

Danville Area Community College
Emergency Operations Plan

Revised July 1, 2007, August 7, 2008

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DANVILLE AREA COMMUNITY COLLEGE
EMERGENCY OPERATIONS PLAN

The *Danville Area Community College* Emergency Operations Plan (EOP) is part of the overall campus emergency preparedness. The *Danville Area Community College* senior administrative staff and supervisory staff will establish a working knowledge of these emergency response principles and how they pertain to the *Danville Area Community College* emergency response actions.

Relationship to Campus Emergency Management Team

Danville Area Community College provides educational and public service contributions to the overall campus mission of teaching and public engagement. In addition, the knowledge base within the College represents a substantial asset to the Danville Area Community College campus for responding to emergencies or disasters which may affect the campus operations. The research knowledge base, critical services, equipment, labor, specially trained staff, information and other resources of the College are essential to assist in campus emergency response and preparedness.

Introduction

The purpose of the *Danville Area Community College* emergency operations plan is to provide a programmed response from units when conditions arise requiring an emergency response. Situations which require implementation of this plan includes, but are not limited to:

- Medical
- Chemical
- Fire / Explosion
- Major Loss / Interruption of Campus Services
- Natural Disasters
- Personnel
- Hostile Intruder

The goal of this emergency operations plan is to minimize disruption to the academic mission during times of crisis and to meet the expectations of the taxpayers of the State of Illinois and the District 507 Community College District. In order to meet this goal, *Danville Area Community College* staff must be prepared, trained, available, and willing to respond to major emergency situations with the resources of the unit.

This plan will provide the basis for training people to respond appropriately in major emergency situations. It is impossible to cover every type of emergency. This plan outlines the process and lists the resources available so that a person who is familiar with the plan may react properly. In the event of an emergency, *Danville Area Community College* staff is expected to familiarize themselves with this document and their respective responsibilities.

This emergency operations plan is designed for any major emergency that may arise within any department. There may be some campus emergencies that are directed under other authority that have limited impact on the department, but for which, the department may need to be prepared to implement this plan.

Existing authority, whether established in the Campus Emergency Management Team Procedure or a responding emergency agency from outside *Danville Area Community College*, will take precedence over authority established within this document until such time as the situation stabilizes and authority reverts back to *Danville Area Community College* (Example: A major fire being fought by city fire units, or a hostage situation.)

Objectives

1. Assure continuing personal safety for departmental customers (faculty, staff, students, visitors, etc.) and personnel;
2. Minimize disruption to general campus and department services;
3. Provide full and complete communication to designated primary customer contacts and campus administrators;
4. Provide emergency response services that are adequate to restore the situation to normal as soon as possible.

Maintenance of the Document

- The Emergency Management Team will review the emergency operations plan at least annually.
- Departmental suggestions for improvement are encouraged and will be solicited.
- Text changes should be communicated to the Human Resources Department for incorporation in the document.
- Post event and/or drill critical review will be accomplished as incidents occur or in the case of a conducted drill.

Activation and Trigger

The decision to implement this plan is the responsibility of the Emergency Management Team of Danville Area Community College. The Vice President for Instruction and Student Services in *Danville Area Community College* (under some Circumstances) will accept this responsibility in the absence of the President of the college. Further succession authority is explained in the next section, “Emergency Management Team.”

The following will trigger implementation of this emergency operations plan:

1. Notification of a campus emergency to *Danville Area Community College* Administration.
2. A routine outage response which escalates and is deemed major by the Physical Plant Department
3. Severe weather related problems which threaten campus operations
4. A major incident that has the potential to affect the campus operations:
 - Major fire/explosion
 - Major hazardous substance release
 - Failure in the campus utility system to the extent that numerous buildings are affected
 - An incident which creates the potential for fatality or major injuries

After Hours Trigger

The purpose of this section will be to outline the procedures to be followed in the event that a crisis or emergency occurs on campus after hours and *Danville Area Community College* Emergency Management Team personnel are **not** on duty. Emergencies which occur in *Danville Area Community College* buildings after hours should be reported to Campus Security at 443-8888.

If Campus Security cannot be reached, the decision to implement this plan will be made by the first individual contacted that is a member of the *Danville Area Community College* Emergency Management Team. Once a decision is made to activate the emergency operations plan, the individual will contact other members of the *Danville Area Community College* Emergency Management Team and inform them to convene as soon as possible in the President’s conference room, or a **designated room to be determined**.

Emergency Management Team

The *Danville Area Community College* Emergency Management Team is comprised of:

- **President** – Dr. Alice Marie Jacobs
- **Vice President for Instruction and Student Services** – Dave Kietzmann
- **Director, Human Resources** – Rebecca Schlecht
- **Associate Vice President of Student Services** – Dr. Belinda Dalton-Russell
- **Director of Administrative Services** – Mike Cunningham
- **Safety and Security Supervisor** – Greg Fegett
- **Communications Liaison** – Lara Conklin

Individual Responsibilities

The ***President or Designee*** will act as the chair of the Emergency Management Team and will coordinate the *Danville Area Community College* response in compliance with this plan. They will also serve as the *Danville Area Community College* liaison with the campus in conjunction with any campus events requiring activation of the Emergency Management Team.

The individuals listed in this section are responsible to coordinate their unit responses to assure that the full measures of *Danville Area Community College* resources are available to deal with the emergency. These resources include staff, material, and equipment as well as appropriate personal protective equipment. These individuals are also responsible to designate alternates to serve in their absence.

Detailed Areas of Responsibility

-
- I. President or Designee** – Dr. Alice Marie Jacobs
Office: 443-8848/ Cell: 260-8343 / Home: 443-0582
-

The President or Designee is the Chair of the ***Danville Area Community College Emergency Management Team***.

- a. Declare an event to be a critical incident. Activate the *Danville Area Community College* emergency operations plan.
- b. Assure that 911 is notified if this emergency operations plan is activated.
- c. Notify the Vice President for Instructional and Student Services that the emergency operations plan has been activated.
- d. Act as liaison with campus administration and external jurisdictions.
- e. Convene the *Danville Area Community College* Emergency Management Team in President's conference room or an alternate site, which would be named at the time of the incident.
- f. Assure that *Danville Area Community College* response includes one person fulfilling the responsibilities outlined in Sections that follow. Designate a communications liaison with the Office of Marketing and College Relations and other campus units. If the Physical Plant unit is providing major support to the unit, *Danville Area Community College* may consider assigning a

- communications liaison to assist in coordinating the Physical Plant response activities.
- g. Advise the Emergency Management Team (as needed) concerning the status of *Danville Area Community College's* response and provide an assessment of the impact on affected facilities.
 - h. Contact the Emergency Management Team in the event of an after hours emergency or institute the appropriate call-back procedure.

II. Vice President for Instruction and Student Services – Dave Kietzmann
Office: 443-8771 / Cell: 474-8771 / Home: 443-4512

The Vice President for Instructional and Student Services assumes responsibility for the activation of this plan and will chair the Emergency Management Team in the absence of the President or Designee.

- a. Fulfill the role of the chair as outlined in Sections I above.
- b. Notify the President of the college that the emergency operations plan has been activated.

III. Director, Human Resources – Rebecca Schlecht
Office: 443-8756 / Cell: 474-4907 / Home: 443-8080

The Director of Human Resources assumes the responsibility for communication to faculty and staff and assumes responsibility as assigned.

- a. Oversees communication to DACC personnel.
- b. Addresses questions and concerns of faculty and staff
- c. May coordinate activities relating to staffing and payroll notifications
- d. Notifies the Chief Financial Officer that the Emergency Operations Plan has been activated.
- e. Directs response to inquiries and provides support to necessary areas or needs.

IV. Associate Vice President of Student Services – Dr. Belinda Dalton-Russell
Office: 443-8746 / Cell: 474-4109 / Home: 213-5921

- a. Serves as a working member of the Emergency Management Team, and is essential in implementing any action that might affect the overall health and wellbeing of the college students.

V. Director of Administrative Services – Mike Cunningham
Office: 443-8831 / Cell: 765-366-0322 / Home: 765-793-2624

The Director of Administrative Services will provide essential manpower and equipment to:

- a. Assess the nature and extent of damage to stabilize and facilitate repairs (if any) are needed to the Danville Area Community College facility or grounds.
- b. Notify the Maintenance Supervisor of required resources and/or manpower to coordinate the Danville Area Community College response to the event.

VI. Safety and Security Supervisor – Greg Fegett
Office: 443-8888 / Cell: 497-8907 / Home: 304-7250

The Safety and Security Supervisor will provide essential security services and manpower to:

- a. Coordinate a security and/or police response to any criminal act that might occur on the college campus.
- b. Communicate with the Director of Administrative Services and provide all information as to the nature of the event and provide periodic updates.

VII. Communications Liaison – Lara Conklin
Office: 443-8798 / Cell: 369-4504 / Home: 354-2725

The Communications Liaison Officer will provide information to the outside areas of the college:

- a. Direct media information and press releases to the public.
- b. Communicate to the Danville Area Community College Board any information that is deemed necessary.
- c. Operate under the Incident Command Structure for providing resources to the Emergency Management Team.

Danville Area Community College Emergency Operations Command Center

The *Danville Area Community College* Emergency Operations Command Center will be at a place where *Danville Area Community College* personnel assemble to: Location of this command center will be determined at the time of the incident.

1. Determine the extent of the emergency,
2. Develop an action plan to handle the emergency,
3. Send information to those individuals carrying out corrective measures.

Requirements for *Danville Area Community College's* Emergency Command Center:

- Should have redundant emergency power for all lights and receptacles.
- Provide seating for approximately 25 people
- Maintain adequate cooling, heating, and ventilation during a power outage if possible.
- Maintain an adequate number of phones available during a power outage
- Facsimile machine available during a power outage
- Current campus drawings of department buildings
- Spare data lines for computers
- Television with VCR and cable
- Sufficient number of dry eraser boards
- Apparatus for viewing multiple drawings
- Overhead projector and screen
- Computer with access to the Internet, *Danville Area Community College* servers, and campus Intranet

Emergency Communications *Danville Area Community College* (call book plus the following):

- A. Once the Emergency Management Team or the President or a designee declares the need for a emergency response, *Danville Area Community College* shall notify the following agencies if they haven't been notified already:
 - Danville Police Dept. – 9-911
 - Direct members of the Emergency Management Team to coordinate communication with outside agencies as needed.
- B. Members of the Emergency Management Team will be notified via:
 - The campus telephone system
 - *Danville Area Community College* Emergency Call Schedule
 - *In person when time permits*

COMMUNICATION PLAN AND PRIMARY CONTACT LIST

The purpose of this plan is to insure that relevant College administrators receive accurate information from the *Emergency Management Team* for decision-making purposes during major emergencies. This program will be activated at the discretion of the chair of the EMT.

During an emergency, the chair of the EMT will designate a field contact that will be responsible to:

- monitor the situation
- coordinate the response
- make decisions designed to resolve the problem

The designated field contact will remain in constant contact with the *Danville Area Community College* Emergency Operations Command Center. A current *Danville Area Community College* organizational chart is included as Appendix B.

Emergency Management Team will further establish a Communication Team comprised of staff members that will be responsible to communicate with designated campus units (Department Deans) concerning the status of the incident on a regular basis. The assignment of contacts will occur as each incident unfolds. Members of the Communication Team will be responsible for keeping the designated customer contact list (Department Deans) informed of the status of the emergency response.

Media inquiries should be forwarded to the Danville Area Community College Director of Marketing and College Relations. Only the Director of Marketing and College Relations or his/her designee is authorized to make public comment on behalf of Danville Area Community College. Line supervisors and employees should refrain from making public statements, in order to avoid inaccurate or misleading communication.

Operation of the Communication Team

The Communication Team will be selected from the list of Danville Area Community College employees that follows. The Administrative Secretary for Danville Area Community College will be responsible for contacting the appropriate number of individuals on this list for duty on the Communication Team. The Chair of the Emergency Management Team will be responsible for assuring that the Communication Team is adequately staffed based on the initial assessment of the crisis and nature of emergency response.

Members of the Communication Team will be assigned a customer group from the Primary Contact List. The Emergency Management Team will determine the size of the Communication Team and how many members of the Emergency Communication Team call list will be needed to respond to customer concerns. This number may fluctuate during the event. The Chair of the Emergency Management Team or their designee will be responsible to assign the Communication Team members to their respective customers.

If the emergency occurs outside of normal business hours, the Communication Team will gather in President's conference room or an alternate location to be announced determined later. It is the intention of the communication plan that customers affected by the crisis will receive updates at least hourly.

Once the Communication Team is called together they will be briefed on their responsibilities and the initial public statement concerning the emergency response. Unless the emergency occurs in other than normal business hours, it is anticipated that the first customer contacts will be made within the first hour of the event.

Questions from the customers to the members of the Communication Team (that they are unable to answer) must be forwarded immediately to the Emergency Management Team for discussion and reply. The Communication Team members must be aware that while acting in this role, they assume direct ownership of all customer concerns, questions, or problems. **Please understand that the cell numbers should only be given in the event of an emergency.**

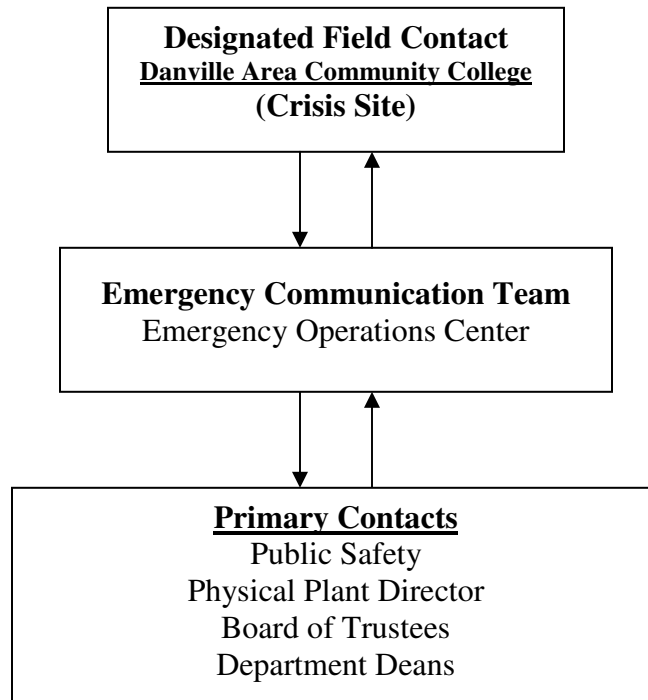
Communication Team Members

Primary Contact List

Name	Department	Work	Home	Cell
Penny McConnell	Liberal Arts	443-8747	427-2345	497-3809
Janet Redenbaugh	Mathematics / Science	443-8806	443-1672	260-1143
Bruce Rape	Business & Technology	443-8786	469-2045	
Kim Colwell	Data Systems	443-8769	431-4004	497-0474
Jefferson Williams	Computer & Network Services	443-8871		260-4587
Tom Szott	Adult Education/ Information & Referral Coordinator	443-8878	443-4327	260-4486
Sara Van De Walker	Corporate & Community Education			
Alberto Bello	Radiology Technology	443-8552		No cell
Janet Westberg	Health Information Technology	443-8574		
Nancy Boesdorfer	Career & Employment Services	443-7753	443-5751	497-5751
Ana Nasser	Child Development Center	443-8833	431-2810	246-8673
Brian Hensgen	Job Training Partnership / WIA-Downtown Center	442-3044 ext. 235	442-8220	304-2761
Mike Jumps	Maintenance Supervisor	443-8832	443-2259	497-8919
Brad Weaver	Campus Services / Graphics	443-8773		260-5972
Patti Greer	DACC – Mall Site	477-0604		
Marie Vanada	Developmental Education	443-8732		
			765-498-5516	
Laura Williams		443-3499		474-3499
Belinda Dalton-Russell		443-8746	213-5921	474-4009
Tracy Wahlfeldt		443-8772	776-2620	202-8654

Communication Process Flow Chart

It is intended that each member of the Danville Area Community College Communication Team will maintain regular communication with the Customer Contact units assigned to them as information becomes available and/or at least on an hourly interval. These communications will continue until the crisis is resolved. The flow chart that follows depicts information flow during a campus emergency.



Maintenance of Critical Operations

An un-interoperable source of electrical power must be supplied to the Department of Safety and Security. Additional areas that must be supplied may be identified and listed by priority to the Director of Physical Plant operations.

Identification

All current employees of Danville Area Community College must have and maintain current identification.

Know Hazards

At this time there are no known hazards that exist that would prevent any outside emergency provider from gaining complete access to the college.

Emergency Shutdown Procedures

In the event that Danville Area Community College would have to shut down the entire campus for an unknown event that would impact the college, notification would be made to all employees, students, and visitors to vacate the premises. Under direction of the Emergency Management Team, all employees, students, and visitors would be required to exit for safety reasons and access to the building would only be allowed after it is determined that the emergency situation has been resolved and normal functions of the college can resume.

Evacuation Plan

The Emergency Management Team will assist *Danville Area Community College* personnel in developing an evacuation plan for each location occupied by *Danville Area Community College* staff. A copy of this plan should be disseminated to each employee who works at these respective locations. Each plan will identify both a primary and secondary means of egress. These plans must be prominently displayed at each location.

Individuals reporting to satellite locations will be provided information on proper egress routes to be used in the event of an emergency. Persons assigned to work in *Danville Area Community College* buildings are responsible for their own safety. This means that regardless of where they are working, they should be mindful of the nearest points of egress to protect their own safety.

Evacuation Plan Template

Evacuation decisions and/or “shelter in place” decisions should be clearly communicated to employees to assure that they follow proper protocols.

1. **Review Elevator Use:** Note - Elevators should not be used during a fire. The use of elevators during certain other emergencies is acceptable. Elevators can be critical assets during the evacuation of persons with disabilities.
2. **Display Routes for Evacuation:** Departments should clearly display evacuation routes from each facility and from each area within facilities. Displayed routes should depict the safest egress from an area.
3. **Account for Employees:** The evacuation of campus facilities presents unique situations that are not experienced in a commercial or public school setting. For example, numerous departments may be assigned to one facility and one facility may house classes for numerous academic disciplines. Assigning responsibilities during an evacuation is important but in facilities as described above, timely and responsible evacuation often becomes the responsibility of a few key individuals.

The College plan is to assign at least one floor coordinator and a backup person to carry out the responsibilities outlined in this evacuation plan. Responsibilities of the coordinator and/or backup will be to notify all persons within their area of the need to evacuate and where to assemble, check common areas and restrooms, meet the employees at the rally point to assure full evacuation, and be prepared to report regarding the status of the evacuation. The coordinator may be asked to either use a bull horn or air horn to provide audible notification of the order to evacuate.

Employees should be encouraged to help one another by directing them or making them aware to pass along important evacuation instructions once the decision has been made to evacuate a given facility.

4. **Pre-established Gathering/Rally Point:** Once the decision has been made to evacuate a facility, the employees should proceed in an orderly fashion to a pre-designated gathering point or rally point to complete the accounting process as near as practical. The rally point should be located at a point that does not interfere with emergency response staging. The coordinator should report to the incident command site for briefing of emergency response personnel on the status of the evacuation. Employees who do not report to the rallying point are presumed to be still in the building and possibly in need of emergency rescue.
5. **Assisting Persons with Disabilities & Areas of Rescue Assistance:** Departments should maintain a clear record of the work assignments for persons with disabilities, especially if the disability would impair their ability to hear, see, or otherwise learn that a decision has been made to evacuate a given facility. This includes maintaining an awareness of individuals with disabilities who require

assistance to egress from an upper floor or sub-ground level floor of a facility in the event that transportation via elevator is not possible. Seeking volunteers to assist persons with disabilities during an emergency is acceptable, but the individual volunteer should understand they are not an emergency responder. Their role is to assist in moving persons with disabilities either to an acceptable sheltering area, area of rescue assistance or otherwise designated tornado shelter.

6. **Tornado shelters:** Shelter areas, either inside or outside the facility, should be clearly designated on evacuation diagrams posted within the facility and clearly understood by all employees and coordinators who volunteer to assist during evacuation. Evacuation coordinators (floor coordinators) are encouraged to account for persons within the building once movement to the shelter area or gathering point is complete. This would include checking common areas and restrooms as long as doing so does not place the coordinator at greater risk for their personal safety. Sheltering in place is a common practice especially during tornadoes when satisfactory shelter exists within the facility. During a tornado warning event, individuals should seek shelter on the lower floors of their facilities, basements are preferred. Additional suitable areas for tornado sheltering include:
 - a. Interior Halls without Windows
 - b. Interior Rooms without Windows
 - c. Interior stair areas without windows
 - d. Restrooms without windows

7. **Exercises and drills:** Departments are encouraged to conduct an annual review of this plan. Regular exercises /discussion should be conducted to familiarize key staff with their roles in the event of any emergency.

Checklist

Evacuation Procedures Instructors

Instructors are valuable assets during the evacuation of buildings which house general classroom space. As a result, instructors are responsible to perform certain duties in the event that an evacuation order is given for a facility where they have classes in session. These responsibilities only extend to the specific classes and students which they are teaching. Typically, notice of an evacuation order will be passed along to the instructor from a floor coordinator or public safety officer in the form of an audible alarm or in person, or through the campus notification system following the activation of a pull station or other alarm device.

Under no circumstances are instructors expected to place themselves in danger during a fire or other emergency for the purpose of exercising these duties. Thus, the assignment of these duties is based on the Good Samaritan principle of performing them so long as doing so does not place the instructor at greater risk to their personal safety. Duties and responsibilities are as follows:

1. Announce the evacuation to the class;
2. Provide clear instruction as to the designated evacuation route and the gathering point;
3. If possible count the number of students presently in the class so that an accurate count can be made at the rally point;
4. Note any persons with disabilities and assist them with evacuation so long as doing so does not place the person with disability at risk of greater injury. The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.
5. Assist a designated floor coordinator if necessary to assure that other department personnel are safely evacuated. This could include checking commons areas, restrooms, etc.
6. Once at the designated gathering (rally) point, account for the number of students that were in the class;
7. Report to the incident command site on the status of the evacuation to include persons who may be missing, the location of persons with disabilities, and/or to answer questions with regards to the nature of the emergency.

Instructors should be aware that evacuation diagrams reflecting egress routes and gathering/rally points are posted within campus facilities. They should proceed to the nearest exit stairway and direct their students accordingly. Gathering/rally points may vary from one building location to another. Instructors should encourage students to remain a safe distance away and not to proceed to the emergency response staging area where their presence may interfere with ongoing emergency operations.

Evacuation Plan – Lincoln Hall

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Brad Weaver/Cindy Parr-Barrett

1. Lower level coordinator: Brad Weaver/Cindy Parr-Barrett
2. 1st floor coordinator: Dr. Belinda Dalton - Russell/Alice Cowan
3. 2nd floor coordinator: Laura Williams/ Dave Kietzmann

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During campus drill go to: Quad-Lincoln Hall)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Vermilion Hall

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Laura Williams/ Dave Kietzmann

1. 1st floor coordinator: Janet Ingargiola/ Debbie Knight
2. 2nd floor coordinator: Laura Williams/ Dave Kietzmann
3. 3rd floor coordinator: Laura Williams/ Dave Kietzmann

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During campus drill go to: Staff Parking lot)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Technology Center

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Bruce Rape/ Lisa Osborne

1. 1st floor coordinator: Bruce Rape/ Lisa Osborne

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During campus drill go to: Near North Side Parking Lot)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Mary Miller Gymnasium

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Janet Redenbaugh/ Donna Davis

1. Lower level coordinator: Al Bello/ Connie Schroeder
2. 1st floor coordinator: Janet Redenbaugh/ Donna Davis
3. 2nd floor coordinator: Susan Mosiman/ Angel Fellers

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During Campus drill go to: West Side of Bldg.)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Clock Tower

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Dr. Penny McConnell/ Diane Strong

1. Lower level coordinator: Jon Spors/ Jeff Rush
2. 1st floor coordinator: Dr. Penny McConnell/ Diane Strong
3. 2nd floor coordinator: Dr. Penny McConnell/ Diane Strong

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During campus drill go to: Quad)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Ornamental Horticulture Building

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Horticulture FT Instructor

1. 1st floor coordinator: Amanda Krabbe/ John Blue

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During campus drill go to:
Parking lot between Tech Center and Ornamental Horticulture)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Child Development Center

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Ana Nasser / Janet Graul

1. 1st floor coordinator: Ana Nasser/ Janet Graul

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During campus drill go to: Staff parking lot)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Cannon Hall

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Vicky Oliver/ Marie Vanada

1. Lower level coordinator: Storage Only
2. 1st floor coordinator: Pat Shedlock/Angela Eels
3. 2nd floor coordinator: Marie Vanada/ Greg Watson

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During campus drill go to: West side of Tech Center North of Palmer Drive)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Prairie Hall

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Tom Szott/ Susie Landers

1. Lower level coordinator: Storage
2. 1st floor coordinator: Tom Szott/ Susie Landers
3. 2nd floor coordinator: Maggie Hoover/ Larry Korte

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 ((During campus drill go to: Staff parking lot)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Bremer Conference Center

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Sara VanDeWalker/ Diane Hall

1. Lower level coordinator: Equipment Only
2. 1st floor coordinator: Sara VanDeWalker/ Diane Hall
3. 2nd floor coordinator: Storage Only

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During campus drill go to: Parking lot)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Physical Plant

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Mike Jumps/ Bill Knight

1. 1st floor coordinator: Mike Jumps/ Bill Knight

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

Illiana Health Care Systems (V.A.) Building 104 (During campus drill go to: outside north door)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – One Stop

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Brian Hensgen/ Jonathan Jett

1. 1st floor coordinator: Brian Hensgen/ Jonathan Jett

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

First Assembly of God, 428 N. Walnut, Danville (During campus drill go to: Parking Lot)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Evacuation Plan – Village Mall Site

The following information is provided if it becomes necessary to evacuate the facility listed below due to fire, structural damage, contamination, or weather related emergency.

Building Evacuation Coordinator: Mike O'Brien/ Coordinator Community Ed.

1. 1st floor coordinator: Mike O' Brien/ Coordinator Community Ed.

Rally Point: In the event that it becomes necessary to evacuate this building, occupants are directed to report to:

K Mart Department Store (During campus drill go to: parking lot near Elder Beerman)

Areas of Rescue Assistance: In the event that it becomes necessary to evacuate this building, the Building Evacuation Coordinator will direct staff personnel to assist persons with disabilities in moving towards an “area of rescue assistance” or in the event of a situation that was imminently dangerous to life and health, an exterior rally point. Persons assisting individuals with disabilities are not emergency responders and must exercise common sense and judgment in providing such assistance. It is preferable to allow persons with disabilities to manage their own movement and extrication from a situation if that is possible and/or to wait for emergency response units properly trained in the rescue of persons with disabilities.

The person with disability is the person to determine the amount of assistance they require. Recognize that the person with disability may elect to remain in the facility at a point of refuge or rescue assistance to await professional assistance from the emergency responders. If this occurs, assist the person if necessary to the point of refuge or rescue assistance and once the class has safely evacuated, notify the emergency responders of the location of the person with disability.

Elevator use: Elevators can be valuable assets during evacuation for persons with disabilities. Check with emergency responders on the use of elevators during a given emergency to determine if their use is appropriate for that particular emergency.

Note: Elevators should not be used during a fire.

Accounting for employees:

Individuals listed as coordinators should make an attempt to verify the presence of persons on the job and to account for them once they have reached the rally point. The purpose will be to verify that all persons have safely evacuated the facility. This would include checking restrooms and common area space during evacuation.

Display routes for evacuation:

Display evacuation routes are located at prominent locations throughout the facility. Such displays reflect the closest exit routes and the rally point.

Tornado Shelter:

Departments are encouraged to also reflect the tornado shelter location for the facility in question. Physical Plant personal and the Public Safety Department may be consulted with regards to proper tornado shelters in any particular facility. During a tornado warning event, individuals should seek shelter on the lower floors of their facilities, basements are preferred. Additional suitable areas for tornado sheltering include:

- Interior Halls without Windows
- Interior Rooms without Windows
- Interior stair areas without windows
- Restrooms without windows

Spills/Releases Of Hazardous Chemicals Or Oils

In all situations, life threatening or not, anyone who discovers a release of a substance they suspect to be harmful to human health or the environment, should immediately report the release to the appropriate campus officials. This includes oil and chemical spills into a storm drain.

During normal work hours, if release is **LIFE-THREATENING** call:

1. Phone 911
2. Then contact: Immediate Supervisor

If release is **NON-LIFE THREATENING** call:

1. Immediate Supervisor

Large Hazardous Materials Spills:

Danville Fire Department is responsible for evacuation. If possible to do safely, shut down the source of the spill. Processes and buildings (particularly that processes involving flammable materials) should be shut down and secured, if possible, prior to leaving the area.

To all practicable extents, without endangering his or her own life, the witness to a release should try to obtain and convey the following information to the emergency contacts above:

- Location of the Release.
- Time of the Release.
- Type and quantity of substance released.
- Whether the release entered a storm sewer
- Whether the release occurred inside a building, outside to the land, water, or air.
- Damages or injuries caused by the release, whether any life is threatened by the release.

Never add water to try to wash a spill into the ground or down a drain! If it is possible to do safely, and without contacting the substance, spills of hazardous chemical or oil should be contained by diking (using sand), or diverted to a safe area. Absorbent materials can be used to soak up most liquid chemicals with an oil base. Sewer manholes should be sealed to prevent entry of hazardous materials by placing heavy plastic over sewer manhole covers and weighing them down with sand.

Waste from a chemical spill cleanup, such as contaminated dirt, brooms, pads and absorbent, must be disposed of in accordance with State and Federal regulations. Consult Danville Fire Department for proper disposal. No special training is required for employees to clean up small oil spills on the ground or floor. Also, a sturdy bag with a few shovels or a single bucket of oily dirt/absorbent can be disposed of in a dumpster, as long as the soil is not dripping oil.

Tornado Preparedness

Introduction:

Natural disaster can strike at any time, destroying property and lives. Being prepared for natural disaster helps avoid panic and prevents further disaster. This section provides basic information you will need to know to help in preparing for a natural disaster.

Tornado Procedures:

Danville, Vermilion County, and Danville Area Community College are prepared to keep a watchful eye on weather conditions and to warn the populace of impending tornadoes. This will be done by sounding the civil defense sirens, located in strategic positions throughout the city for a continuous three-minute unwavering blast. The sirens will be sounded only if a tornado is actually sighted or if Danville Area Community College is mentioned as being in the path of an approaching tornado. (Tornado warning sirens are tested on the first Tuesday of the month at 10:00 a.m.) The College's Director of Administrative Services is constantly monitoring the situation. Employees of the college will be notified by means of the in-house notification system that is in place.

If you are *outside* when you hear the warning siren, seek inside shelter, in the nearest building.

Once *inside* a building, go to the interior hallway or other enclosed area that is away from windows and on a lower floor of the building. Avoid going into auditoriums, gymnasiums, or other large rooms where roof collapse may be likely. In wooden buildings, such as houses, the least hazardous place is in the basement or under heavy furniture in the center of the building. Stay away from all windows.

In the event of injuries, give first aid to the best of your ability and notify emergency personnel as soon as possible at 911.

Tornado Warning Guidelines:

All staff should read these tornado guidelines. Sirens located throughout the campus provide a tornado warning alert. A continual siren at any time, except for the emergency test conducted the first Tuesday of each month at 10:00 a.m., indicates an emergency condition. It is presumed to be a tornado warning unless notified by officials to the contrary.

Tornadoes are unpredictable; therefore, you should avoid exterior windows, walls, and ceilings whenever possible. Statistics have indicated that the northeast interior corner of the building is the safest. Caution and common sense by each individual is of utmost importance. In particular, actions that may cause panic should be avoided.

All employee of the college are encourages to know where the shelter areas are within their work areas. College shelter maps are located in the hallways of the college indicating the closest shelter to the area.

Danville Area Community College Guidelines:

1. Staff located in the *Danville Area Community College* buildings will be notified by the Building Evacuation Coordinator when a tornado warning is in effect. The notification will be made using the college wide notification system.
2. You should quickly secure your work area (e.g., close doors and windows, shut down machinery, computers, etc. and move away from exterior doors and windows). Leave a few doors or windows open to equalize pressure variances. Proceed into interior hallways and/or the basement. **Do not use the elevator.** Use the stairwell closet to your specific work area. If available, use east, west stairwells since tornadoes generally follow a southwest to northeast path.
3. If working outside, seek shelter inside a building near the job site and follow instructions previously given.
4. If working inside other *Danville Area Community College* buildings follow the tornado emergency procedure for that particular building. Protect your head. Get under a heavy desk, table or other sturdy furniture available, lie flat and put your arms over your head. If possible, cover your body with a blanket or whatever is available.

For All Buildings:

1. Evacuate any occupied rooms above ground level if possible.
2. Floors below ground level, hallways, and rooms in the center of a building that are not on the top floor may be used as shelters.
3. In the event of fire or personal injury, go to the nearest safe telephone to call for help.
4. After a tornado, do not re-enter damaged buildings.
5. Be aware of down electrical lines, chemical releases, broken gas lines, and weak building structures.

Tornado Warning Siren Procedures:

The decision to activate the sirens will be based upon the following situations:

- A funnel cloud or tornado, which is threatening *Danville Area Community College* has been sighted by, or has been confirmed by, law enforcement or Fire Department personnel.
- A tornado has touched down in any area near Danville Area Community College.
- A report of a radar echo of a tornado threatening the *Danville Area Community College* campus has been received from the U.S. Weather Service.
- The report of a tornado or funnel cloud threatening the *Danville Area Community College* campus has been received from the Vermilion County ESDA emergency operations center.

The siren-warning signal is intended to advise all who hear it to take cover for a period of 30 minutes. Should the dangers outline above persist, the warning signal will be repeated every 30 minutes for as long as those conditions continue or as new similar situations develop.

Tornado Questions and Answers:

March through October is “tornado season” in Central Illinois. However, a tornado can occur at any time of the year, day or night. Two of the most asked questions about tornadoes are:

Q. What is the difference between a funnel cloud and a tornado?

A. A funnel cloud is just what its name implies. It is a funnel-shaped cloud that does not touch the ground. When a funnel cloud does touch the ground, it is then referred to as a tornado.

Q. Where does Illinois rank in tornado frequency?

A. The Central United States is the area of maximum tornado frequency. Of the central states, Illinois ranks eight in frequency. Although Illinois has a high rate, the probability of a tornado striking twice in exactly the same place is once in 500 years.

Commonly Used Terms:

Tornado Watch: Weather conditions are favorable to produce these storms. You should be alert to changing weather conditions and a “tornado warning” being announced.

Tornado Warning: A tornado has been sighted in the area.

Fire and/or Explosion

Each person should be continually on the alert for fire safety hazards. If hazards are observed, they should be reported to their supervisors.

Some examples of the most frequent fire safety hazards are:

- Permitting aisles, corridors, and routes of egress to become obstructed.
- Using extension cords, ungrounded plugs, and non-over current protected multiple outlet adapters for various small appliances. These are NOT PERMITTED and will only overload the electrical circuit.
- Illegal storage in corridors, fan rooms, equipment rooms, under stairways, etc. THESE AREAS MUST BE KEPT CLEAR AT ALL TIMES.
- Improper handling and storage of chemicals and flammable liquids; these must be limited to acceptable quantities and stored only in approved cabinets.
- Wedging open of fire resistive doors. These doors are designed to slow the spread of fire. Keep them closed at all times.
- Improper smoking habits. Smoke only in permitted areas, and discard ashes in approved ashtrays.

Be Prepared:

- Know the exit routes from your office, floor, and building. Study these in advance. It is easy to get disoriented during an actual emergency.
- Know the location of fire extinguishers and how to use them. Read the directions before an emergency. Report missing extinguishers immediately.

- Always assess the safety of putting out the fire yourself before doing so. Only attempt to extinguish small fires if you will not be endangering yourself or others in the process.
- Always allow yourself a clear route of escape from the fire should it get out of control.

In the Event of a Fire:

- Leave fire area and close doors.
- Actuate nearest wall-mounted fire alarm.
- Notify EMERGENCY 911 reporting the location of the fire if known.
- Evacuate the building, and keep clear of all exits.
- Report to Police or Fire Officer if anyone is suspected of being in the building after general evacuation.
- Do not use elevators.

When Fire Alarms Sound - Do the Following:

1. Evacuate the building quickly even though alarm is suspected to be false.
NOTE: It is MANDATORY for all Danville Area Community College buildings to be evacuated upon sounding of the building fire alarm unless a test has been announced.
2. Do **not** use elevators.
3. Do **not** re-enter the building; keep clear of the evacuated area until authorized by the Fire Officer or Police.

Fire Do's and Don'ts:

- **Do** report the fire – don't assume someone else will call. Call the Fire Department at 911.
- **Do** activate the nearest alarm box. Know their locations.
- **Do** close doors – they will slow the spread of fire.
- **Do** use stairs to vacate the building. Assemble outside.
- **Don't** congregate in the stairways – keep to the right and keep going until it is safe to exit. Always move down and out.
- **Don't** panic – remain calm. Help is on the way.

Bomb Threat Procedures

All calls regarding bomb threats must be documented as though they are real. In the event of a bomb threat, the following actions will be initiated. It is critical that the individual receiving the call must do the following:

1. Let the caller finish the message without interruption.
2. Let the caller talk, document the message exactly and listen for the following clues:
 - Caller's sex and approximate age.
 - Noticeable conditions affecting speech, such as drunkenness, laughter, anger, etc.
 - Peculiarities of speech, such as accent, speech impediment, tone, pitch, etc.
 - Background noises audible, such as music, traffic, talking, machinery, etc.
3. When the caller has given the message, try to keep the person in conversation. The following key questions should be asked if possible:
 - Where is the bomb located?
 - What time will it explode?
 - When was it placed?
 - Why was it placed?
4. Note the exact time the threat was made.
5. Notification must be made immediately to the Danville Police Department (911). Based on assessment and evaluation action will be taken as deemed necessary.

Earthquakes

The following are some helpful tips that should be practiced daily to help prepare for an earthquake:

- Identify what equipment you should shut down if time permits.
- Look around your area and decide where the safe spots are, under sturdy tables, desks or against inside walls.
- Determine where the danger areas are: near windows, hanging objects, tall unsecured furniture (bookcases, cabinets, and appliances), and chemical sites. Most casualties in earthquakes result from falling materials.
- Store flammable and hazardous chemicals in proper cabinets.
- Keep breakables and heavy objects on lower shelves whenever possible.
- Make sure latches on cabinets, process tanks, storage tanks, and closets are secured.

Safety Tips:

- Stay indoors if already there. If you're in a high-rise building, do not use the elevator.
- If you're outdoors, stay in the open, away from buildings, trees, and power lines. Don't go near anything where there is a danger of falling debris.

Emergency Procedures:

After an earthquake, follow these guidelines:

- Check for injuries and follow first-aid procedures.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks may last from a few seconds to as long as 5 minutes.
- Don't re-enter damaged buildings. Aftershocks could knock them down.
- In the event of a fire or personal injury, go to the nearest safe telephone to call for help.
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source. If you do enter a building, use atmospheric testing equipment to check for leaking chemical or gas lines. If problems are detected, leave the building quickly, and notify your supervisor or the communication center.
- Know your shutdown procedures.

Active Hostile Intruder in the Building:

Recognizing that all situations that occur or might occur on the campus can not be predicted or planned for, this information is provided as a guide to assist us in protecting you in a hostile/active shooter situation.

The Campus Safety and Security Department has the very important task of ensuring that you know how to respond in the unlikely event that you ever encounter a situation with the potential for death or great bodily harm or violence on our campus.

Any type of incident of this nature is unpredictable, and your immediate response depends on the situation you face. The following guidelines have been developed by the Campus Safety and Security Department based on the best practices established by law enforcement experts.

If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate area of danger, and take the following steps.

Please note, if you were to encounter any armed or hostile person and it appears that this person is attempting to exit the college on their own it is **OKAY** to allow the offender to exit or escape the building, or the area, on their own. **Do Not** attempt to stop the intruder or take any action that would put you into danger.

Scenario #1:

1. Notify anyone you may encounter to exit the building immediately.
2. Evacuate to a safe area away from the danger, and take protective cover, stay there until assistance arrives.

3. Call 911 providing the dispatcher with the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter(s)
 - e. Number of persons who may be involved
 - f. Your exact location
 - g. Injuries to anyone, if known

* Once this information is known to the Campus Safety and Security Department notification of an active shooter / hostile intruder alert will be sent to all areas of the campus detailing as much information possible, as to the location of the event, actions being taken and steps that **MUST** be taken to ensure safety.
4. Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

Scenario #2:

If you are directly involved in an incident and exiting the building is not possible, the following actions are recommended: (Shelter in Place)

1. Go to the nearest room or office.
2. Close and lock the door.
3. Turn off the lights
4. Seek protective cover; out of sight of doors, and windows
5. Keep quiet and act as if no one is in the room.
6. Do not answer the door.
7. If possible Notify 911 and Campus Safety and Security Department (if it is safe to do so), providing the dispatcher with the following information:
 - a. Your name
 - b. Your location (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Weapon description (if possible)
 - e. Identification or description of shooter
 - f. Number of persons who may be involved
 - g. Injuries if known
8. Wait for Danville Area Community College security officers or other responding police agency officers to assist you out of the building.

Our Department has established understandings with all area police departments and assistance will be provided. The Danville Police Department has a trained, well equipped Swat team that will respond to provide additional assistance if the situation dictates.

During the initial phase of any major incident, the Campus Safety and Security Department along with Danville Area Community College's Emergency Management Team will evaluate the situation to determine the best course of action for the safety of the Danville Area Community College Community.

Periodic updates and vital information will be disseminated on a need to know bases and as the situation dictates. **Please understand that cell numbers should only be given in the event of an emergency.**

APPENDIX A

Danville Area Community College
EMERGENCY CALL SCHEDULE

TITLE	NAME	WORK	HOME	CELL
Radiology Tech.	Alberto Bello	443-8552	443-9131	No cell
Coordinator, Driver Training/Public Safety Program	Gary Belt	443-8565		
Director, Career and Employment Services	Nancy Boesdorfer	443-8753	497-5751	497-5751
Assistant Director, Admissions/Records/Student Diversity Advocate	Carla Boyd	443-8593		
Director, Athletics. Men's Baseball Coach	Tim Bunton	443-8551	446-6074	260-2923
Data Systems	Kim Colwell	443-8769	431-4004	497-0474
Communications Liaison	Lara Conklin	443-8798	354-2725	369-4504
Director, Counseling and Transfer Articulation	Alice Cowan	443-8749	442-4747	474-4770
Director, Administrative Services	Mike Cunningham	443-8831	765-793-2624	765-366-0322
Associate Vice President of Student Services	Belinda Dalton-Russel	443-8746	474-4009	213-5921
Program Specialist, Student Support Services	Angela Eells			
Director, Admissions and Records/Registrar	Stacy Ehmen	443-8803		
Safety and Security Supervisor	Greg Fegget	443-8888	304-7250	497-8907
Coordinator, Community Education	Diane Hall	443-8779		
Coordinator, Literacy and Downtown Center	Scott Heatherton	443-8785		

Job Training Partnership/ WIA-Downtown Supervisor	Brian Hensgen	442-3044 ext. 235	442-8220	304-2761
Senior Programmer	Sandy Hunt	443-8765		
Director, Financial Aid	Janet Ingargiola	443-8760		
President	Alice Jacobs	443-8848	443-0582	260-8343
Adult/ Dislocated Worker Coordinator, WIA-JTP	Jonathon Jett	442-3044 ext. 239	427-2154	260-5419
Maintenance Supervisor	Mike Jumps	443-8832	443-2259	497-8919
Vice President for Instruction and Student Services	Dave Kietzmann	443-8771	443-4512	474-8771
Controller	Debra Knight	443-8865		
Assessment Retention Counselor	Susie Landers	443-8784		
2 nd Shift Safety and Security Officer	Bruce Martin	443-8888		
Liberal Arts	Penny McConnell	443-8747	427-2345	497-3809
Chief Fiscal Officer	Gail Morrison	443-8764	662-6063	474-2064
Child Development Center	Ana Nasser	443-8833	431-2810	246-8673
Coordinator-Bookstore	Cindy Parr- Barrett	443-8546		
Business and Technology	Jeff Primmer	443-8594		

Mathematics/Science	Janet Redenbaugh	443-8806	443-8080	260-1143
Director, Human Resources	Rebecca Schlecht	443-8756	443-8080	474-4907
Nursing Education	Connie Schroeder	443-8814	815-889-4851	815-922-2046
Special Grant Coordinator	Pat Shedlock	442-3044 ext. 238		
Hill Correctional Center, Director, Educational Programming	Sharif Sidi-Haji	309-343- 4212 ext. 395		
Director, Instructional Media	Jonathon Spors	443-8577		
Adult Education/ Information and Referral	Tom Szott	443-8878	446-4327	260-4486
Developmental Education	Marie Vanada	443-8732		
Corporate and Community Education	Sara Van De Walker	443-8780		
Program Specialist, Student Support Services	Greg Watson	443-8780		
Campus Services/ Graphics	Brad Weaver	443-8773		260-5972
Health Information Technology	Janet Westberg	443-8574		
Computer and Network Services	Jefferson Williams	443-8871	765-893-4645	260-4587
Computer and Network Specialist	Naomi Yonke	443-8861		

APPENDIX B

(College/School/Department) EMERGENCY RESPONSE TASK LIST

Staff Responsibilities:

I. Before emergency

A. Policies and Procedures:

_____ The Department Head or Dean and his/her direct reports will meet once a year to review the plan and any changes proposed by the review team.

_____ Review of procedures with appropriate campus emergency response units.

_____ Review Communications Plan and update as necessary.

II. During emergency

A. Emergency Operations Center (EOC):

_____ Danville Area Community College administrative personnel convened at EOC.

_____ Notification to campus leadership.

_____ Communication established with Command Center personnel at the site.

B. Emergency Equipment/Services/Supplies:

_____ Cellular phones, two-way radios or other communications

_____ Vehicle and equipment support to assure continued campus operation with minimal disruption of regular service.

_____ Manpower services as deemed necessary by the Emergency Management Team.

_____ Emergency supplies to affect repairs, or provide continuing services as necessary.

III. After initial emergency

_____ Assist with temporary relocation of campus offices; classes; events; etc.

_____ Assist with liability assessment.

IV. Post emergency:

_____ Evaluate emergency procedures, including all tasks outlined above.

_____ Revise procedures as appropriate.

APPENDIX C

EMERGENCY INCIDENT CRITIQUE SHEET

At the conclusion of any Danville Area Community College emergency incident, it is critical to have select personnel involved in the incident review and evaluate what went well and what could be improved. Attach additional sheets as needed.

1. Date of incident: _____		
2. Name of incident: _____	YES	NO
3. Were you notified in a timely fashion?	___	___
4. Was the incident well coordinated?	___	___
In no, please comment: _____		

5. Did you have available the necessary equipment?.....	___	___
If no, please comment: _____		

6. Of the equipment you used, was it in serviceable condition?.....	___	___
If no, please comment: _____		

7. Was there good cooperation and coordination between different work units? _____	___	___
If no, please comment: _____		

8. During the incident, what went well? _____		

What did not go well? _____		

What would be your recommendations for improvement? _____		

Name: _____ Date: _____		

APPENDIX D

EMERGENCY OPERATIONS PLAN CHANGES