

# EMERGENCY OPERATIONS PLAN





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# FORWARD

**The Oakton College (Oakton) Emergency Operations Plan (EOP)** has been developed to ensure a coordinated and effective response to any significant hazard that might threaten the college. The plan is a realistic reflection of the way emergency response will be carried out when an event occurs. All individuals, departments, and agencies tasked under this plan contributed in some way to its development.

The Emergency Operations Plan will be reviewed and updated each year to incorporate the most recent technological advances and the timeliest information available to the college and emergency management communities, as well as to document any new partnerships that have been developed during the year.

This plan does not attempt to define for each agency how to perform its essential tasks during an emergency. The Basic Plan serves as the conceptual and policy framework for any response effort. The plan with its annexes defines the general roles of each response agency and partner prior to an event serves to reduce confusion and conflict during emergencies, which significantly decreases the vulnerability of people and property to hazardous threats.

Companion documents referenced throughout this plan should be consulted when implementing portions of the plan. This document contains some of the referenced mutual aid agreements, standard operating guidelines, memorandums of understanding, etc.

This plan, upon approval and adoption by Oakton College's president and Board of Trustees, supersedes any other plan prior to this date. All previous plans are rescinded to this document.

# PROMULGATION STATEMENT

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

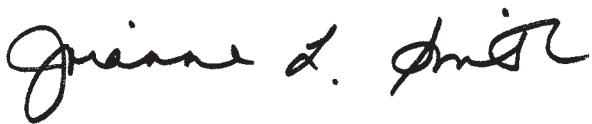
Oakton College is committed to protecting the welfare of its community members as well as its intellectual property and facilities. The Oakton College Emergency Operations Plan is the official plan designated to address specific hazards and circumstances that constitute an emergency for staff, faculty, students, visitors and property. This plan is a guide for emergency management and coordination of all phases of emergency response to minimize the impacts of disasters and incidents, protect people and property, and restore any interruptions to college operations.

This Emergency Operations Plan is designed to help students, staff and faculty respond appropriately when emergency conditions exist. Although events are unpredictable, this plan details immediate response procedures to minimize danger to lives and property. Oakton College Emergency Management is responsible for coordinating Oakton College's preparedness, response, recovery and mitigation of all hazards that may impact the College. Oakton College Emergency Management maintains the Campus Emergency Operations Plan, conducts safety drills, coordinates responses, and provides preparedness resources to the campus community.

This plan ensures consistency with current policy and describes the interrelationship with local, state and federal response agencies and organizations. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and governmental guidance.

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

Therefore, in recognition of the emergency management responsibilities of Oakton College and with the authority vested in me as the President of Oakton College, I hereby promulgate the Oakton College Emergency Operations Plan.



**Joianne L. Smith, President  
Oakton College**

# BASIC PLAN

## 1 Purpose Statement

This plan outlines operational command, coordination, communication, and control for Oakton College and responsible agencies/organizations following an emergency requiring response and/or recovery activities applicable to either or both Des Plaines and Skokie campuses. Staffs from responding agencies, organizations, mutual aid agreements and/or compacts are responsible for adhering to operational policies established herein. This document describes the emergency response and operations procedures for unforeseen interruptions of the college operations and services. It is intended to be a step-by-step checklist and operational guide for college staff to use in case of emergencies that threaten the safety and well-being of the college. This plan was made in compliance with the Illinois Emergency Management Agency Act (20 ILCS 3305/) and the National Incident Management System (NIMS).

## 2 Authorities

### 2.1 Federal Authorities

2.1.1 Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L.93-288, as amended)

### 2.2 State Authorities

2.2.1 Illinois Administrative Code Title 29: Emergency Services, Disasters, and Civil Defense

2.2.2 Illinois Compiled Statutes, Civil Immunities, (745 ILCS 49/) Good Samaritan Act.

2.2.3 Illinois Compiled Statutes, Illinois Emergency Management Agency Act (20 ILCS 3305/)

2.2.4 Illinois Compiled Statutes, Campus Security Enhancement Act of 2008 (110 ILCS 12/)

### 2.3 Local Authorities

2.3.1 Cook County Emergency Operations Plan (CCEOP)

2.3.2 Cook County Tactical Interoperable Communications Plan

## 3 Line of Succession

In the event of an incident at one of Oakton's campuses, this plan will be implemented by the following college administrators:

### 3.1 Incident Coordinator

3.1.1 Chief of Police and Emergency Management  
(or appointee or senior Oakton College Police Department supervisor)

3.1.2 Director of Facilities

### 3.2 Chain of Command (in Descending Order of Precedence)

3.2.1 President

3.2.2 Vice President for Administrative Affairs

3.2.3 Vice President for Student Affairs

3.2.4 Vice President for Academic Affairs

3.2.5 Chief Human Resources Officer

### **3.3 Additional Administrators to Consider for Incident Command:**

- 3.3.1 College administrators as deemed necessary

## **4 Situation and Assumptions**

### **4.1 Situations**

- 4.1.1 An emergency has occurred directly affecting the campuses, facilities, and populations of Oakton College. Response and recovery actions are necessary for life safety, protection of the environment and critical infrastructure.
- 4.1.2 Individual facilities are implementing emergency procedures for immediate protection of students, faculty, staff, visitors, and contractors at Oakton and transient populations.
- 4.1.3 Oakton capabilities and resources (personnel, equipment, critical facilities, and supplies) are required to ensure safe and efficient actions are taken.
- 4.1.4 For large-scale events and those having multiple jurisdictional authorities, coordination between all levels of government is required. To ensure effective response to these events, Oakton College will:
- 4.1.5 Coordinate requests for activation of to the Cook County Emergency Operations Plan (CCEOP) and Emergency Operations Center (EOC) through the Cook County Department of Homeland Security and Emergency Management (CCDHSEM).
- 4.1.6 Oakton College codified a Memorandum of Understanding between both the Des Plaines Police Department and the Skokie Police Department. Both departments, independently, will provide assistance to the Oakton Police Department upon request. The Memorandum of Understandings are kept on file with the Oakton Police Department.

### **4.2 Assumptions**

- 4.2.1 Policies and procedures may adequately address response and short-term recovery operations; therefore, the Oakton College Emergency Operations Plan may not be activated.
- 4.2.2 An emergency will occur that directly affects Oakton College.
- 4.2.3 Offsite assistance will be required to carry out response and short-term recovery efforts.
- 4.2.4 Offsite resources may be activated in advance of Oakton's request for assistance to conduct life-safety missions, fire suppression, law enforcement activities, emergency medical services, and other immediate public safety actions.
- 4.2.5 Mutual Aid Agreements and compacts will be activated to carry out response and short-term recovery efforts.
- 4.2.6 Normal means of communication, transportation, and infrastructure capability will be disrupted in areas within and beyond the immediate affected area(s) of Oakton.
- 4.2.7 Students, faculty, staff, visitors, and contractors at Oakton and transient populations will require sheltering, evacuation, mass care, and medical assistance.
- 4.2.8 Secondary effects (e.g. fires, dam/levee breaches, hazardous materials spills) as a result of an emergency will create potentially hazardous environments.
- 4.2.9 Available local response capabilities will be exhausted for emergencies and disasters having large numbers of casualties/injuries and damage to buildings, critical facilities, tools/resources, and critical infrastructure.



- 4.2.10 Responding departments/agencies may have a significant reduction in staff able to report to duty due to casualties and damage to infrastructure and communications.
- 4.2.11 Interruptions will occur in water, gas, sewer, pipeline, electrical and communications services.
- 4.2.12 Damage assessments will be critical in determining situational awareness.
- 4.2.13 Economic impact will be broad and long lasting.
- 4.2.14 An emergency may prevent adequate dissemination of public information, warnings, and messaging.

## **5 Concept of Operations**

### **5.1 Notification and Activation**

#### 5.1.1 Individual Facilities

- For individual facilities, the designated Incident Coordinator will implement the Emergency Operations Plan in accordance with procedures and take actions necessary for immediate life-safety and/or life-saving requirements.
- Activate staff and faculty necessary to carry out policy and procedures outlined in this plan.
- An Emergency Operations Center will be established at a location safely remote of the emergency.
- Notify the Oakton Incident Management Team (IMT).

#### 5.1.2 Campus (Internal Response)

Upon receiving notification of emergency, the chief of police will notify the college president and the IMT to take appropriate actions including but not limited to:

- Take appropriate actions for the immediate protection of students, faculty, staff, visitors, and contractors at Oakton College and transient populations in accordance with procedures.
- Establish communication with the Operations Section Supervisor.
- Report regularly to the Emergency Operations Center.
- Report in accordance with department procedures.

#### 5.1.3 County Emergency Operations Plan and/or Emergency Operations Center Activations

Upon receiving notification of emergency from the Cook County Emergency Operations Center and/or Cook County Department of Homeland Security and Emergency Management, Oakton will notify students, faculty, staff, and visitors to take appropriate actions including but not limited to:

- Take appropriate actions for the immediate protection of students, faculty, staff, visitors, and contractors at Oakton and transient populations in accordance with procedures.
- Report to the campus Emergency Operations Center.
- Oakton College will designate a representative to report to, and serve as, the authorized and designated liaison officer to the Cook County Emergency Operations Center and Cook County Department of Homeland Security and Emergency Management.
- Report to the Cook County Emergency Operations Center.
- Report to an alternate location specified by the Cook County Department of Homeland Security and Emergency Management.



## **5.2 Direction and Control**

- 5.2.1 Following notification of an emergency/disaster a representative from Oakton Police Department will be dispatched to the site of the emergency to assist in assessment of the situation and act as an authorized representative in resource prioritization and requests.
- 5.2.2 Oakton Police Department will utilize a National Incident Management System compliant structure for all emergency operations, and will participate in Unified Command operations.
- 5.2.3 The Emergency Operations Plan and relevant annexes will be activated by the Oakton Police Department's chief of police in coordination with Incident Command, to ensure proper command, control, communications, and coordination is maintained throughout response and recovery.
- 5.2.4 All activities conducted as a result of activation of the Cook County Emergency Operations Center will be coordinated and managed using direction and control processes outlined in the Cook County Emergency Operations Plan.

## **5.3 Health and Medical**

- 5.3.1 Before an incident, all persons within the campus community should become familiar with the location of first-aid kits within each classroom, work area, and the Oakton Wellness Services Department, as well as all emergency telephone numbers.
- 5.3.2 The Oakton Police Department will notify the emergency medical/fire personnel and/or the Oakton Health Services Department as appropriate.
- 5.3.3 The Emergency Operations Plan and relevant annexes will be activated by the Oakton Police Department chief of police in coordination with Incident Command, to ensure proper command, control, communications, and coordination is maintained throughout response and recovery.
- 5.3.4 When assisting an injured person, make sure that body substance isolation practices (formerly universal precautions) are used to protect you from blood-borne pathogens or potentially infectious body fluids.
- 5.3.5 Body substance isolation practices assume that all body fluids are potentially infectious. Gloves, hand washing, and eye protection may be needed. If cleanup is needed, contact the Facilities Department or the Oakton Police Department. If you feel you were exposed to blood or other infectious materials through the provision of first aid or through a needle stick, contact the Wellness Center.
- 5.3.6 Do not move an unconscious or non-ambulatory victim until qualified medical or first aid personnel arrive, unless other hazards pose an immediate threat to life.
- 5.3.7 After an incident, an Oakton Health Incident Report form should be completed as soon as possible and filed with the Wellness Center. This information may be forwarded to the Police Department, Office of Student Affairs if a student or the Human Resources Department if an employee or visitor, depending on the nature of the incident. Effectively preventing future accidents requires that we fully understand the causes involved.

## **5.4 Resources**

- 5.4.1 Oakton resources will be used to the maximum extent possible to effect life-safety and life essential restoration of services.
- 5.4.2 In the event of a large-scale disaster involving multiple jurisdictions, Oakton will request additional resources through offsite authorities having enabling jurisdiction.
- 5.4.3 Mutual Aid Agreements will be used to the fullest extent possible throughout an emergency to ensure an optimized allocation of resources is maintained. Oakton Mutual Aid Agreements will be activated in accordance with standard operating procedures.

## **5.5 Safety**

- 5.5.1 Regardless of the scope and magnitude of an emergency, Oakton will conduct operations in accordance with laws, rules, regulations, and policy of the State of Illinois, Cook County, and federal government.

## **5.6 Site Control**

- 5.6.1 Law Enforcement will be provided directly through the Oakton Police Department. As required by event scope, magnitude, and nexus, Oakton will request additional law enforcement to provide security at all operational and tactical areas, and/or for the conduct of investigatory actions, through immediate notification where applicable, to the local jurisdiction (Skokie or Des Plaines 911), the Cook County 911 Communications Center, and the Illinois Law Enforcement Alarm System (ILEAS).

## **5.7 Victim Handling – Injured**

- 5.7.1 Initial response to injuries involving students, faculty, staff, visitors, and contractors at Oakton and transient populations will be managed within scope of practice and Good Samaritan laws, rules, and regulations established by the state and Federal government. Medical response and emergencies will be directed, without hesitation, to the responsible offsite authority through immediate notification where applicable, to the local jurisdiction (Skokie or Des Plaines 911), the Cook County 911 Communications Center, and the Illinois Law Enforcement Alarm System.

## **5.8 Victim Handling – Deceased**

- 5.8.1 All examinations, identification, notification of next of kin and other procedures for release of a body or tissue for final disposition, will be governed by provisions of the Cook County Medical Examiner's Mass Fatality Response Plan.
- 5.8.2 In the event that an emergency situation exhausts the mortuary resources of local and county hospitals and morgues, it may be required that the college provides its own temporary site. In this case, the Cook County Medical Examiner will be notified of the situation and a procedure determined to handle the situation.

## **5.9 Family Notification and Assistance**

- 5.9.1 All emergency incidents warranting family notification and assistance involving students will be coordinated through the Office of Student Affairs, Marketing and Communications, Health Services, the Incident Management Team, and external response partners as needed.
- 5.9.2 All incidents warranting family notification and assistance involving staff and faculty will be coordinated through Human Resources, the Employee Assistance Plan, the Incident Management Team, and external response partners as needed.

## 5.10 Public Information

- 5.10.1 The Office of Marketing and Communications staff will prepare all communications to the media in the event of an emergency. Marketing and Communications staff will also act as spokespersons or prepare other designated college spokespersons for media interviews. The Emergency or Incident Management Team will assist Marketing and Communications in developing communication messages. The first priority will be to ensure safety and well-being of all.
- 5.10.2 Public information will occur at each phase of the crisis and throughout its resolution to assist in resolving the crisis and reassure the external community that appropriate steps are being taken.
- 5.10.3 College communications will be coordinated with public information officers of coordinating agencies such as police departments and state and federal emergency response agencies.

## 5.11 Communications

- 5.11.1 Communications throughout response and recovery will be conducted in accordance with standard operating procedures.
- 5.11.2 Based on the scope and magnitude of an emergency, and the command-and-control structure required for response and recovery, communications protocols may be established and implemented by one or more of the following:
- Oakton's Chief of Police & Emergency Management
  - Local Incident Command System/Post
  - Cook County Emergency Operations Center and Cook County Department of Homeland Security and Emergency Management.
  - For the purposes of response and recovery, emergencies requiring activation of the Cook County Emergency Operations Center communications will be conducted in a National Incident Management System compliant manner utilizing clear-text
  - For the purposes of response and recovery, emergencies requiring activation of the Cook County Emergency Operations Center will utilize frequencies established through the Cook County Tactical Interoperability Communications Plan (TICP).
  - For the purposes of response and recovery, emergencies requiring activation of the Cook County Emergency Operations Center will utilize appropriate Incident Action Plan (IAP) communications specific forms.
- 5.11.3 Internal communications required as a result of implementation of this plan will be coordinated and managed using the Communications Annex (Annex B) in this document.
- 5.11.4 External communications required as a result of implementation of this plan will be coordinated and managed using established procedures, processes, and policy outlined in the Cook County Emergency Operations Plan for joint operations.

## 6 Response Organizations

### 6.1 College Entities

#### 6.1.1 Incident Management Team

Oakton's Incident Management Team is responsible for working with the Incident Commander (chief of police or appointee) on the overall coordination of the emergency response. Team members (or designated back up individuals) are required to convene within 30 minutes of notification of an emergency.

Team members of the Incident Management Team are incident specific and may include:

- President
- Executive Staff
- Vice President for Academic Affairs
- Vice President for Administrative Affairs
- Chief Information Officer Information Technology
- Vice President for Student Affairs
- Chief Human Resources Officer
- Director of Facilities
- Chief of Police and Emergency Management
- Chief Advancement Officer/AVP of Marketing and Communications/  
Foundation Executive Director
- Director of Communications and Media Relations
- Manager of Student Life and Campus Inclusion
- Dean of Counseling, Health and Wellness Services
- Chair of the Board of Trustees

### 6.2 Law Enforcement

#### 6.2.1 Oakton College Police Department

Oakton Police Department is headquartered at the Des Plaines campus, and is responsible for daily safety, security, and all other law enforcement responsibilities for each campus and the entire college as a whole. Reports of emergency conditions may be communicated to the Oakton Police Department by dialing 847-635-1888 on any phone or by dialing 1888 from any campus phone. Learn more about Emergency Closing Information at [oakton.edu/closing](http://oakton.edu/closing).

#### 6.2.2 Des Plaines Police Department

The Des Plaines Police Department is responsible for providing law enforcement support for any emergency incident beyond the scope of Oakton Police Department at the Des Plaines campus. Reports of emergency conditions may be communicated to the Des Plaines Police Department by dialing 9-1-1 (emergency) if in Des Plaines or 847-391-5400 (non-emergency) on any phone.

#### 6.2.3 Skokie Police Department

The Skokie Police Department is responsible for providing law enforcement support for any emergency incident beyond the scope of Oakton Police Department at the Skokie campus. Reports of emergency conditions may be communicated to the Skokie Police Department by dialing 9-1-1 (emergency) if in Skokie or 847-982-5900 (non-emergency) on any phone.

## **6.3 Fire Protection**

### **6.3.1 Des Plaines Fire Department**

The Des Plaines Fire Department is responsible for providing all fire safety and emergency medical services for Oakton's Des Plaines campus. Reports of emergency conditions may be communicated to the Des Plaines Fire Department by dialing 9-1-1 (emergency) if in Des Plaines or 847-391-5333 (non-emergency) on any phone.

### **6.3.2 Skokie Fire Department**

The Skokie Fire Department is responsible for providing all fire safety and emergency medical services for Oakton's Skokie campus. Reports of emergency conditions may be communicated to the Skokie Fire Department by dialing 9-1-1 (emergency) if in Skokie or 847-982-5320 (non-emergency) on any phone.

## **6.4 Health and Medical**

### **6.4.1 Health Services**

Oakton's Health Services provides daily prevention, education and healing services at both Des Plaines and Skokie campuses. While Health Services will likely not play a formal role in emergency response, their expertise, resources, and equipment can be utilized to provide immediate health and medical assistance. Wellness Services at the Des Plaines campus is located in Room 1210 and can be contacted at 847-635-1885, while Wellness Services at the Skokie campus is located in Room A175 and can be contacted at 847-635-1419.

### **6.4.2 College Health Team**

The College Health Team will be assigned from members of the Incident Management Team. The College Health Team will monitor the regional and national situation and selected members of the team will maintain contact with the Cook County Department of Public Health and report to executive staff and the Incident Management Team on current infection data, conditions and current student and staff status and make recommendations on changing alert status. The College Health Team also coordinates vaccination plans for students, staff, and families when vaccinations are available, determine potential first responders including nursing faculty and students, and considers plans for community mitigation via cancellation of classes, sporting and other events if the need arises. This team would also coordinate and collaborate with the Cook County Department of Public Health for use of the college as a vaccination site.

### **6.4.5 Cook County Department of Public Health**

Cook County Department of Public Health (CCDPH) would assist the college with any largescale public health emergency occurring on campus or nearby. Cook County Department of Public Health has a location in Des Plaines and can be contacted at 708-836- 8600.

### **6.4.6 Illinois Department of Public Health**

Illinois Department of Public Health (IDPH) would assist the college with any large-scale public health emergency occurring on campus or nearby that is outside the scope of Cook County Department of Public Health. Illinois Department of Public Health has offices in Chicago and can be contacted at 312-814-2793.

## **6.5 Emergency Management**

### **6.5.1 Des Plaines Homeland Security and Emergency Management Agency**

The Des Plaines Homeland Security and Emergency Management Agency is responsible for coordinating emergency operations at the local level in collaboration with Des Plaines police and fire departments for an incident at Oakton's Des Plaines campus beyond the scope of Oakton Police Department.

### **6.5.2 Skokie Emergency Preparedness**

Skokie Emergency Preparedness is responsible for coordinating emergency operations at the local level in collaboration with Skokie police and fire departments for an incident at Oakton's Skokie campus beyond the scope of Oakton Police Department.

### **6.5.3 Cook County Department of Homeland Security and Emergency Management Cook County**

Department of Homeland Security and Emergency Management is responsible for coordinating emergency operations at the county level in collaboration with local response partners for an incident at either of Oakton's campuses beyond the scope of Des Plaines Homeland Security and Emergency Management and Skokie Emergency Preparedness.

### **6.5.4 Illinois Emergency Management Agency**

Illinois Emergency Management Agency is responsible for coordinating emergency operations at the state level in collaboration with local response partners for an incident at either of Oakton's campuses beyond the scope of Cook County Department of Homeland Security and Emergency Management.

## **6.6 Volunteer Organizations**

### **6.6.1 American Red Cross**

The American Red Cross is a valuable resource during an emergency or disaster. The organization performs several vital tasks that can assist the college post-incident during short and long-term recovery, such as sheltering, reunification, family assistance, donations management, and basic food, water, and resource provisioning to those affected. The American Red Cross of Chicago and Northern Illinois can be contacted at 312-729-6100.

### **6.6.2 The Salvation Army**

The Salvation Army is a valuable resource during an emergency or disaster. The organization performs several vital tasks that can assist the college post-incident during short- and long-term recovery, such as sheltering, reunification, family assistance, donations management, and basic food, water, and resource provisioning to those affected. The local Salvation Army Chapter can be contacted at 847-981-9111.

## **6.7 Private Sector**

### **6.7.1 Grainger®**

Grainger® has a 24/7 hotline (800-225-5994) that both campuses have utilized during emergency conditions to immediately obtain necessary response resources. The nearest location to Des Plaines campus is in Arlington Heights (475 E Algonquin Rd, Arlington Heights, IL 60005) and the nearest location for Skokie campus is in Morton Grove (8045 River Dr, Morton Grove, IL 60053).

## **7 Development and Maintenance**

### **7.1 Plan Development and Maintenance**

This plan must be reviewed, and if necessary modified, at least annually. In addition, information in the appendices must be updated when policy, staffing, or structural changes occur. It is critical to the success of the plan that this information is always current, accurate and complete. All staff must have access to current copies of this plan. Under the guidance of the chief of police, Oakton Police Department is responsible for maintaining the Emergency Operations Plan each year.

Campus departments and work units have the following responsibilities:

- Review and maintain department and/or agency information necessary for response and recovery annex current in all aspects;
- Provide and maintain up-to-date copies of Mutual Aid Agreements; and
- Provide training and education to staff and organizations with Mutual Aid Agreements on plans and procedures for response and recovery.

### **7.2 Training and Exercises**

- 7.2.1 Training procedures are designed to teach students and staff vital skills that they will need during a crisis or critical incident, and exercises are designed to test those same skills.
- 7.2.2 Training and exercising are essential for proper preparation in all emergency situations.
- 7.2.3 Information on standardized safety terms and their proper implementation are vital and should focus on basic crisis response techniques, including shelter-in-place, lockdown, and evacuation.
- 7.2.4 Staff and students need to learn specific methods to protect themselves and their valuables on campus. Safety and security tips for the class/office rooms, hallways, parking and vehicles will help to make the campus a more secure and safe environment.
- 7.2.5 Staff and students should learn the warning signs for emerging crisis and how to use the referral and information system. It is essential to have the proper knowledge and training for staff and students to respond appropriately.
- 7.2.6 Special attention is needed for treating those with access and functional needs.



# ANNEXES

## A. ACTIVE THREAT

**Purpose:** The purpose of this annex is to detail the policies and procedures both internally and in coordination with response partners related to an active threat incident affecting the Oakton community. A Memorandum of Understanding (MOU) exists between the City of Des Plaines Police Department and the Oakton College Police Department. A MOU exists between the Village of Skokie Police Department and the Oakton College Police Department.

A Memorandum of Understanding (MOU) exists between the Village of Skokie Police Department and the Oakton College Police Department. A MOU exists between the Village of Skokie Police Department and the Oakton College Police Department.

### Guidelines for the Campus Community

#### Weapon Threats and Shooting

In today's world, many types of weapons or explosives could be brought to campus, and when an individual takes such an action it is impossible to predict the motivation or intended plan of action. Therefore, if a threat involving weapons arises, an assessment of the particular situation must be made to determine the appropriate response. Understand that in all cases, academic obligations are secondary considerations in life threatening situations.

In all suspected cases:

- Remain calm.
- Assess the validity of the threat.
- If possible, call 9-1-1 and report the situation without alerting the suspected individual.
- Relay all information concisely.
- Stay on the phone if possible (to provide needed information).
- Follow the directions of the dispatcher and responding officers.

Without placing yourself at risk, attempt to determine:

- Has the subject been seen with the weapon or is the subject actively displaying/using the weapon?
- Is the subject aware the weapon has been observed?
- Is the weapon identifiable? How many weapons are observed?
- Has the subject harmed others, or made threats?
- Is the subject stationary or mobile? If mobile, what is the direction of travel?

Faculty and staff may be directed to evacuate the surrounding area, taking students with them. When possible, directions for evacuation will be given along with safe routes. Once the directive to evacuate is made, the directive should be considered mandatory.

In the case that you cannot evacuate the area, you may be directed or required to shelter-in place and hide. You and others should not attempt to enter an area of immediate danger, but instead try to hide yourself and others in a room with the goal of making the room appear as it is unoccupied. This should be done in the following manner:

- Enter and stay in an office, classroom, bathroom, or closet.
- Close the door and lock it if possible (without going outside).
- If glass is present in the door, cover it.
- If windows have draperies, close them.
- If the door cannot be locked, barricade the door with heavy objects from within the room.
- Move to a floor level position furthest from the door.
- Get under a desk, if possible.
- Dial 9-1-1 to give information on your location, how many persons are present, injuries, etc.
- After reporting the situation, turn off cell phones and be as calm and quiet as possible.

If an active shooter situation has been reported or observed, use the following options based on the circumstances. The key terms to remember are “Run, Hide, Fight”:

- **Run:** Run as far away from the threat as possible
- **Hide:** Hide from the person posing the threat
- **Fight:** If you are unable to flee from the threat or hide from the person posing the threat, fight to defend yourself and solicit others to assist you

## Explosion on Campus

In the event an explosion, take the following actions:

- Immediately take cover under a table, desk or other object that will give protection against falling glass or debris.
- After the immediate effects of the explosion and/or fire have subsided, call 9-1-1, or notify Oakton Police Department at extension 1888.
- Give your name and describe the location and nature of the emergency.
- If necessary, or when directed to do so, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded or when you are told by college officials to leave, walk quickly to the nearest marked exit and advise others to do the same. Assist those with access and functional needs in exiting the building.
- Once outside, move to a clear area that is a safe distance away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A resource Staging Area and/or Command Post may be set up near the disaster site. Keep clear of the resource Staging Area and/or Command Post unless you have official business.
- Do not return to an evacuated building unless told to do so by a college official.

Safety Captains and College Administrators should:

- Assist in making sure that all individuals evacuate (if they are able to move)
- Assist individuals with access and functional needs
- Make sure that everyone moves a safe distance away from buildings
- Help to keep fire lanes clear

Whenever possible, facilities personnel should assist first responders with providing power and utility information, as needed.

## B. COMMUNICATION

Purpose: This annex doubles as an Emergency Communications Plan to provide the Oakton community guidelines for communicating with internal and external audiences during a crisis or emergency. The primary goals are to use effective communications to minimize the adverse impacts of the emergency on the college, students, and the community and to facilitate recovery from the emergency. The communications plan will:

### Internal Communications

Emergency information will be announced in-person by the Oakton Police Department, when possible, and by the Incident Management Team and Marketing and Communications to employees, students and the public using the Alert!Oakton emergency notification system. Alert!Oakton allows messages to be sent simultaneously to all registered users via text messaging, phone, and/or email.

All employees and students should check periodically to ensure contact information is correct in Alert!Oakton, which is the database used for emergency communication. Divisions and departments are responsible for notifying students in classrooms, laboratories, the library, or cafeteria or other open public interior spaces. "All-clear" announcements will be made when the situation is stabilized.

Information will be shared through a variety of channels including:

- Phone Call
- Email
- Radios
- In-Person

### Communication Resources

#### Alert!Oakton Messaging Templates

#### GENERAL EMERGENCY CLOSURE

##### SMS

**Subject:** [Des Plaines/Skokie campus or Oakton] Closure

**Message:** [Des Plaines/Skokie campus or Oakton] will be closed [date] and all classes cancelled due to an emergency incident.

Get updates at [www.oakton.edu](http://www.oakton.edu).

##### Voice and Email

**Subject:** [Des Plaines/Skokie campus or Oakton] Closure

**Message:** This is an important message from Oakton College.

[Des Plaines/Skokie campus or Oakton] will be closed, and all classes have been cancelled today, [date] because of an emergency incident.

Classes are expected to resume [date].

For updates and more information, go to [www.oakton.edu](http://www.oakton.edu).

**To repeat:** This is an important message from Oakton College. The college is closed, and all classes have been cancelled today, [date]

## FLOODING

### SMS

**Subject:** [Des Plaines/Skokie campus or Oakton] Flooding Closure

Get updates at [www.oakton.edu](http://www.oakton.edu).

### Voice and Email

**Subject:** [Des Plaines/Skokie campus or Oakton] Flooding Closure

**Message:** This is an important message from Oakton College.

[Des Plaines/Skokie campus or Oakton] is closed today, [date], and all classes have been cancelled because of flooding.

Classes are expected to resume [date].

For updates and more information, go to [www.oakton.edu](http://www.oakton.edu).

**To repeat:** This is an important message from Oakton College. The college is closed, and all classes have been cancelled today, [date] because of flooding.

## EXTREME WEATHER

### SMS

**Subject:** [Des Plaines/Skokie campus or Oakton] Flooding Closure

Get updates at [www.oakton.edu](http://www.oakton.edu).

### Voice and Email

**Subject:** [Des Plaines/Skokie campus or Oakton] Extreme Weather Closure

**Message:** This is an important message from Oakton College.

[Des Plaines/Skokie campus or Oakton] is closed today, [date] and all classes cancelled due to extreme weather. Plan to reopen [date].

Classes are expected to resume [date].

For updates and more information, go to [www.oakton.edu](http://www.oakton.edu).

**To repeat:** This is an important message from Oakton College. The College is closed, and all classes have been cancelled today, [date], because of extreme weather.

Get updates at [www.oakton.edu](http://www.oakton.edu).

## POWER OUTAGE

### SMS

**Subject:** [Des Plaines/Skokie campus or Oakton] Power Outage Closure

**Message:** [Des Plaines/Skokie campus or Oakton] closed today, [date], and all classes cancelled due to power outage. Plan to reopen [date]. Employees should report to work as usual.

Get updates at [www.oakton.edu](http://www.oakton.edu).

### Voice and Email

**Subject:** [Des Plaines/Skokie campus or Oakton] Power Outage Closure

**Message:** This is an important message from Oakton College. A power outage at the [Des Plaines/Skokie campus or Oakton] requires classes to be cancelled [this morning / afternoon / today] with plans to reopen on [date].

Employees should report to work as usual.

For updates and more information, go to [www.oakton.edu](http://www.oakton.edu).

**To repeat:** This is an important message from Oakton College. Classes at the [Des Plaines/Skokie campus or Oakton] are cancelled.

Get updates at [www.oakton.edu](http://www.oakton.edu).

## VIOLENCE/ACTIVE THREAT

### SMS

**Subject:** [Des Plaines/Skokie campus or Oakton] [Violent/Active Threat Incident Closure]

**Message:** [Des Plaines/Skokie campus or Oakton] is closed today, [date], and all classes cancelled due to a [violent/active threat] incident. More information to come.

Get updates at [www.oakton.edu](http://www.oakton.edu).

### Voice and Email

**Subject:** [Des Plaines/Skokie campus or Oakton] Violent Incident Closure

**Message:** This is an important message from Oakton College. [Des Plaines/Skokie campus or Oakton] will be closed, and all classes have been cancelled today, [date], because of a [violent/active threat] incident. Oakton College Police Department is working closely with local law enforcement, and more information will be made available in the coming hours.

Classes are expected to resume [date].

For updates and more information, go to [www.oakton.edu](http://www.oakton.edu).

**To repeat:** This is an important message from Oakton Community College. The college is closed, and all classes have been cancelled today, [date].

## Emergency Contact List

The following list is a running list of emergency contacts for Oakton. This list can be added to and reduced as needed.

<b>CONTACT</b>	<b>PHONE</b>
Grainger 24/7 Emergency Hotline:	800-225-5994
ComEd Emergency Hotline:	800-334-7661
Oakton Police Department:	847-635-1888 emergency ext. 1888/non-emergency ext. 1880
Des Plaines Fire Department:	847-391-5333
Des Plaines Police Department:	847-391-5400
Skokie Fire Department:	847-982-5320
Skokie Police Department:	847-982-5900
Des Plaines City Hall:	847-391-5300
Skokie Village Hall:	847-673-0500
Des Plaines City Public Works:	847-391-5464
Skokie Village Public Works:	847-933-8427
Northern Illinois Gas:	847-629-2500
Illinois State Police:	847-294-4444
Cook County Sheriff:	708-458-1000
Cook County Forest Preserve Police:	708-771-1001
Illinois Department of Transportation:	847-705-4222, ext. 4
Pace Bus Dispatch:	847-699-3701
Illinois Road Conditions:	800-452-4368
Oakton's Early Childhood Center:	847-635-1840

# C. OAKTON COMMUNITY COLLEGE DEPARTMENT EMERGENCY OPERATIONS PLAN TEMPLATE

**Purpose:** Each department at Oakton College is encouraged to complete their own departmental Emergency Operations Plan (EOP) utilizing this template. The template contains department-specific emergency information. This document is to be filled out by a core planning team from each department and submitted to the chief of police for filing. Each department should hold a copy of their own Emergency Operations Plan to utilize along with the Oakton College Emergency Operations Plan during an emergency.

## General Contact Information:

Department: \_\_\_\_\_

Campus/Building: \_\_\_\_\_ Room: \_\_\_\_\_

## Emergency Contact(s):

Primary: \_\_\_\_\_ Email: \_\_\_\_\_

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Radio (if available): \_\_\_\_\_

Secondary: \_\_\_\_\_ Email: \_\_\_\_\_

Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Radio (if available): \_\_\_\_\_

## Other Key Contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*\*It is recommended that each department also include a phone tree of all department members as an attachment to this document.*

## Order of Succession:

The **[Department]** director or designee, shall serve as the point of authority for the department during an emergency. Should the director or designee be unavailable when required to act in the event of an emergency, the following succession of authority will be followed:

Department director or designee: \_\_\_\_\_

Department vice director or designee: \_\_\_\_\_

Department Senior Staff or designee: \_\_\_\_\_



## Safety Captain

List staff/faculty in the department designated as Safety Captains, who have specific tasks to carry out during emergency evacuations and incidents that include:

Direct and coordinate evacuation operations in designated sections

Checking designated area to make sure everyone has been evacuated

Report out when designated section is clear

Department Safety Captain (If any): \_\_\_\_\_

Mobile: \_\_\_\_\_

Areas of Responsibility: \_\_\_\_\_

Department Evacuation Assembly Area(s): \_\_\_\_\_

## Primary Department Concerns and Hazards

List specific department concerns or hazards to **[Department]** which should be noted during emergency response.

Concerns/Hazards: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Department Emergency Equipment and Supplies Include:

Each department is supplied with a red emergency kit which contains the following items:

- Flashlight
- First Aid Kit
- Safety Vest
- Whistle
- Arm Band
- Thermal Emergency Blankets
- Rain Poncho

List additional department supplies which can be utilized during an emergency incident:

\_\_\_\_\_  
\_\_\_\_\_

Location of Supplies: \_\_\_\_\_

## Faculty/Staff with Specialized Training (List Names):

List faculty/staff with specialized training that can be utilized during an emergency incident:

CPR \_\_\_\_\_

Fire \_\_\_\_\_

First Aid \_\_\_\_\_

Medical Reserve Corp \_\_\_\_\_

Safety Captain \_\_\_\_\_

Other \_\_\_\_\_

## Department Plans and Procedures

List any applicable department plans or procedures to use during an emergency incident and where they are located:

Document: \_\_\_\_\_ Location: \_\_\_\_\_

Document: \_\_\_\_\_ Location: \_\_\_\_\_

Document: \_\_\_\_\_ Location: \_\_\_\_\_

## Campus Emergency Notification

Alert!Oakton will be used by the college to notify members of the campus community of an emergency which threatens life or safety on campus.

If you receive an Alert!Oakton Emergency Alert:

- Immediately respond in accordance with directions provided via the alert, and/or use best judgment on how to respond, based on your specific set of circumstances.
- Communicate by word-of-mouth to others who may have not yet received the alert.
- Remain calm and make wise decisions relative to your personal safety.
- Those that have registered a text enabled mobile phone in Alert!Oakton will also have text alerts sent to their mobile phone.

All faculty, staff, and students are encouraged to register for Alert!Oakton through the myOakton web portal at [my.oakton.edu](http://my.oakton.edu).

## Department Critical Tasks

In order to have a safe and effective emergency response each department and organizational unit must identify critical tasks that must be taken in the moments after an emergency. These tasks should take in to consideration any special circumstances, equipment, or other minutiae that would impact emergency response and should include building and equipment protective measures and the shutdown of critical operations, if necessary.

The following are the emergency activities and tasks to be performed in any incident by the

**[Department]:**

### **TASK 1: Safe Incident Response**

The department's first priority in a major emergency is the protection of its personnel (employees, students, volunteers, student researchers, visitors, etc.), property and the environment. See Rapid Response Guides for incident specific response guidelines to be followed by employees.

### **TASK 2: Account for Personnel**

During an emergency or disaster, personnel accountability is critical. If your department has employees in multiple locations, and the emergency has impacted numerous areas on campus, the department director or designee shall initiate procedures to account for departmental personnel and provide information to them.

### **TASK 3: Assess Impact**

In the event of an emergency, the department shall rapidly organize to assess the impacts of the event on its operations and determine needed actions. Initial status reports may be verbal or written, depending on the situation and as requested by the department director. The department director or designee will then forward this information to the Campus Incident Management Team.

### **TASK 4: Communicate instructions to personnel**

As soon as possible following an emergency incident that has necessitated the activation of the Department Emergency Operations Plan, the department director shall begin the process to notify all employees of the status of the department and specific actions to be taken. This may be done in the form of a phone tree, hotline, website, or some other communication method.

### **TASK 5: Implement Business Continuity Operations (if necessary)**

See section below to determine continuity operations to be implemented by department in the event normal functions cannot be performed during an emergency incident.

Any other department-specific response procedures (such as critical equipment procedures, hazardous material locations, etc.) can be found in the myOakton Faculty-Staff links, Oakton website (emergency preparedness webpage), and Facilities department.

## Continuity of Operations

The concept of continuity of operations relates to how Oakton will continue with its mission of *“...providing access to quality education throughout a lifetime, empowering and transforming our students in the diverse communities we serve.”*

Each department on campus contributes to this mission and so need to consider what steps they can take to ensure their continuity following a disaster.

To assist departments in determining their continuity needs, this section helps to establish a list of department’s essential tasks and needs to complete these tasks. Think about how the department might continue to provide these tasks following a major emergency or disaster.

A department essential task is one that the department needs to provide to the campus community. Associated with each identified essential task are things that are needed to deliver it. Examples of this are a science class requiring a laboratory to deliver curriculum, or mail services requiring a list of mail stops and locations to deliver campus mail.

Contingency planning involves developing understandings of personnel, information systems, supplies and equipment needed should a disaster interrupt normal delivery of departmental services.

Examples of things to think about include:

- Resources that are needed to continue a task;
- Possible dependencies with other Oakton units or outside vendors;
- Supplies, materials or equipment that might be useful to store to continue providing a task for some period of time;
- Whether multiple people might be capable of performing a particular task;
- Determining if an alternate campus needs to be utilized;
- Considering if a maximum allowable downtime is relevant; and
- Data access for all employees in the event of restricted access to the normal workspace.

A department may use the following chart to capture these contingency planning ideas, and refer to the chart during its recovery and resumption process following an emergency incident. Generally, there are multiple, appropriate ways to approach essential tasks and alternative methods of providing them.

**On the chart (see next page):** List the essential tasks needed for the continuation of department operations in the chart below. Include the needs for each essential task, and a backup “workaround” (an alternative method for performing a task). Use additional lines, as necessary. Recognize that different types of emergencies may require different approaches to essential tasks.

Note that if **[Department]** provides core college services, continuity of operations is key. Such services include but are not limited to: payroll, facilities operation, academic technology and user services, and business/financial services, etc.

**Table 1: Continuity of Operations Essential Tasks**

Essential Tasks	Person Who Can Perform	Needs to Perform Essential Tasks:					
		Electrical Power Y/N?	Computer Y/N?	D2L MyOakton Y/N?	Internet Y/N?	Personnel / Equipment	Relocate to other campus? (DP or SK)
1. Workarounds							
2. Workarounds							
3. Workarounds							
4. Workarounds							
5. Workarounds							

## D. CRITICAL INCIDENT STRESS MANAGEMENT

**Purpose:** Emergency situations often necessitate that support be offered to victims and direct witnesses. For the purpose of this annex, “victims” may include any member of the campus community, including emergency responders. As such, Oakton College is committed to providing such services to assist victims in the recovery process.

### Student Human Services Support

Oakton’s RADAR Team responds to critical incidents involving students. This team consists of administrators and staff trained to meet the immediate needs of members of the community when responding to critical incidents involving students. Additionally, Counseling Services and Care Coordination provides various services including personal counseling, outreach programs, psychiatric services, consultation and crisis intervention.

### Faculty/Staff Human Services Support

Oakton Human Resources serves as a support source for faculty. Following a disaster, Human Resources will work to ensure adequate support for faculty by providing confidential counseling services to faculty, staff and eligible dependents. Such services include, but are not limited to, personal counseling, management consultation, alcohol and drug assessments, crisis intervention, and critical incident stress debriefing (CISD).

### Command-and-Control Center

A command center is any place that is used to provide centralized command and dissemination of information for a crisis occurring on either campus. A Command-and-Control Center is a source of leadership and guidance to ensure the safety and security of the Oakton Community. Directs people, resources, and information, and controls events to avert a crisis/emergency and minimize/avoid impacts should an incident occur.

#### Des Plaines Campus

The primary Des Plaines Campus Command-and-Control Center is room 1275. Should the area be compromised, then the secondary Command-and-Control Center is room 1860. Should the Des Plaines Main Campus be compromised, the tertiary Command-and-Control Center is room at the Lee Center, room 100. Should both buildings be compromised, then the quaternary Command-and-Control Center is the Oakton College baseball field.

#### Skokie Campus

The primary Des Plaines Campus Command-and-Control Center is room A100. Should the area be compromised, then the secondary Command-and-Control Center is the.

## Emergency Call Centers

In the event of a large-scale emergency where it is necessary to provide additional information or collect information from those affected by the incident, an emergency call center may be established. The call center may be located at an existing campus call center, based on the availability of telecommunications infrastructure and the level and extent of the emergency. Coordination between Information Technology, Marketing and Communications, Oakton Police Department, and Counseling Services will be critical to the success of these centers. Upon notification that a call center is required, these departments will evaluate the availability of existing call centers and deploy resources as appropriate to staff, equip, and operate these call centers in a timely manner. Applicable emergency information will be shared with the information hotline staff to answer caller questions.

## E. EVACUATION, SHELTER-IN-PLACE, AND LOCKDOWN

**Purpose:** The purpose of this annex is to detail the plans, procedures, policies, and guidelines for evacuating all buildings on either campus. Several incident-types warrant evacuation, and it is paramount that all members of the Oakton community familiarize themselves with all evacuation, shelter-in-place, and lockdown-related guidance.

**Note:** Special consideration must be given to the Early Childhood Center at the Skokie campus for evacuation, shelter-in-place, and lockdown in accordance with their own authorities, policies, and procedures. Additionally, special consideration must also be given to the Student Center at the Des Plaines campus due to its high activity by students, structural nuances, and relatively recent construction compared to the rest of campus.

### Evacuation

#### Safety Captains

Oakton uses strategically appointed Safety Captains to help facilitate proper evacuation of each campus and corresponding buildings. Oakton Police Department maintains the running list of Safety Captains for each campus.

#### Building Evacuation

In the event that a building evacuation is necessary, remain calm but leave quickly. Use stairs and not elevators, paying close attention to your surroundings as you exit. Incidents such as fire or hazardous materials releases may require that alternate exit paths be selected. Do not use an elevator for evacuation needs.

Follow all guidance from the closest Safety Captain or Oakton Police officer.

Assist special needs individuals in the evacuation process, if it is possible to do so safely and they request help. If it is not possible to evacuate access and functional needs individuals from the building, move them to a safe stairwell (farthest from the hazard) and inform responding emergency personnel of their location.

Once outside, stay clear of the building and entryways to facilitate first responder access to the emergency.

Do not re-enter the affected area until instructed to do so by Oakton Police, Facilities department or emergency responders. Do not take it upon yourself to turn off an alarm or to instruct others to re-enter. This will be done by designated emergency personnel only.



Safety Captains and administrators should assist others within their work areas in evacuating the building via the nearest assessable exit. They also assist any individuals with access and functional needs in exiting the building or getting to an area of safety. Once outside, they assist in keeping individuals away from the building and fire lanes clear.

In the event that a building or campus evacuation is necessary, the following steps will be taken:

Depending upon the severity of impact on facilities, the Incident Management Team will meet. In the event that a campus emergency occurs after normal business hours, the Incident Commander will contact the chief of police and determine if the Incident Management Team should be contacted.

## **Campus-wide Evacuation**

1. In most emergencies, complete evacuation of the entire campus is not necessary. If, however, there is a major incident such as a major hazardous materials release or threat of explosion, it may be necessary to relocate all college individuals to a safer location.
2. If you are instructed by authorities to evacuate from the campus entirely, do so immediately. If your department has a designated off-campus meeting place, meet at that location.
3. Once the campus is evacuated, it will be secured and no one will be allowed to enter without proper authorization. The campus will remain closed until the decision to reopen is made by the Incident Management Team. Alert!Oakton is the preferred method to broadcast a notification when the campus is reopened. Additionally, information can be broadcasted when applicable through the Oakton website, Oakton social media accounts, local radio, and television stations
4. Safety Captains and administrators assist others within their work areas in evacuating the building via the nearest assessable exit. They also assist any access and functional needs individuals in exiting the building or getting to an area of safety. Once outside, they assist in keeping individuals away from the building and fire lanes clear.

## **Assisting Individuals with Access and Functional Needs**

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

## **SENIOR CITIZENS:**

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

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

## **WHEELCHAIR USERS:**

Be aware of all accessible exits to each building.

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

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

If you are not on the first floor, assist the person to the nearest stairwell. Ask someone to alert emergency personnel of your location and stay with the person until emergency personnel arrive. Do not attempt to assist the person on your own unless absolutely necessary.

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

## **DEAF AND HARD OF HEARING:**

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

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

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

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

## **BLIND AND LOW VISION:**

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

Clearly announce the emergency.

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

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

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

## **NEURODIVERSE, PSYCHIATRIC DISABILITIES AND TRAUMATIC BRAIN INJURY:**

In an emergency situation, you may encounter someone with a psychiatric disability without knowing it. Keep this in mind when assisting someone who is experiencing difficulty handling the situation.

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

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

## Shelter-in-Place

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

General steps for a shelter-in-place are:

Mediums and procedures described in Annex P: Warning and Notification will be used to alert people to the need for a shelter-in-place.

Secure their exterior doors, close blinds and continue normal activities until notified of an all clear.

## Lockdown

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

General steps for lockdown are:

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

Do NOT set off the fire alarm in a lockdown. People may become endangered by attempting to leave the buildings in an orderly manner and gathering outside as done for a fire alarm. If a fire alarm goes off while in lockdown or sheltering in a safe room, assess the situation before leaving shelter. If smoke or fire is present, exit the area in a safe manner.

When the situation is secure, an "All Clear" announcement will be made on the PA system.

## F. FLOODING

**Purpose:** The purpose of this annex is to establish plans, procedures, policies and guidelines for flooding incidents affecting either campus. Flooding is a reoccurring threat for Oakton, specifically the Des Plaines campus given its proximity to the Des Plaines River. Oakton's Des Plaines campus is located directly east of the Des Plaines River, with most of campus within its regulatory floodway.

### Terminology

**Flash Flood or Flood Watch:** Flash flooding or flooding is possible within the designated watch area. Be alert.

**Flash Flood or Flood Warning:** Flash flooding or flooding has been reported or is imminent. Take necessary safety precautions at once.

**Urban or Small Stream Advisory:** Flooding of small streams, streets, and low-lying areas, such as railroad underpasses and urban storm drains, is occurring.

### Des Plaines Campus Flood Procedures

#### FLOOD READINESS:

##### Grounds Department

- Fills sandbags should be prepared on skids and available in the Grounds building.
- Install measuring stick in anticipation of flooding event.
- Make sure all portable radios are charged and available.
- Make sure all tractors and trucks are fully fueled.
- Place water pumping equipment (hoses, suction and discharge) on the Ford diesel dump truck.
- Have portable generators ready for use with portable sump pumps along with 200 ft. of hose for portable sump pump.
- Check pumps on soccer field.

##### Maintenance/HVAC

- Inspect and lubricate all ejector pumps.
- Inspect and clean crossover pipe for lift station in generator building.
- Clean all storm drain grates.
- Check emergency generator and make sure there is fuel.
- Check lift station on Central Road.

#### SANDBAGGING:

Place pre-filled sandbags in trucks or tractors for quick deployment.

Establish an area in Lot B for dumping of sand and filling of additional sandbags.

First area to sandbag is the Business Institute courtyard wall, just south of Lake Oakton. Plastic sheeting should be laid first. The sandbags should be placed next to the wall about 4-feet high. Sandbagging should form a semi-circle that encompasses the building entrances to the west courtyard stairwell to the east.

Sandbags should be distributed to every entrance of the building. These sandbags cannot be put in place until the building is closed and everyone is out of the building.

- Sandbag exterior down stairwells.
- Sandbag around the greenhouse.

- Sandbag the dock area.
- Sandbag grate by the TenHoeve Center.
- Sandbag lift station.

## **FLOOD WARNING:**

### **Director of Facilities**

- Notify vice president for Administrative Affairs and President's Council for the potential of flood situation.
- Meet with Information Technology about moving essential equipment to second floor.
- Notify Oakton Police to move vans.
- Notify Automotive Department that cars will flood.
- Check conditions and bulletins from the National Weather Service.
- Coordinate the efforts of the Facilities supervisors.
- Develop plan to have Facilities personnel in the closed building during the crest of the flood.

### **Grounds**

- Raised all equipment/tools off the Grounds building and barn floors.
- Raise all pesticides, chemicals and fuel off ground level.
- Relocate large equipment and trucks to Lot B.
- Relocate smaller equipment to the dock area.
- Start filling sandbags.
- Remove litter barrels from parking lots and store on peninsula.
- Move soccer goals toward the building.
- Discuss with Maintenance when to cut Ground building power.
- Sandbag Grounds building floor and storm sewer grates.
- Remove pumps from the soccer field.

### **Maintenance/HVAC**

- Raise Lot C parking lot gates and shut down power.
- Shut down all unnecessary exterior power.
- Shut off aerators and loosen cable ties.
- Disconnect power to the Grounds building. This has changed in 2015 - transformer moved inside eight feet above grade.
- Raise computer stations to desk level.
- Check lift station and sandbag deep well pump on Central Road.
- Make arrangements with Berryman Equipment for service call, 1st call when school opens, in case the lift station floods.
- Reprogram the Building Management System to holiday mode once the campus has been closed.

### **Telecommunications**

- Sandbag telephone room
- Change the main attendant recording to keep callers informed on the status of the college and surrounding roads.
- Change the programming and recordings to accommodate cancelled interim classes rescheduled for Friday and Saturday.
- Move hard drives and modems from floor to desks.

## **Custodial**

- Cover interior drains with sandbags to prevent backflow into the building.
- Move all wet-vacs and extraction equipment to first floor by the information desk.
- Help with filling and locating sandbags.

## **Facilities Coordinator**

- Make arrangements with a local area business to establish a staging area where employees can park and be driven in by the large trucks.
- Contact the necessary Facilities personnel to inform them of the school closing and when to report for duty.
- Make sure the workers are fed on the closed building day.

## **Oakton College Police Department**

Provide around-the-clock security for the Des Plaines campus by providing access control, systems check for alarms and outages or surges as well as monitoring water levels.

Provide liaison with the Des Plaines Police, Cook County Sheriff, National Weather Service and other emergency service providers, checking for road closures, Des Plaines River levels and cresting information.

Move all college vans and non-grounds vehicles to the Skokie campus for safekeeping.

Attend daily administrator meetings held at Skokie to inform the group of road and river conditions as well as to relay critical data back to the officers regarding decisions made by the group.

## **CLOSED BUILDING**

An Oakton Police officer would be on duty during a normal building closure. His/her primary contact for any emergency would be the Incident Commander. In this closed building emergency, Facilities personnel may be asked to be on 24-hour watch within the building. In compliance with the National Incident Management System (NIMS), it is possible that the director of Facilities, the Building Supervisor, and the chief of police or any employee be designated the "Incident Commander" until such time as command can be properly transferred.

## **LEAVING CAMPUS DURING FLOOD CONDITIONS:**

Avoid areas subject to flooding – dips in the road, low spots, washes, etc.

Do not attempt to cross flowing streams or flooded roadways. The roadbed may not be intact under floodwaters. Turn around and go another way. NEVER drive through flooded roadways.

If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.

If the water on the roadway is ankle-deep or greater, turn around and find another route, or find a safe location to wait out the storm and/or flooding.

## **FLOODED BUILDING ON CAMPUS:**

- Call 9-1-1
- Relocate to an upper floor and await instruction from emergency personnel.
- Assist those with functional impairments who may need assistance.
- If time allows, move records and equipment up off the floor onto shelves and tables to prevent damage from minor flooding.
- If the building is evacuated, do not return to the building until notified to do so by a college official.

## **AFTER A FLOOD**

- Verify that electrical equipment has been checked and dried before returning to service.
- Facilities personnel will use flashlights, not candles, matches, or other open flame, when examining buildings for damage.
- Facilities personnel will report damaged utilities to appropriate authorities.
- Use bottled drinking water until the water supply system has been inspected and is operating normally.
- Restock any emergency supplies used.

## **CLEAN-UP:**

- Be cautious of gas leaks, electric shorts and live wires. Power should be turned back on only when area has drained.
- Document any losses with photographs and written reports.
- Pump out flooded areas gradually.
- Remove, dry and place sandbags in Grounds building.
- Check parking lots and clean off debris and mud if necessary

# **Skokie Campus Flood Procedures**

## **FLOOD READINESS:**

### **Grounds Department**

- Sandbags should be filled.
- Install measuring stick in anticipation of flooding event.
- Make sure all portable radios are charged and available.
- Make sure all tractors and trucks are fully fueled.
- Place water pumping equipment (hoses, suction, and discharge) on the Ford diesel dump truck.
- Have portable generators ready for use with portable sump pumps along with 200 ft. of hose for portable sump pump.
- Check pumps on campus.

### **Maintenance/HVAC**

- Inspect and lubricate all ejector pumps.
- Inspect and clean crossover pipe for lift station in generator building.
- Clean all storm drain grates.
- Check emergency generator and make sure there is fuel.

## **SANDBAGGING:**

- Place pre-filled sandbags in trucks or tractors for quick deployment.
- Establish an area in the parking lot for dumping of sand and filling of additional sandbags.
- Sandbags should be distributed to every building entrance. Sandbags must not be put in place until the building is closed and everyone is out of the building.
- Sandbag exterior down stairwells.
- Sandbag the dock area.
- Sandbag the lift station.

## **FLOOD WARNING**

### **Director of Facilities**

- Notify vice president for Administrative Services and President's Council for the potential of flood situation.
- Meet with Information Technology about moving expensive equipment to second floor.
- Notify Oakton Police to move vans.
- Check conditions and bulletins from the National Weather Service.
- Coordinate the efforts of the Facilities supervisors.
- Develop plan to have Facilities personnel in the closed building during the crest of the flood.

### **Grounds**

- Raise all equipment/tools off the Grounds building and barn floors.
- Raise all pesticides, chemicals, and fuel off ground level.
- Relocate large equipment and trucks to a safe area.
- Relocate smaller equipment to a safe area.
- Fill sandbags.
- Remove litter barrels from parking lots and store on peninsula.
- Discuss with Maintenance when to cut Grounds building power.
- Sandbag Grounds building floor and storm sewer grates.
- Remove pumps from the soccer field.

### **Maintenance/HVAC**

- Shut down all unnecessary exterior power.
- Shut off aerators and loosen cable ties.
- Raise computer stations to desk level.
- Make arrangements with Berryman Equipment for service call. First call when school opens, in case lift station floods.
- Reprogram Building Management System to holiday mode once the campus has been closed.
- Telecommunications
- Sandbag telephone room
- Change the main attendant recording to keep callers informed about the status of the college and surrounding roads.
- Change the programming and recordings to accommodate cancelled interim classes rescheduled for Friday and Saturday.
- Move hard drives and modems from floor to desks.

### **Custodial**

- Cover interior drains with sandbags to prevent backflow into the building.
- Move all wet-vacs and extraction equipment to first floor by the information desk.
- Help with filling and locating sandbags.

### **Facilities Coordinator**

- Make arrangements with a local area business to establish a staging area where employees can park and be driven in by the large trucks.
- Contact the necessary Facilities personnel to inform them of the school closing and when to report for duty.
- Make sure the workers are fed on the closed building day.



## **Oakton College Police Department**

- Provide round the clock security for the Skokie campus by providing access control, systems check for alarms and outages or surges as well as monitoring water levels.
- Provide liaison with the Skokie Police, Cook County Sheriff, National Weather Service and other emergency service providers, checking for road closing, Des Plaines River levels and cresting information.
- Move all college vans and non-Grounds vehicles to the Des Plaines campus for safekeeping.
- Attend daily administrator meetings held at the Des Plaines campus to inform the group of road and river conditions as well as to relay critical data back to the officers regarding decisions made by the group.

### **CLOSED BUILDING**

An Oakton Police officer would be on duty during a normal building closure. His/her primary contact for any emergency would be the Incident Commander. In this closed building emergency, Facilities personnel may be asked to be on 24-hour watch within the building. In compliance with the National Incident Management System (NIMS), it is possible that the director of Facilities, the Building Supervisor, and the chief of police or any employee be designated the "Incident Commander" until such time as command can be properly transferred.

### **LEAVING CAMPUS DURING FLOOD CONDITIONS:**

Avoid areas subject to flooding – dips in the road, low spots, washes, etc.

Do not attempt to cross flowing streams or flooded roadways. The roadbed may not be intact under floodwaters. Turn around and go another way. NEVER drive through flooded roadways.

If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.

If the water on the roadway is ankle-deep or greater, turn around and find another route, or find a safe location to wait out the storm and/or flooding.

### **FLOODED BUILDING ON CAMPUS:**

- Call 911
- Relocate to an upper floor and await instruction from emergency personnel.
- Assist those with functional impairments who may need assistance.
- If time allows, move records and equipment up off the floor onto shelves and tables to prevent damage from minor flooding.
- If the building is evacuated, do not return to the building until notified to do so by a college official.

### **AFTER A FLOOD:**

- Verify that electrical equipment has been checked and dried before returning to service.
- Facilities personnel will use flashlights, not candles, matches, or other open flame, when examining buildings for damage.
- Facilities personnel will report damaged utilities to appropriate authorities.
- Use bottled drinking water until the water supply system has been inspected and is operating normally.
- Restock any emergency supplies used.

## **CLEAN-UP:**

Be cautious of gas leaks, electric shorts and live wires. Power should be turned back on only when area has drained.

- Document any losses with photographs and written reports.
- Pump out flooded areas gradually.
- Remove, dry and place sandbags in storage.
- Check parking lots and clean off debris and mud if necessary.

## **Flood Data**

### **Des Plaines Campus**

The 100-year floodplain elevation of the Des Plaines River is 636.4 feet.

The large watershed of the river upstream of campus increases the chances of campus flooding, as it does not have to rain near campus for a 100-year flood event to occur—significant rainfall anywhere within the upstream watershed can result in Des Plaines River flooding.

The original buildings on the Des Plaines campus are at an elevation of 637.6 feet above sea level, which is approximately 1.2 feet above the 100-year event elevation.

Parking lots A, C, and D sit at various elevations from 631 to 635 feet above sea level and often flood.

The soccer fields are the lowest areas on campus at an elevation of 630 to 632 feet above sea level.

### **Skokie Campus**

All of Skokie is designated as “No Special Flood Hazard Area - All “Zone X” (NSFHA) by the Federal Emergency Management Agency (FEMA) (the channel section located along McCormick Blvd. is in “Zone A”). Skokie is not mapped by FEMA. Skokie’s Community Identification Number is 171000.

## **Relocation and Continuity of Operations**

In the event that a flooding incident impacts one of Oakton’s two campuses, the non-affected campus can be used to continue operations and critical services until the compromised campus can be restored.

In the event that a flooding incident impacts both of Oakton’s campuses, a predetermined alternate location will be utilized to continue operations and critical services.

## **G. HAZARDOUS MATERIALS**

### **Campus-Specific Information**

Refer to MyOakton Employee Channel for additional information (see Chemical Hygiene Plan).

### **INCIDENT-SPECIFIC PROCEDURES**

Spills and Leakages (General)

#### **BEFORE**

Documentation of all hazardous materials on campus should be compiled and copies given to each department’s/division’s director. All persons handling hazardous materials should be trained in proper handling procedures.

## DURING

A hazardous material release could involve substances such as lab chemicals, asbestos, automotive fluids, or biological materials. To report a hazardous material release, go to a safe distance and call the Oakton Police Department at ext. 1888. Provide the identity, amount, and location of the material. The Police Department will notify the on-duty Oakton Police officer and Facilities staff. Also, the Des Plaines or Skokie Fire Department will be contacted to determine if the facility will have to be evacuated. If a hazardous material release occurs on a weekend or holiday and Facilities personnel are not on campus, the Oakton Police Department will call the local police and fire department's 9-1-1 and inform them of the release. Additionally, contact Facilities staff on-call.

All persons should respond to directions from the Oakton Police and fire department personnel who are on the scene. Do not place yourself or others in jeopardy as a result of the hazardous material release.

- If the release does not represent a hazard beyond its immediate location:
- Ask the occupants to leave the secured area.
- Have a staff member post signs such as "Hazardous Material, Keep Away" in the secured area.
- If unsure about the hazard, proceed with building evacuation.

If the material is unknown or if it poses a hazard beyond its immediate location (e.g., if the substance is in very large quantity, highly volatile, or a toxic compound), evacuate. If possible, to do so safely, position someone at locations outside the immediate spill area to direct traffic away from the spill.

## AFTER

- Refer all external inquiries regarding the spill or its aftermath to Marketing and Communications.
- Chemical Spills and Leakages

Hazardous materials are those chemicals or substances listed by the Illinois Occupational Safety and Health Agency (OSHA) as being subject to special inventory, storage and disposal requirements. In general, any material that is flammable, corrosive, reactive, combustible, explosive, a health hazard and/or toxic is hazardous. If you are uncertain about a substance, consider it hazardous.

A hazardous material accident is defined as requiring more than the person who caused the spill to clean or wipe it up immediately. If, in the judgment of the chemical stockroom manager, biology lab supervisor and/or faculty member responsible for such materials, the spill presents any danger to themselves or other building occupants, the following steps should be taken:

The area where the spill occurred should be evacuated.

Oakton Police Department should be notified at ext.1888.

Appropriately trained personnel should confine or stop the spill using appropriate absorbent materials on hand, avoiding contact with skin, eyes and clothing and/or by shutting the doors of the room.

No one should walk through or stand in any spill areas.

If an evacuation order is issued, individuals should proceed to the designated assembly area. Evacuees should stay in the designated area until a head count can be taken and/or an all clear given to re-enter the building.

If a spill cannot be handled by local resources (e.g. fire department), a vendor specializing in chemical spill emergency responses will be contacted by the occupational/environmental health and safety specialist in the Facilities Department or the Oakton Police Department offices.

## Hazardous Materials Incidents

If you witness a hazardous materials spill, evacuate the spill site and warn others to stay away. Notify the Oakton Police Department office at ext. 1888, or call 9-1-1 if you believe the spill may be life-threatening. If you can determine that the spill is not life threatening, follow the procedures outlined below. If you are a hazardous material user, you should be trained by your supervisor on proper use and storage of hazardous materials. This training should include hazard information, proper procedures for preventing spills and emergency procedures when a spill happens.

If, as a user, you spill a hazardous material or materials:

- Leave the area of the spill first and proceed to a safe location nearby. Then assess if you have the proper training and protective gear to clean up the spill.

If you are able to clean up the spill, follow proper cleanup procedures and use proper personal protection. Manage the generated waste as appropriate. Consult your supervisor if necessary.

- Isolate the spill area to keep everyone away, and post signs as necessary.

If you suspect or witness a release of a hazardous material to the environment (air, water, ground) call 9-1-1 or the Oakton Police Department Office at ext. 1888.

## Chemical/HazMat Spill

Any spillage of a hazardous chemical or radioactive material is to be reported immediately to the Oakton Police Department Office at ext. 1888.

When reporting, be specific about the nature of the material involved and its exact location. The Oakton Police Department will contact the necessary specialized authorities and medical personnel.

The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of Oakton Police Department personnel.

Anyone who may have been contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the Oakton Police Department. Required first aid and cleanup by specialized authorities should be started at once.

Sounding the building evacuation alarm indicates an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

Assist those with special needs in exiting the building! Remember that elevators are reserved for them. Do not use elevators in case of fire. Do not panic!

Once outside, move to a clear area at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

If requested, assist emergency crews as necessary.

A campus emergency Command Post may be set up near the emergency site. Keep clear of the command post unless you have official business.

**Do not return to an evacuated building unless told to do so by college officials.**

### IMPORTANT:

Stay on campus until an Oakton representative can take an accurate headcount of students, faculty and staff. The department supervisor, or designee will take attendance and assist in accounting for all building occupants.

If required, the Facilities Department will contact regulatory agencies (Environmental Protection Agency, Occupational Safety and Health Agency) and contractors for cleanup.

**Note:** Facilities and grounds have received training in the usage of spill kits for minor spills. Facilities will contact outside vendors for spills/cleanup that are beyond their capability.

## Outside Biological, Chemical, or Radiation Threats

When leaving an area could take too long, or expose individuals to harm, sheltering in place is also the appropriate course of action in the event of an outside biological, chemical or radiation threat.

In such a situation, choose a room or office with as few windows and doors as possible. For chemical events, the room should be as high in the structure as possible to avoid gases and vapors, which tend to sink. Please note that this protocol differs from that to be followed in the event of a tornado. (For tornadoes, go to the lowest level.)

Once in the room, close and lock all windows and doors, and place duct tape around windows and doors to make an unbroken seal. If possible, tape plastic over windows as well. Use duct tape to cover any vents and to seal any electrical outlets or other openings.

If time allows, the Facilities Department should shut down the building's physical plant and lock all outside doors and windows. (Locking them may provide a tighter seal against a contaminant.) The physical plant shut down should include turning off air conditioning or heating as well as fans and shutting all doors.

## Blood-Borne Pathogens

### EXPOSURE INCIDENT

An exposure incident is defined as "specific eye, mouth, other mucus membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties."

#### STEPS TO BE TAKEN AFTER EACH EXPOSURE INCIDENT:

Refer to **Blood Borne Pathogens Plan** available in Wellness Services.



# H. MAPS

## Des Plaines Campus

Figure 1: Des Plaines Campus Map

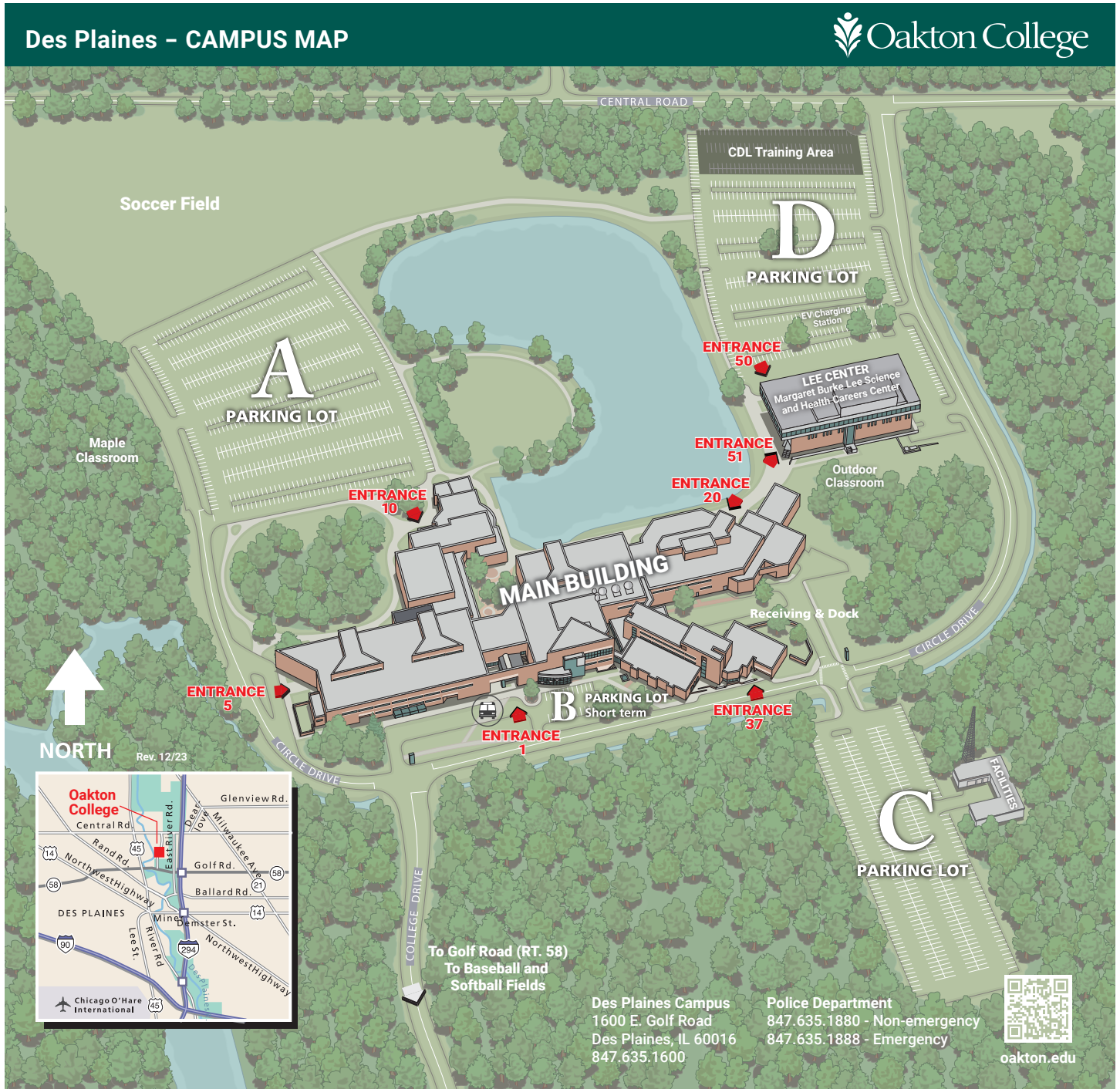


Figure 2: Des Plaines Campus Map - Lower Level

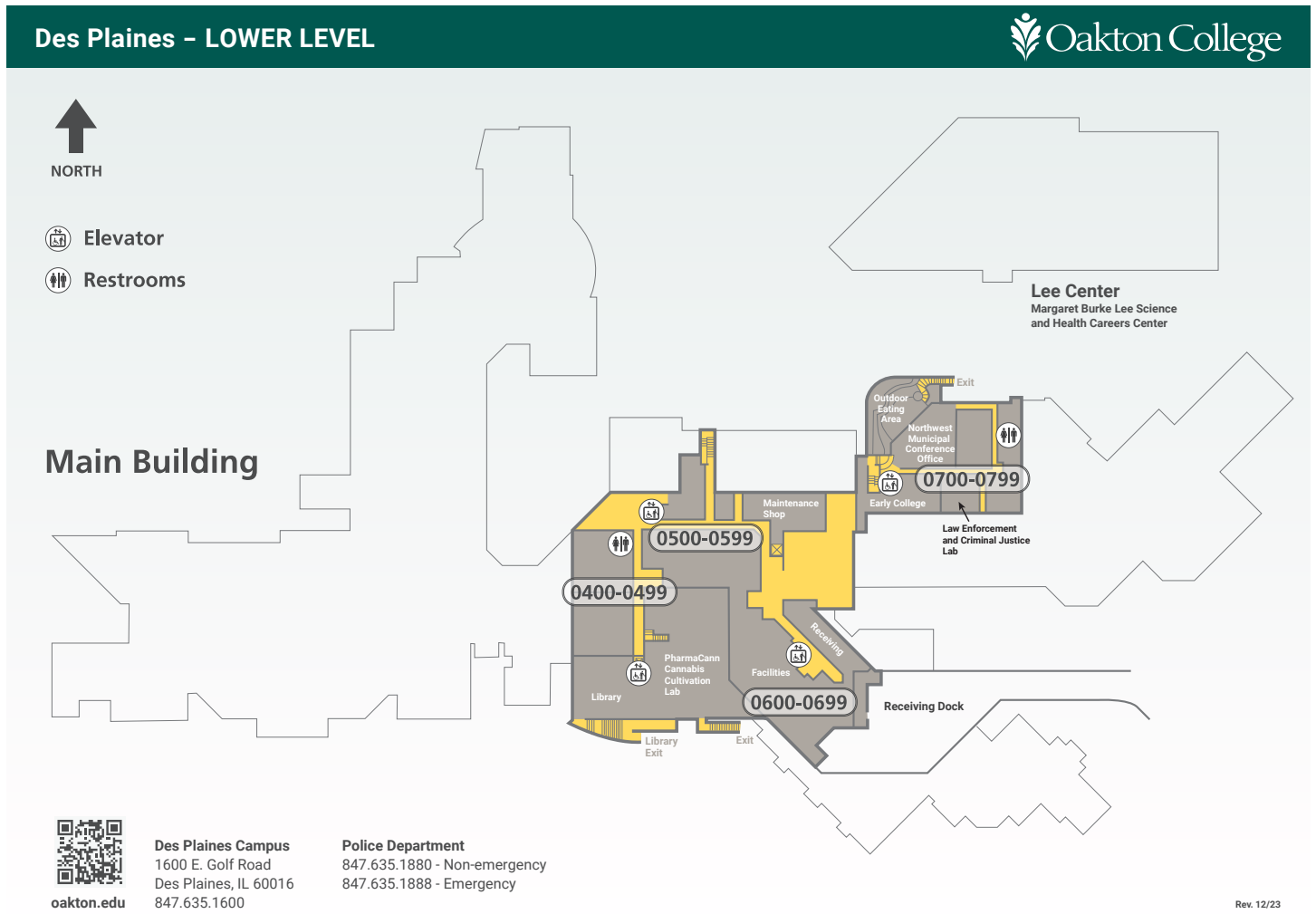


Figure 3: Des Plaines Campus Map - First Floor

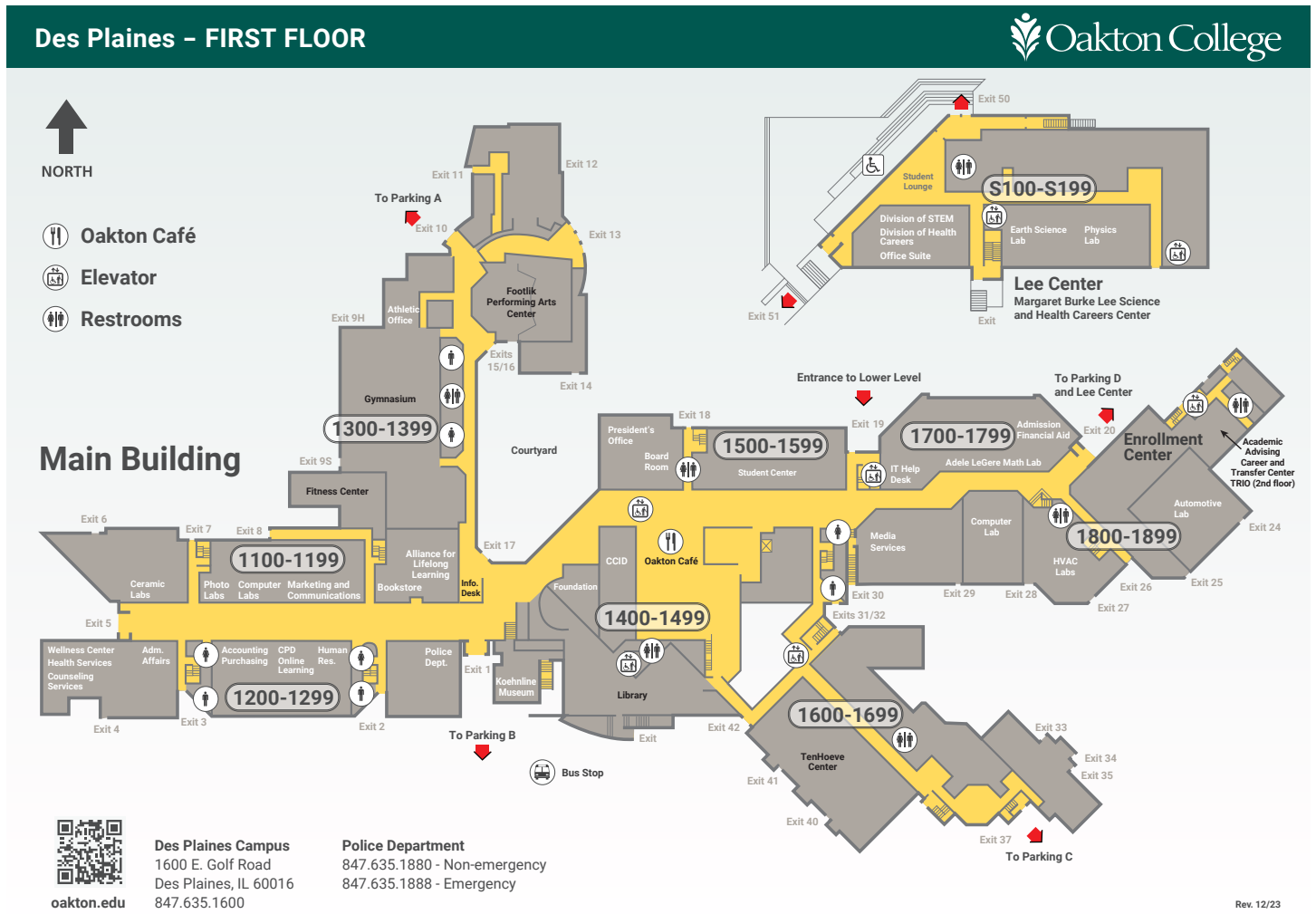




Figure 4: Des Plaines Campus Map - Second Floor

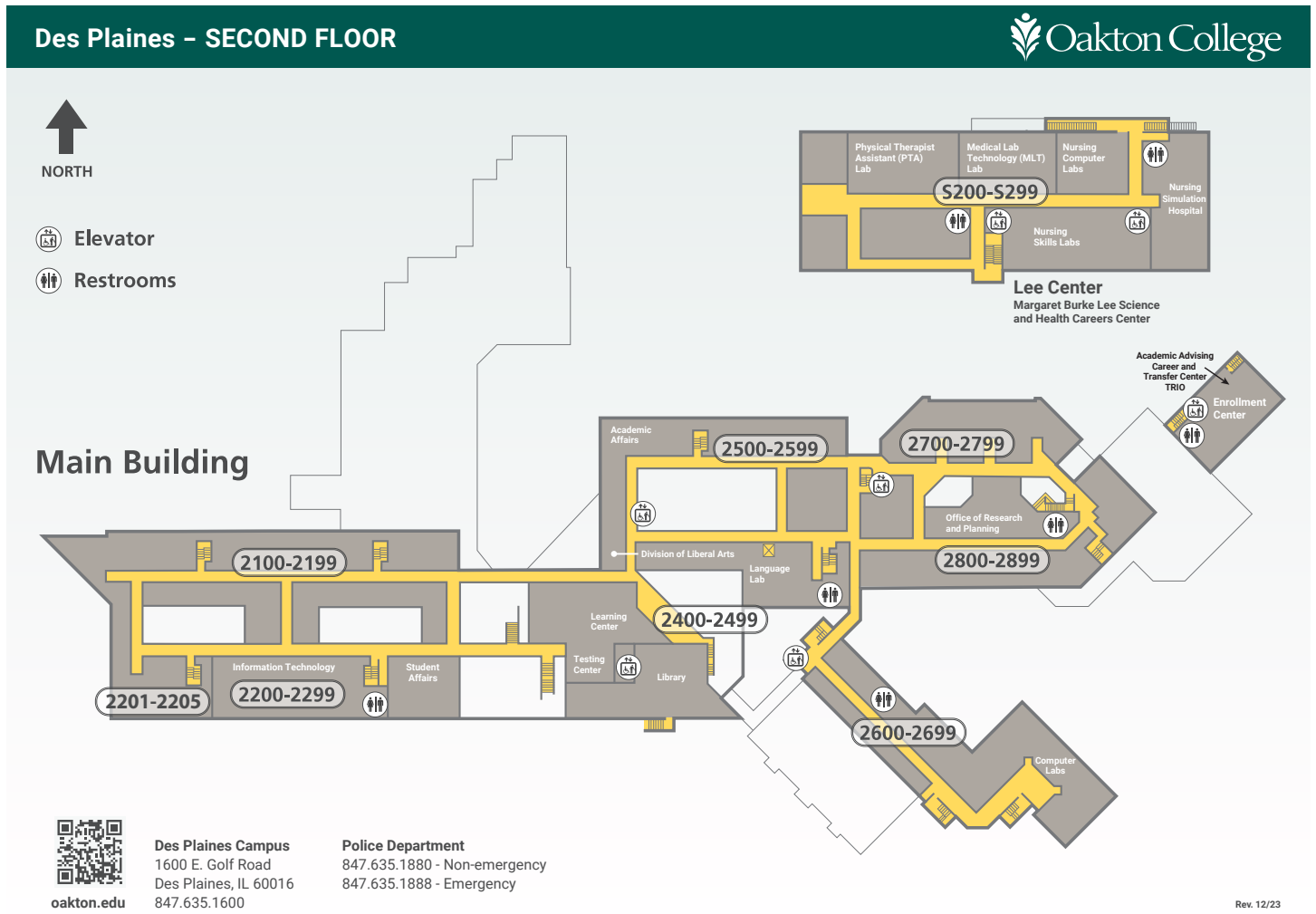
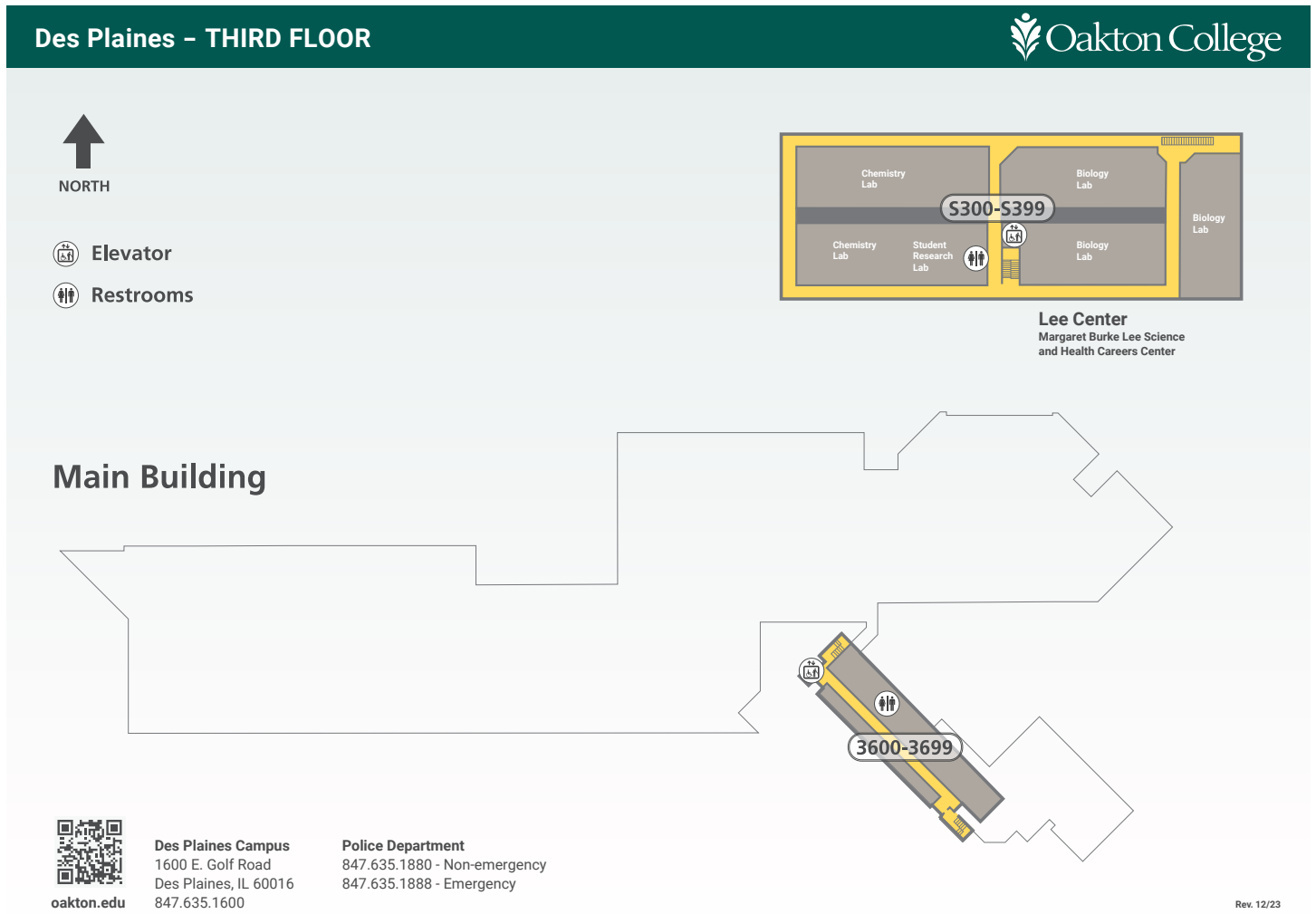


Figure 5: Des Plaines Campus Map - Third Floor



# Skokie Campus

Figure 6: Skokie Campus Map

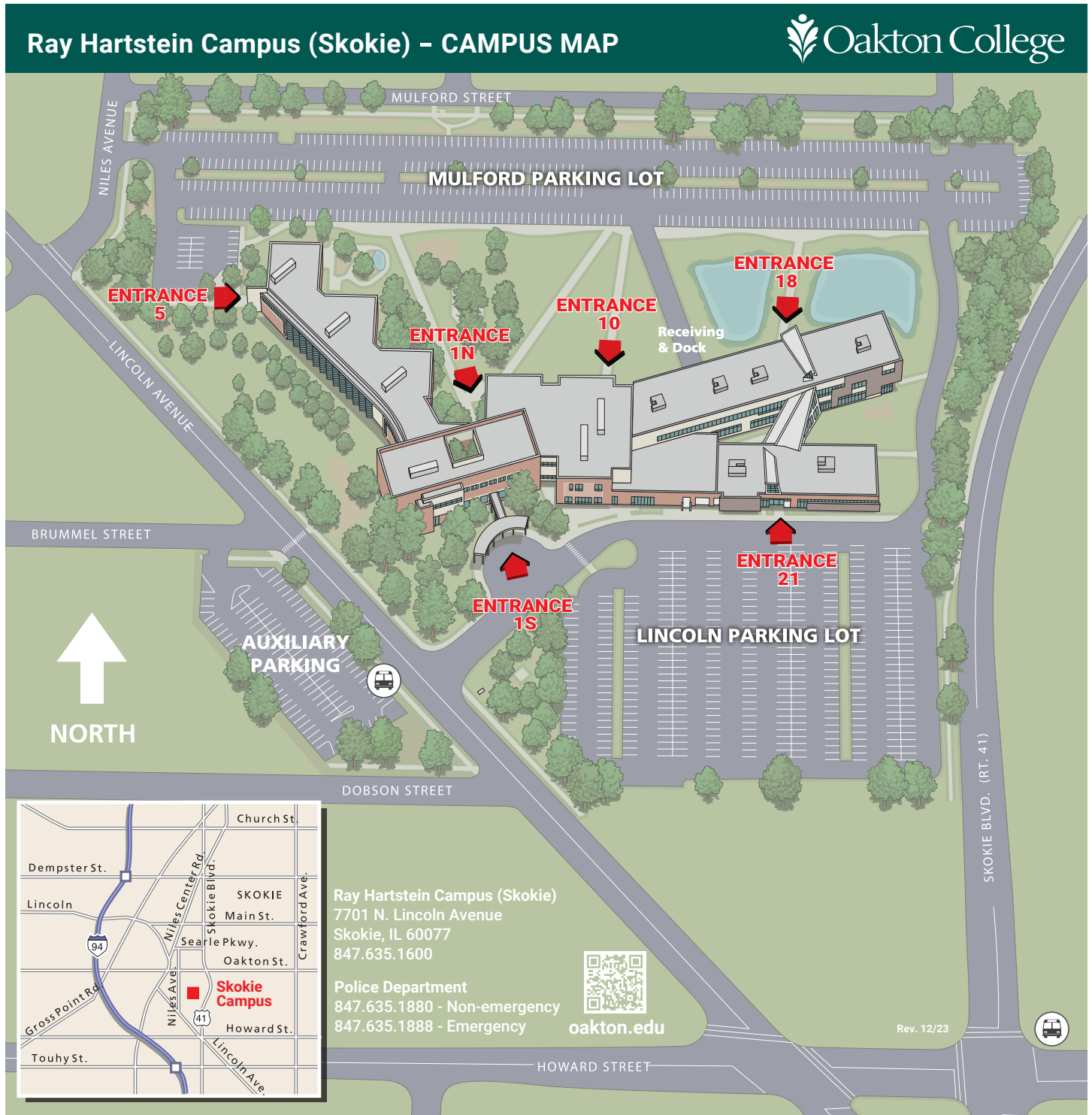


Figure 7: Skokie Campus Map - First Floor

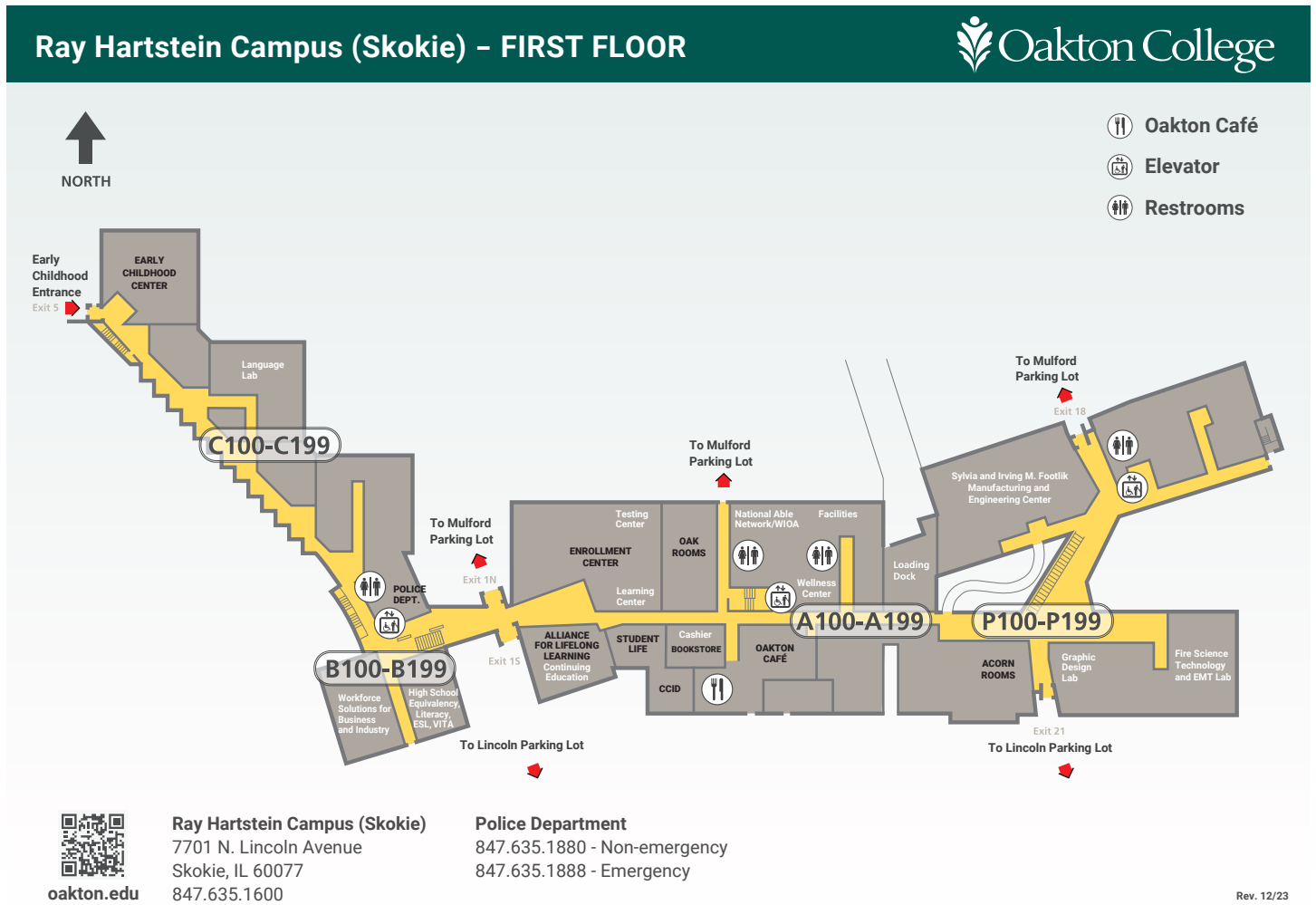
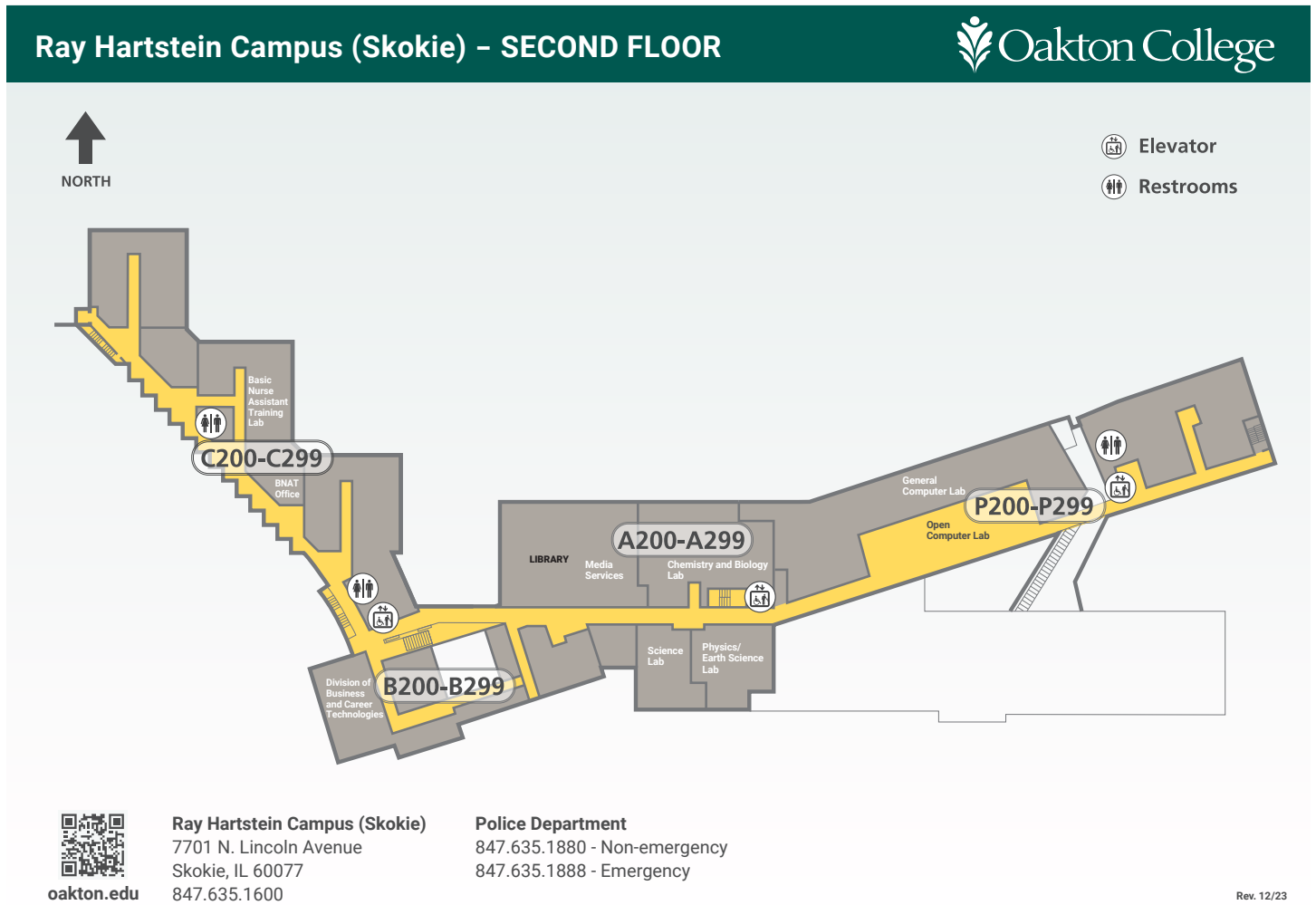


Figure 8: Skokie Campus Map - Second Floor



# I. PANDEMIC INFLUENZA AND CONTAGIOUS DISEASE

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

## Pandemic Influenza

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

See Oakton College Strategic Pandemic Influenza Plan for more information of pandemic influenza response.

### I. PREVENTION PHASE: CODE GREEN

During the Prevention Phase, the campus level of concern will be indicated by the color green. The Executive Staff will remain in the Prevention or green phase as long as local, state, and national health agencies Center for Disease Control (CDC), Illinois Department of Public Health (IDPH), and the Cook County Department of Public Health (CCDPH) indicate that human-to human transmission of pandemic influenza is not in occurrence; an inter-pandemic period exists. Campus stays open.

### II. ALERT PHASE: CODE YELLOW

During the Alert Phase, the campus level of concern will be indicated by the color yellow. The Executive Staff will designate the Alert or yellow phase when local, state, and national agencies health agencies (Center for Disease Control, Illinois Department of Public Health and Cook County Department of Public Health) indicate that small clusters of human-to-human transmissions of pandemic influenza are occurring. A pandemic alert period is declared by the Center for Disease Control.

### III. PANDEMIC RISK PHASE: CODE RED

The Pandemic Risk Phase will be indicated by the color red. The president will designate the Pandemic Risk or red phase when the Cook County Department of Public Health declares a substantial pandemic risk, indicated by large clusters of human transmission of influenza, and possibly rising student, faculty, and staff absenteeism due to illness. The Center for Disease Control declares a pandemic period. Preparation for school closure should be strongly considered and departments alerted.

### IV. PANDEMIC PHASE: CODE BLUE

The Pandemic Phase will be indicated by the color blue. The president will declare a Pandemic or blue phase upon declaration of an emergency by the Cook County Department of Public Health. During this phase, human-to-human transmission of the influenza will be in occurrence in Cook County. The Oakton College campuses should be closed at the request of the president.

### V. RECOVERY PHASE

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

# Contagious Disease Threat

## **BEFORE**

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

## **DURING**

A contagious disease should be reported to the Health Services. Measures should be taken to eliminate contamination. Make sure body substance isolation practices (formerly universal precautions) are used to protect you from blood-borne pathogens or potentially infectious body fluids. Body substance isolation practices assume that all body fluids are potentially infectious. Gloves, hand washing, and eye protection may be needed. If clean-up is needed, contact the Facilities Department. If you feel you were exposed to blood or other infectious materials, contact the Wellness Center (or a medical facility if the Wellness Center is closed).

## **AFTER**

An Oakton Health Incident Report form should be completed as soon as possible and filed with Health Services and Business Services departments. This form can be obtained in the Wellness Center or the Oakton Police Department (if the Wellness Center is closed). Effectively preventing future contamination requires that we fully understand the causes involved. Please be as detailed as possible when documenting a contamination.

# J. REUNIFICATION

**Purpose:** The purpose of this annex is to establish procedures and options for emergencies affecting campus that can be used to reunite students, staff, faculty, and visitors with friends and family, and minors with their custodial parents. Reunification can occur on or off campus and planning for both options must be part of any emergency plan.

**Note:** Special consideration must be given to the Early Childhood Center at the Skokie campus for reunification in accordance with their own authorities, policies, and procedures.

## Definitions

**Reunification:** Procedure implemented for the reunification of students and faculty if a campus is evacuated or closed as a result of a hazardous materials transportation accident, fire, natural gas leak, flooding, earthquake, campus violence, bomb threat, terrorist attack or other local hazard. This process may occur on-site or off-site dependent on the threat or direction from first responders.

**Reunification Site Commander:** Person responsible for implementing managing the process at the designated site location.

**Reunification location:** The reunification location may be on campus property or at a designated off-site location. Each campus must identify a primary on and off-site location that can accommodate students and faculty. Appropriate off-site locations include but are not limited to local schools, churches or other facilities that are protected from the weather.

## General Procedures

### BEFORE

Oakton must establish a safe area reunification site with alternate locations. These areas must be away from both the damage and/or crime scene.

Student and faculty emergency contact information should be updated each semester.

### DURING

- In a typical reunification release, the following steps will be followed:
- Campuses will implement their notification protocols to notify students/faculty of the emergency.
- Students and faculty must be notified of the location they are to evacuate.
- Victim advocates and or crisis mental health counselors should be requested to deploy to the Reunification site to support students and faculty.
- Procedures to notify parents of minor children on campus must be established
- Picture I.D. is required for parents to insure the person requesting the minor child matches the student.
- Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- If the child is in the first aid area, the parent will be directed to that area for reunification with their child/children.
- Because of the traumatic nature of emergencies, reunification sites are designated neutral sites.

### AFTER

Release information related to counselling and victim services, vigils, and other support resources to the affected community.



## Roles and Responsibilities

Collaboration between the Incident Management Team, Oakton Police Department, and Student Affairs will be necessary for patient tracking and coordinating all reunification activities.

On-site faculty responsibilities will be to:

- Remain calm
- Keep students together
- Take attendance and account for students. Identify students that are missing as well as students that may not be assigned to your class.

## Supplemental Considerations

Shortly after the incident, the media will have a presence near your campus. The Public Information Officer, part of the command staff operating under the Incident Command System, will deal with the media in conjunction with law enforcement or fire departments. The Reunification Site is limited to affected students, employees, and their significant others. The Public Information best practice is to establish a designated media debriefing area and commit to providing scheduled updates.

Translators may need to be available at various checkpoints.

Ensure special needs students and faculty are assisted. Request help

Some parents of minor children may refuse to cooperate with the student/parent reunification process. This situation can be diminished, to some degree, if parents are informed about the campus release procedures before the disaster or emergency occurs.

Students, faculty, and parents may be emotional when arriving at the reunification site. Have counseling available to deal with issues that exceed your area of expertise.

Other resources to utilize if necessary: American Red Cross, victim advocates, community outreach, administrative staff, local/county emergency management personnel.

## K. VIOLENCE

**Purpose:** The purpose of this annex is to establish plans, procedures policies and guidelines to provide for violent incidents that may occur on either campus distinct from active threat events, which are discussed in detail in Annex A: Active Threat.

### RADAR Team

The purpose of the Risk Assessment to Determine Appropriate Response (RADAR) team at Oakton College is to promote the safety of the campus community by identifying students in crisis and facilitating a response. The team also seeks to be a resource to the campus community by providing information, communication and resources with the goal of helping students and eliminating possible violence or disruption to campus life.

### Team Composition

The team will be made up of professional staff who are trained to work with students in crisis and also reflect a diversity of areas within both campuses. The goal is to have multiple possible avenues of communication within various areas of both campuses to get information to and receive information from the team. The permanent team members will include:

- Vice President of Student Affairs
- Dean of Counseling
- Chief of Police & Emergency Management
- Counselor(s) and/or Care Coordinator(s) from the Counseling Center
- Other members may be consulted as needed including members from the Skokie campus.

### Responsibilities

The team will be responsible to gather information on students that may be in crisis to the extent that they have the potential to affect the larger campus negatively. The team members will seek to prevent potential campus violence by identifying students in need and making follow up recommendations that serve to meet the needs of the individual student and the campus. All information shared in the team meeting is confidential and will only be shared if the team decides that the sharing of information is warranted.

The team will communicate with the larger campus about the purpose, goals and procedures for assigning a student of concern to the team. They will encourage individual faculty to continue to raise student issues with their deans and counselors with their dean of wellness. Staff should communicate student concerns to their direct supervisors. The RADAR team should not be utilized as a first referral source but should be used as a secondary referral source.

The team will work with other Oakton community members to provide educational opportunities and training for staff and faculty as to how best to identify and work with students in crisis. They will also seek out resources and training to stay updated on the crisis prevention literature to inform their work as a team. They will also have a liaison from the Risk Assessment to Determine Appropriate Response team to be in contact with the campus-wide emergency response planning team to support the overall implementation of emergency procedures.

This team will also serve the functions outlined in the Campus Security Enhancement Act of 2008 for the requirement of having a Campus Violence Prevention Committee and Behavioral Intervention Team (BIT).

## Procedures

If an Oakton College community member has a concern about a student, they can fill out form that is found on myOakton. The electronic form will be sent to the Student Affairs Office and the team will assess the situation and determine the action steps necessary. Additionally, a representative will present the information at the next scheduled Risk Assessment to Determine Appropriate Response meeting. If it is an emergency any member of the team can call the group together before their scheduled meeting.

Concerns about an employee of the college who might be in crisis or need assistance should be directed to the Human Resources Department for consultation and referral options.

Once the form has been filled out, it will be discussed at the meeting and recommendations will be made for follow up. All information will be confidential within the team and will not be shared outside the meetings unless it is determined that other college employees have a legitimate “need to know” as defined by the Family Educational Rights and Privacy Act (FERPA) and/or the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The chair, or his/her designee, of the Risk Assessment to Determine Appropriate Response team will inform the individual who filled out the form as to the recommended actions. Different members of the team may be asked to take action and one person will be appointed to record these actions.

All information, supporting documentation and follow-up records will be stored in a fire-walled, non-educational software platform maintained by the Office of the vice president of Student Affairs. These records will be sunset at regular intervals but kept indefinitely.

These records will not become part of the student’s educational record unless the behavior of the student violates the Students’ Code of Conduct. If an individual’s behavior rises to this level, the vice president for Student Affairs will then take over the process and it will not be addressed by the Risk Assessment to Determine Appropriate Response team.

## Questions or Information

Additional questions about the Risk Assessment to Determine Appropriate Response team should go through the vice president of Student Affairs Office.

## Violent/Criminal Incidents

All members of the campus community are responsible for assisting in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

**Suspicious or threatening situations should be immediately reported to the Oakton Police Department Office by dialing 9-1-1 or ext. 1888 from any campus phone. The report should include information about:**

- The nature of the incident.
- Location of the incident.
- Description of the person or persons involved.
- Description of the property involved.

*\* Do not attempt to confront or detain the criminal suspects.*

# Criminal Sexual Assault

## Reporting a sexual assault:

Any student, employee or visitor who is the survivor of a sex offense, forcible or non-forcible, is encouraged to report the assault to college authorities or Oakton Police Department. Reports of a sexual assault will be taken even when the incident did not occur on campus and anonymous reports will be taken. If a survivor so chooses, the survivor may be assisted by college authorities in reporting the assault to the proper law enforcement authorities (if the incident occurred off of college property). After making the report, the survivor is not obligated to continue with legal or college disciplinary action. The assault may be reported to:

1. Oakton Police Department, in person or by calling 847-635-1888
2. Any office on either college campus

## Preserving evidence of a sexual assault:

Sexual assault survivors have the right to determine their extent of participation in the medical procedures and evidence processes being offered.

After a sexual assault, it is very important that the survivor receive a medical examination for health and evidentiary reasons if the survivor decides to do so. A survivor allowing the collection of physical evidence from their body should not wash, use the toilet, or change clothes before seeing trained medical personnel. If clothes are changed, those worn during the assault should be placed in a paper bag and should be taken to the examination. Even if the survivor communicates that they will not prosecute, it is important to gather as much evidence as possible in case the survivor decides to pursue criminal charges at a later date.

## Coping with sexual assault:

Survivors of a sexual assault may find it helpful to discuss their experience with a counselor. Oakton counselors are available to meet with survivors in an informal and private setting. The counselor can assist by changing a survivor's academic situation, by serving as a source of referral to outside agencies, and by providing information about on-and-off campus reporting, prosecution procedures, and the college disciplinary process. Oakton counselors may be contacted by calling 847-635-1744.

Survivors of a sexual assault may also receive free, confidential, twenty-four-hour, counseling by calling the Oakton College Health Services Department for a list of external counseling organizations. The Health Services Department can be reached at 847-635-1885 for Des Plaines and 847-635-1419 at Skokie.

The advocates at these counseling organizations can assist survivors with the police investigation process, medical examination, court proceedings and any additional support or needs.

## Oakton's response to a sexual assault:

Sexual assault is a criminal act which subjects the perpetrator to criminal and civil penalties in state and federal courts. Besides the sanctions that can be imposed in court, Oakton will respond administratively if a sexual assault or other criminal offense involves a student or employee as the offender. Students and employees are subject to applicable Oakton College policies and disciplinary procedures, including policies prohibiting sexual harassment. Sanctions may include suspension or expulsion for student offenders or termination of employment for employees.

Student survivors may commence a disciplinary action by submitting a written, signed statement detailing the incident to the vice president of Student Affairs. The accuser and accused are entitled to the same opportunities to have others present during the disciplinary hearing. In the case of sexual assault, both the accuser and accused shall be informed of the outcome.

Sex Offender Registration: According to the Campus Sex Crime Prevention Act (Megan's Law):

- Any registered sex offender who is enrolled as a student, carries on a vocation, or is employed at an institution of higher learning, must report their status as a student, carrying on a vocation, or as an employee to the local law enforcement authority in the jurisdiction with the authority over the institution. The following are Oakton's campus locations and associated law enforcement agencies for registration:
  - **Des Plaines Campus – Des Plaines Police Department**
  - **Skokie Campus – Skokie Police Department**
- Upon receipt of this information, the local law enforcement agency will forward it to the Oakton College Police Department where it will be compiled and made available to any made available to any member of the public, upon request. Juvenile information will not be available.

For further information regarding the Sex Offender Registration Program, please access the Sex Offender Registration Guide at <https://isp.illinois.gov/Sor/FAQs>. For more information regarding "Megan's Law," reference [www.meganslaw.psp.pa.gov/Home/TermsAndConditions](http://www.meganslaw.psp.pa.gov/Home/TermsAndConditions).

## Order of Protection

Domestic violence is a crime. Any person who hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has broken Illinois Domestic Violence law. Under Illinois law family or household members are defined as:

- family members related by blood;
- people who are married or used to be married;
- people who share or used to share a home, apartment, or other common dwelling;
- people who have or allegedly have child in common or a blood relationship through a child in common;
- people who are dating or engaged or used to date, including same sex couples; and
- people with disabilities and their personal assistants.

## Orders of protection

An order of protection is a court order which restricts an abuser and only is available to family or household members. An order of protection may:

- prohibit abuser from continuing threats and abuse (abuse includes physical abuse, harassment, intimidation, interference with personal liberty, or willful deprivation)
- bar abuser from shared residence or bar abuser while using drugs or alcohol;
- order abuser to stay away from you and other persons protected by the order and/or bar abuser from your work, school, or other specific locations;
- require abuser to attend counseling;
- prohibit abuser from hiding a child from you or taking a child out of state;
- require abuser to appear in court or bring a child to court;
- give you temporary physical possession of children or give you temporary legal custody;
- specify visitation rights (if and when visitation is awarded);
- bar abuser from accessing child's records;
- give you certain personal property and require abuser to turn it over, or bar abuser from damaging, destroying or selling certain personal property;
- require abuser to pay you support for minor children living with you, require abuser to pay you for losses suffered from the abuse, require abuser to pay for your or your children's shelter or counseling services;

- require abuser to turn weapons over to local law enforcement, if there is danger of illegal use against you;
- prohibit abuser from other actions; or
- to protect you, require abuser to take other actions.

## Police Responsibilities

Any student, employee or faculty member that obtains an Order of Protection that identifies Oakton College as a safe haven shall notify the Oakton Police Department. The Oakton Police Department will document the Order of Protection, notify LEADS and maintain a copy of the Order of Protection on file.

Law enforcement officers should try to prevent further abuse by:

- arresting the abuser when appropriate and completing a police report;
- driving you to a medical facility, shelter or safe place or arranging for transportation to a safe place;
- taking you back home to get belongings;
- if there is probable cause to believe that weapons were used, taking those weapons;
- telling you about your right to an order of protection; and
- telling you about the importance of saving evidence, such as damaged clothing or property and taking photographs of injuries or damage.

## Disturbances and Demonstrations

Campus demonstrations such as marches, meetings, picketing, etc., will be peaceful and nonobstructive and in accordance with college policy. A demonstration should not be disrupted unless one of the following conditions exists as a result of the demonstration:

- Interference with normal operations of the college.
- Prevention of access to college facilities, roadways, parking lots.
- Threat of physical harm to persons, or damage to college facilities.

If any of the above conditions exists, contact the Oakton Police Department at 847-635-1888 or ext. 1888. Provide as much information as possible concerning the situation and circumstances.

## Communications

If college administrators deem it necessary to terminate a demonstration because it has become disruptive according to the criteria outlined herein, a statement will be issued to the demonstrators. This statement will include the following information as well as any other information deemed necessary:

- An order to disperse.
- An announcement of immediately applicable sanctions including possible arrest or suspension from school.

## Responding to an Individual in Crisis

It is important to recognize when individuals are demonstrating crisis behavior and acting proactively to refer them to the most appropriate resources available both on and off campus. Early intervention not only helps the individual in question but helps keep a crisis situation from turning violent.

Oakton's "Individual Crisis Prevention and Intervention Plan" identifies escalating warning signs that may indicate that an individual is in crisis. These range from a drop in academic performance, withdrawn behavior and negative interactions at the lower risk level to threatening or violent behavior at the extreme risk level. The plan provides actions that faculty and staff can take at each level of risk.

Additionally, the plan identifies a "RADAR Team" of campus professionals who have the expertise to assist faculty and staff dealing with an individual who may be in a crisis mode.

## Mental Health Emergency

A mental health emergency is defined as a situation involving an individual who is demonstrating irrational and/or distressed behavior which would be harmful to self or others, or other behaviors indicating emotional distress.

In an emergency situation, such as overtly threatening behavior constituting an immediate threat to self or others, seek help IMMEDIATELY by calling 9-1-1 or the Oakton Police Department 847-635-188 or extension 1888 from a college phone.

In non-emergency situations, refer students to the Office of Student Affairs or Health Services. Refer faculty and staff to the Human Resources Department, Counseling Services or the Health Center, or the Oakton Police Department.

- Express your concern directly to the individual
- Make referral and offer to accompany them
- Watch for changes in behavior such as:
  - Significant changes in academic or work performance
  - Changes in attentiveness or social interaction
  - Severe loss of emotional control
  - High levels of irritability
  - Changes in hygiene or speech (impaired or garbled)
  - Verbal or written expression of depressive, or suicidal, or violent thoughts.

## Suicide Attempts and Threats

A suicide attempt, threat or gesture is defined as any situation in which a person performs or threatens a behavior with the intent of harming themselves or gives the appearance of such intent.

### Additional Considerations

#### BEFORE

All persons should be prepared to be good witnesses by paying attention to details of situations and descriptions of individuals.

#### DURING

To report any unlawful, threatening, or suspicious activity, call the Oakton Police Department and give your name, location, telephone number, and details regarding the occurrence. To the extent that good judgment dictates, remain near the disturbance area, or meet and direct the Oakton Police Department and emergency personnel to the area. If the situation allows, write down the details of the incident and the descriptions or names of people involved in the incident, and forward this information to the Oakton Police Department. If applicable, note height, weight, gender, race, facial hair, scars, tattoos, age, clothing, vehicle description and license number.

If other persons in the area may be threatened by the activity, lead them from the area to a safe place. Use your own good judgment, but do not endanger other persons doing so. Remain physically and mentally alert, keep calm and do not panic. Do not take any unnecessary risks that may endanger yourself or anyone else in the area.

Oakton Police Department will take actions appropriate to the situation including proper notification and reporting of facts and observations. Detailed information is essential to law enforcement in responding to reports of criminal behavior.



## L. WARNING AND NOTIFICATION

**Purpose:** The purpose of this annex is to describe the methods, mediums, and procedures Oakton uses to warn and notify the campus community of an emergency incident.

There are seven methods of communication currently available to notify the campus community of an emergency situation and immediate response initiatives:

- Fire Alarm
- Telephone
- Public Address System/Informacast
- Email
- Internet (Oakton's web site)
- In-person with bullhorn
- Alert!Oakton mass notification system (text, email, cell phone, social media)

### Fire Alarm

Visual and audible fire alarms are strategically placed around campus for notification purposes during an emergency on campus, not just a fire. Fire alarms will be treated as actual emergencies until officially determined otherwise.

### Telephone

All Oakton College campuses have telephone service. The switchboard operator can be reached by dialing "0" from any telephone. **However, extension 1888 goes to an emergency telephone at the Oakton Police Department. The extension 1888 is designated for emergency purposes only.**

The switchboard is open from 7:30 a.m. until 10 p.m. Monday through Thursday, from 7:30 a.m. until 5 p.m. on Fridays, and from 8 a.m. until 12 noon on Saturdays.

**In the event of an emergency situation when the switchboard is closed, call 9-1-1 and then Oakton Police Department at extension 1888 or 847-635-1888.**

Emergency call boxes are located in the parking lots at the Des Plaines and Skokie campuses. By pushing the button on the box, the Oakton Police Department will be automatically notified of the location of the activation. Radio and/or phone communication is then established with the caller.

Do NOT use wireless technology (including cell phones, pagers, and radios) during an emergency that may involve a bomb threat or a gas leak. This may cause bomb detonation or a gas explosion.

### Public Address System

Oakton's public address system is used primarily for communication of priority and emergency messages to major segments of the college community. Examples of priority and emergency messages include warnings of a severe weather condition, warnings of an impending natural disaster, or evacuation instructions.

Messages dealing with emergencies will be announced in all areas of all buildings.

The Oakton Police Department and Information Technology Department manage the central paging system. Select stakeholders on each campus know the access codes to access the public address system for each building on each campus.



## Bullhorns

Hand-held bullhorns (megaphones) will be used by response personnel to supplement the public address system, or in the event that the public address system is not functioning. Bullhorns will be used primarily for communication of priority, emergency and college business messages to major segments of the college population. Examples of priority and emergency messages include warnings of a severe weather condition, warnings of an impending natural disaster or evacuation instructions.

Messages dealing with emergencies will be announced in all areas of all buildings.

## Internet and Email Systems

Oakton's Internet website will be used to provide information and warnings regarding existing emergency conditions, in as timely a manner as possible. Messages will be brief and informative.

Oakton's email system may be utilized to provide staff/faculty and students with lengthier information and resource materials. As currently configured, Oakton's email is best suited for use in providing follow up information rather than to communicate during the emergency.

## Mass Notification System (ALERT!OAKTON)

The college will utilize the Alert!Oakton mass notification system during emergencies so that students, staff and faculty members can be notified by registered email, text message, cell phone, or other phone device. This system requires that individual college community members register for this notification service, in order to receive emergency messages through personal devices like a cell phone, pager, or home phone. Unregistered individuals will receive emergency information through college email, the Internet, and other public systems.

## M. WEATHER

**Purpose:** The purpose of this annex is to establish plans, procedures policies and guidelines to provide for the severe weather-related incidents most applicable to each college campus. This annex considers tornadoes, inclement weather, lightening, and various forms of severe weather (heat, cold, hail, and snow). Flooding has its own annex in this document describing the nuances and procedures for that incident type distinct from other weather-related incidents.

## Tornado

### BEFORE

Tornadoes and certain types of accidents or attacks, such as biological, chemical or radiation threats, may make going outside dangerous. In such cases, it may be safer for people to stay indoors.

"Sheltering-in-place," means people make a shelter out of the place they are in. It is a way for people to make the building as safe as possible to protect themselves until help arrives. Students and employees should immediately proceed to the shelter designated for the building they are occupying, assisting any special needs persons in the area. Employees and students are encouraged to stay on campus, and faculty and staff should direct students to take shelter in buildings rather than leave campus.

In the event of a tornado-related emergency, proceed to the building's lowest level and crawl under a strong table in the middle of the building, or crouch next to an inside wall away from windows and doors. All persons should identify the shelter closest to their workstation or classroom and become familiar with other shelters throughout the campus. The tornado shelters are identified in the guides posted in classrooms, labs, offices and on the doors of shelter locations.

## **DURING**

Oakton has weather alert radios on campus.

If severe conditions warrant, Oakton Police Department will use the public address system to announce a tornado warning. Students and employees should immediately proceed to the shelter designated for the building they are occupying and assist any handicapped persons in the area. Employees and students are encouraged to stay on campus and not to leave the buildings. Employees should direct students to take shelter in the building (going to lowest level of the building, away from windows and exterior doors). In the event a person cannot get to the basement, they should seek shelter in an interior room or office, away from windows, or in a reinforced stairwell.

Instructors and supervisors should account for the students, employees and visitors in their areas and assist any handicapped persons as well as offer help to any who may be injured. Non-ambulatory victims should NOT be moved until qualified medical or first aid personnel arrive.

All persons should remain in the designated shelter areas until advised that the danger has passed. This announcement will be made on the same basis as notification to take shelter. If telephones and the public address system become inoperable during the tornado, individuals will need to listen to a radio for updates canceling the warning and use their own good judgment as to whether or not it is safe to leave the shelter.

Do NOT shelter in an automobile in the Oakton parking lot. If you are driving in an automobile, never try to outrun a tornado. If you must proceed, drive at a right angle to the tornado's path. If it appears you cannot avoid it, get out of the car and take refuge in a ditch, culvert, under a bridge, in a depression, or lie face down on the ground if none of these are available. A list of tornado safe locations on both campuses is maintained by Facilities.

## **AFTER**

Refer all external inquiries to Marketing and Communications.

## **TORNADO WATCH**

A tornado watch means that tornadoes are likely to develop. Tornado watches are announced by the National Weather Service when weather conditions are developing that could produce a tornado in the Des Plaines or Skokie area. Oakton Police Department will monitor the National

Weather Service announcements. Be prepared to move to a place of safety if the tornado watch should be upgraded to a tornado warning.

## **TORNADO WARNINGS**

A tornado warning means that a tornado has actually been sighted somewhere in the general area. Tornado warnings are announced by the National Weather Service and/or by the Civil Preparedness sirens that sound when a tornado has actually been sighted in the Des Plaines or Skokie area. At any time the National Weather Service, state or local police communications, or other information indicates that Oakton is in the path of an approaching tornado, a siren in the community will be activated. When a tornado is confirmed to be in or near the area of the campus and Oakton Police Department will make the determination to use the public address system to make an announcement to take shelter.

All persons should seek immediate shelter from the approaching tornado.

Everyone should leave rooms that have windows or move away from objects that could harm them if these objects were to fall or become airborne. Leave an office and/or classroom if one or more of the walls is an outside wall. Once in a safe place, sit down on the floor and protect your head from flying objects by placing your arms over your head.

In the event of an official tornado warning, all individuals are encouraged to proceed to the designated areas of their building.

Stay in these designated areas until the all-clear sign has been given by the Oakton Police Department or by a designated person.

### **THINGS TO REMEMBER**

- Do not leave the building you are in unless otherwise instructed.
- Seek shelter immediately (NOT within an automobile).
- Do not use elevators.
- Stay clear of large, open areas and outside walls.
- Stay clear of windows.
- Stay calm and protect yourself from any flying objects.
- If there is no time to go to the designated area, select the safest and most structurally sound part of the building.

## **Inclement Weather**

As a general policy, Oakton will not cancel classes when inclement weather conditions occur. However, if severe weather conditions warrant, Oakton may cancel classes or delay the start of classes.

A decision on canceling or delaying morning classes will generally be made by 5 a.m., and a decision relating to evening classes will generally be made by 3 p.m. Information on the closure or delay will be provided to a centralized clearing house system for media notification. (Staff and students may access this information at [oakton.edu/closing](http://oakton.edu/closing), or listen or watch for the announcement on local radio and television stations). An announcement of the closure or cancelation will be posted on the Oakton web site at [www.oakton.edu](http://www.oakton.edu). Also, the Alert!Oakton emergency notification system will be used to provide an email, text, and/or phone message to any student and staff/faculty members that are registered for this system.

In all cases, students, faculty and staff should use their best judgment and not endanger themselves to attend classes. The following procedures will be followed when conditions warrant.

### **PROCEDURES FOR DAY CLASSES AND ACTIVITIES**

**Snow Storms:** Night maintenance, custodial staff or Oakton Police Department staff will notify the Facilities staff when any snow has accumulated on campus. Work crews will report to start clearing the campus as directed by the director of the Facilities department. On occasion, classes may have to start late to allow crews to clear the streets and parking lots. The director of Facilities or the chief of police will generally call the vice president of Administrative Affairs by 4 a.m. The vice president of Administrative Affairs will notify the president and make the recommendation to delay or cancel classes. If a decision to cancel or delay classes is made, the notification procedure outlined in paragraph two of this section will be followed.

## Lightning

Oakton College ensures the safety of outside field users and campus community members\* from the possibility of lightning strikes. This applies to all outdoor activities including, but not limited to athletics, camps, concerts and other outdoor events.

A judgment call is necessary to make the decision to evacuate from outdoor areas because of a potential lightning strike. Using good judgment includes monitoring weather patterns on the Internet or using the “Flash-to-Bang” method. The Flash-to-Bang method is counting seconds between the observation of lighting and the audible sound of thunder. Each second counted indicates how many miles away the lightning occurred. Using this method, lightning within ten miles (ten seconds) would merit evacuation. Under this condition, students, faculty, and staff must be evacuated to indoor shelter.

*\* No one should remain outside during a thunder or lightning storm.*

## Severe Weather (Cold, Heat, Snow)

**If it becomes necessary to close the college due to severe weather conditions, the following procedures will be initiated:**

1. The chief of police or the director of Facilities will notify the vice president of Administrative Affairs.
2. The vice president of Administrative Affairs will communicate the situation to the president.
3. When the decision to close the college is reached, the Oakton Emergency Closing procedure will go into effect.
4. A decision to cancel day classes will generally be made by 5 a.m.
5. A decision to cancel evening classes will generally be made by 3 p.m.

### For school closing announcements:

1. Listen to local radio stations.
2. Watch local news.
3. Go online to [oakton.edu/closing](http://oakton.edu/closing)
4. Go online to [www.oakton.edu](http://www.oakton.edu).