



SECTION 4 – EMERGENCY PREPAREDNESS

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

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4.1 EMERGENCY PROCEDURES

A. Objective

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

B. Scope

All personnel on Harper College Campuses.

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 Threats
 - Severe Weather
 - Campus Closing
 - Acts of Personal Violence
 - Active Shooter
 - Earthquakes
 - Utilities Failure
 - Evacuation of Persons with Disabilities
 - Evacuation Plan and Personnel
- 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 the Department of Risk Management or the [Harper Police](#) Department.

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 – building designation, door number, floor, and room number.
 - Harper College - 1200 W. Algonquin Road, Palatine
 - Harper Professional Center (HPC) – 650 E. Higgins Road, Schaumburg
 - Learning and Career Center (LCC) – 1375 S. Wolf Road, Prospect Heights
 - Do not hang up until told to do so.



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- For Non-Life Threatening Emergencies (twisted ankle, back pain, minor cut, debris, or dust in the eye) proceed to Northwest Community Healthcare (NCH) in building M.
 - After hours, employees should proceed to NCH Emergency Room at 800 W. Central Rd. in Arlington Heights. 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 the local dispatch center and Harper Police. Evacuation is required anytime the fire alarm system sounds.
 - **Manual Alarm pull stations** – Pull down to activate the fire alarm. This will sound an alarm and immediately send a signal to the dispatch center and Harper Police. After activating the alarm, call Harper Police from a safe location, to provide additional information. Never block or obstruct pull stations with furniture or equipment.
 - **Smoke and heat detectors** – This will immediately activate the fire alarm system.
 - **Fire Doors-** Must always be kept shut to provide a safe means of egress in stairways and corridors, unless releasing devices close doors upon alarm activation.
 - **Automatic Sprinkler System** – Will begin the extinguishment of the fire and immediately send a signal to the local dispatch center and 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 always kept 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.



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- **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 of areas of corridors and stairways. A flashlight is recommended to aid in emergencies.
- **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.
- **Stop the Bleed kits** – Contain gauze, hemostatic dressings, chest seals, trauma shears, and tourniquets. These are co-located in the AED cases and Harper Police vehicles.
- **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 tied into the College’s fire alarm system monitored by the local dispatch center and 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 the following levels:

- 1st Alarm: Concentration of 70 ppm between 1 and 4 hours.
- 2nd Alarm: Concentrations of 150 ppm between 10 and 50 minutes.
- 3rd Alarm: Concentration of 400 ppm between 4 and 15 minutes.

Concentration (parts per million)	Exposure Time – Symptoms
50	8 hours – no adverse effects
800	45 minutes – headache, nausea, and dizziness 2 hours – collapse and unconsciousness
1,000	1 hour – loss of consciousness
6,400	1-2 minutes – headache and dizziness 10-15 minutes – unconsciousness and death

▪ Locations

- Building A – Kitchen A006, A023, A129 (Source: Natural Gas/ Cooking)
- Building B – B117 Warehouse (Source: Vehicle Exhaust)
- Building G – Warehouse and Mobile Lab Garage (Source: Vehicle Exhaust)
- Building H – (3) H187 HVAC Lab (Source: Furnaces), (2) H190 and H190p AMF Lab (Source: Welding) and H175 Loading Dock (Source Vehicle Exhaust)
- Building L – L 126j Art Studio (Source: Ceramic Kiln Room)



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- Building S – S118 Mechanical Space (Source: Furnace)
- Building T – T101 Auto Shop and T102 Garage (Source: Vehicle Exhaust)
- Building V – V116 Mechanical Space (Source: Furnace)

- 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).
 - Harper Police 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 the location where alarm has been activated (Harper Police will call Facilities Management at x6350).
 - Take the CO Meter with you to measure the exact ppm of CO in the space.
 - If CO levels are above 200 ppm, leave the space immediately and contact Harper Police to request assistance from the Fire Department.
 - If CO levels are under 200 ppm, assist with ventilating the space (opening exterior doors, increasing supply of outside air, etc.).



4.2 EMERGENCY OPERATIONS PLAN (EOP)

A. Objective

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

B. Scope

To establish a comprehensive plan to mitigate, prepare, respond, and recover from emergency incidents involving Harper College campuses.

C. Procedure

- The Department of Risk Management maintains the EOP and updates 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 other responding agencies and all types of hazards.
- 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 as needed.
 - Several resources are required to mitigate the incident.
 - The incident is usually limited to one operational period.
 - 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, objectives and priorities.
 - **Type 3 Incident**
 - Appropriate ICS positions should be added to match the complexity of the incident.
 - Some or all the Command Staff and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
 - The Campus Emergency Operations Center team (CEOC) manages initial actions in collaboration with external resources.
 - 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 the area including county, state, and national resources to effectively manage operations staffing.
 - Most or all the Command Staff, General Staff, and CEOC 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 local control and 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 manage and operate safely and effectively.
 - 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 in collaboration with the CEOC will determine the level of response and trigger the use of the EOP.