

# **DANVILLE AREA COMMUNITY COLLEGE**

## **THREAT ASSESSMENT PLAN**

## **EMERGENCY OPERATIONS PLAN**

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# **THREAT ASSESSMENT PLAN**

## **I. Introduction**

Danville Area Community College is committed to providing the best possible education for all its students and a good working environment for all its employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety for all students, faculty, and staff.

A threat assessment is a tool the College may use when facing an extraordinary discipline and safety issue. Ordinary student discipline issues and concerns are handled by procedures outlined in the Student Handbook. A threat assessment is a way to assess a student or campus employee's particular physical, emotional, and psychological well-being and help that student or employee receive the assistance needed in order to continue being a productive member of the campus community. The primary goal of the threat assessment process at DACC is to provide early assistance to students and/or employees in distress in order to ensure well-being and safety and help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious. While this plan centers in on students, this does not preclude taking similar action with any concern of a staff member or a member of the community who is visiting Danville Area Community College.

A threat is defined as any conduct that presents a clear and present danger to self, others, or the campus community in general. In immediate and serious threatening situations, the President or his or her designee reserves the right to waive the assessment process outlined in this document and act in the best interest of campus safety.

While some threat assessment resolutions may result in disciplinary action against the student, it is the sincere hope that through the threat assessment process, resources and assistance can be provided to the student in such a way that the student can continue to receive a quality education and DACC can continue to be a friendly, safe environment for students and staff.

## **II. Convening the Threat Assessment Team**

### **A. Discretionary Review**

Faculty, staff, and students may contact any member of the Threat Assessment Team at any time to report observations of unusual student behavior, regardless of whether or not a code of conduct violation has occurred.

Upon receiving a report, any member of the Threat Assessment Team may call for a Threat Assessment Team meeting. A preliminary investigation may include, but is not limited to contacting faculty and staff who know the student, and, if deemed appropriate and necessary, meeting with the student. Should the student refuse to meet, and if it is determined by the Threat Assessment Team as reasonably necessary to conduct and conclude its preliminary investigation and to address immediate safety concerns, the student may be immediately removed from campus.

Any member of the Threat Assessment Team has the discretion to call for a Team review when facing an extraordinary discipline and/or safety issue. In addition to results of the preliminary investigation, factors to consider, include, but are not limited to, the following:

- Is this student possibly a threat to the health, safety, and welfare of himself and/or others?
- Could this student benefit from additional psychological, physical, and emotional services?
- Does this student have a past history of disciplinary problems?
- Does the allegation include an altercation with another student or a member of the faculty or staff?
- Has the student already taken some action to apologize or take responsibility for the conduct?
- Has the student sought or is the student currently seeking outside help (i.e. private counseling)?
- Given the situation, is there adequate time for review by the Team?

### **B. Mandatory Review**

The Director, Student Success Center may convene the Team any time he or she deems it appropriate to remove a student from campus because of extraordinary discipline and/or safety issues. Such action is required when the student engages in serious criminal activity or demonstrates threatening behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty, and staff. In such cases, the Director, Student Success Center will immediately suspend the student and remove her/him from campus.

### **III. Composition of the Threat Assessment Team**

The Threat Assessment Team will consist of the following individuals:

- Vice President, Instruction and Student Services
- Chief Financial Officer
- Director, Human Resources
- Director, Administrative Services
- Safety and Security Supervisor
- Director, Marketing and College Relations
- Director, Student Success Center
- Director, Counseling and Transfer Articulation Coordinator
- Faculty Member
- President, Ex-Officio Member

Additional staff or faculty with expertise in dealing with a perceived threat may be added to the Team as needs dictate.

#### **IV. Notification to the Threat Assessment Team and Student**

Given that most students' concerns are processed through the Director of the Student Success Center who reviews a given situation and decides if a Threat Assessment Team review is appropriate. It shall be the Director, Student Success Center's, responsibility to assemble the Team in accordance with the provisions of Section II. If the situation involves a code of conduct violation, the Director, Student Success Center, will make a reasonable effort to provide timely written notification of the charges to the student that includes requirements for cooperation with the investigation, and the Team's investigation will serve as due process. Notification may be delivered by hand or through standard mail to the student. In the absence of a conduct violation, written notification to the student explaining that a Team has been assembled to evaluate the situation will be at the discretion of the Team.

The Director, Student Success Center shall provide the Team with a written report that includes:

- A full account (includes all relevant evidence) of the alleged concern or code of conduct violation.
- Factors for justifying a review by the Team.
- Any additional relevant information that would be useful to the Team to assist in their assessment.

#### **V. Role of the Threat Assessment Team**

The role of the Team is to assist students in distress and help prevent situations of safety concern, either before or after a conduct violation has occurred, from becoming more serious. Specifically, the Team will

- Review the alleged safety concern or code of conduct violation
- Evaluate the student's behavior in light of the accumulated evidence.
- Provide appropriate recommendations to the President.
- Complete the assessment promptly if the student has been removed from campus.

At its discretion, the Team will have full investigatory authority when reviewing the alleged concern or conduct violation and evaluating the student's behavior. If a conduct violation has occurred, the investigation serves as the student's due process. The Team has the right to:

- Interview the student.
- Interview all relevant witnesses.
- Interview any individual that the Team deems helpful in providing a proper assessment.
- If applicable, interview the accuser(s).
- Inspect any of the student's school records. Note: The Team has a legitimate educational interest in the student's school records.
- Request the student to release medical records to the College.
- Request information from prior colleges the student has attended.
- If deemed necessary to the investigation, request the student to sign a waiver allowing elementary and secondary school records to be released to the College.

Nothing herein prevents the President and the Team from segregating multiple violations of the student Code of Conduct and/or reported concerns and proceeding with an investigation on violations/concerns that may be related to any alleged threatening behavior. For example, the Team may proceed with an investigation regarding alleged sexual harassment while analyzing other threatening behavior exhibited by the student.

## **VI. Student Cooperation with the Threat Assessment Team's Investigation**

The student shall fully cooperate with the Team and its investigation. A student's failure to cooperate with the Team in any way shall be considered by the Team and will be reflected in the Team's recommendation to the President. Requirements for cooperation and consequences for failure to cooperate shall be stated in written communication to the student.

## **VII. Recommendations by the Threat Assessment Team**

Once the Team has concluded its investigation, the Team will issue a written recommendation report to the President (*or if time is of the essence, the Team's verbal recommendations shall be reduced to writing as soon as practicable*). These recommendations may include:

- An opinion as to whether or not the student may constitute a threat to the health, safety, and welfare to himself/herself or others, and if "yes", the Director, Student Success Center will notify law enforcement.
- A suggested Action Plan for the student, if any. An Action Plan may include, but is not limited to the following:
  - Anger management counseling.
  - Psychological counseling
  - Professional psychological assessment.
  - Waiver from the student allowing the release of the student's school records to local mental health authorities and/or law enforcement.
  - Waiver from the student allowing the release of the student's health records and prior educational records to the College.
  - Scheduled meetings with Student Services staff
  - In the case of a conduct violation, appropriate discipline sanctions, if any.
  - Administrative withdrawal from the College.
  - Hold on the student's application for admission or course request form.

The President reserves the right to disagree with the recommendations of the Team and implement other action consistent with the Code of Conduct and/or in the *best* interest of campus safety, as appropriate. In such a case, a revised recommendation report will be prepared by the Team and approved by the President.

A copy of this recommendation report shall be included in the student's school records.

## **VIII. Use of the Threat Assessment Team's Recommendations**

Once the Team has presented its report to the President and recommendations are finalized, the Director, Student Success Center will have a meeting with the Student and explain the Team's recommendations. At this meeting, for an alleged safety concern or code of conduct violation, the student will be given:

1. Written notification, of the investigation, findings, recommendations, and if applicable, discipline sanctions and the appeal process. Conditions under which the student may remain in good standing or return to campus and follow-up requirements will also be outlined.
2. If applicable and in accordance with the Team's recommendations, an agreement for signature by the student forgoing the right to a future hearing and all future appeals and bound by the Team's recommendations.

In the case of a safety concern absent a conduct violation, if the student does not voluntarily agree to the Team's recommendations, the Team may file the appropriate Code of Conduct charge and pursue the student discipline process.

## **IX. Review Period**

The Team shall meet periodically for one school year to monitor the progress of the student and create a written progress report after each meeting that will be included in the student's school records. If the student has been removed from campus, the student's record will be flagged and efforts will be made, to the best of the Team's ability and according to the availability of information, to monitor the student's progress and/or readiness to return to school. At the end of the one-year review period, the Team will decide if additional monitoring is necessary and for how long. Once additional monitoring is deemed unnecessary, the Team will create a final *written* progress report and include that report in the student's school records.

**The following excerpt from Danville Area Community College's Safety**

**Manual is being repeated in the Threat Assessment Plan due to its applicability:**

## **X. Campus Security**

### **Maintaining a Non-Violent, Non-Threatening Campus**

Danville Area Community College expects all employees, students and visitors to maintain a non-violent environment. Acts of violence or threats of violence should be immediately reported to 911, then to any campus administrator or faculty member. Other threats should be reported to any administrator/faculty

immediately who then must report it to Campus Security. The College considers any act or threat of physical or emotional harm or damage to College or individual property as unacceptable conduct. Employees should use their own best judgment when defining an act or situation as violent or threatening.

## **WHY DOES IT MATTER?**

Campus violence can devastate an environment and affect the productivity of the organization as well as the quality of life of employees. An intimidating or violent campus environment is disruptive AND CAN BE COSTLY IN TERMS OF LOST WORK TIME AND DAMAGED PROPERTY. But most importantly, DACC seeks to maintain a non-violent campus environment because **IT IS THE RIGHT THING TO DO.**

## **WHY DOES IT HAPPEN?**

The campus can turn violent for several reasons. Violence can occur from the functioning of the College as an educational institution, a place of business, or a point of community use. The personal lives of students and staff can also intrude on the campus community in violent ways. The primary causes of campus violence are:

- Criminal behavior (robbery, arson, etc.)
- Failed personal relationships (stalkers, domestic disputes, acrimonious divorces, etc.)
- Aggrieved or troubled current or past employees, students, or third parties
- Political turmoil

## **WHAT DO YOU DO?**

### **DIFFUSING A THREATENING SITUATION**

**REMEMBER:** Trust your instincts. If a situation seems threatening, treat it as such.

**REMEMBER:** Personal safety is the College's highest priority.

Many potentially threatening situations can be diffused if the agitated individual(s) perceives that he/she is being listened to and validated. Remember that the attitude you project is likely to be reflected back by the other person, so it is important to remain calm, confident, polite, and patient.

If the confrontation is explicitly criminal, as in a robbery, cooperate with the individual(s), give them what they ask for, and allow them to leave the area. After the individual(s) have gone, call 9-911 and DACC Emergency 888/Administrator-on-Campus 217/260-4777. Write down as many details as you can remember about what happened and what the perpetrator(s) looked like in order to fix them in your memory.

**When calling 911 be specific with respect to where you are calling from and the nature of the incident.**

**Only the President and his/her designee are authorized to make statements to the news media concerning facts relating to an emergency. College officials, without the approval of the College President or his/her designee, will release no information.**

**DO** project calmness; move and speak slowly, quietly, and confidently. Be courteous. Make eye contact but do not stare.

**DO** encourage the person to talk and listen patiently. Acknowledge the person's feelings and show you understand his/her concerns.

**DO** pay attention to body language. Signs of potential violence include: intense eye contact, closing personal space, changes in skin color, distention of veins on the head and neck, increasing volume or total silence, abusive language, physical threats, and aggressive or improper physical touching.

**DO** discreetly try to make other employees aware of the situation but remember an agitated person often seeks an audience so other staff members should quietly summon assistance if necessary and possibly act only as silent witness. If you believe the situation could become violent, make every attempt to contact 911 and be specific with respect to your location and the nature of the incident.

**DO** maintain a relaxed yet attentive posture.

**DO** stand at a right angle to the person; do not block his/her path as this seems threatening.

**DO** ask for small specific favors from the individual, such as moving to a quieter area or asking him/her to sit down.

**DO** be reassuring and point out choices. Break large problems into smaller ones.

**DO** accept criticism in a positive way. If the criticism is justified, say so with statements like, "You're probably right." If it is not, ask clarifying questions.

**DO** ask for recommendations and then repeat them back to confirm your understanding.

**DO** make sure you have an escape route.

**DO** establish ground rules about persistent unreasonable behavior – explaining the consequences of violent action calmly.

**DO NOT** communicate in ways that generate hostility (responding with rudeness or coldness, going strictly by the rules, giving someone the runaround, brushing off concerns, being apathetic).

**DO NOT** reject the person's demands outright.

**DO NOT** appear to gang up on a threatening individual.

**DO NOT** make physical contact, point fingers, or make long periods of fixed eye contact. Do not stand in a confrontational position (with your hands on your hips, or your arms crossed). Do not invade the individual's personal space (keep 3' to 6' between you).

**DO NOT** make sudden movements.

**DO NOT** challenge, threaten, dare or belittle the individual or make him/her feel foolish.

**DO NOT** criticize or act impatiently toward the individual.

**DO NOT** try to make the situation seem less serious than it is.

**DO NOT** make false promises.

**DO NOT** offer lots of complicated information in an emotionally charged situation.

**DO NOT** take sides or agree with distortions.

# RECOGNIZING INAPPROPRIATE BEHAVIOR

- Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels.
- Unwelcome name-calling, obscene language, or other abusive behavior.
- Intimidation through direct or veiled verbal threats.
- Throwing objects in the workplace regardless of size or type of object being thrown or whether a person is the target of a thrown object.
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner. That includes such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing.
- Physically intimidating others, including such acts as obscene gestures, “getting in your face” and fist shaking.

## RECOGNIZING WARNING SIGNS OF POTENTIALLY VIOLENT INDIVIDUALS

There is no exact method to predict when a person will become violent. One or more of these warning signs may be displayed before a person becomes violent, but does not necessarily indicate that an individual will become violent. Remaining alert to these indicators may enable you to identify a person who may be experiencing problems that need to be addressed.

- Irrational beliefs and ideas
- Verbal, non-verbal or written threats or intimidation
- Fascination with weaponry and/or acts of violence
- Expressions of a plan to hurt him/herself or others
- Externalization of blame
- Unreciprocated romantic obsession
- Taking up much of a supervisor’s time with behavior or performance problems
- Fear reaction among co-workers/students
- Drastic change in belief systems
- Displays of unwarranted anger
- New or increased source of stress at home or at work
- Inability to take criticism
- Feeling of being victimized
- Intoxication from alcohol or heightened anxiety
- Productivity and/or attendance problems
- Violence towards inanimate objects
- Theft or sabotage of projects or equipment
- Lack of concern for the safety of others

# Emergency Operations Plan

**DANVILLE AREA COMMUNITY COLLEGE**  
**EMERGENCY OPERATIONS PLAN**

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

**Relationship to Campus Emergency Management Team**

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

## Introduction

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

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

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

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

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

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

## Objectives

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

## Maintenance of the Document

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

## Activation and Trigger

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

### **The following will trigger implementation of this emergency operations plan:**

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

### **After Hours Trigger**

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

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

### **Emergency Management Team**

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

- **President** – Dr. Alice Marie Jacobs
- **Vice President for Instruction and Student Services** – Dave Kietzmann
- **Director, Human Resources** – Jill Cranmore
- **Director, Enrollment Services/Registrar** – Stacy Ehmen
- **Director of Administrative Services** – Mike Cunningham
- **Safety and Security Supervisor** – Greg Fegett
- **Communications Liaison** – Lara Conklin

### **Individual Responsibilities**

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

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

## Detailed Areas of Responsibility

### **I. President or Designee – Dr. Alice Marie Jacobs**

Office: 443-8848/ Cell: 260-8343 / Home: 443-0582

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

- a. Declare an event to be a critical incident. Activate the *Danville Area Community College* emergency operations plan.
- b. Assure that 911 is notified if this emergency operations plan is activated.
- c. Notify the Vice President for Instructional and Student Services that the emergency operations plan has been activated.
- d. Act as liaison with campus administration and external jurisdictions.
- e. Convene the *Danville Area Community College* Emergency Management Team in President's conference room or an alternate site, which would be named at the time of the incident.
- f. Assure that *Danville Area Community College* response includes one person fulfilling the responsibilities outlined in Sections that follow. Designate a communications liaison with the Office of Marketing and College Relations and other campus units. If the Physical Plant unit is providing major support to the unit, *Danville Area Community College* may consider assigning a communications liaison to assist in coordinating the Physical Plant response activities.
- g. Advise the Emergency Management Team (as needed) concerning the status of *Danville Area Community College's* response and provide an assessment of the impact on affected facilities.
- h. Contact the Emergency Management Team in the event of an after hours emergency or institute the appropriate call-back procedure.

### **II. Vice President for Instruction and Student Services – Dave Kietzmann**

Office: 443-8771 / Cell: 474-8771 / Home: 443-4512

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

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

### **III. Director, Human Resources – Jill Cranmore**

Office: 443-8756 / Cell: 765-585-1168 / Home: 765-793-2716

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

- a. Oversees communication to DACC personnel.
- b. Addresses questions and concerns of faculty and staff
- c. May coordinate activities relating to staffing and payroll notifications

- d. Notifies the Chief Financial Officer that the Emergency Operations Plan has been activated.
- e. Directs response to inquiries and provides support to necessary areas or needs.

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**IV. Director, Enrollment Services/Registrar – Stacy Ehmen**

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Office: 443-8746 / Cell: 474-4109 / Home: 213-5921

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

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**V. Director of Administrative Services – Mike Cunningham**

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Office: 443-8831 / Cell: 765-366-0322 / Home: 765-793-2624

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

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

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**VI. Safety and Security Supervisor – Greg Fegett**

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Office: 443-8888 / Cell: 497-8907 / Home: 304-7250

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

- a. Coordinate a security and/or police response to any criminal act that might occur on the college campus.
- b. Communicate with the Director of Administrative Services and provide all information as to the nature of the event and provide periodic updates.
- c. Will participate on a monthly basis in an Emergency Management Team and will provide information concerning potential campus threats to the Emergency Management Team

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**VII. Communications Liaison – Lara Conklin**

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Office: 443-8798 / Cell: 369-4504 / Home: 354-2725

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

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

**Danville Area Community College**  
**Emergency Operations Command Center**

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

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

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

- Should have redundant emergency power for all lights and receptacles.
- Provide seating for approximately 15 people
- Maintain adequate cooling, heating, and ventilation during a power outage if possible.
- Maintain an adequate number of phones available during a power outage
- Current campus drawings of department buildings
- Spare data lines for computers
- Television with VCR and cable
- Sufficient number of dry eraser boards
- Apparatus for viewing multiple drawings
- Overhead projector and screen
- Computer with access to the Internet, *Danville Area Community College* servers, and campus Intranet

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

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

## **COMMUNICATION PLAN AND PRIMARY CONTACT LIST**

The purpose of this plan is to insure that relevant College administrators receive accurate information from the *Emergency Management Team* for decision-making purposes during major emergencies. This program will be activated at the discretion of the chair of the EMT who will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise investigate the emergency.

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

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

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

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

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

### **Operation of the Communication Team**

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

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

be responsible to assign the Communication Team members to their respective customers.

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

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

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

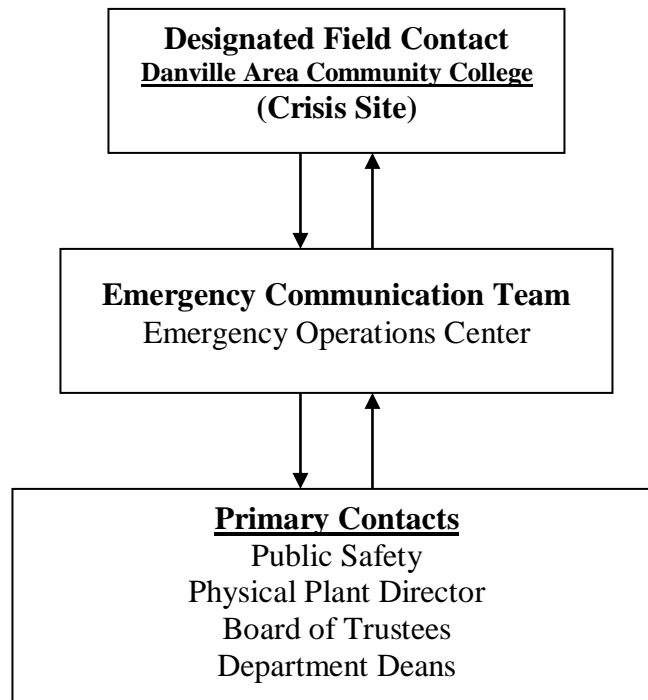
**Communication Team Members**

Primary Contact List

<b>Name</b>	<b>Department</b>	<b>Work</b>	<b>Home</b>	<b>Cell</b>
Bello, Alberto	Radiology Technology	443-8552	443-9131	No Cell
Belt, Gary	Tractor/Trailer Driving Program	443-8565	431-0971	497-9051
Boesdorfer, Nancy	Career & Employment Services	443-7753	443-5751	497-5751
Bunton, Tim	Athletics	443-8551	446-6074	260-2923
Colwell, Kim	Data Systems	443-8769	431-4004	497-0474
Ehmen, Stacy	Admissions/Records	443-8803	582-2365	202-8599
Hall, Diane	Coordinator, Community Education	443-8779	465-7683	260-6575
Hensgen, Brian	Job Training Partnership/WIA	442-3044 X235	442-8220	304-2761
Hensgen, Laura	Coordinator, Continuing Education	477-0604	442-8220	497-8193
Ingargiola, Janet	Financial Aid	443-8760	765-492-3264	
Jumps, Mike	Maintenance/BSA Supervisor	443-8832	443-2259	497-8919
Langley, Phillip	Developmental Education	443-8732	274-7978	474-6785
McConnell, Penny	Liberal Arts	443-8747	427-2345	497-3809
Morrison, Gail	Chief Financial Officer	443-8764	662-6063	474-2064
Nasser, Ana	Child Development Center	443-8833	431-2810	246-8673
O'Brien, Michael	Small Business Devel. Center	442-7232	431-6484	474-9459
Welge, Vicky	Student Services	443-8702	446-4996	504-2274
Rape, Bruce	Business & Technology	443-8786	469-2045	377-2483
Schroeder, Connie	Nursing	443-8814	815-889-4851	815-922-2046
Spors, Jonathon	Instructional Media	443-8577	765-793-2679	497-9798
Sturgeon, Kathy	Math/Science	443-8806	446-7066	
Szott, Tom	Adult Education	443-8878	443-4327	260-4486
Thurman, Kerri	President's Office	443-8850	765-793-2422	765-299-4001
Van De Walker, Sara	Corporate & Community Education	443-8777	443-2805	474-8777
Wahlfeldt, Tracy	Foundation/Grant Development	443-8772	202-8654	202-8654
Weaver, Brad	Campus Services/Graphics	443-8773	260-5972	260-5972
Welge, Vicky	Student Services	443-8702	446-4996	504-2274
Westberg, Janet	Health Information Technology	443-8574	446-7934	
Williams, Jefferson	Computer & Network Services	443-8871	765-893-4645	260-4587
Williams, Laura	Inst. Development and Planning	443-8776	443-3499	474-3499

## **Communication Process Flow Chart**

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



## **Maintenance of Critical Operations**

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

### **Identification**

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

### **Know Hazards**

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

### **Emergency Shutdown Procedures**

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

### **Evacuation Plan**

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

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

## Evacuation Plan Template

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

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

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

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

4. **Pre-established Gathering/Rally Point:** Once the decision has been made to evacuate a facility, the employees should proceed in an orderly fashion to a pre-designated gathering point or rally point to complete the accounting process as near as practical. The rally point should be located at a point that does not interfere with emergency response staging. The coordinator should report to the incident command site for briefing of emergency response personnel on the status of the evacuation. Employees who do not report to the rallying point are presumed to be still in the building and possibly in need of emergency rescue.
5. **Assisting Persons with Disabilities & Areas of Rescue Assistance:** Departmental heads should maintain an awareness of individuals with disabilities who require assistance to egress from an upper floor or sub-ground level floor of a facility in the event that transportation via elevator is not possible. Seeking volunteers to assist persons with disabilities during an emergency is acceptable, but the individual volunteer should understand they are not an emergency

responder. Their role is to assist in moving persons with disabilities either to an acceptable sheltering area, area of rescue assistance or otherwise designated tornado shelter.

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

The institution's procedures is to test the emergency response and evacuation procedures on at least an annual basis, including publicizing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

## Checklist

### **Evacuation Procedures Instructors**

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

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

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

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

## Evacuation Plan – Lincoln Hall

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

**Building Evacuation Coordinator:** Brad Weaver/Cindy Parr-Barrett

1. Lower level coordinator: Brad Weaver/Cindy Parr-Barrett
2. 1<sup>st</sup> floor coordinator: Stacy Ehmen / Carla Boyd
3. 2<sup>nd</sup> floor coordinator: Tracy Wahlfeldt/ Dave Kietzmann

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

During campus drill or building evacuation go to: Quad-Lincoln Hall

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Vermilion Hall

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

**Building Evacuation Coordinator:** Laura Williams/ Dave Kietzmann

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

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

During campus drill or building evacuation go to: Staff Parking Lot

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Technology Center

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

**Building Evacuation Coordinator:** Bruce Rape/ Lisa Osborne

1. 1<sup>st</sup> floor coordinator: Bruce Rape/ Lisa Osborne

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

During campus drill or building evacuation go to Near North Side Parking Lot  
In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Mary Miller Gymnasium

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

**Building Evacuation Coordinator:** Kathy Sturgeon/ Donna Davis

1. Lower level coordinator: Al Bello/ Connie Schroeder
2. 1<sup>st</sup> floor coordinator: Kathy Sturgeon/ Donna Davis
3. 2<sup>nd</sup> floor coordinator: Susan Mosiman/ Angel Fellers

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

During campus drill or building evacuation go to: West Side of Bldg.

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Clock Tower

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

**Building Evacuation Coordinator:** Dr. Penny McConnell/ Suzanna Aguirre

1. Lower level coordinator: Jon Spors/ Jeff Rush
2. 1<sup>st</sup> floor coordinator: Dr. Penny McConnell/ Suzanna Aguirre
3. 2<sup>nd</sup> floor coordinator: Dr. Penny McConnell/ Suzanna Aguirre

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

During campus drill or building evacuation go to: Quad

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Ornamental Horticulture Building

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

**Building Evacuation Coordinator:** Amanda Krabbe

1. 1<sup>st</sup> floor coordinator: Amanda Krabbe/ John Blue

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

During campus drill or building evacuation go to: Parking Lot between Tech Center and Ornamental Horticulture.

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Child Development Center

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

**Building Evacuation Coordinator:** Ana Nasser / Emily Kinnett

1. 1<sup>st</sup> floor coordinator: Ana Nasser/ Emily Kinnett

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

During campus drill or building evacuation go to: Staff Parking Lot

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Cannon Hall

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

**Building Evacuation Coordinator:** Vicky Welge/ Phillip Langley

1. Lower level coordinator: Storage Only
2. 1<sup>st</sup> floor coordinator: Nancy Boesdorfer/Shanay Huerta
3. 2<sup>nd</sup> floor coordinator: Phillip Langley/Jason Asaad

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

During campus drill or building evacuation go to: West Side of Tech Center North of Palmer Drive.

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Prairie Hall

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

**Building Evacuation Coordinator:** Tom Szott/ Susie Landers

1. Lower level coordinator: Storage
2. 1<sup>st</sup> floor coordinator: Tom Szott/ Susie Landers
3. 2<sup>nd</sup> floor coordinator: Maggie Hoover/Susie Landers

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

During campus drill or building evacuation go to: Staff Parking Lot

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Bremer Conference Center

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

**Building Evacuation Coordinator:** Sara VanDeWalker/ Diane Hall

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

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

During campus drill or building evacuation go to: Parking Lot

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – Physical Plant

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

**Building Evacuation Coordinator:** Mike Jumps/ Doug Adams

1. 1<sup>st</sup> floor coordinator: Mike Jumps/ Doug Adams

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

During campus drill or building evacuation go to: Outside North Door

In the event it becomes necessary to evacuate the college campus, all personnel report to Illiana Health Care Systems (V.A.) Building 104

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

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

## Evacuation Plan – One Stop

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

**Building Evacuation Coordinator:** Brian Hensgen/ Jonathan Jett

1. 1<sup>st</sup> floor coordinator: Brian Hensgen/ Jonathan Jett

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

During campus drill or building evacuation go to: Parking Lot

In the event it becomes necessary to evacuate the building and go to an alternative location, all personnel should report to First Assembly of God, 428 N. Walnut, Danville, IL.

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

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

## Evacuation Plan – Village Mall Site

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

**Building Evacuation Coordinator:** Mike O'Brien/ Laura Hensgen

1. 1<sup>st</sup> floor coordinator: Mike O' Brien/ Laura Hensgen

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

During campus drill or building evacuation go to: Elder Beerman Department Store  
In the event it becomes necessary to evacuate the entire mall, all personnel report to K Mart Department Store.

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

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

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

**Note: Elevators should not be used during a fire.**

**Accounting for employees:**

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

**Display routes for evacuation:**

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

**Tornado Shelter:**

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

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

## Spills/Releases Of Hazardous Chemicals Or Oils

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

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

1. Phone 911
2. Then contact: Immediate Supervisor

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

1. Immediate Supervisor

### **Large Hazardous Materials Spills:**

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

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

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

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

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

## **Tornado Preparedness**

### **Introduction:**

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

### **Tornado Procedures:**

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

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

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

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

### **Tornado Warning Guidelines:**

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

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

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

### **Danville Area Community College Guidelines:**

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

### **For All Buildings:**

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

### **Tornado Warning Siren Procedures:**

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

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

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

### **Tornado Questions and Answers:**

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

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

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

*Q. Where does Illinois rank in tornado frequency?*

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

### **Commonly Used Terms:**

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

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

### **Fire and/or Explosion**

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

Some examples of the most frequent fire safety hazards are:

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

### **Be Prepared:**

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

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

**In the Event of a Fire:**

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

**When Fire Alarms Sound - Do the Following:**

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

**Fire Do's and Don'ts:**

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

## **Bomb Threat Procedures**

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

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

## **Earthquakes**

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

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

### **Safety Tips:**

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

### **Emergency Procedures:**

After an earthquake, follow these guidelines:

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

### **Active Hostile Intruder in the Building:**

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

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

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

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

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

#### **Scenario #1:**

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

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

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

**Scenario #2:**

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

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

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

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

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

**APPENDIX A**

***Danville Area Community College***  
**EMERGENCY CALL SCHEDULE**

<b>NAME</b>	<b>TITLE</b>	<b>WORK</b>	<b>HOME</b>	<b>CELL</b>
Albers, John	Veteran's Program Coordinator, Career & Employment Services	443-8599	799-7325	
Asaad, Jason	Program Specialist, Student Success Center	443-8780	427-5507	
Bello, Alberto	Director, Radiology Technology Program	443-8552	443-9131	No cell
Belt, Gary	Coordinator, Driver Training/Public Safety Program	443-8565	431-0971	497-9051
Boesdorfer, Nancy	Director of Institutional Effectiveness	443-8753	443-5751	497-5751
Boyd, Carla	Director of Career and Employment Services/Coordinator of Student Support Services TRIO	443-8593	442-0490	
Bunton, Tim	Director, Athletics	443-8551	446-6074	260-2923
Colwell, Kim	Director, Administrative Data Systems	443-8769	431-4004	497-0474
Conklin, Lara	Director, Marketing & College Relations	443-8798	354-2725	369-4504
Cranmore, Jill	Director, Human Resources	443-8756	765-793-2716	765-585- 1168
Cunningham, Mike	Director, Administrative Services	443-8831	765-793-2624	765-366- 0322
Davis, Chuck	Director, Educational Programs, Danville Correctional Center	446-0441	217-759-7295	
Ehmen, Stacy	Director, Enrollment Services & Registrar	443-8803	582-2365	202-8599

Fegett, Greg	Safety and Security Officer-Supervisor	443-8888	304-7250	497-8907
Hall, Diane	Coordinator, Customized Training	443-8779	465-7683	260-6575
Heatherton, Scott	Literacy Coordinator, Adult Education	443-8785	442-9375	918-2045
Hensgen, Brian	Executive Director, Job Training Partnership/ WIA	442-3044 ext. 235	442-8220	304-2761
Hensgen, Laura	Coordinator, Community Education/Training Specialist	477-0604	442-8220	497-8193
Huerta, Shanay	TRIO SSS Academic Advisor, Student Success Center	443-8860		597-2434
Ingargiola, Janet	Director, Financial Aid	443-8760	765-492-3264	
Jacobs, Alice	President	443-8848	443-0582	260-8343
Jett, Jonathan	Assistant Director, JTP/WIA	442-3044 ext. 239	260-5419	260-5419
Jones, Chuck	Coordinator, Special Grants, JTP	442-3044 ext. 231	446-2856	
Jumps, Mike	Director, Maintenance & Facilities	443-8832	443-2259	497-8919
Kietzmann, Dave	Vice President for Instruction and Student Services	443-8771	443-4512	474-8771
Knight, Debra	Controller	443-8865		765-505-0683
Landers, Susie	Assessment Retention Counselor, Adult Ed.	443-8784	431-8421	304-4452
Langley, Phillip	Lead Instructor, Developmental Education	443-8732	274-7978	474-6785

Martin, Bruce	2 <sup>nd</sup> Shift Safety and Security Officer	443-8888	765-294-2571	
McConnell, Penny	Dean, Liberal Arts and Library Sciences	443-8747	427-2345	497-3809
Morrison, Gail	Chief Financial Officer	443-8764	662-6063	474-2064
Nasser, Ana	Coordinator, Child Development Center	443-8833	431-2810	246-8673
Nasser, Dawn	Coordinator, Recruitment	443-8755		246-6585
O'Brien, Mike	Director, Small Business Development Corporation & Entrepreneurship	442-7232	431-6484	474-9459
Parr-Barrett, Cindy	Coordinator-Bookstore	554-1546		260-2513
Peck, Cindy	Coordinator of Retention and Student Engagement	554-1680		260-0731
Pollitt, Brian	Programmer/Data Base Administrator, Data Administrative Services	443-8854		799-4459
Potts, Stephane	Coordinator, Counselor and Transfer Articulation	4438749	431-0811	497-1707
Primmer, Jeff	Counselor, Student Services	443-8594	469-0064	
Rape, Bruce	Dean, Business and Technology	443-8786	469-2045	377-2483
Schroeder, Connie	Director, Nursing Education	443-8814	815-889-4851	815-922-2046
Spors, Jonathon	Director, Instructional Media	443-8577	765-793-2679	765-793-2679
Sturgeon, Kathy	Dean, Science/Math Division	443-8806	446-7066	

Szott, Tom	Director, Adult Education	443-8878	446-4327	260-4486
Thurman, Kerri	Secretary to the President/Board of Trustees	443-8850	765-793-2422	765-299-4001
Van De Walker, Sara	Director, Corporate and Community Education	443-8777		474-8777
Wahlfeldt, Tracy	Executive Director, Foundation/Grant Development	443-8772	776-2620	202-8654
Weaver, Brad	Coordinator, Campus Services/ Graphics	443-8773	260-5972	260-5972
Welge, Vicky	Director, Student Success Center	443-8702		504-2274
Westberg, Janet	Director, Health Information Technology	443-8574	446-7934	
Wilderman, Justin	Assistant Director of Financial Aid	443-8891		765-585-8206
Williams, Jefferson	Director, Computer and Network Services	443-8871	765-893-4645	260-4587
Williams, Laura	Director, Grants and Planning	443-8776	443-3499	424-3499
Yonke, Naomi	Computer and Network Specialist	443-8861	815-889-4401	

<b>A. DAY EMERGENCIES (6:00 A.M. TO 5:00 P.M.)</b>		

<b>B. AFTER HOURS EMERGENCIES (5:00 P.M. – 7:00 A.M.)</b>		

<b>C. INFORMATION TECHNOLOGY SERVICES</b>		

## APPENDIX B

### (College/School/Department) EMERGENCY RESPONSE TASK LIST

#### **Staff Responsibilities:**

#### **I. Before emergency**

##### **A. Policies and Procedures:**

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

\_\_\_\_\_ Review of procedures with appropriate campus emergency response units.

\_\_\_\_\_ Review Communications Plan and update as necessary.

#### **II. During emergency**

##### **A. Emergency Operations Center (EOC):**

\_\_\_\_\_ Danville Area Community College administrative personnel convened at EOC.

\_\_\_\_\_ Notification to campus leadership.

\_\_\_\_\_ Communication established with Command Center personnel at the site.

##### **B. Emergency Equipment/Services/Supplies:**

\_\_\_\_\_ Cellular phones, two-way radios or other communications

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

\_\_\_\_\_ Manpower services as deemed necessary by the Emergency Management Team.

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

#### **III. After initial emergency**

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

\_\_\_\_\_ Assist with liability assessment.

#### **IV. Post emergency:**

\_\_\_\_\_ Evaluate emergency procedures, including all tasks outlined above.

\_\_\_\_\_ Revise procedures as appropriate.

**APPENDIX C**

**EMERGENCY INCIDENT CRITIQUE SHEET**

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

1. Date of incident: _____		
2. Name of incident: _____	YES	NO
3. Were you notified in a timely fashion? .....	___	___
4. Was the incident well coordinated? .....	___	___
In no, please comment: _____		
_____		
_____		
5. Did you have available the necessary equipment?.....	___	___
If no, please comment: _____		
_____		
_____		
6. Of the equipment you used, was it in serviceable condition?.....	___	___
If no, please comment: _____		
_____		
_____		
7. Was there good cooperation and coordination between different work units? _____	___	___
If no, please comment: _____		
_____		
_____		
8. During the incident, what went well? _____		
_____		
_____		
What did not go well? _____		
_____		
What would be your recommendations for improvement? _____		
_____		
_____		

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX D**

**EMERGENCY OPERATIONS PLAN CHANGES**