Section III
Plan Activation & Operation

A. LEVEL OF RESPONSE

In responding to any emergency it is important for the College Incident Commander to classify severity or level of the event. This plan utilizes the following definitions:

Level 1 Minor Incident - Defined as a local event with limited impact, which does not affect the overall functioning capacity of the College and/or a campus. Examples would be a contained hazardous material incident, or a limited power outage. The initial responders and/or College Police typically handle the situation.

The Safety Director and College Incident Commander may be notified, but the Emergency Operations Plan is not activated (neither the Emergency Management Team nor the Critical Response Team respond).

Level 2 Emergency – Defined as any incident, potential or actual, which seriously disrupts the overall operation of the College and/or a campus. Examples would be a building fire, a civil disturbance, or a widespread power outage of extended duration. The initial responders and/or College Police may require additional assistance.

The Safety Director and College Incident Commander are notified and the Emergency Operations Plan is activated and outside support services may be required.

A major emergency requires activation or partial activation of the Emergency Operations Plan (the Emergency Management Team is consulted and the Critical Response Team is assembled). Several Critical and/or Departmental Response Procedures may require implementation and outside emergency services may also be involved.

Level 3 Disaster – Defined as any event or occurrence that has taken place and has seriously impaired or halted the operations of the College and/or a campus. Examples would be a hurricane, a damaging tornado or other community-wide emergency. The event would likely disable College operations for at least 24 hours or longer.

A Disaster event of this nature would likely disable college operations for at least 24 hours or longer and would require activating the Emergency Operations Plan.

- Emergency Operations Plan is fully activated.
- Emergency Management Team is assembled and consulted.
- Critical Response Team is assembled and Response Procedures are activated.
- Outside Emergency services will likely be involved.
Table 3.1 - Expected Impact

<table>
<thead>
<tr>
<th>Scope</th>
<th>Level - 1 Minor Incident</th>
<th>Level - 2 Emergency</th>
<th>Level - 3 Disaster</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Activities</td>
<td>Minimal and localized. Most College activities not impacted</td>
<td>Significant. College activities localized shutdown</td>
<td>Very Significant. College activities shutdown for a period of time</td>
</tr>
<tr>
<td>Faculty, Staff and Students</td>
<td>Site-specific localized impact. - Injuries possible</td>
<td>Site-specific or general impact with possible disruptions. Injuries possible</td>
<td>General impact with probable disruptions. Injuries and possibly fatalities are a serious concern</td>
</tr>
<tr>
<td>Media Coverage</td>
<td>None expected</td>
<td>Limited local coverage</td>
<td>Local, regional and possible national coverage</td>
</tr>
<tr>
<td>Critical Response Team involvement</td>
<td>Limited or none</td>
<td>Conditionally involved</td>
<td>Actively involved</td>
</tr>
<tr>
<td>Emergency Management Team involvement</td>
<td>Limited or none</td>
<td>Consulted as needed</td>
<td>Consulted regularly and actively involved</td>
</tr>
</tbody>
</table>

B. PLAN NOTIFICATION AND ACTIVATION

1. Monitoring Responsibilities

The primary responsibility for monitoring emergency threats and events resides with the College Safety Office as well as each campus police department. College Police serve on a continuous 24/7/365 basis and always available to receive emergency communications from a variety of official and public sources, including:

- National Oceanic and Atmospheric Administration (NOAA)
- National Weather Service (NWS)
- Emergency Broadcast System (EBS)
- State Police
- Local Police, Fire and Emergency Medical Services
- Local Offices of Emergency Management
- Emergency telephone calls
- Homeland Security Reports and Updates

College Police shall serve as the central monitoring point for all campus threats including weather-related emergencies which may develop slowly (severe winter storms, hurricanes, etc.) or suddenly (tornadoes, severe thunderstorms, etc.).
2. Incident Evaluation

In case of any type of emergency, the College Police Dispatch and/or Police Supervisor on-duty should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the Captain of Police, who should communicate with the Safety Director. As warranted, the Safety Director will communicate information to the College Incident Commander to determine required action.

College Police will have a list of the Emergency Management Team members and telephone contact information. If the Safety Director is not available, College Police will have the priority list of the Safety Director and continue to make telephone calls until contact is made.

3. Plan Activation

Plan activation begins at the discretion of the College Incident Commander upon the receipt of information of an emergency event or threat of an emergency. Based on information provided by the Safety Director, and information obtained from other appropriate entities, the College Incident Commander, in consultation with the Chancellor, will declare the level of the emergency and activate the Emergency Operations Plan to the extent necessary to control the situation.

4. Notification

If either an Emergency or a Disaster (Level 2 or 3) is declared, the Emergency Operations Plan will be activated. Upon declaration of an Emergency or Disaster, the Critical Response Team Members needed to respond will be notified and should report immediately to the designated command center location. Emergency Management Team Members will also be notified, they should report as needed.

Should it be deemed necessary to warn the College community of an impending threat or emergency situation, the College Emergency Notification Systems will be activated. The College Emergency Notification Systems consists of the following:

- Loud Speakers (within buildings and on grounds)
- Text Messaging
- Voice Messaging
- Email
- Television and Radio Media
- Building Marshals
- Departmental Phone Listing

Status reports will be updated and posted continuously on the following:

- College Emergency Information Line – 866-504-5853
- College Website

C. COMMAND CENTERS

1. District Crisis Command Center
Primarily the Emergency Management Team would meet in the Chancellor’s Office. When necessary, conference room 201 of the Sewell Administration Building would serve as an alternate location.

2. Campus Command Post

After briefing the Emergency Management Team regarding a College or campus-wide emergency (typically a Level 3 Disaster) the College Incident Commander, Safety Director and all Critical Response Team Members will report to their campuses Campus Command Post, if deemed necessary.

When necessary, each Campus Command Post will serve as the campuses centralized, well-supported location in which the Critical Response Team may gather and assume their roles. Response activities and work assignments will be planned, coordinated and delegated from the Campus Command Post.

Additional meetings of the Critical Response Team will be determined by the College Incident Commander. Status updates from Critical Response Team members will be submitted to the Safety Director.

Primary Campus Command Posts are located at:

1. Central Campus, ILC Building, Room T151
2. North Campus, ILC Building, Room 116
3. South Campus, ILC Building, Room 11116

If the primary Campus Command Post is inaccessible the backup CCOP on campus will be located at:

1. Central Campus Police, Newton SCB, Room 262
2. North Campus Police, Slovacek SCB, Room S205
3. South Campus Police, Bruce SCB, Room 4100

3. Incident Command Site

In an isolated emergency (typically a Level 2 Emergency) the Safety Director and all summoned Critical Response Team Members will report directly to the Incident Command Site. The location of the Incident Command Site will be determined based on the type, level and location of the emergency on any campus.

The Incident Command Site is a designated area near the site of the emergency but located a safe distance (at least 300’) from and generally upwind of the emergency site. The Safety Director will direct response activities and work assignments from the Incident Command Site.

D. CAMPUS RECOVERY

After a disaster where College operations have been shut down, the entire campus environment may be dangerous. The first recovery step is to secure the campus and then to secure all College facilities. Only after the environment is safe can restoration efforts begin, followed by an orderly reopening of normal College operations.