

TABLE OF CONTENTS**Forward**

Authentication.....	1
Record of Changes.....	2
Plan Distribution	3

Basic Plan

Introduction.....	4
Purpose	4
Scope	5
Situation and Assumptions	5
Authorities, References, and Limitations.....	6
Concept of Operations.....	7
Procuring Outside Assistance.....	8
Agreements.....	8
Organization and Assignment of Responsibility	9
Leadership Succession.....	10
Maps and Other References	11
Plan Maintenance.....	11
Annexes Record of Change.....	12
All Hazards Analysis.....	13
Appendix #1, Primary and Support Responsibilities.....	14-16

Functional Annexes

Direction and Control.....	17-24
Communications.....	25-27
Warning/Disaster/Emergency Information	28-29
Public Information.....	30-33
Disaster Intelligence/Damage Assessment/Recovery	34-41
Evacuation/Shelter-in-Place/Lockdown.....	42-44
Mass Care	43-47
Health and Medical.....	48-50
Mortuary Services.....	51
Resource Management	52-57
Pandemic Illness Plan.....	58-63

Mutual Aid Agreement, Mattoon Police Department.....	64
Mutual Aid Agreement, Coles County Sheriff's Department.....	65

Authentication

Higher education institutions in Illinois are required by the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) to develop a Campus Emergency Operations Plan (CEOP) that describes the organization, mission, and functions of the higher education institution and supporting services for responding to and recovering from disasters/emergencies.

The Lake Land College Campus Emergency Operation Plan has been developed to establish policy, guidance, and procedures that will provide the president, administrative personnel, various governmental departments, private, and volunteer agencies with the information required to function in a coordinated and integrated fashion to ensure timely organized management of emergencies/disasters.

As president, I approve this plan, and direct all personnel involved to assume the roles and responsibilities and take appropriate actions as outlined herein.

If any section, provision, or clause of this plan shall be held invalid, invalidity shall not affect any other provision of this plan.

This Campus Emergency Operations Plan shall be in full effect on the date of its approval.

Approved this 2th Day of October, 2020.

By: 
Dr. Jonathan Bullock, President, Lake Land College

RECORD OF CHANGES

The Lake Land College Chief of Police, hereby reserves the right and privilege of making changes in the Campus Emergency Operations Plan at his/her own discretion without providing advance notice to, or securing permission from local, state, or federal agencies or any of its employees. Furthermore, the institution will ensure that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed to those with responsibilities in this plan.

NATURE OF CHANGE	DATE OF CHANGE	PAGE(S) AFFECTED	CHANGES MADE BY (SIGNATURE)
Added two administrative positions to the presidential line of succession	05/23/17	Page 10	Randy Ervin, Chief of Police
Replaced old mutual aid agreements (Mattoon PD and Coles Co. SD) with new agreements	05/23/17	Page 64-65	Randy Ervin, Chief of Police
Replaced old mutual aid agreement (MPD) with new agreement	01/18/18	Page 64	Jeff Branson, Chief of Police
Replaced old mutual aid agreement (CCSO) with new agreement	05/23/18	Page 65	Jeff Branson, Chief of Police
Added a Third offsite CEOPC Deans Drainage near campus	05/24/18	Page 7-8	Jeff Branson, Chief of Police
Updated Student Population	05/24/18	Page 5-6	Jeff Branson, Chief of Police
Added Notification of Next-of-Kin and Family Assistance Center to Communication Annex	2/28/19	Appendix 1 and functional annex Page 25-27	Jeff Branson, Chief of Police
Added Pandemic Illness Plan	09/10/20	Page 58-63	Jeff Branson, Chief of Police
Updated the authentication page	09/10/20	Page 1	Jeff Branson, Chief of Police
Updated Population	09/23/20	Page 5-6	Jeff Branson, Chief of Police

PLAN DISTRIBUTION

The Lake Land College Police Department will coordinate distribution of the Campus Emergency Operations Plan (CEOP). The plan will be provided to each department, office, agency, and/or organization having responsibility within the plan. The original signed copy will be maintained at the Lake Land College Police Department, 5001 Lake Land Blvd., Mattoon, Illinois.

Copies are distributed as follows:

1. Hard copies to all members of the CEOC
2. Copy placed on the Lake Land College Police Department web site
3. Links to the plan sent to the entire campus community
4. Links to the plan sent to all outside groups with a need to know. IE, Coles County EMA, Coles County Health Department, Coles County Coroner, etc.
5. Copy annually to the Illinois Community College Board
6. Copy annually to the Illinois Emergency Management Agency (IEMA)
7. Copy annually to the Illinois Board of Higher Education
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I. INTRODUCTION

Lake Land College has the capability of, and primary responsibility for, emergency response and recovery from disasters and emergencies that affect the campus. When this capability is exceeded, assistance from the Coles County Emergency Management Agency is available. When campus and Coles County capabilities are exhausted, assistance is coordinated through the county EMA to the Illinois Emergency Management Agency (IEMA).

The Lake Land College Campus Emergency Operations Plan (CEOP) serves as guidance for campus response and recovery operations and outlines support actions for local and Coles County response and recovery activities.

It is the responsibility of Lake Land College to be prepared for any emergency or disaster. Emergency response personnel, equipment, and services of Lake Land College and Coles County will be maintained in a state of readiness to protect the campus community and prevent or minimize damage to property. These services shall be coordinated to the maximum extent possible within the campus as well as comparable activities of local government, the State of Illinois, federal government, and private agencies and organizations. The level and duration of commitment of resources shall be determined by organization and scope and magnitude of event.

A. Purpose

1. The purpose of this CEOP is to provide operational guidance and serve as a concept of operations for Lake Land College's response, and recovery actions to prevent or minimize injury to students and staff and damage to property resulting from emergencies or disasters caused by any hazard. This plan is consistent with the National Incident Management System (NIMS).
2. The CEOP considers response actions that may require a significant Lake Land College and/or Coles County response and/or a significant State of Illinois presence in support of Lake Land College and Coles County.

A "significant presence" is defined as a situation that requires the immediate assistance of a county/state agency or agencies other than those that normally respond to day-to-day contingencies under separate authorities.

3. The CEOP contains operational tasks and assignments for campus response and recovery activities. Describes relationships among local government representatives and responding county and state agencies. This plan provides information on anticipated actions for campus departments, local first responders, government agencies, and private organizations that have emergency responsibilities. The CEOP provides information on various campus response and recovery mechanisms, capabilities, and available resources.
4. The CEOP addresses operational activities necessary for a coordinated campus response to an emergency or disaster, regardless of cause. Emergency response will be determined by the scope and magnitude of the event.

B. Scope

The CEOP includes the complete spectrum of situations that range from an event not warranting a campus emergency/disaster proclamation to a catastrophic situation declared by the President of the United States. Several primary hazards have been identified with potential to disrupt daily activities, cause extensive damage, and create casualties within the campus. For a list of identified hazards and the affects, refer to the hazard analysis, outlined on page 13 of the CEOP.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Environment

a. Geography

Lake Land College is located within the corporate boundary of Mattoon, Illinois, a city of approximately 18,000 in east central Illinois. The college is located approximately two hours east of St. Louis, MO, two hours west of Indianapolis, IN and three hours south of Chicago, IL. Interstate 57 runs past the edge of the college property. The terrain is generally flat, with the terminal moraine of the Wisconsin Glacier sitting just south of Mattoon near the college. There are two lakes within five miles of the college.

b. Climate

The climate in the Mattoon area can change drastically from season to season. Summer temperatures can top 100 degrees with high humidity, while winter temperatures can fall below zero degrees Fahrenheit. Heavy snow accumulation can be common during January and February. During the spring months, the region can be susceptible to heavy rains, straight-line winds and tornadoes.

2. Population

There is no on-campus housing at Lake Land College. The daily population consists of students, employees and guests to the campus. There are approximately 350 full time and 550 part time employees at the college at any given time, although seasonal help accounts for a slightly higher number of part time employees during the summer months. The spring semester sees the largest number of students with fall a close second followed by summer. During the spring 2020 semester there were approximately 5,852 students enrolled, while the fall 2019 semester saw approximately 5,599 and summer 2020 1,973. These enrollment numbers exclude the Illinois Department of Corrections students served by Lake Land College. It should be noted that not all of these students attend classes on the main campus. Many attend at the college's satellite facility at the Kluthe Center in Effingham, Illinois approximately 30 miles south, and others take classes on line. Since Lake Land is a community college, it is open to the public. Members of the general public visit the college on a regular basis to use computer labs, enjoy recreational facilities and attend sporting events, camps, concerts and other activities.

While the vast majority of the student population represents individuals native to the United States, there is a significant population of international students. During the fall 2019 semester there were 27 international students enrolled at Lake Land College and during the spring 2020 semester there were 26 international students enrolled. Languages native to those students include Azerbaijani, Chinese (Cantonese), Chinese (Mandarin), English, Farsi, French, German, Japanese, Korean, Mongolian, Serbian, Spanish, Turkish and Vietnamese.

B. Assumptions

1. Lake Land College officials recognize responsibilities and duties in regards to maintaining the health, safety and welfare of the faculty, staff, students, and visitors of the campus. Campus officials will assume respective duties in implementing any section or part of the CEOP.
2. Warning systems are capable of alerting the campus population in a timely manner if an emergency or disaster were to occur.
3. The CEOP relies on the concept that response to an emergency or disaster will always be at the lowest possible level. All departments and resources within the campus may be utilized during response and recovery operations. If resources are inadequate in addressing campus needs, additional resources will be requested from the Coles County Emergency Management Agency and the State of Illinois to return the campus to a pre-disaster state.
4. Lake Land College is exposed to many different hazards, all of which have the potential to threaten the health, safety, and welfare of the population. These hazards may be classified as natural, human-caused, or technological, and have the potential to cause property damage, injuries, deaths, and major disruption to the campus. Evacuation and/or sheltering of faculty, staff, students, and visitors from affected areas may be required.

III. AUTHORITIES, REFERENCES, AND LIMITATIONS

A. Authorities

1. Campus Security Enhancement Act (110 ILCS 12)
2. Higher Education Opportunity Act (Public Law 110-315)
3. Illinois Administrative Code on All Hazards Campus Emergency Plan and Violence Prevention Plan (29 ILL. ADM. CODE 305)
4. Illinois Administrative Code on Local Emergency Operations Plans (29 ILL. ADM. CODE 301)
5. Illinois Emergency Management Agency Act, as amended (20 ILCS 3305)

6. Title 42, United States Code (USC), Chapter 68, Disaster Relief, Sections 5121-520 [Robert T. Stafford Assistance and Disaster Relief Act (Public Law 93-288)]
7. National Incident Management System (NIMS)

IV. CONCEPT OF OPERATIONS

A. Direction and Control

1. Overall command of campus emergency operations is the responsibility of the President or his/her designee. The president or designee will direct emergency response measures of all responsible organizations. The decision to implement the CEOP will be based upon probability or actual occurrence of a disaster which threatens the health, safety, and welfare of the campus population and has potential to exceed campus resource capabilities.
2. The critical responsibility for disaster response lies with the lowest governmental jurisdiction involved. If an incident occurs within the campus, the President or designee is in control.
3. It is the basic concept that emergency operations will make use of all normally available campus resources to respond to a disaster. If the campus is incapable of effectively responding to the emergency, outside assistance will be requested.
4. Command of individual departments will remain with the operating department/office heads under the direction of the president or designee. The Chief of Police will provide overall coordination of disaster operations.

B. Plan Implementation

1. A decision to implement the CEOP will be based on probability or actual occurrence of a disaster which threatens the health, safety, and welfare of the campus community.

C. Summary of Overall Operations

1. Response organizations are typically trained to operate within an agencies incident command structure, but are rarely called upon to perform duties as part of a unified and integrated multi-organizational response, such as that required for a possible campus disaster situation.
2. First responders will often know first of an impending or actual disaster or emergency. Upon notification of an impending or actual disaster the Chief of Police will decide what level to activate the Campus Emergency Operations Center (CEOC).
3. Implementation of this plan calls for department heads, or designated representatives, to assemble in a central facility known as the Campus Emergency Operations Center (CEOC). The primary CEOC for Lake Land College is located in the President's office. The basement of the Learning Resource Center will serve as a secondary CEOC in the event the primary CEOC is unusable. A third offsite option

is Dean's Drainage which is located near the main campus. Under the direction of the President or designee, each department/office head or designee will direct department/office personnel according to the preplanned emergency operations procedures designated for that department/office. The CEOC will be staffed by each department/office as long as there is a need. CEOC operations will be terminated when activities have returned to pre-emergency conditions or there is no longer a need.

4. A forward command post will be established at or near the disaster site. The command post can also function as the CEOC for smaller-scale disasters. Field personnel will communicate with the command post, which will, in turn communicate with the CEOC to ensure overall coordination. A preliminary disaster intelligence report will be made and forwarded to the CEOC as soon as possible.

D. Resource Management

1. Procuring Outside Assistance

- a. The Lake Land College Chief of Police is responsible for overall coordination of resources during an emergency or disaster situation. In the event the needs of an incident exceed the resources of the campus, the Chief of Police will contact the Coles County Emergency Management Agency and request the assistance of county resources.
- b. Should resources of the county prove insufficient; the County EMA Coordinator will serve as a liaison to the State of Illinois in requesting disaster assistance through the Illinois Emergency Management Agency (IEMA) Regional Coordinator, if available, or through the IEMA office in Springfield.
- c. Federal resources will be assessed by a request from the County EMA Coordinator to the State of Illinois Emergency Operations Center.
- d. Regardless of the level of assistance provided by county, state, and federal officials, Lake Land College officials will remain in control, providing direction and control of the campus emergency operations.
- e. Mutual Aid and Memorandums of Understanding
 - (1) Lake Land College has also entered into a number of mutual aid agreements that can provide specific resources if needed. These agreements include governmental bodies and private volunteer organizations. A list of such agreements is listed below. Copies of agreements are maintained by the Chief of Police.
 - (a) Mattoon Police Department
 - (b) Coles County Sheriff's Department

2. Resource Prioritization Strategy and Concept

- a. Following a disaster, the Lake Land College CEOC, will coordinate resource deployment to support campus emergency response operations. The CEOC will prioritize resource acquisitions based on scope and magnitude of event.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Primary and Support Roles

1. Appendix #1 (page 14-16) identifies departments/offices assigned primary and support responsibilities in execution of the CEOP.
2. All identified departments have emergency responsibilities. These responsibilities fall into either Primary or Support categories and are based on department expertise and resources. A department's day-to-day activities correlate to assigned disaster responsibilities, allowing knowledge and skills necessary to respond effectively to emergency situations.
3. Each primary department is responsible for overall direction and control of that particular function or annex. Primary departments are assisted by support departments that contribute personnel, resources, and expertise to accomplish tasks. Primary departments are responsible for coordinating response and recovery activities of support departments.
4. Situations may arise when unanticipated events or special needs are identified. In such cases, additional responsibilities may be assigned to any department or office with the appropriate resources and capabilities to assist in the situation.
5. In addition to primary and support responsibilities, each department head will:
 - a. Appoint a qualified primary and alternate liaison from within the department to work with Lake Land College in development and maintenance of the CEOP.
 - b. Establish and maintain procedures for department personnel to be available on a 24 hour basis for CEOC staffing and emergency assignment.
 - c. Maintain a current inventory of key department personnel, facilities and equipment, and establish procedures to ensure information can be accessed in the CEOC.
 - d. Establish procedures for assessing damage to departmental facilities and injury to personnel.
 - e. Identify sources of additional personnel, facilities, and equipment necessary to augment disaster operations. If appropriate, negotiate, coordinate, prepare, and maintain mutual aid agreements.
 - f. Establish procedures to rapidly obtain resources during an emergency.

- g. Develop and implement policies and procedures to ensure departmental personnel maintain an awareness of emergency roles and responsibilities, and are properly trained to fulfill those roles.
 - h. Provide disaster-related information to the CEOC in a timely manner and deploy representatives to the CEOC when requested.
 - i. Carry out disaster response and recovery activities described in the CEOP.
6. In situations not specifically addressed in the CEOP or in departmental plans or procedures, departments will improvise and carry out responsibilities based on the information available at that time.

VI. LEADERSHIP SUCCESSION

- A. The President is responsible for activation and implementation of the Campus Emergency Operations Plan along with providing continuous leadership, authority, and responsibility during large scale emergencies or disaster.
- B. In the event the President is unavailable, powers of the office shall be exercised and duties shall be discharged by a designated emergency interim successor in the order specified.
 1. The emergency interim successor shall exercise powers and discharge duties of the office to which designated until such time as a vacancy which may exist shall be filled in accordance with the constitution or statutes; or until the officer, or deputy, or a preceding emergency interim successor, again becomes available to exercise powers and discharge duties of the office.
 - a. President line of succession:
 - (1) Vice President for Business Services
 - (2) Vice President for Academic Services
 - (3) Vice President for Student Services
 - (4) Senior Executive to the President
- C. Chief of Police.
 1. If the Chief of Police is unavailable, powers of the agency shall be exercised and duties shall be discharged by a designated emergency interim successor in the order specified.
 - a. Chief of Police line of succession:
 - (1) Sergeant

- (2) Patrol Officers in order of department seniority

VII. MAPS AND OTHER REFERENCES

- A. The Lake Land College Business Services Unit maintains maps or reference to maps pertinent to emergency operations planning for the campus. Annually updated maps are also shared with area first responders. Campus maps are also available on the Lake Land College web site at www.lakelandcollege.edu.

VIII. PLAN MAINTENANCE

- A. Responsibility for overall development and maintenance of this CEOP lies with Lake Land College. Maintenance of this document includes annual review and periodic updating of the plan and associated annexes. Additionally, the Chief of Police is responsible for document control. This includes distribution of the plan and its updated sections as required.
- B. The Basic Plan, and the functional annexes, will be reviewed by the cabinet and approved by the president.
- C. This CEOP is designed to be a flexible, dynamic document subject to revision, as appropriate. CEOP revisions may result from a variety of causes such as:
 1. New procedures, policies, or technologies
 2. Lessons learned from an actual event or exercise
 3. Feedback during training or case study review
 4. To accommodate new organizations or organizational structures
- D. Revisions may be approved by the President, based on recommendations from the Chief of Police.
- E. The CEOP will be reviewed annually and each time it is implemented.
- F. Below is the CEOP revision schedule.

ANNEXES RECORD OF CHANGE

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Basic Plan		5/17	5/22							
Direction and Control Annex		5/17	5/22							
Communications Annex		5/17	5/22	2/28						
Warning/Disaster/Emergency Information Annex		5/17	5/22							
Public Information Annex		5/17	5/22							
Disaster Intelligence/Damage Assessment Annex		5/17	5/22							
Evacuation/Shelter-in-Place/Lockdown Annex		5/17	5/22							
Mass Care Annex		5/17	5/22							
Health and Medical Annex		5/17	5/22							
Mortuary Services Annex		5/17	5/22							
Resource Management Annex		5/17	5/22							
Pandemic Plan					9/23					

**LAKE LAND COLLEGE VULNERABILITY ASSESSMENT TOOL
ALL HAZARDS ANALYSIS**

EVENT	SEVERITY = (MAGNITUDE - MITIGATION)							RISK
	PROBABILITY	HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPARED-NESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	Relative threat*
SCORE	Likelihood this will occur	Possibility of death or injury	Physical losses & damages	Interruption of services	Preplanning	Time, effectiveness, resources	Community/mutual aid, staff & supplies	
	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = 100%
Severe Weather	3	3	2	2	3	2	2	78%
Fire	2	2	2	2	2	2	3	48%
Bomb threats or discovery of suspicious items	1	1	2	2	2	2	2	20%
Structural failure or loss of utility service	2	2	2	3	2	2	3	52%
Mass casualty event	1	3	3	3	1	1	2	24%
Release of Hazardous materials (indoor/outdoor)	1	2	2	2	2	2	3	24%
Use of weapons/hostage situations/active shooter	1	3	2	3	2	2	2	26%
Public Health emergency	1	2	1	2	2	2	2	20%
Earthquakes	1	2	2	2	2	2	2	22%
Cyber threats	3	1	2	3	2	2	1	61%
AVERAGE SCORE	1.6	2.1	2	2.4	2	1.9	2.2	38%

*Threat increases with percentage.

RISK = PROBABILITY * SEVERITY
0.15 .33 .44

APPENDIX # 1

Functional Annex	Description
<p align="center">Direction and Control Annex</p> <p>Primary: CEOC Members</p>	<p>Responsible for ensuring that the campus responds to an incident in the most appropriate and efficient manner.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ◦ Implementation of the Incident Command System (ICS) ◦ Activation of the Campus Emergency Operations Center (CEOC) ◦ Issuance/Declaration of a Campus Emergency
<p align="center">Communications Annex</p> <p>Primary: Police Department</p> <p>Support:</p>	<p>Responsible for coordinating the exchange of information among administrative officials, teachers and students, and other interested persons during and after a disaster or emergency situation.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ◦ Determine status of communications internally and externally to support duties and responsibilities ◦ Determine status of primary and alternate communication systems ◦ Implement communication plans
<p align="center">Warning/Emergency Information Annex</p> <p>Primary: Police Department</p> <p>Support: Information Systems and Services Marketing and Public Relations</p>	<p>Responsible for providing the public and campus community with alerts and instructions regarding actual or threatened hazards through public media or other means.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ◦ Activation of warning systems ◦ Disseminate emergency alerts and warnings to vulnerable populations

<p align="center">Public Information Annex</p> <p>Primary: Marketing and Public Relations</p> <p>Support:</p>	<p>Responsible for the coordination of timely, accurate, and useful information and instructions to the community throughout a disaster or emergency.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ◦ Information dissemination to the public about the disaster or incident ◦ Information dissemination to the public on what to do for safety ◦ Dissemination of information to functional needs populations, including limited English proficiency populations. ◦ Participate in rumor control processes
<p>Disaster Intelligence/Damage Assessment Annex</p> <p>Primary: Physical Plant</p> <p>Support: Business Services Division</p>	<p>Identify, collect, analyze, and disseminate information on the extent and effect of the disaster and those plans for recovery and restoration of operations.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ◦ Determine scope, magnitude, and complexity of the incident ◦ Distribute disaster intelligence ◦ Provide critical information and situational awareness updates to all response organizations ◦ Situation Reports
<p>Evacuation/Shelter-in-Place/Lockdown Annex</p> <p>Primary: Police Department</p> <p>Support: Physical Plant</p>	<p>Provide for the movement of people to a safe area when disaster or emergency situations necessitate.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ◦ Mobilization and coordination of resources in support of an evacuation
<p align="center">Mass Care Annex</p> <p>Primary: Health Services</p> <p>Support: Counseling Services</p>	<p>Ensure appropriate services are provided at a mass care facility for individuals displaced from a disaster situation at the campus.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> ◦ Provide temporary shelter ◦ Provide food and water ◦ Provide medical care ◦ Provide clothing and other essential items

<p style="text-align: center;">Health and Medical Annex</p> <p>Primary: Health Services</p> <p>Support: Counseling Services</p>	<p>Responsible for providing guidance, prioritization, and coordination of resources involved in triage, treatment, and medical evacuation of victims of disasters.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> · Provide public health support in a post-disaster environment · Provide psychological counseling
<p style="text-align: center;">Mortuary Services Annex</p> <p>Primary: Police Department</p> <p>Support:</p>	<p>Responsible for providing mortuary services/fatality management coordination for preservation, documentation, collection, identification, and disposition of human remains, as well as determination of manner and cause of death.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> · Notifying County Coroner of fatalities · Locating and notifying the next of kin · Establishing a Family Assistance Center
<p style="text-align: center;">Resource Management Annex</p> <p>Primary: Physical Plant</p> <p>Support: Business Services Division</p>	<p>Responsible for the acquisition, coordination, tracking, mobilizing, and movement of resources upon request and approval to responding organizations.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> · Managing people, equipment, facilities, supplies, and other resources · Management of volunteer response teams · Management of spontaneous volunteers

DIRECTION AND CONTROL ANNEX

Primary Campus EOC members

I. INTRODUCTION

A. Purpose

This annex outlines direction and control procedures to be used by campus staff operating in a Campus Emergency Operations Center (CEOC) during emergency or disaster situations. Annex elements include how Lake Land College campus analyzes emergency situations; determines how to respond quickly, appropriately, and effectively; and protects staff members, visitors, and students.

B. Scope

1. In order to effectively serve the campus community, Lake Land College utilizes the Incident Command System (ICS) for disaster operations, and operates in compliance with the National Incident Management System (NIMS).
2. NIMS will apply to all disaster response activities coordinated by Lake Land College. In most instances the Lake Land College campus will provide initial response and notification of an emergency or disaster situation to a variety of stakeholders.
3. The Lake Land College campus emergency operations plan does not supersede recognized/established authorities vested with municipal, County, State or Federal authorities.

II. SITUATION AND ASSUMPTIONS

A. Situation

An event has occurred or has potential to affect the campus community triggering implementation of the CEOP. Based on scope and magnitude of the emergency or disaster the President, or designee, will activate the CEOC.

B. Assumptions

1. The President will exercise direction and control of response to any emergency or disaster affecting the Lake Land College campus community. The President, or designee, will manage and coordinate campus operations, in accordance with the National Incident Management System (NIMS).
2. The Lake Land College CEOC acts as the single strategic coordination point for response and recovery to emergencies or disasters. The CEOC will coordinate strategic decision making with the campus ICP and/or recognized authority having jurisdiction (AHJ) over response and recovery operations. For those instances where responsibility authority and expertise (RAE) rests outside of the Lake Land College enabling authorities the CEOC will ensure command, control,

communications, and collaboration.

3. On-scene incident management and coordination will be the responsibility of the campus incident commander (CIC). The CIC will transfer command authority of incident response management to the appropriate AHJ having RAE as appropriate.
 - a. When command authority over incident response/management a unified command structure will be utilized. The Unified commander will have RAE over the phase of emergency management.
4. The Lake Land College campus may request assistance from outside agencies and organizations to augment ongoing emergency response and recovery operations.

III. AUTHORITIES, REFERENCES, AND LIMITATIONS

A. Authorities and References

1. Campus Security Enhancement Act (110 ILCS 12)
2. The Lake Land College Campus Emergency Operations Plan
3. National Incident Management System (NIMS)
4. Illinois Administrative Code (29 ILL. ADM. CODE 301)

B. Limitations

1. Personnel will be trained, equipped, and fully aware of the risks involved in performing missions and tasks
2. Resources available for response and short-term recovery may be limited by location, training, and/or operational readiness.
3. Mutual aid may be incapable of providing resources in a timely manner due to operational constraints.

IV. CONCEPT OF OPERATIONS

A. General

1. The President, or designee, is responsible for coordination and management of campus departments/offices and staffs responsible for carrying out response and recovery tasks. The Lake Land College CEOC, in coordination with the appropriate on-site authorities, provide for management and coordination of all dedicated campus assets, disaster intelligence and damage assessment, coordination with outside organizations, and campus disaster recovery operations.

2. The Lake Land College response structure relies on two interrelated groups: the CEOC group and the Incident Command Post (ICP) group. Depending on scope and magnitude of event one or both groups will be utilized.
 - a. CEOC staffs provide strategic coordination for disaster operations. Information and requests for assistance from disaster site(s) are compiled, decisions made, resources allocated, and disaster intelligence developed. CEOC efforts are focused on support of incident objectives established by IC/UC.
 - b. The Lake Land College CEOC will coordinate efforts among and between liaisons and support staff.
 - c. The Lake Land College CEOC will utilize disaster intelligence information received from a variety of sources in the development of strategic response priorities.
 - d. CEOC liaisons provide support to the IC/UC in development of incident objectives, missions, and tasks. CEOC liaisons are responsible for, but not limited to, the following:
 - (1) Coordination with IC/UC staff, when applicable,
 - (2) Coordination with support agencies and other campus staff, when applicable,
 - (3) Assessment of requests for assistance,
 - (4) Development of mission assignments in support of strategic priorities established by the CEOC with appropriate support agencies,
 - (5) Completion of documentation required by the CEOC,
 - (6) Maintenance, sustainment, and delivery in support of CEOC objectives and IC/UC incident objectives.
 - e. IC/UC is the designated onsite authority for operational and tactical response. _
3. Coordination between or among Functional Annex groups
 - a. Functional Annex groups are organized because member departments/offices have allied interests, responsibilities, and resources.
 - (1) Specific tasking for an operational group is not done by the CEOC Manager, notification of response actions will be provided through daily activity reports.
 - b. Coordination among functional annex groups may occur when specialized resources are required or specific and unforeseen issues arise.

- (1) Departments/offices will discuss needs with other departments or organizations in the CEOC.
- (2) If resources are required from departments outside a functional group, the primary department will request assistance from the CEOC Manager in tasking any inter-operational missions.

4. Pre-Emergency Operations

- a. During normal periods, the CEOC will be maintained in operational readiness by the Police Department. This will include maintenance of equipment, supplies, and operational aids necessary for partial or complete activation of the CEOC.
- b. Periodic exercises and drills will be conducted to test the capability of the CEOC and ICP, to prove validity of the CEOC, and to provide training for personnel assigned emergency response duties.
- c. All appropriate departments, agencies, and organizations will coordinate planning and training efforts to ensure operational readiness in times of emergency. All personnel expected to report to the CEOC during a disaster will train on respective responsibilities under ICS and NIMS and the relationships among response departments and agencies as outlined elsewhere in the CEOC.

5. Emergency Operations

- a. Response activities are those intended to save lives and protect property. Response activities can begin before or as the disaster is occurring; however, response actions usually will commence when safety permits after the disaster occurs.
- b. The CEOC will activate upon the direction of the President or designee. The President or designee will make decisions regarding the use of and staffing in the CEOC.
- c. During an emergency, local and state departments and agencies will perform emergency functions in support of campus officials as outlined elsewhere in the CEOC.
- d. On-scene operations will be coordinated and managed from an ICP.

6. Post-Emergency Operations

- a. Recovery actions are those undertaken to restore the infrastructure and the campus community to conditions before a disaster. These actions include human needs, infrastructure restoration, and hazard mitigation. Response and recovery operations may be accomplished simultaneously.

- b. Notification and Activation

Primary department liaisons will be activated for duty in the CEOC. Appropriate department personnel may also staff the ICP. Support department liaisons will be notified on an as needed basis based on the nature of the disaster.

- (1) Upon receiving notification of CEOC activation by the President or designee CEOC liaisons and staff will report to the CEOC or alternate location in accordance with standard operating procedures.

c. Communications

- (1) Communications throughout response and recovery will be conducted in accordance with standard operating procedures.
- (2) Communications will be conducted in a NIMS compliant manner utilizing clear-text and pre-established frequencies.
- (3) Communications required as a result of activation of CEOP will be coordinated and managed using established procedures, processes, and policy.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. President

1. Receive and analyze disaster intelligence and situational awareness in the area of operations (campus).
2. Activate the Lake Land College Campus Emergency Operations Center.
3. Alert key decision-makers and emergency personnel.
4. Establish and coordinate campus policies for the conduct of emergency operations.
5. Establish and maintain contact with supporting governments.
6. Exercise emergency powers in support of response and short-term recovery operations.

B. Chief of Police

1. Act as Lake Land College Campus Emergency Operations Center manager and warning coordinator.
2. Activate emergency communications plan internally and externally with higher, lateral, and subordinate response organizations.
3. Activate plans to disseminate emergency alerts and warnings to vulnerable populations and critical infrastructure.
4. Establish and maintain contact with key decision-makers and emergency personnel.

5. Alert key decision-makers and emergency personnel.
6. Coordinate campus policies for the conduct of emergency operations.
7. Direct CEOC operations and manage resources.
8. Establish and maintain a common operating picture (COP) and develop a commander's update briefing (CUB).
9. Coordinate logistical support for disaster response and vulnerable populations.
10. Activate the Joint Information System/Center (JIS/JIC).
11. Activate evacuation, shelter, and protective action recommendations for vulnerable populations.
12. Coordinate activation of volunteer resources in support of response and short-term recovery operations.
13. Coordinate resource prioritization and deployment in support strategic action priorities.
14. Maintain records of all expenditures for emergency resources obtained during an emergency.
15. Establish strategic action planning priorities in the following manner to coordinate and manage disaster response and short-term recovery operations.
 - a. Life Safety
 - b. Search and Rescue
 - c. Debris removal to effect higher priority missions
 - (1) Main transportation and evacuation routes
 - (2) Secondary transportation routes and staging areas
 - (3) Tertiary transportation routes and staging areas
 - d. Implementation and maintenance of site security
 - e. Temporary restoration of critical infrastructure (order of priority)
 - (1) Power Restoration
 - (2) Potable Water

- (3) Waste water treatment facilities and equipment
 - (4) Telecommunications
 - f. Debris removal not required for immediate life, safety, and evacuation missions
 - g. Temporary health and welfare
 - h. Shelter, food, and medical assistance
 - i. Permanent debris removal and relocation
 - (1) Debris categorization
 - (2) Debris estimation
 - (3) Site selection and approval
 - j. Preservation and securing of crime scene evidence or localized areas of interest
 - k. Delivery of critical incident stress debriefing for the campus community
- 16. 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 plans (IAP).
- 17. Obtain disaster intelligence to determine scope, magnitude, and complexity of the incident.
- 18. Distribute disaster intelligence, critical information requirements, and priority information requirements.

C. Support Agencies

- 1. Activate staffs necessary for approved strategic action priority missions.
- 2. Coordinate with private sector, non-governmental, and volunteer organizations throughout response and short-term recovery operations.
- 3. Direct and manage operational and tactical activities of staff throughout response and short-term recovery operations.
- 4. Establish and maintain contact with key decision-makers and emergency personnel.
- 5. Notify key decision-makers and personnel of jurisdictional policies for the conduct of emergency operations.

6. Participate in common operating picture (COP), and develop commander's update briefings (CUB).
7. Provide logistical support for disaster response and campus community.
8. Participate in Joint Information System/Center (JIS/JIC).
9. Maintain records of all expenditures for emergency resources obtained during an emergency.
10. Conduct all operations in accordance with applicable campus, local, state, and federal rules, regulations, and policies.

VI. DEVELOPMENT AND MAINTENANCE

- A. The Chief of Police is responsible for developing and maintaining the Lake Land College Campus Emergency Operations Plan Direction and Control Annex annually.
- B. Lake Land College departments/offices and other responsible agencies have the following responsibilities:
 1. Review and maintain department and/or agency information necessary for response and short-term recovery annexes;
 2. Provide and maintain up-to-date copies of MOUs; and
 3. Provide training and education to staff and MOU organizations on plans and procedures for campus response and short-term recovery operations.

COMMUNICATIONS ANNEX

Primary Police Department

Support

I. INTRODUCTION

A. Purpose

The purpose of this Annex is to provide operational guidance for communications support to the campus departments and other organizations involved in disaster response.

B. Scope

1. The scope of this annex is to provide and coordinate the use of communication systems by campus departments and other organizations involved in disaster response. This annex complies with the communications systems interoperability requirements of NIMS.

II. SITUATION AND ASSUMPTIONS

A. Situation

In the event of a critical incident on campus, Officers of the Lake Land College Police Department will use standard radio frequencies and protocol to communicate with each other, and with emergency first responders from off campus entities including, but not limited to, law enforcement, fire and EMS.

B. Assumptions

1. Lake Land College Police Officers will utilize the Coles County Emergency Communications Center (CECOM) dispatch for all emergency communications.
2. Officers will utilize the Mattoon Police Department frequency (channel 5) unless otherwise directed by CECOM personnel.
3. Officers may, at their discretion, utilize the Lake Land College Police Department frequency (channel 4) to communicate with other Lake Land College Officers.
4. Officers may, at their discretion, or if instructed to do so by CECOM personnel, utilize alternate channels such as IREACH and ISPERN to communicate with emergency first responders.

III. AUTHORITIES, REFERENCES, AND LIMITATIONS

A. Authorities and References

1. Campus Security Enhancement Act (110 ILCS 12)

2. The Lake Land College Campus Emergency Operations Plan
3. National Incident Management System (NIMS)

B. Limitations

1. Personnel will be trained, equipped, and aware of missions and tasks
2. Resources available for response and short-term recovery may be limited by location, training, and/or operational readiness.
3. Mutual aid may be incapable of providing resources in a timely manner due to operational constraints.

IV. CONCEPT OF OPERATIONS

A. General

1. The Coles County Emergency Communications Center (CECOM) coordinates county-wide emergency dispatch and communications from their headquarters at the Coles County airport, and from a satellite facility at the Mattoon Police Department.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. President

1. The president will ensure the Chief of Police or his/her designee is aware of the critical incident. The president will instruct the chief or designee to ensure proper communications are implemented and effectively used.

B. Chief of Police

1. The chief will ensure officers have sufficient radio equipment to communicate effectively. The chief will resolve any logistical problems or concerns that might arise to ensure the uninterrupted flow of emergency communication.

VI. DEVELOPMENT AND MAINTENANCE

A. The Chief of Police is responsible for developing and maintaining the Lake Land College Campus Emergency Operations Plan Direction and Control Annex annually.

B. Lake Land College departments/offices and other responsible agencies have the following responsibilities:

1. Review and maintain department and/or agency information necessary for response and short-term recovery annexes;

2. Provide and maintain up-to-date copies of MOUs; and
3. Provide training and education to staff and MOU organizations on plans and procedures for campus response and short-term recovery operations.

VII. Notification of Next-of-Kin / Family Assistance Center

A Family Assistance Center will be established in the Field House on campus unless that location is compromised by the emergency and/or disaster. Back-up location is the West Building. The Chair of Counseling and Judicial Affairs Advisement (CCJAA) will serve as the overall commander of the Family Assistance Center and will report directly to the Vice President for Student Services within the Operation Section of the Emergency Operations Center. Four sections will be established within the Family Assistance Center (Information/Accountability/ Counseling/Comfort) and each section will have a designated leader assigned to their respective section. Each section leader will report directly to the CCJAA. In the event the CCJAA or any section leader is not able to perform his/her duties in the FAC (e.g. section leader needs to remain in Incident Command Post), the CCJAA and section leader will designate his/her replacement with the approval of the Vice President for Student Services. The four sections established within the Family Assistance Center are designed to provide assistance for students, staff, faculty and their family members after an emergency has occurred.

The Information Section will be staffed by personnel from the Office of Marketing and Public Relations (MPR) and will be responsible for providing appropriate information to individuals physically located in the Family Assistance Center. Any information that can be disseminated will originate from the Campus Incident Command Post and/or Campus Emergency Operations Center. All personnel within the Information Section will report to their designated section leader, the Director of Marketing and Public Relations. The Accountability Section will be staffed by personnel from the Athletic Division, supervised by the Athletic Director, along with the Red Cross, and will be responsible for checking individuals in as they enter the Family Assistance Center. All personnel within the Accountability Section will report to their section leader, the Athletic Director. The Counseling Section will be staffed by personnel from the Counseling Services Department and will be responsible for coordinating on-site and off-site counseling services to those individuals who require additional assistance. All personnel within the Counseling Section will report to the CCJAA. The Comfort Section will be staffed by personnel from Allied Health and the College Nurse. The Comfort Section will be responsible for providing food, coffee, and water for those in the Family Assistance Center. All personnel within the Comfort Section will report to their designated section leader, the Division Chair of Allied Health.

Lake Land College Police officers may be used to provide security if necessary. Staffing and hours of operation for all four sections may vary depending on availability of personnel at the time of the emergency, however each respective section will likely be staffed by the aforementioned campus units. The Director of Physical Plant Operations will secure necessary equipment (tables, chairs, laptops, signage, etc.) that will be utilized in the Family Assistance Center, specifically in Field house or West Building that will have Information, Accountability, Counseling, and Comfort sections to accommodate the expected number of individuals visiting the Family Assistance Center.

EMERGENCY INFORMATION AND WARNING ANNEX

Primary	Police Department
Support	Information Systems and Services Marketing and Public Relations

I. INTRODUCTION

A. Purpose

This annex describes the warning systems in place and the responsibilities and procedures for following them.

B. Scope

1. All available means will be used to communicate emergency information to students, employees and visitors on campus.

II. SITUATION AND ASSUMPTIONS

A. Situation

A catastrophic event has occurred affecting the campus community that triggers activation of the CEOC. The CEOC may also be activated when resource coordination and requisition becomes a major issue, or when deemed necessary by the President or Chief of Police.

B. Assumptions

1. Lake Land College has several means of communication at its disposal. The college will provide emergency communications in as many forms as possible.
2. Examples of emergency communications mediums available to the college include mass text alerts, intercom broadcasts via the VOIP phone system, mass voice mail and web page postings.
3. Off-campus entities may be used to disseminate information. Examples include, but are not limited to, radio and television stations and area newspapers.

III. AUTHORITIES, REFERENCES, AND LIMITATIONS

A. Authorities and References

1. Campus Security Enhancement Act (110 ILCS 12)
2. The Lake Land College Campus Emergency Operations Plan
3. National Incident Management System (NIMS)

B. Limitations

1. Personnel will be trained, equipped, and aware of missions and tasks
2. Resources available for response and short-term recovery may be limited by location, training, and/or operational readiness.
3. Mutual aid may be incapable of providing resources in a timely manner due to operational constraints.

IV. CONCEPT OF OPERATIONS

A. General

1. College employees, who are authorized to do so, will activate the emergency alert system.
2. In most circumstances, the text of emergency communications will be approved by the CEOC before dissemination.
3. In the event of loss of power or other circumstances when emergency communications can not be sent or received, manual means of communication will be utilized when feasible. Examples include “door to door” notifications and use of police squad car PA systems.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. President

1. The President or designee assigns individuals or departments to initiate emergency communications.
2. Approves the form and verbiage of emergency messages.
3. Implements contingency plans to provide warnings if established warning systems fail to work.

VI. DEVELOPMENT AND MAINTENANCE

A. The Chief of Police is responsible for developing and maintaining the Lake Land College Campus Emergency Operations Plan Direction and Control Annex annually.

B. Lake Land College departments/offices and other responsible agencies have the following responsibilities:

1. Review and maintain department and/or agency information necessary for response and short-term recovery annexes;
2. Provide and maintain up-to-date copies of MOUs; and
3. Provide training and education to staff and MOU organizations on plans and procedures for campus response and short-term recovery operations.

PUBLIC INFORMATION ANNEX

Primary Marketing and Public Relations

Support

I. INTRODUCTION

A. Purpose

The purpose of this annex is to provide for the effective collection, control, and dissemination of emergency public information and for minimizing confusion, misinformation and rumors during times of emergency, utilizing the National Incident Management System (NIMS). Long term public educational efforts related to hazard awareness are also outlined.

II. SITUATION AND ASSUMPTIONS

A. Situation

During periods of emergency, the campus community/public needs, and generally desires, detailed information regarding protective actions to be taken for minimizing loss of life and property. There are times however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the campus community/public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public be made aware of potential hazards and of the protective measures that can be employed.

B. Assumptions

An effective program combining both education and emergency information will significantly reduce disaster related casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information.

III. CONCEPT OF OPERATIONS

A. General

Emergency information efforts will focus on specific event-related information. This information will generally be of an instructional nature, focusing such things as warnings, evacuation and shelter. The public will be informed regarding the general progress of events. Rumor control will be a major aspect of the information program. Public feedback is a measure of the program's effectiveness. Efforts will be directed toward increasing public awareness and about potential hazards. All information and education efforts rely heavily on the cooperation of media organizations.

1. Pre-disaster public information activities
 - a. Hazard awareness and reduction programs
 - b. Coordination with media
 - c. Public education programs
 - d. Prepare emergency information for release during emergencies
2. Response public information activities
 - a. Release of public information
 - b. Coordinate rumor control
 - c. Schedule news conferences
 - d. Designate space in or near the Campus Emergency Operations Center (CEOC) for the Campus Public Information Officer (CPIO)
3. Post-disaster public information activities
 - a. Provide public information
 - b. Display damage assessment information
 - c. Compile record of events
 - d. Assess effectiveness of information and educational programs

B. Direction and Control

1. General

The Chief of Police is responsible for all education and information programs conducted by Lake Land College. The Chief of Police will ensure that materials are available for individuals with functional needs (visually impaired and non-English speaking groups and individuals). The Chief of Police will appoint a CPIO to direct all emergency information activities.

2. Educational Programs

There are many activities involved in the educational programs. The media is constantly provided with information on new developments affecting the campus and emergency management activities. Thus much information reaches the public via television, radio

and newspapers. Lectures and other presentations are often requested by various organizations, presenting another opportunity for public education. Educational brochures are also distributed to the campus community.

3. Public Information Programs

Many of these are continuous of the educational programs. Television and radio stations maintain a selection of public service announcements related to emergency preparedness.

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Director of Marketing and Public Relations

1. Appoint a CPIO to manage public information
2. Develop and maintain a public information and education program
3. Maintain a working relationship with the media
4. Provide official public information

B. Campus Public Information Officer (CPIO)

1. Direct all emergency public information efforts
2. Provide news releases for the media
3. Check all media reports for accuracy
4. Maintains a recent record of events
5. Investigates rumors
6. Establish a Joint Information Center (JIC) at the Virgil Judge Learning Resource Center Building, 5001 Lake Land Blvd., Mattoon, IL.
7. Establish a Public Information Center (PIC) at the Robert K. Luther Student Center Building, 5001 Lake Land Blvd., Mattoon, IL.

C. Media

1. Provide coverage for campus emergency management activities
2. Coordinate with Lake Land College on educational programs

3. Check accuracy of information with Lake Land College

VIII. DEVELOPMENT AND MAINTENANCE

- A. The Chief of Police is responsible for developing and maintaining the Lake Land College Campus Emergency Operations Plan Direction and Control Annex annually.
- B. Lake Land College departments/offices and other responsible agencies have the following responsibilities:
 1. Review and maintain department and/or agency information necessary for response and short-term recovery annexes;
 2. Provide and maintain up-to-date copies of MOUs; and
 3. Provide training and education to staff and MOU organizations on plans and procedures for campus response and short-term recovery operations.

DISASTER INTELLIGENCE AND DAMAGE ASSESSMENT ANNEX

Primary	Physical Plant
Support	Business Services Division

I. INTRODUCTION

A. Purpose

This annex describes guidance for the management of information about a natural or manmade disaster, or major incident. The primary mission of disaster intelligence is to collect, process, and disseminate information regarding a potential or actual disaster or incident to facilitate the overall activities of campus officials in providing response and recovery assistance to the campus. This requires gathering information necessary to support planning and decision-making in the Campus Emergency Operations Center (CEOC).

B. Scope

1. The Disaster Intelligence function gathers information to support campus response operations. This section gathers information essential for the purpose of planning, decision-making, and developing response operations. Responsibilities include:
 - a. Collecting and analyzing information critical to disaster operations.
 - b. Providing formal and informal briefings.
 - c. Facilitating short and long-range action and consequences analysis planning.
 - d. Creating, maintaining, and storing historical files and records.

II. SITUATION AND ASSUMPTIONS

A. Situation

Lake Land College has the potential to suffer damage due to severe weather, man made incidents, fires and other incidents.

B. Assumptions

1. Timely and accurate assessment of damage to campus property will be of vital concern to campus officials following a disaster or emergency and will determine the manner in which recovery is affected.

2. Campus emergency response personnel and the campus community will be an immediate source of vital information regarding damage and initial response needs.
3. Campus officials are responsible for identifying resource requirements and campus response needs.
4. There will be an immediate and continuous demand for information upon which decisions will be made involving the conduct of response and recovery actions.
5. In a disaster or emergency, there may be a need to deploy additional campus personnel to survey the campus and collect additional critical information.
6. Initial disaster intelligence activities may require 24 hour operation.
7. The CEOC will serve as the center point for campus response operations.

III. CONCEPT OF OPERATIONS

A. General

1. Disaster intelligence activities will commence upon activation of the CEOC by the Chief of Police or designee, based on actual or anticipated intelligence.
2. Disaster intelligence operations will be initiated by the CEOC. Emphasis will be on initial damage assessment as well as providing planning support for the CEOC and/or Incident Command/Unified Command (IC/UC), if applicable.
3. Responsibilities of initial emergency response personnel include damage assessment; personnel will begin on-site information gathering. Initial reports will be relayed to the CEOC for compiling.
4. Disaster intelligence is expected to make use of all available information resources. This will include use of personal observation, reports from responding departments and organizations, and news media reports.

B. Action Planning

1. During emergency situations, the Chief of Police will designate a Disaster Intelligence Manager to assist in developing overall operational priorities. The Disaster Intelligence Manager will report to the CEOC and will coordinate with other liaisons to determine areas of the campus to survey. The Disaster Intelligence Manager will:
 - a. Gather information to support decision-making at the CEOC (situation Reports, Resource Status Reports, etc.);
 - b. Distribute information in reports, briefings, and displays; and

- c. Coordinate meetings to determine short and long term response.
2. Information comes to the Disaster Intelligence section through the CEOC in the form of messages, reports, and briefings. The information is logged in, analyzed, and distributed as appropriate.
3. Situation reports will be provided by the CEOC to the President's office, CEOC staff and liaisons, and IC/UC (if applicable) to support policy-level decision making. Information needed for planning will be displayed in the CEOC. Information will be produced based on scope and magnitude of event.
4. Short-term planning is accomplished through a formal planning process. The Disaster Intelligence Manager provides recommendations to the CEOC staff for development of operational priorities.
 - a. Overall priorities are provided to CEOC liaisons to review.
 - b. The DI Manager coordinates meetings at which critical issues are identified and resolved.
 - c. Upon request, departments and response organizations in the CEOC will provide operational summaries/activity reports to the DI manager for inclusion in situation reports (SITREPS).
5. The DI Manager identifies critical issues requiring long-term planning. The DI Manager provides these issues and recommendations to the President or designee, and Chief of Police for consideration. Based on this information, the President or designee, and Chief of Police will prioritize issues for long-term action planning.
6. Summary information is provided by the CEOC to the President's Office at least once a day. CEOC staff will provide formal and informal briefings as directed by the President or his/her staff. Formal briefings can also be used for local, county, or state public officials or response agencies representatives.

C. Information Management

1. Based on the initial situation assessment, the DI Manager will determine the best methods of collecting additional critical information. These methods range from actual field collection activities using IC/UC elements or intelligence specialists to technical services such as aerial reconnaissance and computer modeling. If necessary, the DI Manager will prepare an information collection plan to assign responsibilities for data collection.
2. As soon as possible, the DI Section will advise the UAC team elements of data collection requirements and provide them with data collection formats.
3. DI data collection activities will focus on the Essential Elements of Information (EEI). EEI is a standardized list of informational items that are normally required for continuous

assessment and recommendations during response and recovery operations including but not limited to:

- a. Boundaries of the disaster area and campus boundaries,
 - b. Status of transportation communications systems,
 - c. Access points to the disaster area,
 - d. Social/economic/political affects,
 - e. Status of key personnel, activation of operational forces and aerial reconnaissance activities,
 - f. Status operating and critical facilities,
 - g. Status of volunteers and donations,
 - h. Hazard-specific information,
 - i. Weather data seismic or other geophysical information affecting operations,
 - j. Major issues/activities of response organizations, overall priorities for response and prediction of future operations,
 - k. Resource availability and projected shortfalls,
 - l. Donations,
 - m. Historical information,
 - n. Status of proclamation or declarations.
4. As additional information requirements are identified, the DI manager will develop a collection plan to obtain the required information and will request appropriate agencies to assist in the collection of information.
 5. Once information is received, the DI Section will process and disseminate it within the SEOC, where critical information will be displayed on maps, flow charts and display boards.
 6. In addition to displaying critical information, the DI Section will disseminate information by developing and distributing Situation Reports, Action Plans, and briefing packages using the data submitted. The Section will also provide information for formal and informal briefings as required by the IEMA Director or designee, SEOC Manager and UAC Manager.

7. The DI Section will coordinate short and long-term action planning by facilitating coordination meetings, identifying critical issues, convening working groups to address critical issues, and publishing strategic Action Plans and Executive Summaries.

D. Organization

1. The DI Manager reports to the SEOC Manager. The following elements comprise a full DI Section. Each element's staffing is tailored to the needs of the specific situation. DI includes 5 distinct functions:
 - a. Situation Assessment is the collecting, analyzing, and tracking of information regarding the disaster situation and developing appropriate displays representing the situation. Situation Assessment includes preparing the Situation Report(s) (SITREP) and presenting formal informal briefings as needed,
 - b. Resource Summaries is the collecting and tracking of information regarding the current status and location of critical resources, including specialized teams, and personnel. It includes the responsibility for developing appropriate displays for this information,
 - c. Intelligence Analysis involves development of a planning sequence initiated by the SEOC and the UAC based on situation assessments and resource availability. This analysis facilitates coordination meetings, identifies critical planning issues, and coordinates the development of Action Plans,
 - d. Documentation consists of receiving information from the SEOC staff and operational liaisons and distributes final information products such as reports, plans, and briefing packages. This is where historical files and records are maintained and clerical support is provided to the DI Section,
 - e. Mapping includes coordinating reconnaissance activities and providing hazard specific technical advice required to support operational planning.

- E. Staffing requirements for the DI Section will be determined by the DI Manager based on the nature of the disaster, level of activation, and the requirement for 24-hour operation, and/or the direction of IEMA Director or designee and the SEOC Manager. The DI Manager may request additional personnel through the SEOC, IEMA Regional offices, and/or other state departments/agencies as warranted.

F. Notification

1. Notification will be conducted in accordance with the Communications Annex of the CEOP.

G. Response Actions

1. Campus Emergency Operations Center (CEOC)

- a. Upon notification, members of the DI Section will report to the SEOC to begin operations.
 - b. Initial CEOC operations will focus on information gathering and reporting to include:
 1. A gross assessment of disaster affects, to include identification of the boundaries of the disaster area, distribution, type and severity of damages, and the status of critical facilities,
 2. A net assessment of government operations at State and local levels to include recommendation,
 3. The status of operating facilities or potential operating facilities.
 - c. The Disaster Intelligence section will also provide support to the deployment of the UAC. The initial IAP should include the CEOC's general concept for deployment and initial operations, to include location of the UAC and operating facilities.
 - d. The Disaster Intelligence section will provide formal and informal briefings for the IEMA Director or designee and other government officials as required.
 - e. Section staff in the CEOC will communicate with DI elements at the UAC to obtain information on the disaster situation and to provide the deployed element with any information gathered by the CEOC. This two-way flow of information is critical to a smooth transition of functions from the CEOC to the field DI Section in the UAC.
 - f. If personnel are deployed to assess damages as a component of the UAC team, the DI Section will support that deployment by identifying information requirements, briefing leadership, and providing specialists as required.
 - g. The DI Manager at the CEOC is responsible for the development of strategic disaster intelligence.
8. UAC Team
- a. DI staff serving on the UAC team will deploy, based on instructions from the UAC. One element of the section will join staff at the SEOC and begin immediate information gathering activities. Additional DI staff will proceed to the UAC to set up space and equipment for the full DI Section. If a Damage Assessment Team is deployed, DI staff may be assigned to the Team and will provide situation assessment information directly to the section.
 - b. Field DI activities during the response phase will focus on initial situation assessment. Action planning support will be limited to the coordination of situation assessment activities as directed by the AC. Reporting activities will remain a SEOC responsibility. Informal briefings will be provided to the Governor and key field staff as needed.

- c. The initial UAC Team phase is expected to last for a limited period of time (24 to 72 hours – based on the disaster) and should transition rapidly to full UAC Team activities as soon as possible.
- d. DI staff operating from the UAC and other field locations will be combined in the UAC as part of the UAC team. DI activities will continue to support the SEOC and UAC. Additional support agency staff may be added to the SEOC operation to increase overall DI capabilities as required.

H. Continuing Actions (Recovery)

1. Over time, disaster operations will transition from response to recovery operations. This transition does not change the mission of the DI Section nor does it affect the basic functions of information gathering, analysis and dissemination, and planning. Instead, the emphasis shifts from situation assessment to an assessment of program delivery. The size of the DI Section is reduced during this phase.
2. Many disasters do not require a full response operation and may require only a partial activation of supporting agencies. In this situation, the role of DI changes only in size and degree; the basic functions remain unchanged.
3. The information-gathering role of the DI section remains unchanged in recovery operations. The type of information gathered, however, differs in that it focuses on the economic impact of the disaster, the effectiveness of recovery program delivery, and long-term recovery issues. There will be an increased need for specialized economic and demographic information.
4. The emphasis in planning during the recovery phase shifts from the daily Action Plan to a more long-term Action Plan. The Recovery team will do much of this planning with the DI staff facilitating the process and providing administrative support.
5. Situation reporting and formal briefings may continue through the recovery phase, although the frequency of both will be gradually reduced.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief of Police

1. Obtain disaster intelligence to determine scope, magnitude, and complexity of the incident.
2. Distribute disaster intelligence, critical information requirements, and priority information requirements to all response organizations.
3. Collect disaster intelligence to determine the need to declare a campus disaster.
4. Implement campus-wide damage assessment.

5. Provide critical information, disaster intelligence, and situational awareness updates to all response organizations.
6. Establish a Common Operating Picture (COP) to provide for routine updates and briefings.
7. Develop a situational report (SITREP) and Commanders Update Briefing (CUB) to provide and overall picture of the situation and describe local response actions; a list of unmet needs and resource requirements; strategic priorities and projections of upcoming situations; and support requirements identified in the SITREP and CUB.

B. Support Departments

1. Obtain disaster intelligence to determine scope, magnitude, and complexity of the incident.
2. Provide critical information, disaster intelligence, and situational awareness updates.
3. Implement campus-wide damage assessment procedures.
4. Staff and maintain resource requirements for conduct of damage assessment in designated areas of operation.
5. Participate in the development of a SITREP and completion of the CUB.

V. DEVELOPMENT AND MAINTENANCE

- A. The Chief of Police is responsible for developing and maintaining the Lake Land College Campus Emergency Operations Plan Direction and Control Annex annually.
- B. Lake Land College departments/offices and other responsible agencies have the following responsibilities:
 1. Review and maintain department and/or agency information necessary for response and short-term recovery annexes;
 2. Provide and maintain up-to-date copies of MOUs; and
 3. Provide training and education to staff and MOU organizations on plans and procedures for campus response and short-term recovery operations.

EVACUATION AND SHELTER ANNEX

Primary Police Department

Support Physical Plant

I. INTRODUCTION

A. Evacuation is the controlled movement and relocation of persons and property made necessary by the threat or occurrence of a natural or technological disaster.

B. Purpose

1. The purpose of this annex is to provide for coordinated plans, policies, and activities to support the evacuation of persons who are affected or threatened by a disaster or emergency.

C. Scope

1. It is the responsibility of this function to provide support to local officials in the provision of essential services for evacuation.
 - a. The campus community is vulnerable to hazards that could require evacuation of some or even all of its population. Evacuation requires that planning be done both in advance and at the time of an incident,
 - b. Identify routes that could be used to move campus evacuees away from harm,
 - c. Creating a notification system to instruct people about who should evacuate and where to go,
 - d. Identify transportation resources available for an evacuation,
 - e. Identify those who make the decision of when and what areas to evacuate,
 - f. Identify who has the legal authority to recommend an evacuation.
2. Evacuation requires a coordinated effort by many emergency workers, law enforcement agencies, government officials, the media, and the affected campus population.

II. SITUATION AND ASSUMPTIONS

A. Situation

Students, employees and guests may be instructed to evacuate due to various emergency situations including, but not limited to, fire, hazardous material spill and flooding.

B. Assumptions

1. There are two types of evacuations: general and limited.
2. A general evacuation would involve the relocation of a large portion of the public from a risk area.
3. A limited evacuation would involve the relocation of a smaller portion of the public from a risk area.
4. Staging areas have been identified for each building on campus, and employees should be familiar with those areas.
5. Supervisors are responsible for accounting for their subordinates.
6. Instructors are responsible for accounting for their students.
7. First responders (police, fire, EMS) will usually be able to recognize a situation requiring an evacuation, and would initiate initial evacuation recommendations and procedures.

III. CONCEPT OF OPERATIONS

A. General

1. Lake Land College police officers will coordinate the evacuation process when at all possible.
2. Police officers and others implementing an evacuation will consider the magnitude and intensity of the emergency, as well as the expected duration of the evacuation.
3. Once an evacuation has taken place, no one will be allowed to re-enter the evacuated area until it has been determined that it is safe to do.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. President

1. Issues evacuation instructions or orders when appropriate.

B. Chief of Police

1. Assesses the situation and makes recommendations to the president.
2. Ensures the evacuation is implemented in a manner as expedient and safe as possible.
3. Ensures an orderly flow of traffic in the event of a mass vehicle exodus from campus.

V. DEVELOPMENT AND MAINTENANCE

A. The Chief of Police is responsible for developing and maintaining the Lake Land College Campus Emergency Operations Plan Direction and Control Annex annually.

B. Lake Land College departments/offices and other responsible agencies have the following responsibilities:

1. Review and maintain department and/or agency information necessary for response and short-term recovery annexes;

2. Provide and maintain up-to-date copies of MOUs; and
3. Provide training and education to staff and MOU organizations on plans and procedures for campus response and short-term recovery operations.

MASS CARE ANNEX

Primary Health Services

Support Counseling Services

I. INTRODUCTION

A. Purpose

The purpose of this annex is to describe the provisions that have been made to ensure disaster victims receive the appropriate services when at a mass care facility.

II. SITUATION AND ASSUMPTIONS

A. Situation

A catastrophic event has occurred affecting the campus community that triggers activation of the CEOC. The CEOC may also be activated when resource coordination and requisition becomes a major issue, or when deemed necessary by the Chief of Police or President.

B. Assumptions

1. The ultimate responsibility for mass care services rests with the college, if the mass care facility is located on campus.
2. The American Red Cross will serve as the principal organization responsible for operating mass care facilities during disasters.
3. The vast majority of evacuees will leave campus to seek shelter in the event of a disaster of such magnitude as to disrupt campus operations for an extended period of time.

III. AUTHORITIES, REFERENCES, AND LIMITATIONS

A. Authorities and References

1. Campus Security Enhancement Act (110 ILCS 12)
2. The Lake Land College Campus Emergency Operations Plan
3. National Incident Management System (NIMS)

B. Limitations

1. Personnel will be trained, equipped, and aware of missions and tasks.

2. Resources available for response and short-term recovery may be limited by location, training, and/or operational readiness.
3. Mutual aid may be incapable of providing resources in a timely manner due to operational constraints.

IV. CONCEPT OF OPERATIONS

A. General

1. Mass care services will be provided on campus when needed.
2. Mass care may be needed for a variety of incidents including, but not limited to, extreme heat, extreme cold, severe weather and hazardous material spills.
3. The college will not have the resources to provide all essential needs such as food, medical care, and mental health support. Therefore, the college will coordinate with the American Red Cross, Coles County Health Department, Lifelinks mental health facility and other entities to ensure the needs of those being cared for are met.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. President

1. May request representatives from the American Red Cross, Coles County Health Department and other external entities to report to the EOC.
2. Will assess the situation and authorize the use of college facilities as mass care locations.
3. Will assign college employees whose expertise is needed to report to the mass care facility to assist.

B. Chief of Police

1. Makes recommendations to the president regarding the scope and size of mass care facility needed.
2. Coordinates with the Public Information Officer to facilitate the dissemination of information to the public on the location of the mass care facility and any other pertinent information.
3. If necessary or requested, assigns officers to provide security or other logistical support.
4. Maintains order at the facility.

C. Support Staff/Organizations/Agencies

1. Counseling Services, Health Services and other college departments will provide resources and expertise as needed.
2. The college will communicate with all external organizations to ensure the needs of those seeking shelter are met.

VI. DEVELOPMENT AND MAINTENANCE

- A. The Chief of Police is responsible for developing and maintaining the Lake Land College Campus Emergency Operations Plan Direction and Control Annex annually.
- B. Lake Land College departments/offices and other responsible agencies have the following responsibilities:
 - 1. Review and maintain department and/or agency information necessary for response and short-term recovery annexes;
 - 2. Provide and maintain up-to-date copies of MOUs; and
 - 3. Provide training and education to staff and MOU organizations on plans and procedures for campus response and short-term recovery operations.

HEALTH AND MEDICAL SERVICES ANNEX

Primary Health Services

Support Counseling Services

I. INTRODUCTION

A. Purpose

The purpose of this annex is to describe the system and operational policies for the health and medical services response to a disaster to ensure assistance is provided and accomplished in a coordinated manner when campus resources are overwhelmed.

B. Scope

1. Provisions set forth in this annex specify the means to anticipate disaster operations by the designation of primary and support roles and responsibilities that will prepare health and medical service personnel to respond effectively and efficiently regardless of the nature of disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

In the event of a natural or man-made disaster, persons who are injured, disabled or displaced may require medical care or mental health services.

B. Assumptions

1. Statutory responsibility for public health rests with the Coles County Health Department.
2. Provision of advanced medical treatment and transport is accomplished through coordination with local public safety entities and hospitals.

III. CONCEPT OF OPERATIONS

A. General

1. The Health Services Department will provide primary coordination for campus health and medical operations from the Campus Emergency Operations Center (CEOC).
2. All support departments and response organizations will provide services as indicated in other plans developed under reference authorities in support of this annex.

B. Notification

1. Notification will be conducted in accordance with the Communications Annex of the CEOP.

C. Operational Structure

1. Emergency Health and Medical functions and/or services that will be coordinated through the Health Services Department include, but not limited to:
 - a. Assessment of health and medical service needs,
 - b. Inspection and investigation of factors that could lead to food borne and/or waterborne illnesses,
 - c. Distribution of potable water, ice and supplies, and solid waste disposal systems,
 - d. Coordination of assistance for health and medical services, equipment, and supplies,
 - e. Coordination of Critical Incident Stress Debriefing (CISD) activities to protect the emotional health of campus emergency responders, faculty, staff, and students.
 - f. Recommend appropriate sanitary precautions and dispel any unfounded rumors and inaccurate information and provide rapid health and safety communications to the general public on health and safety issues,
 - g. Providing health services to those individuals that cannot be moved following an evacuation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**A. Director of Health Services**

1. Obtain disaster intelligence to determine location(s) and number of casualties (ambulatory, non-ambulatory, fatalities).
2. Coordinate the provision of mental health/crisis counseling services for campus disaster victims.
3. Coordinate resource needs for medical mass transportation.
4. Coordinate with Campus Public Information Officer regarding the issuance of health and medical advisories.

V. DEVELOPMENT AND MAINTENANCE

- A. The Chief of Police is responsible for developing and maintaining the Lake Land College Campus Emergency Operations Plan Direction and Control Annex annually.
- B. Lake Land College departments/offices and other responsible agencies have the following responsibilities:

1. Review and maintain department and/or agency information necessary for response and short-term recovery annexes;
2. Provide and maintain up-to-date copies of MOUs; and
3. Provide training and education to staff and MOU organizations on plans and procedures for campus response and short-term recovery operations.

MORTUARY SERVICES ANNEX

Lake Land College does not have an enabling authority to direct mortuary services response in a mass fatality incident or disaster. Lake Land College will utilize capabilities of the Coles County Coroner for mortuary services. Under Illinois law, the Coroner is responsible for the investigation of unusual deaths. This includes identifying fatalities and arranging for the final disposition of remains.

RESOURCE MANAGEMENT ANNEX

Primary	Physical Plant
Support	Business Services Division Police Department

I. INTRODUCTION

A. Purpose

The purpose of this annex is to provide campus departments/offices with a means to obtain necessary equipment, commodities, other property, and special human resources needed to accomplish emergency functions following a disaster or emergency on campus.

B. Scope

1. The scope of resource management involves providing logistical and resource support during the response and recovery phase of a disaster. The term “resources” should be understood to include emergency relief supplies, office/warehouse/staging space, equipment, supplies, contracting services, transportation services and personnel with special expertise, and/or information about those resources. It includes assistance with disposal of surplus property at the end of response and recovery efforts.

II. SITUATION AND ASSUMPTIONS

A. Situation

An event has occurred affecting the campus community that triggers activation of the CEOC. The CEOC may also be activated when resource coordination and requisition becomes a major issue, or when deemed necessary by the Chief of Police or President.

B. Assumptions

1. It is the responsibility of Lake Land College to protect the lives and property of the campus community during emergencies and disasters.
2. One of the most critical functions in disaster response is the rapid mobilization and deployment of resources to meet the immediate life-safety needs of the campus community.
3. It is assumed that there will be an influx of spontaneous volunteers and donations during an emergency or disaster.

III. AUTHORITIES, REFERENCES, AND LIMITATIONS

A. Authorities and References

1. Campus Security Enhancement Act (110 ILCS 12)
2. Lake Land College Campus Emergency Operations Plan
3. National Incident Management System (NIMS)

B. Limitations

1. Personnel will be trained, equipped, and aware of missions and tasks when possible.
2. Resources available for response and short-term recovery may be limited by location, training, and/or operational readiness.
3. Mutual aid may be incapable of providing resources in a timely manner due to operational constraints.
4. Community response capabilities may be delayed or reduced based on scope and magnitude of event.

IV. CONCEPT OF OPERATIONS

A. General

1. In order to ensure proper coordination required to effectively utilize scarce resources, the Lake Land College Chief of Police shall serve as the campus resource manager from the Campus Emergency Operations Center (CEOC). Among the actions to be taken are:
 - a. Commit all available resources necessary to protect lives and property and to relieve suffering and hardship of the campus community.
 - b. Maintain a list of resources available to Lake Land College during an emergency.
 - c. Maintain a record of all resources expended during an emergency, such as personnel, equipment, and supplies.
 - d. When local resources have been expended, the Chief of Police will request assistance from the Coles County Emergency Management Agency (EMA).
 - e. The Physical Plant will be responsible for processing and routing spontaneous volunteers as requested by the CEOC.
 - f. Donations will be managed by the Physical Plant.

B. Direction and Control

1. The President will retain control of the campus and campus resources during disaster response activities.
2. The Chief of Police, under the direction of the President, will serve as the campus resource manager. This includes goods and services already listed and donations and services of individual citizens and volunteer groups during emergency situations.
3. The County EMA Coordinator, through IEMA, will coordinate all requests for resource support from State and/or Federal agencies.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chief of Police

1. Identify and record resources (internal and external) available for response and short-term recovery operations.
2. Coordinate with response organizations to determine the need for transportation resources necessary for the movement of personnel, commodities, and equipment.
3. Coordinate and determine the need for resources to restore critical communication equipment.
4. Coordinate acquisition of specialized resources in support of response and recovery operations.
5. Coordinate identification and establishment of staging areas in support of response and recovery operations.
6. Coordinate with Mass Care and Health and Medical Services responsible departments and/or organizations to determine the need for potable water, food supplies, and/or portable sanitation.
7. Coordinate with Mass Care and Health and Medical Services responsible departments and/or organizations to determine the need for alternate shelter locations and capabilities.
8. Coordinate with Health and Medical Services responsible departments to determine the need for medical surge and humanitarian aid and welfare capabilities.
9. Coordinate with private sector organizations to determine the need for specialized resources for life safety, protection of critical infrastructure and the environment as a result of a loss to the integrity of critical infrastructure necessary for life safety or life essential services.
10. Coordinate and determine the need for specialized resources for public safety and security to affected areas on campus requiring force protection to critical facilities and/or Infrastructure.
11. Compile/consolidate a list of all known and potential logistical support requirements, to prioritize resources requests and delivery in accordance with the following strategic action planning priorities:

- a. Life-safety
- b. Search and rescue
- c. Debris removal to effect higher priority missions
 1. Main transportation and evacuation routes
 2. Secondary transportation routes and staging areas
 3. Tertiary transportation routes and staging areas
- d. Implementation and maintenance of site security
- e. Temporary Restoration of Critical Infrastructure (order of priority)
 1. Power restoration
 2. Potable water
 3. Waste water treatment facilities and equipment
 4. Telecommunications
- f. Debris removal not required for immediate life, safety, and evacuation missions
- g. Temporary health and welfare
- h. Shelter, food, and medical assistance
- i. Permanent debris removal and relocation
 1. Debris categorization
 2. Debris estimation
 3. Site selection and approval
- j. Preservation and securing of crime scene evidence or localized areas of interest
- k. Delivery of critical incident stress debriefing to responders and citizens

12. Coordinate with the County EMA to determine specific supplemental resources that may be needed from the state and federal government.
13. Direct all response organizations to provide the following information necessary for acquisition, coordination, tracking, mobilizing, and moving resources:
 - a. Who the resource is being requested by (organization and point-of-contact);
 - b. What resource is being requested for (function);
 - c. Where the resource is being requested (location);
 - d. When the resource is needed (time/date);
 - e. Why is the resource needed (justification); and
 - f. How the resource will be utilized (capability/limitations).
14. Maintain logs of requests and notify requesting agencies when resources are to be delivered.
15. Maintain records of resource costs.
16. Establish and staff approved staging areas with available resources.
17. Coordinate with public works and law enforcement on resources necessary for force protection and security.

B. Support Departments

1. Coordinate with the Physical Plant to provide transportation resources necessary for the movement of personnel, commodities, and equipment.
2. Coordinate with the private sector to determine the need for specialized resources to conduct safety inspections of campus infrastructure and buildings to prevent secondary hazards.
3. Coordinate with the campus Public Information Officer (PIO) to determine the need for resources in support of Joint Information System (JIS)/Joint Information Center (JIC) operations.

VI. DEVELOPMENT AND MAINTENANCE

- A. The Chief of Police is responsible for developing and maintaining the Lake Land College Campus Emergency Operations Plan Direction and Control Annex annually.

- B. Lake Land College departments/offices and other responsible agencies have the following responsibilities:
1. Review and maintain department and/or agency information necessary for response and short-term recovery annexes;
 2. Provide and maintain up-to-date copies of MOUs; and
 3. Provide training and education to staff and MOU organizations on plans and procedures for campus response and short-term recovery operations.

Pandemic Illness Response

Level of response is determined in consultation with the Coles County Health Department

Level 1: Confirmed cases of human-to-human transmission of pandemic illness

Level 2: One on-campus suspected case of human-to-human pandemic illness or several confirmed cases in Central Illinois or LLC IDOC

Level 3: Two or more confirmed cases on-campus or LLC IDOC (only essential personnel required to report to campus)

Groups	Level 1 Response	Level 2 Response (in addition to level 1 actions)	Level 3 Response (in addition to level 2 actions)
Initial Assessment Team 1. Coordinator: College Nurse 2. EMS Director 3. Police Chief 4. Director of Human Resources 5. VP Students Services	1. Monitor situation 2. Contact MPR to implement communications plan	1. Notify Emergency Operations Center Team (EOC) and President's office 2. Determine if there is a need to activate Emergency Operations Center (EOC) 3. Essential personnel receive N95 respirators	1. Maintain contact among assessment team
Response Team 1. Coordinator: College Nurse 2. Facilities: Director Physical Plant Operations 3. Communications: Director of Marketing and Public Relations 4. Risk Reduction: Benefits Coordinator 5. Employee Issues: Director of Human Resources 6. Student Issues: Vice President for Student Services	1. Communicate and benchmark with other college health centers and emergency response agencies 2. Alert President's office and cabinet 3. Continue to monitor and update the response plan 4. Coordinate with President's office and MPR to communicate with the campus community regarding status of disease spread, self-protection, and college response (e-mail, web site, campus wide meetings, etc.)	1. Notify Counseling Services 2. Notify Student Services on number of potential contacts 3. Ongoing communication with campus community regarding signs/symptoms, protocol for referral of suspected cases. 4. Request all campus employees to report all suspected or confirmed illness cases within their families to Human Resources. 5. Initiate poster, e-mail campaign on self-protection. 6. Compile daily reports with data from <ul style="list-style-type: none"> . Human Resources . Campus Police . Physical Plant . President's Office . MPR College Nurse . Student Services Off campus Programs 7. Report daily to President's Office	. Determine if there is a need for temporary closure of building (s) and suspension of student and academic activities to President's Office and Cabinet. 2. Implement Emergency Action Plan with Assessment Team. 3. Ensure that the function of each group in the crisis management plan is operational.

Groups	Level 1 Response	Level 2 Response (in addition to level 1 actions)	Level 3 Response (in addition to level 2 actions)
<p>President's Office/Cabinet</p> <p>1. Coordinator: President</p> <p>2. VP, Business Services</p> <p>3. VP, Student Services</p> <p>4. VP, Academic Services</p> <p>5. Exec. Asst. to Pres.</p> <p>6. Dean of Workforce Solutions and Community Education</p>	<ol style="list-style-type: none"> 1. Receive daily reports from Response Team. 2. Review content of internal and external public information bulletins and announcements. Work with MPR to select appropriate college spokesperson(s) for media reporting. 3. Essential personnel receive training on respiratory hygiene/cough etiquette from CCHD. 4. Monitor traveling Faculty & Staff entering from affected regions and assist with communication to students and their families. 5. Consider restricting movement on and off campus for activities/athletic events. 6. Restrict travel to countries under U.S. State Dept. Travel Advisory or Warning due to pandemic infection. 	<ol style="list-style-type: none"> 1. Advise Directors and Department Chairs on response options. 2. Activate Emergency Operations Center 3. Evaluate effects on College and set response priorities as appropriate. 4. Receive surgical masks from CCHD. 5. Send daily report to Emergency Operations Center Team (EOC). 	<ol style="list-style-type: none"> 1. Provide oversight for student, staff, & faculty family notifications if appropriate. 2. Authorize temporary suspension of classes or closure.
<p>Health Services</p> <p>1. Coordinator: College Nurse</p> <p>2. EMS Director</p> <p>3. Director, Allied Health</p>	<ol style="list-style-type: none"> 1. Post Health Center notice alerting students not to enter if they show symptoms, have traveled to affected countries or have been in contact with affected persons. 2. Essential personnel receive N95 respirators from CCHD. 	<ol style="list-style-type: none"> 1. Assist CCJD on Identify contacts of suspected cases. 2. Communicate with parents of suspected cases and explain procedure. 3. In consultation with CCHD initiate prophylaxis of contacts based on strength of patient presentation. 4. Establish phone triage lines for Health Services. 5. Send daily report to Emergency Operations Center Team (EOC). 	<ol style="list-style-type: none"> 1. Follow guidelines for care of pandemic illness cases found in HHS Pandemic Illness Plan Public Health Guidance Supplements 4: Infection Control & 5: Clinical Guidelines. 2. Assist CCHD on arranging for screening of contacts of suspected or confirmed cases. 3. Arrange for counseling services. 4. Contact Coroner's office if necessary.

Groups	Level 1 Response	Level 2 Response (in addition to level 1 actions)	Level 3 Response (in addition to level 2 actions)
Faculty and Academic Departments 1. Coordinator: VP, Academic Services	<ol style="list-style-type: none"> Plan for how to continue class online if on-campus classes/events are cancelled. 	<ol style="list-style-type: none"> Follow Emergency Operations Center Team (EOC) instructions for cancellation of classes. Stay away from campus if instructed to do so. 	
Student Services 1. Coordinator: VP, Student Services 2. Director of Student Life 3. Student Trustee	<ol style="list-style-type: none"> Community Health Team trains essential personnel on pandemic illness, respiratory hygiene/cough etiquette. Student Services communicates with Off Campus Programs and Student Development to monitor international students and student travelers entering from affected regions and assist with communication to students and their families. Student services Staff – Formulate and rehearse plan to address needs/support for students. Identify division personnel available for telephone support work. Essential personnel receive fit test and training on respiratory protection from CCHD. Identify potential rooms and/or buildings to be used for isolated and quarantined students. Notify current occupants in spaces that will be needed of the potential or need for them to move. Plan quarantine for traveling and off-campus students. 	<ol style="list-style-type: none"> Assist with telephone consultation and support. Personnel receive N95 respirators CCHD. Send daily report to Emergency Operations Center Team (EOC). Work with CCHD to trace contacts. Consider whether events need to be cancelled. Compile a list of the whereabouts of off-campus residents. Receive calls from students who suspect or have confirmed that they or their family members are infected. 	<ol style="list-style-type: none"> Identify events attended by confirmed illness cases. Student Services assist Health Services. Cancel all planned events.

Groups	Level 1 Response	Level 2 Response (in addition to level 1 actions)	Level 3 Response (in addition to level 2 actions)
<p>Human Resources 1. Coordinator: Director of Human Resources 2. Human Resources Assistant</p>	<ol style="list-style-type: none"> 1. Monitor faculty & staff travelers entering from affected regions. 2. Prepare a pandemic call-off policy. 3. Identify personnel available for telephone support work. 4. Implement guidelines to modify the frequency and type of face-to-face contact (e.g. hand-shaking, seating in meetings, office layout, shared workstations) among faculty, staff, students, and guests (refer to CDC recommendations). 5. Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures. 	<ol style="list-style-type: none"> 1. Implement pandemic call-off policy. 2. Receive calls from faculty and staff who suspect or have confirmed that they or their family members are infected. 3. Send daily report including sick calls to Emergency Operations Center Team (EOC) 	<ol style="list-style-type: none"> 1. Same as Level 2. 2. Expand staffing to continue essential services if illness prevents essential staff from working.
<p>Media Relations 1. Coordinator: Director of MPR</p>	<ol style="list-style-type: none"> 1. Draft internal and external bulletins and announcements, with the President's office and Cabinet in consultation with CCHD. 	<ol style="list-style-type: none"> 1. Appoint liaison to interface with the Emergency Operations Center Team (EOC). 2. Write and record bulletins and updates on the college's Emergency Information Hotline, email message, and web page in consultation with CCHD. 3. Write scripts for phone tree with approval from Emergency Operations Center Team (EOC). 4. Send daily report to Notify Emergency Operations Center Team (EOC). 5. Keep emergency information 1-800 hotline number, a Web site for emergency notices, and email response notice current. Include time/date stamp and frequency of updates. 	<ol style="list-style-type: none"> 1. Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control). 2. Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.

Information Technology 1. Coordinator: Director of ISS	1. Maintain communication with MPR.	1. Maintain essential communication functions both telephone & computer. 2. Send daily report to Emergency Operations Center Team (EOC).	1. Ensure that emergency telephone lines have been established at command post.
Emergency Liaisons 1. Coordinator: Police Chief 2. Police Sergeant	1. Disseminate critical information to their department.	1. Monitor college home page and convey information to their departments. 2. Remain available for further instructions.	1. Same as Level 2
Campus Safety 1. Coordinator: Police Chief 2. Police Sergeant	1. Alert Health Services encountering individual(s) with flu-like symptoms. 2. Essential medical response personnel receive fit test and training on respiratory protection from CCHD. 3. Community Health Team trains Police on pandemic illness, respiratory hygiene/cough etiquette.	1. Implement policy on transporting individuals with suspected cases to the hospitals 2. Essential medical response personnel receive N95 respirators from CCHD. 3. Send daily report to Emergency Operations Center Team (EOC).	1. Secure buildings & post signage. 2. Assist Health Services. 3. Continued implementation of the transportation policy. 4. Notify Emergency Liaisons of the emergency action plan.
Environmental Health and Safety 1. Coordinator: Benefits Coordinator	1. Contract with hazardous material company for professional cleanup. 2. Train, medically screen and fit essential medical response personnel for respirators.	1. Implement plan for additional medical waste pickups. 2. Distribute N95 to essential medical response personnel. 3. Distribute surgical masks and procedure gloves to all essential personnel.	1. Assist w/notification of Emergency Liaisons. 2. Assist Health Services. 3. Ensure that essential personnel have proper protective equipment.
Physical Plant 1. Coordinator: Director Physical Plant Operations	1. Verify building ventilations systems. 2. Essential personnel receive training on respiratory hygiene/cough etiquette from CCHD. 3. Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).	1. Same as Level 1 2. Essential personnel receive surgical masks from CCHD. 3. Send daily report to Emergency Operations Center Team (EOC).	1. Stand by to shut off utilities as directed by Crisis Management Team, if necessary.
Off Campus Programs 1. Coordinator: Dean of Workforce Solutions and Community Education	1. Determine what travel is appropriate for study abroad programs.	1. Establish contact with all off-campus students, faculty and staff. 2. Send daily report to Emergency Operations Center Team (EOC).	1. Contact all off-campus students, faculty and staff to inform them of the need to stay put or quickly return based on decisions by the Emergency Operations Center Team (EOC) in

			consultation with CCHD.
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Groups	Level 1 Response	Level 2 Response (in addition to level 1 actions)	Level 3 Response (in addition to level 2 actions)
Counseling Center 1. Chair of Counseling Services 2. Counselor/Coordinator of Student Accommodations	1. Ensure training to all essential personnel. 2. Develop response plan for possible pandemic flu that involves psycho-social and spiritual care.	1. Implement plan for isolated individuals that involves psycho-social and spiritual care but does not involve face-to-face contact.	1. Provide referrals for counseling.

AGREEMENT

This agreement, entered into this 18th day of January, 2018 by and between the MATTOON POLICE DEPARTMENT, Mattoon, Illinois, and the LAKE LAND COLLEGE POLICE DEPARTMENT, Mattoon, Illinois, is hereby made for the purpose of providing, each agency to the other, emergency, as well as non-emergency assistance, for all law enforcement related issues.

The parties hereby agree as follows:

The Lake Land College Police Department, being the jurisdictional agency, shall be responsible for handling all calls for law enforcement services on the campus of Lake Land College.

The Mattoon Police Department, being jurisdictional agency, shall be responsible for handling all calls for law enforcement services beyond the boundaries of the Lake Land College that lie within the incorporated areas of the City of Mattoon.

If no jurisdictional unit is immediately available or if additional units are requested or required, mutual aid response will be provided by the participating agency without regard to normal jurisdictional boundaries. Therefore, the Lake Land College Police Department agrees to provide backup law enforcement units as need or requested by the Mattoon Police Department. Additionally and likewise, the Mattoon Police Department agrees to provide backup law enforcement units as needed by the Lake Land College Police Department.

This agreement will remain in full force and effect unless and until at least thirty (30) days' notice is given each to the other that further negotiations are necessary to alter any portion of this agreement by either party or unless or until thirty (30) days' notice is given each to the other that this agreement shall be terminated.

Mattoon Police Department

Lake Land College Police Department

By: *J. Saigh*
Chief of Police

By: *J. Brunson*
Chief of Police

AGREEMENT

This agreement, entered into this 23rd day of May, 2018 by and between the COLES COUNTY SHERIFF'S DEPARTMENT, Charleston, Illinois, and the LAKE LAND COLLEGE POLICE DEPARTMENT, Mattoon, Illinois, is hereby made for the purpose of providing, each agency to the other, emergency, as well as non-emergency assistance, for all law enforcement related issues.

The parties hereby agree as follows:

The Lake Land College Police Department, being the jurisdictional agency, shall be responsible for handling all calls for law enforcement services on the campus of Lake Land College.

The Coles County Sheriff's Department, being jurisdictional agency, shall be responsible for handling all calls for law enforcement services beyond the boundaries of the Lake Land College campus that lie within the unincorporated areas of Coles County.

If no jurisdictional unit is immediately available or if additional units are requested or required, mutual aid response will be provided by the participating agency without regard to normal jurisdictional boundaries. Therefore, the Lake Land College Police Department agrees to provide backup law enforcement units as needed or requested by the Coles County Sheriff's Department. Additionally and likewise, the Coles County Sheriff's Department agrees to provide backup law enforcement units as needed or requested by the Lake Land College Police Department.

This agreement will remain in full force and effect unless and until at least thirty (30) days notice is given each to the other that further negotiations are necessary to alter any portion of this Agreement by either party or unless or until thirty (30) days notice is given each to the other that this Agreement shall be terminated.

Coles County Sheriff's Department

By: [Signature]
Sheriff

Lake Land College Police Department

By: [Signature]
Chief of Police

