures that appropriate actions are taken in the event of deaths.

(Optional) Medical Team (Allied Health/Nursing Faculty/Sector Leaders) – Personnel, First-aid trained staff and volunteers

(Optional) Crisis Team (Counseling) –Psychological care during and after an emergency

(Optional) Student Care (Student Services) –Faculty, Adjunct Faculty and staff as assigned

- Responsibilities: Ensure the care and safety of all students on campus except those who are in the care of area professional emergency medical responders.

Planning Chief (Administrative Services) –Responsibilities: Oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the Incident Action Plan for each operational period. Oversees the following as needed:

- Documentation
- Situation Analysis

Logistics Chief (Facility Services) – Responsibilities: Meets all support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations. Provides facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel. Oversees the following as needed:

- Supplies/Facilities
- Staffing
- Communications
- Facility Relocation
- Data Services
- Responsibilities: This unit is responsible for providing and maintaining computer services in support of the incident.

Situation Level Definitions

This plan addresses emergencies on four defined levels.

- Level 0 covers a short-term internal "routine" emergency involving only College facilities and employees.
- Level I address an emergency with a predictable duration at a single site involving the College and a single outside agency such as the fire department.
- Level II involves an emergency with an unpredictable duration with a multiagency response.
- Level III relates to a widespread emergency impacting a large segment of the college with long-term implications.

The following level definitions should be used as a guide to defining the magnitude of an emergency incident and the potential impact on Southeastern Illinois College.

Level 0

Definition: An unplanned event that is not likely to adversely impact or threaten life, health or property. Control of the incident is within the capabilities of college employees and the incident is of short duration.

Criteria:

The incident can be resolved by college employees with assistance or advice from the Vice President of Administration, Environmental, Health and Safety Department, the SECURITY, Risk Management and/or Facilities.

An outside agency may be involved as a precaution or as part of standard college procedures.

A written report is filed with the SIC Security and other appropriate college departments as deemed necessary.

No outside medical assistance needed.

Little involvement of college insurance is required.

Establishment of an Emergency Operations Center (EOC) is optional.

Examples: Automatic fire alarm, small chemical spill, localized water pipe break affecting a portion of a building, a localized undetermined odor problem, minor flooding from excessive rain, labor disruption or student demonstration.

Level I

Definition: An unplanned event that may adversely impact or threaten life, health or property within a single area. Control of the incident may be beyond the capabilities of college employees. Outside agency assistance may be necessary.

Criteria:

Resolution of incident involves both college and/or outside agency personnel.

Evacuation is short-term and affects immediate localized area only. The incident is of short duration (e.g., Two hours or less).

Security procedures will need to be established to protect occupants, evacuees, and/or property.

Medical response may be required.

Some involvement of college insurance may be required.

The Incident Commander Post is established.

Written report, including a narrative, damage estimates, injury report and agencies involved are prepared.

Members of the college who participated in the response will usually hold an incident debriefing/critique.

Examples: A localized fire or explosion in a laboratory or academic building, a chemical spill that causes a disruption of services and a hazardous materials response, a suicide, a water main break involving most of a building or one which threatens critical services, a construction accident, an odor requiring evacuation, or loss of heat or power to a building.

Level II

Definition: An unplanned event that may adversely impact or threaten life, health or property on a large scale at one or more locations within the college. Control of the incident will require specialists in addition to college and outside agency personnel. Long-term implications may result.

Criteria:

Resolution of the incident involves both college and outside agency personnel.

Evacuation is long-term and affects an entire building, a group of buildings and/or a significant number of employees or students.

The incident response may require an extended period of time before it is completely resolved.

Security procedures will need to be established to protect occupants, evacuees and/or property.

Significant involvement of college insurance may be necessary.

Large-scale medical response may be required.

An Incident Command Post will be established.

An Emergency Operations Center (EOC) may be established.

Members of the college that participated in the response will hold an incident debriefing/critique.

Examples: A water main break involving service to multiple buildings or a break affecting the entire college, loss of heat or power to multiple buildings, a fire affecting an entire academic building, a chemical release causing the evacuation of one or more buildings, or large-scale civil unrest on college property.

Level III

Definition: An incident occurring at the college that adversely impacts or threatens life, health or property at the college on a large scale. Control of the incident will require multiple agencies and multiple college departments working together. Long-term implications are likely.

Criteria:

Resolution of the incident requires multiagency response and may result in long-term business disruption.

Serious hazard or severe threat to life, health and property.

Resolution of incident involves community multijurisdictional and college multidepartment involvement.

Major evacuation involving implementation of the college relocation plan, interfacing with community plans.

Significant and long-term involvement of college insurance will be necessary.

Duration of event is unpredictable.

Security procedures established to protect evacuees and property.

Large-scale medical response implemented using both college and community resources.

An Incident Command Post will be established.

An Emergency Operations Center (EOC) may be established.

Communications center established to coordinate media and university related communications.

Long-term recovery plan established.

Written report is prepared.

All agencies that participated in the response will hold an incident debriefing/critique.

Examples: Flood that involves the main buildings, large-scale chemical release affecting a significant portion of the college, earthquake, tornado, major power outage, building collapse and hostage situations.

List of Acronyms Used in this Plan

CEOP	Campus Emergency Operation Plan
DOL	Department of Labor
EHS	Environmental Health and Safety
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERC	Emergency Response Coordinator
ERP	Emergency Response Plan
ERRG	Emergency Response Resource Group
IC	Incident Commander (President/designee)
ICP	Incident Command Post
ILEAS	Illinois Law Enforcement Assistance System
IT	Information Technology
SICS	Southeastern Illinois College Security Department
NIMS	National Incident Management System
PIO	Public Information Officer
SFMO	State Fire Marshal's Office
SCEMA	Saline County Emergency Management Agency

Emergency Response Coordinator (Operations Chief) Order of Succession

Emergency Response Coordinator (ERC-Operations Chief) will be the senior person from the organization having primary responsibility for responding to the incident. The SECURITY will contact the following people in the order listed until someone is available to function as the Emergency Response Coordinator for the incident.

Name	Office Phone	Cellular Phone
Lisa Hite	Ext. 2500	618-384-7341
Ed Fitzgerald	Ext. 2570	618-889-5498
Karen Weiss	Ext. 2100	618-599-8371

Emergency Response Resource Group

The Cabinet members of SIC will convene to provide support to the Incident Command Post and/or the Emergency Operation Center. This group consists of lead administrators of the college, the President, Vice President and Deans. Additionally, the Executive Director of Environmental Services will be a member of the Emergency Response Group.

Purpose of the ERRG

The ERRG shall be used to provide centralized direction and control of any or all of the following functions as they pertain to Southeastern Illinois College:

- Determine policies affecting Southeastern Illinois College during disaster and post-disaster periods;
- Adjudicate conflicting claims and/or requests for emergency personnel, equipment and other resources;
- Designate responsibilities and duties as necessary to maintain the integrity of the college and its primary mission;
- Provide support to emergency operations at the ICP;
Issue communications and warnings;
- Request additional resources from outside agencies and implementing mutual aid agreements;
- Issue emergency information and instruction specific to Southeastern Illinois College;
- Consolidate, analyze and disseminate damage assessment data to the college administration, the Emergency Operations Center and Sector Leaders.

Key Members of the ERRG:

- IC (President or Designee)
- Administrative Cabinet
- Environmental Services
- Legal Counsel

Emergency Operations Center (EOC)**AKA Incident Command Post (ICP)**

The Incident Command Post is the location from which immediate response efforts are coordinated and directed. There will be only one ICP, although there may be other satellite support areas such as a staging area for personnel and equipment. The Incident Commander (IC) will oversee the immediate actions taken at the scene of the response. If agreed upon by outside responding agencies unified command may be established.

The Incident Command Post, (ICP) is established when the Campus Emergency Operation Plan is activated during the initial stages of a large-scale (e.g., Level I-III) campus emergency to ensure the integrity of the administration of Southeastern Illinois College's resources and assets.

The location of the ICP should be determined after reviewing telecommunications and power requirements (including the need for emergency backup power systems) and the location, scale and type of emergency.

The following locations on the Main Campus may be used for the ICP as needed:

Hall of Fame Room (First Floor, C-Building)

North or South Parking Areas

In rare events an off-campus location may need to be allocated to ensure safety. In this case the College may establish an ICP at an alternate site TBD.

Incident Commander (President/Designee) In Charge

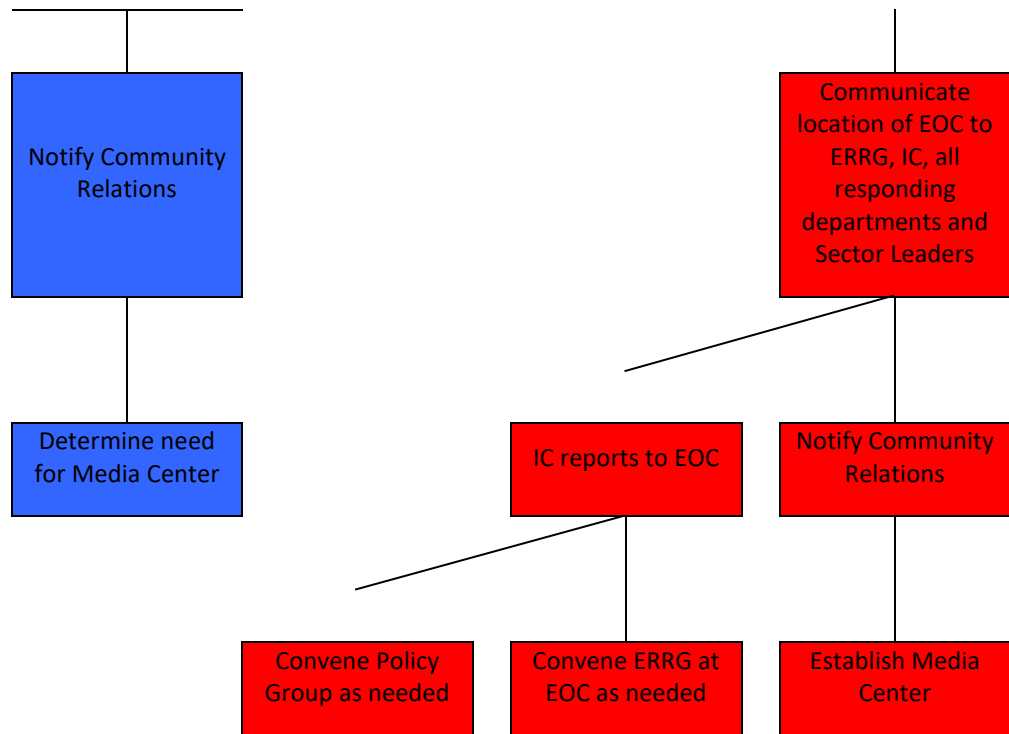
Order of Succession

The SIC Security will contact the following persons in the order given until someone is available to function as Incident Commander.

Name	Office	cellphone
Karen Weiss	Ext. 2100	618-599-8371
Lisa Hite	Ext. 2500	618-384-7341
Ed Fitzgerald	Ext. 2570	618-889-5498

INCIDENT FLOW CHART





NIMS Roles and Duties

Incident Commander (IC)

- To organize and direct the Emergency Operations Center (EOC) or ICP.
- To give overall direction for college operations and if needed, authorize evacuation.
- To formulate and approve policies included in the Emergency Response Plan (ERP) and Administrative Emergency Response Plan.
- To approve operational guidelines which support the Emergency Response Plan.
- To make policy and procedural adjustments as required during the incident.
- To ensure that adequate information is given to the public and to college personnel concerning the incident, its likely outcomes and steps to be taken to assure personal safety and public health.
- To ensure that necessary contacts are maintained with government officials at appropriate levels.
- To ensure that the college's survival and recovery efforts are successful to the fullest extent possible.
- To convene the Cabinet when necessary.
- To keep College administration informed of the sequence of events.
- To work with the ERRG through the Emergency Response Coordinator to communicate policies and to stay informed of decisions and actions that need to be taken.

Incident Commander Checklist

Levels 0 and I

- Initiate the Administrative Emergency Response Plan by assuming the role of Incident Commander (IC).
- Appoint Public Information Officer, Liaison Officer and all needed Section Chiefs and distribute checklists.
- Receive status report and discuss initial incident action plan with Emergency Response Resource Group (ERRG).

- Keep informed of the progress of the incident, provide policy guidance to EOC or ICP.
- Notify PIO to establish a Media Center as appropriate.
- Assign someone to document all information regarding actions taken.
- Authorize deactivation of sections, branches, or units when they are no longer needed.
- Deactivate the entire emergency response.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Announce the termination of the emergency and proceed with recovery operations if necessary.
- Turn in all documentation to the Scribe/Recorder Officer.

Level II and III

If warning is received of an imminent threat to the college or if an incident is in progress:

- Follow all appropriate procedures outlined for Level 0 and I.
- Notify PIO to establish a Media Center for the College.
- Convene the Cabinet as necessary. The Cabinet should convene at the same location as the ERRG.
- Establish a plan to provide for continuity of the college administration based on the officials who are present on campus.
- Inform deans, department heads, sector leaders and other officials and have them prepare to implement emergency procedures for their areas.
- With input from the ERRG, arrange for evacuation orders, service and facility shutdowns, return to work, extended shifts and announcements.
- Establish priorities for utilization of available resources, manpower and services.
- Establish contact with appropriate governmental agencies.
- Establish a location for governmental personnel who will be operating on campus.

- Coordinate with governmental officials as needed for assistance, intervention, information, etc.
- Be available to the ERRG to provide authority for policy revisions and decisions.
- Provide policy guidance in determining resumption of College activities.
- Contact Board of Trustees members to convene a meeting (in person or by conference call) to discuss needs and receive authorization for implementation.

Public Information Officer (PIO) – Community Relations

- To establish a prioritized list of people designated to serve as the Public Information Officer (PIO) whenever an emergency incident occurs at the college that may receive media attention.
- To serve as PIO to the media for incidents of any size.
- Establish and operate a Media Center in the event of a Level II or III emergency incident.
- To establish procedures for maintaining communication with the Emergency Response Resource Group so that all available information is current.
- To prepare and disseminate major announcements concerning canceling or resumption of college activities during and after an incident. This should include announcements to external media as well as internal departments and students.
- To serve as the sole point of contact for the college for media inquiries and releases of public information during emergency incidents.
- To provide rumor control during and after an incident.
- To keep accurate records of releases to the media, data and/or documents substantiating the information provided, etc.
- In conjunction with the Executive Dean of Student Affairs, Human Resources and other departments, establish a system for gathering information and notifying families and relatives if casualties have occurred.
- To develop and maintain standard operating procedures and response protocols, in cooperation with internal groups and outside agencies to coordinate public information efforts.

Public Information Officer (PIO) - Community Relations Checklist

Levels 0 and I

- Receive appointment and briefing from Incident Commander (IC).
- Work with the Incident Commander (IC) to arrange media announcements as required.
- Establish the Media Center as deemed necessary.

Level II and III

- Complete all actions for Levels 0-I.
- Establish the Media Center.
- Maintain a list of media that are available who carry announcements of closings, etc.
- Prepare and release announcements to the college community about the status of the incident and actions to be taken. Update announcements as required. Announcements are to be made on local and regional television, radio, by email, the campus phone system and/or by any other means deemed necessary and appropriate.
- Brief the ERRG, Administrative personnel, and Sector Leaders on the procedures that are to be followed for the release of information, and how to address public inquiries.
- Establish a central briefing room for news media.
- Monitor radio and television broadcasts to determine what information is being presented.
- Coordinate a system for gathering information and communicating with families and relatives regarding the status of any staff or student. Work with the ERRG to set up a network to communicate to the next of kin if necessary.
- Provide information to IT operators to use for incoming calls.
- Maintain contact with the ERRG to ensure that information is current.
- Verify any information received from outside sources with the ERRG.
- Maintain the Media Center during clean up and restoration activities.
- Deactivate media center at the Incident Commander's (IC) direction.

Liaison Officer

- To serve as the point of contact for agency representatives from assisting organizations and agencies outside the college district.
- To assist in coordinating efforts of all agencies involved by ensuring the proper flow of information.

Liaison Officer Checklist

Levels 0-III

- Receive appointment from Incident Commander (IC).
- Coordinate with the Incident Commander to notify the Saline County Emergency Management Agency that a disaster has occurred and request assistance as needed.
- Brief agency Liaison Officers on the current situation, priorities and incident action plan.
- Ensure coordination of efforts by keeping the Incident Commander (IC) informed of agencies' action plans.
- Supply casualty data to the appropriate authorities:
 - Number of casualties received and types of injuries treated
 - Individual casualty data
- Provide periodic update briefings to agency representatives as needed.
- Deactivate the Liaison Officer position at the direction of the Incident Commander (IC).
- Turn all documentation into Documentation Officer.

Emergency Response Coordinator (Operations Chief)

The Emergency Response Coordinator (ERC – Operations Chief) serves as a single point of contact with the Emergency Resources Response Group (ERRG) and is the Chief of Staff to the college Incident Commander (IC) during an emergency response. Requests for personnel, equipment, supplies, information and assistance from the EOC should be coordinated with the ERC.

- To manage the EOC during the incident and during cleanup and restoration;
- To coordinate all activities of response;

- To ensure that the Communication Center is operational and can serve as a focal point for routine operational communications during incident;
- To maintain ongoing contact with the Communication Center, the EOC and unified command (if established);
- To maintain on-going contact with the office of the Vice President of Administrative Services to ensure action taken is recoverable under insurance if it is an insured loss;
- To ensure that briefings are prepared and presented to key Administrators and the PIO during and following the incident;
- To ensure that all operations during the incident are coordinated and are being carried out in a constructive and safe manner with consideration being given to the post emergency phase;
- To assemble damage assessments and coordinate the plan for recovery;
- To manage the EOC during recovery operations;
- To ensure that the incident is properly documented;
- Participate in the post-situation critique

Emergency Response Coordinator (Operations Chief) Checklist

Level 0 and I

- Receive appointment from the Incident Commander (IC). Assign a person to document all actions, turn in to Scribe/Recorder upon completion.
- Select a location for the EOC (if needed) that will be least likely to be affected by the incident and communicate the location of the EOC to all other responsible parties, including the IC, the ERRG and sector leaders.
- Assume the duties of all operations positions until staff are available/assigned.
- Assign a person to document all actions.
- Brief staff as assignments are made.
- Monitor activities from the EOC if one is established.

- Keep the IC informed of details and progress of the incident.
- Ensure that the number of Security officers and other staff assigned to resolve the incident is adequate.
- Review with staff and sector leaders on an ongoing basis the probability that the incident will escalate to Level II. If escalation seems likely, notify the IC.
- If the incident involves damage to college property or other possible loss, contact the office of the Vice President of Administrative Services to discuss immediate contracting needs.
- Collect documentation from Site Facility Check, Security, Medical Team, Crisis Team, and Student Care groups if activated.
- Turn all documentation into Scribe/Recorder.

Level II

- Complete all actions for Level 0 and I above.
- Security personnel are to stage the EOC.
- ERRG members are to provide an assessment of the extent of damage, report any special problems/issues for each area, and are to provide a likely short and long-term sequence of events.
- ERRG members are to provide the number of staff available and a summary of any resources needed.
- ERRG members are to implement response efforts as outlined in this plan and the Emergency Response Plan as required for the type of emergency.
- If the incident involves potential risk to employees and/or students, contact Human Resources, the Executive Dean of Student Services as appropriate.
- Determine the need for evacuation and relocation of students and/or staff. Contact the Saline County Emergency Management Agency at for evacuation/relocation assistance.
- Notify the Communications manager-on-call to set-up a phone bank to handle inquiry calls from parents, etc. as appropriate.
- Request additional assistance as needed from local/state agencies.

- Maintain contact with the EOC and keep the ERRG and PIO informed of the course of events.
- Coordinate clean up and recovery activities, and assure that dangerous areas are secured from public access. Deactivate position when notified to do so by IC.

Level III

If Warning Is Received of Imminent Threat to the College

- Inform the IC of the nature of the threat.
- Complete all actions for Levels 0-II.
- Select a location for the EOC that will be least likely to be affected by the incident.
- Security personnel assure security of the EOC.
- Notify and convene the ERRG.
- Each member of the ERRG is to provide an assessment of potential critical issues and steps to be taken to reduce injury and damage.
- Request to Incident Commander (IC) that a Media Center be established.
- As appropriate, arrange for evacuation of buildings and/or close parts of, or the entirety of the campus.
- Designate entry and evacuation routes that are to be used by both emergency and private vehicles. Prepare highlighted maps showing routes and parking areas and distribute to the ERRG and the Media Center.
- Arrange to have announcements made by television, radio, campus phone systems, email, public address systems, and/or bullhorns or other amplification devices as appropriate.
- Contact local authorities for information and to request assistance as needed.
- Have EHS assess environmental and/or personnel contamination and other special hazards that are likely to occur.
- Notify local Law Enforcement agencies and Hospitals at of the situation and provide an assessment of the possible impact on operations.

- Determine, with input from the ERRG and the IC, the need to call in additional staff and/or announce shutdown of college operations.
- If the incident involves damage to college property or other possible insured loss, contact the Office of the Vice President of Administration.

Level III

Major Event Occurs Without Warning or an Emergency Situation is in Progress

- Complete all actions for Levels 0-III above.
- Maintain and update logs, status board and maps as the situation demands.
- Inform the Saline County Emergency Management Agency of the extent of the disaster, and request support as appropriate.
- Contact the office of the Vice President of Administrative Services immediately.
- Keep in contact with the IC to communicate needs and the decisions of the ERRG throughout the incident.
- Coordinate the efforts of the security and EHS if it becomes necessary to evacuate, relocate, and/or house victims.
- Maintain contact with local, state, federal agencies and authorities.
- Work with EHS to determine any environmental and public health consequences and necessary remediation.
- As the critical stage of the disaster abates, with the assistance of Risk Management, begin assessments of the need for cleanup, restoration of services and recovery operations.
- Determine, with input from EHS and local Public Health Authorities, any public health hazards such as safety of potable water supply, integrity of sanitary sewer, or sources of unsanitary conditions.
- Coordinate with Facility Services, Risk Management and/or other qualified response personnel the evaluation of the integrity of buildings before allowing reentry.

Site Facility Check (Security)

- To take whatever action is appropriate, in coordination with Risk Management, to prevent damage or further damage to college facility services, assets and facilities.
- To assume responsibility, in coordination with Risk Management, for all immediate corrective action necessary to restore the college facility services to operational status.
- To maintain communication with other members of the ERRG about the status of facility services problems and need for further action to protect people and public health.
- To assess the campus for safety hazards and damage.
- Perform temporary corrective actions to assure containment and safety.
- Secure affected areas.
- Report all findings to the Operations Chief.
- Fully document any damage or evidence.

Level 0-III

- Receive appointment from Emergency Response Coordinator-Operations Chief.
- Assign person to document all actions and provide to Planning Chief Business Services upon completion.
- Request help as needed.
- Take no action that will endanger yourself.
- Take appropriate tools.
- Assess the extent of the problem/damage.
- Lock gates and major external doors of affected areas as necessary to assure containment/safety.
- Locate, control and extinguish small fires as necessary.
- Check gas meters. If gas leaking, shut gas supply down.

- Shut down electricity only if building has clear structural damage or if advised to do so by the IC.
- Post yellow caution tape around damaged or hazardous areas.
- All observations of damages and actions taken should be reported to Emergency Response Coordinator (Operations Chief) via radio including any impact, on a short or long-term basis, of building usage, fire alarm or suppression systems, or other building systems.
- Notify Emergency Response Coordinator (Operations Chief) if the problem will involve an environmental release that requires reporting to regulatory agencies, such as an unpermitted discharge to the stormwater system or the air.
- Provide necessary control, containment and/or cleanup equipment at the site.
- Take appropriate precautions to prevent release, to contain materials if they have been released, or to begin decontamination procedures. No damage should be repaired before full documentation, such as photographs and video evidence, is complete unless the repairs are essential to immediate life- safety.

Site Facility Check (Facility/Security)

- Contain and clean up any chemical, biohazards or radioactive spills or if spills are too massive, contact local hazardous materials response agencies and/or decide to have contractors perform jobsite remediation.
- Verify through appropriate tests and monitoring that all hazardous materials are properly cleaned up and/or unsafe conditions are corrected.
- Notify appropriate regulatory agencies as required.
- Provide proper chemical, biological and/or radiological hazard information to emergency response agencies and medical personnel. If patients with contamination are going to the emergency room, work with JFD and the hospital to assure no transfer of contamination.
- Ensure that all local ventilation has been reset and is operational and the areas are safe for re-occupancy before allowing staff back into laboratory areas.
- Be sure the entire campus has been checked for safety hazards and damage.
- Route fire, rescue and security as appropriate.

- Direct all requests for information to the Public Information Officer (PIO).
- Site Facility Check (Facility Services/Security).
- When the situation is determined to be safe, ensure that alarms have been reset and that reentry to the building is implemented.
- File any required forms or reports with regulatory agencies.
- If incident was the result of careless or erroneous actions, conduct follow-up with incident investigation.
- Arrange for areas for disposal of food and other materials, such as laboratory specimens, subject to spoilage during loss of refrigeration.
- Provide information on environmental impacts and/or public health concerns related to the disaster.
- Assist community relations with the preparation of announcements to inform College personnel of public health dangers and precautions to be taken for protection from chemical, biological or radiological contamination.
- Assist with recovery efforts.
- Deactivate position upon receiving order from ERC (Operations Chief).
- Turn in all documentation to ERC (Operations Chief).

Security

- To serve as initial contact point in all college emergencies;
- To contact local emergency responders if immediately necessary;
- To notify appropriate college units;
- To maintain the campus Security Communication Center;
- To provide crowd and traffic control;
- To disseminate radios, warnings and evacuation instructions;

- To organize and oversee any evacuation and relocation of students and staff which must occur.

Security Checklist

Level 0

- Notify the Emergency Response Coordinator (Operations Chief).
- Notify Facility Services and/or other appropriate college department(s) as outlined in this plan.
- Dispatch security personnel to the scene.
- Assist in determining if an EOC will need to be established to resolve the incident, and if so, establish and staff the EOC.
- Announce the location of the EOC via phone, radio or campus email as appropriate.
- Document all actions, turn in to ERC (Operations Chief).

Level I

- Contact the appropriate Security, fire, and/or emergency medical services depending on the type of incident and location.
- Dispatch security personnel to the scene to investigate, relocate those affected and/or for crowd control.
- Contact, and maintain communication with office of the Vice President of Administrative Services as appropriate.
- Announce the location of the EOC.
- Coordinate the evacuation of area(s) as necessary in accordance with established protocols.
- Work within the EOC throughout the incident.
- Determine if incident is escalating to Level II and if so, communicate to Operations Chief.

Level II

- Follow all of Level I above.
- Maintain an appropriate level of response activity until the incident is resolved.

Level III

If Warning is Received of an Imminent Threat to the College

- Notify the ERC that the ERRG needs to be convened immediately in an area least likely to be affected by the incident.
- Help set up the EOC after notification by the Operations Chief.
- Call in available officers in appropriate numbers to deal with the anticipated threat. If appropriate, begin evacuation procedures.
- Begin traffic control procedures.
- Coordinate efforts with local authorities.
- Follow Level 0-II procedures.

Level III

If a Major Incident Occurs Without Prior Warning or if a Major Incident is in Progress

- Coordinate with the IC to notify the Saline County Emergency Management Agency that a disaster has occurred.
- Request Saline County Emergency Management Agency support if appropriate.
- Help set up the EOC as appropriate to the situation.
- Brief the ERC on the magnitude of the problem.
- Call in all available officers.
- Begin triage and evacuation procedures.
- Begin traffic control procedures.
- Coordinate efforts with local, state and federal agencies.

- Continue appropriate emergency response procedures.
- Follow Level 0-II procedures.

Medical Team Leader (Nursing Faculty)

- The Medical Team Leader is responsible for the provision of assisting with emergency medical response and first aid. Reports to Operations Chief and keeps him/her informed of overall status;
- Appoints person to document all actions, turn in to Planning Chief upon completion;
- Informs the Operations Chief when additional outside help is needed;
- Briefs and assigns personnel to triage/first aid area as directed by EMS personnel;
- Oversees safety of College personnel assisting with first aid.

Medical Team Leader/Medical Team Checklist

Level 0

- Position not likely to be activated.

Levels I-III

- Receive appointment from Operations Chief.
- Keep accurate records of care given.
- Deactivate position upon the order of the Operations Chief.
- Turn in all documentation to Operations Chief.

Optional – Crisis Team (Counseling)

- To provide psychological and logistical support to faculty and staff.

Crisis Team (Counseling) Checklist

Level 0

- Crisis team unlikely to be activated.

Levels I-III

- Receive appointment and briefing from Operations Chief.
- Assign a person to document all actions, turn in to Planning Chief upon completion.
- Assign additional personnel as needed.
- Anticipate staff needs as they might relate to the specific disaster.
- If needed, establish a staff rest and nutritional area in a low traffic area.
- Provide for a calm relaxing environment, provide overall disaster information updates (bulletins) for rumor control.
- Observe all staff closely for signs of stress and fatigue; intervene appropriately. Provide for personal staff rest periods and relief.
- Assist staff with logistical and personal concerns; act as facilitator when appropriate.
- Arrange for Critical Incident Stress Debriefing as needed.
- Deactivate position upon order of the Operations Chief.
- Turn in all documentation to Operations Chief.

Optional – Student Care (Student Services)

- To ensure the care and safety of all students on campus except those who are in the care of professional emergency medical responders.

Student Care (Student Services) Checklist

Level 0

- Unlikely to be activated.

Levels I-III

- Receive appointment and briefing from Operations Chief.
- Assign a person to document all actions, turn into Planning Chief upon completion.
- Make personnel assignments as needed.
- Assemble waiting/rest area for students as needed.
- Assure safety of students in waiting/rest area.
- When necessary, provide water and food to students.
- Make arrangements for portable toilets if necessary with hand wash capability.
- Make arrangements to provide shelter for students if needed.
- Keep records of students present in the waiting/rest area.
- Keep students reassured, arrange activities if needed.
- Direct all requests for information to the Public Information Officer (PIO).
- Deactivate position upon order of the Operations Chief.
- Turn in all documentation to Operations

Planning Chief

- To oversee all incident-related data gathering and analysis regarding incident operations and assigned resources;
- To develop alternatives for tactical operations;
- To conduct planning meetings and prepare and update the Incident Action Plan including recovery efforts.

Planning Chief Checklist

Level 0:

- Collect and analyze all documentation from incident.

Levels I-III

- Receive appointment from Incident Commander (IC).
- Assume the duties of all Planning Section Positions until staff is assigned; brief staff on the situation as assignments are made.
- Assign person to document all actions.
- Receive updates from Situation Analysis and Documentation staff.
- Assist the Incident Commander (IC) in writing action plans.
- At the Incident Commander's direction, deactivate the section, close out logs, and verify that all Planning Section tasks have been accomplished.

Scribe/Recorder

- Responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.
- Responsible for maintaining all records of any expenditures and personnel timekeeping records.

Scribe/Recorder Checklist

Level 0

- Unlikely to be activated.

Levels I-III

- Receive appointment from Incident Commander.
- Maintain a time log of the incident, noting all actions and reports.
- Record all verbal and radio communication in EOC for basic content.
- Log in all written reports.
- A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records as they are legal documents.
- Collect and file all paperwork and documentation from deactivating sections.
- Securely package and store documents for future use.
- Deactivate position upon order from Incident Commander.

Logistics Chief

- To assist the Emergency Response Coordinator (Operations Chief) by providing necessary equipment, transportation vehicles, supplies, and staff to correct the situation;
- To coordinate emergency debris removal, removal of wrecked or disabled vehicles and any other actions required to make the campus accessible to emergency response vehicles, etc.;
- To work with the Emergency Response Coordinator (Operations Chief) to determine available facilities for temporary housing if needed;
- To provide portable water supplies, building materials and technical support to facilities in need;
- To provide for sanitary sewage service or substitute facilities, and for trash and garbage disposal;

- To assume major responsibility for recovery and restoration work required after the incident has been resolved;
- To activate the Emergency Response Plan and other relevant procedures to ensure that Facility Services support staff are readily available to respond to emergencies;
- To contact and serve as liaison with service suppliers and other outside resources;
- To provide rodent and other vermin control during incident and restoration;
- To develop and maintain standard operating procedures and response protocols for damage assessment and mitigation, debris clearance, transportation, storage, repair and restoration.

Logistics Chief Checklist:

Level 0-III:

- Receive appointment from Incident Commander (IC).
- Open supplies storage area.
- Assign person to document all activities.
- Assume duties of all logistics positions until staff available and assigned.
- Brief staff as they are assigned and supervise activities.
- Coordinate supplies, equipment, and personnel needs with Incident Commander (IC).
- Maintain security of storage buildings, supplies and equipment.
- Assist with recovery efforts.
- Deactivate position upon receiving order from the Incident Commander (IC).
- Collect all documentation from Communications/Data Services, Supplies/Facilities /Staffing, and Facility Relocation.
- Turn all documentation into Scribe/Recorder

Communications Officer (IT and Business Office)

Business Services and Information Technology are responsible for assuring availability of communications at the EOC and the Media Center (or "communications centers"), during an emergency. Information Technology, in cooperation with Facility Services, Administrative

Services and other areas as appropriate, shall develop emergency communications protocols (Annex B) to assure that adequate communications capabilities can be maintained at the designated primary or alternate communications centers during a college emergency, which may include the loss of phone, data or cable TV systems. Learner Support and Information Technology is also responsible for developing contingency and business recovery plans (Annex C) to assure continuity or timely restoration of service in the event that phone, data or video communications are disrupted during an emergency.

- Coordinate with Operations Chief to ensure that primary and secondary communications center locations are identified, engineered, pre-wired, staged with necessary equipment, tested and maintained PRIOR to an actual emergency;
- Assume primary responsibility, in coordination with the Operations Chief, Business Services, Risk Management and Physical Plant, for all immediate corrective action necessary to restore the college telecommunications facilities to operational status and to obtain and implement alternate communications services to support recovery efforts;
- Provide telecommunications equipment and/or cable plant damage assessment and mitigation, debris clearance, repair and restoration;
- Take appropriate action, in coordination with Risk Management and Physical Plant, to prevent further damage to college telecommunications facilities, including voice (telephone), data (wired and wireless), two-way radio and video (cable television and videoconferencing) services;
- For College emergencies that do not derive from telecommunications facilities and in coordination with the college's Operations Chief, Risk Management and Physical Plant, activate primary or secondary communications centers and implement ad hoc communications services as requested by the Operations Chief;
- Maintain communication with the ERRG (Emergency Response Resource Group) about the status of telecommunications facilities problems and need for further action to protect people and public health;
- Ensure the College's 2911 (emergency call ID) system is operational;
- In coordination with the PIO (Community Relations), work with outside emergency authorities and outside media to disseminate emergency assessment and recovery information. Ensure College Directory Assistance services are operational, properly equipped and staffed.
- Ensure that instructions provided by Community Relations to the College Switchboard on "What to say" to callers are securely received and, punctually and accurately distributed;

- Contact and coordinate with telecommunications service suppliers and outside vendors;
- Develop and maintain standard operating procedures and response protocols for special or emergent telecommunications needs (e.g., EOC, Media Center) during a disaster.

Communications (IT and Business Office) Checklist

Level 0

- Respond to calls from the SECURITY regarding telecommunications problems, or notify the SECURITY if telecommunications problems exist that will impact the college community.
- Assess the extent of the problem/damage.
- Notify the SECURITY and Environmental Department if the problem will impact, on a short- or long-term basis, building usage, security, fire alarm systems or other systems.
- Coordinate with College Relations on communications needs and implement measures to resolve the issue.
- Keep the Operations Chief informed of the status of the problem, estimate duration of impact and, confirm when problem is resolved.
- Turn all documentation into Logistics Chief.

Level I

- The Operations Chief will contact the Chief Information Officer/designee who will report to the EOC.
- Assign a person to document all actions.
- Assess the extent of any damage to the telecommunications infrastructure, establish temporary services, if applicable and reinstate normal services. Coordinate with Operations Chief if the telecommunications incident involves hazardous materials before sending personnel into the disaster area to restore service.
- Issue special "Emergency Response Team" identification to staff designated to work in the recovery area.

- Coordinate with ERC Operations Chief to ensure that telecommunications services at the primary EOC and Media Centers (MC) are operational, or, activate secondary site(s) as deemed necessary.
- Assign a telecommunications employee to the EOC as an adviser and/or as a resource to coordinate telecommunications service provisioning, as necessary.
- Keep IT, Community Relations, and Switchboard Center staff informed of any needed special handling, routing or answering (provide text of announcement) of disaster-related calls to campus's main telephone number.
- Call in extra Switchboard staff and implement emergency procedures, as appropriate.
- Contact and maintain communication with telecommunications vendors and/or other appropriate agencies.
- Provide staff to support restoration of telecommunications facilities and other tasks as defined by the Operations Chief.
- Maintain communication with the SECURITY and the Operations Chief.
- Upon order from the Logistics Chief, stand down special operations (e.g., schedules, messages, EOC, etc.), return to normal scheduling; hold debriefing and documentation meeting(s).

Level II and III:

- Follow all Level I procedures.
- Conduct "Call-in/Check-in Procedure" (departmental roll call) to determine which staff (re: skills, head-count) are available and explain what is known about the emergency.
- Implement emergency procedures as necessary until baseline telecommunications services are restored or install and activate requested ad hoc telecommunications services.
- At the request of the Operations Chief, adapt telecommunications systems to address special circumstances of emergency or, install necessary services at additional sites.
- Maintain phone or radio contact with field staff.

- Communications staff at EOC logs communications exchanged with contacts outside the center.
- File all necessary reports with appropriate local authorities, including the office of the Vice President of Administrative Services.

Supplies – (Facility Services)

- Responsible for providing facilities, services, personnel, equipment, supplies, and materials in support of the incident.

Supplies (Facility Services) Checklist

Levels 0-III

- Receive appointment from Logistics Chief.
- Assign a person to document all actions.
- Open supply/equipment areas.
- Maintain security of all supplies and equipment.
- Distribute supplies and equipment as needed.
- Assist team members in locating supplies and equipment.
- Set up any areas/facilities as needed.
- Receive and secure all equipment and unused supplies as they are returned.
- Upon order from the Logistics Chief, deactivate position.
- Turn all documentation into Logistics Chief.

Maintenance and Administration of the Plan

Office of the Vice President of Administrative Services is responsible for coordinating the preparation and continuous updating of the College's plan, and for assuring the compatibility of the plan with similar Federal, State and local (county and municipal) plans.

Each department, agency or individual specified in this plan, and each department/area that will play an active role in responding to a campus emergency, is expected to prepare and continuously update their area plans as needed to ensure the timely and effective delivery of

disaster response and recovery services by that agency during a disaster. When an area plan is updated, a copy shall be submitted to office of the Vice President of Administrative Services.

Each department, agency or individual that develops an area emergency response plan is expected to appoint an Area Coordinator. The identified coordinator shall represent their area in the drafting and updating of their area plan, and in coordinating their area's effort with those of other specified agencies.

This plan and each area plan are to be updated as soon as practicable after changes in organizational structure or resources occur. As a minimum, this plan and each area plan shall be reviewed annually.

Each identified Area Coordinator will sign and date their respective area plan after the annual review to certify that it is accurate, current and comprehensive.

The plan will be exercised periodically. The test may involve all or part of the plan as necessary. Results of exercises will be evaluated and changes to the plan made as deemed appropriate to keep the plan current and effective.

Revisions

Revisions to the basic plan will be distributed by the office of the Vice President of Administrative Services to all parties that hold controlled copies. Revisions will be dated. A record of revisions shall be maintained by the office of the Vice President of Administrative Services. Area Coordinators are responsible for revisions to area plans, specific response protocols and standard operating procedures. Updates, as made, are to be forwarded to office of the Vice President of Administrative Services.

Plan Organization and Format

Area Emergency Action Plans shall be organized in the following sections:

1. PURPOSE – short statement of purpose.
2. CONCEPT OF OPERATION – short, concise statement of operational concept, particularly state if normal organization is used, or how modified, for disaster operations.
3. ORGANIZATION AND RESPONSIBILITIES – disaster organizational structure with detailed statements telling how, when, and by whom tasks are accomplished.
4. DIRECTION AND CONTROL – short, concise statement explaining chain of command, organizationally and in relation to the NIMS (National Incident Management System) organizational chart.

5. COMMUNICATIONS – short, concise statement explaining how communications should be facilitated, internally as well as with the Emergency Operations Center.
6. AUTHENTICATION – the signature of the department or agency head is required on all area plans.

Supporting Plans and Procedures

The Administrative Emergency Response Plan provides the framework for response and recovery including general task assignments. Checklists are based on this framework, but detail specific response and recovery procedures and actions.

Area plans are prepared by campus departments to detail response to disaster events affecting the campus. These departments are responsible for developing checklists and plans necessary to support the basic plan and for reviewing and updating their plans annually as needed.

Office of the Vice President of Administration, with assistance from Area Coordinators, is responsible for developing mutual aid agreements or other support methods with agencies outside of the college for disaster resources.

Program Administration

Southeastern Illinois College's Board of Trustees has overall responsibility for policy decisions affecting pre-disaster activities, emergency operations and recovery operations of all divisions, as well as the coordination of emergency support provided by other Federal, State and local agencies. The President of the College is responsible to the Board of Trustees as their representative, and represents the Board while directing and supervising all activities of the college during pre-disaster and recovery phase operations. The President is responsible for assuring that an adequate Emergency Response Plan is maintained.

Departmental Planning

Departmental plans are prepared by the individual campus departments to detail response by on-site personnel to such events as fires, bomb threats, hazardous materials incidents, etc., on the premises. Guidance on developing these plans can be obtained by contacting the office of the Vice President of Administrative Services.

Outside Agencies Telephone Numbers

SALINE COUNTY SHERIFF	618-252-8661
ELDORADO FIRE DEPARTMENT	618-273-3248
SALINE COUNTY EMS	618-252-1942
STATE POLICE DISTRICT #19	618-382-4606

LOCAL OFFICE OF THE GOVERNOR	618-993-7072
IDOT ROAD CONDITIONS	800-452-4368
AMBULANCE	USE 911
EMERGENCY FIRE	USE 911

Emergency Communications Protocols

Purpose

The purpose of this protocol is to assure clear guidelines regarding the process for activation of the Administration Emergency Response Plan.

It is recognized that most emergency situations, covered by this plan, will initially be reported to or investigated by Campus Security, Facility Services or Environmental departments.

Process

Members of these departments who encounter an event which **may** require the implementation of the Administrative Emergency Response Plan, shall immediately notify the emergency personnel required to handle the emergency (e.g., Campus Security, Environmental Services, etc.). This will be followed by notification of their department head or designee, through their internal chain of command. It will then be the responsibility of the department head or designee to determine whether the plan should be implemented and at which level (Level 0 through Level 4).

Level 0 – The department head or designee shall assure that all college departments, needed to resolve the situation, have been called out.

Level 1 – Level 3 – The department head or designee shall assure that all college departments and outside agencies, needed to resolve the situation, have been called out.

Additionally, the department head shall initiate a callout of the Emergency Resources Response Group (ERRG) to include at least the President, Vice President of Administrative Affairs, Campus Security and Environmental Services. The department head shall also determine which Operations Center location is best suited, based on the emergency's location and/or type of response anticipated

Key Personnel Phone List

NAME AND POSITION	OFFICE EXTENSION	Cellphone
Security	2911	618-926-4986
Karen Weiss, President	2100	618-599-8371
Lisa Hite, Vice President of Administrative Services	2500	618-384-7341
Kyla Burford, Executive Dean of Student Services	2400	618-521-4293
Tyler Billman, Executive Dean of Academic Services	2500	920-279-3690
Chris Barr, Executive Dean of Institutional Effectiveness	2125	618-534-6321
Lori Cox, Associate Dean of Workforce & Community Ed	2302	618-297-0919
Ed Fitzgerald, Director of Environmental Services	2570	618-889-5498
Ben Ross, Chief Information Officer	2520	618-715-5303
Arla Murphy, Director of Learning Commons	2326	618-751-0721
Sky Fowler, Director of Human Resources	2482	618-499-7823
Ricky Sauls, CTE & Special Projects Coordinator	2248	618-599-0473
Debbie Hughes, Board Chair		618-313-1621
Frank Barbre, Board Trustee and Vice Chair		618-599-6614
Jim Ellis, Board Trustee and Secretary		618-499-5712

Appendix (B)

Southeastern Illinois College

Administrative Emergency Response Plan Campus Violence Prevention Plan and Response Plan

Updated Fall 2025

CAMPUS VIOLENCE PREVENTION PLAN

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CAMPUS VIOLENCE PREVENTION PLAN

SIC has developed a Campus Violence Prevention Plan (CVP PLAN) that contains inter-disciplinary and multi-jurisdictional strategies, including formation of a Campus Violence Prevention Committee (CVPC) and implementation of a Campus Threat Assessment Team (CTAT) to address aberrant, dangerous or threatening behavior on campus.

FORWARD

Plan Approval

The goal of Southeastern Illinois College and the Campus Violence Prevention Plan (CVP PLAN) is to prepare and coordinate actions to promote continuity of operations and to minimize loss of life and property damage caused by natural and/or man-made disasters.

The SIC CVP PLAN as adopted and approved by the Board of Trustees, on March 15, 2011, shall be the controlling authority in regard to SIC campus violence prevention management, planning, policies and procedures. The Campus Violence Prevention Plan shall supersede any policy or procedure which conflicts with its provisions.

RECORD OF CHANGES

Change / Topic	Pages	Date of Change	Date of Entry	Signature
Updated position titles	3, 5, 9	5/28/14	5/28/14	C. Flannery
Revised Case Mgmt. paragraph; title change	7	9/4/14	9/4/14	C. Flannery
Revised CVP Plan & Education A. paragraph; removed B.5 and C.2; removed Violence Prevention Training 2.	8	9/4/14	9/4/14	C. Flannery
Revised Distribution List and updated position titles	3, 5, 7, 9	6/25/18	6/25/18	C. Flannery
Updated Information Distribution Strategies	8	6/25/18	6/25/18	C. Flannery
Revision to Committee Membership	6	9/30/19	9/30/19	C. Flannery
No Changes Made		9/14/20	9/14/20	C. Flannery
No Changes Made		9/17/21	9/17/21	C. Flannery

Added Mental Health Counselor to Distribution List	3	9/1/22	9/1/22	K. Burford
Added Mental Health Counselor as Campus Violence Prevention Team Member	5	9/1/22	9/1/22	K. Burford
Added Mental Health Counselor as Threat Assessment Team Member	9	9/1/22	9/1/22	K. Burford
Updated position titles	6,7,8,19,40,50,51,76,103,106,114	9/24/22	9/24/22	L. Hite
Revised command center locations	7	9/24/22	9/24/22	L. Hite
Revised geographical information and emergency services	9, 40	9/24/22	9/24/22	L. Hite
Revised mobile emergency file location	24,49	9/24/22	9/24/22	L. Hite
Revise first aid station location	47	9/24/22	9/24/22	L. Hite
Revise shelter operation team duties-remove MJOCCS duties from list	50	9/24/22	9/24/22	L. Hite
Remove drills related to MJOCCS	51	9/24/22	9/24/22	L. Hite
Revise contact under Steps to Follow Friday Night or Weekends	52	9/24/22	9/24/22	L. Hite
Revise Campus Safety Alert Communications for location of radios and megaphones	135,136	9/24/22	9/24/22	L. Hite
Update employee training schedule dates	152 - 155	9/24/22	9/24/22	L. Hite
Update committee listings	156-160	9/24/22	9/24/22	L. Hite
Update cabinet members	161	9/24/22	9/24/22	L. Hite

Update Distribution List & Addresses	7	8/21/25	8/21/25	L. Hite
Update White Co. Emergency Contact Address	10	8/21/25	8/21/25	L. Hite
Update General Student Attendance	11	8/21/25	8/21/25	L. Hite
Update cabinet members	113	8/21/25	8/21/25	L. Hite

CAMPUS VIOLENCE PREVENTION PLAN DISTRIBUTION LIST

These individuals are issued a complete CVP PLAN. The CVP PLAN will be available to the campus community at www.sic.edu.

1. College President
2. Chief Academic Officer
3. Chief Financial Officer
4. Chief Student Services Officer (Chair)
5. Chief of Institutional Effectiveness
6. Academic Deans
7. Mental Health Counselor
8. Director of Environmental Services
9. Chief Information Officer
10. Marketing Chief
11. Director of Auxiliary Services

CAMPUS VIOLENCE PREVENTION PLAN

INTRODUCTION:

Southeastern Illinois College (SIC) is concerned about the welfare, health, and safety of all students, faculty, and staff. Keeping a campus safe and secure requires a collaborative, inter-disciplinary, and multi-jurisdictional prevention plan involving faculty, staff, administrators, students, parents and community. The College expects students, faculty and staff to have a concern for their own safety and the welfare of the College community. This Campus Violence Prevention Plan is designed to implement effective violence prevention measures, create a positive and safe campus atmosphere, and promote early identification and intervention. SIC will make sure that the CVP PLAN and relevant prevention information are available to all SIC members.

Therefore, numerous policies have been established regarding the safety and well-being of all members of the College Community. These policies address behavior which puts individuals at risk or interferes with the mission of the College. It is the responsibility of the Campus Violence Prevention Committee (CVPC) and the Campus Threat Assessment Team (CTA Team) to implement the CVP PLAN.

DEFINITIONS:

Violence – SIC follows the U.S. Center for Disease Control and Prevention’s definition of violence:

Violence is threatened or actual use of force or pressure against another person, oneself, or a group/community that results in, or has a high likelihood of, resulting in injury (physical or psychological), death, and/or deprivation. Violence includes interpersonal violence such as assault, rape, hate violence, bullying, hazing, domestic and dating violence, self-harm, “celebratory” violence, arson, gang violence. When violence is fatal it results in suicide or homicide.

Targeted Violence – means an incident of physical violence where both the perpetrator and target(s) are identified or identifiable prior to the incident.

Threat Assessment – means a process of evaluating the actions and conduct of an individual, and the circumstances surrounding those actions and conduct, to uncover any facts or evidence that indicate that violence is likely to be carried out. A threat assessment should occur when a person (or persons) threatens to commit a violent act or engages in behavior that appears to threaten “targeted violence.”

Threat – Words or actions that create a reasonable perception of intent to physically harm persons or property.

SIC Community – The SIC community includes anyone working, taking classes, or visiting the campus, and anyone attending an off-campus SIC sponsored event. SIC is also a member of the surrounding southern Illinois region, and recognizes its responsibility to collaborate with the larger area to promote safety and security for all members of SIC and the surrounding communities.

APPLICABILITY:

The Campus Violence Prevention Plan and the Threat Assessment protocol apply to all SIC facilities, property, faculty, staff, students, visitors, and others at the College. In as much as College policies and procedures may not apply to non-College affiliated persons, the threat protocols can be used to assess the threat of non-College persons with appropriate criminal and/or no trespass sanctions applied. It is the responsibility of all faculty, staff, and students to familiarize themselves and to comply with this policy and its procedures and any related policies and procedures. Related policies and procedures include but are not limited to State or Federal laws or regulations, Student Conduct Code or employee personnel policies.

SECTION 1: CAMPUS VIOLENCE PREVENTION COMMITTEE

AUTHORITY:

The CVP Committee has no authority beyond that which is vested within the units that comprise it. The CVP Committee will adhere to all College policies and procedures, local ordinances, state and federal statutes, including FERPA, HIPPA, Medical Patient Rights Act (410 ILCS 50/0.01 et seq.), the Americans with Disabilities Act of 1990 (ADA), and the Campus Safety Enhancement Act – 2008.

PURPOSE:

In accordance with the 29 IL Adm. Code 305 and the Campus Safety Enhancement Act 2008, the Campus Violence Prevention Committee (CVP Committee) charge is to receive and gather information regarding individuals who may pose a threat to their own welfare, health, or safety; and/or the welfare, health, or safety of others. The CVP Committee will work within the guidelines of current College policies which were established to maintain a healthy and safe environment for the entire SIC community.

MEMBERS OF THE TEAM:

1. Chief Student Services Officer (Chair)
2. Chief Financial Officer
3. Academic Dean
4. Director of Environmental Services
5. Human Resources Director
6. Mental Health Counselor
7. Community Representatives as needed
8. County or Municipal Emergency Managers as needed
9. Other ad hoc representatives as needed

In addition, participants from other campus departments, including faculty and campus administration, and non-campus departments may be added as needed and deemed appropriate.

PROTOCOL:**GENERAL**

The CVP Committee will follow this protocol to ensure that every known or reported behavioral issue or incident is addressed adequately following established College policies.

There are 4 Violence Prevention categories that will be addressed by the CVP Committee:

1. Suicidal threats, attempts, preoccupation, or preparation;
2. Substance abuse or misuse connected to violence;
3. Erratic behavior that interferes or disrupts the mission and/or normal proceedings of College students, faculty, or staff;
4. Behavior that is threatening the safety of self or others.

SCHEDULED MEETINGS:

The CVP Committee will meet monthly to review any reported behavioral issue or incident that has occurred in the prior month. Additionally, prior cases will be discussed to assure follow-up of referrals and services.

CONFIDENTIALITY:

Committee members will have access to information that is confidential in nature. Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the College may have an obligation to take some action even if the complainant is reluctant to proceed. In addition to the team members, participants from other campus departments, including faculty and campus administration, and non-campus departments may be added as needed and deemed appropriate and will be expected to maintain the same levels of confidentiality.

In accordance with FERPA restrictions and any other campus, state, or federal regulations governing privacy, feedback may be provided to referring individuals following assessment and intervention with the individual of concern. The purpose of the feedback is to inform them of a resolution of the case and any on-going follow-up, including safety precautions, they may need to know.

CASE MANAGEMENT:

Each member of the CVP Committee will have access to the Threat Assessment network drive (T:) on a secure server hosted by SIC. Reports of new incidents will be entered into the network drive. An electronic file for each student case will be maintained in the network drive. In addition to record keeping, each CVP Committee member will be responsible for maintaining records in accordance with their department's practices.

REPORTING PROCEDURE:

An individual witnessing suicidal threats, attempts, preoccupation, or preparation; substance abuse or misuse connected to violence; erratic behavior that interferes or disrupts the mission and/or normal proceedings of College students, faculty, or staff; and/or behavior that is threatening the safety of self or others are directed to report the incident to the Campus Security or the Chief Student Services Officer.

FUNCTIONS:

Although the main charge of the CVP Committee is to receive and gather information regarding individuals who may pose a threat to their own welfare, health, or safety; and/or the welfare, health, or safety of others; the CVP Committee will also be responsible for the following:

1. The CVP Committee will collaborate with the CTA Team as needed.
2. Departments represented on the CVP Committee will provide referrals for support and intervention to individuals who may pose a threat to their own welfare, health, or safety; and/or the welfare, health, or safety of others.
3. Departments represented on the CVP Committee will provide education to the campus community regarding violence prevention (e.g., suicide prevention, anti-bullying and anti-harassment, work place violence prevention, sexual assault prevention, domestic violence prevention, etc.)
4. Departments represented on the CVP Committee will provide education to the campus community regarding College policies which address violence and standards of behavior (e.g., Workplace Violence Policy, Alcohol and Drug Policy and Procedures, Suicidal Attempts and/or Threats: SIC Policy and Procedures, Student Behavior: Policy and Procedures for Administrative Review, Student Conduct Code)
5. Departments represented on the CVP Committee will collaborate with other College departments and organizations to create a comprehensive violence prevention plan.
6. Identify policies and/or procedures which need to be created or updated to support violence prevention efforts.
7. Periodically evaluate the SIC CVP Plan.
8. Periodic training and exercises will be provided to the CVP Committee members. In addition, the CVP committee members, in collaboration with other units on campus, will develop materials, workshops and other means to train relevant constituencies on campus regarding how to identify and report students/individuals who have made threats or are engaging in significant homicidal ideation.

CAMPUS VIOLENCE PREVENTION PLAN & EDUCATION:

- A. SIC, as a matter of policy, maintains a copy of the CVP on Intrinsic and sends an email notice to faculty and staff each year to notify its availability. Additional material will be distributed as needed. The Campus Violence Prevention Committee periodically reviews the documents to ensure they are updated, and may add additional documents as necessary. List as:

Document	Date Distributed

- B. SIC uses the following information distribution strategies and venues:
1. Electronic mailing or mailing to all new students/faculty/staff/administration
 2. Orientation information session, discussion, or event for students, faculty, staff, and administration
 3. Registration/welcome packets
 4. Easily accessible links to resources on webpage
- C. SIC supports campus programming related to violence prevention including:
- Health fairs, lectures, workshops, exhibits, seminars, campaigns, and other events related to health, mental health, and violence prevention
- D. SIC is committed to violence prevention programs on campus. The CVP Committee assesses programs for implementation at SIC.

VIOLENCE PREVENTION TRAINING:

- A. SIC provides comprehensive training for all staff, faculty, and administration. Some/all of the training may be web-based
1. Trainings include but are not limited to:
 - a. Warning signs related to violence and mental health
 - b. Procedures for reporting potential problems
 - c. Relevant emergency/crisis response protocols and techniques (e.g. Psychological first aid)
 - d. Managing difficult interactions with students and peers
 - e. Use and referral to on and off campus resources

SECTION 2: CAMPUS THREAT ASSESSMENT TEAM

AUTHORITY:

In accordance with 29 IL Adm. Code 305 and the Campus Safety Enhancement Act 2008, SIC has developed a Campus Threat Assessment Team (CTA Team). The CTA Team has no authority beyond that which is vested within the units that comprise it. The CTA Team will adhere to all College, local, state and federal statutes, including FERPA, HIPPA, Medical Patient Rights Act (410 ILCS 50/0.01 et seq.), the Americans with Disabilities Act of 1990 (ADA), and the Campus Safety Enhancement Act - 2008.

PURPOSE:

The purpose of the CTA Team is to develop a plan that provides thorough communication of incidents involving imminent danger or violence in order to resolve the situation, makes appropriate referrals for victims and perpetrators, and makes recommendation for further action and prevention. The CTA Team shall conduct threat assessments, address aberrant behavior, dangerous, or threatening behavior on campus and provide guidance and best practices for preventing violence and providing supportive services. (NOTE: The Team is not intended to address workplace issues that should be handled with appropriate procedures at the employing unit, nor will the Team interfere with or supersede the judicial process as outlined within the Student Conduct Code.

MEMBERS OF THE TEAM:

1. Chief Student Services Officer (Chair)
2. Chief Financial Officer
3. Academic Dean
4. Director of Environmental Services
5. Director of Human Resources
6. Mental Health Counselor
7. Faculty Representative(s)

CTA TEAM FUNCTIONS:

- A. To provide an immediate College response to reported acts of violence or threats as deemed necessary by the chairperson once a situation is stable based upon law enforcement response.
- B. To support the CVP Plan and the CVP Committee by creating a campus-wide threat assessment policy, conducting threat assessments, addressing aberrant, dangerous, or threatening behavior on campus.
- C. To assist the College to the extent possible with anticipating and responding to future acts of violence.
- D. To assess, review and analyze incidents involving potential or imminent danger or violence to determine if a threat of violence is present. This may include but not be limited to

creating detailed and fact-based assessments of students, employees, or other individuals who may present a threat to the College community.

- E. To support College personnel with providing direct communication and guidelines about College expectations and to ensure that anyone who make threats are given explicit feedback about their behavior and detailed expectations about future behavior.
- F. To work with the affected unit to develop and implement an appropriate action plan to alleviate repercussions of incidents of violence and to prevent future incidents.

POLICY:

The safety and security of College personnel, students, and visitors are of vital importance. Threats, threatening behavior, or acts of violence against faculty, staff, students, visitors or other individuals on SIC property and at College sponsored events will not be tolerated.

In addition to providing a safe environment in order to conduct the mission of the College in the most effective manner possible, it is the policy of the College to provide guidance to students, faculty, and staff to assist them with recognizing, addressing, and reporting aberrant behavior. A safe environment will be attained by: appropriate employee screening, employee education and training, surveillance of the work area, and effective management of situations involving violence or threats of violence on College property.

It is a violation of law to touch another person in an unwelcome manner with the intent to harm, or to threaten to do so. Threats, threatening behavior, or acts of violence against faculty, staff, students, visitors, or other individuals on SIC property will not be tolerated. Individuals may be subject to discipline, up to and including termination from employment or dismissal from the College pursuant to the applicable College, collective bargaining procedures. Any individual engaging in prohibited conduct under this policy is also subject to legal action.

It is the intent of the College through its policy, procedures, and practices to reduce the potential for:

- 1. Intimidation or threats from occurring.
- 2. Violent acts being perpetuated.
- 3. Life threatening situations from developing.

SIC will not tolerate the following conduct or behavior:

- 1. Threats direct or implied;
- 2. Physical conduct that results in harm to people or property;
- 3. Possession of weapons on College property.
- 4. Intimidating conduct or harassment that disrupts the work or educational environment or results in fear for personal safety.

PROTOCOL:

B. General

The CTA Team will follow the protocol set forth below to investigate threats, actions, or conduct that may lead to targeted violence and determine situation specific response actions plans in order to ensure that every known or reported threat or act of violence incident is addressed adequately following established College policies. A written and/or oral report may initiate a threat assessment.

The CTA Team will meet on a regular basis or as needed.

Chair – The chair will head both the regularly scheduled and ad hoc meetings of the CTA Team. He/she will maintain a roster of active cases. At each regularly scheduled meeting current and past cases will be discussed.

Case Assignment/Coordination – The CTA Team will be responsible for overseeing all cases that have initiated an assessment based on the designated threat categories. A member of the Threat Response Team will be assigned to each student who crosses one of the threshold events. The CTA Team will coordinate with the appropriate SIC staff and administrators about any plans and recommendations based upon the assessment. The CTA Team will also track the student/individual's response to any recommendations and to the behavioral expectations that have been established.

C. Scheduled Meetings

The CTAT will meet regularly to provide post-incident assessments and evaluate the effectiveness and response to incidents on a case by case or aggregate basis.

The primary meeting objectives are:

- To facilitate a safe campus environment
- If the person involved is **faculty/staff/ or student**, the CTAT will facilitate an opportunity for the person to present information about the reported incident and allow him or her the opportunity to provide additional and/or contradictory information
- To express concern about the reported behavior and its impact on others
- To direct the person to appropriate resources to introduce a set of common-sense limits, requirements and behavioral expectations
- To inform the person of the sanctions and consequences that might result in the event that the person fails to adhere to these limits, requirements and expectations
- To assess the person's willingness and ability to adhere to these limits, requirements and expectations.

D. Confidentiality

Team members will have access to information that is confidential in nature. Confidentiality of complaints and parties will be preserved to the greatest extent possible, understanding that the College may have an obligation to take some action even if the complainant is reluctant to proceed. In addition to the team members, participants from other campus departments, including faculty and campus administration, and non-campus departments may be added as needed and deemed appropriate and will be expected to maintain the same levels of confidentiality.

In accordance with FERPA restrictions and any other campus, state, or federal regulations governing privacy, feedback may be provided to referring individuals following assessment and intervention with the individual of concern. The purpose of the feedback is to inform them of a resolution of the case and any on-going follow-up, including safety precautions; they may need to know Case Management.

Timeliness – Any meetings with a student/individual will occur as soon as reasonably possible--that day or the day after. Ideally, the first round of meetings will occur within three business days of the receipt of the report and no later than one calendar week.

Written expectations – One of the goals of the CTA Protocol is to provide students/individuals who make threats with clear and explicit expectations regarding future behavior. The CTA Team, working through regularly scheduled meetings, ad hoc meetings and/or the listserv, will determine who will draft a letter of expectations. If possible, in the context of one of the meetings with the student/individual or shortly after, the student/individual will be provided with a letter outlining the reported behavior, the College's concern, the College's expectations regarding future behavior, and the consequences of future occurrences of similar behavior. In as much as possible written correspondence will be provided at the time of the meeting, however, it may become necessary to deliver correspondence prior to or after a scheduled meeting. To the extent that the student/individual adheres to the specified limits, the College's response remains stable. In the event that a student/individual violates the limits, it will result in further reports, additional sanctions and/or increasingly restrictive limits up to and including criminal arrest.

Active and Inactive Cases – A case remains active until such time as the CTA Team determines that it can be considered inactive. The submission of a report will serve to activate a case. Only after a sufficient period of inactivity and only after a simple majority of the Threat Assessment Team voting to deactivate a case, will the person's status become inactive.

Recordkeeping – Active and inactive cases will be maintained using a secure database program in order to record and maintain case information. Reports of new incidents will be entered into the database, as well as, subsequent update information. In addition to

electronic database record keeping, each CTA Team member will be responsible for maintaining records in accordance with their departments practices.

- E. Case Threat Level Classifications – Cases will be classified in accordance with the following levels.

Priority 1 (Extreme Risk)

The person/situation appears to pose a clear and immediate threat of serious violence toward self or others and requires containment. The Team should immediately notify law enforcement to pursue containment options, and/or take actions to protect identified target(s). Once such emergency actions have been taken, the Team shall then develop and implement a management plan in anticipation of the person's release or return to campus.

Priority 2 (High Risk)

The person/situation appears to pose a threat of self-harm or physical violence, usually to an identifiable target, but currently lacks immediacy and/or a specific plan — or a specified plan of violence does exist but currently lacks a specific target. This requires the Team to develop and implement a management plan.

Priority 3 (Moderate Risk)

The person/situation does not appear to pose a threat of violence or self-harm at this time, but does exhibit behaviors/circumstances that are likely to be disruptive to the community. This case warrants some intervention, referral and monitoring to minimize risk for significant disruption to the community or escalation in threat. The Team should develop a referral and/or active monitoring plan.

Priority 4 (Low Risk)

The person/situation does not appear to pose a threat of violence or self-harm at this time, nor is there evidence of significant disruption to the community. This case may warrant some intervention, referral and monitoring to minimize risk for escalation in threat. The Team should develop a monitoring plan.

Priority 5 (No Identified Risk)

The person/situation does not appear to pose a threat of violence or self-harm at this time, nor is there evidence of significant disruption to the community. The Team can close the case without a management or monitoring plan, following appropriate documentation. (Deisinger, p. 70).

F. Behavior Assessment

There are five basic Threat behaviors that will activate the CTA Team:

1. The individual makes a threat of violence towards a specified person(s) or to the community as a whole. The threat might be direct or indirect, implicit or explicit, veiled or outright, but leaves a reasonable observer in fear of his or her safety. The threat might take the form of verbal or written statements and/or might occur through various electronic media.

Inappropriate and threatening behavior(s) include, but are not limited to the following:

- a. Unwelcome name-calling, obscene language, and other verbally abusive behavior.
 - b. Throwing objects, regardless of the size or type of the object being thrown or whether a person is the target of a thrown object.
 - c. Physically touching another person in an intimidating, malicious, or sexually harassing manner. By way of example, this conduct includes acts such as hitting, slapping, poking, kicking, pinching, grabbing, and pushing.
 - d. Physically intimidating others, including such acts as obscene gestures, "getting in your face" and fist shaking.
2. The individual engages in "significant homicidal ideation" that is alarming and disturbing to a reasonable observer and is divorced from any significant artistic intent.
 3. An individual assumes a stance of being substantially "in charge" of processes or outcomes, or decisions and movements of another person that is inappropriate given his or her standing or position.
 4. An individual persists in pursuing options and outcomes that do not reasonably exist and after being instructed to cease pursuing them.
 5. An individual appears to be suffering from a delusion, the context of which either requires him or her to be violent or increases the likelihood that he or she will use violence to protect him/her from the perceived violence of others.

Guiding Considerations: In addition to the five threat categories, the CTA Team should assess the student/individual's behavior in light of the following 10 factors.

- Factor 1: Does the individual recognize the existence of the legitimate authority as vested in College administrators and College policies?
- Factor 2: Does the individual accept the authority of College administrators and College policies and allow it guide his/her behavior?
- Factor 3: Does the individual recognize the legitimate and essential interests of other members of the College community?
- Factor 4: Does the individual value the importance of the interests and concerns of others as equal to, and at times exceeding, the interests and concerns of his or her own?
- Factor 5: Where appropriate, does the student/individual subordinate his/her interests and concerns to the interests and concerns of other members of the community? (E.g., in the context of an Order of No Contact, does the student/individual subordinate his/her interest in making contact to the other College/community member's interest in not having contact?).
- Factor 6: Does the student/individual have the capacity to enter into a contract with a College administrator and adhere to the terms of that contract?
- Factor 7: Does the student/individual recognize standards of conduct as specified either by the *Student Code of Conduct* or as specified by College administrators and adhere to those standards?
- Factor 8: Does the student/individual refrain from engaging in freedoms of action, movement and speech when they are at odds with explicit standards and expectations?
- Factor 9: Does the student/individual take charge of domains (possessions, proposals, personal space, choices and decisions) appropriate to himself/herself while at the same time abdicating being in charge of domains that appropriately belong to others? (For example, in the context of making a dating proposal, can the student limit himself/herself to being in charge of his/her proposal and not take charge of another person's response to his/her proposal?).
- Factor 10: Does the student/individual limit himself or herself to a restricted set of options that are either appropriate to the situation or which have been imposed by an administrator, instead of pursuing inappropriate

options? (e.g., if the student/individual is restricted to a point of contact, can he or she limit his or her contact to this person or does he or she contact College administrators other than the point of contact?).

Additional factors may include:

- A slow or radical change in a person's behavior, academic or workplace performance, appearance, or conduct;
- Aggressive or irrational behavior through words or actions;
- Severe depression, unhappiness or irregular emotional behavior;
- Inability to control anger, confrontational or disturbing words or actions;
- Unusual overreaction to normal circumstances;
- Lack of compassion or empathy for others;
- Any threat or act of violence;
- Damage to property;
- Unusual nervousness, tension or anxiety;
- Expression of suicidal thoughts, feelings or acts;
- Any other action, word or behavior that one may reasonably believe could leave to violence;
- Threatening statements, displays, photos or other publications in electronic format or communication.

Suicide threats, attempts and significant suicidal ideation. Students who make threats to commit suicide, make attempts to commit suicide or who report a pattern of significant suicide ideation are referred to proper medical personnel.

G. Behavior Intervention Strategies

Based on the behavior displayed by the individual and the assessment by the CTA Team, the CTA Team may recommend one of the following strategies or a combination of strategies.

1. Referral for Counseling Services or other appropriate College or community support services.
2. Referral for Student Conduct Code review.
3. Referral for Employee Disciplinary Process as appropriate.
4. Interim Separation/Administrative Leave pending dismissal from the College.
5. Referral to the Saline County Sheriff's Office for criminal investigation.
6. Follow-up and monitoring plan implemented to determine if the student, faculty, or staff person is meeting expected behavior criteria set forth.

These strategies are designed to identify the most appropriate College/community support services and to develop and implement the situation specific response action plan.

H. Reporting Procedure

An individual witnessing or experiencing threats, threatening behavior, or acts of violence against faculty, staff, students, visitors, or other individuals covered by this policy will take the following action if the circumstance(s) **does not indicate** an imminent danger to persons or damage to property.

1. If you are an employee or student, please report the incident to your immediate supervisor.
2. If you are not an employee, please report the incident to the **Campus Security immediately 2911**

If the circumstance(s) indicate(s) imminent danger to persons or damage to property the individual will:

1. **Notify the Campus Security immediately 2911 or Saline County Sheriff 618-252-8661 or 8662;**

A responsible supervisor who becomes aware of threats, threatening behavior, or acts of violence against faculty, staff, students, visitors, or other individuals covered by this policy will take the following action if the circumstances **do not** indicate imminent danger to persons or damage to property.

1. Document the circumstance(s) associated with the event, including a record of information from any individual involved in or witnessing the incident and the supervisor's assessment of the cause of the circumstance(s). The supervisor will request a written statement from witnesses.
2. If an employee is involved in perpetrating an act of violence or threatening conduct, contact the President's Office to report the incident and to request guidance and assistance.
3. If a student is involved in perpetrating an act of violence or threatening conduct, contact the Office of Student Affairs to report the incident and to request guidance and assistance.
4. If an individual other than an employee or student is involved in perpetrating an act of violence or threatening conduct, contact the Campus Security to report the incident and to request guidance and assistance.
5. Promptly develop and implement a plan of action.

If the circumstance(s) indicates imminent danger to persons or damage to property the responsible manager will:

1. **Notify Campus Security immediately 2911 or Saline County Sheriff 618-252-8661 or 8662;**
2. Seek assistance for person(s) needing care.
3. Document the circumstance(s) associated with the event, including a record of information from any individual involved in or witnessing the incident and the manager's assessment of the cause of the circumstance(s). The supervisor will request a written statement from witnesses.
4. If an employee is involved in perpetrating an act of violence or threatening conduct, contact the President's Office to report the incident and to request guidance and assistance;
5. If a student is involved in perpetrating an act of violence or threatening conduct, contact the Office of Student Affairs to report the incident(s) and to request guidance and assistance:
6. If an individual other than an employee or student is involved in perpetrating an act of violence or threatening conduct, contact the Campus Security to report the incident and to request guidance and assistance;

The Director of Campus Security (or designee) will notify the appropriate supervisor, Student Affairs Office, or Vice President when any such call is reported.

Summary of SIC Safety and Security Policies and Plans

- A. Campus All-Hazards Emergency Response Plan
 - a. Campus Violence Prevention Plan
 - b. Campus Threat Assessment Team
- B. Alcohol Drug Policy
- C. Student Conduct Code
- D. Sexual Harassment Policy and Complaint Procedures
- E. Non-Discrimination Policy and Procedures
- F. Workplace Violence Policy

Summary of Federal and State Laws and Regulations

- A. The Federal Student Right to Know and Campus Security Act (Clery)
- B. Federal Safe and Drug Free Schools and Communities Act
- C. Federal Drug Free Workplace Act of 1988
- D. Higher Education Act of 1998
- E. Higher Education Opportunity Act (signed Aug. 14, 2008-deals with changes in fire safety; drug and alcohol incidents; and emergency communication systems)
- F. Uniform Crime Reporting (Both State and Federal)
- G. Federal and State Alcohol, Drug and Weapon Laws
- H. Illinois Campus Security Act
- I. Illinois Campus Security Enhancement Act
- J. Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender)
- K. Illinois Education Sexual Assault Awareness Act
- L. Illinois Campus Demonstrations Act
- M. Illinois Meningitis Information Law
- N. Illinois Firearm Owners Identification Card Act

Sources used to help develop this section include:

Joffe, P., "Threat Response Protocol: Responding to students who engage in conduct that is alarming and threatening with a protocol of engagement and progressive limit-setting." College of Illinois, Draft Memo – *January 17, 2008*.

Behavioral Intervention Plan, Team Handbook. Lake Land College. September 1, 2008.

Model College/College Campus Violence Prevention Plan, Illinois Violence Prevention Authority, *Working Draft – April 27, 2009*.

Southern Illinois College Carbondale, Campus Violence Prevention Plan– July, 2009.

Southern Illinois College Edwardsville, Campus Violence Prevention Plan and Related Measures, Working Draft – March 18, 2009.

Appendix (C)

Southeastern Illinois College

Administrative Emergency Response Plan Campus Maps

Updated: Fall 2025

LEARNING CENTER (A) Lower Level
 Melba Patton Library A112
 Media Services A124
 Testing Center A153
 Dana Keating Student Success Center A145
 Student Support Services A145
 Faculty/Staff Copy Room A156
 Environmental Services
 Campus Security A152
 Classrooms A110, A113, A114, A116, A117, A133, A135, A145D, A160

LEARNING CENTER (A) Upper Level
 Classrooms A202, A204, A210, A211, A212, A213, A221, A222, A226, A229, A230, A231, Faculty Offices
 ABE/GED Office A207, A206

HARRY L. CRISP CONFERENCE CENTER (B) Lower Level
 Academic Services B 108, B 110
 B Building Conference Room (B114)
 Bookstore
 Mail Room
 Student Center
 Cafeteria
 Private Dining Room
 Classrooms B104, B105, B106,
 Lecture Halls B126W, B126E
 Cosmetology Lab
 Nail Technology
 Faculty Offices

CONFERENCE CENTER (B)
 Upper Level
 Classrooms B202, B203, B204, B223, B224,
 Faculty Offices

SPORTS COMPLEX (C)
 Upper Level
 Academic Affairs
 Information Technology Office
 Athletic Office
 Coaches Offices
 C. Harry Bramlet Fitness Center
 C Building Conference Room

SPORTS COMPLEX (C)
 Lower Level
 Men's Basketball Coach Office
 Deaton Gymnasium
 Athletic Hall of Fame

MARY JO OLDHAM CENTER FOR CHILD STUDY (D)

HARRY W. ABELL ADMINISTRATION BUILDING (E) Upper Level
 Ben Cullers Presidential Suite
 Business Office
 Human Resources Office
 Art Studio
 Marketing/Public Info
 Gary Allen Forensics Center
 Classrooms E203 - E204
 Foundation Office

HARRY ABELL ADMINISTRATION BUILDING (E) Lower Level
 ADA Office
 Financial Aid
 Career Center
 Academic Advisement
 Admissions/Records
 Enrollment Services
 Student Affairs Office

GEORGE T. DENNIS VISUAL & PERFORMING ARTS CENTER (F)
 Box Office
 Music Classrooms
 Theater
 Art Gallery

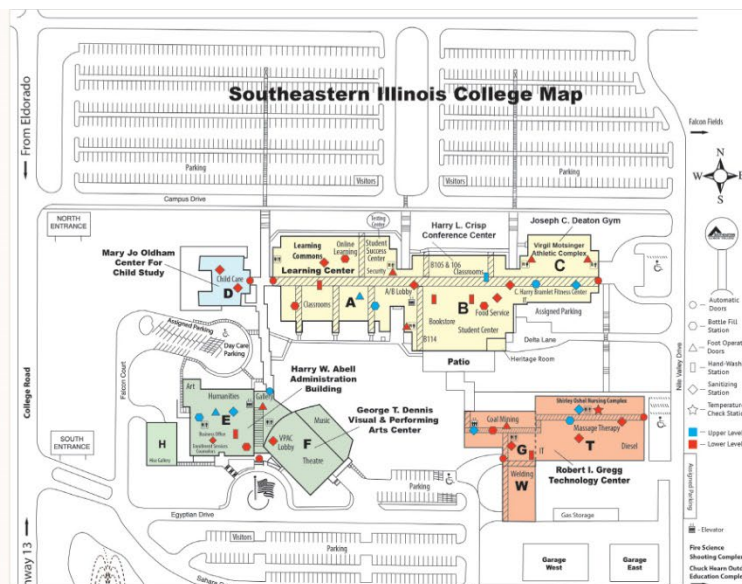
ELLA ELISABETH HISE MUSEUM OF REGIONAL ART (H)

ROBERT I. GREGG TECHNOLOGY CENTER
T Building
 Allied Health Office
 Nursing
 Diesel Technology
G Building
 Career & Technical Education Office
 Faculty Offices
 Information Technology
 Truck Driving
 Workforce & Community Education
W Building
 Welding Technology

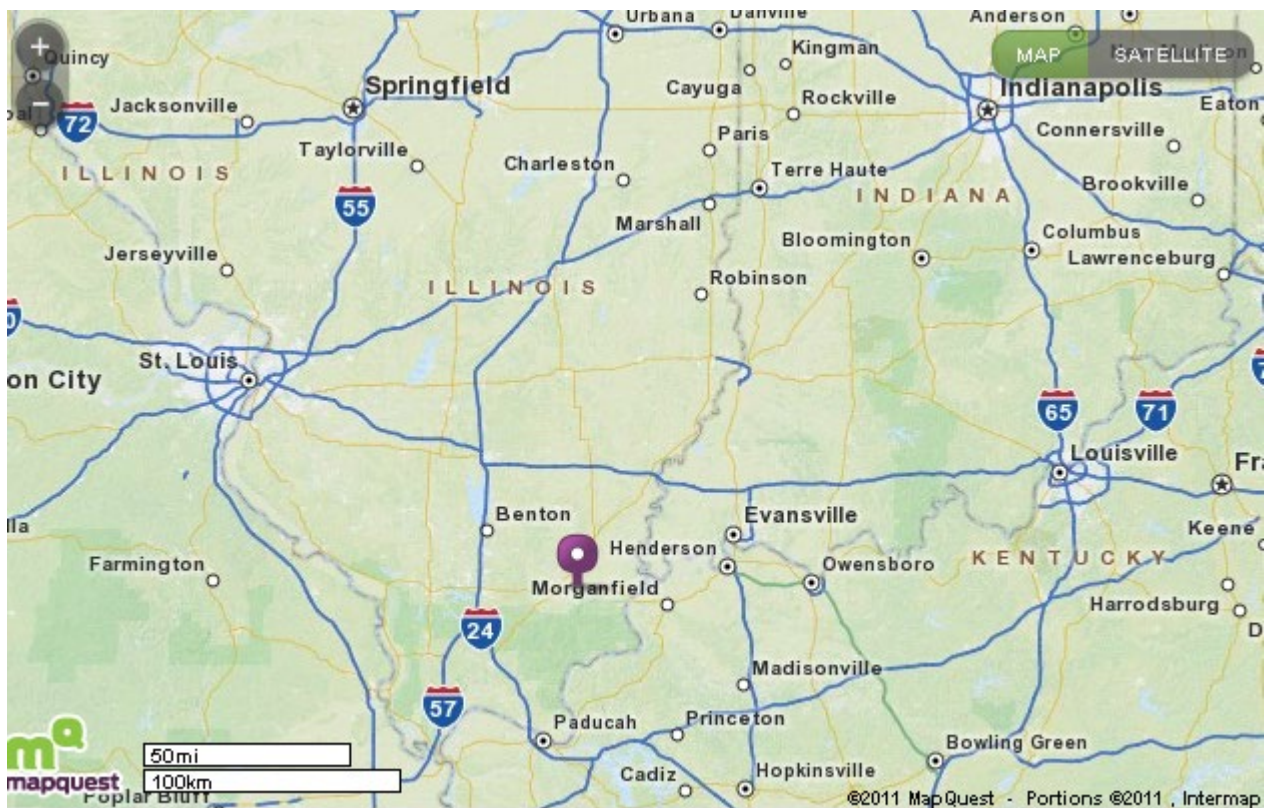
CHUCK HEARN OUTDOOR EDUCATION COMPLEX
 Archery
 Fire Science
 Shooting Complex
 Faculty Offices
 Massage Therapy
 Classrooms
 Fire Science
 Coal Mining

CARM/WHITE COUNTY CENTER DAVID L. STANLEY CENTER
 1700 College Avenue, Carmi, IL 62821
 SIC's extension center at Carmi offers baccalaureate, vocational, general studies, and community education classes. Placement testing services are also available. The Carmi campus phone number is 618-382-8869.

Workforce & Illinois Small Business Development Center (WISBDC) is located in G125 of the Robert I. Gregg Technology Center.







Appendix (D)

Southeastern Illinois College

**Administrative Emergency Response Plan
Campus Safety Alert Communications**

Updated: Fall 2025

Campus Safety Alert Communications

The following information is a detailed list of communication tools for safety communications.

Two-Way Radios

<u>Number of Radios</u>	<u>Location</u>	<u>Manager</u>
2	B128	Custodial Room
1	B128	Erik Wolf
1	B128	Scott Hambleton
3	A152	Security Officer/Office
1	C204A	Ed Fitzgerald
1	C204	Sherry Milligan
1	E128	Kyla Burford
1	G129	Doug Mayfield
1	E245	Lisa Hite
1	E234	Karen Weiss
1	C203A	Tyler Billman
1	T238	Emily York
1	E236	Kathy Volkening

Cell Phones

Located in A Building, first floor, room A152B (Security Office).
Security 618-926-4986

Satellite Phone

Located in E Building, second floor, room E254 (Assistant to Vice President of Administrative Services).

Scenarios app

Key staff spread amongst campus buildings have access to the Scenarios app to be able to launch a predefined message for the following scenarios: armed intruder, tornado or severe weather.

Emergency Monitors

Locations:

Student Affairs (first floor E Building)
A/B Lobby
Student Center (B Building)
Career and Technical Education Building (Hallway G Building)

Sirens

E Building

SIC Website

www.sic.edu – Red Alert Text Box and the news section when applicable.

Phone System (618-252-5400)

To page all phones on campus, dial “all page” button on any desk phone.

Megaphone

<u>Name</u>	<u>Location</u>
Doug Mayfield	G129
Kathy Volkening	E236
Ed Fitzgerald	C204A
Kyla Burford	E128
Emily York	T238
Tyler Billman	C203A
Karen Weiss	E235
Lisa Hite	E245

Social Media

Marketing will work with the president’s office to post appropriate and timely messages on main college pages for Facebook, Instagram and Twitter. Marketing will monitor comments and postings, saving images of anything suspicious or damaging, report to administrators, and work with administrators on appropriate responses as needed.

Campus Updates

The President or designee will provide the campus updates engaging a variety of possible campus communication channels according to the disaster at hand. For example, in terms of a pandemic, the President would issue a campus-wide email followed by social media posts as well as possibly text messages and, in some cases, key stakeholder phone calls. Notification of press is also typical. As for an earthquake, communication would be in most cases post-event and follow similar channels, pending resource availability. The College's webpage is typically the hub of all key communication as a default.

Internal Communication

Internal communication is typically conducted via email to the campus. Other acceptable means, including phone trees, web, and/or internal communication pending emergency (e.g., use of bull horns) may be employed pending emergency and available resources.

External Communication

Marketing will work with President's office to determine appropriate and timely messaging for media and the community, and coordinate that with social media efforts.

Tips

Website should be used as primary central messaging source. Information then distributed to other outlets with similar or same messaging, social media, email, etc.

A central representative should be assigned – in most cases, the president.

Dealing with Media – Marketing will be the contact for media and greet and stay with on-site media directing them to the appropriate spokespersons for the college and/or other designated emergency personnel for interviews. Marketing will provide approved messaging and information as it becomes available and in a timely manner to media.

Communication Resources

Alert! SIC Messaging Templates

GENERAL EMERGENCY CLOSURE

SMS	Subject: [Harrisburg/Carmi campus] Closure Message: [Harrisburg/Carmi campus] will be closed [date] and all classes canceled due to an emergency incident. Get updates at www.sic.edu
Voice and Email	Subject: [Harrisburg/Carmi campus] Closure Message: This is an important message from Southeastern Illinois College. [Harrisburg/Carmi campus] will be closed, and all classes have been canceled today, [date] because of an emergency incident. Classes are expected to resume [date]. For updates and more information, go to www.sic.edu. To repeat: This is an important message from Southeastern Illinois College. The college is closed, and all classes have been canceled today, [date]

FLOODING

SMS	Subject: [Harrisburg/Carmi campus] Flooding Closure Message: [Harrisburg/Carmi campus] is closed today, [date] and all classes canceled due to flooding. Plan to reopen [date]. Get updates at www.sic.edu
Voice and Email	Subject: [Harrisburg/Carmi campus] Flooding Closure Message: This is an important message from Southeastern Illinois College. [Harrisburg/Carmi campus] is closed today, [date], and all classes have been canceled because of flooding. Classes are expected to resume [date]. For updates and more information, go to www.sic.edu. To repeat: This is an important message from Southeastern Illinois College. The college is closed, and all classes have been canceled today, [date] because of flooding.

EXTREME WEATHER

SMS	Subject: [Harrisburg/Carmi campus] Weather Closure Message: [Harrisburg/Carmi campus] is closed today, [date] and all classes canceled due to extreme weather. Plan to reopen [date]. Get updates at www.sic.edu
Voice and Email	Subject: [Harrisburg/Carmi campus] Extreme Weather Closure Message: This is an important message from Southeastern Illinois College. [Harrisburg/Carmi campus] is closed today, [date], and all classes have been canceled because of extreme weather. Classes are expected to resume [date]. For updates and more information, go to www.sic.edu. To repeat: This is an important message from Southeastern Illinois College. The college is closed, and all classes have been canceled today, [date], because of extreme weather.

POWER OUTAGE

SMS	Subject: [Harrisburg/Carmi campus] Power Outage Closure Message: [Harrisburg/Carmi campus] closed today, [date], and all classes canceled due to power outage. Plan to reopen [date]. Employees should report to work as usual. Get updates at www.sic.edu
Voice and Email	Subject: [Harrisburg/Carmi campus] Power Outage Closure Message: This is an important message from Southeastern Illinois College. A power outage at the [Harrisburg/Carmi campus] requires classes to be canceled [this morning / afternoon / today] with plans to reopen on [date]. Employees should report to work as usual. For updates and more information, go to www.sic.edu. To repeat: This is an important message from Southeastern Illinois College. Classes at the [Harrisburg/Carmi campus] are canceled.

VIOLENCE/ACTIVE THREAT

SMS	Subject: [Harrisburg/Carmi campus] [Violent/Active Threat Incident Closure] Message: [Harrisburg/Carmi campus] is closed today, [date], and all classes canceled due to a [violent/active threat] incident. More information to come. Get updates at www.sic.edu
Voice and Email	Subject: [Harrisburg/Carmi campus] Violent Incident Closure Message: This is an important message from Southeastern Illinois College. [Harrisburg/Carmi campus] will be closed, and all classes have been canceled today, [date], because of a [violent/active threat] incident. Harrisburg/Carmi Police Department is working closely with local law enforcement, and more information will be made available in the coming hours. Classes are expected to resume [date]. For updates and more information, go to www.sic.edu. To repeat: This is an important message from Southeastern Illinois College. The college is closed, and all classes have been canceled today, [date].

Appendix (E)

Southeastern Illinois College

ADMINISTRATIVE EMERGENCY RESPONSE PLAN ASSISTING INDIVIDUALS WITH ACCESS AND FUNCTIONAL NEEDS

Updated: Fall 2025

Assisting Individuals with Access and Functional Needs

1. It is important to be proactive and aware of those who may need special assistance during an evacuation. There are several students with a variety of access and functional needs and a significant elderly population attending Southeastern Illinois College and on campus at any given point in time. It is important to understand the differing needs of these students when assisting them through emergency situations. There is no definitive way to assist every student, as their access and functional needs affect them in different ways. These suggestions are designed to provide guidance.
2. Always ask if they need help. Once they have accepted help, they can advise you about the best way to assist them. Don't lift, take hold of or move someone who isn't expecting it. This may cause undue stress and panic. The most important thing to remember is that the person who needs the help is the one most qualified to tell you what is needed.
3. If for any reason you encounter someone who refuses to leave with you, encourage them to exit the building. Don't put yourself at risk if the individual chooses not to listen.
4. Just as you would with anyone else, always remain calm and reassuring. When an emergency occurs, we are all nervous, but persons with access and functional needs experience challenges that may lead to fear of being left behind.
5. Students with access and functional needs may request an individual Evacuation/Shelter plan through the Access and Disabilities Resource Center (ADRC). The Access and Disabilities Resource Center works collaboratively with the Police Department in drafting the individual Evacuation/Shelter plans with the student, and student's instructors (if applicable).

Seniors

Be aware that not all elderly people need assistance and that assistance may be different for seniors depending on their access and functional needs.

Ask if directions are needed to the nearest accessible exit and offer to assist the individual to an exit quickly.

Wheelchair Users

Be aware of all accessible exits to each building.

If the person is using an electric wheelchair, ask if directions are needed to the nearest accessible exit.

If the person is using a manual wheelchair, offer to assist the individual to an exit quickly.

If you are not on the first floor and an imminent threat exists and evacuation must occur before emergency personnel can arrive the Evacu-Trac Evacuation Chair should be used. The Evacu-Trac Evacuation Chairs are located on the second floor in buildings A, B and C. The operation instructions are clearly marked on the chair. Remove the person from the imminent threat and wait for emergency personnel to arrive.

If an imminent threat exists and evacuation must occur before emergency personnel can arrive, offer to assist the person. Recruit other individuals to assist and follow directions given by the wheelchair user to correctly lift and carry him or her.

Deaf and Hard of Hearing

Know that there are people with varying degrees of hearing loss. Some have limited ability to hear, speak and/or read lips. Others cannot do any of these things.

If possible, turn the lights on and off to gain the individual's attention.

Try to communicate by speaking slowly, using gestures or writing notes. Some may have small devices called sidekicks that you can use to communicate.

Offer to assist the person to safety and then leave him or her with someone who can communicate by writing notes to explain the situation.

Blind and Low Vision

Keep in mind that the person may not be familiar with the environment and may need your assistance either for guidance or familiarization with the surroundings.

Clearly announce the emergency.

Do not grab and pull. Instead, offer your arm for assistance. Ask the person to teach you "Sighted Guide," a common technique that uses a sighted person's arm to guide someone who is blind.

As you are walking, tell the person where you are going and alert the person of any obstacles to avoid along the way.

Once you reach safety, if you need to return, leave the person with someone to provide further assistance. If left alone, the person may become disoriented and may not know what to do next.

Psychiatric Disabilities and Traumatic Brain Injury

In an emergency situation, you may encounter someone with a psychiatric disability and not know it. Keep this in mind when assisting someone who is experiencing difficulty handling the situation.

Again, stay calm. Assist such persons to a safe place and find someone who can be comforting. If possible, find someone who works in Student Affairs or Health Services.

During drills or false alarms, be aware of possible panic attacks or additional stressors that may arise if a person mistakenly believes it is a real emergency.

Shelter-in-Place

A shelter-in-place warning is issued when a building/campus may be temporarily closed in response to a problem or security threat near a building. The purpose is to secure exterior doors while normal activities continue within the building(s).

General steps for a shelter-in-place are:

- Warning and Notification will be used to alert people to the need for a shelter-in-place.
- Secure their exterior doors, close blinds and continue normal activities until notified of an all-clear.

Lockdown

A lockdown is an immediate action taken in response to an active incident in which there is a possible threat to safety if individuals leave the room/building they are in.

General steps for lockdown are:

- Warning and Notification will be used to alert people to the need for a lockdown.
- Staff may initiate the use of safe rooms in place in their area when circumstances dictate. (Departments should have pre-determined safe rooms). Rooms with limited access and visibility where individuals can be hidden from view of doors and windows are preferred.
- Turn out lights and close windows and blinds.

Appendix (F)

Southeastern Illinois College

ADMINISTRATIVE EMERGENCY RESPONSE PLAN

MAJOR DRILLS SCHEDULE

Updated: Fall 2025

Drills Schedule

WHAT	WHEN	RESPONSIBLE CONTACT
Fire	Annual, Spring	Director of Environmental Services
Tornado	Annual, Fall	Director of Environmental Services

Appendix (G)

Southeastern Illinois College

**Administrative Emergency Response Plan
INCIDENT RESPONSE FORM**

Updated: Fall 2025

Appendix (H)

Southeastern Illinois College

Administrative Emergency Response Plan SIC Training Schedule

Updated: Fall 2025

Employee Training Schedule

Training	Reference	Agency/Method	Delivery Method	Frequency	Completion Time (est.)	Employee Group	Date
Hazard Communication	BP 6012	Safety Training Coord	Online	Initial/3 yr. rotation	1 hour	Environmental Services staff; FT Faculty, including Biology, Chemistry, Physics, Cosmetology, DSL, Welding, Fire Coordinator	Spring 2020 Spring 2023
Lockout/Tagout	BP 6012	Safety Training Coord	Online	Initial/3 yr rotation	1 hour	Environmental Services staff	Spring 2020 Spring 2023
Bloodborne Pathogens* <i>Bloodborne Pathogens for Employees</i> <i>Bloodborne Pathogens Know the risks</i> <i>Bloodborne Pathogen: The Unexpected Risk</i> <i>Bloodborne Pathogens – Always Protect Yourself</i>	BP 6010, 6012	Safety Training Coord.,	Online	Annually	1 hour	All FT faculty and staff	Fall 2019 Fall 2020 Fall 2021 Fall 2022 Fall 2023 Fall 2024
Body Mechanics/Lifting * <i>Office Injury Prevention</i> <i>Safety's Top 10</i> <i>Office Safety</i> <i>Back Safety Basics</i>	BP 6012	Safety Training Coord	Online	Annually	1 hour	All FT faculty and staff	Fall 2019 Fall 2020 Fall 2021 Fall 2022 Fall 2023 Fall 2024

Ergonomics* <i>Ergonomics To the Point About: Ergonomics Understanding & Controlling Ergonomic Risk Factor Ergonomics – Adjusting Your Computer Workstation</i>	BP 6012	Safety Training Coord	Online	Annually	1 hour	All FT faculty and staff	Fall 2019 Fall 2020 Fall 2021 Fall 2022 Fall 2023 Fall 2024
Emergency Preparedness* (Fire, tornado, earthquake, active shooter drills, etc.) <i>Workplace Violence To the Point About: The Proper use of a Fire Extinguisher Emergency Planning Emergency Preparedness and Response Tornado Drill Active Shooter</i>	BP 6012	Safety Training Coord	Hybrid; Physical Practice ; Events;	Fall/Spring (run concurrentl y with faculty/staf f in-service dates	1 hour for online; 1 hour for physical practice	All FT faculty and staff	Fall 2019 Fall 2020 Fall 2021 Fall 2022 Fall 2023 Fall 2024 Fall 2025
Ethics*		Safety Training Coord./HR	Online	Annually	1 hour	All FT faculty and staff	Fall 2021 Fall 2022 Fall 2023 Fall 2024 Fall 2025
Safety Awareness* <i>Safety is Your Responsibility Emergency Preparedness Risk and Response Safety Housekeeping and Accident Prevention</i>	BP 6012	Safety Training Coord	Online	Annually	1 hour	All FT faculty and staff	Fall 2019 Fall 2020 Fall 2021 Fall 2022 Fall 2023 Fall 2024

<i>Safety Decision-Making: Overcoming Human Nature</i>							
Sexual Harassment*	BP 6012	Human Resources Dir	Online	Annually	1 hour	All FT faculty and staff	Fall 2021 Fall 2022 Fall 2023 Fall 2024 Fall 2025
Diversity/Inclusion*	BP 6012	Human Resources	Online	Annually	1 hour	All FT faculty and staff	Fall 2021 Fall 2022 Fall 2023 Fall 2024 Fall 2025
Title IX*	BP 6012	Ex Dean Student Serv	Online	Annually	1 hour	All FT faculty and staff	Spring 2022 Spring 2023 Spring 2024
ADA (Includes section on Diversity/Inclusion) ADA	BP 6012	Ex Dean Student Serv; ADA Coordinator	Online	3 yr. rotation	TBD	TBD	Spring 2024

EMPLOYEE GROUP SPECIFIC TRAINING

Training	Reference	Agency/Method	Delivery Mode	Frequency	Completion Time (est.)	Employee Group	2019-20 Date
Accident Investigation Accident Investigation	BP 6012	Safety Training Coord; Business Office	Online	As needed/TBD	TBD	Cabinet; Associate Deans; Facilities Mgr; Dir Auxiliary	Spring 2021

						Serv; Asst to CFO	
OSHA Chemical Hygiene Plan OHSA Chemical Hygiene	BP 6011	Safety Training Coord	Online	Initial/3 yr rotation	1 hour	Faculty (w/labs); Facilities Mgr; Asst Facilities Mgr	Spring 2024
Risk Assessment Risk Assessment		Safety Training Coord; Business Office/CFO	Online, Hybrid or Traditional	Annually	TBD	Cabinet; Associate Deans; Facilities Mgr; Dir Auxiliary Serv; Asst to CFO	Spring 2022
CPR/AED CPR/AED		Safety Training Coord; CPR Coord	Traditional	2 yr. rotation; based on CPR requirements	1 day (8 hours) (.5 credit)	CERT Team	Spring 2023
“Stop The Bleed” training		Safety Training Coord.	Traditional	Initial/As needed thereafter	1 day (8 hours) (.5 credit)	CERT Team	Spring 2020 Fall 2025
Behavioral Threat Training		Safety Training Coord; Ex Dean Student Services	Online, Hybrid or Traditional	3 yr. rotation/ or as needed	TBD	Behavioral Threat Team; Cabinet; Associate Deans	
NIMS Training		Safety Training Coord;	Online and Traditional	As needed	TBD	Cabinet	
Board of Trustees Training	State Law	President’s Office	Online and Traditional	Annually	(Check on hour requirement)	BOT	Fall 2021 Fall 2023
Evacu-track		Safety Training Coord;	Traditional			All FT Faculty and staff	Spring 2020

Color Chart:

Year 1: Fall 2019 – Spring 2020

Year 2: Fall 2020 – Spring 2021

Year 3: Fall 2021 – Spring 2022

Year 4: Fall 2022 – Spring 2023

Year 5: Fall 2023 – Spring 2024

Year 6: Fall 2024 – Spring 2025

Year 7: Fall 2025 – Spring 2026

Standing Committees

Leadership Group • Record Minutes • Monthly	Strategic Planning • Record Minutes • Four Typically	Assessment • Record Minutes • Four Typically
Billman, Tyler (Chair) Tonya Johnson (R) Barr, Chris (IE/IR) Boots, Ralph (Div Chair) Brannock, Tiffany (Registrar) Burford, Kyla (Student Services) Cox, Lori (Chair, Workforce Ed) Cummins, Paul (Div Chair) Emmons, Nova (Title III) Fitzgerald, Jason (Div Chair) Garmane, Cory (Assessment) Holder, Mariah (TRIO/UB) Lindhorst, Robbie (Div Chair) Mack, Lolita (TRIO) Mayfield, Doug (CTE) Murphy, Arla (Learning Comm) Payne, Amanda (Academics) Ross, Ben (Integrated Tech) Whitler, Kellye (Activities) York, Emily (Nursing)	Barr, Chris (Chair) Hambleton, Kimberly (R) Boots, Ralph Bayer, Jessica Burford, Kyla Cummins, Paul Hite, Lisa Mayfield, Doug Ross, Ben Weiss, Karen Wilson, Angie York, Emily Student Trustee	Billman, Tyler* (Co-Chair) Garmane, Cory* (Co-Chair) Dallas Fricker (R) Barr, Chris (IE/IR) Benton, Jamie (Nursing) Fitzgerald, Jason* (Science) Frailey, Jeff (IT) Griffin, Erica (Business Off) Kimball, Josh (Student Serv) Lehman, Cara (FAO) Lindhorst, Robbie* (CTE) Martin, Kim (MATH) Moore, Stacy (Auxiliary) Murphy, Arla (Learning Comm) Sauls, Ricky (Workforce Ed) Student Member * A-Team Subcommittee Member
Professional Development • Record Minutes • Four Typically	Curriculum • Record Minutes • Monthly	Risk Management • Record Minutes • Two Minimum

Billman, Tyler (Chair) Kathy Volkening (R) Aul, Aaron Goodrow, Charity Hambleton, Kimberly Maloney, Maddison Richardson, Bre Talbot, Audrey Valdez, Donovan York, Gareth	Billman, Tyler (Co-Chair) Payne, Amanda (Co-Chair, R) Barr, Chris (<i>provisional</i>) Bayer, Jessica Brannock, Tiffany Burford, Kyla Carter, Angela Cox, Lori Edmund, Alison Emmons, Nova Maloney, Maddison Mayfield, Doug Metten, Michelle Parish, Rachel Thomas, Mark Racey, Nicole York, Emily Student Member	Hite, Lisa (Co-Chair) Sauls, Ricky (Co-Chair) Hambleton, Kimberly (R) Arvin, Amelia Burford, Kyla Fitzgerald, Ed Hammersley, Jordan Jones, Chris Poole, Aaron Rapp, Kimberly Swinford, Sam York, Gareth Weiss, Karen
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Parking - Maintain Agendas - Two Minimum	Calendar/Event - Maintain Agendas - Weekly Typical	Diversity - Maintain Agendas - Four Typical
Fitzgerald, Ed (Chair) Milligan, Sherry (R) Camaione, Paul Pankey, Lindsey Reed, Scott Scates, Marzel Student Member	Whitler, Kellye (Co-Chair) Zirkelbach, Kendra (Co-Chair) (R) Irlbeck, Jeremy Kimball, Josh Mann, Lonnie Milligan, Sherry Moore, Stacy Moore, Susie Sauls, Ricky Sutherland, Roxane Swinford, Sam Racey, Nicole	Fowler, Sky (Co-Chair) Griffin, Erica (Co-Chair) (R) Burford, Kyla Cummins, Paul Dunk, Angie Holder, Mariah Questelle, Kaje Rapp, Kimberly Warren, Brittany Wright, Jessi Student Trustee
Campus Emergency (CERT) - Maintain Agendas - Two Typically	Threat Assessment Team (TAT) - Maintain Agendas - As Needed	Learning Commons - Maintain Agendas - Three Typical

Hite, Lisa (Co-Chair) Ed Fitzgerald (Co-Chair) Burford, Kyla (R) Barr, Chris Jones, Chris Moore, Stacy Sauls, Ricky Wilson, Angie Wolf, Erik York, Emily	Burford, Kyla (Chair) Fowler, Sky (R) Billman, Tyler Hite, Lisa Fitzgerald, Ed Stout, Sabrina Warren, Brittany	Murphy, Arla (Chair) (R) Appel, Jarod Billman, Jenny Frailey, Jeff Mayfield, Angie Prince, Ellen Spellman, Todd Valdez, Donovyn Whit, Damon
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Wellness • Maintain Agendas • Three Typical	Student Auxiliary Services (SAS) (Bookstore/Cafeteria) • Maintain Agendas • Three Typical	Alumni • Maintain Agendas • Three Typical
Fowler, Sky (Chair) (R) Billman, Jenny Brannock, Tiffany Lehman, Ben Olson, Lori Parish, Rachel Roehm-Scheffer, Jennifer Soward, Will Volkening, Kathy	Moore, Stacy (Co-Chair) (R) Carter, Angela (Co-Chair) Hite, Lisa Intravaia, Michael Murphy, Arla Poole, Aaron Roehm-Scheffer, Jennifer Spivey, Amy Stokich, Tracy Stanley, Michelle Sutherland, Roxanne Thomas, Mark	Sky Fowler (Co-Chair) Wilson, Angie (Co-Chair) (R) Armstrong, Adrianna Burford, Kyla Lindhorst, Robbie Smith, Shawn Weiss, Karen
Hise Art Selection Committee • Maintain Agendas • Four Typical	Mental Health Panel • Maintain Agendas • Meets annually	

Mann, Lonnie (Chair) (R) Burford, Kyla Weiss, Karen Whitler, Kellye Community Members	Burford, Kyla (Chair) (R) Billman, Tyler Davis, Sessaly Donofrio, Michael Wright, Jessi Warren, Brittany Community Partners	
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Campus Emergency Response Team (CERT)

Angela Wilson	angela.wilson@sic.edu	X 2130
Benjamin Ross	benjamin.ross@sic.edu	X 2520
Chris Jones	chris.jones@sic.edu	X 2311
Eddie Fitzgerald	eddie.fitzgerald@sic.edu	X 2570
Erik Wolf	erik.wolf@sic.edu	X 2573
Kyla Burford	kyla.burford@sic.edu	X 2440
Lisa Hite	lisa.hite@sic.edu	X 2500
Ricky Sauls	ricky.sauls@sic.edu	X 2248
Stacy Moore	stacy.moore@sic.edu	X 2535

Chris Barr	chris.barr@sic.edu	X2125
Emily York	emily.york@sic.edu	X2330

Threat Assessment Team

Brittany Warren	Brittany.wareen@sic.edu	X 2523
Eddie Fitzgerald	eddie.fitzgerald@sic.edu	X 2570
Jason Fitzgerald	jason.fitzgeradl@sic.edu	X 2229
Kyla Burford	kyla.burford@sic.edu	X 2400
Ralph Boots	ralph.boots@sic.edu	X 2304
Sabrina Stout	sabrina.stout@sic.edu	X 2337
Sky Fowler	sky.fowler@sic.edu	X 2482
Tyler Billman	tyler.billman@sic.edu	X 2250
Doug Mayfield	doug.mayfield@sic.edu	X2300

Cabinet Members

Karen Weiss – President

Karen.weiss@sic.edu

Location - E Building, Room 235

Phone extension 2100

Tyler Billman – Executive Dean of Academic Services

Tyler.billman@sic.edu

Location – C Building, Room 203A

Phone extension 2250

Lisa Hite – Vice President of Administrative Services

Lisa.hite@sic.edu

Location - E Building, Room 245

Phone extension 2500

Kyla Burford – Executive Dean of Student Services

Kyla.burford@sic.edu

Location - E Building, Room 128

Phone extension 2400

Chris Barr – Executive Dean of Institutional Effectiveness

Location - E Building, Room 242

Phone extension 2125

Appendix (I)

Southeastern Illinois College

Administrative Emergency Response Plan

Quick Reference

Updated: Fall 2025

Quick Reference: Security

The Security Office is located in Room A 152B.

Campus security officers regularly patrol the campus, parking lots and roadways.

The Campus Security Office is also the location for lost and found items.

Quick Reference: Emergency Guide/Emergency Procedures

Emergency Conditions

In emergency situations the campus will respond under guidelines established in the Campus Emergency Operations Plan (CEOP). Additionally, please observe the following:

Tornado

Warning given by a continuous blast of outside weather sirens. Warning will be displayed on the audio-visual monitors.

Buildings A (Learning Center), Building B (Harry L. Crisp Conference Center), Building C (Sports Complex), Building E (Harry Abell Administration), Building F (George T. Dennis Visual & Performing Art Center).

1. Move to an interior wall of the lowest level of the building in which you are located.
2. Sit with head down or covered, facing away from windows.
3. Wait for instructions from a College official.

Building D (Mary Jo Oldham Center for Child Study)

1. MJOCCS relocates to A113.
2. Move to the interior hallway.
3. Sit with head down or covered, facing away from windows.
4. Wait for instructions from a College official.

Building T

1. Move to the lowest level of building (shop area by vending machines).
2. Sit with head down or covered, facing away from windows.
3. Wait for instructions from a College official.

Buildings G and W

1. Move to the interior hallway on the north side of building near elevators.
2. Sit with head down or covered, facing away from windows.
3. Wait for instructions from a College official.

Fire

Warning given by a pulsating blast of the fire alarm system and flashing strobe lights. Warning will be displayed on the audio-visual monitors.

1. Evacuate the building in an orderly manner via the nearest exits, which are marked and lighted (do not use the elevator). Instructors should help in this process.
2. Once outside, move to the nearest safe parking lot (not MJOCCS lot).
3. College officials will specify when the buildings may be reentered.

Earthquake

Follow directions given by your instructor or other official. No warning signal will be given. Instructions will be displayed on the audio-visual monitors.

If inside the building when an earthquake occurs:

1. Move away from windows, file cabinets or other potential hazards.
2. Get under desk, table, or other shelter or against an inside wall.
3. Assume drop position (drop to knees with back to windows, head down toward knees, hands clasped behind neck, arms against ears, eyes closed). If the shelter moves, move with it and stay under it.
4. Remain in that position until tremors end and then follow instructor's directions or those of any College official.

If outside the building when an earthquake occurs:

1. Get clear of all buildings, trees, light poles, exposed wires or hazards that may fall. The safest place is in the open.
2. Assume the drop position until quake is over.
3. If in a moving vehicle, the driver should pull over to the side of the road as quickly as is safely possible and stop. Never stop on a bridge.
4. If traveling in a vehicle such as a school van or bus, get under seats or in the aisles.

After an earthquake:

1. Do not use the elevator.
2. Do not smoke/light matches, even if outside (possible gas leaks).
3. Do not stand in doorways.
4. While evacuating be extremely cautious of potential hazards, weakened walls and stairways, falling debris, etc.

Health Related Emergency

Call Campus Security (Dial 2911). Give your name, location and nature of the emergency. Contact the administrator or sponsor on duty concerning the emergency. The College does not

provide medical treatment for emergency health needs. However, College security and/or staff will assist individuals in contacting emergency medical responders and if requested, will stay with individuals until such responders arrive on campus.

Heightened Security State of Alert

Heightened security is a mindset that leads you to notice unusual or suspicious behavior/circumstances and reporting your observations to authorities in a logical, rational and timely manner. Heightened security is not intended to induce fear and panic. People should go about their normal business while paying particular attention to their surroundings.

Be aware of and report to security (ext. 2911 or 926-4986).

Suspicious Behavior/Circumstances:

- People in buildings or areas who do not appear to be conducting legitimate business.
- People monitoring areas, buildings or entrances.
- Unauthorized people in restricted, sensitive or private areas.
- People requesting information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions at mass population events (bulky coat in warm weather, etc.).
- Abandoned parcels or items in unusual locations or high traffic areas.
- Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- Multiple persons who appear to be working in unison, committing the above actions.

Be alert to:

- Abandoned vehicles.
- Vehicles parked near buildings or public and common areas.
- Unexpected/unfamiliar delivery trucks.

- Unfamiliar vehicles parked for long periods.
- Vehicles containing unusual/suspicious parcels or material.
- Vehicles arriving and being left behind at odd hours.
- Substances leaking or spilling from vehicles.

Building/Office Security:

- Don't prop open doors or windows. Rectify situations when observed.
- Account for/secure keys. Do not leave keys unattended or give to unauthorized persons.
- Ensure all mechanical rooms remain locked.
- Report lost keys to the Security Office.
- Account for/secure all sensitive material information when not able to attend to it.
- Account for secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in, or visitors to your office/lab, etc.
- Protect access codes, combination and cards; change codes regularly.
- Report compromised codes to the persons in charge of area.
- Be prepared. Take time to familiarize yourself with building evacuation plans/routes.
- Report suspicious tampering with physical security doors, locks, etc.).
- Talk with co-workers. Know what is out of place (unclaimed items, etc.).

Weather Related Closures

Classes will meet and the College will be open and operative during bad weather unless the President or his/her designee officially cancels classes. The geographic size of the College district makes possible the existence of varying weather conditions on any given day in different locations within the district. Southeastern Illinois College students will be expected to decide for themselves, based on local conditions and personal circumstances, whether or not to attend classes during periods of inclement weather. However, if the College is open and the student decides not to attend, individual class attendance policies still apply. Announcement of class cancellations due to inclement weather will be made at the earliest possible time.

Public announcements of class cancellations for any reason, weather or otherwise, will be made through the following:

- Southeastern Illinois College homepage (<http://www.sic.edu>)
- Text message to cell phones (sign up at www.sic.edu/txtsic)
- Facebook (www.facebook.com/southeastern.illinois.college)
- Twitter (www.twitter.com/sic_edu)
- SIC switchboard (618-252-5400)
- Some local media may also be notified