



## **SECTION 4–EMERGENCY PREPARDNESS**

- 4.1      Emergency Procedures
- 4.2      Emergency Operations Plan (EOP)

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## 4.1 EMERGENCY PROCEDURES

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### A. Objective

To minimize loss of life, and property damage in the event of an emergency.

### B. Scope

All persons on site.

### C. References

Department of Labor, [Occupational Health and Safety Administration \(OSHA\)](#) 29 Code of Federal Regulations 1910.38, Illinois Department of Labor 820 ILCS 225 Health and Safety Act.

### D. Procedure

- Refer to the [Emergency Procedures](#) (orange flipchart) for general information on all the following emergency procedures:
  - Life Threatening Injuries
  - Non-Life Threatening Injuries
  - Fire Emergencies
  - Bomb Threat
  - Tornado
  - Severe Weather
  - Workplace Violence
  - Violent Criminal Behavior
  - Utilities Failure
  - Evacuation Plan
  - Evacuation of Persons with Disabilities
- As part of the [Emergency Procedures](#) departments shall have individual plans for evacuation with procedures and meeting locations.
- For additional information on emergency procedures contact [Harper Police](#).

### E. Emergency Information

Departments shall have emergency contact names and phone numbers.

- For Life Threatening Emergencies (chest pain, uncontrolled bleeding, loss of breathing, severe head injuries) dial 911 and give the following information:
  - ✓ Your name
  - ✓ The nature of the emergency – life threatening injury, fire, chemical spill, etc.
  - ✓ The location – address, floor and room number:
    - Harper College, 1200 W. Algonquin Road, Palatine
    - Harper Professional Center – 650 E. Higgins Road, Schaumburg
    - Learning and Career Center – 1375 S. Wolf Road, Prospect Heights
  - Do not hang up until told to do so.
- For Non-Life Threatening Emergencies (twisted ankle, back pain, minor cut, debris or dust in the eye) proceed to Health & Psychological Services (HPS), A364 ext. 6268.
- After HPS hours, employees should proceed to St. Alexius Medical Center; 1555 N. Barrington Rd. Students should be referred to their own physician for treatment.



## F. Building Evacuation

Upon hearing the fire alarm or announcement, begin evacuation procedures:

- Keep yourself and others calm.
- Quickly proceed outside the building to your department/areas designated meeting location using the planned evacuation route.
- Close windows and doors as you leave.
- Help those that need special assistance. *(Have a plan for assisting disabled persons in the department. See the procedure for evacuation of persons with disabilities in the orange emergency flipchart.)*
- Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

## G. Building Safety Systems

Locate the emergency equipment in your area and know how to use it.

- **Fire Alarms** – The fire alarm system in the building is activated by manual pull stations, smoke or heat detectors or the activation of the sprinkler system. All alarms are immediately sent to Harper Police and the fire department. Evacuation is required anytime the fire alarm system sounds.
  - **Manual Alarm pull stations** – Pull down to activate evacuation alarm. This will sound an alarm and immediately send an alarm signal to Harper Police. After activating the alarm call Harper Police, from a safe location, to provide additional information. Never block or obstruct these with furniture or equipment.
  - **Smoke and heat detectors** – This will immediately activate the fire alarm system.
  - **Fire Doors-** Must be kept shut at all times to provide a safe means of egress in stairways and corridors, unless releasing devices close doors upon alarm activation.
  - **Automatic Sprinkler System** – This will begin the extinguishment of the fire and immediately send an alarm to Harper Police. Individual sprinkler heads will open only where the temperature reaches the prescribed setting. It is important that at least 18" of clearance be kept at all times below the line of sprinklers to allow proper water distribution over the fire. Sprinklers must never be painted and should be protected from being struck and damaged or broken off. Leaks or other problems with the automatic sprinkler system should be reported promptly to Facilities Management.
- **Fire Extinguishers** – Only trained personnel should use fire extinguishers. Always notify Harper Police, from a safe location, after using a fire extinguisher. Never block or obstruct extinguishers with furniture or equipment.
- **Emergency Lighting** – This will aid in the evacuation in areas of corridors and stairways. A flashlight is recommended to aid in emergencies.



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- **Automatic External Defibrillator (AED)** – A device capable of safely and easily delivering an electrical shock to restore the heart's normal rhythm. AEDs are strategically located across campus in 9 locations. Only trained personnel should use the AEDs. Contact Health & Psychological Services (x6268) for training.
- **Carbon Monoxide (CO) Detectors** – Carbon Monoxide is a colorless, odorless gas produced from the incomplete combustion of fuel burning processes. The CO detection system is composed of CO detectors equipped with local trouble alarms, which are tied in to the College's alarm system which is monitored by Harper Police.

The activation of the local trouble alarm will send a signal to the Harper Police, which will activate their CO Alarm Response. Harper Police will contact Utilities to take a reading of the CO levels and determine the next course of action. Please note that Harper Police will call the Fire Department any time that Utilities employees are not present on campus.

The detectors are programmed to alarm at levels of 70ppm, 150ppm, and 400ppm – symptoms of CO poisoning (headache, nausea, fatigue, and dizziness) will begin to show at 400ppm after 1-2 hours of exposure. The low levels of detection should allow adequate time for response before hazardous effects could occur.

- Locations –
  - Building B – Warehouse (Source: Vehicle Exhaust)
  - Building S – Auto Shop (Source: Vehicle Exhaust)
  - Building H – HVAC Lab (Source: Furnaces), AMF Lab (Source: Welding), Forensics Lab (Source: Vehicle Exhaust)
  - Building L – Art Studio (Source: Kiln Room)
- Occupant Response –
  - Evacuate the room where the source equipment is located,
  - Turn off any source equipment (vehicle, furnace, kiln, etc.),
  - Provide fresh air to the immediate area if possible (open overhead doors, open exterior doors, close interior doors),
  - HCPD will respond to the alarm and assist with the evacuation,
  - Wait for Utilities (or the Fire Department during off-hours) to respond and take their readings of CO levels to determine if any further course of action is necessary.
- Utilities Response –
  - Respond to location where alarm has been activated (HCPD will call x6350),
  - Take the CO Meter with you to measure the exact ppm of CO in the space,
  - If CO levels are above 400 ppm, leave the space immediately and contact HCPD to request assistance from the Fire Department.
  - If CO levels are under 400 ppm, assist with ventilating the space (opening exterior doors, increasing supply of outside air, etc.).



## 4.2 EMERGENCY OPERATIONS PLAN (EOP)

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### A. Objective

To minimize loss of life, and property damage in the event of a **large** scale catastrophe.

### B. Scope

To establish a comprehensive emergency plan to respond to large scale catastrophes (**levels 5-1 – see below**) requiring outside assistance and recovery from such catastrophes.

### C. Procedure

- Harper Police maintain the EOP and update it regularly.
- Drills and tabletop exercises are conducted to ensure the EOP is effective.
- The EOP is National Incident Management System (NIMS) compliant to work with all other responding agencies and to respond to all types of emergencies.
- The following are levels of response:
  - **Type 5 Incident**
    - The incident can be handled by one or two single resources with up to six personnel
    - Command and General Staff positions (other than the Campus Incident Commander) are not activated
    - No written Incident Action Plan is required
    - The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on the scene
  - **Type 4 Incident**
    - Command Staff and General Staff functions are activated only if needed
    - Several resources are required to mitigate the incident, including a Task Force or Strike Team
    - The incident is usually limited to one operational period in the control phase
    - The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated
    - No written Incident Action Plan (IAP) is required, but a documented operational briefing will be completed for all incoming resources
    - The role of the agency administrator/official includes operational plans, including objectives and priorities
  - **Type 3 Incident**
    - When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident
    - Some or all of the Command Staff and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions
    - A Type 3 Incident Management Team (IMT) or Campus Incident Command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or Type 2 team
    - The incident may extend into multiple operational periods
    - A written IAP may be required for each operational period



- **Type 2 Incident**
  - A Type 2 incident may require the response of resources out of area, including regional and/or national resources to effectively manage the operations and command and general staffing
  - Most or all of the Command Staff and General Staff positions are filled
  - Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only)
  - Many of the functional units are needed and staffed
  - The incident extends beyond the capabilities for local control and the incident is expected to go into multiple operational periods
  - A written IAP is required for each operational period
  - The agency administrator/official is responsible for the incident complexity analysis, agency administrator briefings, and written delegation of authority
  
- **Type 1 Incident**
  - This type of incident is the most complex, requiring national resources to safely and effectively manage and operate
  - All Command and General Staff positions are activated
  - Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000
  - Branches need to be established
  - The agency administrator/official will have briefings, and ensure that the complexity analysis and delegation of authority are updated
  - There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions
  
- Harper Police will determine the level of response and trigger the use of the EOP