
EMERGENCY RESPONSE PLAN



ILLINOIS VALLEY COMMUNITY COLLEGE

District No. 513
815 North Orlando Smith Road
Oglesby, Illinois 61348

September 2024

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MISSION STATEMENT

It is a mission of IVCC to maintain and enhance safety on our campus through a dynamic, multifaceted community partnership promoting cooperation and communication in all phases of the prevention, management, and resolution of any incidents.

PURPOSE

Illinois Valley Community College, in cooperation with the Oglesby Police and Fire Departments and the LaSalle County Sheriff's Department, developed this guide to proactively address safety and security issues that may impact our campus.

The purpose of this plan is to present different strategies to maximize the safety of all members of the college community. In order for any set of policies to work, they must be established and implemented with the participation and support of the Board of Trustees, the President, administrators, faculty, staff, and students. Without such shared responsibility, the chance of such policies being successfully implemented and accepted is significantly diminished.

Everyone working to prevent or respond to a College crisis should be aware that no strategies in this or any other publication provide any guarantees against violence. College staff responses are provided as examples of common practices and may vary depending on unusual circumstances, or the training, knowledge, and experience of the responding personnel.

PLAN MAINTENANCE

Training on the content and use of this plan should be provided initially and supplemented with follow-up training regularly. This plan should be updated as needed in order to reflect changes in personnel and contact information as well as innovations for response. Copies of this plan should be maintained at these strategic locations: President's Office, Campus Security, Marketing and Communications Department, the Business Office, the Oglesby Police and Fire Departments, the LaSalle County Sheriff's Department, as well as posted on the College's website.

CONTACT INFORMATION

**FOR MORE INFORMATION OR CLARIFICATION, PLEASE CONTACT:
KATHY ROSS, VICE PRESIDENT FOR BUSINESS SERVICES AND FINANCE
815-224-0419**

GENERAL INFORMATION

Depending on the nature of the emergency, IVCC's Campus Security, Administrators, Director of Facilities, IVCC First Responders, Oglesby Police and Fire Departments, LaSalle County Sheriff's Department, and the Hazardous Materials coordinator may be involved in a situation. College personnel will work closely with responding agencies, assisting to the degree they are trained and it is safe to do so.

The IVCC First Responders are a specially trained team of employees that can render first aid to students, staff, faculty, or other campus patrons in an emergency. Anytime the First Responder team is deployed, 911 must be called for assistance by Emergency Medical Technicians (EMTs).

Any employee interested in becoming a First Responder may learn more by contacting the Vice President for Business Services and Finance.

In any crisis, it is important to remember that once the police department and/or fire department arrive on the scene, the facility will be under their jurisdiction.

Administrators, Faculty, and Support Staff

Responsible for personal safety. Assist in any situation requiring evacuation of buildings. Inform Campus Security of any information deemed useful based on specialized knowledge. Follow directions of trained, responding personnel.

Facilities Staff

Responsible for personal safety. Assist in any situation requiring evacuation of buildings. May be called upon to maintain an outer perimeter, controlling access to some areas. May be requested to manipulate power, water flow, alarms, elevators, etc. Inform Campus Security of any information deemed useful based on specialized knowledge. Follow directions from trained, responding personnel.

Campus Security

Responsible for personal safety. Report any relevant observations. May be requested to provide or utilize college trucks or equipment. Inform police and fire departments of any information deemed useful based on specialized knowledge.

First Responders

Responsible for personal safety. May be called to provide immediate medical attention to injured persons or to assist responding medical personnel. Will have primary responsibility for medical situations. Inform Campus Security and ambulance personnel of any information deemed useful based on specialized knowledge. Follow directions of trained, responding personnel.

Marketing and Communications

Responsible for personal safety. Manage release of all information coordinating with Campus Security, police departments, and President's office during the incident.

CRISIS MANAGEMENT AND COMMUNICATIONS

Board of Trustees Policies 1.22 and 1.23 authorize the President to develop and implement procedures to manage emergency situations by taking “whatever steps are necessary”. In the absence of the President, the following succession plan of authority has been established:

1. President
2. Vice President for Business Services and Finance
3. Vice President for Student Services
4. Vice President for Academic Affairs
5. Director of Facilities

The term “crisis” can be applied to any one of a number of situations that may occur at the College or in some way affect the institution. A crisis could consist of major catastrophes such as natural disasters, terrorist attacks, bomb threats, outbreaks of violence, pandemic management, or any number of other types of emergency situations.

Sometimes a crisis can develop out of nowhere. It may take the form of public attacks on the College or its administration, student or faculty protests, or accusations of ecological mismanagement. In many of the previously mentioned instances, a crisis may be unavoidable.

If not handled properly, it could permanently damage the sharing of correct, accurate, and timely information with the media by the Marketing and Communications Department. When accurate information is dispersed quickly, rumors are stopped, nerves are calmed and a continuous flow of information indicates that people are working on the problem. To that end, the responsibility of keeping the media informed in a crisis situation is delegated to the Director of Marketing and Communications at the following phone number:

Director of Marketing and Communications: (815) 224-0463

Employees and Students will be kept up to date via RAVE alerts and emails to IVCC email accounts during a crisis. The President of the College or Designee and the Director of Marketing and Communications will advise the media in the event of a crisis occurrence.

CONTINUITY OF ACADEMIC OPERATIONS (CAOP)

In the event that College officials declare an emergency and activate the Emergency Response Plan, the College may implement the plan for Continuity of Academic Operations (CAOP). The CAOP outlines procedures that may be utilized in an event where an emergency situation has disrupted normal college academic operations (classes). The CAOP will be activated when an emergency or disaster (extensive inclement weather, tornado, earthquake, hazardous materials incident, violence, fire, widespread illness or pandemic, or other significant event) has occurred and disrupts teaching and learning. The disruptions may be evidenced in the loss of facilities or a significant number of absences among faculty, staff, or students.

The full CAOP can be found at:

https://www.ivcc.edu/academicaffairs/Continuity_of_Academic_Operations_Plan.pdf.

EVACUATION PROCEDURES

An evacuation of IVCC building(s) is required for all fires and fire alarms. Evacuations for fires and fire alarms may be building specific or may be all buildings. If one building is evacuated, follow the evacuation procedures listed below. Do NOT enter another building.

An evacuation of IVCC may be necessary for other emergency situations, such as bomb threats, hazardous material spills, and workplace violence and possibly after tornados, if there is significant building damage.

The need to evacuate will be determined by the President or the President's designee. If an evacuation is necessary, alarms will sound throughout campus and a message will be repeated over the emergency announcement system.

Evacuation routes are posted in all classrooms, offices, etc. Familiarize yourself with them.

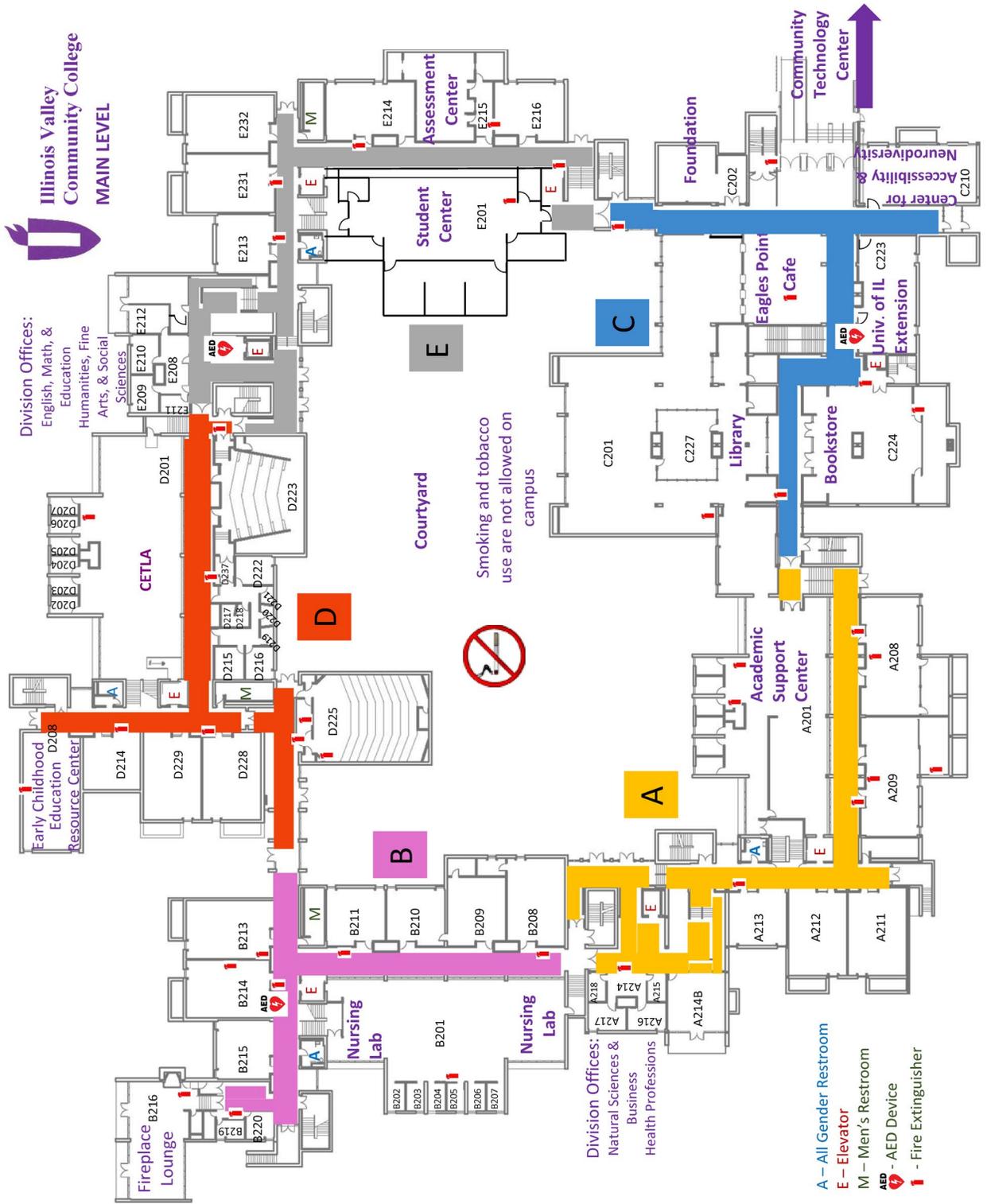
- Determine, in advance, the nearest exit and route to follow in the event of an emergency.
- Establish an alternate route to be used in case your first route is blocked or unsafe to use.

All upper level staircase landings are designated "**Areas of Rescue Assistance.**" An emergency call box and rescue chair are located in each area of rescue. If you need assistance to evacuate, please move to one of these areas and press the call box button.

If you are required to evacuate the building:

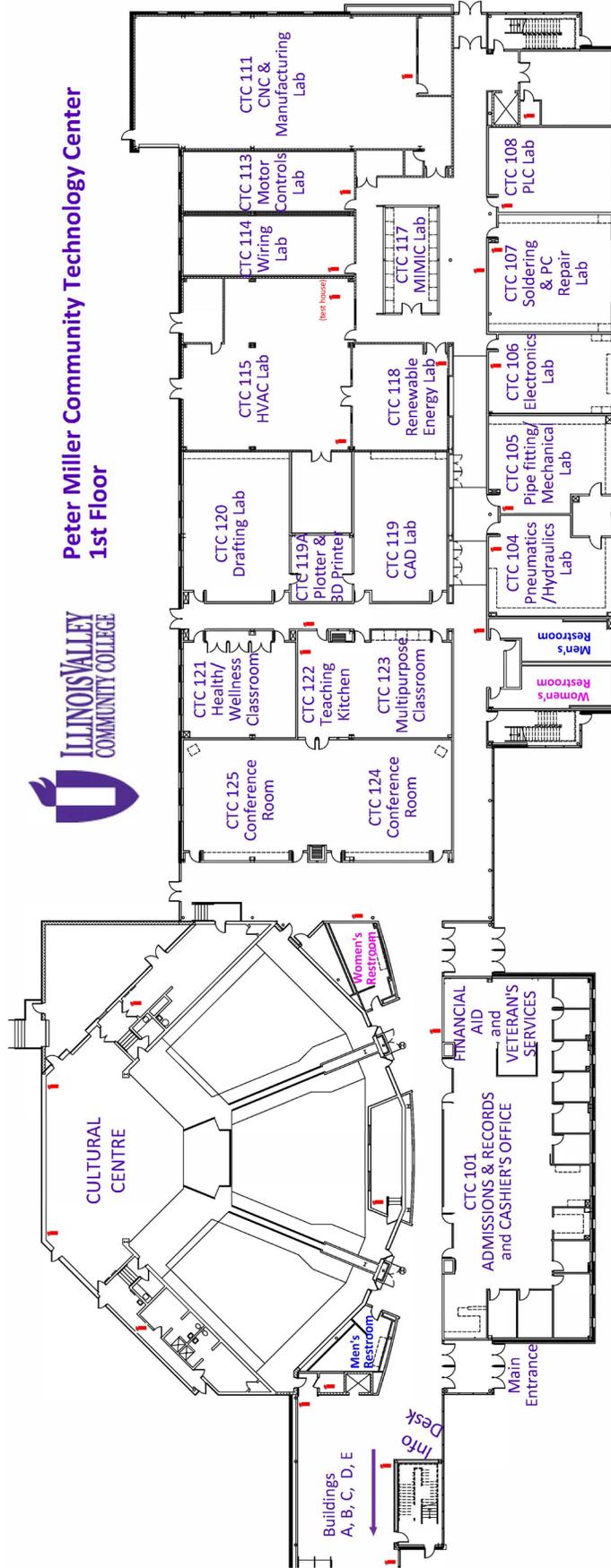
- Close the door to the room as you are exiting.
- Remain calm.

- Do not run, push, or crowd.
- Maintain personal safety and offer assistance to anyone in need of help when possible.
- Do not use elevators.
- Do not enter the courtyard, unless there is no other safe route available. If you enter the courtyard, exit immediately through one of the two ramps that lead to the exterior of the facility.
- Do not open Fire Doors, unless there is no alternative. Fire doors are located between each building. (See maps on the next pages for fire door locations.)
- Once outside, proceed to the following designated areas:
 - Main Campus, CTC and Building G:** move immediately to the closest parking area.
 - East Campus:** move immediately to the closest parking area.
 - Ag Complex (South Campus):** move immediately to the parking area on the north side of the building.
 - Ottawa Center:** move immediately to an assembly point – the city/old Central School parking lot to the south (across Woodward Memorial Drive). *If exiting building to Main Street, proceed east to Clinton, then south to Woodward Memorial Drive.*
- Check-in with your department dean/director/administrative assistant.

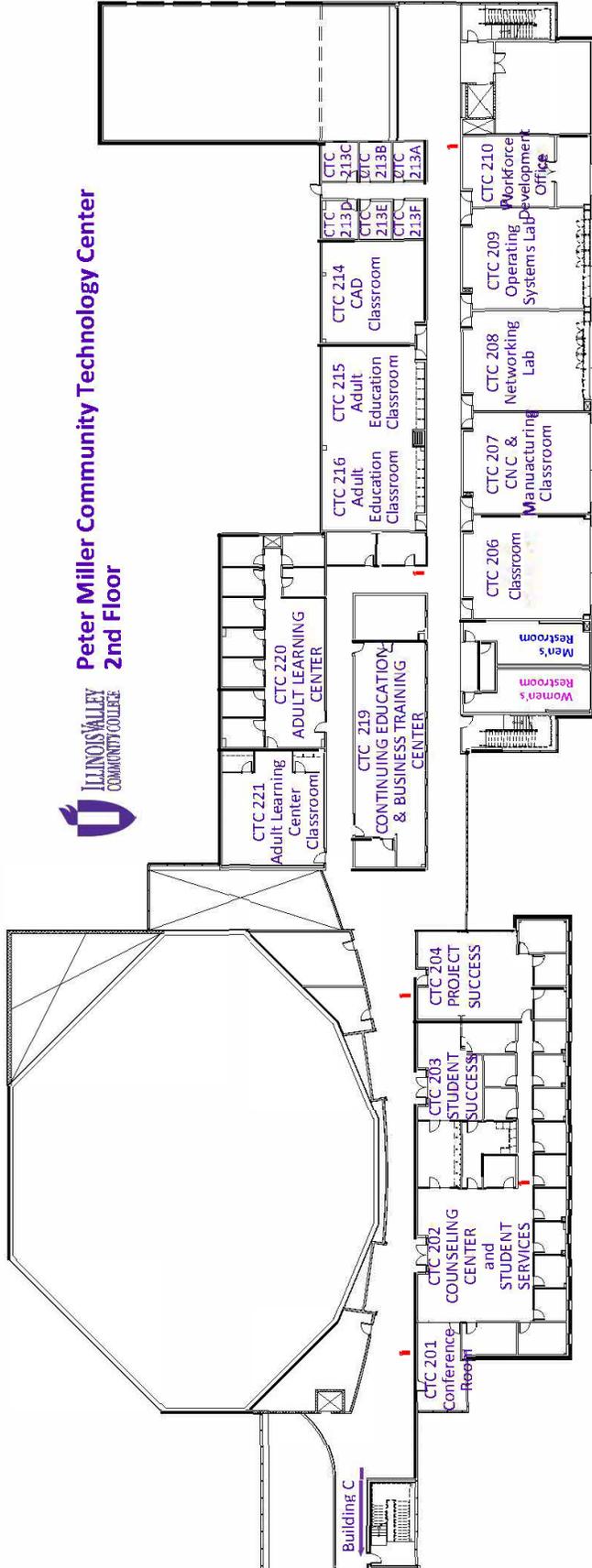


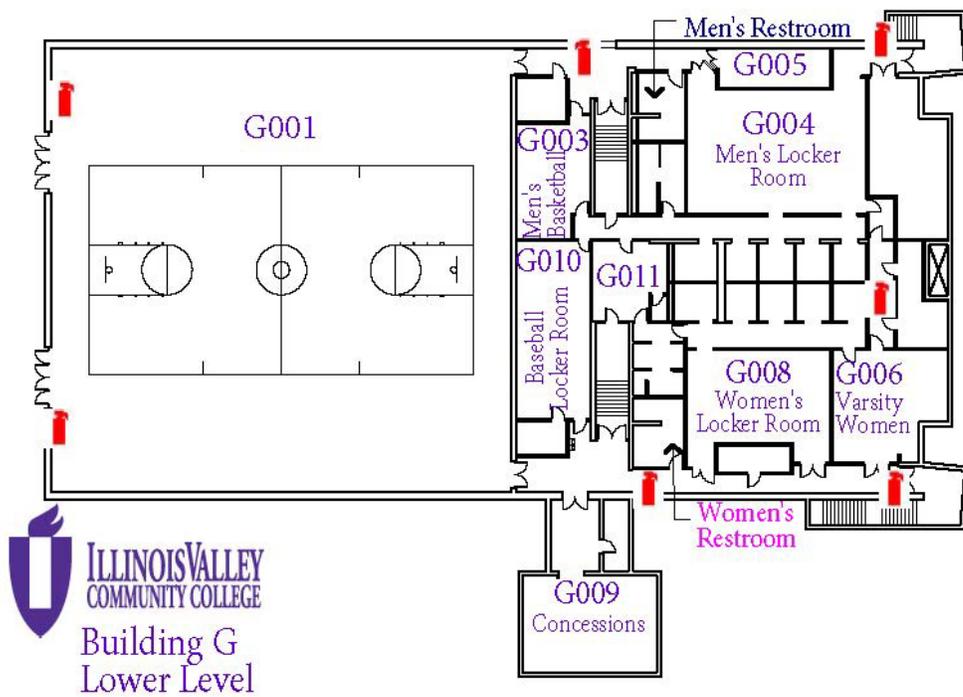
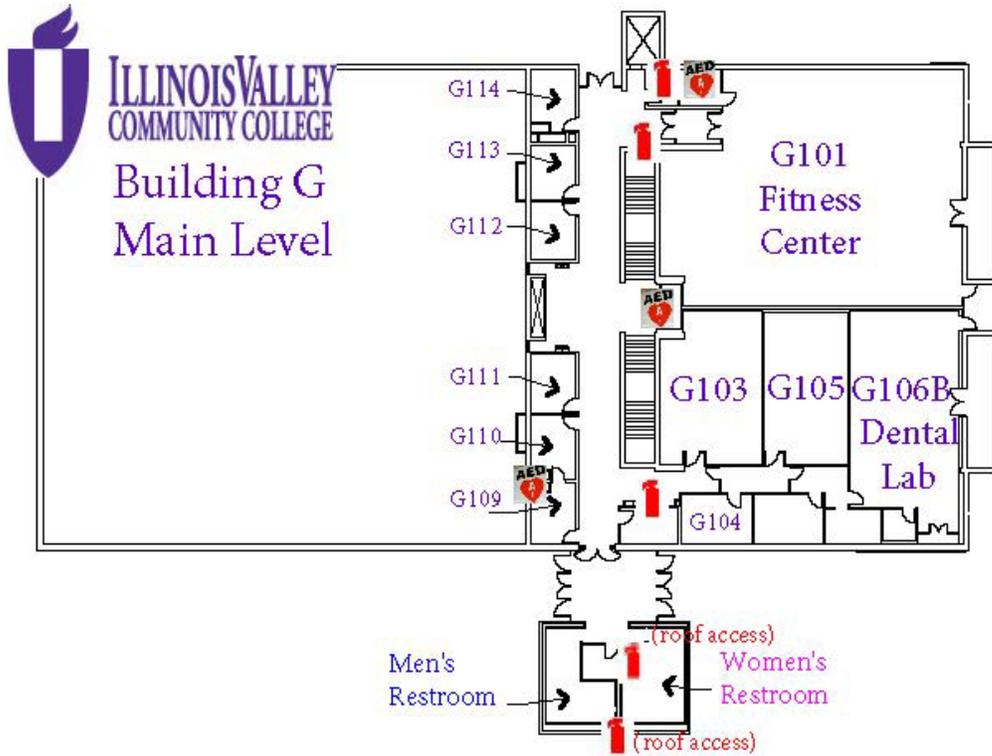


Peter Miller Community Technology Center
1st Floor



**ILLINOIS VALLEY
COMMUNITY COLLEGE**
**Peter Miller Community Technology Center
2nd Floor**



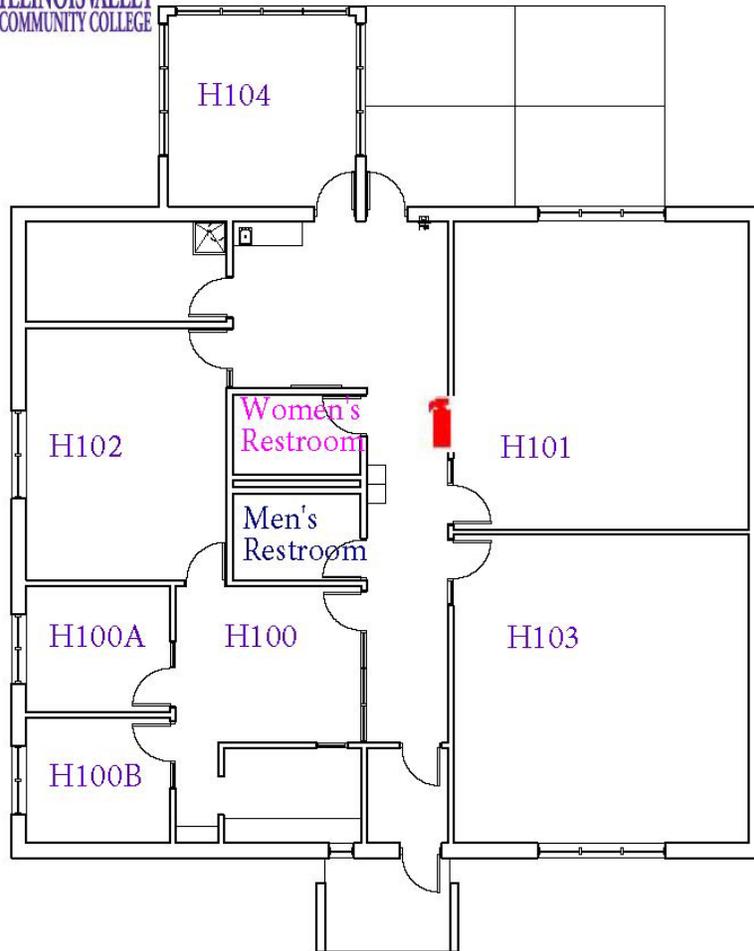


BUILDING H MAP

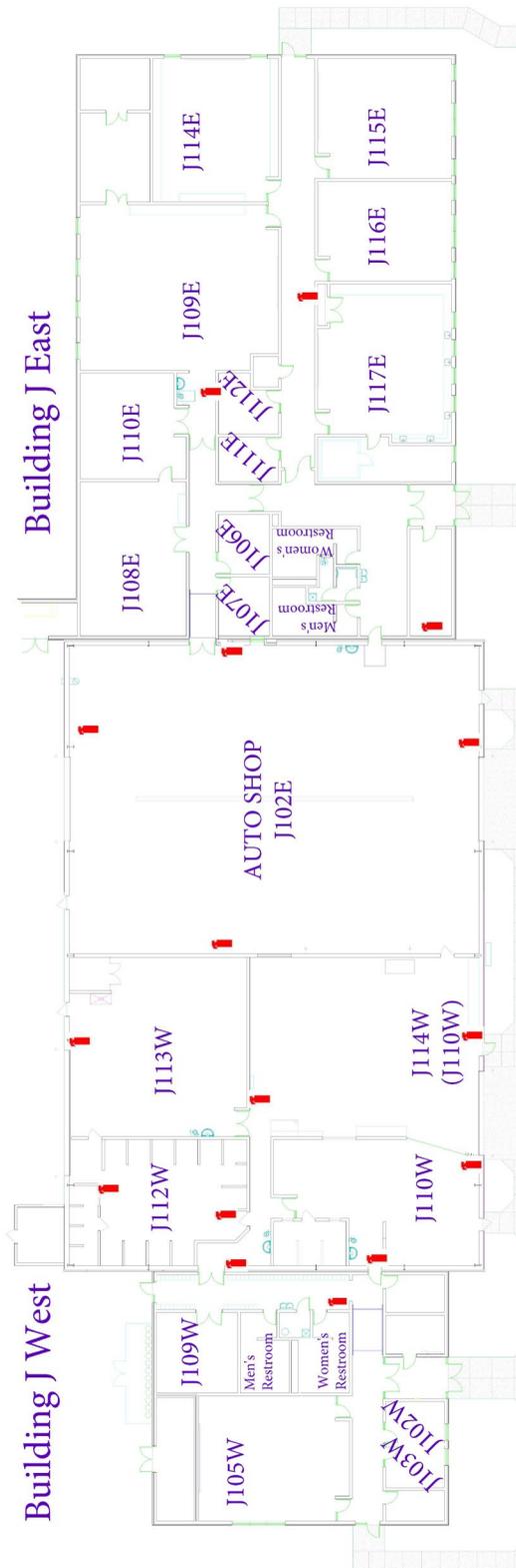


ILLINOIS VALLEY
COMMUNITY COLLEGE

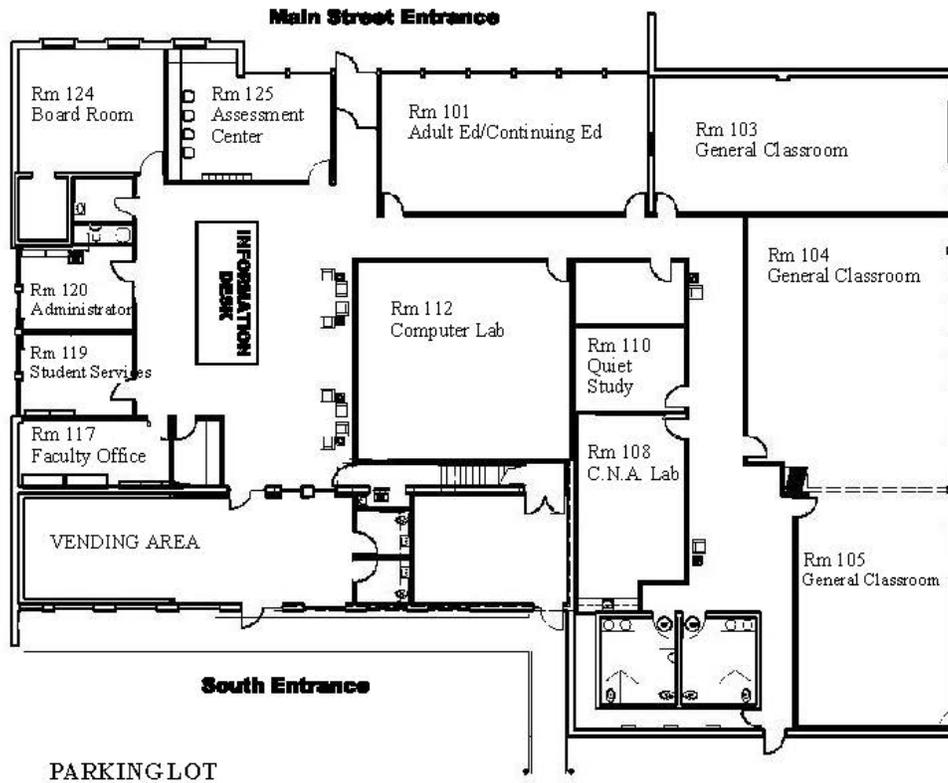
Building H - Truck Driver Training



BUILDING J MAP



IVCC OTTAWA CENTER MAP



MAJOR CATASTROPHE

No plan can anticipate every event and circumstances will dictate appropriate responses to unknown events. However, certain behaviors will be beneficial in most situations.

- Dial 911. The 911 dispatcher will call Campus Security. In medical emergencies, Campus Security will notify the First Responders.
- Render aid to anyone injured, within the limits of your abilities.
- Maintain personal safety and offer assistance to anyone in need of help when possible.
- Assist responding agencies by sharing your knowledge of events and following their directions for your safety.
- Remember communication. Campus Security is the center for coordinating information and services if any type of emergency response is required. This includes contacts with First Responders, the President's Office, the Marketing and Communications Department, local, state, and federal law enforcement officials, fire and medical services, and emergency management agencies.

WEATHER WATCHES/WARNINGS

Among the more common forms of severe weather in our area are thunderstorms, hail, tornadoes, and snowstorms. The safest place to be during thunderstorms and tornados is inside a secure structure since most damage occurs as a result of broken glass and flying debris. All areas of the College have tornado signs posted advising of safe places to seek shelter during a severe thunderstorm or tornado. Signs warning of a severe weather/tornado watch will be posted at the College.

Weather Watch: When conditions are right for severe weather. A weather alert will be sounded for a tornado warning. *Be prepared* to go to the nearest designated shelter area.

Weather Warning: A tornado has been sighted. A weather alert will be sounded. *Proceed immediately* to the nearest designated shelter area.

College Employee Response

- Proceed calmly to the nearest designated shelter area immediately. Designated shelter locations are as follows:
 - **Main Campus & CTC:** lower level in Buildings B, D, and E.
 - **Gym:** lower level locker rooms.
 - **East Campus:** Restrooms in Building H and Building J.
 - **Ag Complex (South Campus):** center of ag storage building or safest area possible; do not go to South Campus area if severe weather is threatening.
 - **Ottawa Center:** designated shelters:
 - Room 112 Computer Lab.
 - Room 108 CNA Lab.
 - Restrooms in the rear of the building.
- Do not use elevators.
- Maintain personal safety and offer assistance to anyone in need of help when possible.
- Remain in designated shelter location until the “all clear” is sounded.
 - It may be necessary to evacuate the buildings, if there is significant damage to any or all of the structures at IVCC which affect utilities such as gas and electricity. In the event of evacuation, proceed to the following designated areas:
 - **Main Campus, CTC and Gym:** move immediately to the closest parking area.
 - **East Campus:** move immediately to the closest parking area.
 - **Ag Complex (South Campus):** move immediately to the parking area on the north side of the building.
 - **Ottawa Center:** move immediately to an assembly point – the city/old Central School parking lot to the south (across Woodward Memorial Drive). *If exiting building to Main Street, proceed east to Clinton, then south to Woodward Memorial Drive.*

FIRE

Fires are often more dangerous than they appear. Panic greatly complicates evacuation. Never assume a fire has a single source or is minor. Washrooms, cafeterias, laboratories, shops, and storage rooms are common areas for fires. All employees should familiarize themselves with the locations and operations of fire extinguishers, fire pull box stations, and fire evacuation routes. Fire pull boxes are located at all EXITS and can be pulled on the way out of the area.

If the fire is controllable – small (wastebasket-sized) fires:

- Contact Campus Security 815-224-0314 (ext. 314). (Call 911 immediately if at Ottawa Center.)
- If you are trained and it is possible to do so safely, use a fire extinguisher and direct it toward the base of the flame.
 - Fire extinguisher instructions
 - P – PULL safety pin from handle
 - A – AIM at base of fire
 - S – SQUEEZE the trigger handle
 - S – SWEEP from side to side
- If the fire becomes uncontrollable, evacuate all rooms and close the doors to confine the fire and reduce oxygen.

If the fire is uncontrollable

- Activate the fire alarm.
- Dial 911 and report “FIRE.” Give address – Illinois Valley Community College. Describe and give location of fire. Give your name, extension, and location. The 911 dispatcher will call Campus Security.
- An EVACUATION ALERT will be announced. Follow evacuation procedures calmly.
 - Encourage others to evacuate.
 - Close the door to the room as you are exiting.
 - Remain calm.
 - Do not run, push, or crowd.
 - Do not use elevators.
 - Check the top and bottom of all doors for heat with the back of your hand before opening. If the door is hot, do not open it.

- Do not open fire doors, unless there is no alternative. Fire doors are located between each building. (See maps on the previous pages for fire door locations.)
- Maintain personal safety and offer assistance to anyone in need of help.
- Do not enter the courtyard, unless there is no other safe route available. If you enter the courtyard, exit immediately through one of the two ramps that lead to the exterior of the facility.
- Once outside, proceed to the following designated areas:
 - **Main Campus, CTC and Gym:** move immediately to the closest parking area.
 - **East Campus:** move immediately to the closest parking area.
 - **Ag Complex (South Campus):** move immediately to the parking area on the north side of the building.
 - **Ottawa Center:** move immediately to an assembly point – the city/old Central School parking lot to the south (across Woodward Memorial Drive). *If exiting building to Main Street, proceed east to Clinton, then south to Woodward Memorial Drive.*
- If you are caught in heavy smoke, drop to your hands and knees and crawl, holding your breath as much as possible. Breathe shallowly through your nose and use a cloth object as a filter.
- If your clothes catch on fire, **DO NOT RUN! STOP, DROP, and ROLL.**
- If you are trapped in a room by a fire, call Campus Security, x314 (or 911 if at the Ottawa Center), if possible, and report that you are trapped. Place cloth material around/under the door to prevent smoke from entering the room.
- Do not return to your area/classroom until instructed.

BIOLOGICAL AGENT THREATS

If a suspicious package or envelope is received, do not shake or empty it. If the substance is laying out in the open, cover it with anything such as clothing, paper, a trashcan, etc. Leave the room and close the door, or section off the area to prevent others from entering. Wash your hands with soap and water to prevent spreading any substance to your face or other parts of your body.

College Employee Response

- Dial 911 and report incident. Give address – Illinois Valley Community College. Describe and give location of threat. Give your name, extension and location. If possible, stay on the line until instructed to disconnect by the operator. The 911 dispatcher will call Campus Security. In medical emergencies, Campus Security will page the First Responders.
- Remove heavily contaminated clothing as soon as possible and place these items in a plastic bag or some other container that can be sealed.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.
- Make a list of all the people who were in the room or area, especially those who had actual contact with the suspect material, and isolate them. List and quarantine all areas that have been contaminated.

HAZARDOUS MATERIALS

Pre-planning is essential to handling chemical, biohazard, and hazardous material spills. Employees must (1) review Safety Data Sheets (SDS) prior to utilization of hazardous material and (2) acquire sufficient quantities of appropriate safety equipment such as goggles, respirators, chemical absorbent spill pillows, fire extinguishers, etc., in a readily available location(s). Goggles, a respirator, and chemically absorbent spill pillows are located to the left of the checkout desk in the physical sciences lab supply room, Room E104.

It is important to know what substances are located in your area and the hazards each substance poses. SDS sheets are located in each chemical storage facility and in the office of the Chemical Hygiene Officer, Room E106.

College Employee Response

- Report all spills or possible contamination to Campus Security, 815-224-0314 (ext. 314). Campus Security will notify the Chemical Hygiene Officer, Ext. 309, and Facilities in order to stop air distribution to the affected area.
- Hazardous equipment or processes should be shut down prior to evacuation unless doing so possesses a greater hazard.
- Close doors, seal off area and evacuate, if necessary. Advise others not to enter a hazardous area until cleanup has been completed.

BOMB THREATS AND BOMB EMERGENCIES

A *bomb threat* exists when a suspected bomb or explosive device has been reported but not located.

A *bomb emergency* exists if a bomb or suspected device has been located or an explosion has occurred.

Historically, most bomb threats are false, but if you should receive one, carefully note exactly what the caller says. Based on the information you are able to obtain, a decision to evacuate may be made.

Most **bomb threats** are made by phone and tend to be very brief. The message is stated in a few words and then the caller hangs up. If possible, get a co-worker to contact 911 or Campus Security x314 while you continue talking to the caller.

Pay attention to the voice of the caller

- Male or female?
- Calm or excited?
- Angry or sincere?

Listen closely to the background sounds.

Every effort should be made to obtain detailed information such as:

- When is the bomb going to explode?
- What kind of bomb is it?
- What does the bomb look like?
- Where is the bomb located?
- Why did you place it or who placed it and why?

If you see or receive a **suspicious package or envelope**, do not shake or empty it. If the package/envelope is laying out in the open, cover it with anything such as clothing, paper, a trashcan, etc. Leave the room and close the door, or section off the area to prevent others from entering. Contact Campus Security, 815-224-0314 (ext. 314).

College Employee Response

- Cease all radio transmissions and cell telephone usage.
- Dial 911 and report "BOMB THREAT." Give address – Illinois Valley Community College. Describe bomb threat call. Give your name, extension and location. If possible, stay on the line until instructed to disconnect by the operator. The 911 dispatcher will call Campus Security.
- If an EVACUATION ALERT is announced, follow evacuation procedures calmly.
 - Be prepared to evacuate.
 - Close the door to the room as you are exiting.

- Remain calm.
- Do not run, push, or crowd.
- Do not open fire doors, unless there is no alternative. Fire doors are located between each building. (See maps on the previous pages for fire door locations.)
- Maintain personal safety and offer assistance to anyone in need of help.
- Do not enter the courtyard, unless there is no other safe route available. If you enter the courtyard, exit immediately through one of the two ramps that lead to the exterior of the facility.
- Once outside, proceed to the following designated areas:
 - **Main Campus, CTC and Gym:** move immediately to the closest parking area.
 - **East Campus:** move immediately to the closest parking area.
 - **Ag Complex (South Campus):** move immediately to the parking area on the north side of the building.
 - **Ottawa Center:** move immediately to an assembly point – the city/old Central School parking lot to the south (across Woodward Memorial Drive). *If exiting building to Main Street, proceed east to Clinton, then south to Woodward Memorial Drive.*
- Do not return to your area/classroom until instructed.

WORKPLACE VIOLENCE

Weapon on Campus

If a weapon is brought to campus, there is a range of possibilities of where and what the weapon might be, as well as motivation and intended plan of action. An assessment of each situation will determine the response.

Without placing yourself at risk, attempt to determine:

- Has the subject been seen with the weapon or is the subject actively displaying or 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 just made threats?
- Is the subject stationary or mobile? If mobile, what direction is he/she travelling?

Shooting

How to respond when an active shooter is in your vicinity:

- **Run.**
 - Have an escape route and plan in mind.
 - Leave your belongings behind.
 - Keep your hands visible.
- **Hide.**
 - Hide in an area out of the shooter's view.
 - Block entry to your hiding place and lock the doors.
 - Silence your cell phone and/or pager.
- **Fight.**
 - As a last resort and only when your life is in imminent danger.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression and throw items at the active shooter.
 - If you are aware of a duress button location, and can safely do so, please press the duress button.

Call 911 when it is safe to do so.

Information you should provide to law enforcement or 911 operators:

- Location of the active shooter.
- Number of shooters.
- Physical description of shooters.
- Number and type of weapons held by shooters.
- Number of potential victims at the location.

When law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming or yelling.
- Do not stop to ask officers for help or direction when evacuating.

Hostage Crisis

It is possible that students, faculty, staff, and visitors could be in close proximity to, or drawn into a hostage crisis. The ability to act appropriately will be of extreme importance to the safety of all. Your actions during a crisis will enhance your chances of survival.

- Stay calm and obey the orders of the hostage taker(s).
 - Do not become confrontational or antagonistic.
 - Do not debate, argue or discuss political issues with terrorist(s) or other hostage(s).
 - Avoid whispering or raising your voice.
- Keep movements to a minimum and in view.
- Try to locate everyone as far away from windows, doors, and the hostage taker(s) as possible.
- Answer all questions unless your answer may pose a threat to the hostage taker's ideology.
- Inform the hostage taker(s) of any medical conditions or special disabilities of hostages.
- Do not discuss possible actions to be taken by police or other agencies.

IN THE CASE OF ONE OF THE ABOVE OCCURRENCES, you will receive instructions from responding staff or emergency personnel. Directions to evacuate may be given, along with safe routes. Once the decision to evacuate is made, it is mandatory.

Campus Security and Facilities will be notified of the situation and may be asked to assist. This assistance could be in the form of shutting down elevators and/or power, or in aiding in an evacuation. The IVCC First Responders will be notified so they can prepare to render any necessary first aid once the scene is secured.

College Employee Response

- Dial 911. Give address – Illinois Valley Community College. Give your name, extension and location, the last known location for the intruder, and any descriptive information available. If possible, stay on the line until instructed to disconnect by the operator. The 911 dispatcher will call Campus Security. In medical emergencies, Campus Security will page the First Responders.
- All doors should be locked. Students and staff should remain out of sight and stay low to the ground. The lights should be turned off and blinds drawn. Everyone should stay quiet until further instructions are given by authorized personnel. Cell phone usage should be minimized.

- In case the order is given to evacuate, follow evacuation procedures calmly.
 - Close the door to the room as you are exiting.
 - Remain calm.
 - Do not run, push, or crowd.
 - Maintain personal safety and offer assistance to anyone in need of help.
 - Do not use elevators.
 - Do not enter the courtyard, unless there is no other safe route available. If you enter the courtyard, exit immediately through one of the two ramps that lead to the exterior of the facility.
 - Once outside, proceed to the following designated areas:
 - **Main Campus, CTC and Building G:** move immediately to the closest parking area.
 - **East Campus:** move immediately to the closest area.
 - **Ag Complex (South Campus):** move immediately to the parking area on the north side of the building.
 - **Ottawa Center:** move immediately to an assembly point – the city/old Central School parking lot to the south (across Woodward Memorial Drive). *If exiting building to Main Street, proceed east to Clinton, then south to Woodward Memorial Drive.*
- Check-in with your department dean/director/administrative assistant.

PANDEMIC PREPAREDNESS AND RESPONSE

A pandemic outbreak is a very different disaster that does not involve damage to physical property. Instead, the impact of a pandemic outbreak is focused on fatalities and high absentee rates. In an extreme situation, a pandemic outbreak could also involve the loss of critical services and create major long-term academic or socioeconomic changes. This disaster-specific plan focuses on the additional planning needed to respond to a pandemic outbreak.

Social distancing policies, personal hygiene practices and personal protective equipment are designed to reduce the possibility of contracting the virus or illness. Special time-off policies may be necessary for employees who either cannot work or who are not allowed to work for an extended period of time.

This plan is an organizational-level plan that guides the emergency response of personnel and resources during a pandemic outbreak. It is the official emergency response plan of the College. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan shall be subordinate to Federal, State or local plans, guidance, and mandates during a disaster declaration by those authorities.

The College will respond in a safe, effective and timely manner. Resources and equipment will be utilized to accomplish the following priorities:

- Priority I: Protection of Human Life
- Priority II: Protection of Assets
- Priority III: Maintenance or Rapid Restoration of Critical College Operations

Because pandemic-related emergencies can be unique with significant challenges, a pandemic response team will be developed to mitigate damages and lost learning for the students, staff, and faculty, while maintaining the highest standards for safety.

The pandemic team will be made up of the following personnel, one of which will be designated as the team leader:

- Vice President for Business Services and Finance
- Vice President for Student Services
- Vice President for Academic Affairs
- Director of Human Resources

In addition to these members, the team may also include:

- President
- Director of Facilities
- Director of Marketing and Communications
- Director of Information Technology
- Head of Campus Security
- Any other person specifically designated during a pandemic event (ie: COVID Coordinator)

The goal of the pandemic team will be to maintain essential services to the students, staff, faculty, and community within the guidelines and mandates from Federal, State, and local officials.