

Community  
College  
*of* Philadelphia

**Emergency Operations Plan**

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## EXECUTIVE SUMMARY

The Community College of Philadelphia Emergency Operations Plan (EOP) outlines how the College will conduct emergency management activities to protect lives and safeguard the College community from disasters. It is designed as a flexible system in which part or the entire plan may be activated, as appropriate to the situation. The EOP provides an organizational structure and procedures for the management of information, activities, and operations during an emergency. As described throughout the EOP and supporting documents, the Community College of Philadelphia maintains programs in the prevention of, preparation for, response to and recovery from natural, human unintentional, and human intentional disasters.

The Emergency Operations Plan follows the format outlined by the Department of Education's Guide for Developing High-Quality Emergency Operations Plans and consists of a basic plan supplemented by functional and hazard-specific appendices. The basic plan recognizes the content and role of existing plans, identifies potential hazards threatening the College, and establishes the general organization and functions of the Executive Policy Group, Emergency Management Team, and the Emergency Operations Center.

## Record of Changes

*Regular review of this Emergency Response Plan will be conducted at least annually. Revisions and updates will be made based on operational changes, best practices and corrective actions identified through exercises, incidents, and assessment processes.*

Change Number	Date of Change	Date Entered	Change Made by (Signature)
0001	8/19/15	8/19/15	Randolph Merced

## PROMULGATION STATEMENT

Community College of Philadelphia,

In the event of a natural, technological or human-caused emergency or incident that affects the College, we must be prepared to implement plans and procedures to protect lives and property. While each campus emergency or incident will be unique in its circumstances, the management of emergencies and incidents will be supported generally by this comprehensive plan.

This plan is promulgated as the *Community College of Philadelphia's Emergency Operations Plan*. This plan is designed to comply with all applicable policies, regulations, and contemporary standards related to emergency management within the College, the City of Philadelphia, and Commonwealth of Pennsylvania.

This plan supersedes all previous emergency operations plans.

PROMULGATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015.

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**Dr. Donald Generals**

President

Community College of Philadelphia

## Foundation

### Purpose

The purpose of this plan is to establish a comprehensive, College-wide, all-hazards approach to emergency management across a spectrum of activities including mitigation, preparedness, response, and recovery. This plan provides the framework for interaction with College departments; College stakeholders; municipal governments; the private sector; and nongovernmental organizations in the context of emergency management activities. It describes capabilities and resources to help protect from natural, human unintentional, and human intentional hazards; save lives; protect public health, safety, property, and the environment; and reduce adverse consequences and disruptions to the College's academic and business operations.

Finally, this plan serves as the foundation for the development of detailed plans, policies, procedures and annexes to effectively and efficiently implement emergency management activities and assistance in the context of specific types of incidents.

### Scope

This plan addresses all incidents and events that threaten to injure, harm, or otherwise affect the stakeholders, academic processes, or business operations of the College resulting from natural, human unintentional, or human intentional hazards. This plan applies to all departments within the College and buildings owned or operated by the College within the City of Philadelphia, specifically:

- Main Campus
- Northeast Regional Center
- Northwest Regional Center
- West Regional Center

## Planning Assumptions

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. These assumptions are called planning assumptions, and the standard practice is to base planning on the worst-case conditions.

The following planning assumptions are considered true for the purposes of this plan:

- An emergency or disaster may occur at or within close proximity to the Community College of Philadelphia at any time and pre-disaster indicators may be non-existent or span hours to months.

- The Community College of Philadelphia is ultimately responsible for the management of emergencies and disasters that directly impact the College.
- Emergency management activities will be organized and conducted using the principles of the National Incident Management System (NIMS).
- Mitigation and preparedness activities are continuous processes that require participation from the entire College community to be successful.
- Initial response to emergencies and disasters is normally handled by local, county, and state public safety agencies, including police, fire and EMS.
- A major emergency or disaster may overwhelm local public safety agencies and the College may not receive support or assistance for several hours or days.
- Students, faculty, staff, and visitors may be unable to leave campus for hours or days.
- Members of the surrounding community may arrive at the College seeking assistance, care, and shelter.
- Response, short-term, and long-term recovery may require days, weeks, months, or even years to fully complete.

## Access and functional needs

Emergency management programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act of 1990 (ADA). An access and functional needs approach more broadly includes, but is not limited to, considering mobility (including lack of transportation), vision, hearing, cognitive disorders, mental illnesses and language barriers.

The College recognizes the importance of including access and functional needs requirements in all aspects of emergency management.

## Situation overview

### Location and Description

The Community College of Philadelphia is an open-admissions institute that operates a main campus and three regional centers in the City of Philadelphia. The Main Campus is located at 1700 Spring Garden Street, Philadelphia PA. This campus consists of seven buildings and serves as the primary location for academic and business operations. The seven buildings of Main Campus and the resources included within each are as follows:

### The Mint Building

- Ground Floor: Administrative Office, Security Office, Business Services,
- First Floor: Administrative Offices, Library
- Second Floor: Administrative Offices, President's Office, Classrooms, Faculty Offices
- Third Floor: Classrooms, Faculty Offices

### The West Building

- First Floor: Classrooms, Labs, Faculty Offices, Dental Clinic
- Second Floor: Classrooms, Administrative Offices, Faculty Offices
- Third Floor: Classrooms, Biology Labs, Faculty Offices
- Fourth Floor: Classrooms, Labs, Chemistry Labs, Faculty Offices, Administrative Offices

### The Pavilion

- First Floor: Bookstore, Food Service, Welcome Center
- Second Floor: Culinary Arts and Hospitality Management Program (classrooms, labs and kitchen), Cube

### The Bonnell Building

- Basement: Classrooms, Theater Workshop, Mechanical
- Ground Floor: Assessment Center, Enrollment Central, Counseling, Advising, Bursar, Veteran's Center, International Student Services, Center on Disability, Banking Services, Auditorium, Shipping & Receiving
- First Floor: Learning Lab, Classrooms, Faculty Offices
- Rotunda Level: Classrooms, Faculty Offices
- Second Floor: Student Academic Computer Center, Classrooms, Faculty Offices, Administrative Offices

### The Winnet Student Life Building

- First Floor: Administrative Offices
- Second Floor: Classrooms, Great Hall, Administrative Offices
- Third Floor: Classroom, Administrative Offices

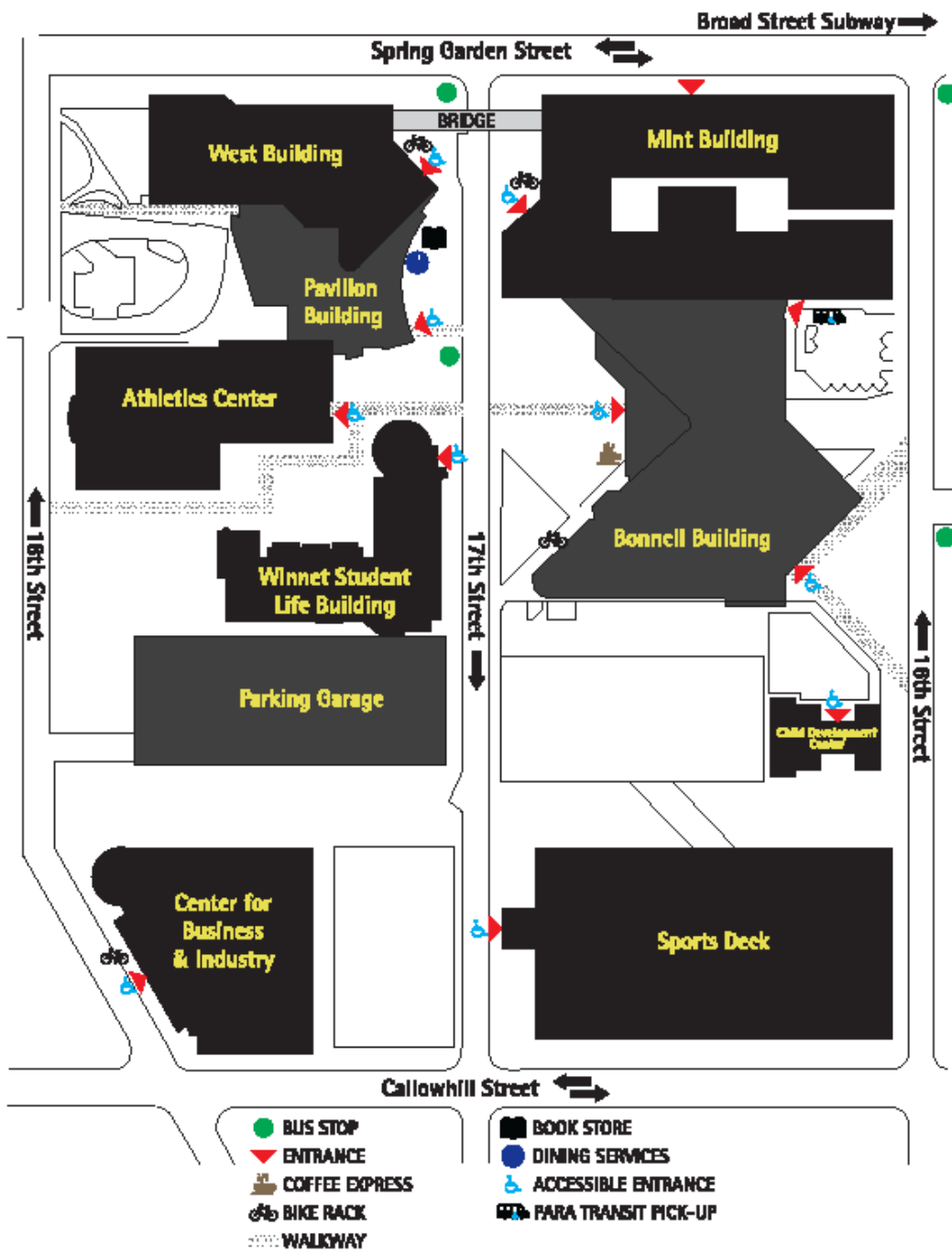
### The Center for Business and Industry

- First Floor: Career Services Center, Corporate Solutions Division, Classrooms
- Second Floor: Classrooms, Faculty Offices
- Third Floor: Classrooms, Faculty Offices, Student Academic Computing Center

### The Athletics Center

- Aerobics/dance room
- Racquetball courts
- Weight room
- Administrative Offices
- Basketball court
- Table tennis room
- Locker rooms





## Hazards and Vulnerabilities

Expectedly, the Community College of Philadelphia is vulnerable to a wide range of hazards and threats. The College conducts Hazard, Vulnerability, and Impact Assessments (HVIA) that review selected hazards, the situation's potential impact to life, operations, and property and the likelihood of occurrence. This assessment is conducted with participation from the College's internal and external emergency management stakeholders and select subject-matter experts as needed.

The most recent HVIA was conducted on March 12, 2015 and facilitated by Margolis Healy, and Associates, LLC.

## Concept of operations – Mitigation

The Community College of Philadelphia maintains a continuous process of identifying, avoiding and/or reducing the potential impact of hazards. Engaging in prevention and mitigation activities provides Community College of Philadelphia with a number of benefits, including reduced risk of loss of life, property, and essential services.

As outlined in the National Fire Protection Association (NFPA) Standard 1600, Community College of Philadelphia will undertake actions to avoid or reduce injury, disruption and damage from hazards. In addition, the College maintains an awareness of the local hazard mitigation plan.

The College maintains the following designed to prevent loss from hazards:

- Employee background reviews;
- Immediate Action Response Training
- Workplace Ergonomics;
- Risk Communications Plan
- Workplace Violence Policy;
- Threat Assessment and Management Team.

## Concept of operations – Preparedness

The preparedness phase involves actions taken that keep the campus in a constant state of readiness. These activities develop operational capabilities for disaster response. These actions include: emergency planning, resourcing, training, public education, and exercises. The departments identified in this plan as having an Emergency Support Function (ESF) should prepare standard operating procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters and resource lists; they should also have SOPs for Continuity of Operations and Recovery for department functions. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and use of procedures.

Community College of Philadelphia will place emphasis on a capability development process that has the following elements:

- Planning;
- Coordinating;
- Resource development and maintenance;
- Training of students, faculty and staff;
- Public awareness and education;
- Exercising;
- Review and adjustment of operations.

## Vital records

Each department within the Community College of Philadelphia should identify, maintain, and protect its own vital records necessary to maintain and resume operations. Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, the College, and other entities including contracts, transcripts, and articles of incorporation;
- Conduct emergency response and recovery operations, including utility system maps, locations of emergency supplies and equipment, emergency plans, policies, and procedures, and personnel rosters;
- Re-establish normal functions.

Record depositories should be located well away from danger zones and/or housed in facilities designed to withstand destructive forces.

## Resource maintenance

An important element of the preparedness mission is maintaining equipment, supplies and having relationships with service providers capable of supporting the College's response to emergencies and disasters. The Community College of Philadelphia maintains three levels of resources:

- Internal resources stored and maintained on campus;
- Resources from other neighboring Colleges and universities;
- External resources supplied by screened vendors.

## Public education and awareness

The College community's response to any emergency or disaster is based on an understanding of the nature of that emergency/disaster, the potential and associated hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, county, state and federal officials to ensure their correlation with to emergency preparedness and response operations at various levels.

Currently, the College provides the following emergency preparedness public education and awareness programs:

- Immediate Action Response training for students, faculty and staff;
- Emergency action posters displayed in all classrooms, common areas, and offices;
- Up-to-date website with emergency preparedness resources and information.

## Response levels

There are three levels of emergency, Level I, II and III. The higher level of emergency, the larger the scale of the event and the more resources and coordination required to manage the event. Any given level may be bypassed if necessary to allow a response to proceed to a higher level.

### Level 1 - Monitoring

- a. Monitoring occurs when there is an incident occurring on or near any College owned or operated property that is likely to impact academic or business processes or has a reasonable potential of doing so.
- b. The Director of Safety and Security (Director), or designee, identifies or is otherwise notified, of an incident of this nature, s/he may immediately convene a select group of people to assess the situation and determine the most appropriate course of action -- including activating the Emergency Operations Center (EOC) and mobilizing either/both the Emergency Management Team (EMT) and Executive Policy Group (EPG).  
(Refer to Organization and Responsibilities pg. 19)
- c. The Director has full discretion on which departments, faculty, and staff to include when monitoring a situation.
- d. Monitoring may be conducted remotely and does not necessarily require the use of the EOC.

## Level 2 - Partial Activation (EMT Only)

- e. A partial activation occurs when an incident occurs on or near any College owned or operated property that is actively impacting an academic or business process confined to a single department, building, or business unit.
- f. The Director, designee, President, or member of the EPG may request an activation of the EMT to assess, respond to, and recover from an incident.
- g. The Director, recognized as the chairman/chairwoman of the EMT, shall activate the EOC and request that all EMT members respond to the EOC for assignments.
  - i. The Director may release, or otherwise demobilize, select individuals from the EOC depending on the needs of the College and EMT to appropriately manage the incident.
- h. The Director, or designee, in consultation with the President or any member(s) of the EPG, may recommend a full, Level 3 activation and mobilize the EPG if the incident impacts more than one department, building, or business unit -- or has the reasonable likelihood of doing so.
- i. The Director shall designate one individual to act as a liaison to activities occurring at the incident scene.
  - i. More individuals may be assigned if necessary and only if staff is available.
    - 1. Staff may be assigned from individual departments and do not necessarily need to come from the EMT staff pool.
  - ii. All information from the incident scene shall be communicated ONLY to the EMT for data collection, processing, and dissemination to others as appropriate.
- j. The Director, or designee, shall determine the appropriate timing and demobilization process to deactivate to a Level 2 or terminate operations all together.

## Level 3 - Full Activation (EPG and EMT)

- k. A full activation occurs when an incident occurs on or near any College owned or operated property impacts more than one department, building, or business unit -- or has the reasonable likelihood of doing so.
- l. During a full activation, the EMT reports to the EOC, or designated assembly area, and the EPG reports to the President's Office, or designated assembly area.
  - i. The Director is recognized as the chairman/chairwoman of the EMT and the President is recognized as the chairman/chairwoman of the EPG.
    - 1. The President and emergency manager may designate any member of their respective teams to fulfill his or her roles as chairman/chairwoman.

- m. The Director, or designee, is the only person allowed to communicate between the EPG and EMT, unless otherwise directed.
- n. All information from the incident scene shall be communicated ONLY to the EMT for data collection, processing, and dissemination to the EPG and others as appropriate.
- o. The Director, or designee, in consultation with the EPG shall determine the appropriate timing and demobilization process to deactivate to a Level 2 or terminate operations all together.

## Response priorities

Priorities for all emergency response at Community College of Philadelphia are as follows:

### Protection of Life

1. Students
2. Faculty and Staff
3. General Public

### Stabilization of the event

1. Prevent the incident from expanding
2. Bring the situation to a point of order
3. Isolate the scene and control entry.
4. Determine course of action.

### Protect the Environment

1. Confine, contain or neutralize hazardous materials that may be released.
2. Ensure, to the extent practical, that emergency response efforts do not adversely impact the environment.

### Protect College Property

1. Facilities necessary for protection and care of students.
2. Research.
3. Critical College record and collections.
4. Facilities used for education and operational purposes.

### Restoration of critical services, education and research programs

1. Services critical to the well-being of students.
2. Services critical to educational services.
3. Services critical to facilities.

(Other than those required to establish a basic operating environment, such as power, water, communications, etc., which have the highest priority for restoration)

## Potential hazards

The Community College of Philadelphia has performed Threat/Hazard Probability and Severity Assessments. In general, hazards that can occur in our community include:

Human Intentional		
Cyber Adversary	Radiological Release	Active Shooter
Adversarial Subject	Nuclear Incident	Civil Disturbance
Biological Release	Chemical Release	Kidnapping/Abduction
Arson	Drug Offenses	Sex Crimes
Explosive Device		

Human Unintentional		
Gatherings/Planned Events	Electrical Disruption	Structural Collapse
ITS Disruption	Generator Failure	Sewer Disruption
Labor/Workforce Disruption	Telecommunications Disruption	Water Disruption
Transportation Disruption	HVAC Disruption	Fuel Disruption
Fire	Hazardous Materials Release	Natural Gas Disruption
Structural Collapse		

Natural		
Temperature Extremes	Severe Storms	Epidemic
Snowstorm	Hurricane/Tropical Storm	Flood
Earthquake	Ice Storm	Wildfire
Tornado		

## Activation triggers

As a general practice, the EMT should be activated any time a hazardous condition has the potential to reach, or has reached, proportions beyond the capacity of routine operations to resolve.

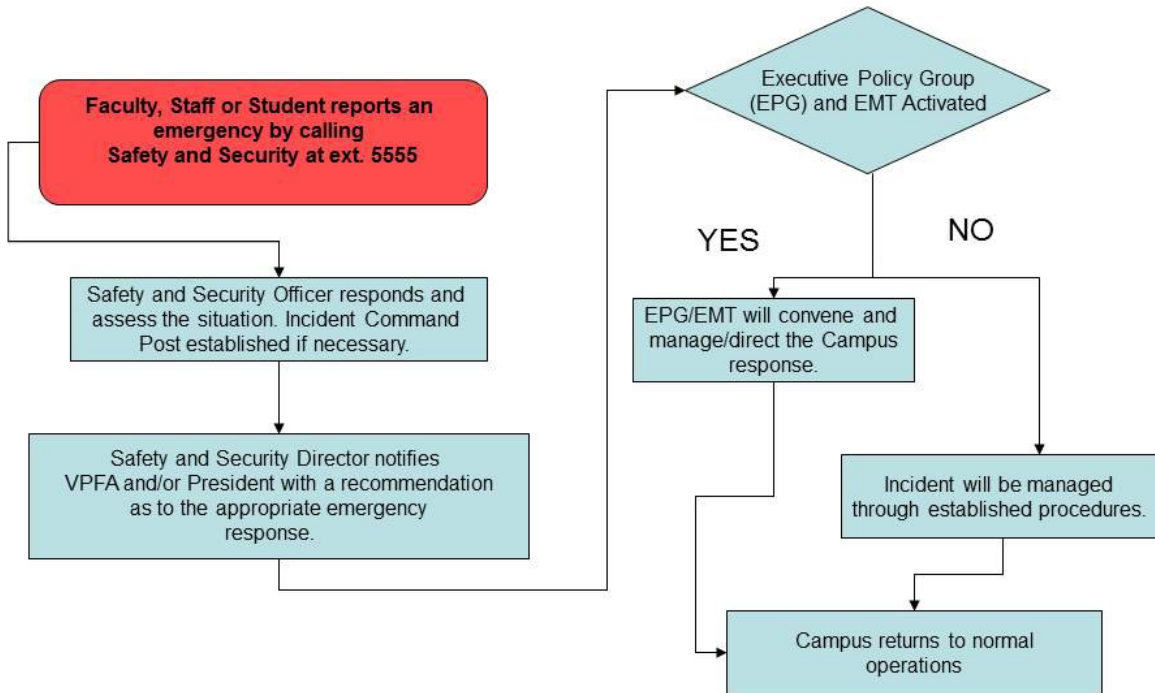
The EOC will be activated and the EMT will respond in any the following conditions:

- A severe weather warning issued by the National Weather Service;
- Any unscheduled event with a concerning level of disruption;
- A situation of active violence in the greater community with the potential to place the College community at risk;
- An emergent situation is evolving beyond the capacity of routine operations to resolve; A situation involves more than one department (for coordination);
- At the direction of the President or designee;

In addition, the President, his designee, or any on-call member of the EPG can activate the EOC and/or convene the EMT at his or her discretion if an emergent situation is likely or occurring that threatens the College or its stakeholders, or operations.

## Activation process

Campus Emergency Response Flow Chart



Rev. 06/2015

## Campus State of Emergency

The President, or his or her designee, upon consultation with the EPG, may declare a campus state of emergency for any incident when he or she deems it necessary to place into immediate effect emergency procedures to close all or part of the College. The President, or his or her designee, will rescind the state of emergency once the incident has been stabilized and campus safety and security has been restored.



## Organization and responsibilities

### **Executive Policy Group (EPG)**

The EPG is the team of senior administrators and College officials who possess ultimate responsibility for all emergency management activities within the College. This team provides strategic oversight to the Emergency Management Team (EMT), who will be carrying out the requests as directed. The EPG establishes priorities and objectives for the incident and is the lead for coordinating all incident-specific communications to the College community. Duties include:

- Deciding whether to meet in response to less severe or low level incidents/events. Immediate response will usually be made by the College Safety and Security, Physical Plant, Academic and Student Success, or city responders.
- Developing priorities, and providing strategic guidance to the EMT, in the EOC, and the CCP community.
- Assigning a Liaison Officer to interface with executive governmental and non-governmental officials.
- Determining the need for campus closure, class suspension, administrative leave for employees and other strategic decisions.

The Executive Policy Group is comprised of the:

- President (Chair)
- Vice President for Strategic Initiatives and Chief of Staff
- Vice President for Academic and Student Success
- Vice President for Business and Finance
- Vice President for Marketing and Government Relations
- Vice President for Workforce and Economic Innovation
- General Counsel

Alternates assigned to the EPG will be trained on the duties and responsibilities of the Primary member.

Should the Primary and Alternate be unavailable to fulfill their duties, the President or designee shall select an individual to represent the vacant position.

The EPG will assemble in the President's Office, M2-2. The alternate assembly points include the office of the AVP, Human Resources, 1500 Spring Garden Street; Room C3-17, CBI 18<sup>th</sup> and Callowhill; Room S1-09, Winnet Student Life Building: other locations as necessary.

### **Emergency Management Team (EMT)**

The EMT is primarily responsible for developing and maintaining the EOP, and staffing the EOC at the direction of the EPG. In some situations, as deemed necessary by the Director of Safety and Security or Vice President of Business and Finance, only a partial activation of the EMT may be required to activate the EOC. EOC activation is discussed further in the Response section.

Additional responsibilities of the EMT may include:

Developing plans and procedures within their functional areas of responsibility that contribute to emergency operations

Providing logistical and policy support to the Incident Commander/s or the EOC

Developing strategies and objectives based on EPG priorities for ensuring the response, recovery, and business continuity of CCP.

The Emergency Management Team is primarily comprised of the:

- Director of College Safety and Security (Chair)
- Chief Information Officer
- Dean of Students
- Dean of Academic Affairs
- Dean of Enrollment Management
- Associate Vice President, Human Resources
- Assistant Vice President, Budgets and Financial Services
- Assistant Vice President, Facility and Construction Management
- Director, Communications
- Contract Security Manager
- Other members may be added as needed

### Essential Employees

Unless prevented from doing so because of physical safety issues during an emergency, employees identified as essential will remain on campus to complete specifically assigned tasks. Examples of these tasks will include: assisting in the orderly and complete evacuation of buildings if necessary; ensuring that all key building systems are shut down and secured as appropriate; ensuring that key time-sensitive processes are completed (e.g., institutional mailings, campus payroll and cash management); ensuring that campus communication systems and procedures are fully operational and all required communications with constituencies have been put in place; and ensuring that visitors and outside groups using the College facilities have the necessary information they need to fully respond to the implications of the emergency situation.

Some essential employees may be required to be on campus throughout the life of an emergency (e.g., security and plant operations staff), while other essential staff may be asked to provide services during specific phases of an emergency. Essential employees will have a designated member of the Emergency Response Management Team who will communicate with them to ensure that they are aware of the emergency circumstances and the nature of the response that is required.

Essential employees include:

- All Employees within the Facilities Management Division
- All Contracted Security Staff
- All Administrators Grade VI or Higher

Essential employees may also include Individuals identified by Department Heads from the following departments:

Allied Health

Information Technology Systems

Biology

Multi-Media Services

Bursar's Office

Payroll

Business Services Center (Mail and Duplication Services)

Purchasing and Services

Chemistry

Regional Center Administration

Communications

Special Events and Community Relations

Counseling

Student Academic Computing

Enrollment Services

Student Life

Human Resources

To try to ensure appropriate staffing during emergencies at all times and locations, where possible, representatives from each of the Regional Centers and extended day and weekend employees will be identified as essential.

## Emergency Operations Center

The Emergency Operations Center (EOC) is a central location where the Executive Policy Group and Emergency Management Team directs and coordinates response and recovery activities. The space needs to be able to support the following functions:

- Coordination;
- Information gathering, analysis, and dissemination;
- Resource management;
- Documentation.

### Locations

The College’s primary Emergency Operations Center is located at:

**Primary:** Room BG-07B, Counseling Center Conference Room, Bonnell Building

**Secondary:** Room B2-26, Bonnell Building

**Third:** Room C3-17, CBI, 18<sup>th</sup> and Callowhill.

**Fourth:** (off-campus): 1500 Spring Garden Street, 7<sup>th</sup> Floor

**Fifth:** (off-campus): West Regional Center, 4725 Chestnut Street, Philadelphia PA 19139.

### Equipment and Resources

The primary EOC is equipped with the following equipment:

State, county, town, and campus maps	Dry-erase white board
EOC event/incident log (major events)	Television
Operational status log	Projector
Bulletin board	Satellite Phone
Personal Protective Equipment (PPE)	Incident Command Vests
Lap Top Computers	National Weather Service (NOAA) Radio

# Information collection, analysis, and dissemination

## Notifications and Warnings

### *Emergency Communications*

All emergencies should be reported to the Office of Safety and Security (MG-12):

Dial Extension 5555 or 8111.

From an outside phone dial (215) 751-8111.

Philadelphia Police Department dial 911.

### *SEND WORD NOW – Mass Notification System*

Community College of Philadelphia has implemented an emergency notification system called **Send Word Now**, which will enable fast and efficient dissemination of critical information to students, faculty and staff of the CCP community, including the CCP Regional Centers.

Within minutes, **Send Word Now** allows the Office of Safety and Security to send alerts through text messaging, phone, and e-mail to numerous devices, such as mobile phones, CCP-owned landline phones, and e-mail accessible devices. This system provides CCP students, faculty, and staff with an additional layer of security and protection for emergency response.

**Send Word Now** is designed to provide emergency information regarding situations that constitute an ongoing threat to the College community, such as an armed suspect on the loose, active fire or credible bomb threat, to name a few situations. An “all clear” message will be sent once an emergency situation is stabilized and it is deemed to be safe to resume normal activity.

### *Crisis Manager – Mobile APP*

The effectiveness of this emergency notification system depends upon individuals providing accurate and up-to-date personal contact information.

In the event of an emergency, **Crisis Manager** allows the Emergency Operations Center to immediately access important information about you, such as your name, photograph, important medical information, and location when you initiate contact through the app — dramatically increasing the odds that they can find you and help you during an emergency. The service is free and voluntary, and the information you provide is kept completely confidential.

### **How does it work?**

**Emergency GPS Locator** – Based on your cell phone signal, a GPS locator is activated during your self-initiated emergency communication. The registered profile information assists Safety and Security in identifying, locating, and assisting you.

**Easy Emergency Communication** – Call safety officials directly for help if you are in trouble through one-touch dialing and send text tips – including photos – if you see something suspicious.

Crisis Manager is not a substitute for calling Safety and Security at x5555 or (215)-751-8111 or Philadelphia Police by dialing 911. In the event of an emergency, users are advised to call x5555, (215)751-8111 or 911, as Crisis Manager should not be used as the primary source for an emergency assistance call. Crisis Manager is an optional back-up alert

notification system that users may use at their discretion. As with any cell phone usage, certain factors (such as signal strength, type and quality of your phone carrier, and dead spots) can affect the GPS locator accuracy.

## Training and exercises

The EPG and EMT will conduct regular training and exercising of College staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. Campus Security is responsible for coordinating, scheduling and documenting training, exercises and After-Action Reports. The objective is to train and educate the College community, emergency/disaster response personnel and potential volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operations or at the field level must receive appropriate SEMS/NIMS/ICS training.

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both the Clery Act and NIMS. There are several forms of exercises:

- Tabletop exercises provide a convenient and low-cost method designed to evaluate policies, plans and procedures and resolve coordination and responsibility issues. Such exercises are a good way to test the effectiveness of policies and procedures.
- Functional exercises usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as communications, public information or overall College response.
- Full-scale exercises simulate an actual emergency in real-time, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

## After Action Meetings and Reports

The Community College of Philadelphia will strive for continual advancement by identifying program deficiencies and areas for improvement by conducting After-Action meetings and developing After Action Reports and Corrective Improvement Plans that will identify actions needed to improve capability. The meetings will be comprised of members from the EPG, EMT and the College Community.

Following every declared emergency (regardless of the level) or following a campus-wide drill or exercise the Director of Safety and Security (Director) shall convene an After Action Meeting. Following current emergency response best practices, The Director shall prepare an After Action report and also, based on the lessons learned from the incident, one or more Corrective Improvement Plans.

The Director will maintain all after action reports for a period of not less than seven years. Such reports will be made available to the President's Office or any member of the Executive Policy Group upon request.

## Administration, finance, and logistics

### Records and Reports

The Community College of Philadelphia is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support

incident management operations. These administrative controls will be done in accordance with the established fiscal policies and standard cost accounting procedures.

The EMT members assigned to the EOC will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident facilities;
- Significant changes in the incident situation;
- Major commitments of resource or requests for additional resources from external sources;
- Issuance of protective action recommendations to the staff and students;
- Evacuations;
- Casualties among students, faculty, staff, or visitors;
- Containment or termination of the incident.

### Agreements and Contracts

If College resources prove to be inadequate during an incident, The Community College of Philadelphia will request assistance from local emergency services, other agencies, and business in accordance with existing mutual aid agreements and contracts. Such assistance includes equipment, supplies, and/or personnel. All agreements are entered into by authorized College officials only and must be in writing. Agreements and contracts identify College administrators authorized to request assistance pursuant to those documents.

## Plan development and maintenance

### Development

The Emergency Management Team (EMT) along with select subject matter experts and/or consultants is responsible for coordination of the emergency planning process and the development of the Emergency Operations Plan (EOP). The EMT will meet on a monthly basis.

### Maintenance

The EMT is responsible to ensure the EOP is maintained. Each update or change to the plan will be tracked and documented in the Record of Changes table located in the front of the plan. The record of changes will include: the change number, the date of the change, and the names of the person or persons who made the change.

Copies of the plan and annexes will be distributed to those tasked in this document. A signed record of distribution will be kept as proof that tasked individuals and departments have acknowledged their receipt, review, and/or acceptance of the plan. Every individual who receives a copy of this plan – including members of both the EPG and EMT – will be required to sign his or her acknowledgement of receipt. The Director will indicate the title and name of the person receiving the plan, the department to which the receiver belongs, the date of delivery, and the number of copies delivered. A public version of the plan may be made available at the discretion of the President in consultation with legal counsel.

## Emergency Procedures

Knowing how to react during an emergency can save your life. Below are several emergency scenarios and procedures that you should be familiar with. When an emergency event unfolds on campus, will you be ready to take the appropriate actions to remain free from harm? Fire, severe weather conditions, hazardous material, finding a suspicious package, or a person intent on doing harm to others are all realistic scenarios that occur on College campuses around the world. Simple and decisive actions taken in response to an evolving emergency can mean the difference between death or serious injury and staying safe. The basic concept used to keep people safe in an emergency is knowing how to **Evacuate**, **Lock Down**, or **Shelter-In-Place**.

## Hazard Specific Annex

To review the definitions and subsequent procedures, refer to the specific scenario below.

Evacuation	Pg. 25
Disasters	Pg. 26
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General: An evacuation is implemented under conditions when it is no longer safe for students, faculty and staff to remain in a building or a specific area in a building. This requires occupants to move out and away from a building to a designated building area of refuge or out and away from a specific area within a building. Most commonly used when there is a suspected fire or hazardous material spill in a building.

- **IF ORDERED TO EVACUATE**

- Establish an emergency assembly point.
- Keep calm and conduct the evacuation carefully.
- Turn equipment off, **if possible**.
- Exit as a group if possible.
- Account for personnel.
- Wait at emergency assembly point for further instructions.
- Do not, under any circumstances, enter the building until authorized to do so by emergency personnel.
- **Call Security at x5555 from a campus phone, 215-751-8111, or dial 911.**

- Safety and Security will:

- Notify the College Community via Send Word Now when directed by the EMT.
- Ensure that the building is evacuated by checking each room/office.
- Assist disabled and those needing assistance in evacuation.
- Establish a safe perimeter and prevent re-entry of persons into the building.
- Send an “all-clear” message when directed by the EMT.

Notes:

**General:**

- Disasters included in this plan are both natural and man-made.
  - **Natural** Disasters include hurricanes, tornadoes and floods.
  - **Man-made** Disasters include radiation leaks, hazardous chemical spills and water main ruptures.
  
- Notification can come from many sources including
  - News and Social Media
  - Federal Agencies including EPA, FEMA or DER.
  - City Government including Philadelphia Fire Department or Office of Emergency management
  - National weather service
  - Individuals
  
- Witnesses
  - If you witness, discover or learn of a disaster please **call Security at x5555 from a campus phone, 215-751-8111, or dial 911.**

- Safety and Security
  - When advised of a disaster situation or one is discovered immediately notify the ERMT and EPG.
  - Make other emergency notifications as directed.
  - Secure buildings and college property as needed.
  - Assist others in taking shelter if necessary.

**Notes:**

**General:**

- Inside: Take cover immediately
  - Under a sturdy desk
  - Between seating rows in lecture halls or auditorium
  - Against a corridor wall (cover head and neck)
- Outside: Proceed to an open area away from objects that could fall on you (trees, buildings, towers)
- Be alert for **aftershocks**.

**Post-Earthquake procedures:**

- Minor Quake (brief rolling motion)
  - Examine your area for injured, property damage and hazardous materials releases
  - Report injuries, damage and hazardous materials releases to Safety and Security **at x5555 from a campus phone, 215-751-8111, or dial 911.**
  - Await further instructions – evacuations are unlikely
- Major Quake (violent shaking)
  - Examine your area for injured, property damage and hazardous materials releases
  - Report injuries, damage and hazardous materials releases to Safety and Security
  - **Do Not** use elevators
  - Try an account for all individuals
  - **If Ordered To:** Evacuate carefully
  - Report unaccounted for individuals to Department Head or Safety and Security

**Notes:**

**Do Not Reenter a Building** until it has been examined and cleared for occupancy. Await further instructions, be patient, help others.

**General:**

- In the event of a chemical spill or release, or an incident involving a hazardous material which requires a response **beyond normal** laboratory routine practices and procedures the following steps shall be taken:
  - Evacuate the immediate area of all non-essential persons
  - Essential personnel shall:
    - Put on any necessary Personal Protective Equipment
    - Close all doors leading into the area
    - Isolate area from adjoining labs and prep rooms
    - Leave all fume hood ventilation running or start ventilation
    - Determine material involved, if possible and safe to do so.
  - **Call Security at x5555 from a campus phone, 215-751-8111, or dial 911.**
  
- Safety and Security will:
  - Notify facilities Management or Engineering to report the incident.
  - Notify the EMT and EPG.
  - If directed by the EMT alert the College Community via Send Word Now.
  - Notify 911 and request a response from the Hazardous Materials Unit of the Philadelphia Fire Department.
  - Dispatch personnel to safely contain the area and await response.
  - Order an evacuation of the building if necessary.

**Notes:**

**General:**

- Adversarial subjects may involve fights, physical assaults, robbery or attempted robbery, or an individual acting in extremely aggressive, hostile or belligerent manner.
- **If you witness** an individual who appears to be posing a threat to the safety of the College Community please **call Security at x5555 from a campus phone, 215-751-8111, or dial 911.**
- Do not confront the individual.
- Keep a safe distance from the individual.
- Observe from a safe distance and report to Safety and Security (x5555) or dial 911.
- Report injuries and assist if you can do so safely.

**Notes:**

## General:

**• IF YOU DISCOVER A FIRE**

- Activate the Fire Alarm
- IF YOU ARE SAFE
- **Call Security at x5555 from a campus phone, 215-751-8111, or dial 911.**
  - Report the type and location of the fire.
- Use a Fire Extinguisher only on small fires and it is safe to do so.
- Alert others and GET OUT
- Move others away from the fire
- Walk, do not run
- Do Not Use Elevators
- Check all closed doors for heat (top and bottom) with the back of the hand. If hot do not open.
- Assist people with disabilities.

**• If you are caught in heavy smoke**

- drop to hands and knees and crawl
- hold your breath if possible
- breath through nose and use a cloth object as a filter

**• If your clothes catch on fire**

- **Do Not Run - Stop, Drop and Roll**

**• If you are trapped**

- Call Safety and Security
- Signal from a window but don't break it unless necessary

## Notes:

**ALL ALARMS SHOULD BE TAKEN SERIOUSLY.** If you hear a fire alarm, evacuate the building. Familiarize yourself with evacuation routes.

General: Most campus demonstrations such as marches, meetings, picketing, and rallies will be peaceful and non-obstructive. A student demonstration should not be disrupted unless its participants are violating the Student Code of Conduct (as outlined in the *Student Handbook*).

- Non-violent, Non-obstructive Demonstrations:
  - Generally, peaceful demonstrations should not be interrupted and protestors should not be obstructed or provoked. However, the College may determine that a designated area(s) should be established for demonstrators.
  - If possible, Safety and Security Officers should monitor the demonstrations.
- Non-violent, Disruptive Demonstrations:
  - In the event that demonstrators are interfering with the normal operations of the College:
    - The Dean, Student Life & Vice President for Academic and Student Success or his/her designee will assemble a Response Team from the Conflict Resolution Committee (CRC).
    - The CRC Response Team will assist in diffusing the situation by speaking with the students involved. They will interview witnesses and elicit information to establish the cause of the incident. The Response Team will attempt to establish communication between the various factions or individuals involved in the incident. Their goals should be to get the students to understand why the incident happened and the dynamics that led to the incident.
    - At no time can any parties be detained against their will. Disciplinary action can take place independently of the action of the Response Team.
- Violent, Disruptive Demonstrations:
  - In the event of a violent demonstration, in which injury to persons or property damage occurs or appears imminent, the Non-violent Disruptive Demonstration procedures should be followed if circumstances allow. Additionally:
    - The EMT, EPG and Presidents Office will be notified.
    - Safety and Security will investigate the disruption and take immediate steps to mitigate and damage or injuries.
    - The Civil Affairs Unit of the Philadelphia Police Department will be contacted when deemed necessary.

Notes: If possible, attempts should be made to communicate with protestors to convince them to desist from engaging in illegal activities. However, the Office of Safety and Security is authorized to call for police assistance without counsel from others if doing so is deemed to be of immediate importance to the safety of persons or property.

General: The basic concept behind Sheltering-In-Place is to put barriers between yourself and the danger, while maintaining awareness, communications, and safety. Use common sense and available information to assess the situation and determine if there is immediate danger that requires sheltering-in-place. The most important aspect of a Shelter-In-Place directive is to **take action quickly**. Every situation is different, but the following general steps apply to most shelter-in-place scenarios:

**Shelter-in-Place :**

- Move indoors and remain in a classroom, office etc.
- Locate yourself near solid interior walls, under furniture or large objects
- Use cell phones and text messages for emergencies only
- If in a vehicle, immediately leave campus
- Help others if you can
- Leave your shelter only when informed that it is okay to do so by an official CCP communication such as Send Word Now.

Notes:



General: An active shooter is an event in which one or more persons commit harm to multiple victims, in a short period of time, through the use of firearms.

Procedures: If faced with an active shooter incident, there are THREE things you can do that make a difference. RUN, HIDE, FIGHT.

**RUN – When an active shooter is in your vicinity:**

- If there is a way out, and you can get out, GET OUT! This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Help others from entering the danger zone.
- Call Security at x5555 from a campus phone, 215-751-8111, or dial 911 as soon as it is safe to do so.

**HIDE – If evacuation is not possible, find a place to hide.**

- Lock and/or barricade the door.
- Silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should:
  - Be out of the shooter's view.
  - Provide protection if shots are fired in your direction.
  - Do Not trap or restrict your options for movement.

**FIGHT – AS A LAST RESORT, and only if your life is in danger:**

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- Once the shooter is incapacitated, call Security at 215-751-8111, or x5555 from a campus phone or dial 911.

Notes:

General: A lockdown is a temporary sheltering technique that is used to limit exposure to an incident by preventing unauthorized or dangerous individuals from entering buildings and/or rooms. Events that may require lockdown include, but are not limited to, active shooters, civil disturbances or domestic violence intrusions. It is similar to sheltering-in-place, and the terms are sometimes used interchangeably. However, the real distinction between sheltering-in-place and lockdown is that during a lockdown we try to physically lock doors to buildings or rooms in order to prevent access to certain potentially dangerous individuals.

When a lockdown is declared you should not exit or enter the building. If you are in a room that can be locked, you should lock the door and stay where you are since evacuating may endanger your safety. If you or others are in a hallway you should go to the nearest room or office. The following general steps should be taken:

- Lock and or barricade classroom and office doors.
- Turn off lights, radios, TVs, close blinds, and silence cell phones.
- Keep occupants calm, quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use desks, file cabinets or concrete walls for additional protection.
- If you are outside when a lockdown is declared, seek safe shelter (e.g. unlocked building, large trees, walls, cars in a parking lot) away from the danger area (if known).
- Wait for the "all clear" to be given before leaving safe shelter.

**Notes:**

To contact Security call x5555 from a campus phone, (215)751-8111 or dial 911.

General: The Department of Homeland Security maintains important resource information on terrorism. Their website on Counterterrorism is a useful resource in understanding the mission of Homeland Security; preventing terrorism and the roles and responsibilities you can have in helping to prevent acts of terrorism. Visit <http://www.dhs.gov/> for more information.

**Reporting Terrorism:**

- If you have information regarding suspicious activity that may be related to terrorism you can contact the Philadelphia Police Department by dialing 911 or **call Security at x5555 from a campus phone, 215-751-8111..**

**Notes:**

## **Authorities and References**

### **Authorities**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), As Amended
- Homeland Security Presidential Directive 5
- Presidential Policy Directive 8
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

### **References**

- Guide for Development High-Quality Emergency Operations Plans, June 2013
  - Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.
  - Homeland Security Exercise and Evaluation Program (HSEEP), April 2013
  - National Incident Management System (NIMS), Department of Homeland Security, December 2008
  - National Response Framework, Federal Emergency Management Agency, January 2008
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