

ILLINOIS EASTERN COMMUNITY COLLEGES

BOARD OF TRUSTEES

IECC Board of Trustees Meeting

Tuesday, September 16, 2025



Location:

**Frontier Community College, Bob Boyles Hall
2 Frontier Drive
Fairfield, IL 62837**

**Dinner – 5:30 p.m.
Meeting – 6:15 p.m.**

The mission of Illinois Eastern Community College District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

**Illinois Eastern Community Colleges
Board Agenda**

**Tuesday, September 16, 2025
6:15 p.m.**

**Frontier Community College, Bob Boyles Hall
2 Frontier Drive
Fairfield, IL 62837**

- | | |
|---------------------------------------|-------------------|
| 1. Call to Order & Roll Call | Chairman Carter |
| 2. Welcome from the Chair | Chairman Carter |
| 3. Recognition of Visitors and Guests | President Kakac |
| A. Visitors and Guests | |
| B. IECCEA Representative | |
| 4. Public Comments | |
| 5. Reports | |
| A. Trustees | |
| B. Chancellor | |
| C. Vice Chancellors | |
| D. Preliminary 10-Day Enrollment | President Ambrose |
| 6. Approval of Consent Agenda | Chancellor Gower |
| A. Disposition of Minutes | 5 |

B.	IECC Emergency Response Plans	13
C.	2025 Annual Security Report	130
D.	IECC Violence Prevention Plan	131
7.	Action on Items Removed from Consent Agenda	Chancellor Gower
8.	Policy First Reading (and Possible Approval)	Chancellor Gower
A.	Policy 400.22 Salary Basis	145
B.	Policy 400.13 Wages	148
C.	Board / Foundation Policy: Adopt 100.41; Delete 600.1	150
9.	Policy Second Reading	Chancellor Gower
10.	Staff Recommendations for Approval	
A.	OCC Sale of Property	Chancellor Gower 153
B.	IECC Athletics Report	Chancellor Gower 155
C.	Naming Rights LTC Process Lab/ FCC Athletic Floor	Chancellor Gower 156
D.	CDB Project 810-042-010 Intergovernmental Agreement / Joint Purchasing Agreement	Chancellor Gower 160
11.	Bid Committee Report - None.	Chancellor Gower

- 12. District Finance Mr. Hawkins
 - A. Financial Report 166
 - B. Approval of Financial Obligations
- 13. Executive Session Chancellor Gower
 - A. 2(c)(1) Employment/Appointment Matters
 - B. 2(c)(2) Collective Negotiating Matters
 - C. 2(c)(12) Litigation
- 14. Approval of Executive Session Minutes Chancellor Gower
- 15. Approval of Personnel Report Mrs. McDowell 175
- 16. Litigation
- 17. Other Items
- 18. Adjournment

IECC Board of Trustees SPECIAL
MEETING
Monday, August 4, 2025 8:30 AM Central

Terry L. Bruce West Richland Center
320 E. North Ave.
Noble, Illinois 62868

1. Call to Order & Roll Call – Chairman Gary Carter called the meeting to order at 8:30 a.m. and called the roll.

Susan Batchelor:	Present
Roger Browning:	Present
Gary Carter:	Present
Brenda Culver:	Present
John McLaughlin:	Present
Jan Ridgely:	Present
Mireya Rose (Student Trustee):	Present
Barbara Shimer:	Present

Present: 7, Absent: 0.

2. Public Comment - None

3. Reports

3.A. GLI Training – Association of Community College Trustees Consultant, Luke Robins led the Governance Leadership Institute Training.

3.B. Strategic and Long-Term Topics – The Board discussed a range of important topics critical to the long-term financial stability and operational efficiency of the district. No formal action was taken.

4. Executive Session - None

5. Litigation - None

6. Other Items - None

7. Adjournment

Motion to adjourn at 4:22 p.m. This motion, made by John McLaughlin and seconded by Roger Browning, Carried.

Jan Ridgely: Yea, Susan Batchelor: Yea, Roger Browning: yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0, Absent: 0

Approved: Chairman: _____

Secretary: _____

1. Call to Order & Roll Call – Chairman Gary Carter called the meeting to order at 6:15 p.m. and directed Board Secretary Sonja Wease to call the roll.

Susan Batchelor:	Present
Roger Browning:	Present
Gary Carter:	Present
Brenda Culver:	Present
John McLaughlin:	Present
Jan Ridgely:	Present
Mireya Rose (Student Trustee):	Present
Barbara Shimer:	Present

Present: 7. Absent: 0

2. Welcome from the Chair – Chairman Carter welcomed all who were present for the meeting.

3. Recognition of Visitors and Guests

3.A. Visitors and Guests – Robert Conn, Bobby Moyes, Jodi Peach, Tracy Hicks, Andy King, Linda Monge, Clare Roosevelt, & Nixie Hnetkovsky

3.B. IECCEA Representative – Nixie Hnetkovsky was present and reported faculty support for Guided Pathways and collaborative scheduling, noted student preference for face-to-face instruction, and raised concerns about course cancellations and reassignments.

4. Public Comments - None

5. Reports

5.A. Trustees:

- Trustee Shimer reported on a concern that had been referred to college personnel.
- Student Trustee Rose commented on student orientation and upcoming plans.
- Trustee McLaughlin raised a facilities concern, and President Simpson reported on steps being taken to address it.

5.B. Chancellor – Dr. Gower reported that the recent district-wide workshop was a exceptional. He also commended the Student Affairs Division and Enrollment Management on successful orientations throughout the district noting that the marketing of the events was outstanding. No additional information was added to his previously sent report.

5.C. Vice Chancellors – Reports were presented by Vice Chancellors of each division.

6. Approval of Consent Agenda

Motion to approve the consent agenda as presented. This motion, made by John McLaughlin and seconded by Barbara Shimer, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

6.A. Disposition of Minutes – Open meeting minutes as prepared for the regular meeting held on July 15, 2025 were presented for approval.

6.B. Affiliation Agreements – Chancellor Gower recommended approval of the affiliation agreements with the following:

6.B.i. Stone Bridge Memory Care

6.B.ii. Stone Bridge Senior Living

6.B.iii. Ferrell Hospital

6.B.iv. The Carle Foundation

6.B.v. WLC Management

6.B.vi. Axiom Healthcare of Flora

6.C. 2025 Program Review – The IECC Program Review Report FY25 was presented to the Board for acceptance and then to be submitted to the Illinois Community College Board.

6.D. PREVAIL Memorandum of Understanding – As required by the Preventing Sexual Violence in Higher Education Act, and referenced in IECC Policy 100.31, confidential advisors will be available for students or employees who experience sexual violence, should they choose to seek their services. This memorandum of understanding was submitted for approval. **Document Registry 25-08-01**

6.E. SAFE Memorandum of Understanding – This MOU with Sexual Assault and Family Emergencies (SAFE), Vandalia, IL is required by the Preventing Sexual Violence in Higher Education Act, and referenced in IECC Policy & Procedure 100.31, confidential advisors will be available for students or employees who experience sexual violence, should choose to seek their services. **Document Registry 25-08-02**

6.F. LTC Foundation Memorandum of Understanding – This agreement will provide the Foundation with a suitable and clearly defined location on the LTC campus while ensuring alignment with college operations and facilities management. **Document Registry 25-08-03**

7. Action on Items Removed from Consent Agenda - None

8. Policy First Reading (and Possible Approval) - None

9. Policy Second Reading - None

10. Staff Recommendations for Approval

10.A. Appointment of Board Audit Committee

Motion to appoint Trustee Browning and Trustee Ridgely to serve as members of the Audit Committee to review the annual audit and complete the Audit Report. This motion, made by

Susan Batchelor and seconded by Brenda Culver, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

10.B. Cybersecurity Managed Detection and Response System

Motion to approve the purchase of Rapid7 Managed Threat Detection services through CDW-G for a three-year term. This motion, made by Brenda Culver and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

10.C. ASTAR, Inc. License Agreement

Motion to approve a license agreement with ASTAR for the utilization of approximately 7,500 square feet of space at Wabash Valley College to train students in the Industrial Studies program. **Document Registry 25-08-04** This motion, made by Barbara Shimer and seconded by John McLaughlin, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

11. Bid Committee Report

Motion to approve the acceptance of the following bid committee recommendations: 1) Bevis Construction, Inc. for a total of \$5,651,000 for the capital investment project of the Athletic Facility at Frontier Community College. 2) Murray Concrete, Inc. for a total of \$29,750 for the new sidewalk included in the Lincoln Trail College Athletic Performance Center project.

Document Registry 25-08-05 This motion, made by Jan Ridgely and seconded by Brenda Culver, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

12. District Finance

12.A. Financial Report

12.B. Approval of Financial Obligations

Motion to approve payment of district obligations for August 2025 in the total amount of \$2,340,987.73. This motion, made by Jan Ridgely and seconded by Barbara Shimer, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea

Yea: 7, Nay: 0

13. Executive Session

Motion to enter executive session under Open Meetings Act Exceptions 2(c)(1) Employment Matters at 7:28 p.m.. This motion, made by Brenda Culver and seconded by John McLaughlin, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

Motion to exit the executive session held under Open Meetings Act Exceptions 2(c)(1) Employment Matters at 7:45 p.m. This motion, made by Brenda Culver and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

14. Approval of Executive Session Minutes - None

15. Approval of Personnel Report

400.1 Employment of Personnel

1. Jared Price, Academic Advisor, WVC, Student Affairs effective September 8, 2025
2. Lora Smith, Custodian, LTC effective August 25, 2025
3. Dr. Emily Krajec, Medical Director, DO effective August 25, 2025

400.2 Change in Status

1. Chris Forde, Coordinator of Public Information & Marketing to Program Director of Marketing & Communications, Institutional Outreach effective August 25, 2025
2. Ken Pryor, Technology Systems Specialist to Technology Infrastructure Manager, District Office effective August 25, 2025
3. Mark Blevins, Technology Systems Specialist to Technology Infrastructure Manager, District Office effective August 25, 2025
4. Fawna Forrest, Part-time HR Assistant to HR Operations Specialist, District Office effective August 25, 2025

400.3 2025-26 Administration and Staff Salaries (Attachment)

400.4 Special Assignment (Attachment)

400.5 Resignation Ratification(s)

1. Autumn Hoalt, Custodian, LTC effective August 1, 2025

2. Annie Lankford, TRIO SSS Academic Advisor, FCC, Student Affairs effective August 7, 2025

3. Wade Baker, Music Instructor, OCC, Academic Affairs effective August 8, 2025

Motion to approve the personnel report as presented. This motion, made by John McLaughlin and seconded by Roger Browning, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

16. Litigation - None

17. Other Items - None

18. Adjournment

Motion to adjourn at 7:54 p.m. This motion, made by Mireya Rose and seconded by Susan Batchelor, Carried.

Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Mireya Rose (Student Trustee): Yea, Barbara Shimer: Yea
Yea: 7, Nay: 0

Approved: Chairman: _____

Secretary: _____

IECC Board of Trustees SPECIAL
MEETING
Wednesday, September 3, 2025 11:00 AM
Central

IECC District Office/Conference Room
233 East Chestnut Street
Olney, IL 62450

1. Call to Order & Roll Call – Chairman Gary Carter called the meeting to order at 11:00 a.m. and called the roll.

Susan Batchelor:	Present
Roger Browning:	Present
Gary Carter:	Present
Brenda Culver:	Absent (present via phone, non-voting)
John McLaughlin:	Present
Jan Ridgely:	Present
Mireya Rose (Student Trustee):	Absent
Barbara Shimer:	Present

Present: 6, Absent: 1.

2. Welcome from the Chair – Chairman Carter welcomed all who were present for the meeting.

3. Recognition of Visitors and Guests

3.A. Visitors and Guests - None

3.B. IECCEA Representative - None

4. Public Comment - None

5. Executive Session

Motion to enter executive session at 11:03 a.m. This motion, made by Barbara Shimer and seconded by John McLaughlin, Carried.

Mireya Rose (Student Trustee): Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, Brenda Culver: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

Motion to exit the executive session at 12:15 p.m. This motion, made by Barbara Shimer and seconded by Susan Batchelor, Carried.

Brenda Culver: Absent, Mireya Rose (Student Trustee): Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

5.A. 2(c)(1) Employment/Appointment Matters

5.B. 2(c)(2) Collective Negotiating Matters

5.C. 2(c)(12) Litigation

6. Public Statement by the Board Chair – Chairman Carter issued a statement regarding recent labor negotiations with the Faculty Association. **Document Registry 25-09-01**

7. Other Items - None

8. Adjournment

Motion to adjourn at 12:25 p.m. This motion, made by Jan Ridgely and seconded by Roger Browning, Carried.

Brenda Culver: Absent, Mireya Rose (Student Trustee): Absent, Susan Batchelor: Yea, Roger Browning: Yea, Gary Carter: Yea, John McLaughlin: Yea, Jan Ridgely: Yea, Barbara Shimer: Yea

Yea: 6, Nay: 0, Absent: 1

Approved: Chairman: _____

Secretary: _____

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE September 16, 2025

RE: Emergency Response Plans 2025

Pursuant to the Campus Security Enhancement Act of 2008 and Illinois Community College Board (ICCB) Administrative Rules, IECC developed and maintains a National Incident Management System (NIMS) compliant, all-hazards emergency response plan for each of the IECC campuses. The plans outline each of the campus's procedures for managing major emergencies and incidents that may threaten the health, safety, and welfare of the campus community or disrupt its programs and activities. The campuses must test their emergency response procedures annually and make record of the trainings within the response plans. The plans, which are reviewed and updated annually, are sent to the Illinois Emergency Management Agency (IEMA) Region 9 Coordinator and the ICCB upon acceptance by the Board of Trustees.

The Emergency Response Plans have been reviewed and approved by the Student Affairs Leadership Team and the Strategic Engagement Planning Council. I recommend the Board's acceptance of each of the Emergency Response Plans.

RG/mf

Attachments

Frontier Community College



Emergency Response Plan 2025

**Our mission is to deliver exceptional education
and services to improve the lives of our
students and to strengthen our communities.**

Contents

Emergency Response Plan Signatory Page	3
Distribution List.....	4
Record of Changes	5
Continuity of Administration.....	6
Internal Resource List	6
Other Resource Numbers	7
1. PURPOSE.....	8
1.1. Intent and Policy	8
2. SITUATION AND ASSUMPTIONS	8
2.1. Situation.....	8
2.2. Assumptions	8
3. CONCEPT OF OPERATIONS	9
3.1. Notification & Activation	9
3.2. Direction & Control.....	10
3.3. Authorities & Limitations	11
3.4. Resources.....	11
3.5. Safety.....	11
3.6. Site Control	12
3.7. Victim Handling – Deceased.....	12
3.8. Victim Handling – Injured.....	12
3.9. Communications	12
4. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES.....	13
Annex 1: Direction & Control	13
Annex 2: Communications.....	18
Annex 3: Warning & Emergency Information.....	20
Annex 4: Public Information.....	21
Annex 5: Intelligence/Situational Awareness.....	22
Annex 6: Evacuation.....	23
Annex 7: Mass Care, Shelter and Lock Down in place.....	24
Annex 8: Public Health & Medical.....	25
Annex 9: Mortuary Service	26
Annex 10: Business Continuity	27
Annex 11: Academic Continuity.....	27
5. DEVELOPMENT & MAINTENANCE.....	28

Frontier Community College Emergency Response Plan Signatory Page

This plan, in accordance with the provisions of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and Illinois Administrative Code Part 305, and compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305) and the National Incident Management System (NIMS), is used as a guideline in specific catastrophic scenarios and in conjunction with Illinois Eastern Community Colleges (IECC) policies, the Violence Prevention Plan and established emergency procedures.

This Emergency Response Plan seeks to clarify the steps that Frontier Community College will take in an emergency that requires a response and/or recovery activities. This plan will be reviewed and revised, as necessary, on an annual basis. As President of Frontier Community College, I affirm my support for the Emergency Response Plan within Illinois Eastern Community Colleges District #529.

Signature

Date

Distribution List

The Emergency Response Plan will be distributed to the campus community and community agencies listed below through email communication to ensure the plan that each member possesses is the most up-to-date version.

Frontier Community College

- President
- Dean of Instruction
- O & M Team Leader
- Director of Business
- Coordinator of Public Information and Marketing

Illinois Eastern Community Colleges

- Chancellor
- Chief Financial Officer
- Chief Information Officer
- Executive Director of Human Resources
- Associate Dean of Admissions and Records

Fairfield Police Department

Fairfield Fire Department

Wayne County Emergency Management Agency

Wayne County Sheriff's Office

Egyptian Behavior Health Office

Record of Changes

Once the Emergency Response Plan is approved and released, the following procedures should be followed for any changes:

1. An entry will be made on the following log to document the change.
2. The updated Emergency Response Plan will be distributed to the campus community per the Distribution List above.
3. The updated Emergency Response Plan will be posted on Entrata.
4. Outside agencies will be notified as necessary.

Record of Changes Log		
Date	Pages or Sections Changed	Entered By (Print Title/Name)

Continuity of Administration

In the case of a crisis or emergency situation, the following people, in sequence, will be contacted for decision making purposes.

Name	Title	618-842-5299 Ext. # 618-842-3711	Home/Cell
Dr. Sharmila Kakac	President and Vice Chancellor of Business & Industry	4001	618-599-0550
Mary Johnston	Director of Business	4111	618-516-7022
Kent Staley	O & M Team Leader	4430	618-838-3376

Internal Resource List

Name	Title	618-842-5299 Ext. # 618-842-3711
Tara Farleigh	Administrative Assistant to the President	4002
Mandy Gre pares	Coordinator of Academic Affairs	4006
Tracy Smith	Interim Nursing Coordinator	4530
Julie Bullard	Program Advisor, Allied Health	4520

Other Resource Numbers

Name	Telephone Number
Local/Regional Agencies	911 for emergencies
Fairfield Police Department	618-842-2151
Wayne County Sheriff	618-842-6631
Wayne County Emergency Management Agency	618-842-3884
Fairfield Memorial Hospital	618-842-2611
Wayne County Ambulance Service	618-842-7346
Wayne County Health Department	618-842-5166
Egyptian Behavior Health Office	618-273-3326
State Agencies	911 for emergencies
Illinois State Police – Carmi	618-382-4606
Illinois Emergency Management Agency (Region 9-Flora)	618-662-4474
Illinois Poison Center	800-222-1222
Illinois DHS Family Community Resource Center – Wayne County	618-242-1040
Federal/National Agencies	911 for emergencies
Federal Bureau of Investigation (FBI) Springfield Field Office	217-522-9675
National Response Center (toxic chemicals, oil spills)	800-424-8802

1. PURPOSE

This plan outlines operational command, coordination, communication, and control for Frontier Community College (FCC) and those responsible agencies/organizations assisting FCC following an emergency that requires a response and/or recovery activities. Staff from responding agencies/organizations and those with mutual aid agreements are responsible for adhering to operational guidelines established herein.

1.1. Intent and Policy

To implement operational guidelines for FCC and other resources activated under the FCC Emergency Response Plan, from the initial incident response to long term recovery. These actions are directed to ensure that students, faculty, staff, visitors, and contractors at FCC and transient populations are provided life-safety and life essential services; the environment is adequately protected; and critical infrastructure is in place to support ongoing operations and public safety. Termination of response and recovery operations is authorized when no imminent life safety or environmental issues are identified.

2. SITUATION AND ASSUMPTIONS

2.1. Situation

- 2.1.1. An emergency has occurred directly affecting the campuses, facilities, and populations of FCC. Response and recovery actions are necessary for life safety, protection of the environment and critical infrastructure.
- 2.1.2. Individual facilities are implementing emergency procedures for immediate protection of students, faculty, staff, visitors, and contractors at FCC and transient populations.
- 2.1.3. FCC capabilities and resources (personnel, equipment, critical facilities, and supplies) are required to ensure safe and efficient actions are taken.
 - 2.1.3.1. For large scale events and those having multiple jurisdictional authorities, coordination between all levels of government is required. To ensure effective response to these events, FCC will coordinate requests for the activation of Wayne County emergency services through the Wayne County Emergency Management Agency.

2.2. Assumptions

- 2.2.1. FCC emergency procedures may adequately address response and short term recovery operations, therefore the FCC's Emergency Response Plan may not be activated.
- 2.2.2. An emergency will occur that directly affects FCC.
- 2.2.3. Off-site assistance will be required to carry out response and short term recovery efforts.

- 2.2.4. Off-site resources may be activated in advance of FCC's request for assistance to conduct life-safety missions, fire suppression, law enforcement activities, emergency medical services, and other immediate public safety actions.
- 2.2.5. Mutual Aid Agreements will be activated to carry out response and short-term recovery efforts.
- 2.2.6. Normal means of communication, transportation, and infrastructure capability will be disrupted in areas within and beyond the immediate affected area(s) of FCC.
- 2.2.7. Students, faculty, staff, visitors, and contractors at FCC and transient populations will require sheltering, evacuation, mass care, and medical assistance.
- 2.2.8. Secondary effects (e.g. fires, dam/levee breaches, hazardous materials spills) as a result of an emergency will create potentially hazardous environments.
- 2.2.9. Available local response capabilities will be exhausted for emergencies and disasters having large numbers of casualties/injuries and damage to buildings, critical facilities, tools/resources, and critical infrastructure.
- 2.2.10. Responding departments/agencies may have a significant reduction in staff able to report to duty due to casualties and damage to infrastructure and communications.
- 2.2.11. Interruptions will occur in water, gas, sewer, pipeline, electrical and communications services.
- 2.2.12. Damage assessment will be critical in determining situational awareness.
- 2.2.13. Economic affects will be broad and long lasting.
- 2.2.14. An emergency may prevent adequate dissemination of public information, warnings, and messaging.

3. CONCEPT OF OPERATIONS

3.1. Notification & Activation

- 3.1.1. Individual Facility
 - 3.1.1.1. For individual facilities, the FCC President or his/her designee will implement emergency procedures and take actions necessary for immediate life-safety and/or life-saving requirements.
 - 3.1.1.2. Activate staff and faculty necessary to carry out emergency procedures.
 - 3.1.1.3. Notify the Chancellor of Illinois Eastern Community Colleges (IECC).
- 3.1.2. Campus

3.1.2.1. Upon receiving notification of an emergency, the FCC President or his/her designee will notify Operation and Maintenance (O&M) staff and others to take appropriate actions including but not limited to:

3.1.2.1.1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors, contractors at FCC and transient populations in accordance with procedures.

3.1.2.1.2. Report to the established Campus Emergency Operations Center (EOC) or to an alternate location if the established Campus EOC is not usable or safe.

3.1.3. Wayne County Emergency Services

3.1.3.1. Upon receiving notification of an emergency from the Wayne County Emergency Management Agency or Wayne County Officials, FCC will notify O&M and staff to take appropriate actions including but not limited to:

3.1.3.1.1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors, contractors at FCC and transient populations in accordance with procedures.

3.1.3.1.2. Report to the established campus Emergency Operations Center (EOC) or to an alternate location if the established campus EOC is not usable or safe.

3.1.3.1.3. The FCC President or his/her designee will designate a representative to report to, and serve as, the authorized Liaison Officer to Wayne County EOC and/or the Wayne County Emergency Management Agency.

3.1.3.1.4. Report to the Wayne County EOC or to an alternate location specified by the Wayne County Emergency Management Agency.

3.1.4. Regardless of the event origin, location, or duration, the FCC President or his/her designee will notify the Wayne County 911 Communications Center of the situation and request off-site assistance as appropriate.

3.2. Direction & Control

3.2.1. Following notification of an emergency/disaster a representative of FCC's O&M department, and/or other staff will be dispatched to the site(s) of the emergency to assist in assessment of the situation and act as an authorized representative in resource prioritization and requests.

3.2.2. FCC will utilize a NIMS compliant structure for all emergency operations, and will participate in Unified Command Operations (UCO).

- 3.2.3. The Emergency Response Plan and annexes will be activated by the FCC President or his/her designee, to ensure proper command, control, communications, and coordination is maintained throughout response and recovery.
- 3.2.4. All activities conducted as a result of activation of the Wayne County EOC will be coordinated and managed using direction and control processes outlined in the Wayne County's Emergency Plan.

3.3. Authorities & Limitations

3.3.1. Authorities

- 3.3.1.1. Illinois Administrative Code Title 29: Emergency Services, Disasters and Civil Defense.
- 3.3.1.2. Illinois Compiled Statutes, Civil Immunities (745 ILCS 49/) Good Samaritan Act.
- 3.3.1.3. Illinois Compiled Statutes and Illinois Emergency Management Agency Act (20 ILCS 3305).
- 3.3.1.4. Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L.93-288, as amended).
- 3.3.1.5. Wayne County Emergency Plans.
- 3.3.1.6. FCC Emergency Response Plan and emergency procedures.

3.4. Resources

- 3.4.1. FCC resources will be used to the maximum extent possible to effect life-safety and life essential restoration of services.
- 3.4.2. In the event of a large-scale disaster involving multiple jurisdictions, FCC will request additional resources through off-site authorities having enabling jurisdiction.
- 3.4.3. Mutual Aid Agreements will be activated in accordance with standard operating procedures and used to the fullest extent possible throughout an emergency to ensure an optimized allocation of resources is maintained.

3.5. Safety

- 3.5.1. Regardless of the scope and magnitude of an emergency, FCC will conduct operations in accordance with laws, rules, regulations and policy of the State of Illinois, Wayne County, and federal government.

3.6. Site Control

- 3.6.1. Law Enforcement will be provided directly through the Wayne County Sheriff's Department and/or the Fairfield Police Department.
 - 3.6.1.1. As required by event scope, magnitude, and nexus FCC will request additional law enforcement to provide security at all operational and tactical areas, and/or for the conduct of investigatory actions, through the Wayne County 911 Communications Center.
 - 3.6.1.2. Law enforcement related issues and situations will be directed, without hesitation, to the responsible off-site authority through immediate notification of the Wayne County 911 Communications Center.

3.7. Victim Handling – Deceased

- 3.7.1. All examinations, identification, notification of next of kin and other procedures for release of a body or tissue for final disposition, will be governed by provisions of the Wayne County Emergency Plans.

3.8. Victim Handling – Injured

- 3.8.1. Initial response to injuries involving students, faculty, staff, visitors, contractors at FCC and transient populations will be managed within scope of practice and Good Samaritan laws, rules and regulations established by the state and federal government.
 - 3.8.1.1. Medical response and emergencies will be directed, without hesitation, to the responsible offsite authority through immediate notification of the Wayne County 911 Communications Center.

3.9. Communications

- 3.9.1. Communications throughout response and recovery will be conducted in accordance with standard operating procedures.
- 3.9.2. Based on the scope and magnitude of an emergency, and the command and control structure required for response and recovery, communications protocols may be established and implemented by one or more of the following:
 - 3.9.2.1. FCC President or his/her designee.
 - 3.9.2.2. Local Incident Command System/Post.
 - 3.9.2.3. Wayne County EOC and Wayne County Emergency Management Agency

- 3.9.2.3.1. For the purposes of response and recovery, emergencies requiring activation of the Wayne County EOC communications will be conducted in a NIMS compliant manner utilizing clear-text.
 - 3.9.2.3.2. For the purposes of response and recovery, emergencies requiring activation of the Wayne County EOC will utilize frequencies established through the Wayne County Emergency Plans
 - 3.9.2.3.3. For the purposes of response and recovery, emergencies requiring activation of the Wayne County EOC will utilize appropriate communications specific forms.
- 3.9.3. Communications required as a result of implementation of the FCC Emergency Response Plan will be coordinated and managed using established procedures, processes, and policy outlined in Wayne County Emergency Plans for joint operations.

4. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

Annex 1: Direction & Control

1. Purpose

To direct and coordinate emergency response efforts; collaborate with other jurisdictions; and prioritize use of available resources effectively.

2. Situation

- a. An emergency has occurred directly affecting the campuses, facilities and populations of FCC.
- b. The FCC President or his/her designee has activated and/or implemented plans and procedures that require command, control, communications and coordination of both internal and external resources.

3. Assumptions

- a. Individual facilities will implement emergency procedures for the immediate protection of students, faculty, staff, visitors, contractors at FCC and transient populations.
- b. The FCC President or his/her designee will activate command and control elements to establish a unified incident management structure.
- c. For large scale events and those having multiple jurisdictional authorities' integration of FCC staff may be required at locations.

4. Concept of Operations

- a. Overall command of campus emergency operations is the responsibility of the FCC President or his/her designee. The FCC President or designee will direct emergency response measures of all campus response resources, faculty, and staff.
 - i. The decision to implement an emergency action or response plan will be based upon probability or actual occurrence of an emergency threatening the health, safety, and welfare of the campus population and be the sole responsibility of the FCC President or his/her designee.
 - b. Responsibility for emergency and disaster response lies with the lowest governmental jurisdiction involved.
 - c. If an emergency occurs within FCC, and does not extend beyond campus emergency response organizations, the President or his/her designee retains command and control.
 - i. FCC will make use of all normally available campus resources to respond to a disaster. If the campus is incapable of effectively responding to an emergency, or does not have enabling authority for response, outside assistance will be required and requested through the appropriate organization.
 - d. On-site command and control of individual departments will remain with the department heads under the direction of the FCC President or his/her designee.
 - i. The FCC President or his/her designee will provide overall coordination of campus emergency operations.
 - 1. As such, for incidents that do not extend beyond campus emergency response organizations, the FCC President or his/her designee will act as the Incident Commander (IC).
 - e. If an emergency or disaster extends beyond the perimeter of FCC, is external to yet affecting the FCC, or is beyond the legal enabling authorities of FCC, an external IC will be established in accordance with NIMS and the responding jurisdiction's policies.
 - i. For incidents where an off-site jurisdiction has legal enabling authorities, the FCC President or his/her designee will report to the ICP and coordinate response and recovery efforts as appropriate.
 - f. For immediate life safety and medical emergencies campus staff, faculty, contractors, students and visitors are directed to contact 911 or local emergency service providers.
5. Emergency Planning Action Levels
- a. Level 1: An emergency has occurred requiring immediate life safety actions. Facility supervisors and/or department heads have implemented one or more emergency procedures.
 - b. Level 2: An emergency or disaster impacts one or more areas of the campus requiring implementation of multiple emergency procedures and activation of campus response organizations in a limited fashion. Level 2 emergency activations generally require establishment of an Incident Command Post (ICP) and implementation of the FCC

Emergency Response Plan. Response and recovery efforts remain within the authorities and capabilities of campus officials. In some instances off-site authorities (i.e. fire, police, EMS), private sector specialist, and private sector/vendor related services may be required.

- c. Level 3: An emergency may remain localized or part of a larger affected area external to the campus. Level 3 emergencies result in the need for outside resources and assistance. Implementation of the FCC's Emergency Response Plan has occurred.
 - i. In most situations, off-site jurisdictions have established an ICP or Unified Command Post (UCP) requiring the FCC President or his/her designee to report to the ICP and coordinate response and recovery efforts.
 - ii. If activation of the Wayne County EOC occurs, the FCC President or his/her designee will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Wayne County EOC and the Wayne County Emergency Management Agency.
- d. Level 4: An emergency has rendered all or portions of campus operations inoperable. Individual facilities may be uninhabitable and life essential services may be unavailable.
 - i. Off-site jurisdictions have established an ICP or UCP requiring the FCC President or his/her designee to report and coordinate response and recovery efforts.
 - ii. If activation of Wayne County Emergency Plans occurs, the FCC President or his/her designee will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Wayne County EOC and the Wayne County Emergency Management Agency.
- e. Response organizations, staff and faculty will provide and receive notifications from command staff locations based on the level of emergency declared.
- f. Regardless of the level of response, the FCC President or his/her designee will determine what type of command structure will be utilized and where the FCC's on-scene or campus' command structure will be located.

6. Roles and Responsibilities

a. FCC President or his/her designee

- Receive and analyze disaster intelligence and situational awareness from a variety of sources including staff, faculty and off-site organizations.
- Alert key decision-makers and emergency personnel.
- Implement Emergency Response Plan.
- Establish and direct activation of an ICP and/or EOC.

- Establish and direct activation of a Crisis and Emergency Management Team (CEMT).
 - If activated, designate an authorized representative to deploy to the Wayne County EOC.
 - Establish and maintain contact with off-site organizations.
 - Establish and coordinate jurisdictional policies for the conduct of emergency operations.
 - Activate FCC's Public Information/Warning systems to disseminate messages to students, faculty, staff, visitors, contractors and transient populations.
 - Authorize implementation of Business Continuity Plan (BCP) and Academic Continuity Plan (ACP) to ensure continuation of essential functions only after health, life and safety issues are addressed.
 - Designate a single point of contact for media release from a trained and qualified staff.
- b. Crisis and Emergency Management Team
- Implement emergency communications plan internally and externally with higher, lateral and subordinate response organizations.
 - Implement plans to disseminate emergency alerts and warnings to vulnerable populations.
 - Establish and maintain contact with key decision-makers, emergency personnel, and off-site organizations.
 - Activate the FCC Emergency Operations Center.
 - Notify and alert key decision-makers and emergency personnel of FCC's Emergency Operations Center.
 - Coordinate jurisdictional policies for the conduct of emergency operations.
 - Direct FCC's operations and manage resources.
 - Establish and maintain operations and develop administrative briefings.
 - Coordinate resource prioritization and deployment in support strategic action priorities.
 - Coordinate logistical support for response and recovery.
 - Implement evacuation, shelter and protective action recommendations for students, faculty, staff, visitors, contractors and transient populations.

- Coordinate activation of volunteer resources in support of response and short-term recovery operations.
 - Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
 - Establish strategic action planning priorities in the following manner to coordinate and manage disaster response and short-term recovery operations.
 - Life-safety;
 - Search and Rescue;
 - Transportation route restoration and services;
 - Implementation and maintenance of site security;
 - Temporary Restoration of Critical Infrastructure (i.e., safety/control systems, telecommunications systems/networks, life essential services);
 - Temporary Health and Welfare (i.e., shelter, food, and medical assistance);
 - Preservation and securing of crime scene evidence or localized areas of interest;
 - Delivery of Critical Incident Stress Debriefing to responders and citizens.
 - Distribute strategic action planning priorities internally and externally with higher, lateral, and subordinate response organizations identifying requirements of potential operating environments and for the development of Incident Action Plan(s) (IAP).
 - Obtain disaster intelligence to determine scope, magnitude and complexity of the incident.
 - Distribute disaster intelligence, safety messaging and critical and priority information requirements to decision-makers and emergency personnel.
 - Implement and/or assist in the implementation of BCP and ACP as necessary.
 - Conduct all operations in accordance with applicable local, state and federal rules, regulations and FCC policies.
- c. Support Departments, Faculty and Staff
- Implement emergency procedures for immediate life safety requirements.
 - Notify FCC's CEMT of emergency procedure implementation.
 - Upon notification and authorization, activate staff necessary for approved missions.
 - Coordinate with response organizations throughout response and short-term recovery operations.
 - Under the direction of FCC's CEMT coordinate and manage activities of staff throughout response and short-term recovery operations.
 - Establish and maintain contact with FCC's CEMT.

- Provide logistical support for response and recovery.
- Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
- Provide just-in-time training for responding personnel, as appropriate.
- Conduct all operations in accordance with applicable local, state and federal rules, regulations and FCC policies.

Annex 2: Communications

1. Purpose

To support the response to any crisis that may occur by providing timely, accurate information to employees, students, public, media and other audiences, by presenting a consistent response that is supported by open, honest interaction with internal and external audiences, including when appropriate, media, government entities and oversight agencies.

2. Situation

- a. An emergency has occurred directly affecting FCC.
- b. The FCC President or his/her designee has activated and/or implemented plans and procedures for command, control, communications and coordination of both internal and external resources.

3. Assumptions

- a. Interoperable communications will be required for the safe, effective, and expedient use of resources necessary for life safety and protection of the environment and critical infrastructure.
- b. Coordination of communications capabilities is required among and between all organizations having a role in response and recovery.
- c. Alternative means of communication will be required to achieve interoperability, warnings, and notifications to key decision-makers and response personnel.
- d. Alternative means of communication will be required to achieve effective public information, warnings, and messaging for students, faculty, staff, visitors, contractors at FCC and transient populations.

4. Concept of Operations

- a. Communications required as a result of implementation of the FCC Emergency Response Plan will be coordinated and managed using established procedures, processes and policy.
- b. For the purposes of response and recovery, emergencies requiring activation of the Wayne County Emergency Plans, communications will be conducted in a NIMS compliant manner utilizing clear-text.

- c. For the purposes of response and recovery, emergencies requiring activation of the Wayne County Emergency Plans, Wayne County will utilize frequencies established through their communications plan.
- d. For the purposes of response and recovery, emergencies requiring activation of the Wayne County Emergency Plan, Wayne County will utilize appropriate communications specific forms.

5. Roles and Responsibilities

a. FCC President

- Determine status of communications internally and externally to support duties and responsibilities.
- Establish a communications representative to coordinate and manage interoperable communications, systems and networks.
- Coordinate establishment of necessary communication links with internal and external response organizations and resources.
- Collect and record information regarding communications from other activated response organizations; coordinate with all response organizations on communication capabilities/limitations and means necessary to overcome shortfalls.
- Upon activation and integration of response and recovery activities with Wayne County utilize frequencies established through the Wayne County Emergency Plan.

b. Communications Representative

- Establish communications links with internal and external response organizations and networks.
- Coordinate and manage interoperable communications, systems and networks.
- Determine status of primary and alternate communication systems (public safety radio systems, Local tower repeaters, other non-public safety radio systems, telephone, cellular communications, satellite telephone/radio, internet, commercial broadcast systems, etc.) to assist in the conduct of life safety missions; acquisition of disaster intelligence and damage assessments; and coordination of response and recovery operations.
- Implement communication plans in support of life-safety missions, disaster intelligence and damage assessment, in support of response and recovery operations.
- Maintain awareness and continuously monitor the status of communications internally and externally to support duties and responsibilities.
- Brief the FCC CEMT on the status of communications, systems and networks.

- Determine and implement viable options for achievement of interoperability with all response organizations to overcome shortfalls and sustain capabilities.
- Determine the need for and implement alternative methods of communications to include, but not limited to, the use of amateur radio personnel, mobile communications platforms, car-to-car relays, message runners, etc.
- Upon activation of the Wayne County Emergency Plan, integrate into and/or utilize frequencies established through Wayne County.
- As directed by the FCC President or his/her designee, deploy to the Wayne County EOC for assignment to a unified communications section.

c. All Concerned (ALCON)

- Assess and document the status of communications internally and externally to support duties and responsibilities.
- Brief the FCC President or his/her designee on the status of communications, systems and networks.
- Coordinate with other response organizations on communication interoperability as directed by the FCC President or his/her designee.
- Implement communication plans as directed by the FCC President or his/her designee.

Annex 3: Warning & Emergency Information (See Annex 2 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide warning systems and procedures that will be used by response organizations during emergency response and short-term recovery.

2. Roles and Responsibilities

a. FCC President

- Designate a single point of contact for media release from a trained and qualified staff.
- Authorize dissemination of emergency alerts and warnings to students, faculty, staff, visitors, contractors and transient populations.
- Implement procedures for effective operation of systems and capabilities necessary for warning systems and emergency information.
- Direct the dissemination of emergency alerts and warnings material in alternative formats, for the purposes of warning diverse and functional needs populations.

b. FCC Crisis and Emergency Management Team

- Disseminate emergency alerts and warnings to students, faculty, staff, visitors, contractors and transient populations.
- Utilize procedures for implementation of effective operation of systems and capabilities necessary for warning systems and emergency information.
- Coordinate and develop public information materials in alternative formats, for purposes of warning diverse and functional needs populations.
- Coordinate public, warning and emergency information releases with key decision makers and off-site organizations.
- Maintain processes and systems to provide notifications, warnings, and alerts internally and externally to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Coordinate and manage protective action measures and guidance for students, faculty, staff, visitors and contractors and transient populations.
- Authorize and approve notifications, warnings and alerts, internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Establish and maintain rumor control and hot-line assistance processes.

c. Support Departments, Faculty and Staff

- Implement procedures for implementation of effective operation of systems and capabilities necessary for warning systems and emergency information.
- Collect and distribute disaster intelligence in support of public information releases for vulnerable populations.
- Collect and distribute disaster intelligence in support of notifications, warnings and alerts, internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Participate in rumor control and hot-line assistance processes.

Annex 4: Public Information (See Annex 2 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide for the effective collection, control and dissemination of emergency public information to minimize confusion, misinformation and rumors during response and short-term recovery operations.

2. Roles and Responsibilities

- a. FCC President or his/her designee

- Develop procedures for dissemination of public information.
- Coordinate and develop public information materials in alternative formats, for purposes of informing functional needs populations.
- Develop and maintain a process to provide public information internally and externally to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Designate a Public Information Officer (PIO) for a single point of contact for media. b. FCC's Public Information Officer
- Coordinate, and distribute information for release from a central contact facility for the media.
- Develop and distribute public information materials in alternative formats, for purposes of warning functional needs populations.
- Develop and distribute public information materials in alternative formats, for purposes of warning diverse populations.
- Coordinate and participate in rumor control and hot-line assistance processes. c. All Concerned (ALCON)
- Obtain and report disaster intelligence in support of public information releases, for vulnerable populations.
- Collect and distribute disaster intelligence in support of public information internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Provide staff and resources in support of public information.
- Participate in rumor control and hot-line assistance processes.

Annex 5: Intelligence/Situational Awareness (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide intelligence in support of EOC and ICP operations, assist in the development of a common operating picture and to support planning and decision making.

2. Roles and Responsibilities

a. FCC President or his/her designee

- Obtain intelligence to determine scope, magnitude and complexity of the incident.
- Distribute intelligence, critical information requirements, and priority information requirements to all response organizations and Wayne County Emergency Management officials.

- Implement campus-wide damage assessment procedures.
 - Provide critical information, intelligence, and situational awareness updates to all response organizations.
 - Provide for routine updates and briefings to faculty and staff, County and Municipal officials and off-site response organizations.
 - Provide an overall picture of the situation and describe local response actions; a list of unmet needs and resource requirements; strategic priorities and projections of upcoming situations.
- b. All Concerned (ALCON)
- Obtain intelligence to determine scope, magnitude and complexity of the incident.
 - Provide critical information, intelligence and situational awareness updates to FCC's CEMT.
 - Implement campus-wide damage assessment procedures.
 - Staff and maintain resource requirements as directed.

Annex 6: Evacuation (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide mobilization and coordination of resources in support of an evacuation.

2. Roles and Responsibilities

a. FCC President or his/her designee

- Coordinate evacuation support activities as directed.
- Coordinate the dissemination of public information.
- Establish assembly transportation centers and reception centers for evacuees as directed.
- Establish and maintain a shelter/victim registry.
- Determine designated evacuation routes and assembly points for evacuees in coordination with local, state and federal response resources.
- Determine the effect to campus critical infrastructure and overall capability.
- Coordinate to determine if pre-identified shelters are safe and functional.
- Identify the need for food and potable water at pre-identified shelters.
- Coordinate the acquisition and delivery of food and potable water supplies.

- Coordinate and establish transportation routes to and from shelter facilities.
- Establish and staff approved shelters with available resources in coordination with American Red Cross, Salvation Army and other pre-identified stakeholders.
- Address functional needs population issues.

b. All Concerned (ALCON)

- Provide resources in support of evacuation.

Annex 7: Mass Care, Shelter and Lock Down in place (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide staffing and operation of emergency mass care shelters to establish and maintain mass care emergency assistance and human services for affected populations requiring temporary relocation/assistance.

2. Roles and Responsibilities

a. FCC President or his/her designee

- Determine the effect to campus critical infrastructure and overall capability to provide mass care and shelter services in coordination with American Red Cross.
- Coordinate with O&M representatives to determine if pre-identified shelters are safe and functional.
- Establish and staff approved shelters with available resources in coordination with American Red Cross, Salvation Army and other pre-identified stakeholders.
- Identify the need for food and potable water at pre-identified shelters.
- Coordinate the acquisition and delivery of food and potable water supplies.
- Determine and establish transportation routes to and from shelter facilities.
- Determine the need for, and identify resources necessary, to provide portable and/or alternate sheltering facilities based on the availability of safe and/or functional pre-identified shelter locations.
- Establish feeding operations (including water, ice and other basic commodities) at designated shelter sites.
- Provide cots, blankets, clothes and personal hygiene items in support of shelter operations.
- Establish and maintain a shelter/victim registry.

- Coordinate the provision of first aid services at shelters and other identified areas of operation.
- Identify functional needs population issues.
- Coordinate crisis-counseling services.
- Coordinate reunification of families separated by the incident in coordination with volunteer and non-profit social service agencies.
- Coordinate companion/service animal sheltering.
- Coordinate the provision of security required for mass care/shelter locations.

b. All Concerned (ALCON)

- Provide disseminate information on mass care/shelter services, food and water distribution, and human-services requirements.
- Provide critical information, disaster intelligence and situational awareness updates.
- Provide resources in support of mass care.

Annex 8: Public Health & Medical (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide guidance, prioritization, and coordination of resources involved in triage, treatment, and medical evacuation of victims of disasters; to provide public health support in a post-disaster environment; and to provide psychological counseling to local emergency service workers and disaster victims.

2. Roles and Responsibilities

a. FCC President or his/her designee

- Obtain intelligence to determine locations and number of casualties (ambulatory, non-ambulatory, fatalities).
- Obtain critical information requirements including:
 - Conditions at campus facilities;
 - Availability of medical and support staff to continue essential emergency medical and health operations;
 - Immediate equipment or supply concerns;
 - Status of electric/gas power supply and water/sewer services to each facility or location;

- Status of fuel for a generator if facility/location is operating on emergency power;
 - Critical life-safety or life essential resources needed for continued operations at each facility/location;
 - Number of victims at each facility that require immediate transport.
- Coordinate provisions for mass dispensing and/or vaccination to students, faculty and staff in response to a threat or occurrence of infectious and communicable disease.
 - Coordinate with the Illinois Department of Public Health to determine pharmaceutical needs for potential activation of the State of Illinois Stockpile or Strategic National Stockpile Program.
 - Determine status of functional needs populations.
 - Provide mental health/crisis counseling services for victims and emergency responders.
 - Coordinate to determine support requirements for medical services in emergency shelters.
 - Coordinate with the Wayne County Coroner regarding fatality management/mass fatality.
 - Coordinate with the Wayne County Coroner on next of kin notification and family assistance.
- b. All Concerned (ALCON)
- Staff and faculty are directed to call 911 immediately for emergency response or intervention to non-routine situations and emergencies that are beyond the scope, training, capability and/or licensure of an individual.

Annex 9: Mortuary Service (See Annex 1 Situation, Assumptions, and Concept & Operations)

FCC does not have enabling authorities to establish Mortuary Services and/or Fatality Management Operations. For the purposes of Mortuary Service FCC will request assistance from law enforcement and the Wayne County Coroner.

As necessary and appropriate, the FCC President or his/her designee will identify staff to assist recognized legal authorities/organizations in:

1. Assistance and coordination efforts specific to family assistance;
2. Establishing and securing FCC facilities necessary for re-unification and family assistance operations;
3. Notifications of next of kin;

4. Coordination and development of public information releases;
5. Crisis stress debriefing and /or counseling services for campus communities.

Annex 10: Business Continuity (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To sustain or repair FCC's operations during and after a disruption that disables or cripples FCC's technological infrastructure in order to restore operations as quickly as possible with the latest and most up-to-date data available.

2. Scope and Limitations

Business continuity activities and services will be executed only after health, life and safety issues are addressed.

3. Roles and Responsibilities

a. FCC President or his/her designee

- Obtain intelligence to determine what technological operations have been disrupted.
- Once the CEMT has ensured that the campus is a safe working environment and that life, health and safety issues are addressed, establish and direct the activation of a Business Continuity Management Team (BCMT).

b. Business Continuity Management Team

- Obtain intelligence to determine what technological operations have been disrupted.
- Establish and activate manual processes that can be implemented until the technological infrastructure is restored.
- Develop a plan to recover and restore the technical infrastructure to full functionality.
 - Identify the equipment and other items necessary for technological recovery restoration.

Annex 11: Academic Continuity (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To ensure academic and administrative departments and staff are prepared to continue providing, in a timely manner, critical campus functions in the event a significant disruption or emergency forces campus closure or diminishes access to essential campus resources.

2. Scope and Limitations

Academic continuity activities and services will be executed only after health, life and safety issues are addressed.

3. Roles and Responsibilities

a. FCC President or his/her designee

- Obtain intelligence to determine what academic services and operations have been disrupted.
- Once the CEMT has ensured that the campus is a safe working environment and that life, health and safety issues are addressed, establish and direct the activation of an Academic Continuity Plan.

b. Academic Continuity Plan

Academic Continuity will be addressed through a variety of strategies to address ICCB requirements, accreditation, the academic calendar, course offerings, alternative space, and other academic events that include:

- Regular use of online technologies to support teaching that can be adapted in emergencies to continue teaching for the duration of the disruptive event.
- Administration to work with local entities and other institutions if necessary to provide classrooms and other facilities for teaching.
- Respond in one of the following methods or combination of methods to meet the required number of instruction days required by ICCB:
 - Consider how and if the academic time required for a course can be altered, i.e. can material be condensed and prioritized in the event teaching time is lost.
 - Require faculty to assign extra assignments or engage students through online formats.
 - Consider alternatives for courses with laboratory and clinical requirements such as weekend classes.
 - Consider alternative mode of course delivery:
 - Online/distance education or hybrid course delivery
 - Alternative or flexible course schedule and location
 - Blended courses that can share classroom time
 - Condense or cancel final exam week to allow all classes to meet that week on a regular schedule.
 - Schedule weekend classes or extend the semester schedule as needed.
 - Build emergency days into the academic calendar which can be used for any missed instructional days.

5. DEVELOPMENT & MAINTENANCE

5.1. FCC is responsible for developing and maintaining the Emergency Response Plan annually.

5.2. FCC departments have the following responsibilities:

- 5.2.1. Review and maintain department and/or agency information necessary for response and recovery annex current in all aspects;
- 5.2.2. Provide and maintain up-to-date copies of Mutual Aid Agreements; and
- 5.2.3. Provide training and education to staff and Mutual Aid Agreements organizations on plans and procedures for response and recovery.
- 5.2.4. The president is responsible for coordinating emergency drills and the testing/evaluation of emergency notifications and responses.

Lincoln Trail College



Emergency Response Plan 2025

**Our mission is to deliver exceptional education
and services to improve the lives of our
students and to strengthen our communities.**

Contents

Emergency Response Plan Signatory Page	3
Distribution List.....	4
Record of Changes	5
Continuity of Administration.....	6
Internal Resource List	6
Other Resource Numbers	7
1. PURPOSE.....	8
1.1. Intent and Policy	8
2. SITUATION AND ASSUMPTIONS	8
2.1. Situation.....	8
2.2. Assumptions	8
3. CONCEPT OF OPERATIONS	9
3.1. Notification & Activation	9
3.2. Direction & Control.....	10
3.3. Authorities & Limitations	11
3.4. Resources.....	11
3.5. Safety.....	11
3.6. Site Control	12
3.7. Victim Handling – Deceased.....	12
3.8. Victim Handling – Injured	12
3.9. Communications	12
4. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES	13
Annex 1: Direction & Control	13
Annex 2: Communications	18
Annex 3: Warning & Emergency Information.....	20
Annex 4: Public Information	21
Annex 5: Intelligence/Situational Awareness.....	22
Annex 6: Evacuation.....	23
Annex 7: Mass Care, Shelter and Lock Down in place.....	24
Annex 8: Public Health & Medical.....	25
Annex 9: Mortuary Service	26
Annex 10: Business Continuity	27
Annex 11: Academic Continuity	27
5. DEVELOPMENT & MAINTENANCE.....	28

Lincoln Trail College Emergency Response Plan Signatory Page

This plan, in accordance with the provisions of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and Illinois Administrative Code Part 305, and compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305/) and the National Incident Management System (NIMS), is used as a guideline in specific catastrophic scenarios and in conjunction with Illinois Eastern Community Colleges (IECC) policies, the Violence Prevention Plan and established emergency procedures.

This Emergency Response Plan seeks to clarify the steps that Lincoln Trail College will take in an emergency that requires a response and/or recovery activities. This plan will be reviewed and revised, as necessary, on an annual basis. As President of Lincoln Trail College, I affirm my support for the Emergency Response Plan within Illinois Eastern Community Colleges District #529.

Signature

Date

Distribution List

The Emergency Response Plan will be distributed to the campus community and community agencies listed below through email communication to ensure the plan that each member possesses is the most up-to-date version.

Lincoln Trail College

- President
- Dean of Instruction
- O & M Team Leader
- Director of Business
- Coordinator of Public Information and Marketing

Illinois Eastern Community Colleges

- Chancellor
- Chief Financial Officer
- Chief Information Officer
- Executive Director of Human Resources
- Associate Dean of Admissions and Records

Robinson Police Department

Robinson Fire Department

Crawford County Emergency Management Agency

Crawford County Sheriff's Office

Record of Changes

Once the Emergency Response Plan is approved and released, the following procedures should be followed for any changes:

1. An entry will be made on the following log to document the change.
2. The updated Emergency Response Plan will be distributed to the campus community per the Distribution List above.
3. The updated Emergency Response Plan will be posted on Entrata.
4. Outside agencies will be notified as necessary.

Record of Changes Log		
Date	Pages or Sections Changed	Entered By (Print Title/Name)

Continuity of Administration

In the case of a crisis or emergency situation, the following people, in sequence, will be contacted for decision making purposes.

Name	Title	618-544-5299 Ext. # 618-544-8657	Home/Cell
Tona Ambrose	President and Vice Chancellor of Institutional Outreach	1120	616-328-0184
Cynthia Boyce	Dean of Instruction	1112	618-553-4076
Jamie Henry	Director of Business	1142	618-554-2082
Chris Ellington	O & M Team Leader	1353	217-240-0211

Internal Resource List

Name	Title	618-544-5299 Ext. # 618-544-8657
Jackie Shamhart	Administrative Assistant to the President	1165
Heather Watts	Administrative Assistant to the Dean of Instruction	1000
Jandi Cravens	Office Assistant to the Director of Business	1104

Other Resource Numbers

Name	Telephone Number
Local/Regional Agencies	911 for emergencies
Robinson City Police	618-544-2217
Crawford County Sheriff	618-546-1515
Crawford County Emergency Management Agency	618-546-5602
Crawford Memorial Hospital	618-544-3131
United Life Care Ambulance Service (Crawford Co.)	618-544-5911
Crawford County Health Department	618-544-8798
State Agencies	911 for emergencies
Illinois State Police – Effingham	217-347-2677
Illinois Emergency Management Agency (Region 9-Flora)	618-662-4475
Illinois Poison Center	800-222-1222
Illinois DHS Family Community Resource Center – Crawford County	618-544-3151
Federal/National Agencies	911 for emergencies
Federal Bureau of Investigation (FBI) Springfield Field Office	217-522-9675
National Response Center (toxic chemicals, oil spills)	800-424-8802

1. PURPOSE

This plan outlines operational command, coordination, communication, and control for Lincoln Trail College (LTC) and those responsible agencies/organizations assisting LTC following an emergency that requires a response and/or recovery activities. Staff from responding agencies/organizations and those with mutual aid agreements are responsible for adhering to operational guidelines established herein.

1.1. Intent and Policy

To implement operational guidelines for LTC and other resources activated under the LTC Emergency Response Plan, from the initial incident response to long term recovery. These actions are directed to ensure that students, faculty, staff, visitors, and contractors at LTC and transient populations are provided life-safety and life essential services; the environment is adequately protected; and critical infrastructure is in place to support ongoing operations and public safety. Termination of response and recovery operations is authorized when no imminent life safety or environmental issues are identified.

2. SITUATION AND ASSUMPTIONS

2.1. Situation

- 2.1.1. An emergency has occurred directly affecting the campuses, facilities, and populations of LTC. Response and recovery actions are necessary for life safety, protection of the environment and critical infrastructure.
- 2.1.2. Individual facilities are implementing emergency procedures for immediate protection of students, faculty, staff, visitors and contractors at LTC and transient populations.
- 2.1.3. LTC capabilities and resources (personnel, equipment, critical facilities, and supplies) are required to ensure safe and efficient actions are taken.
 - 2.1.3.1. For large scale events and those having multiple jurisdictional authorities, coordination between all levels of government is required. To ensure effective response to these events, LTC will coordinate requests for the activation of Crawford County emergency services through the Crawford County Emergency Management Agency.

2.2. Assumptions

- 2.2.1. LTC emergency procedures may adequately address response and short term recovery operations, therefore the LTC's Emergency Response Plan may not be activated.
- 2.2.2. An emergency will occur that directly affects LTC.
- 2.2.3. Off-site assistance will be required to carry out response and short term recovery efforts.

- 2.2.4. Off-site resources may be activated in advance of LTC's request for assistance to conduct life-safety missions, fire suppression, law enforcement activities, emergency medical services, and other immediate public safety actions.
- 2.2.5. Mutual Aid Agreements will be activated to carry out response and short-term recovery efforts.
- 2.2.6. Normal means of communication, transportation, and infrastructure capability will be disrupted in areas within and beyond the immediate affected area(s) of LTC.
- 2.2.7. Students, faculty, staff, visitors, and contractors at LTC and transient populations will require sheltering, evacuation, mass care, and medical assistance.
- 2.2.8. Secondary effects (e.g. fires, dam/levee breaches, hazardous materials spills) as a result of an emergency will create potentially hazardous environments.
- 2.2.9. Available local response capabilities will be exhausted for emergencies and disasters having large numbers of casualties/injuries and damage to buildings, critical facilities, tools/resources, and critical infrastructure.
- 2.2.10. Responding departments/agencies may have a significant reduction in staff able to report to duty due to casualties and damage to infrastructure and communications.
- 2.2.11. Interruptions will occur in water, gas, sewer, pipeline, electrical and communications services.
- 2.2.12. Damage assessment will be critical in determining situational awareness.
- 2.2.13. Economic affects will be broad and long lasting.
- 2.2.14. An emergency may prevent adequate dissemination of public information, warnings, and messaging.

3. CONCEPT OF OPERATIONS

3.1. Notification & Activation

- 3.1.1. Individual Facility
 - 3.1.1.1. For individual facilities, the LTC President or his/her designee will implement emergency procedures and take actions necessary for immediate life-safety and/or life-saving requirements.
 - 3.1.1.2. Activate staff and faculty necessary to carry out emergency procedures.
 - 3.1.1.3. Notify the Chancellor of Illinois Eastern Community Colleges (IECC).
- 3.1.2. Campus

- 3.1.2.1. Upon receiving notification of an emergency, the LTC President or his/her designee will notify Operation and Maintenance (O&M) staff and others to take appropriate actions including but not limited to:
 - 3.1.2.1.1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors and contractors at LTC and transient populations in accordance with procedures.
 - 3.1.2.1.2. Report to the established Campus Emergency Operations Center (EOC) or to an alternate location if the established Campus EOC is not usable or safe.

3.1.3. Crawford County Emergency Services

- 3.1.3.1. Upon receiving notification of an emergency from the Crawford County Emergency Management Agency or Crawford County Officials, LTC will notify O&M and staff to take appropriate actions including but not limited to:
 - 3.1.3.1.1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors and contractors at LTC and transient populations in accordance with procedures.
 - 3.1.3.1.2. Report to the established campus Emergency Operations Center (EOC) or to an alternate location if the established campus EOC is not usable or safe.
 - 3.1.3.1.3. The LTC President or his/her designee will designate a representative to report to, and serve as, the authorized Liaison Officer to Crawford County EOC and/or the Crawford County Emergency Management Agency.
 - 3.1.3.1.4. Report to the Crawford County EOC or to an alternate location specified by the Crawford County Emergency Management Agency.

- 3.1.4. Regardless of the event origin, location, or duration, the LTC President or his/her designee will notify the Crawford County 911 Communications Center of the situation and request off-site assistance as appropriate.

3.2. Direction & Control

- 3.2.1. Following notification of an emergency/disaster a representative of LTC's O&M department, and/or other staff will be dispatched to the site(s) of the emergency to assist in assessment of the situation and act as an authorized representative in resource prioritization and requests.
- 3.2.2. LTC will utilize a NIMS compliant structure for all emergency operations, and will participate in Unified Command Operations (UCO).

- 3.2.3. The Emergency Response Plan and annexes will be activated by the LTC President or his/her designee, to ensure proper command, control, communications and coordination is maintained throughout response and recovery.
- 3.2.4. All activities conducted as a result of activation of the Crawford County EOC will be coordinated and managed using direction and control processes outlined in the Crawford County's Emergency Plan.

3.3. Authorities & Limitations

3.3.1. Authorities

- 3.3.1.1. Illinois Administrative Code Title 29: Emergency Services, Disasters and Civil Defense
- 3.3.1.2. Illinois Compiled Statutes, Civil Immunities and (745 ILCS 49/) Good Samaritan Act.
- 3.3.1.3. Illinois Compiled Statutes and Illinois Emergency Management Agency Act (20 ILCS 3305).
- 3.3.1.4. Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L.93-288, as amended).
- 3.3.1.5. Crawford County Emergency Plans.
- 3.3.1.6. LTC Emergency Response Plan and emergency procedures.

3.4. Resources

- 3.4.1. LTC resources will be used to the maximum extent possible to effect life-safety and life essential restoration of services.
- 3.4.2. In the event of a large-scale disaster involving multiple jurisdictions, LTC will request additional resources through off-site authorities having enabling jurisdiction.
- 3.4.3. Mutual Aid Agreements will be activated in accordance with standard operating procedures and used to the fullest extent possible throughout an emergency to ensure an optimized allocation of resources is maintained.

3.5. Safety

- 3.5.1. Regardless of the scope and magnitude of an emergency, LTC will conduct operations in accordance with laws, rules, regulations and policy of the State of Illinois, Crawford County, and federal government.

3.6. Site Control

- 3.6.1. Law Enforcement will be provided directly through the Crawford County Sheriff's Department and/or the Robinson Police Department.
 - 3.6.1.1. As required by event scope, magnitude, and nexus LTC will request additional law enforcement to provide security at all operational and tactical areas, and/or for the conduct of investigatory actions, through the Crawford County 911 Communications Center.
 - 3.6.1.2. Law enforcement related issues and situations will be directed, without hesitation, to the responsible off-site authority through immediate notification of the Crawford County 911 Communications Center.

3.7. Victim Handling – Deceased

- 3.7.1. All examinations, identification, notification of next of kin and other procedures for release of a body or tissue for final disposition, will be governed by provisions of the Crawford County Emergency Plans.

3.8. Victim Handling – Injured

- 3.8.1. Initial response to injuries involving students, faculty, staff, visitors, contractors at LTC and transient populations will be managed within scope of practice and Good Samaritan laws, rules and regulations established by the state and federal government.
 - 3.8.1.1. Medical response and emergencies will be directed, without hesitation, to the responsible off-site authority through immediate notification of the Crawford County 911 Communications Center.

3.9. Communications

- 3.9.1. Communications throughout response and recovery will be conducted in accordance with standard operating procedures.
- 3.9.2. Based on the scope and magnitude of an emergency, and the command and control structure required for response and recovery, communications protocols may be established and implemented by one or more of the following:
 - 3.9.2.1. LTC President or his/her designee.
 - 3.9.2.2. Local Incident Command System/Post.
 - 3.9.2.3. Crawford County EOC and Crawford County Emergency Management Agency

- 3.9.2.3.1. For the purposes of response and recovery, emergencies requiring activation of the Crawford County EOC communications will be conducted in a NIMS compliant manner utilizing clear-text.
- 3.9.2.3.2. For the purposes of response and recovery, emergencies requiring activation of the Crawford County EOC will utilize frequencies established through the Crawford County Emergency Plans.
- 3.9.2.3.3. For the purposes of response and recovery, emergencies requiring activation of the Crawford County EOC will utilize appropriate communications specific forms.

3.9.3. Communications required as a result of implementation of the LTC Emergency Response Plan will be coordinated and managed using established procedures, processes, and policy outlined in Crawford County Emergency Plans for joint operations.

4. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

Annex 1: Direction & Control

1. Purpose

To direct and coordinate emergency response efforts; collaborate with other jurisdictions; and prioritize use of available resources effectively.

2. Situation

- a. An emergency has occurred directly affecting the campuses, facilities and populations of LTC.
- b. The LTC President or his/her designee has activated and/or implemented plans and procedures that require command, control, communications and coordination of both internal and external resources.

3. Assumptions

- a. Individual facilities will implement emergency procedures for the immediate protection of students, faculty, staff, visitors, contractors at LTC and transient populations.
- b. The LTC President or his/her designee will activate command and control elements to establish a unified incident management structure.
- c. For large scale events and those having multiple jurisdictional authorities' integration of LTC staff may be required at locations.

4. Concept of Operations

- a. Overall command of campus emergency operations is the responsibility of the LTC President or his/her designee. The LTC President or designee will direct emergency response measures of all campus response resources, faculty, and staff.
 - i. The decision to implement an emergency action or response plan will be based upon probability or actual occurrence of an emergency threatening the health, safety and welfare of the campus population and be the sole responsibility of the LTC President or his/her designee.
 - b. Responsibility for emergency and disaster response lies with the lowest governmental jurisdiction involved.
 - c. If an emergency occurs within LTC, and does not extend beyond campus emergency response organizations, the President or his/her designee retains command and control.
 - i. LTC will make use of all normally available campus resources to respond to a disaster. If the campus is incapable of effectively responding to an emergency, or does not have enabling authority for response, outside assistance will be required and requested through the appropriate organization.
 - d. On-site command and control of individual departments will remain with the department heads under the direction of the LTC President or his/her designee.
 - i. The LTC President or his/her designee will provide overall coordination of campus emergency operations.
 - 1. As such, for incidents that do not extend beyond campus emergency response organizations, the LTC President or his/her designee will act as the Incident Commander (IC).
 - e. If an emergency or disaster extends beyond the perimeter of LTC, is external to yet affecting the LTC, or is beyond the legal enabling authorities of LTC, an external IC will be established in accordance with NIMS and the responding jurisdiction's policies.
 - i. For incidents where an off-site jurisdiction has legal enabling authorities, the LTC President or his/her designee will report to the ICP and coordinate response and recovery efforts as appropriate.
 - f. For immediate life safety and medical emergencies campus staff, faculty, contractors, students and visitors are directed to contact 911 or local emergency service providers.
5. Emergency Planning Action Levels
- a. Level 1: An emergency has occurred requiring immediate life safety actions. Facility supervisors and/or department heads have implemented one or more emergency procedures.
 - b. Level 2: An emergency or disaster impacts one or more areas of the campus requiring implementation of multiple emergency procedures and activation of campus response organizations in a limited fashion. Level 2 emergency activations generally require establishment of an Incident Command Post (ICP) and implementation of the LTC

Emergency Response Plan. Response and recovery efforts remain within the authorities and capabilities of campus officials. In some instances offsite authorities (i.e. fire, police, EMS), private sector specialist, and private sector/vendor related services may be required.

- c. Level 3: An emergency may remain localized or part of a larger affected area external to the campus. Level 3 emergencies result in the need for outside resources and assistance. Implementation of the LTC's Emergency Response Plan has occurred.
 - i. In most situations, off-site jurisdictions have established an ICP or Unified Command Post (UCP) requiring the LTC President or his/her designee to report to the ICP and coordinate response and recovery efforts.
 - ii. If activation of the Crawford County EOC occurs, the LTC President or his/her designee will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Crawford County EOC and the Crawford County Emergency Management Agency.
- d. Level 4: An emergency has rendered all or portions of campus operations inoperable. Individual facilities may be uninhabitable and life essential services may be unavailable.
 - i. Off-site jurisdictions have established an ICP or UCP requiring the LTC President or his/her designee to report and coordinate response and recovery efforts.
 - ii. If activation of Crawford County Emergency Plans occurs, the LTC President or his/her designee will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Crawford County EOC and the Crawford County Emergency Management Agency.
- e. Response organizations, staff and faculty will provide and receive notifications from command staff locations based on the level of emergency declared.
- f. Regardless of the level of response, the LTC President or his/her designee will determine what type of command structure will be utilized and where the LTC's on-scene or campus' command structure will be located.

6. Roles and Responsibilities

- a. LTC President or his/her designee
 - Receive and analyze disaster intelligence and situational awareness from a variety of sources including staff, faculty and off-site organizations.
 - Alert key decision-makers and emergency personnel.
 - Implement Emergency Response Plan.
 - Establish and direct activation of an ICP and/or EOC

- Establish and direct activation of a Crisis and Emergency Management Team (CEMT).
- If activated, designate an authorized representative to deploy to the Crawford County EOC.
- Establish and maintain contact with off-site organizations.
- Establish and coordinate jurisdictional policies for the conduct of emergency operations.
- Activate LTC's Public Information/Warning systems to disseminate messages to students, faculty, staff, visitors, contractors and transient populations.
- Authorize implementation of Business Continuity Plan (BCP) and Academic Continuity Plan (ACP) to ensure continuation of essential functions only after health, life and safety issues are addressed.
- Designate a single point of contact for media release from a trained and qualified staff.

b. Crisis and Emergency Management Team

- Implement emergency communications plan internally and externally with higher, lateral and subordinate response organizations.
- Implement plans to disseminate emergency alerts and warnings to vulnerable populations.
- Establish and maintain contact with key decision-makers, emergency personnel, and off-site organizations.
- Activate the LTC Emergency Operations Center.
- Notify and alert key decision-makers and emergency personnel of LTC's Emergency Operations Center.
- Coordinate jurisdictional policies for the conduct of emergency operations.
- Direct LTC's operations and manage resources.
- Establish and maintain operations and develop administrative briefings.
- Coordinate resource prioritization and deployment in support strategic action priorities.
- Coordinate logistical support for response and recovery.
- Implement evacuation, shelter and protective action recommendations for students, faculty, staff, visitors, contractors and transient populations.

- Coordinate activation of volunteer resources in support of response and short-term recovery operations.
- Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
- Establish strategic action planning priorities in the following manner to coordinate and manage disaster response and short-term recovery operations.
 - Life-safety;
 - Search and Rescue;
 - Transportation route restoration and services;
 - Implementation and maintenance of site security;
 - Temporary Restoration of Critical Infrastructure (i.e., safety/control systems, telecommunications systems/networks, life essential services);
 - Temporary Health and Welfare (i.e., shelter, food, and medical assistance);
 - Preservation and securing of crime scene evidence or localized areas of interest;
 - Delivery of Critical Incident Stress Debriefing to responders and citizens.
- Distribute strategic action planning priorities internally and externally with higher, lateral, and subordinate response organizations identifying requirements of potential operating environments and for the development of Incident Action Plan(s) (IAP).
- Obtain disaster intelligence to determine scope, magnitude and complexity of the incident.
- Distribute disaster intelligence, safety messaging and critical and priority information requirements to decision-makers and emergency personnel.
- Implement and/or assist in the implementation of BCP and ACP as necessary.
- Conduct all operations in accordance with applicable local, state and federal rules, regulations and LTC policies.
- c. Support Departments, Faculty and Staff
 - Implement emergency procedures for immediate life safety requirements.
 - Notify LTC's CEMT of emergency procedure implementation.
 - Upon notification and authorization, activate staff necessary for approved missions.
 - Coordinate with response organizations throughout response and short-term recovery operations.
 - Under the direction of LTC's CEMT coordinate and manage activities of staff throughout response and short-term recovery operations.
 - Establish and maintain contact with LTC's CEMT.

- Provide logistical support for response and recovery.
- Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
- Provide just-in-time training for responding personnel, as appropriate.
- Conduct all operations in accordance with applicable local, state and federal rules, regulations and LTC policies.

Annex 2: Communications

1. Purpose

To support the response to any crisis that may occur by providing timely, accurate information to employees, students, public, media and other audiences, by presenting a consistent response that is supported by open, honest interaction with internal and external audiences, including when appropriate, media, government entities and oversight agencies.

2. Situation

- a. An emergency has occurred directly affecting LTC.
- b. The LTC President or his/her designee has activated and/or implemented plans and procedures for command, control, communications and coordination of both internal and external resources.

3. Assumptions

- a. Interoperable communications will be required for the safe, effective, and expedient use of resources necessary for life safety and protection of the environment and critical infrastructure.
- b. Coordination of communications capabilities is required among and between all organizations having a role in response and recovery.
- c. Alternative means of communication will be required to achieve interoperability, warnings, and notifications to key decision-makers and response personnel.
- d. Alternative means of communication will be required to achieve effective public information, warnings and messaging for students, faculty, staff, visitors, contractors at LTC and transient populations.

4. Concept of Operations

- a. Communications required as a result of implementation of the LTC Emergency Response Plan will be coordinated and managed using established procedures, processes and policy.
- b. For the purposes of response and recovery, emergencies requiring activation of the Crawford County Emergency Plans, communications will be conducted in a NIMS compliant manner utilizing clear-text.

- c. For the purposes of response and recovery, emergencies requiring activation of the Crawford County Emergency Plans, Crawford County will utilize frequencies established through their communications plan.
- d. For the purposes of response and recovery, emergencies requiring activation of the Crawford County Emergency Plan, Crawford County will utilize appropriate communications specific forms.

5. Roles and Responsibilities

a. LTC President

- Determine status of communications internally and externally to support duties and responsibilities.
- Establish a communications representative to coordinate and manage interoperable communications, systems and networks.
- Coordinate establishment of necessary communication links with internal and external response organizations and resources.
- Collect and record information regarding communications from other activated response organizations; coordinate with all response organizations on communication capabilities/limitations and means necessary to overcome shortfalls.
- Upon activation and integration of response and recovery activities with Crawford County utilize frequencies established through the Crawford County Emergency Plan.

b. Communications Representative

- Establish communications links with internal and external response organizations and networks.
- Coordinate and manage interoperable communications, systems and networks
- Determine status of primary and alternate communication systems (public safety radio systems, Local tower repeaters, other non-public safety radio systems, telephone, cellular communications, satellite telephone/radio, internet, commercial broadcast systems, etc.) to assist in the conduct of life safety missions; acquisition of disaster intelligence and damage assessments; and coordination of response and recovery operations.
- Implement communication plans in support of life-safety missions, disaster intelligence and damage assessment, in support of response and recovery operations.
- Maintain awareness and continuously monitor the status of communications internally and externally to support duties and responsibilities.
- Brief the LTC CEMT on the status of communications, systems and networks.

- Determine and implement viable options for achievement of interoperability with all response organizations to overcome shortfalls and sustain capabilities.
- Determine the need for and implement alternative methods of communications to include, but not limited to, the use of amateur radio personnel, mobile communications platforms, car-to-car relays, message runners, etc.
- Upon activation of the Crawford County Emergency Plan, integrate into and/or utilize frequencies established through Crawford County.
- As directed by the LTC President or his/her designee, deploy to the Crawford County EOC for assignment to a unified communications section.

c. All Concerned (ALCON)

- Assess and document the status of communications internally and externally to support duties and responsibilities.
- Brief the LTC President or his/her designee on the status of communications, systems and networks.
- Coordinate with other response organizations on communication interoperability as directed by the LTC President or his/her designee.
- Implement communication plans as directed by the LTC President or his/her designee.

Annex 3: Warning & Emergency Information (See Annex 2 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide warning systems and procedures that will be used by response organizations during emergency response and short-term recovery.

2. Roles and Responsibilities

a. LTC President

- Designate a single point of contact for media release from a trained and qualified staff.
- Authorize dissemination of emergency alerts and warnings to students, faculty, staff, visitors, contractors and transient populations.
- Implement procedures for effective operation of systems and capabilities necessary for warning systems and emergency information.
- Direct the dissemination of emergency alerts and warnings material in alternative formats, for the purposes of warning diverse and functional needs populations.

b. LTC Crisis and Emergency Management Team

- Disseminate emergency alerts and warnings to students, faculty, staff, visitors, contractors and transient populations.
- Utilize procedures for implementation of effective operation of systems and capabilities necessary for warning systems and emergency information.
- Coordinate and develop public information materials in alternative formats, for purposes of warning diverse and functional needs populations.
- Coordinate public, warning and emergency information releases with key decision makers and off-site organizations.
- Maintain processes and systems to provide notifications, warnings, and alerts internally and externally to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Coordinate and manage protective action measures and guidance for students, faculty, staff, visitors, contractors and transient populations.
- Authorize and approve notifications, warnings and alerts, internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Establish and maintain rumor control and hot-line assistance processes.

c. Support Departments, Faculty and Staff

- Implement procedures for implementation of effective operation of systems and capabilities necessary for warning systems and emergency information.
- Collect and distribute disaster intelligence in support of public information releases for vulnerable populations.
- Collect and distribute disaster intelligence in support of notifications, warnings and alerts, internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Participate in rumor control and hot-line assistance processes.

Annex 4: Public Information (See Annex 2 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide for the effective collection, control and dissemination of emergency public information to minimize confusion, misinformation and rumors during response and short-term recovery operations.

2. Roles and Responsibilities

- a. LTC President or his/her designee

- Develop procedures for dissemination of public information.
- Coordinate and develop public information materials in alternative formats, for purposes of informing functional needs populations.
- Develop and maintain a process to provide public information internally and externally to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Designate a Public Information Officer (PIO) for a single point of contact for media. b.
LTC Public Information Officer
- Coordinate and distribute information for release from a central contact facility for the media.
- Develop and distribute public information materials in alternative formats, for purposes of warning functional needs populations.
- Develop and distribute public information materials in alternative formats, for purposes of warning diverse populations.
- Coordinate and participate in rumor control and hot-line assistance processes. c. All Concerned (ALCON)
- Obtain and report disaster intelligence in support of public information releases, for vulnerable populations.
- Collect and distribute disaster intelligence in support of public information internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Provide staff and resources in support of public information.
- Participate in rumor control and hot-line assistance processes.

Annex 5: Intelligence/Situational Awareness (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide intelligence in support of EOC and ICP operations, assist in the development of a common operating picture and to support planning and decision making.

2. Roles and Responsibilities

a. LTC President or his/her designee

- Obtain intelligence to determine scope, magnitude and complexity of the incident.
- Distribute intelligence, critical information requirements, and priority information requirements to all response organizations and Crawford County Emergency Management officials.

- Implement campus-wide damage assessment procedures.
 - Provide critical information, intelligence, and situational awareness updates to all response organizations.
 - Provide for routine updates and briefings to faculty and staff, County and Municipal officials and off-site response organizations.
 - Provide an overall picture of the situation and describe local response actions; a list of unmet needs and resource requirements; strategic priorities and projections of upcoming situations.
- b. All Concerned (ALCON)
- Obtain intelligence to determine scope, magnitude and complexity of the incident.
 - Provide critical information, intelligence and situational awareness updates to LTC's CEMT.
 - Implement campus-wide damage assessment procedures.
 - Staff and maintain resource requirements as directed.

Annex 6: Evacuation (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide mobilization and coordination of resources in support of an evacuation.

2. Roles and Responsibilities

a. LTC President or his/her designee

- Coordinate evacuation support activities as directed.
- Coordinate the dissemination of public information.
- Establish assembly transportation centers and reception centers for evacuees as directed.
- Establish and maintain a shelter/victim registry.
- Determine designated evacuation routes and assembly points for evacuees in coordination with local, state and federal response resources.
- Determine the effect to campus critical infrastructure and overall capability.
- Coordinate to determine if pre-identified shelters are safe and functional.
- Identify the need for food and potable water at pre-identified shelters.
- Coordinate the acquisition and delivery of food and potable water supplies.

- Coordinate and establish transportation routes to and from shelter facilities.
- Establish and staff approved shelters with available resources in coordination with American Red Cross, Salvation Army and other pre-identified stakeholders.
- Address functional needs population issues.

b. All Concerned (ALCON)

- Provide resources in support of evacuation.

Annex 7: Mass Care, Shelter and Lock Down in place (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide staffing and operation of emergency mass care shelters to establish and maintain mass care emergency assistance and human services for affected populations requiring temporary relocation/assistance.

2. Roles and Responsibilities

a. LTC President or his/her designee

- Determine the effect to campus critical infrastructure and overall capability to provide mass care and shelter services in coordination with American Red Cross.
- Coordinate with O&M representatives to determine if pre-identified shelters are safe and functional.
- Establish and staff approved shelters with available resources in coordination with American Red Cross, Salvation Army and other pre-identified stakeholders.
- Identify the need for food and potable water at pre-identified shelters.
- Coordinate the acquisition and delivery of food and potable water supplies.
- Determine and establish transportation routes to and from shelter facilities.
- Determine the need for, and identify resources necessary, to provide portable and/or alternate sheltering facilities based on the availability of safe and/or functional pre-identified shelter locations.
- Establish feeding operations (including water, ice and other basic commodities) at designated shelter sites.
- Provide cots, blankets, clothes and personal hygiene items in support of shelter operations.
- Establish and maintain a shelter/victim registry.

- Coordinate the provision of first aid services at shelters and other identified areas of operation.
- Identify functional needs population issues.
- Coordinate crisis-counseling services.
- Coordinate reunification of families separated by the incident in coordination with volunteer and non-profit social service agencies.
- Coordinate companion/service animal sheltering.
- Coordinate the provision of security required for mass care/shelter locations.

b. All Concerned (ALCON)

- Provide disseminate information on mass care/shelter services, food and water distribution, and human-services requirements.
- Provide critical information, disaster intelligence and situational awareness updates.
- Provide resources in support of mass care.

Annex 8: Public Health & Medical (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide guidance, prioritization, and coordination of resources involved in triage, treatment, and medical evacuation of victims of disasters; to provide public health support in a post-disaster environment; and to provide psychological counseling to local emergency service workers and disaster victims.

2. Roles and Responsibilities

a. LTC President or his/her designee

- Obtain intelligence to determine locations and number of casualties (ambulatory, non-ambulatory, fatalities).
- Obtain critical information requirements including:
 - Conditions at campus facilities;
 - Availability of medical and support staff to continue essential emergency medical and health operations;
 - Immediate equipment or supply concerns;
 - Status of electric/gas power supply and water/sewer services to each facility or location;

- Status of fuel for a generator if facility/location is operating on emergency power;
 - Critical life-safety or life essential resources needed for continued operations at each facility/location;
 - Number of victims at each facility that require immediate transport.
- Coordinate provisions for mass dispensing and/or vaccination to students, faculty and staff in response to a threat or occurrence of infectious and communicable disease.
 - Coordinate with the Illinois Department of Public Health to determine pharmaceutical needs for potential activation of the State of Illinois Stockpile or Strategic National Stockpile Program.
 - Determine status of functional needs populations.
 - Provide mental health/crisis counseling services for victims and emergency responders.
 - Coordinate to determine support requirements for medical services in emergency shelters.
 - Coordinate with the Crawford County Coroner regarding fatality management/mass fatality.
 - Coordinate with the Crawford County Coroner on next of kin notification and family assistance.

b. All Concerned (ALCON)

- Staff and faculty are directed to call 911 immediately for emergency response or intervention to non-routine situations and emergencies that are beyond the scope, training, capability and/or licensure of an individual.

Annex 9: Mortuary Service (See Annex 1 Situation, Assumptions, and Concept & Operations)

LTC does not have enabling authorities to establish Mortuary Services and/or Fatality Management Operations. For the purposes of Mortuary Service LTC will request assistance from law enforcement and the Crawford County Coroner.

As necessary and appropriate, the LTC President or his/her designee will identify staff to assist recognized legal authorities/organizations in:

1. Assistance and coordination efforts specific to family assistance;
2. Establishing and securing LTC facilities necessary for re-unification and family assistance operations;
3. Notifications of next of kin;

4. Coordination and development of public information releases;
5. Crisis stress debriefing and /or counseling services for campus communities.

Annex 10: Business Continuity (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To sustain or repair LTC's operations during and after a disruption that disables or cripples LTC's technological infrastructure in order to restore operations as quickly as possible with the latest and most up-to-date data available.

2. Scope and Limitations

Business continuity activities and services will be executed only after health, life and safety issues are addressed.

3. Roles and Responsibilities

a. LTC President or his/her designee

- Obtain intelligence to determine what technological operations have been disrupted.
- Once the CEMT has ensured that the campus is a safe working environment and that life, health and safety issues are addressed, establish and direct the activation of a Business Continuity Management Team (BCMT).

b. Business Continuity Management Team

- Obtain intelligence to determine what technological operations have been disrupted.
- Establish and activate manual processes that can be implemented until the technological infrastructure is restored.
- Develop a plan to recover and restore the technical infrastructure to full functionality.
- Identify the equipment and other items necessary for technological recovery restoration.

Annex 11: Academic Continuity (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To ensure academic and administrative departments and staff are prepared to continue providing, in a timely manner, critical campus functions in the event a significant disruption or emergency forces campus closure or diminishes access to essential campus resources.

2. Scope and Limitations

Academic continuity activities and services will be executed only after health, life and safety issues are addressed.

3. Roles and Responsibilities

a. LTC President or his/her designee

- Obtain intelligence to determine what academic services and operations have been disrupted.
- Once the CEMT has ensured that the campus is a safe working environment and that life, health and safety issues are addressed, establish and direct the activation of an Academic Continuity Plan.

b. Academic Continuity Plan

Academic Continuity will be addressed through a variety of strategies to address ICCB requirements, accreditation, the academic calendar, course offerings, alternative space, and other academic events that include:

- Regular use of online technologies to support teaching that can be adapted in emergencies to continue teaching for the duration of the disruptive event.
- Administration to work with local entities and other institutions if necessary to provide classrooms and other facilities for teaching.
- Respond in one of the following methods or combination of methods to meet the required number of instruction days required by ICCB:
 - Consider how and if the academic time required for a course can be altered, i.e. can material be condensed and prioritized in the event teaching time is lost.
 - Require faculty to assign extra assignments or engage students through online formats.
 - Consider alternatives for courses with laboratory and clinical requirements such as weekend classes.
 - Consider alternative mode of course delivery:
 - Online/distance education or hybrid course delivery
 - Alternative or flexible course schedule and location
 - Blended courses that can share classroom time
 - Condense or cancel final exam week to allow all classes to meet that week on a regular schedule.
 - Schedule weekend classes or extend the semester schedule as needed.
 - Build emergency days into the academic calendar which can be used for any missed instructional days.

5. DEVELOPMENT & MAINTENANCE

- 5.1. LTC is responsible for developing and maintaining the Emergency Response Plan annually.
- 5.2. LTC departments have the following responsibilities:

- 5.2.1. Review and maintain department and/or agency information necessary for response and recovery annex current in all aspects;
- 5.2.2. Provide and maintain up-to-date copies of Mutual Aid Agreements; and
- 5.2.3. Provide training and education to staff and Mutual Aid Agreements organizations on plans and procedures for response and recovery.
- 5.2.4. The president is responsible for coordinating emergency drills and the testing/evaluation of emergency notifications and responses.

Olney Central College



Emergency Response Plan 2025

**Our mission is to deliver exceptional education
and services to improve the lives of our
students and to strengthen our communities.**

Contents

Emergency Response Plan Signatory Page	3
Distribution List.....	4
Record of Changes	5
Continuity of Administration.....	6
Internal Resource List	6
Other Resource Numbers	7
1. PURPOSE.....	8
1.1. Intent and Policy	8
2. SITUATION AND ASSUMPTIONS	8
2.1. Situation.....	8
2.2. Assumptions	8
3. CONCEPT OF OPERATIONS	9
3.1. Notification & Activation	9
3.2. Direction & Control.....	10
3.3. Authorities & Limitations	11
3.4. Resources.....	11
3.5. Safety.....	11
3.6. Site Control	12
3.7. Victim Handling – Deceased.....	12
3.8. Victim Handling – Injured.....	12
3.9. Communications	12
4. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES.....	13
Annex 1: Direction & Control	13
Annex 2: Communications.....	18
Annex 3: Warning & Emergency Information.....	20
Annex 4: Public Information.....	21
Annex 5: Intelligence/Situational Awareness.....	22
Annex 6: Evacuation.....	23
Annex 7: Mass Care, Shelter and Lock Down in place.....	24
Annex 8: Public Health & Medical.....	25
Annex 9: Mortuary Service	26
Annex 10: Business Continuity	27
Annex 11: Academic Continuity.....	27
5. DEVELOPMENT & MAINTENANCE.....	28

Olney Central College Emergency Response Plan Signatory Page

This plan, in accordance with the provisions of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and Illinois Administrative Code Part 305, and compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305/) and the National Incident Management System (NIMS), is used as a guideline in specific catastrophic scenarios and in conjunction with Illinois Eastern Community Colleges (IECC) policies, the Violence Prevention Plan and established emergency procedures.

This Emergency Response Plan seeks to clarify the steps that Olney Central College will take in an emergency that requires a response and/or recovery activities. This plan will be reviewed and revised, as necessary, on an annual basis. As President of Olney College, I affirm my support for the Emergency Response Plan within Illinois Eastern Community Colleges District #529.

Signature

Date

Distribution List

The Emergency Response Plan will be distributed to the campus community and community agencies listed below through email communication to ensure the plan that each member possesses is the most up-to-date version.

Olney Central College

- President
- Associate Dean of Instruction
- O & M Team Leader
- Director of Business
- Coordinator of Public Information and Marketing
- Director of Learning Commons

Illinois Eastern Community Colleges

- Chancellor
- Chief Financial Officer
- Chief Information Officer
- Executive Director of Human Resources
- Associate Dean of Admissions and Records

Olney Police Department

Olney Fire Department

Richland County Emergency Management Agency

Richland County Sheriff's Office

Record of Changes

Once the Emergency Response Plan is approved and released, the following procedures should be followed for any changes:

1. An entry will be made on the following log to document the change.
2. The updated Emergency Response Plan will be distributed to the campus community per the Distribution List above.
3. The updated Emergency Response Plan will be posted on Entrata.
4. Outside agencies will be notified as necessary.

Record of Changes Log		
Date	Pages or Sections Changed	Entered By (Print Title/Name)

Continuity of Administration

In the case of a crisis or emergency situation, the following people, in sequence, will be contacted for decision making purposes.

Name	Title	618-392-5299 Ext. # 618-395-7777	Home/Cell
Chris Simpson	President and Vice Chancellor of Business Operations	2001	618-302-1021
Amy Tarr	Dean of Instruction	2002	618-553-2959
Hayley Breeden	Director of Business	2006	618-204-9365
Dan Brant	O&M Team Leader	2020	618-599-7303

Internal Resource List

Name	Title	618-392-5299 Ext. # 618-395-7777
Lynne Welker	Administrative Assistant to the President	2003
Breeanna Elder	Administrative Assistant to the Dean of Instruction	2004
Kim Wilson	Office Assistant, Business Office	2007
Tiffany Starwalt	Student Services Specialist	2010

Other Resource Numbers

Name	Telephone Number
Local/Regional Agencies	911 for emergencies
Olney Police Department	618-395-8481
Richland County Sheriff	618-395-7481 or 618-393-2921
Richland County Emergency Services & Disaster Agency	618-395-4810 or 618-393-2921
Carle Richland Memorial Hospital	618-395-2131
Carle Richland Memorial Ambulance Service	618-395-4326
State Agencies	911 for emergencies
Illinois State Police – Carmi (Emergency)	618-382-1911
Illinois State Police – Carmi (Non-emergency)	618-382-4606
Illinois State Police – Effingham (Emergency)	217-347-2677
Illinois State Police – Effingham (Non-emergency)	217-347-2711
Illinois Emergency Management Agency (Region 9-Flora)	618-662-4474
Illinois Poison Center	800-222-1222
Federal/National Agencies	911 for emergencies
Federal Bureau of Investigation (FBI) Marion Field Office	618-997-6847
National Response Center (toxic chemicals, oil spills)	800-424-8802

1. PURPOSE

This plan outlines operational command, coordination, communication, and control for Olney Central College (OCC) and those responsible agencies/organizations assisting OCC following an emergency that requires a response and/or recovery activities. Staff from responding agencies/organizations and those with mutual aid agreements are responsible for adhering to operational guidelines established herein.

1.1. Intent and Policy

To implement operational guidelines for OCC and other resources activated under the OCC Emergency Response Plan, from the initial incident response to long term recovery. These actions are directed to ensure that students, faculty, staff, visitors, and contractors at OCC and transient populations are provided life-safety and life essential services; the environment is adequately protected; and critical infrastructure is in place to support ongoing operations and public safety. Termination of response and recovery operations is authorized when no imminent life safety or environmental issues are identified.

2. SITUATION AND ASSUMPTIONS

2.1. Situation

- 2.1.1. An emergency has occurred directly affecting the campuses, facilities, and populations of OCC. Response and recovery actions are necessary for life safety, protection of the environment and critical infrastructure.
- 2.1.2. Individual facilities are implementing emergency procedures for immediate protection of students, faculty, staff, visitors and contractors at OCC and transient populations.
- 2.1.3. OCC capabilities and resources (personnel, equipment, critical facilities, and supplies) are required to ensure safe and efficient actions are taken.
 - 2.1.3.1. For large scale events and those having multiple jurisdictional authorities, coordination between all levels of government is required. To ensure effective response to these events, OCC will coordinate requests for the activation of Richland County emergency services through the Richland County Emergency Management Agency.

2.2 Assumptions

- 2.2.1. OCC emergency procedures may adequately address response and short-term recovery operations; therefore, the OCC's Emergency Response Plan may not be activated.
- 2.2.2. An emergency will occur that directly affects OCC.
- 2.2.3. Off-site assistance will be required to carry out response and short-term recovery efforts.

- 2.2.4. Off-site resources may be activated in advance of OCC's request for assistance to conduct life-safety missions, fire suppression, law enforcement activities, emergency medical services, and other immediate public safety actions.
- 2.2.5. Mutual Aid Agreements will be activated to carry out response and short-term recovery efforts.
- 2.2.6. Normal means of communication, transportation, and infrastructure capability will be disrupted in areas within and beyond the immediate affected area(s) of OCC.
- 2.2.7. Students, faculty, staff, visitors, and contractors at OCC and transient populations will require sheltering, evacuation, mass care, and medical assistance.
- 2.2.8. Secondary effects (e.g., fires, dam/levee breaches, hazardous materials spills) as a result of an emergency will create potentially hazardous environments.
- 2.2.9. Available local response capabilities will be exhausted for emergencies and disasters having large numbers of casualties/injuries and damage to buildings, critical facilities, tools/resources, and critical infrastructure.
- 2.2.10. Responding departments/agencies may have a significant reduction in staff able to report to duty due to casualties and damage to infrastructure and communications.
- 2.2.11. Interruptions will occur in water, gas, sewer, pipeline, electrical and communications services.
- 2.2.12. Damage assessment will be critical in determining situational awareness.
- 2.2.13. Economic affects will be broad and long lasting.
- 2.2.14. An emergency may prevent adequate dissemination of public information, warnings, and messaging.

3. CONCEPT OF OPERATIONS

3.1. Notification & Activation

- 3.1.1. Individual Facility
 - 3.1.1.1. For individual facilities, the OCC President or his/her designee will implement emergency procedures and take actions necessary for immediate life-safety and/or life-saving requirements.
 - 3.1.1.2. Activate staff and faculty necessary to carry out emergency procedures.
 - 3.1.1.3. Notify the Chancellor of Illinois Eastern Community Colleges (IECC).
- 3.1.2. Campus

- 3.1.2.1. Upon receiving notification of an emergency, the OCC President or his/her designee will notify Operation and Maintenance (O&M) staff and others to take appropriate actions including but not limited to:
 - 3.1.2.1.1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors, contractors at OCC and transient populations in accordance with procedures.
 - 3.1.2.1.2. Report to the established Campus Emergency Operations Center (EOC) or to an alternate location if the established Campus EOC is not usable or safe.

3.1.3. Richland County Emergency Services

- 3.1.3.1. Upon receiving notification of an emergency from the Richland County Emergency Management Agency or Richland County Officials, OCC will notify O&M and staff to take appropriate actions including but not limited to:
 - 3.1.3.1.1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors, contractors at OCC and transient populations in accordance with procedures.
 - 3.1.3.1.2. Report to the established campus Emergency Operations Center (EOC) or to an alternate location if the established campus EOC is not usable or safe.
 - 3.1.3.1.3. The OCC President or his/her designee will designate a representative to report to, and serve as, the authorized Liaison Officer to Richland County EOC and/or the Richland County Emergency Management Agency.
 - 3.1.3.1.4. Report to the Richland County EOC or to an alternate location specified by the Richland County Emergency Management Agency.

- 3.1.4. Regardless of the event origin, location, or duration, the OCC President or his/her designee will notify the Richland County 911 Communications Center of the situation and request off-site assistance as appropriate.

3.2. Direction & Control

- 3.2.1. Following notification of an emergency/disaster a representative of OCC's O&M department, and/or other staff will be dispatched to the site(s) of the emergency to assist in assessment of the situation and act as an authorized representative in resource prioritization and requests.
- 3.2.2. OCC will utilize a NIMS compliant structure for all emergency operations, and will participate in Unified Command Operations (UCO).

- 3.2.3. The Emergency Response Plan and annexes will be activated by the OCC President or his/her designee, to ensure proper command, control, communications, and coordination is maintained throughout response and recovery.
- 3.2.4. All activities conducted as a result of activation of the Richland County EOC will be coordinated and managed using direction and control processes outlined in the Richland County's Emergency Plan.

3.3. Authorities & Limitations

3.3.1. Authorities

- 3.3.1.1. Illinois Administrative Code Title 29: Emergency Services, Disasters and Civil Defense; [PART 305 ALL HAZARDS CAMPUS EMERGENCY PLAN AND VIOLENCE PREVENTION PLAN : Sections Listing \(ilga.gov\)](#)
- 3.3.1.2. Illinois Compiled Statutes, Civil Immunities and (745 ILCS 49) Good Samaritan Act; [Illinois Compiled Statutes | 745 ILCS 49/ Good Samaritan Act | Casetext](#)
- 3.3.1.3. Illinois Compiled Statutes and Illinois Emergency Management Agency Act (20 ILCS 3305); [20 ILCS 3305 Illinois Emergency Management Agency Act. \(insct.org\)](#)
- 3.3.1.4. Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L.93-288, as amended); [Stafford Act | FEMA.gov](#)
- 3.3.1.5. Richland County Emergency Plans;
- 3.3.1.6. OCC Emergency Response Plan and emergency procedures.

3.4. Resources

- 3.4.1. OCC resources will be used to the maximum extent possible to effect life-safety and life essential restoration of services.
- 3.4.2. In the event of a large-scale disaster involving multiple jurisdictions, OCC will request additional resources through off-site authorities having enabling jurisdiction.
- 3.4.3. Mutual Aid Agreements will be activated in accordance with standard operating procedures and used to the fullest extent possible throughout an emergency to ensure an optimized allocation of resources is maintained.

3.5. Safety

- 3.5.1. Regardless of the scope and magnitude of an emergency, OCC will conduct operations in accordance with laws, rules, regulations and policy of the State of Illinois, Richland County, and federal government.

3.6. Site Control

- 3.6.1. Law Enforcement will be provided directly through the Illinois State Police, Federal Law Enforcement Agencies and/or the Olney Police Department.
 - 3.6.1.1. As required by event scope, magnitude, and nexus OCC will request additional law enforcement to provide security at all operational and tactical areas, and/or for the conduct of investigatory actions, through the Richland County 911 Communications Center.
 - 3.6.1.2. Law enforcement related issues and situations will be directed, without hesitation, to the responsible off-site authority through immediate notification of the Richland County 911 Communications Center.

3.7. Victim Handling – Deceased

- 3.7.1. All examinations, identification, notification of next of kin and other procedures for release of a body or tissue for final disposition, will be governed by provisions of the Richland County Emergency Plans.

3.8. Victim Handling – Injured

- 3.8.1. Initial response to injuries involving students, faculty, staff, visitors, contractors at OCC and transient populations will be managed within scope of practice and Good Samaritan laws, rules, and regulations established by the state and federal government.
 - 3.8.1.1. Medical response and emergencies will be directed, without hesitation, to the responsible off-site authority through immediate notification of the Richland County 911 Communications Center.

3.9. Communications

- 3.9.1. Communications throughout response and recovery will be conducted in accordance with standard operating procedures.
- 3.9.2. Based on the scope and magnitude of an emergency, and the command-and-control structure required for response and recovery, communications protocols may be established and implemented by one or more of the following:
 - 3.9.2.1. OCC President or his/her designee.
 - 3.9.2.2. Local Incident Command System/Post

3.9.2.3. Richland County EOC and Richland County Emergency Management Agency.

3.9.2.3.1. For the purposes of response and recovery, emergencies requiring activation of the Richland County EOC communications will be conducted in a NIMS compliant manner utilizing clear-text.

3.9.2.3.2. For the purposes of response and recovery, emergencies requiring activation of the Richland County EOC will utilize frequencies established through the Richland County Emergency Plans.

3.9.2.3.3. For the purposes of response and recovery, emergencies requiring activation of the Richland County EOC will utilize appropriate communications specific forms.

3.9.3. Communications required as a result of implementation of the OCC Emergency Response Plan will be coordinated and managed using established procedures, processes, and policy outlined in Richland County Emergency Plans for joint operations.

4. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

Annex 1: Direction & Control

1. Purpose

To direct and coordinate emergency response efforts; collaborate with other jurisdictions; and prioritize use of available resources effectively.

2. Situation

- a. An emergency has occurred directly affecting the campuses, facilities and populations of OCC.
- b. The OCC President or his/her designee has activated and/or implemented plans and procedures that require command, control, communications, and coordination of both internal and external resources.

3. Assumptions

- a. Individual facilities will implement emergency procedures for the immediate protection of students, faculty, staff, visitors, contractors at OCC and transient populations.
- b. The OCC President or his/her designee will activate command and control elements to establish a unified incident management structure.

- c. For large scale events and those having multiple jurisdictional authorities' integration of OCC staff may be required at locations.

4. Concept of Operations

- a. Overall command of campus emergency operations is the responsibility of the OCC President or his/her designee. The OCC President or designee will direct emergency response measures of all campus response resources, faculty, and staff.
 - i. The decision to implement an emergency action or response plan will be based upon probability or actual occurrence of an emergency threatening the health, safety and welfare of the campus population and be the sole responsibility of the OCC President or his/her designee.
- b. Responsibility for emergency and disaster response lies with the lowest governmental jurisdiction involved.
- c. If an emergency occurs within OCC, and does not extend beyond campus emergency response organizations, the President or his/her designee retains command and control.
 - i. OCC will make use of all normally available campus resources to respond to a disaster. If the campus is incapable of effectively responding to an emergency, or does not have enabling authority for response, outside assistance will be required and requested through the appropriate organization.
- d. On-site command and control of individual departments will remain with the department heads under the direction of the OCC President or his/her designee.
 - i. The OCC President or his/her designee will provide overall coordination of campus emergency operations.
 - 1. As such, for incidents that do not extend beyond campus emergency response organizations, the OCC President or his/her designee will act as the Incident Commander (IC).
- e. If an emergency or disaster extends beyond the perimeter of OCC, is external to yet affecting the OCC, or is beyond the legal enabling authorities of OCC, an external IC will be established in accordance with NIMS and the responding jurisdiction's policies.
 - i. For incidents where an off-site jurisdiction has legal enabling authorities, the OCC President or his/her designee will report to the ICP and coordinate response and recovery efforts as appropriate.
- f. For immediate life safety and medical emergencies campus staff, faculty, contractors, students and visitors are directed to contact 911 or local emergency service providers.

5. Emergency Planning Action Levels

- a. Level 1: An emergency has occurred requiring immediate life safety actions. Facility supervisors and/or department heads have implemented one or more emergency procedures.

- b. Level 2: An emergency or disaster impacts one or more areas of the campus requiring implementation of multiple emergency procedures and activation of campus response organizations in a limited fashion. Level 2 emergency activations generally require establishment of an Incident Command Post (ICP) and implementation of the OCC Emergency Response Plan. Response and recovery efforts remain within the authorities and capabilities of campus officials. In some instances off-site authorities (i.e. fire, police, EMS), private sector specialist, and private sector/vendor related services may be required.
- c. Level 3: An emergency may remain localized or part of a larger affected area external to the campus. Level 3 emergencies result in the need for outside resources and assistance. Implementation of the OCC's Emergency Response Plan has occurred.
 - i. In most situations, off-site jurisdictions have established an ICP or Unified Command Post (UCP) requiring the OCC President or his/her designee to report to the ICP and coordinate response and recovery efforts.
 - ii. If activation of the Richland County EOC occurs, the OCC President or his/her designee will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Richland County EOC and the Richland County Emergency Management Agency.
- d. Level 4: An emergency has rendered all or portions of campus operations inoperable. Individual facilities may be uninhabitable, and life essential services may be unavailable.
 - i. Off-site jurisdictions have established an ICP or UCP requiring the OCC President or his/her designee to report and coordinate response and recovery efforts.
 - ii. If activation of Richland County Emergency Plans occur, the OCC President or his/her designee will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Richland County EOC and the Richland County Emergency Management Agency.
- e. Response organizations, staff and faculty will provide and receive notifications from command staff locations based on the level of emergency declared.
- f. Regardless of the level of response, the OCC President or his/her designee will determine what type of command structure will be utilized and where the OCC's on-scene or campus' command structure will be located.

6. Roles and Responsibilities

a. OCC President or his/her designee

- Receive and analyze disaster intelligence and situational awareness from a variety of sources including staff, faculty and off-site organizations.
- Alert key decision-makers and emergency personnel.

- Implement Emergency Response Plan.
- Establish and direct activation of an ICP and/or EOC
- Establish and direct activation of a Crisis and Emergency Management Team (CEMT).
- If activated, designate an authorized representative to deploy to the Richland County EOC.
- Establish and maintain contact with off-site organizations.
- Establish and coordinate jurisdictional policies for the conduct of emergency operations.
- Activate OCC's Public Information/Warning systems to disseminate messages to students, faculty, staff, visitors, contractors and transient populations.
- Authorize implementation of Business Continuity Plan (BCP) and Academic Continuity Plan (ACP) to ensure continuation of essential functions only after health, life and safety issues are addressed.
- Designate a single point of contact for media release from a trained and qualified staff.

b. Crisis and Emergency Management Team

- Implement emergency communications plan internally and externally with higher, lateral and subordinate response organizations.
- Implement plans to disseminate emergency alerts and warnings to vulnerable populations.
- Establish and maintain contact with key decision-makers, emergency personnel, and off-site organizations.
- Activate the OCC Emergency Operations Center.
- Notify and alert key decision-makers and emergency personnel of OCC's Emergency Operations Center.
- Coordinate jurisdictional policies for the conduct of emergency operations.
- Direct OCC's operations and manage resources.
- Establish and maintain operations and develop administrative briefings.
- Coordinate resource prioritization and deployment in support strategic action priorities.
- Coordinate logistical support for response and recovery.

- Implement evacuation, shelter and protective action recommendations for students, faculty, staff, visitors, contractors and transient populations.
 - Coordinate activation of volunteer resources in support of response and short-term recovery operations.
 - Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
 - Establish strategic action planning priorities in the following manner to coordinate and manage disaster response and short-term recovery operations.
 - Life-safety;
 - Search and Rescue;
 - Transportation route restoration and services;
 - Implementation and maintenance of site security;
 - Temporary Restoration of Critical Infrastructure (i.e., safety/control systems, telecommunications systems/networks, life essential services);
 - Temporary Health and Welfare (i.e., shelter, food, and medical assistance);
 - Preservation and securing of crime scene evidence or localized areas of interest;
 - Delivery of Critical Incident Stress Debriefing to responders and citizens.
 - Distribute strategic action planning priorities internally and externally with higher, lateral, and subordinate response organizations identifying requirements of potential operating environments and for the development of Incident Action Plan(s) (IAP).
 - Obtain disaster intelligence to determine scope, magnitude and complexity of the incident.
 - Distribute disaster intelligence, safety messaging and critical and priority information requirements to decision-makers and emergency personnel.
 - Implement and/or assist in the implementation of BCP and ACP as necessary.
 - Conduct all operations in accordance with applicable local, state and federal rules, regulations and OCC policies.
- c. Support Departments, Faculty and Staff
- Implement emergency procedures for immediate life safety requirements.
 - Notify OCC's CEMT of emergency procedure implementation.
 - Upon notification and authorization, activate staff necessary for approved missions.
 - Coordinate with response organizations throughout response and short-term recovery operations.
 - Under the direction of OCC's CEMT coordinate and manage activities of staff throughout response and short-term recovery operations.

- Establish and maintain contact with OCC's CEMT.
- Provide logistical support for response and recovery.
- Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
- Provide just-in-time training for responding personnel, as appropriate.
- Conduct all operations in accordance with applicable local, state and federal rules, regulations and OCC policies.

Annex 2: Communications

1. Purpose

To support the response to any crisis that may occur by providing timely, accurate information to employees, students, public, media and other audiences, by presenting a consistent response that is supported by open, honest interaction with internal and external audiences, including when appropriate, media, government entities and oversight agencies.

2. Situation

- a. An emergency has occurred directly affecting OCC.
- b. The OCC President or his/her designee has activated and/or implemented plans and procedures for command, control, communications and coordination of both internal and external resources.

3. Assumptions

- a. Interoperable communications will be required for the safe, effective, and expedient use of resources necessary for life safety and protection of the environment and critical infrastructure.
- b. Coordination of communications capabilities is required among and between all organizations having a role in response and recovery.
- c. Alternative means of communication will be required to achieve interoperability, warnings, and notifications to key decision-makers and response personnel.
- d. Alternative means of communication will be required to achieve effective public information, warnings and messaging for students, faculty, staff, visitors, contractors at OCC and transient populations.

4. Concept of Operations

- a. Communications required as a result of implementation of the OCC Emergency Response Plan will be coordinated and managed using established procedures, processes and policy.

- b. For the purposes of response and recovery, emergencies requiring activation of the Richland County Emergency Plans, communications will be conducted in a NIMS compliant manner utilizing clear-text.
- c. For the purposes of response and recovery, emergencies requiring activation of the Richland County Emergency Plans, Richland County will utilize frequencies established through their communications plan.
- d. For the purposes of response and recovery, emergencies requiring activation of the Richland County Emergency Plan, Richland County will utilize appropriate communications specific forms.

5. Roles and Responsibilities

a. OCC President

- Determine status of communications internally and externally to support duties and responsibilities.
- Establish a communications representative to coordinate and manage interoperable communications, systems and networks.
- Coordinate establishment of necessary communication links with internal and external response organizations and resources.
- Collect and record information regarding communications from other activated response organizations; coordinate with all response organizations on communication capabilities/limitations and means necessary to overcome shortfalls.
- Upon activation and integration of response and recovery activities with the Richland County utilize frequencies established through the Richland County Emergency Plan.

b. Communications Representative

- Establish communications links with internal and external response organizations and networks.
- Coordinate and manage interoperable communications, systems and networks
- Determine status of primary and alternate communication systems (public safety radio systems, Local tower repeaters, other non-public safety radio systems, telephone, cellular communications, satellite telephone/radio, internet, commercial broadcast systems, etc.) to assist in the conduct of life safety missions; acquisition of disaster intelligence and damage assessments; and coordination of response and recovery operations.
- Implement communication plans in support of life-safety missions, disaster intelligence and damage assessment, in support of response and recovery operations.
- Maintain awareness and continuously monitor the status of communications internally and externally to support duties and responsibilities.

- Brief the OCC CEMT on the status of communications, systems and networks.
- Determine and implement viable options for achievement of interoperability with all response organizations to overcome shortfalls and sustain capabilities.
- Determine the need for and implement alternative methods of communications to include, but not limited to, the use of amateur radio personnel, mobile communications platforms, car-to-car relays, message runners, etc.
- Upon activation of the Richland County Emergency Plan, integrate into and/or utilize frequencies established through Richland County.
- As directed by the OCC President or his/her designee, deploy to the Richland County EOC for assignment to a unified communications section.

c. All Concerned (ALCON)

- Assess and document the status of communications internally and externally to support duties and responsibilities.
- Brief the OCC President or his/her designee on the status of communications, systems and networks.
- Coordinate with other response organizations on communication interoperability as directed by the OCC President or his/her designee.
- Implement communication plans as directed by the OCC President or his/her designee.

Annex 3: Warning & Emergency Information (See Annex 2 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide warning systems and procedures that will be used by response organizations during emergency response and short-term recovery.

2. Roles and Responsibilities

a. OCC President

- Designate a single point of contact for media release from a trained and qualified staff.
- Authorize dissemination of emergency alerts and warnings to students, faculty, staff, visitors, contractors and transient populations.
- Implement procedures for effective operation of systems and capabilities necessary for warning systems and emergency information.
- Direct the dissemination of emergency alerts and warnings material in alternative formats, for the purposes of warning diverse and functional needs populations.

b. OCC Crisis and Emergency Management Team

- Disseminate emergency alerts and warnings to students, faculty, staff, visitors, contractors and transient populations.
- Utilize procedures for implementation of effective operation of systems and capabilities necessary for warning systems and emergency information.
- Coordinate and develop public information materials in alternative formats, for purposes of warning diverse and functional needs populations.
- Coordinate public, warning and emergency information releases with key decision makers and off-site organizations.
- Maintain processes and systems to provide notifications, warnings, and alerts internally and externally to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Coordinate and manage protective action measures and guidance for students, faculty, staff, visitors, contractors and transient populations.
- Authorize and approve notifications, warnings and alerts, internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Establish and maintain rumor control and hot-line assistance processes.

c. Support Departments, Faculty and Staff

- Implement procedures for implementation of effective operation of systems and capabilities necessary for warning systems and emergency information.
- Collect and distribute disaster intelligence in support of public information releases for vulnerable populations.
- Collect and distribute disaster intelligence in support of notifications, warnings and alerts, internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Participate in rumor control and hot-line assistance processes.

Annex 4: Public Information (See Annex 2 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide for the effective collection, control and dissemination of emergency public information to minimize confusion, misinformation and rumors during response and short-term recovery operations.

2. Roles and Responsibilities

- a. OCC President or his/her designee

- Develop procedures for dissemination of public information.
- Coordinate and develop public information materials in alternative formats, for purposes of informing functional needs populations.
- Develop and maintain a process to provide public information internally and externally to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Designate a Public Information Officer (PIO) for a single point of contact for media. b. OCC Public Information Officer.
- Coordinate and distribute information for release from a central contact facility for the media.
- Develop and distribute public information materials in alternative formats, for purposes of warning functional needs populations.
- Develop and distribute public information materials in alternative formats, for purposes of warning diverse populations.
- Coordinate and participate in rumor control and hot-line assistance processes. c. All Concerned (ALCON)
- Obtain and report disaster intelligence in support of public information releases, for vulnerable populations.
- Collect and distribute disaster intelligence in support of public information internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Provide staff and resources in support of public information.
- Participate in rumor control and hot-line assistance processes.

Annex 5: Intelligence/Situational Awareness (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide intelligence in support of EOC and ICP operations, assist in the development of a common operating picture and to support planning and decision making.

2. Roles and Responsibilities

a. OCC President or his/her designee

- Obtain intelligence to determine scope, magnitude and complexity of the incident.

- Distribute intelligence, critical information requirements, and priority information requirements to all response organizations and Richland County Emergency Management officials.
 - Implement campus-wide damage assessment procedures.
 - Provide critical information, intelligence, and situational awareness updates to all response organizations.
 - Provide for routine updates and briefings to faculty and staff, County and Municipal officials and off-site response organizations.
 - Provide an overall picture of the situation and describe local response actions; a list of unmet needs and resource requirements; strategic priorities and projections of upcoming situations.
- b. All Concerned (ALCON)
- Obtain intelligence to determine scope, magnitude and complexity of the incident.
 - Provide critical information, intelligence and situational awareness updates to OCC's CEMT.
 - Implement campus-wide damage assessment procedures.
 - Staff and maintain resource requirements as directed.

Annex 6: Evacuation (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide mobilization and coordination of resources in support of an evacuation.

2. Roles and Responsibilities

a. OCC President or his/her designee

- Coordinate evacuation support activities as directed.
- Coordinate the dissemination of public information.
- Establish assembly transportation centers and reception centers for evacuees as directed.
- Establish and maintain a shelter/victim registry.
- Determine designated evacuation routes and assembly points for evacuees in coordination with local, state and federal response resources.
- Determine the effect to campus critical infrastructure and overall capability.
- Coordinate to determine if pre-identified shelters are safe and functional.

- Identify the need for food and potable water at pre-identified shelters.
- Coordinate the acquisition and delivery of food and potable water supplies.
- Coordinate and establish transportation routes to and from shelter facilities.
- Establish and staff approved shelters with available resources in coordination with American Red Cross, Salvation Army and other pre-identified stakeholders.
- Address functional needs population issues.

b. All Concerned (ALCON)

- Provide resources in support of evacuation.

Annex 7: Mass Care, Shelter and Lock Down in place (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide staffing and operation of emergency mass care shelters to establish and maintain mass care emergency assistance and human services for affected populations requiring temporary relocation/assistance.

2. Roles and Responsibilities

a. OCC President or his/her designee

- Determine the effect to campus critical infrastructure and overall capability to provide mass care and shelter services in coordination with American Red Cross.
- Coordinate with O&M representatives to determine if pre-identified shelters are safe and functional.
- Establish and staff, approved shelters with available resources in coordination with American Red Cross, Salvation Army and other pre-identified stakeholders.
- Identify the need for food and potable water at pre-identified shelters.
- Coordinate the acquisition and delivery of food and potable water supplies.
- Determine and establish transportation routes to and from shelter facilities.
- Determine the need for, and identify resources necessary, to provide portable and/or alternate sheltering facilities based on the availability of safe and/or functional pre-identified shelter locations.
- Establish feeding operations (including water, ice and other basic commodities) at designated shelter sites.
- Provide cots, blankets, clothes and personal hygiene items in support of shelter operations.

- Establish and maintain a shelter/victim registry.
- Coordinate the provision of first aid services at shelters and other identified areas of operation.
- Identify functional needs population issues.
- Coordinate crisis-counseling services.
- Coordinate reunification of families separated by the incident in coordination with volunteer and non-profit social service agencies.
- Coordinate companion/service animal sheltering.
- Coordinate the provision of security required for mass care/shelter locations.

b. All Concerned (ALCON)

- Provide disseminate information on mass care/shelter services, food and water distribution, and human-services requirements.
- Provide critical information, disaster intelligence and situational awareness updates.
- Provide resources in support of mass care.

Annex 8: Public Health & Medical (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide guidance, prioritization, and coordination of resources involved in triage, treatment, and medical evacuation of victims of disasters; to provide public health support in a post-disaster environment; and to provide psychological counseling to local emergency service workers and disaster victims.

2. Roles and Responsibilities

a. OCC President or his/her designee

- Obtain intelligence to determine locations and number of casualties (ambulatory, non-ambulatory, fatalities).
- Obtain critical information requirements including:
 - Conditions at campus facilities;
 - Availability of medical and support staff to continue essential emergency medical and health operations;
 - Immediate equipment or supply concerns;

- Status of electric/gas power supply and water/sewer services to each facility or location;
 - Status of fuel for a generator if facility/location is operating on emergency power;
 - Critical life-safety or life essential resources needed for continued operations at each facility/location;
 - Number of victims at each facility that require immediate transport.
- Coordinate provisions for mass dispensing and/or vaccination to students, faculty and staff in response to a threat or occurrence of infectious and communicable disease.
 - Coordinate with the Illinois Department of Public Health to determine pharmaceutical needs for potential activation of the State of Illinois Stockpile or Strategic National Stockpile Program.
 - Determine status of functional needs populations.
 - Provide mental health/crisis counseling services for victims and emergency responders.
 - Coordinate to determine support requirements for medical services in emergency shelters.
 - Coordinate with the Richland County Coroner regarding fatality management/mass fatality.
 - Coordinate with the Richland County Coroner on next of kin notification and family assistance.

b. All Concerned (ALCON)

- Staff and faculty are directed to call 911 immediately for emergency response or intervention to non-routine situations and emergencies that are beyond the scope, training, capability and/or licensure of an individual.

Annex 9: Mortuary Service (See Annex 1 Situation, Assumptions, and Concept & Operations)

OCC does not have enabling authorities to establish Mortuary Services and/or Fatality Management Operations. For the purposes of Mortuary Service OCC will request assistance from law enforcement and the Richland County Coroner.

As necessary and appropriate, the OCC President or his/her designee will identify staff to assist recognized legal authorities/organizations in:

1. Assistance and coordination efforts specific to family assistance;
2. Establishing and securing OCC facilities necessary for re-unification and family assistance operations;

3. Notifications of next of kin;
4. Coordination and development of public information releases;
5. Crisis stress debriefing and /or counseling services for campus communities.

Annex 10: Business Continuity (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To sustain or repair OCC's operations during and after a disruption that disables or cripples OCC's technological infrastructure in order to restore operations as quickly as possible with the latest and most up-to-date data available.

2. Scope and Limitations

Business continuity activities and services will be executed only after health, life and safety issues are addressed.

3. Roles and Responsibilities

a. OCC President or his/her designee

- Obtain intelligence to determine what technological operations have been disrupted.
- Once the CEMT has ensured that the campus is a safe working environment and that life, health and safety issues are addressed, establish and direct the activation of a Business Continuity Management Team (BCMT).

b. Business Continuity Management Team

- Obtain intelligence to determine what technological operations have been disrupted.
- Establish and activate manual processes that can be implemented until the technological infrastructure is restored.
- Develop a plan to recover and restore the technical infrastructure to full functionality.
- Identify the equipment and other items necessary for technological recovery restoration.

Annex 11: Academic Continuity (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To ensure academic and administrative departments and staff are prepared to continue providing, in a timely manner, critical campus functions in the event a significant disruption or emergency forces campus closure or diminishes access to essential campus resources. 98

2. Scope and Limitations

Academic continuity activities and services will be executed only after health, life and safety issues are addressed.

3. Roles and Responsibilities

a. OCC President or his/her designee

- Obtain intelligence to determine what academic services and operations have been disrupted.
- Once the CEMT has ensured that the campus is a safe working environment and that life, health and safety issues are addressed, establish and direct the activation of an Academic Continuity Plan.

b. Academic Continuity Plan

Academic Continuity will be addressed through a variety of strategies to address ICCB requirements, accreditation, the academic calendar, course offerings, alternative space, and other academic events that include:

- Regular use of online technologies to support teaching that can be adapted in emergencies to continue teaching for the duration of the disruptive event.
- Administration to work with local entities and other institutions if necessary to provide classrooms and other facilities for teaching.
- Respond in one of the following methods or combination of methods to meet the required number of instruction days required by ICCB:
 - Consider how and if the academic time required for a course can be altered, i.e. can material be condensed and prioritized in the event teaching time is lost.
 - Require faculty to assign extra assignments or engage students through online formats.
 - Consider alternatives for courses with laboratory and clinical requirements such as weekend classes.
 - Consider alternative mode of course delivery:
 - Online/distance education or hybrid course delivery
 - Alternative or flexible course schedule and location
 - Blended courses that can share classroom time
 - Condense or cancel final exam week to allow all classes to meet that week on a regular schedule.
 - Schedule weekend classes or extend the semester schedule as needed.
 - Build emergency days into the academic calendar which can be used for any missed instructional days.

5. DEVELOPMENT & MAINTENANCE

5.1. OCC is responsible for developing and maintaining the Emergency Response Plan annually.

- 5.2. OCC departments have the following responsibilities:
 - 5.2.1. Review and maintain department and/or agency information necessary for response and recovery annex current in all aspects;
 - 5.2.2. Provide and maintain up-to-date copies of Mutual Aid Agreements; and
 - 5.2.3. Provide training and education to staff and Mutual Aid Agreements organizations on plans and procedures for response and recovery.
 - 5.2.4. The president is responsible for coordinating emergency drills and the testing/evaluation of emergency notifications and responses.

Wabash Valley College



Emergency Response Plan 2025

**Our mission is to deliver exceptional education
and services to improve the lives of our
students and to strengthen our communities.**

Contents

Emergency Response Plan Signatory Page	3
Distribution List.....	4
Record of Changes	5
Continuity of Administration.....	6
Internal Resource List	6
Other Resource Numbers	7
1. PURPOSE.....	8
1.1. Intent and Policy	8
2. SITUATION AND ASSUMPTIONS	8
2.1. Situation.....	8
2.2. Assumptions	8
3. CONCEPT OF OPERATIONS	9
3.1. Notification & Activation	9
3.2. Direction & Control.....	10
3.3. Authorities & Limitations	11
3.4. Resources.....	11
3.5. Safety.....	11
3.6. Site Control	12
3.7. Victim Handling – Deceased.....	12
3.8. Victim Handling – Injured.....	12
3.9. Communications	12
4. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES.....	13
Annex 1: Direction & Control	13
Annex 2: Communications.....	18
Annex 3: Warning & Emergency Information.....	20
Annex 4: Public Information.....	21
Annex 5: Intelligence/Situational Awareness.....	22
Annex 6: Evacuation.....	23
Annex 7: Mass Care, Shelter and Lock Down in place.....	24
Annex 8: Public Health & Medical.....	25
Annex 9: Mortuary Service	26
Annex 10: Business Continuity	27
Annex 11: Academic Continuity.....	27
5. DEVELOPMENT & MAINTENANCE.....	28

Wabash Valley College Emergency Response Plan Signatory Page

This plan, in accordance with the provisions of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and Illinois Administrative Code Part 305, and compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305/) and the National Incident Management System (NIMS), is used as a guideline in specific catastrophic scenarios and in conjunction with Illinois Eastern Community Colleges (IECC) policies, the Violence Prevention Plan and established emergency procedures.

This Emergency Response Plan seeks to clarify the steps that Wabash Valley College will take in an emergency that requires a response and/or recovery activities. This plan will be reviewed and revised, as necessary, on an annual basis. As President of Wabash Valley College, I affirm my support for the Emergency Response Plan within Illinois Eastern Community Colleges District #529.

Signature

Date

Distribution List

The Emergency Response Plan will be distributed to the campus community and community agencies listed below through email communication to ensure the plan that each member possesses is the most up-to-date version. The Plan is also posted on Entrata for use/viewing by employees.

Wabash Valley College

- President
- Dean of Instruction
- O & M Team Leader
- Director of Business

Illinois Eastern Community Colleges

- Chancellor
- Chief Financial Officer
- Chief Information Officer
- Executive Director of Human Resources
- Associate Dean of Admissions and Records

Mt. Carmel Police Department

Mt. Carmel Fire Department

Wabash County Emergency Management Agency

Wabash County Sheriff's Office

Wabash County Health Department/Depot Counseling Center

Record of Changes

Once the Emergency Response Plan is approved and released, the following procedures should be followed for any changes:

1. An entry will be made on the following log to document the change.
2. The updated Emergency Response Plan will be distributed to the campus community per the Distribution List above.
3. The updated Emergency Response Plan will be posted on Entrata.
4. Outside agencies will be notified as necessary.

Record of Changes Log		
Date	Pages or Sections Changed	Entered By (Print Title/Name)

Continuity of Administration

In the case of a crisis or emergency situation, the following people, in sequence, will be contacted for decision making purposes.

Name	Title	618-263-4999 Ext. # 618-262-8641	Home/Cell
Matt Fowler	President and Vice Chancellor of Student Affairs	3383	618-263-7033
Robert Conn	Dean of Instruction	3382	618-240-2781
Lyndon Huey	Director of Business	3131	361-445-7405
Ernie Majors	O & M Team Leader	3754	618-240-3525

Internal Resource List

Name	Title	618-263-4999 Ext. # 618-262-8641
Katie Hinderliter	Administrative Assistant to the President	3378
Sarah Clodfelter	Administrative Assistant to the Dean of Instruction	3384
Julie Graham	Student Services Specialist	3104
Michelle Woods	Program Advisor, Allied Health	3431

Other Resource Numbers

Name	Telephone Number
Local/Regional Agencies	911 for emergencies
Mt. Carmel City Police	618-262-4114 or 618-262-4115
Wabash County Sheriff	618-262-2706
Wabash County Emergency Management Agency	618-263-3111
Wabash General Hospital	618-262-8621
Wabash General Ambulance Service	618-263-4117
Wabash Community Health Center	618-263-4970
State Agencies	911 for emergencies
Illinois State Police – Carmi	618-382-4606
Illinois Emergency Management Agency (Region 9-Flora)	618-662-4474
Illinois Poison Center	800-222-1222
Illinois DHS Family Community Resource Center – Wabash Co.	618-262-5179
Federal/National Agencies	911 for emergencies
Federal Bureau of Investigation (FBI) Springfield Field Office	217-522-9675
National Response Center (toxic chemicals, oil spills)	800-424-8802

1. PURPOSE

This plan outlines operational command, coordination, communication, and control for Wabash Valley College (WVC) and those responsible agencies/organizations assisting WVC following an emergency that requires a response and/or recovery activities. Staff from responding agencies/organizations and those with mutual aid agreements are responsible for adhering to operational guidelines established herein.

1.1. Intent and Policy

To implement operational guidelines for WVC and other resources activated under the WVC Emergency Response Plan, from the initial incident response to long term recovery. These actions are directed to ensure that students, faculty, staff, visitors, and contractors at WVC and transient populations are provided life-safety and life essential services; the environment is adequately protected; and critical infrastructure is in place to support ongoing operations and public safety. Termination of response and recovery operations is authorized when no imminent life safety or environmental issues are identified.

2. SITUATION AND ASSUMPTIONS

2.1. Situation

- 2.1.1. An emergency has occurred directly affecting the campuses, facilities, and populations of WVC. Response and recovery actions are necessary for life safety, protection of the environment and critical infrastructure.
- 2.1.2. Individual facilities are implementing emergency procedures for immediate protection of students, faculty, staff, visitors and contractors at WVC and transient populations.
- 2.1.3. WVC capabilities and resources (personnel, equipment, critical facilities, and supplies) are required to ensure safe and efficient actions are taken.
 - 2.1.3.1. For large scale events and those having multiple jurisdictional authorities, coordination between all levels of government is required. To ensure effective response to these events, WVC will coordinate requests for the activation of Wabash County emergency services through the Wabash County Emergency Management Agency.

2.2. Assumptions

- 2.2.1. WVC emergency procedures may adequately address response and short term recovery operations, therefore the WVC's Emergency Response Plan may not be activated.
- 2.2.2. An emergency will occur that directly affects WVC.
- 2.2.3. Off-site assistance will be required to carry out response and short term recovery efforts.

- 2.2.4. Off-site resources may be activated in advance of WVC's request for assistance to conduct life-safety missions, fire suppression, law enforcement activities, emergency medical services, and other immediate public safety actions.
- 2.2.5. Mutual Aid Agreements will be activated to carry out response and short-term recovery efforts.
- 2.2.6. Normal means of communication, transportation, and infrastructure capability will be disrupted in areas within and beyond the immediate affected area(s) of WVC.
- 2.2.7. Students, faculty, staff, visitors, contractors at WVC and transient populations will require sheltering, evacuation, mass care, and medical assistance.
- 2.2.8. Secondary effects (e.g. fires, dam/levee breaches, hazardous materials spills) as a result of an emergency will create potentially hazardous environments.
- 2.2.9. Available local response capabilities will be exhausted for emergencies and disasters having large numbers of casualties/injuries and damage to buildings, critical facilities, tools/resources, and critical infrastructure.
- 2.2.10. Responding departments/agencies may have a significant reduction in staff able to report to duty due to casualties and damage to infrastructure and communications.
- 2.2.11. Interruptions will occur in water, gas, sewer, pipeline, electrical and communications services.
- 2.2.12. Damage assessment will be critical in determining situational awareness.
- 2.2.13. Economic affects will be broad and long lasting.
- 2.2.14. An emergency may prevent adequate dissemination of public information, warnings, and messaging.

3. CONCEPT OF OPERATIONS

3.1. Notification & Activation

- 3.1.1. Individual Facility
 - 3.1.1.1. For individual facilities, the WVC President or his/her designee will implement emergency procedures and take actions necessary for immediate life-safety and/or life-saving requirements.
 - 3.1.1.2. Activate staff and faculty necessary to carry out emergency procedures.
 - 3.1.1.3. Notify the Chancellor of Illinois Eastern Community Colleges (IECC).
- 3.1.2. Campus

- 3.1.2.1. Upon receiving notification of an emergency, the WVC President or his/her designee will notify Operation and Maintenance (O&M) staff and others to take appropriate actions including but not limited to:
 - 3.1.2.1.1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors, contractors at WVC and transient populations in accordance with procedures.
 - 3.1.2.1.2. Report to the established Campus Emergency Operations Center (EOC) or to an alternate location if the established Campus EOC is not usable or safe.
- 3.1.3. Wabash County Emergency Services
 - 3.1.3.1. Upon receiving notification of an emergency from the Wabash County Emergency Management Agency or Wabash County Officials, WVC will notify O&M and staff to take appropriate actions including but not limited to:
 - 3.1.3.1.1. Take appropriate actions for the immediate protection of students, faculty, staff, visitors, contractors at WVC and transient populations in accordance with procedures.
 - 3.1.3.1.2. Report to the established campus Emergency Operations Center (EOC) or to an alternate location if the established campus EOC is not usable or safe.
 - 3.1.3.1.3. The WVC President or his/her designee will designate a representative to report to, and serve as, the authorized Liaison Officer to Wabash County EOC and/or the Wabash County Emergency Management Agency.
 - 3.1.3.1.4. Report to the Wabash County EOC or to an alternate location specified by the Wabash County Emergency Management Agency.
- 3.1.4. Regardless of the event origin, location, or duration, the WVC President or his/her designee will notify the Wabash County 911 Communications Center of the situation and request off-site assistance as appropriate.

3.2. Direction & Control

- 3.2.1. Following notification of an emergency/disaster a representative of WVC's O&M department, and/or other staff will be dispatched to the site(s) of the emergency to assist in assessment of the situation and act as an authorized representative in resource prioritization and requests.
- 3.2.2. WVC will utilize a NIMS compliant structure for all emergency operations, and will participate in Unified Command Operations (UCO).

- 3.2.3. The Emergency Response Plan and annexes will be activated by the WVC President or his/her designee, to ensure proper command, control, communications, and coordination is maintained throughout response and recovery.
- 3.2.4. All activities conducted as a result of activation of the Wabash County EOC will be coordinated and managed using direction and control processes outlined in the Wabash County's Emergency Plan.

3.3. Authorities & Limitations

3.3.1. Authorities

- 3.3.1.1. Illinois Administrative Code Title 29: Emergency Services, Disasters and Civil Defense;
- 3.3.1.2. Illinois Compiled Statutes, Civil Immunities (745 ILCS 49) Good Samaritan Act;
- 3.3.1.3. Illinois Compiled Statutes and Illinois Emergency Management Agency Act (20 ILCS 3305);
- 3.3.1.4. Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L.93-288, as amended);
- 3.3.1.5. Wabash County Emergency Plans;
- 3.3.1.6. WVC Emergency Response Plan and emergency procedures.

3.4. Resources

- 3.4.1. WVC resources will be used to the maximum extent possible to effect life-safety and life essential restoration of services.
- 3.4.2. In the event of a large-scale disaster involving multiple jurisdictions, WVC will request additional resources through off-site authorities having enabling jurisdiction.
- 3.4.3. Mutual Aid Agreements will be activated in accordance with standard operating procedures and used to the fullest extent possible throughout an emergency to ensure an optimized allocation of resources is maintained.

3.5. Safety

- 3.5.1. Regardless of the scope and magnitude of an emergency, WVC will conduct operations in accordance with laws, rules, regulations and policy of the State of Illinois, Wabash County, and federal government.

3.6. Site Control

- 3.6.1. Law Enforcement will be provided directly through the Wabash County Sheriff's Department and/or the Mt. Carmel Police Department.
 - 3.6.1.1. As required by event scope, magnitude, and nexus WVC will request additional law enforcement to provide security at all operational and tactical areas, and/or for the conduct of investigatory actions, through the Wabash County 911 Communications Center.
 - 3.6.1.2. Law enforcement related issues and situations will be directed, without hesitation, to the responsible off-site authority through immediate notification of the Wabash County 911 Communications Center.

3.7. Victim Handling – Deceased

- 3.7.1. All examinations, identification, notification of next of kin and other procedures for release of a body or tissue for final disposition, will be governed by provisions of the Wabash County Emergency Plans.

3.8. Victim Handling – Injured

- 3.8.1. Initial response to injuries involving students, faculty, staff, visitors, contractors at WVC and transient populations will be managed within scope of practice and Good Samaritan laws, rules, and regulations established by the state and federal government.
 - 3.8.1.1. Medical response and emergencies will be directed, without hesitation, to the responsible off-site authority through immediate notification of the Wabash County 911 Communications Center.

3.9. Communications

- 3.9.1. Communications throughout response and recovery will be conducted in accordance with standard operating procedures.
- 3.9.2. Based on the scope and magnitude of an emergency, and the command and control structure required for response and recovery, communications protocols may be established and implemented by one or more of the following:
 - 3.9.2.1. WVC President or his/her designee.
 - 3.9.2.2. Local Incident Command System/Post.
 - 3.9.2.3. Wabash County EOC and Wabash County Emergency Management Agency.

- 3.9.2.3.1. For the purposes of response and recovery, emergencies requiring activation of the Wabash County EOC communications will be conducted in a NIMS compliant manner utilizing clear-text.
 - 3.9.2.3.2. For the purposes of response and recovery, emergencies requiring activation of the Wabash County EOC will utilize frequencies established through the Wabash County Emergency Plans.
 - 3.9.2.3.3. For the purposes of response and recovery, emergencies requiring activation of the Wabash County EOC will utilize appropriate communications specific forms.
- 3.9.3. Communications required as a result of implementation of the WVC Emergency Response Plan will be coordinated and managed using established procedures, processes, and policy outlined in Wabash County Emergency Plans for joint operations.

4. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

Annex 1: Direction & Control

1. Purpose

To direct and coordinate emergency response efforts; collaborate with other jurisdictions; and prioritize use of available resources effectively.

2. Situation

- a. An emergency has occurred directly affecting the campuses, facilities and populations of WVC.
- b. The WVC President or his/her designee has activated and/or implemented plans and procedures that require command, control, communications and coordination of both internal and external resources.

3. Assumptions

- a. Individual facilities will implement emergency procedures for the immediate protection of students, faculty, staff, visitors, contractors at WVC and transient populations.
- b. The WVC President or his/her designee will activate command and control elements to establish a unified incident management structure.
- c. For large scale events and those having multiple jurisdictional authorities' integration of WVC staff may be required at locations.

4. Concept of Operations

- a. Overall command of campus emergency operations is the responsibility of the WVC President or his/her designee. The WVC President or designee will direct emergency response measures of all campus response resources, faculty, and staff.
 - i. The decision to implement an emergency action or response plan will be based upon probability or actual occurrence of an emergency threatening the health, safety, and welfare of the campus population and be the sole responsibility of the WVC President or his/her designee.
 - b. Responsibility for emergency and disaster response lies with the lowest governmental jurisdiction involved.
 - c. If an emergency occurs within WVC, and does not extend beyond campus emergency response organizations, the President or his/her designee retains command and control.
 - i. WVC will make use of all normally available campus resources to respond to a disaster. If the campus is incapable of effectively responding to an emergency, or does not have enabling authority for response, outside assistance will be required and requested through the appropriate organization.
 - d. On-site command and control of individual departments will remain with the department heads under the direction of the WVC President or his/her designee.
 - i. The WVC President or his/her designee will provide overall coordination of campus emergency operations.
 - 1. As such, for incidents that do not extend beyond campus emergency response organizations, the WVC President or his/her designee will act as the Incident Commander (IC).
 - e. If an emergency or disaster extends beyond the perimeter of WVC, is external to yet affecting the WVC, or is beyond the legal enabling authorities of WVC, an external IC will be established in accordance with NIMS and the responding jurisdiction's policies.
 - i. For incidents where an off-site jurisdiction has legal enabling authorities, the WVC President or his/her designee will report to the ICP and coordinate response and recovery efforts as appropriate.
 - f. For immediate life safety and medical emergencies campus staff, faculty, contractors, students and visitors are directed to contact 911 or local emergency service providers.
5. Emergency Planning Action Levels
- a. Level 1: An emergency has occurred requiring immediate life safety actions. Facility supervisors and/or department heads have implemented one or more emergency procedures.
 - b. Level 2: An emergency or disaster impacts one or more areas of the campus requiring implementation of multiple emergency procedures and activation of campus response organizations in a limited fashion. Level 2 emergency activations generally require establishment of an Incident Command Post (ICP) and implementation of the WVC

Emergency Response Plan. Response and recovery efforts remain within the authorities and capabilities of campus officials. In some instances off-site authorities (i.e. fire, police, EMS), private sector specialist, and private sector/vendor related services may be required.

- c. Level 3: An emergency may remain localized or part of a larger affected area external to the campus. Level 3 emergencies result in the need for outside resources and assistance. Implementation of WVC's Emergency Response Plan has occurred.
 - i. In most situations, off-site jurisdictions have established an ICP or Unified Command Post (UCP) requiring the WVC President or his/her designee to report to the ICP and coordinate response and recovery efforts.
 - ii. If activation of the Wabash County EOC occurs, the WVC President or his/her designee will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Wabash County EOC and the Wabash County Emergency Management Agency.
- d. Level 4: An emergency has rendered all or portions of campus operations inoperable. Individual facilities may be uninhabitable and life essential services may be unavailable.
 - i. Off-site jurisdictions have established an ICP or UCP requiring the WVC President or his/her designee to report and coordinate response and recovery efforts.
 - ii. If activation of Wabash County Emergency Plans occur, the WVC President or his/her designee will designate a representative to report to, and serve as, the authorized and designated Liaison Officer to the Wabash County EOC and the Wabash County Emergency Management Agency.
- e. Response organizations, staff and faculty will provide and receive notifications from command staff locations based on the level of emergency declared.
- f. Regardless of the level of response, the WVC President or his/her designee will determine what type of command structure will be utilized and where the WVC's on-scene or campus' command structure will be located.

6. Roles and Responsibilities

a. WVC President or his/her designee

- Receive and analyze disaster intelligence and situational awareness from a variety of sources including staff, faculty and off-site organizations.
- Alert key decision-makers and emergency personnel.
- Implement Emergency Response Plan.
- Establish and direct activation of an ICP and/or EOC

- Establish and direct activation of a Crisis and Emergency Management Team (CEMT).
 - If activated, designate an authorized representative to deploy to the Wabash County EOC.
 - Establish and maintain contact with off-site organizations.
 - Establish and coordinate jurisdictional policies for the conduct of emergency operations.
 - Activate WVC's Public Information/Warning systems to disseminate messages to students, faculty, staff, visitors, contractors and transient populations.
 - Authorize implementation of Business Continuity Plan (BCP) and Academic Continuity Plan (ACP) to ensure continuation of essential functions only after health, life and safety issues are addressed.
 - Designate a single point of contact for media release from a trained and qualified staff.
- b. Crisis and Emergency Management Team
- Implement emergency communications plan internally and externally with higher, lateral and subordinate response organizations.
 - Implement plans to disseminate emergency alerts and warnings to vulnerable populations.
 - Establish and maintain contact with key decision-makers, emergency personnel, and off-site organizations.
 - Activate the WVC Emergency Operations Center.
 - Notify and alert key decision-makers and emergency personnel of WVC's Emergency Operations Center.
 - Coordinate jurisdictional policies for the conduct of emergency operations.
 - Direct WVC's operations and manage resources.
 - Establish and maintain operations and develop administrative briefings.
 - Coordinate resource prioritization and deployment in support strategic action priorities.
 - Coordinate logistical support for response and recovery.
 - Implement evacuation, shelter and protective action recommendations for students, faculty, staff, visitors, contractors and transient populations.

- Coordinate activation of volunteer resources in support of response and short-term recovery operations.
 - Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
 - Establish strategic action planning priorities in the following manner to coordinate and manage disaster response and short-term recovery operations.
 - Life-safety;
 - Search and Rescue;
 - Transportation route restoration and services;
 - Implementation and maintenance of site security;
 - Temporary Restoration of Critical Infrastructure (i.e., safety/control systems, telecommunications systems/networks, life essential services);
 - Temporary Health and Welfare (i.e., shelter, food, and medical assistance);
 - Preservation and securing of crime scene evidence or localized areas of interest;
 - Delivery of Critical Incident Stress Debriefing to responders and citizens.
 - Distribute strategic action planning priorities internally and externally with higher, lateral, and subordinate response organizations identifying requirements of potential operating environments and for the development of Incident Action Plan(s) (IAP).
 - Obtain disaster intelligence to determine scope, magnitude and complexity of the incident.
 - Distribute disaster intelligence, safety messaging and critical and priority information requirements to decision-makers and emergency personnel.
 - Implement and/or assist in the implementation of BCP and ACP as necessary.
 - Conduct all operations in accordance with applicable local, state, and federal rules, regulations and WVC policies.
- c. Support Departments, Faculty and Staff
- Implement emergency procedures for immediate life safety requirements.
 - Notify WVC's CEMT of emergency procedure implementation.
 - Upon notification and authorization, activate staff necessary for approved missions.
 - Coordinate with response organizations throughout response and short-term recovery operations.
 - Under the direction of WVC's CEMT coordinate and manage activities of staff throughout response and short-term recovery operations.
 - Establish and maintain contact with WVC's CEMT.

- Provide logistical support for response and recovery.
- Maintain records of all expenditures for emergency resources utilized/obtained during an emergency.
- Provide just-in-time training for responding personnel as appropriate.
- Conduct all operations in accordance with applicable local, state, and federal rules, regulations and WVC policies.

Annex 2: Communications

1. Purpose

To support the response to any crisis that may occur by providing timely, accurate information to employees, students, public, media and other audiences by presenting a consistent response that is supported by open, honest interaction with internal and external audiences, including when appropriate, media, government entities and oversight agencies.

2. Situation

- a. An emergency has occurred directly affecting WVC.
- b. The WVC President or his/her designee has activated and/or implemented plans and procedures for command, control, communications and coordination of both internal and external resources.

3. Assumptions

- a. Interoperable communications will be required for the safe, effective, and expedient use of resources necessary for life safety and protection of the environment and critical infrastructure.
- b. Coordination of communications capabilities is required among and between all organizations having a role in response and recovery.
- c. Alternative means of communication will be required to achieve interoperability, warnings, and notifications to key decision-makers and response personnel.
- d. Alternative means of communication will be required to achieve effective public information, warnings, and messaging for students, faculty, staff, visitors, contractors at WVC and transient populations.

4. Concept of Operations

- a. Communications required as a result of implementation of the WVC Emergency Response Plan will be coordinated and managed using established procedures, processes and policy.
- b. For the purposes of response and recovery, emergencies requiring activation of the Wabash County Emergency Plans, communications will be conducted in a NIMS compliant manner utilizing clear-text.

- c. For the purposes of response and recovery, emergencies requiring activation of the Wabash County Emergency Plans, Wabash County will utilize frequencies established through their communications plan.
- d. For the purposes of response and recovery, emergencies requiring activation of the Wabash County Emergency Plan, Wabash County will utilize appropriate communications specific forms.

5. Roles and Responsibilities

a. WVC President

- Determine status of communications internally and externally to support duties and responsibilities.
- Establish a communications representative to coordinate and manage interoperable communications, systems and networks.
- Coordinate establishment of necessary communication links with internal and external response organizations and resources.
- Collect and record information regarding communications from other activated response organizations; coordinate with all response organizations on communication capabilities/limitations and means necessary to overcome shortfalls.
- Upon activation and integration of response and recovery activities with the Wabash County utilize frequencies established through the Wabash County Emergency Plan.

b. Communications Representative

- Establish communications links with internal and external response organizations and networks.
- Coordinate and manage interoperable communications, systems and networks
- Determine status of primary and alternate communication systems (public safety radio systems, Local tower repeaters, other non-public safety radio systems, telephone, cellular communications, satellite telephone/radio, internet, commercial broadcast systems, etc.) to assist in the conduct of life safety missions; acquisition of disaster intelligence and damage assessments; and coordination of response and recovery operations.
- Implement communication plans in support of life-safety missions, disaster intelligence and damage assessment, in support of response and recovery operations.
- Maintain awareness and continuously monitor the status of communications internally and externally to support duties and responsibilities.
- Brief the WVC CEMT on the status of communications, systems and networks.

- Determine and implement viable options for achievement of interoperability with all response organizations to overcome shortfalls and sustain capabilities.
- Determine the need for and implement alternative methods of communications to include, but not limited to, the use of amateur radio personnel, mobile communications platforms, car-to-car relays, message runners, etc.
- Upon activation of the Wabash County Emergency Plan, integrate into and/or utilize frequencies established through Wabash County.
- As directed by the WVC President or his/her designee, deploy to the Wabash County EOC for assignment to a unified communications section.

c. All Concerned (ALCON)

- Assess and document the status of communications internally and externally to support duties and responsibilities.
- Brief the WVC President or his/her designee on the status of communications, systems and networks.
- Coordinate with other response organizations on communication interoperability as directed by the WVC President or his/her designee.
- Implement communication plans as directed by the WVC President or his/her designee.

Annex 3: Warning & Emergency Information (See Annex 2 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide warning systems and procedures that will be used by response organizations during emergency response and short-term recovery.

2. Roles and Responsibilities

a. WVC President

- Designate a single point of contact for media release from a trained and qualified staff.
- Authorize dissemination of emergency alerts and warnings to students, faculty, staff, visitors, contractors and transient populations.
- Implement procedures for effective operation of systems and capabilities necessary for warning systems and emergency information.
- Direct the dissemination of emergency alerts and warnings material in alternative formats, for the purposes of warning diverse and functional needs populations.

b. WVC Crisis and Emergency Management Team

- Disseminate emergency alerts and warnings to students, faculty, staff, visitors, and contractors and transient populations.
- Utilize procedures for implementation of effective operation of systems and capabilities necessary for warning systems and emergency information.
- Coordinate and develop public information materials in alternative formats, for purposes of warning diverse and functional needs populations.
- Coordinate public, warning and emergency information releases with key decision makers and off-site organizations.
- Maintain processes and systems to provide notifications, warnings, and alerts internally and externally to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Coordinate and manage protective action measures and guidance for students, faculty, staff, visitors, contractors and transient populations.
- Authorize and approve notifications, warnings and alerts, internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Establish and maintain rumor control and hot-line assistance processes.

c. Support Departments, Faculty and Staff

- Implement procedures for implementation of effective operation of systems and capabilities necessary for warning systems and emergency information.
- Collect and distribute disaster intelligence in support of public information releases for vulnerable populations.
- Collect and distribute disaster intelligence in support of notifications, warnings, and alerts, internally and externally, to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Participate in rumor control and hot-line assistance processes.

Annex 4: Public Information (See Annex 2 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide for the effective collection, control and dissemination of emergency public information to minimize confusion, misinformation and rumors during response and short-term recovery operations.

2. Roles and Responsibilities

- a. WVC President or his/her designee

- Develop procedures for dissemination of public information.
- Coordinate and develop public information materials in alternative formats, for purposes of informing functional needs populations.
- Develop and maintain a process to provide public information internally and externally to key decision-makers and response personnel at higher, lateral and subordinate levels.
- Designate a Public Information Officer (PIO) for a single point of contact for media. b. WVC Public Information Officer.
- Coordinate, and distribute information for release from a central contact facility for the media.
- Develop and distribute public information materials in alternative formats, for purposes of warning functional needs populations.
- Develop and distribute public information materials in alternative formats, for purposes of warning diverse populations.
- Coordinate and participate in rumor control and hot-line assistance processes. c. All Concerned (ALCON)
- Obtain and report disaster intelligence in support of public information releases for vulnerable populations.
- Collect and distribute disaster intelligence in support of public information internally and externally, to key decision-makers and response personnel at higher, lateral, and subordinate levels.
- Provide staff and resources in support of public information.
- Participate in rumor control and hot-line assistance processes.

Annex 5: Intelligence/Situational Awareness (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide intelligence in support of EOC and ICP operations, assist in the development of a common operating picture and to support planning and decision making.

2. Roles and Responsibilities

a. WVC President or his/her designee

- Obtain intelligence to determine scope, magnitude and complexity of the incident.
- Distribute intelligence, critical information requirements, and priority information requirements to all response organizations and Wabash County Emergency Management officials.

- Implement campus-wide damage assessment procedures.
 - Provide critical information, intelligence, and situational awareness updates to all response organizations.
 - Provide for routine updates and briefings to faculty and staff, County and Municipal officials and off-site response organizations.
 - Provide an overall picture of the situation and describe local response actions; a list of unmet needs and resource requirements; strategic priorities and projections of upcoming situations.
- b. All Concerned (ALCON)
- Obtain intelligence to determine scope, magnitude and complexity of the incident.
 - Provide critical information, intelligence and situational awareness updates to WVC's CEMT.
 - Implement campus-wide damage assessment procedures.
 - Staff and maintain resource requirements as directed.

Annex 6: Evacuation (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide mobilization and coordination of resources in support of an evacuation.

2. Roles and Responsibilities

a. WVC President or his/her designee

- Coordinate evacuation support activities as directed.
- Coordinate the dissemination of public information.
- Establish assembly transportation centers and reception centers for evacuees as directed.
- Establish and maintain a shelter/victim registry.
- Determine designated evacuation routes and assembly points for evacuees in coordination with local, state and federal response resources.
- Determine the effect to campus critical infrastructure and overall capability.
- Coordinate to determine if pre-identified shelters are safe and functional.
- Identify the need for food and potable water at pre-identified shelters.
- Coordinate the acquisition and delivery of food and potable water supplies.

- Coordinate and establish transportation routes to and from shelter facilities.
- Establish and staff approved shelters with available resources in coordination with American Red Cross, Salvation Army and other pre-identified stakeholders.
- Address functional needs population issues.

b. All Concerned (ALCON)

- Provide resources in support of evacuation.

Annex 7: Mass Care, Shelter and Lock Down in place (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide staffing and operation of emergency mass care shelters to establish and maintain mass care emergency assistance and human services for effected populations requiring temporary relocation/assistance.

2. Roles and Responsibilities

a. WVC President or his/her designee

- Determine the effect to campus critical infrastructure and overall capability to provide mass care and shelter services in coordination with American Red Cross.
- Coordinate with O&M representatives to determine if pre-identified shelters are safe and functional.
- Establish and staff approved shelters with available resources in coordination with American Red Cross, Salvation Army and other pre-identified stakeholders.
- Identify the need for food and potable water at pre-identified shelters.
- Coordinate the acquisition and delivery of food and potable water supplies.
- Determine and establish transportation routes to and from shelter facilities.
- Determine the need for, and identify resources necessary, to provide portable and/or alternate sheltering facilities based on the availability of safe and/or functional pre-identified shelter locations.
- Establish feeding operations (including water, ice and other basic commodities) at designated shelter sites.
- Provide cots, blankets, clothes and personal hygiene items in support of shelter operations.
- Establish and maintain a shelter/victim registry.

- Coordinate the provision of first aid services at shelters and other identified areas of operation.
 - Identify functional needs population issues.
 - Coordinate crisis-counseling services.
 - Coordinate reunification of families separated by the incident in coordination with volunteer and non-profit social service agencies.
 - Coordinate companion/service animal sheltering.
 - Coordinate the provision of security required for mass care/shelter locations.
- b. All Concerned (ALCON)
- Provide disseminate information on mass care/shelter services, food and water distribution, and human-services requirements.
 - Provide critical information, disaster intelligence and situational awareness updates.
 - Provide resources in support of mass care.

Annex 8: Public Health & Medical (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To provide guidance, prioritization, and coordination of resources involved in triage, treatment, and medical evacuation of victims of disasters; to provide public health support in a post-disaster environment; and to provide psychological counseling to local emergency service workers and disaster victims.

2. Roles and Responsibilities

a. WVC President or his/her designee

- Obtain intelligence to determine locations and number of casualties (ambulatory, non-ambulatory, fatalities).
- Obtain critical information requirements including:
 - Conditions at campus facilities;
 - Availability of medical and support staff to continue essential emergency medical and health operations;
 - Immediate equipment or supply concerns;
 - Status of electric/gas power supply and water/sewer services to each facility or location;

- Status of fuel for a generator if facility/location is operating on emergency power;
 - Critical life-safety or life essential resources needed for continued operations at each facility/location;
 - Number of victims at each facility that require immediate transport.
- Coordinate provisions for mass dispensing and/or vaccination to students, faculty and staff in response to a threat or occurrence of infectious and communicable disease.
 - Coordinate with the Illinois Department of Public Health to determine pharmaceutical needs for potential activation of the State of Illinois Stockpile or Strategic National Stockpile Program.
 - Determine status of functional needs populations.
 - Provide mental health/crisis counseling services for victims and emergency responders.
 - Coordinate to determine support requirements for medical services in emergency shelters.
 - Coordinate with the Wabash County Coroner regarding fatality management/mass fatality.
 - Coordinate with the Wabash County Coroner on next of kin notification and family assistance.

b. All Concerned (ALCON)

- Staff and faculty are directed to call 911 immediately for emergency response or intervention to non-routine situations and emergencies that are beyond the scope, training, capability and/or licensure of an individual.

Annex 9: Mortuary Service (See Annex 1 Situation, Assumptions, and Concept & Operations)

WVC does not have enabling authorities to establish Mortuary Services and/or Fatality Management Operations. For the purposes of Mortuary Service WVC will request assistance from law enforcement and the Wabash County Coroner.

As necessary and appropriate, the WVC President or his/her designee will identify staff to assist recognized legal authorities/organizations in:

1. Assistance and coordination efforts specific to family assistance;
2. Establishing and securing WVC facilities necessary for re-unification and family assistance operations;
3. Notifications of next of kin;

4. Coordination and development of public information releases;
5. Crisis stress debriefing and /or counseling services for campus communities.

Annex 10: Business Continuity (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To sustain or repair WVC’s operations during and after a disruption that disables or cripples WVC’s technological infrastructure in order to restore operations as quickly as possible with the latest and most up-to-date data available.

2. Scope and Limitations

Business continuity activities and services will be executed only after health, life and safety issues are addressed.

3. Roles and Responsibilities

a. WVC President or his/her designee

- Obtain intelligence to determine what technological operations have been disrupted.
- Once the CEMT has ensured that the campus is a safe working environment and that life, health and safety issues are addressed, establish and direct the activation of a Business Continuity Management Team (BCMT).

b. Business Continuity Management Team

- Obtain intelligence to determine what technological operations have been disrupted.
- Establish and activate manual processes that can be implemented until the technological infrastructure is restored.
- Develop a plan to recover and restore the technical infrastructure to full functionality.
- Identify the equipment and other items necessary for technological recovery restoration.

Annex 11: Academic Continuity (See Annex 1 Situation, Assumptions, and Concept & Operations)

1. Purpose

To ensure academic and administrative departments and staff are prepared to continue providing, in a timely manner, critical campus functions in the event a significant disruption or emergency forces campus closure or diminishes access to essential campus resources.

2. Scope and Limitations

Academic continuity activities and services will be executed only after health, life and safety issues are addressed.

3. Roles and Responsibilities

a. WVC President or his/her designee

- Obtain intelligence to determine what academic services and operations have been disrupted.
- Once the CEMT has ensured that the campus is a safe working environment and that life, health and safety issues are addressed, establish and direct the activation of an Academic Continuity Plan.

b. Academic Continuity Plan

Academic Continuity will be addressed through a variety of strategies to address ICCB requirements, accreditation, the academic calendar, course offerings, alternative space, and other academic events that include:

- Regular use of online technologies to support teaching that can be adapted in emergencies to continue teaching for the duration of the disruptive event.
- Administration to work with local entities and other institutions if necessary to provide classrooms and other facilities for teaching.
- Respond in one of the following methods or combination of methods to meet the required number of instruction days required by ICCB:
 - Consider how and if the academic time required for a course can be altered, i.e. can material be condensed and prioritized in the event teaching time is lost.
 - Require faculty to assign extra assignments or engage students through online formats.
 - Consider alternatives for courses with laboratory and clinical requirements such as weekend classes.
 - Consider alternative mode of course delivery:
 - Online/distance education or hybrid course delivery
 - Alternative or flexible course schedule and location
 - Blended courses that can share classroom time
 - Condense or cancel final exam week to allow all classes to meet that week on a regular schedule.
 - Schedule weekend classes or extend the semester schedule as needed.
 - Build emergency days into the academic calendar which can be used for any missed instructional days.

5. DEVELOPMENT & MAINTENANCE

5.1. WVC is responsible for developing and maintaining the Emergency Response Plan annually.

5.2. WVC departments have the following responsibilities:

- 5.2.1. Review and maintain department and/or agency information necessary for response and recovery annex current in all aspects;
- 5.2.2. Provide and maintain up-to-date copies of Mutual Aid Agreements; and
- 5.2.3. Provide training and education to staff and Mutual Aid Agreements organizations on plans and procedures for response and recovery.
- 5.2.4. The president is responsible for coordinating emergency drills and the testing/evaluation of emergency notifications and responses.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 16, 2025
RE: 2025 Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires an Annual Security Report be compiled and published annually prior to October 1 of each year. The Annual Security Report contains crime information for the past three years, relevant policy statements, and training and educational programming related to campus safety and security, crime prevention, alcohol and drug use, and sexual misconduct. The report was sent electronically to the Board.

The 2025 Annual Security Report has been reviewed and approved by the Student Affairs Leadership Team and the Strategic Engagement Planning Council. I ask the Board's acceptance of the 2025 Annual Security Report.

RG/mf

Attachment

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 16, 2025
RE: Violence Prevention Plan

In accordance with the Campus Security Enhancement Act of 2008, Illinois Eastern Community Colleges maintains a Violence Prevention Plan outlining the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the utilization of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each college and the District Office.

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff and visitors. The Violence Prevention Plan continues to provide guidelines which specifically address IECC's position on the prevention, reduction, and management of violence and addresses institutional responsibilities in the areas of educational awareness programs, reporting, and investigative guidelines. The Violence Prevention Plan has been updated to reflect current contact information and TABIT team members. The updated plan will be available to all IECC employees on the Intranet.

The IECC Violence Prevention Plan has been reviewed and approved by the Student Affairs Leadership Team and the Strategic Engagement Planning Council. I recommend the Board's acceptance of the updated IECC Violence Prevention Plan.

RG/mf

Attachment

Illinois Eastern Community Colleges



Violence Prevention Plan

August 2025

**In the event of an
emergency or crisis, call 911.**

**Our mission is to deliver exceptional education
and services to improve the lives of our
students and to strengthen our communities.**

Table of Contents

Foreword.....	2
Chancellor Support & Approval	3
Record of Changes.....	4
Distribution List.....	4
Threat Assessment and Behavioral Intervention Team (TABIT).....	5
Reporting Process.....	5
PART II – Threat Assessment and Interventions	6
Assessment Process	6
Intervention Strategies.....	7
Feedback to Referring Individual	8
Record Keeping	8
PART III – Related IECC Policies and Procedures.....	8
Preventing Sexual Misconduct Policy and Procedure 100.31.....	8
Campus Safety and Security Policy 500.17	8
Alcohol-free/Drug-free Campus Policy 100.9	8
Emergency Response and Alerts.....	8
Appendices	8
Appendix A - Threat Assessment and Behavioral Intervention Team (TABIT)	9
Appendix B - Behavioral Incident Report	10
Appendix C - Threat/Behavioral Assessment Checklist.....	11
References	12

Foreword

Illinois Eastern Community Colleges is committed to ensuring an environment that is safe, secure, and free from threats, intimidation, and violence. To further this goal, and in accordance with the Campus Security Enhancement Act of 2008 (110 ILCS 12/20) (b) (2), IECC has adopted the Threat Assessment and Violence Prevention Program Policy (100.25) which provides for the development of a Violence Prevention Plan (VPP).

The VPP addresses the prevention and management of incidents of violence and outlines prevention strategies, threat assessment, the reporting process, and interventions. The Plan includes the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with members selected based on relevant experiences.

In the event of actions that threaten the health, safety, and/or well-being of students, employees, or visitors, protocols for response are included in each Campus Emergency Plan.

The Violence Prevention Plan and the Behavioral Threat Assessment and Behavioral Intervention Team (TABIT) were developed in accordance with the *College and University Behavioral Intervention Team (CUBIT)* model that was introduced by the National Center for Higher Education Risk Management in response to the Governor's Panel Report on the Virginia Tech shootings and the *Assessment-Intervention of Student Problems (AISP)* model introduced by Ursula Delworth.

Chancellor Support & Approval

This plan, in accordance with the provisions of the Illinois Campus Security Enhancement Act of 2008 (P.A. 095-0881; 110 ILCS 12/20) and Illinois Administrative Code Part 305, and compliant with the Illinois Emergency Management Agency Act (20 ILCS 3305) is used as a guideline in conjunction with Illinois Eastern Community Colleges (IECC) policies, Campus Emergency Response Plans, and established emergency procedures to ensure the safety of our campus communities.

This Violence Prevention Plan seeks to clarify the approach Illinois Eastern Community Colleges will take in continual threat assessment and behavioral intervention on its campuses. This plan will be reviewed and revised, as necessary, on an annual basis. As Chancellor of Illinois Eastern Community Colleges, I affirm my support for the Violence Prevention Plan within Illinois Eastern Community Colleges District #529.

Signature

Date

Record of Changes

When changes are made to the Violence Prevention Plan, the following procedures shall be followed:

1. An entry shall be made on the following log.
2. The Violence Prevention Plan will be distributed per the Distribution List-

Date	Pages or Sections Changed	Entered By (Print Title/Name)

Distribution List

The Violence Prevention Plan will be distributed to the campus community and community agencies listed below via email communication to ensure the plan that each member possesses is the most up-to-date version. The plan is also available to all IECC faculty and staff on the Intranet.

IECC Personnel	External Agencies
District Personnel:	Illinois Community College Board
Chancellor	Fairfield Police Department
Chief Financial Officer	Fairfield Fire Department
Chief Academic Officer	Wayne County Emergency Management Agency
Executive Director of Human Resources	Robinson Police Department
Chief Information Officer	Robinson Fire Department
Associate Dean of Admissions and Records	Crawford County Emergency Management Agency
	Olney Police Department
	Olney Fire Department
Campus Personnel:	Richland County Emergency Management Agency
Presidents	Mt. Carmel Police Department
Deans	Mt. Carmel Fire Department
O & M Team Leaders	Wabash County Emergency Management Agency
Directors of Business	
Coordinators of Marketing	

Threat Assessment and Behavioral Intervention Team (TABIT)

A District Threat Assessment and Behavioral Intervention Team (TABIT) will be formed with a single representative from each campus and the District Office. Members are chosen based on their relative experience in dealing with some or all of the concerning behaviors identified below. Additional members from the campus community may be included as ad-hoc members to address a specific situation.

The TABIT members will serve the following major functions:

1. Provide consultation and support to faculty, staff, administration, and students in assisting individuals who display concerning behaviors;
2. Educate the campus community about methods, techniques, and strategies employed in the prevention of violence on campus;
3. Gather information to assess situations involving individuals who display concerning behaviors;
4. Recommend appropriate intervention strategies or disciplinary sanctions;
5. Connect individuals with needed campus and community resources; and,
6. Monitor ongoing behavior of individuals who have displayed concerning behavior.

Meetings

The TABIT will meet regularly to discuss topics related to student or employee behavior, intervention, and violence prevention. Additional meetings will be held to assess, intervene, and monitor student or employee concerns brought to the attention of the Threat Assessment and Behavioral Intervention Team. Appendix A provides the listing of TABIT members.

Reporting Process

The overall goal of the Threat Assessment and Behavioral Intervention Team is to promote a safe environment for all individuals. By encouraging all members of the IECC district to report behaviors that are concerning, the Threat Assessment and Behavioral Intervention Team (TABIT) will be able to reach out to intervene, provide support, and connect them with resources that can assist them. As such, the TABIT will request that the campus communities report all concerning behaviors.

Examples of Concerning Behaviors

A concerning behavior is a questionable, suspicious, or inappropriate behavior that may be presented through someone's appearance, spoken or written words, or specific actions. Examples of concerning behaviors include but are not limited to:

- Disruptive behaviors which regularly interfere with classroom environment or management
- Notable change in academic performance – poor or inconsistent preparation
- Notable change in behavior or appearance
- Impairment of thoughts – verbal or written
- Overly aggressive behaviors toward others
- Inability to set limits or re-direct focus
- Poor decision-making and coping skills
- Inappropriate or strange behavior
- Low frustration tolerance
- Overreaction to circumstances
- Lack of resiliency
- Writings and comments endorsing violence
- Unusual interest in violence
- Indirect or direct threats in writings or verbalizations
- Lack of empathy and concern for others
- Inability to demonstrate care

- Anger management problems
- Threats to others
- Appearance of being overly nervous, tense or tearful
- Expression of suicidal thoughts or feelings of hopelessness

Behavioral Incident Report

The Behavioral Incident Report (see form in Appendix B) is designed to enable faculty, staff, and students to voluntarily report concerning behaviors that may raise concerns and incidents of misconduct at Illinois Eastern Community Colleges. An incident, in this context, is an event that does not warrant immediate intervention. **In the event of an emergency that requires immediate intervention, call 911.**

The Behavioral Incident Report will provide a mechanism for responding to employee and student incidents and will reveal patterns of concerning behaviors. It will also provide aggregate data on the nature and frequency of disruptions at Illinois Eastern Community Colleges. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns.

In accordance with the IECC's Policy on Student Conduct 500.8 and the Employee Suspension Policy 400.10, information provided in the Behavioral Incident Report may also be considered in determining appropriate disciplinary action.

Any student or employee with concerns about another student or employee may submit a Behavioral Incident Report form. Any individual submitting the form can identify themselves in the report or can submit anonymously. Behavioral Incident Reports concerning a student's behavior should be submitted to the Dean of Students. Behavioral Incident Reports concerning an employee's behavior should be submitted to the IECC Executive Director of Human Resources.

PART II – Threat Assessment and Interventions

Assessment Process

While there is no single set of warning signs that reliably predict student behavior, employee behavior, or campus violence; the threat assessment and behavioral intervention process looks for behavioral evidence that a person is planning, preparing to act out inappropriately, or carry out some type of threat. Assessment is designed to distinguish between threatening and non-threatening cases in order to ensure the safety of the student or individual of concern and any others potentially involved.

Assessment assists in early identification of situations that may pose a threat to others, creates a baseline of information against which to assess future behavior, and provides a means for implementing interventions to increase the likelihood of a positive and safe resolution.

Information Gathering

Once a Behavioral Incident Report has been received by the Dean of Students or other appropriate administrator, the TABIT team member(s) at the college or District Office will implement the assessment process. The most appropriate time to include the employee or the student in the process will be considered on a case-by-case basis. Appendix C provides a Threat/Behavioral Assessment Checklist to be used by the TABIT team member in assessing risks for potential violence.

In general, TABIT will gather preliminary information regarding the concern and then a team member will interview the referred person as part of the initial assessment process. The interview will provide an opportunity for the individual to share his/her concerns about the situation and ask for needed assistance in solving it. Information gained in this initial interview will be helpful in determining appropriate intervention strategies.

The process may include any of the following data gathering processes:

- Interviews with all available parties with information about the situation
- Interviews with the person alleged to have displayed inappropriate/concerning behavior
- Assessment by counselor/mental health professional
- Interview with any identified potential targets of inappropriate/concerning behavior

- Contacting a student's or individual's parents or family members
- Review of student's or individual's academic and disciplinary history
- Review of employee's personnel file
- Legal/criminal background check
- Implementation of the Threat/Behavioral Assessment Checklist (Appendix D) and other threat assessment models appropriate to the situation

Levels of Risk

Based on all data gathered, TABIT will utilize the following scale to determine the level of risk that the behavior/situation poses to the student or employee and to others.

Low risk – There is no serious threat to the student or employee of concern, or others. At this level, any concerns can generally be resolved by addressing the conflict or dispute between the parties involved. Counseling and follow-up support may be recommended. Generally, in this situation, the individual can acknowledge the inappropriateness of the behavior and engage in behavior to make amends with the other party. These individuals may be experiencing mental health problems but their conduct is not generally in violation of IECC's Policy on Student Conduct.

Moderate risk – At this level, there may be a threat to self or others that could be carried out although there is no evidence that the employee or student has taken the preparatory steps. These individuals generally experience mental health problems and are displaying concerning behaviors.

High risk – At this level, there appears to be an imminent and serious danger to the safety of the student or employee of concern, or others. It appears that specific steps have been taken to carry out a plan to harm. Inform all appropriate administrators and/or personnel of any high risk behavior or situation.

Intervention Strategies

In most cases, a student or employee displaying concerning behaviors is willing to work with the college and obtain the assistance necessary to complete their educational program or continued employment. When an individual is in distress, feeling that they have support for resolving the concern may serve as prevention and provide the opportunity for student learning or continued employment.

Based on the behavior displayed and the assessment by the TABIT, the Team may make any of the following recommendations for intervention. Recommendations are made in consultation with appropriate college department or administrator who takes any final action.

Referral to college and/or community resources – The TABIT may refer the student to Student Services or other support services for intervention and connection with appropriate college and community resources. The TABIT may refer the employee to the Human Resources department or other support services for intervention and connection with appropriate college and community resources.

Voluntary withdrawal from classes – Based on discussion with a counselor or member of the TABIT, the student may choose to temporarily take time away from the college to deal with other concerns. The student may re-enter the college during any future semester.

Referral to disciplinary process – The TABIT will make this referral to the Dean of Students when it is determined that the student behavior may be in violation of the student code of conduct. The TABIT will make this referral to the Director of Human Resources when it is determined that the employee behavior may require disciplinary action.

Mandatory direct threat/safety assessment – The TABIT members may recommend that students or employees determined to be at high risk for danger to self or others be required to participate in a mandatory assessment by a mental health consultant. The mental health consultant will conduct an assessment of direct threat, provide assistance in gaining access to emergency care as needed, assist the student or employee in establishing ongoing treatment as needed, and provide feedback and recommendations to the TABIT.

Suspension – The TABIT may recommend that students or employees determined at high risk for danger to self or others be temporarily removed from the college based on imminent safety concerns. Generally, the interim suspension will require a mandatory direct threat/safety assessment evaluation prior to return.

Involuntary withdrawal from classes – In extremely high risk situations, the TABIT may find it necessary to recommend an expulsion for a student who exhibits dangerous behavior and will not comply with the requests of the TABIT or agree to a voluntary withdrawal. Involuntary withdrawals will be determined based on the opinion of the mental health consultant that the student poses an imminent risk of serious harm to self or others. The length of withdrawal and conditions for re-enrollment at the college will be determined by the Dean of Students at the time the withdrawal is imposed.

Criminal Charges – Students or employees who have engaged in behavior that may be in violation of local, state, or federal law may be referred for criminal prosecution. The TABIT will make this referral to the Dean of Students when it is determined that the student’s behavior may be in violation of the student code of conduct. The TABIT will make this recommendation to the Chancellor when it is determined that the employee’s behavior may be in violation of local, state, or federal law.

Follow-up and Monitoring – In addition to any of the specific intervention strategies described previously, the TABIT will determine a plan for follow-up monitoring of each student or employee. This may include checking with faculty and staff regarding student behavior, checking with supervisors regarding employee behavior, and periodic meetings of the student or employee and an assigned counselor or TABIT member.

Feedback to Referring Individual

In accordance with FERPA, following assessment and intervention with the student of concern, the TABIT will provide feedback to the referring individual as appropriate.

Record Keeping

All records of the TABIT pertaining to students and/or employees will be stored in the office of the Chair of the Threat Assessment & Behavioral Intervention Team.

PART III – Related IECC Policies and Procedures

Preventing Sexual Misconduct Policy and Procedure 100.31. Addresses prevention and responding to incidents of sex-based harassment, including sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, sexual violence, or stalking. www.iecc.edu/titleix

Campus Safety and Security Policy 500.17. Addresses crime prevention, college security procedures, and programs to prevent drug and alcohol abuse. www.iecc.edu/safety

Alcohol-free/Drug-free Campus Policy 100.9. Addresses drug prevention initiatives, as well as education, rehabilitation, and treatment. www.iecc.edu/drugfree

Emergency Response and Alerts

Emergency response procedures for each campus can be found here: www.iecc.edu/emergencyplans

IECC provides a free emergency notification system for students, employees, and community members. Emails and/or texts will inform subscribers of emergencies on campus. Sign-up is available at www.iecc.edu/alerts.

Appendices

Appendix A - Threat Assessment and Behavioral Intervention Team (TABIT) /Campus Violence Prevention Committee

The following have been appointed by the Chancellor to serve on the Threat Assessment and Behavioral Intervention Team (TABIT):

Chair	Libby McVicker	Program Director, Grants & Compliance	Olney Central College
Members	Andrea McDowell	Executive Director of Human Resources	District Office
	Lori Noe	Director of Instructional Support Services	Frontier Community College
	Cyndi Boyce	Dean of Instruction	Lincoln Trail College
	Nick Short	Life Science Instructor/ Head Women's Softball Coach/ Athletic Director	Olney Central College
	Cassandra Goldman	Dean of Students	Wabash Valley College

The Chancellor shall update Appendix A as necessary.

Appendix B - Behavioral Incident Report

The Behavioral Incident Report is designed to enable faculty, staff, and students to voluntarily report any behaviors that may raise concerns and incidents of misconduct at Illinois Eastern Community Colleges. An incident, in this context, is an event that does not warrant immediate intervention. **In the event of an emergency that requires immediate intervention, call 911.**

The Behavioral Incident Report will provide a mechanism for responding to individual incidents and will reveal patterns of concerning behaviors of specific students or individuals. It will also provide aggregate data on the nature and frequency of disruptions at Illinois Eastern Community Colleges. This report provides a standardized method for recording observations of troublesome behaviors and for alerting staff of potential concerns. Information provided in the Behavioral Incident Report may also be considered in determining sanctions for students found in violation of IECC's Student Code of Conduct.

Information: (please enter as much information as possible)

Name of individual _____ ID # _____

Address _____ Phone # _____

Incident Information:

Date of incident _____ Date form completed _____

Class/Location of incident _____ ___ FCC ___ LTC ___ OCC ___ WVC ___ DO

Time of incident (approximate) _____

*Name of person reporting incident _____ *Phone # _____

*Email Address _____

Are you a ___ student ___ employee ___ other (please explain) _____

Name (s) of others involved _____

Please provide a detailed description of the incident, paying particular attention to the behaviors of the person. Concrete, specific observations are most useful. Avoid providing judgments, assessments, and opinions:

Please describe conversations you have had with the person and any action you have taken regarding the incident.

PLEASE SUBMIT COMPLETED FORM TO THE DEAN OF STUDENTS

*Individuals are allowed to make anonymous reports, however if a name is not provided it may hamper the TABIT's ability to seek follow up information that may be critical in determining an appropriate course of action. If a name is provided, the team will provide feedback regarding actions taken.

Appendix C - Threat/Behavioral Assessment Checklist

This checklist is designed to be used by the Threat Assessment and Behavioral Intervention Team (TABIT) in assessing risks for potential violence by someone who has made a threat (verbally or in writing) or whose actions are suspicious enough that a reasonable person might believe that the person may be prone to violence. This checklist will be used in conjunction with other assessment and intervention tools.

Last Name	First Name	Middle Initial	Student ID or Date of Birth
-----------	------------	----------------	-----------------------------

Observed or known behaviors:

- has access to weapons
- appears to have fascination with weapons or explosives
- is knowledgeable about or has used weapons
- has history of bringing weapon to school
- has made recent threats to act out violently
- has provided evidence of making plans to act out violently, named a specific target for violence
- history of arrests/convictions for violent acts
- identifies contingencies that would provoke an act
- is brooding over an event in which he/she was perceived to be unfairly treated
- expresses unreasonable feelings of being persecuted by others
- has experienced a recent life stressor or event
- appears to be a loner and reveals having no close friend
- has a history of being bullied or teased
- does not show concern for legal or personal consequences
- appears to lack appropriate empathy or remorse
- has threatening and/or loud speech, disorganized speech
- is observed as maintaining prolonged stares
- is observed with signs of agitation (pacing, clenched fists, etc.)
- reveals feelings of depression, hopelessness, despair
- refuses to communicate
- known to abuse alcohol or to use illicit drugs
- constantly blames others and refuses to take responsibility
- identifies with offenders, praises other school violence events
- engaged in property damage
- other students/staff/faculty are afraid of this student
- says they have no options or there is no way out for them
- appears suicidal
- prior suicide attempts and self-infliction of injuries
- history of obsessively following or stalking others
- has thought insertion, someone putting thoughts into their head
- auditory, command, or visual hallucinations
- diminished self-care (dirty, disheveled, poor hygiene)
- psychiatric disorder diagnosis
- gang membership

Crisis Intervention Risk Level Assessment:

- High Risk
- Moderate Risk
- Low Risk

Threat Assessment and Behavioral Intervention Team Member

Date

References

- Armada, G. (1999). *Coping with Misconduct in the Classroom: A Practical Model*. Asheville, NC: College Administration Publications.
- Cornell, Dewey (Winter 2008). *Threat Assessment on the College Campus. Leadership Exchange*. National Association of Student Personnel Administrators (pp. 8-14).
- Dunkle, J.H., Silverstein, Z. B. , & Warner, S.L. (2008): *Managing Violent and Other Troubling Students: The Role of Threat Assessment Teams On Campus*. *Journal of College and University Law*, Vol. 34, No.3 (pp. 585-636).
- FBI Academy, National Center for the Analysis of Violent Crime, Critical Incident Response Group: *The School Shooter: A Threat Assessment Perspective*. Available at <https://eric.ed.gov/?id=ED446352>.
- National Center for Higher Education Risk Management (2008) *Risk Mitigation Through the NCHERM Behavioral Intervention and Threat Assessment Model*.
- Pavela, G. (April 17, 2008) *Threat Assessment: An Interview with Marisa R. Randazzo, Ph.D.* Association for Student Judicial Affairs Law and Policy Report.
- Pavela, G. (February 21, 2008) *Creating a College Threat Assessment Program: An Interview with*. Association for Student Judicial Affairs Law and Policy Report.
- Pavela, G. (2000). *A Model Code of Student Conduct: Applying the Power of Association on Campus*. Asheville, NC: College Administration Publications. Available at www.collegepubs.com.
- State of Illinois Campus Security Task Force Report to the Governor (April 2008). Available at https://www2.illinois.gov/ready/SiteCollectionDocuments/CSTF_Report_Part1.pdf.
- Stevens, E. (1999). *Due Process in Higher Education: A Systemic Approach to Fair Decision Making*. ASHEERIC Higher Education Report (Vol. 27, No. 2). Washington, DC: The George Washington University, Graduate School of Education and Human Development.
- University of Maryland (2008) *Behavioral Evaluation & Threat Assessment Resource Group*.
- Virginia Tech (2006). *Responding to Disruptive or Threatening Student Behavior: A Guide for Faculty*. Blacksburg, VA: Virginia Tech. Available online at https://dos.vt.edu/content/dam/dos_vt_edu/assets/doc/responding_to_students_in_distress.pdf.

MEMORANDUM

TO: Board of Trustees

FROM: Ryan Gower

DATE: September 16, 2025

RE: Salary Basis (Policy 400.22)

Policy 400.22 affirms IECC's commitment to full compliance with the U.S. Department of Labor's Fair Labor Standards Act (FLSA), specifically highlighting the provisions related to the salary basis requirements. The policy has been revised to use more general language, including the removal of the minimum weekly pay and clarification of how the Act applies to IECC's exempt employees.

These updates ensure the policy remains accurate while maintaining IECC's compliance with the FLSA, supported by ongoing monitoring practices.

The policy has been reviewed and approved by the Strategic Engagement Planning Council.

I respectfully request that the Board waive the second reading and approve Policy 400.22 as presented.

RG/am

Attachment

Salary Basis Policy (400.22)

Date Adopted: October 19, 2004

Revised: November 15, 2016

Revised: February 16, 2021

Revised: June 18, 2024 Effective: 07/01/2024

Revised: TBD (Pending Board Approval)

Illinois Eastern Community Colleges (IECC) is committed to full compliance with the requirements of the U.S. Department of Labor's Fair Labor Standards Act (FLSA). This policy pertains to employees classified as exempt from FLSA's minimum wage and overtime requirements and who are compensated on a salary basis. An employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations for the exemption to apply.

~~The Fair Labor Standards Act (FLSA) requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.~~

~~However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. Section 13 (a)(1) and Section 13(a)(17) also exempt certain computer employees. These exemptions are often called the "white-collar" or "EAP" exemptions. To qualify for exemption, employees generally must meet specific tests regarding their job duties, and be paid on a salary basis at not less than \$844 per week. Job titles alone do not determine exempt status. An employee's specific job duties and salary must meet all the requirements of the Department's regulations for the exemption to apply.~~

Salary Basis Requirement

~~To qualify for exemption, employees generally must be paid at not less than \$844 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine, as outlined by the Department of Labor.~~

Employees classified as Exempt:

1. Will be paid no less than the minimum weekly salary required by law and on a salary basis. Note: Per the Act, this salary requirement does not apply to certain employees, including those whose primary duty is teaching, tutoring, instructing, or lecturing.

~~Being paid on a "salary basis" means an employee~~

2. Regularly receive a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work.
3. ~~Subject to exceptions listed below, an exempt employee~~ Must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked, ~~subject to the exceptions listed below~~. Exempt employees do not need to be paid for any workweek in which they perform no work. If ~~the employer makes~~ deductions ~~are made~~ from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the exempt employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Employers may use nondiscretionary bonuses and incentive payments (including commissions) paid on an annual or more frequent basis, to satisfy up to 10 percent of the standard salary level. Additionally, if after the 52-week period, the employer has not met its financial obligation, the employer can make a final

“catch-up” payment within one pay period after the end of the 52-week period to bring an employee’s compensation up to the required level. Any such catch-up payment will count only toward the prior year’s salary amount and not toward the salary amount in the year in which it is paid.

Circumstances in Which Permissible Deductions May be Made from Pay

1. Deductions from pay are permissible:
 - a) ~~when an exempt employee is absent~~ For absences from work for one or more full days for personal reasons other than sickness or disability;
 - b) For absences of one or more full days due to sickness or disability if the deductions is made in accordance with a bona fide plan, policy or practice or providing compensation for salary lost due to illness;
 - c) To offset amounts employees receive as jury or witness fees, or for military pay;
 - d) For unpaid disciplinary suspensions of one or more full days imposed in good faith for serious workplace conduct rule infractions.
 - e) For penalties imposed in good faith for infractions of safety rules of major significance.
 - f) For weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

~~In these circumstances, either partial day or full day deductions may be made.~~

In these circumstances, deductions may only be made in full-day increments, except that partial-day deductions are permitted for unpaid leave taken under the Family and Medical Leave Act

2. ~~The employer IECC~~ is not required to pay the full salary in the initial or terminal week of employment.

Policy on Improper Deductions

~~It is our policy to comply with the~~ In compliance with the salary basis requirements of the FLSA, supervisors are prohibited from making any improper deductions from the salaries of exempt employees. Employees should be aware of this policy. that IECC Illinois Eastern Community Colleges does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs

Employees who believe that an improper deduction has been made to his/her their salary, should immediately report this to the District Executive Director of Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly paid for any improper deduction made.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 16, 2025
RE: Wages (Policy 400.13)

The scope of Policy 400.13, which previously addressed only faculty wages, has been expanded to include wages for full-time non-faculty employees. This addition formalizes existing practices and establishes clear guidelines through the corresponding administrative procedure.

The policy and procedure have been reviewed and approved by the Strategic Engagement Planning Council.

I respectfully request that the Board waive the second reading and approve Policy 400.13 as presented.

RG/am

Attachment

HUMAN RESOURCES - 400

Wages (400.13)

Date Adopted: December 19, 1989

Revised: February 15, 2022

Revised: TBD (Pending Board Approval)

This policy outlines the process for establishing and approving wages for Illinois Eastern Community Colleges employees, distinguishing between faculty and non-faculty employees. It also affirms the at-will employment status of non-bargaining unit employees.

Non-Faculty (Full-Time, Non-Bargaining Unit Employees)

Nothing in this policy, the administrative procedure or process, or any related Board action creates a contract of employment or alters the at-will status of non-bargaining unit employees. Employment remains at the will of the Board of Trustees and employment may be terminated by either party at any time, with or without cause or notice, unless otherwise provided by law.

At its August meeting, the Illinois Eastern Community Colleges Board of Trustees receives the Chancellor's recommendation of all full-time, non-bargaining unit employees for annual approval of wages and continuation of at-will employment. This action sets employee wages for the upcoming academic year, reflecting the percentage adjustment aligned with the new SURS fiscal year.

~~Wages for all other employees of IECC shall be reviewed annually and set by the Board of Trustees, upon recommendation of the Chancellor.~~

Faculty (Bargaining and Non-Bargaining Units)

Wages for full-time bargaining unit faculty shall be in accordance with provisions of the applicable collective bargaining agreement covering faculty. Wages for non-bargaining unit faculty shall be in accordance with the Administrative Guidelines: Non-bargaining Unit Faculty Instruction.

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 16, 2025
RE: Board/Foundation Policy: Adopt 100.41; Delete 600.1

Policy 600.1 was reviewed in accordance with IECC's policy and procedure monitoring practices to ensure continued relevance and accuracy. It was recommended that the policy be moved from the 600 series (Community Relations) to the 100 series (Board of Trustees) and updated to include clear guidelines and assigned responsibilities.

The policies have been reviewed and approved by the Strategic Engagement Planning Council.

I respectfully request that the Board waive the second reading and approve Policy 100.41 as presented, and also approve the deletion of Policy 600.1.

RG/llb

Attachment

Policy on Board of Trustees and Foundations Collaboration (100.41)

Date Adopted: TBD (Pending Board Approval) This replaces Policy 600.1 Relationship with College Foundations

The existence of the campus foundations serves to enhance and support the mission of Illinois Eastern Community Colleges (IECC). However, foundation efforts are not intended to replace or diminish the financial responsibilities of the Board of Trustees.

This policy delineates the distinct roles and responsibilities of the IECC Board of Trustees and the foundations, ensuring a collaborative effort in advancing the institution's mission while maintaining clear financial and operational boundaries.

Guidelines

1. Financial Responsibilities

- The financial obligations and responsibilities of the IECC Board of Trustees remain distinct and separate from those of the foundations.
- Foundation funds are to be utilized to supplement and enhance campus programs, not to substitute for the Board's financial duties.

2. Use of Foundation-Owned Buildings

- The Board of Trustees will seek approval from the foundation for the use of foundation-owned buildings for educational purposes.
- The Board will honor the foundation's wishes regarding the use of these buildings, ensuring alignment with the foundation's intent and mission.

3. Mutual Concern for Development

- The optimum development and growth of the campuses is a shared priority for both the foundations and the Board of Trustees.
- Collaborative efforts and open communication between the foundations and the Board are essential to achieve IECC's strategic goals.

4. Foundation Projects Involving Board Jurisdiction

- Any foundation projects that involve property or materials under the jurisdiction of the Board of Trustees will require joint determination and approval.
- The Board and foundations will work together to ensure that such projects align with the overall strategic plan and operational guidelines of IECC.

Responsibilities

- **Board of Trustees:** Maintain financial oversight and responsibility for the campuses, approve and oversee use of foundation-owned buildings, and collaborate on projects involving IECC property.
- **Foundations:** Provide supplemental support for campus programs and initiatives, approve the use of foundation-owned buildings, and collaborate on projects involving Board jurisdiction.

COMMUNITY RELATIONS - 600

Relationship with College Foundations (600.1)

Date Adopted: December 19, 1989

Revised: August 15, 2017

Deleted by Board Action on (TBD) Replaced by 100.41 Policy on Board of Trustees and Foundations Collaboration

~~The Board of Trustees encourages a relationship with the following Foundations:~~

~~Frontier Community College Foundation~~

~~Lincoln Trail College Foundation~~

~~Olney Central College Foundation~~

~~Wabash Valley College Foundation~~

~~Basic to the existence of a college foundation is the fact that foundation efforts are not to be substituted for the financial responsibilities of the Board.~~

~~Foundation projects which involve property or materials under the jurisdiction of the Board of Trustees shall be determined by the Board of Trustees and the colleges.~~

Memorandum

TO: IECC Board of Trustees
FROM: Ryan Gower, Chancellor
DATE: 9/16/2025
RE: Authorization to List Property for Public Sale

OCC's implementation plan for Men's and Women's Soccer highlights student housing as an essential component for success. Lack of quality, dedicated housing is already a barrier for OCC, not only for future athletes but also for out-of-state, international, and even local students who choose to live near campus.

IECC has surveyed a 1.66-acre parcel along Parker Street, adjacent to OCC's soccer fields, that is suitable for development. I am requesting authorization to move forward with listing this parcel for public sale, with a deed restriction requiring that it be developed exclusively for student housing serving OCC students.

If approved, the administration will draft the restriction language, secure legal review, file the necessary documents, engage a broker, and return to the Board with a purchase agreement for final approval. This step ensures the housing component of the soccer plan proceeds on schedule while addressing a broader institutional need.

RG/sc

Attachment: Plat of Survey – OCC Land Parcel

PLAT OF SURVEY

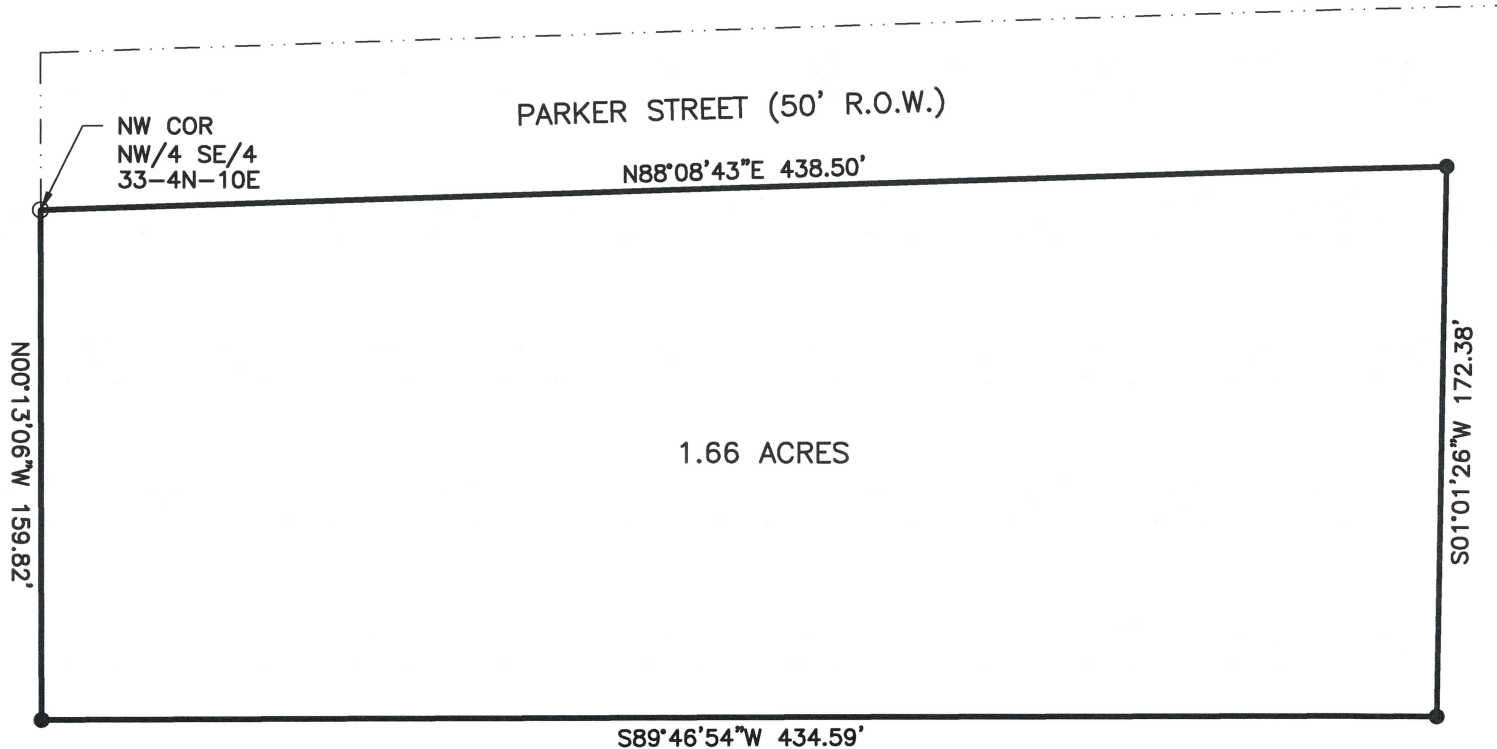
PART OF THE NW 1/4, SE 1/4, SECTION 33, T.4N., R.10E., 3RD P.M.,
RICHLAND COUNTY, ILLINOIS



BEARINGS BASED ON
NAD83 ILLINOIS EAST STATE
PLANE COORDINATE SYSTEM

SCALE 1"=60'

- IRON PIN FOUND
- IRON PIN SET



DESCRIPTION:

PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 4 NORTH, RANGE 10 EAST OF THE 3RD PRINCIPAL MERIDIAN, RICHLAND COUNTY, ILLINOIS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 33; THENCE NORTH 88°08'43" EAST, 438.50 FEET ALONG THE NORTH LINE OF THE SOUTHEAST QUARTER OF SECTION 33; THENCE SOUTH 01°01'26" WEST, 172.38 FEET; THENCE SOUTH 89°46'54" WEST, 434.59 FEET TO THE WEST LINE OF THE SOUTHEAST QUARTER OF SECTION 33; THENCE NORTH 00°13'06" WEST, 159.82 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING, CONTAINING 1.66 ACRES MORE OR LESS.

SURVEYOR'S NOTES:

- 1) FIELDWORK FOR THIS PROJECT WAS COMPLETED ON APRIL 19TH, 2024.
- 2) IT IS NOT WARRANTED THAT THIS PLAT CONTAINS COMPLETE INFORMATION PERTAINING TO EASEMENTS OF RECORD, ENCUMBRANCES, RIGHTS OF TITLE, RESTRICTIVE COVENANTS, RESERVATIONS OR RIGHTS-OF-WAY. A TITLE OPINION OR TITLE INSURANCE SHOULD BE OBTAINED FOR COMPLETE INFORMATION.
- 3) I HEREBY CERTIFY THAT THIS PLAT IS A TRUE REPRESENTATION OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ABILITY.
- 4) THIS PLAT SHALL NOT BE VALID WITHOUT THE SEAL AND SIGNATURE OF THE SURVEYOR NOTED.



THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT MINIMUM STANDARDS FOR A BOUNDARY SURVEY. THIS PLAT WAS MADE BY ME ON APRIL 22ND, 2024 FOR ILLINOIS EASTERN COMMUNITY COLLEGES.

Shawn W. Taylor 154
SHAWN W. TAYLOR
ILLINOIS REGISTERED LAND SURVEYOR #3800
LICENSE EXPIRATION DATE 11/30/2024

CHARLESTON ENGINEERING, INC.

105 NORTH KITCHELL P.O. BOX 397 OLNEY, ILLINOIS 62450 (618) 392-0736
PROFESSIONAL DESIGN FIRM #184.003513

MEMORANDUM

To: IECC Board of Trustees

From: Ryan Gower, Chancellor

Date: 9/16/2025

Re: Acceptance of Athletics Report

Athletics isn't peripheral at IECC; it's a meaningful share of our student body and a visible part of campus life and community engagement. Because of that scale, it deserves clear, district-level standards and routine oversight. The IECC Athletics Report that has been sent under sperate cover (AY26) gives us a point of beginning for these conversations.

Chancellor-level observations:

- **Consistency & oversight.** Practices still vary by campus (rosters, staffing, scholarships, fundraising and actual spend). It will take time and careful deliberation to begin to bring athletic operations into similar practices across the District.
- **Cash positions.** We see deficits in many athletics accounts. This calls for tighter alignment between scholarships, fundraising, and spending and stronger, routine monitoring of athletics accounts at the college, district, and Board levels.
- **Standards & compliance.** We've leaned on informal practices for too long. Board-established policy (with related procedures) should set districtwide standards backed by regular Board roll-ups tracking Title IX balance, eligibility/compliance, academic progress, and financial health.

Key findings from AY26:

- **Scale & gender balance:** This fall, ~461 student-athletes out of 1,263 full-time students (>1 in 3); ~52% men (≈240) / ~48% women (≈221).
- **Campus distribution:** LTC 154, WVC 141, OCC 91, FCC 75.
- **Roster minimums & revenue:** 11 teams below minimums; shortfall ≈28 FTE and ≈\$158,900 in lost revenue (fees + delayed state support).
- **Scholarships:** ≈\$1.66M in tuition waivers plus approximately \$641,000 in locally funded books/meals/housing—most commitments made before dollars are raised, increasing risk to IECC.
- **Cash positions:** Positive/near-neutral at FCC and OCC; deficits exceed \$1.4M at WVC.

I ask that the Board accept the IECC Athletics Report (AY26) for the record.

MEMORANDUM

TO: IECC Board of Trustees

FROM: Ryan Gower, Chancellor

DATE: 9/16/2025

RE: Naming Rights Recommendations

From our inception, IECC has benefitted from generous support by private benefactors and local employers—gifts made in gratitude for student experiences, in honor of loved ones, and in recognition of our role in developing leaders and a skilled workforce. Through the leadership of President Tona Ambrose (LTC) and President Sharmila Kakac (FCC), we have secured two significant gifts for which naming recognition is appropriate and consistent with Board policy on the naming of facilities.

Lincoln Trail College (LTC) — Technology Center

- **Donor:** Marathon Petroleum Corporation
- **Gift:** \$100,000 toward the new Technology Center (the Board will recall the project was accepted slightly over bid; I set a local fundraising target of \$250,000 to close the gap—this is an important first step).
- **Program impact:** Marathon has been instrumental to our Process Technology program, which will receive dramatically upgraded facilities in this building.
- **Recommendation:** Name the Process Technology Skills Lab in recognition of Marathon Petroleum, for a **20-year term**, consistent with Board policy. (See *attached floor plan highlighting the lab.*)

Frontier Community College (FCC) — New Athletic Facility

- **Donor:** Mr. Jerry Cox
- **Gift:** \$200,000 gift toward the new athletic facility (complementing strong local and FCC Foundation support). Mr. Cox has previously funded nursing scholarships and made a transformational seven-figure estate gift commitment to the FCC Foundation.
- **Community alignment:** This project reflects the aspirational goals of the Foundation and campus leadership to include competition sized basketball courts in the new facility.
- **Recommendation:** Name the basketball court in honor of Jerry Cox for a **20-year term**, consistent with Board policy. There is district precedent for this kind of recognition (e.g., LTC's courts named following a major benefactor gift supporting the hardwood conversion).

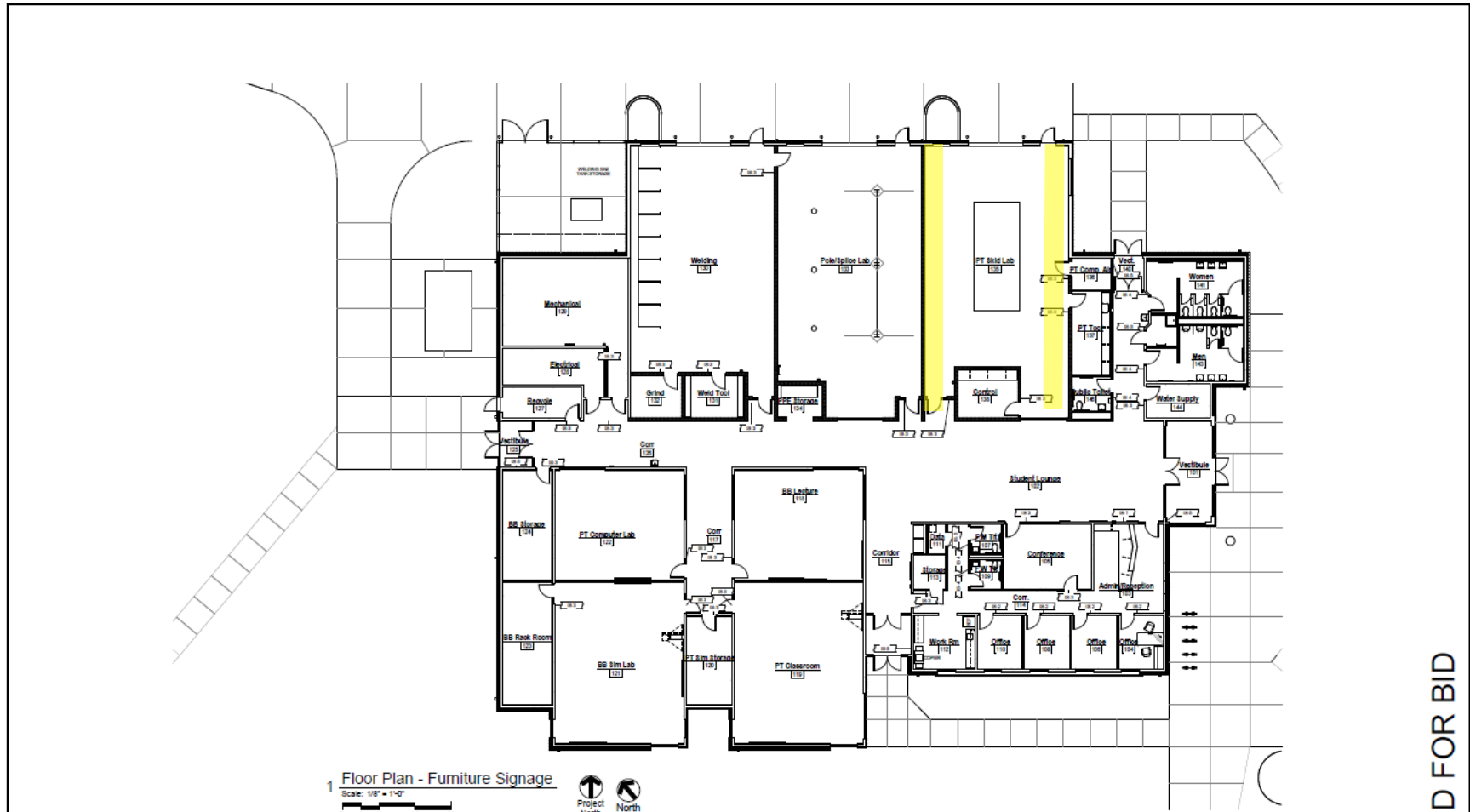
I ask that the board approve the two naming recognitions as presented and authorize the Chancellor to finalize donor agreements, signage, and acknowledgments consistent with Board policy and IECC brand standards.

Attachments:

1. LTC Technology Center plan – Process Technology Skills Lab highlighted
2. FCC Athletic Facility – courts location rendering

RG/sc

Attachments



1 Floor Plan - Furniture Signage
Scale: 1/8" = 1'-0"



NOTE: CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT JOB SITE AND BE FULLY RESPONSIBLE FOR SAME.

REVISIONS		
NO.	DATE	REMARKS

DRAWN	PREPARED
TRACED	APPROVED
CHECKED	APPROVED

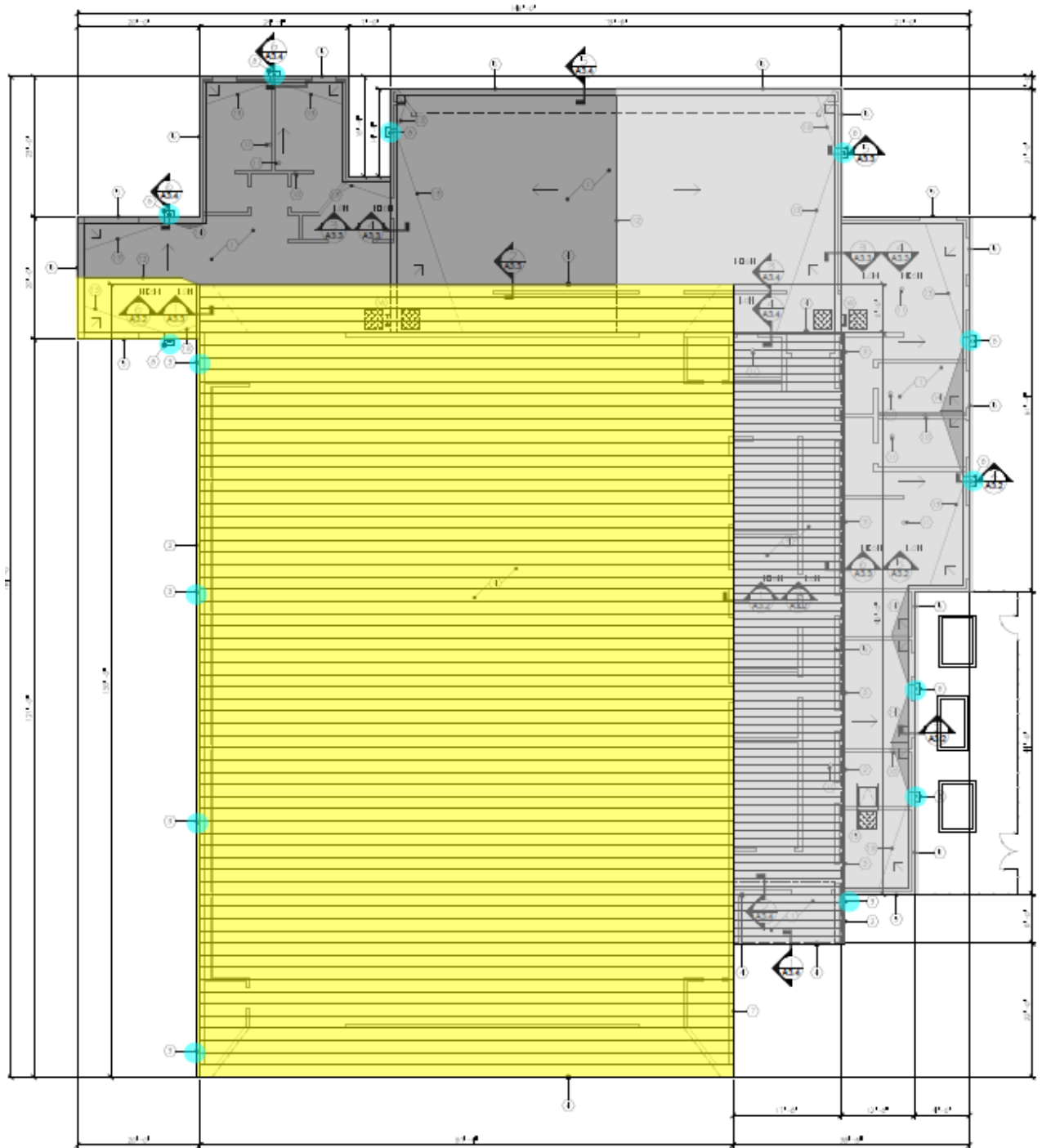


State of Illinois
JB PRITZKER, GOVERNOR
Illinois Capital Development Board

Signage Plan
New Technology Center
Illinois Eastern Community College Board
Lincoln Trail College
Robinson, Illinois 62454

G&H PROJECT NO.	2101
CDP PROJECT NO.	210-04-0017
DATE	October 11, 2024
SHEET NO.	F2.0
OF (111) SHEETS	

ISSUED FOR BID



A3.1
ROOF PLAN
1:20 = 1:100
N

Memorandum

TO: Board of Trustees

FROM: Ryan Gower

DATE: September 16, 2025

RE: CDB Project 810-042-010 Intergovernmental Agreement/Joint Purchasing

CDB Project 810-042-010 (Allied Health Programs addition at Olney Central College) is nearing completion. To fully utilize the new space, the project requires furniture, fixtures, and equipment (FF&E). The Illinois Capital Development Board (CDB) has proposed an Intergovernmental Agreement (IGA) allowing IECC to purchase the FF&E as part of the project and receive State reimbursement.

Stocks Office Furniture (Champaign, IL) has been selected through the State's competitive process to supply the furnishings. Purchases will be made under the Joint Purchasing Act, **30 ILCS 525/2**, via IECC's participation in the Illinois Public Higher Education Cooperative (IPHEC) and OMNIA Partners, ensuring compliance with the Agreement and State procurement requirements.

I request Board approval to enter into the IGA with CDB for FF&E procurement and to authorize purchases under **30 ILCS 525/2** with eligible expenses reimbursed by the State. The Agreement attached is a working draft at the time of drafting this memo request. The true and final copy will be presented to the Board of Trustees at the meeting with a completed Exhibit A and reimbursement authorization.

RG/akb

Attachment

INTERGOVERNMENTAL AGREEMENT

Between

THE STATE OF ILLINOIS CAPITAL DEVELOPMENT BOARD

And

ILLINOIS EASTERN COMMUNITY COLLEGES - OLNEY CENTRAL COLLEGE

Reimbursement of Funds for Equipment
Illinois Eastern Community Colleges - Olney Central College
Construct Applied Technology Center
CDB Project No. 810-042-010

This Intergovernmental Agreement (“Agreement”) made as of the date last signed below, by and between the State of Illinois Capital Development Board (“CDB”) and Illinois Eastern Community Colleges - Olney Central College (“College”), collectively referred to hereinafter as the Parties.

Recitals

WHEREAS, the Intergovernmental Cooperation Act (5 ILCS 220) and the Constitution of the State of Illinois (Article 7, Paragraph 10) permit State agencies and governmental units to cooperate together in the performance of their responsibilities by contracts and other agreements; and

WHEREAS, the Illinois General Assembly appropriated funds to CDB for the construction of an applied technology center at Illinois Eastern Community Colleges - Olney Central College under CDB Project No. 810-042-010 (“Project”);

WHEREAS, CDB has available from appropriation, funds in the amount of \$2,307,300 for the Project (“Project Funds”);

WHEREAS, College desires to purchase equipment (“Equipment”) for the building as part of the Project;

WHEREAS, College seeks reimbursement from CDB in an amount up to, but not exceeding, \$121,000 for the purchase of Equipment for the Project (“Reimbursement”);

WHEREAS, the Parties agree that such Reimbursement would be drawn from unobligated Project Funds upon completion of the purchase of Equipment;

WHEREAS, College has submitted an Equipment List to CDB in support of its request for the Reimbursement, attached hereto and incorporated herein as Exhibit A;

WHEREAS, CDB has reviewed and approved the Equipment List supplied by College;

WHEREAS, CDB has determined that a sum up to, but not exceeding, \$121,000 is appropriate for the Reimbursement and such action is necessary and desirable; and

WHEREAS, CDB and College wish to enter into this Agreement to provide for the Reimbursement.

NOW THEREFORE, in consideration of the foregoing matters and the mutual obligations of the Parties, they do hereby agree as follows:

WITNESSETH

1. The recitals set forth above are hereby incorporated by reference as if fully set forth herein.
2. College will procure, administer, and manage documents and actions necessary to accomplish the purchase of the Equipment for the classroom building as more fully described in College's Equipment List, attached to this Agreement as Exhibit A. The College will procure the Equipment in accordance with the Illinois Public Community College Act (110 ILCS 805/1-1 et seq.). Exhibit A sets forth the entire scope of Equipment to be purchased under this Agreement.
3. Administrative costs of College are not payable from the Project Funds furnished by CDB.
4. Upon the receipt of proper documentation from College, CDB will process payments through the State Comptroller that will cause State warrants to be issued to College based on the outstanding purchase orders at such time and in incremental amounts agreed to by both Parties. In no case shall the total dollar amount paid to College for this Project exceed the sum of \$121,000.
5. College agrees to maintain, for a minimum of three years after completion of the Project described herein, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this Agreement. All books, records, and supporting documents related to the Projects described herein shall be available for review and audit by the Auditor General and other state auditors, and College and CDB agree to cooperate fully with any audit conducted by the Auditor General or other state auditors and to provide full access to all relevant materials.
6. Communications relevant to this Agreement shall be sent via U.S. Mail or e-mail to the following representatives:

To: Erin Eoff Capital Development Board Wm. G. Stratton Building, 3 rd Floor 401 South Spring Street Springfield, IL 62706	To: Ryan Hawkins Chief Financial Officer 233 E Chestnut Street, Olney, IL 62450 hawkinsr@iecc.edu
---	---

Erin.Eoff@illinois.gov

- 7. This Agreement ends as of June 30, 2028, unless modified by written agreement of the Parties.
- 8. CDB’s obligations shall cease immediately, without further payment being required, in any year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation sufficient to pay such obligation.
- 9. This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.
- 10. The individual officers, agents, and employees of College and CDB who have executed this Agreement do hereby individually represent and warrant that they have full power and lawful authority to execute this Agreement and perform the transactions contemplated hereunder, on behalf of and in the name of their respective principals and/or employer.
- 11. This instrument contains the entire Agreement between the Parties with respect to the transactions contemplated herein.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the last date below.

STATE OF ILLINOIS
CAPITAL DEVELOPMENT BOARD

ILLINOIS EASTERN COMMUNITY
COLLEGE – OLNEY CENTRAL COLLEGE

By Tamakia Edwards
Its: Executive Director
Date: _____

By: _____
Its: _____
Date: _____

By Amy Romano
Its: General Counsel
Date: _____

By Joel Meints
Its: Chief Fiscal Officer
Date: _____

Appendix A

TAG	CATEGORY	LOCATION	VENDOR	PART NUMBER	DESCRIPTION	FINISHES	QTY	SELL	EXT SELL
A01	TACKBOARD	PRIVATE OFFICES	HON	HLSL48TW	WM Tackboard for 48W WM Overhead	REFLECTIONS MISTRAL	3	126.85	380.55
A02	TACKBOARD	PRIVATE OFFICES	HON	HWWT3718F	Fabric Tile 37.5H x 18W	REFLECTIONS MISTRAL	2	162.11	324.22
A03	WHITEBOARD	SKILLS 1005	KI	ATS44866FHC/MB	All Terrain Screen Full Height Core,4 Point Base,Marker Board,48"Wx66"H	STARLIGHT SILVER METALLIC	1	629.28	629.28
A04	GLASS MARKERBOARD	COMMONS; DEBRIEFING 107	HON	HWWT4560M	Glass Markerboard Tile 45H x 60W	GLASS: ICE WHITE; MOUNTING: DESIGNER WHITE	2	785.18	1570.36
A05	TACKBOARD	COMMONS	HON	HWWT4530F	Fabric Tile 45H x 30W	TEMPEST FROST	1	216.29	216.29
FA01	FABRIC	CLASSROOM 1003; CLASSROOM 1004; RAD CLASSROOM; SKILLS 1005; COMMONS	MOMENTUM	9130515	CANTER EPU	STORM	60	61.88	3712.8
FN01	SEATING	CLASSROOM 1003; CLASSROOM 1004; RAD CLASSROOM; SKILLS 1005; COMMONS	SAFCO	ACZSLDU	Arcozi Sled Base Stack Chair. Upholstered Seat. 2 per carton	BACK: WHITE; SEAT: BLUE; UPH: CANTER EPU STORM (FA01)	45	279.71	12586.95
FN02A	TABLE BASE	CLASSROOM 1003; CLASSROOM 1004; RAD CLASSROOM	ALLSTEEL	AW2TSPGB60	Aware 18-24D Fixd T-Leg Glide Pnt/60-66W(Kit)	TITANIUM	37	239.77	8871.49
FN02B	TABLE TOP	CLASSROOM 1003; CLASSROOM 1004; RAD CLASSROOM	ALLSTEEL	AW3LF1860T	18Dx60W Aware Top Lam FlatEdg for T-Fixed or Nest	FIELD ELM	37	152.77	5652.49
FN02C	HARDWARE	CLASSROOM 1003; CLASSROOM 1004; RAD CLASSROOM	ALLSTEEL	AW4GANG	Ganging Hardware	N/A	37	23.32	862.84
FN02D	MODESTY	CLASSROOM 1003; CLASSROOM 1004; RAD CLASSROOM	ALLSTEEL	AW4HM60	Hinged Modesty Panel 60"	HARBOR	37	100.57	3721.09
FN03	TASK CHAIR	CLASSROOM 1003; CLASSROOM 1004; RAD CLASSROOM; SKILLS 1005	HON	HSLVTMR	SOLVE TASK MID BACK REACTIVE BACK HEIGHT AND WIDTH ADJUSTABLE ARMS	FRAME: TITANIUM; REACTIV BACK: TITANIUM; LUMBAR: TITANIUM; SEAT: CONTOURETT MARINE	4	322.07	1288.28
FN04	LECTERN	CLASSROOM 1003; CLASSROOM 1004	OFS	ED1-6622HATDL	Education 66x22x43.75 Height Adj Layer Teacher's Station Lectern Left	WORKTOPS: FROSTY WHITE; BASE LAMINATE: PEAK; BASE PAINT: LUSTER GRAY	2	2500.52	5001.04
FN05	TASK CHAIR	PRIVATE OFFICES	HON	HIWMM	Ignition 2 Task Mid-back, ilira back	FRAME: BLACK; LUMBAR: BLACK; MESH: TITANIUM; UPHOLSTERY: SPECTRUM MESH TITANIUM; CASTERS: TITANIUM ALL SURFACE	5	340.99	1704.95
FN06	GUEST CHAIR	PRIVATE OFFICES	HON	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking ARMLESS	FRAME: TEXTURED PLATINUM METALLIC; BACK: 4 WAY CHARCOAL MESH; SEAT: CONTOURETT MARINE	5	200.38	1001.9
FN07	GUEST CHAIR	PRIVATE OFFICES	HON	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking FIXED ARMS	FRAME: TEXTURED PLATINUM METALLIC; BACK: 4 WAY CHARCOAL MESH; SEAT: CONTOURETT MARINE	5	213.28	1066.4
FN08	BOOKCASE	PRIVATE OFFICES	DKA	PRM-PL156	BOOKCASE 32"W X 14" D X 71" H	COASTAL GRAY	5	202.33	1011.65
FN09	DESKING	PRIVATE OFFICES	DKA	PRM-PL182R	CREDENZA W CORNER EXTENSION 71"W X 24/36"D RIGHT	COASTAL GRAY	3	259.33	777.99
FN10	DESKING	PRIVATE OFFICES	DKA	PRM-PL145	RETURN REVERSABLE, 48X24, GROMMET	COASTAL GRAY	5	151	755
FN11	DESKING	PRIVATE OFFICES	DKA	PRM-PL166	FULL PEDESTAL B/B/F 16"W X 28"H	COASTAL GRAY	5	210	1050
FN12	DESKING	PRIVATE OFFICES	DKA	PRM-PL175	FULL PEDESTAL F/F 16"W X 28"H	COASTAL GRAY	5	215.33	1076.65
FN13	DESKING	PRIVATE OFFICES	DKA	PRM-PL182L	CREDENZA W CORNER EXTENSION 71"W X 24/36"D LEFT	COASTAL GRAY	2	259.33	518.66
FN14	STOOL	COMMONS; SKILLS 1005	HON	HE4LSTL30	Build Cafe Height 4-Leg Stool	DESIGNER WHITE	12	89.44	1073.28
FN15	TABLE TOP	SKILLS 1005	ALLSTEEL	ATLADM-TPRRECL2084F	Admix Perch Rnd Rect Top 20x84 Lam Flat Edge	PORTICO TEAK	2	257.17	514.34
FN16	TABLE BASE	COMMONS; SKILLS 1005	ALLSTEEL	ATLADM-BPERM2084B	Admix Perch Tbl Base 20x84 Bar Hgt	DESIGNER WHITE	4	1028.69	4114.76
FN17	TABLE TOP	SKILLS 1005	HON	HTLC4296	Preside 42x96 Rectangle Top - 1 piece	PORTICO TEAK	1	448.92	448.92
FN18	TABLE BASE	SKILLS 1005	HON	HTTLEG96	Preside Aluminum T leg for 96" Table Tops	PLATINUM METALLIC	1	386.57	386.57
FN19	STORAGE	SKILLS 1005	HON	HSC2472	Storage Cabinet 24D x 36W x 72H	DESIGNER WHITE	2	585.89	1171.78
FN20	LECTERN	SKILLS 1005; RAD CLASSROOM	KI	PPFR2448-74P	Pirouette,Fixed Top,Pneumatic Height Adjustable,Rectangular,24x48",74P Edge	LAM: FROSTY WHITE; BASE: STARLIGHT SILVER METALLIC	2	1034.54	2069.08
FN21	TASK CHAIR	VIEWING 106B; VIEWING 107B	HON	HSLVTMR	Solve Task Mid Back ReActiv Back ; ARMLESS	FRAME: TITANIUM; REACTIV BACK: TITANIUM; LUMBAR: TITANIUM; SEAT: CONTOURETT NAVY	4	285.52	1142.08
FN22	STORAGE	VIEWING 106B; VIEWING 107B	ALLSTEEL	ECF536HI	Ess Combination 64-1/4Hx36W File Hinge Drs Int	HARBOR	2	684.61	1369.22
FN23	TABLE TOP	DEBRIEFING 107	ALLSTEEL	ATLADM-TMRECL36120F	Admix Mtg Top Rect 36x120 2pc Lam Flat Edge	FIELD ELM	1	604.48	604.48
FN24	TABLE BASE	DEBRIEFING 107	ALLSTEEL	ATLADM-BMTGM36120S	Admix Mtg Tbl Base 36x120 Std Hgt	FLINT	1	1140.74	1140.74
FN25	CONFERENCE SEATING	DEBRIEFING 107	OFS	50123	Acen, Mesh Back Nesting Side Chair, No Arms - 3/Carlton	BACK: DEEP MESH; SEAT: OFS LYRIC CANNON; FRAME: SILVER	4	792.32	3169.28
FN26	SIDE TABLE	DEBRIEFING 107	HON	HCWPT	15" x 17" Personal Table	TOP: FIELD ELM; BASE: FLINT	2	146.63	293.26
FN27	TABLE TOP	COMMONS	ALLSTEEL	ATLADM-TPRRECL2084F	Admix Perch Rnd Rect Top 20x84 Lam Flat Edge	FIELD ELM	2	244.99	489.98
FN28	TABLE TOP	COMMONS	ALLSTEEL	AMPTLF4296RE	Structure 42" X 96" Rectangle Top Lam SqEdge	FIELD ELM	1	341.74	341.74
FN29	TABLE BASE	COMMONS	ALLSTEEL	AMPTPS29L	Structure Square Ped Base Large Seated Height	TEXTURED FLINT	5	317.38	1586.9

FN30	TABLE TOP	COMMONS	ALLSTEEL	AMPTLK3048RE	Structure 30" X 48" RectangleTop Lam Knife Edge	FIELD ELM	3	298.58	895.74
FN31	BOOTH	COMMONS	OFS	78042-MBS-MT	Coact, 48x24.25x35.75 Single Booth, Mid-back, Multiple Textiles	BACK: DESIGNTEX SWIFT SKYLINE; SEAT: STINSON NISHIKI CELADON; BASE: MOMENTUM TRIBECA CV GRIFFIN; LEGS; POLISHED CHROME	2	2108.34	4216.68
FN32	BOOTH	COMMONS	OFS	78042-MBD-MT	Coact, 48x46.5x35.75 Double Booth, Mid-back, Multiple Textiles	BACK: DESIGNTEX SWIFT SKYLINE; SEAT: STINSON NISHIKI CELADON; BASE: MOMENTUM TRIBECA CV GRIFFIN; LEGS; POLISHED CHROME	2	2959.16	5918.32
FN33	MOD SOFA	COMMONS	HON	HSLMSS	HON SoCo Single Seat	CONTOURETT STORM	2	619.2	1238.4
FN34	MOD SOFA	COMMONS	HON	HSLMSB1	HON SoCo Single Seat w/Back - Single Fab	CONTOURETT STORM	5	1006.2	5031
FN35	MOD SOFA	COMMONS	HON	HSLMTCB1	HON SoCo Square Corner w/Back - Single Fab	CONTOURETT STORM	1	1049.2	1049.2
FN36	MOD SOFA	COMMONS	HON	HSLMGK	HON SoCo Ganging Kit	N/A	7	27.95	195.65
FN37	SIDE TABLE	COMMONS	HON	HCWPT	15" x 17" Personal Table	TOP: FIELD ELM; BASE: DESIGNER WHITE	2	146.63	293.26
FN38	OTTOMAN	COMMONS	ALLSTEEL	EB4242M	Two Thirds 42"x42" Bench Multi Uph	2/3: CONTOURETT NIMBUS; 1/3: DESIGNTEX SWIFT SKYLINE; BASE: SOLAR BLACK	1	1002.64	1002.64
FN39	OTTOMAN	COMMONS	HON	HFLYO1	FLOCK ROUND MINI	CONTOURETT NIMBUS	1	217.15	217.15
PW01	POWER	RAD CLASSROOM 1002; COMMONS; SKILLS 1005	HON	HPWRMOD	Desktop Power Mod Rectangular	SNOW	12	157.2	1886.4
PW02	POWER	SKILLS 1005	HON	HTG2PWR-3P-2B-2U	ElloraB G2 Flptop 3 AC Pwr-1 Dual USB-A-2 Blank	SILVER	1	390.87	390.87
PW03	POWER	DEBRIEFING 107	ALLSTEEL	ABPWRMOD	Bezel Mount Power Mod	SNOW	2	193.29	386.58
					PRODUCT TOTAL				96419.18
						***NOTE: PRODUCT TOTAL DOES NOT INCLUDE TARIFF SURCHARGES, FREIGHT, OR INSTALL COSTS. SEE PROPOSALS FOR THOSE COSTS.			

**ILLINOIS EASTERN COMMUNITY COLLEGES
DISTRICT #529
TREASURER'S REPORT
August 31, 2025**

FUND	BALANCE
Educational	\$ 5,635,669.32
Operations & Maintenance	1,027,626.62
Operations & Maintenance (Restricted)	1,837,193.14
Bond & Interest	1,201,528.33
Auxiliary	1,554,840.73
Restricted Purposes	246,439.22
Working Cash	75,538.94
Trust & Agency	550,401.81
Audit	21,019.70
Liability, Protection & Settlement	419,944.78
TOTAL ALL FUNDS	<u>\$ 12,570,202.59</u>

Respectfully submitted,

Ryan Hawkins, Treasurer

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
August 31, 2025

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
ASSETS						
Cash	\$ 5,661,969	\$ 1,027,627	\$ 1,837,193	\$ 1,201,528	\$ 1,575,341	\$ 246,439
Investments	8,495,513	2,811,517	6,058,867	-	2,010,461	-
Accounts Receivable	2,507,787	237,271	-	-	556,969	-
Other Receivables	1,063,258	11,929	56,991	-	17,371	146,936
Restricted Cash	-	-	5,070,240	-	-	-
Inventory	-	-	-	-	485,671	-
Other Assets	284,527	-	-	-	-	490,243
Due From Other Funds	-	-	-	-	-	-
Total Assets	<u>\$ 18,013,054</u>	<u>\$ 4,088,344</u>	<u>\$ 13,023,291</u>	<u>\$ 1,201,528</u>	<u>\$ 4,645,813</u>	<u>\$ 883,618</u>
LIABILITIES						
Accounts Payable	\$ 263,189	\$ 8,146	\$ 548,445	\$ -	\$ 250,629	\$ 92,939
Accrued Payroll Liabilities	5,826	-	-	-	-	-
Other Accrued Liabilities	74,283	-	21,997	-	58,947	-
Due to Other Funds	-	-	-	-	-	-
Total Liabilities	<u>343,298</u>	<u>8,146</u>	<u>570,442</u>	<u>-</u>	<u>309,576</u>	<u>92,939</u>
FUND BALANCES						
Non-Spendable	-	-	-	-	485,671	-
Restricted						
Board Designated	11,325,108	1,411,544	-	-	-	-
Other Purposes	-	1,560,448	6,383,117	1,201,528	-	-
Encumbered	13,468,684	1,108,206	6,069,732	-	1,955,216	1,011,234
Unassigned	(7,124,036)	-	-	-	1,895,350	(220,555)
Total Fund Balances	<u>17,669,756</u>	<u>4,080,198</u>	<u>12,452,849</u>	<u>1,201,528</u>	<u>4,336,237</u>	<u>790,679</u>
Total Liabilities and Fund Balances	<u>\$ 18,013,054</u>	<u>\$ 4,088,344</u>	<u>\$ 13,023,291</u>	<u>\$ 1,201,528</u>	<u>\$ 4,645,813</u>	<u>\$ 883,618</u>

Illinois Eastern Community Colleges
Balance Sheets - All Funds (Unaudited)
August 31, 2025

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
ASSETS					
Cash	\$ 75,539	\$ 550,402	\$ 21,020	\$ 419,945	\$ 12,617,003
Investments	4,676,864	-	-	-	24,053,222
Accounts Receivable	-	-	-	-	3,302,027
Other Receivables	239,180	101,889	-	-	1,637,554
Restricted Cash	-	-	-	-	5,070,240
Inventory	-	-	-	-	485,671
Other Assets	-	-	-	-	774,770
Due From Other Funds	-	-	-	-	-
Total Assets	<u>\$ 4,991,583</u>	<u>\$ 652,291</u>	<u>\$ 21,020</u>	<u>\$ 419,945</u>	<u>\$ 47,940,487</u>
LIABILITIES					
Accounts Payable	\$ -	\$ -	\$ -	\$ (182)	\$ 1,163,166
Accrued Payroll Liabilities	-	-	-	-	5,826
Other Accrued Liabilities	-	-	-	(5,499)	149,728
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>(5,681)</u>	<u>1,318,720</u>
FUND BALANCES					
Non-Spendable	6,315,000	-	-	-	6,800,671
Restricted					
Board Designated	-	-	-	-	12,736,652
Other Purposes	(1,323,417)	646,859	21,020	(118,412)	8,371,143
Encumbered	-	5,432	-	544,038	24,162,542
Unassigned	-	-	-	-	(5,449,241)
Total Fund Balances	<u>4,991,583</u>	<u>652,291</u>	<u>21,020</u>	<u>425,626</u>	<u>46,621,767</u>
Total Liabilities and Fund Balances	<u>\$ 4,991,583</u>	<u>\$ 652,291</u>	<u>\$ 21,020</u>	<u>\$ 419,945</u>	<u>\$ 47,940,487</u>

Illinois Eastern Community Colleges
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
 For the Period Ended August 31, 2025

	Educational Fund	Operations & Maintenance Fund	Operations & Maintenance (Restricted) Fund	Bond & Interest Fund	Auxiliaries Fund	Restricted Purposes Fund
REVENUES						
Property Taxes	\$ 1,413,060	\$ 497,790	\$ 55,606	\$ 680,276	\$ -	\$ -
Replacement Taxes	-	27,111	-	-	-	-
ICCB Grants	1,229,838	-	-	-	-	-
Federal Grants	-	-	-	-	-	381,987
Tuition & Fees	6,035,582	460,430	-	-	37,300	-
Charges for Services	3,449	19,980	-	-	324,337	-
Interest	32,813	17,747	21,663	1,441	5,628	688
Other Revenues	13,018	22	100,000	-	6,307	12,925
Total Revenues	<u>8,727,760</u>	<u>1,023,080</u>	<u>177,269</u>	<u>681,717</u>	<u>373,572</u>	<u>395,600</u>
EXPENDITURES						
Payroll	2,202,695	207,504	-	-	310,403	217,727
Benefits	314,574	39,770	-	-	33,924	47,482
Contractual Services	430,036	73,779	168,037	-	62,913	20,099
Supplies	320,042	34,963	2,920	-	263,296	55,732
Travel	13,190	-	-	-	40,497	12,209
Fixed	3,809	-	-	-	231,642	(3,695)
Utilities	9,597	156,900	-	-	-	-
Capital Outlay	-	16,211	-	-	-	42,279
Other	55,688	156	-	-	28,665	47,685
Scholarships, Student Grants, & Waivers	1,728,528	-	-	-	56,662	53,809
Total Expenditures	<u>5,078,159</u>	<u>529,283</u>	<u>170,957</u>	<u>-</u>	<u>1,028,002</u>	<u>493,327</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>3,649,601</u>	<u>493,797</u>	<u>6,312</u>	<u>681,717</u>	<u>(654,430)</u>	<u>(97,727)</u>
TRANSFERS						
Net Transfers	(870,260)	-	-	-	870,260	-
Total Transfers	<u>(870,260)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>870,260</u>	<u>-</u>
Net Change in Fund Balance	<u>2,779,341</u>	<u>493,797</u>	<u>6,312</u>	<u>681,717</u>	<u>215,830</u>	<u>(97,727)</u>
Fund Balance - Beginning	14,890,415	3,586,401	12,446,537	519,811	4,120,407	888,406
Fund Balance - Ending	<u>\$ 17,669,756</u>	<u>\$ 4,080,198</u>	<u>\$ 12,452,849</u>	<u>\$ 1,201,528</u>	<u>\$ 4,336,237</u>	<u>\$ 790,679</u>

Illinois Eastern Community Colleges
 Statements of Revenues, Expenditures, and Changes in Fund Balance - All Funds (Unaudited)
 For the Period Ended August 31, 2025

	Working Cash Fund	Trust & Agency Fund	Audit Fund	Liability, Protection and Settlement Fund	Total Funds
REVENUES					
Property Taxes	\$ -	\$ -	\$ 30,263	\$ 417,809	\$ 3,094,804
Replacement Taxes	-	-	-	-	27,111
ICCB Grants	-	-	-	-	1,229,838
Federal Grants	-	-	-	-	381,987
Tuition & Fees	-	-	-	-	6,533,312
Charges for Services	-	305	-	-	348,071
Interest	50,255	1,620	-	866	132,721
Other Revenues	-	168,595	-	13,107	313,974
Total Revenues	<u>50,255</u>	<u>170,520</u>	<u>30,263</u>	<u>431,782</u>	<u>12,061,818</u>
EXPENDITURES					
Payroll	-	-	-	-	2,938,329
Benefits	-	-	-	36,344	472,094
Contractual Services	-	-	6,000	-	760,864
Supplies	-	-	-	-	676,953
Travel	-	68	-	-	65,964
Fixed	-	-	-	163,240	394,996
Utilities	-	-	-	-	166,497
Capital Outlay	-	-	-	-	58,490
Other	-	(10,524)	-	-	121,670
Scholarships, Student Grants, & Waivers	-	162,364	-	-	2,001,363
Total Expenditures	<u>-</u>	<u>151,908</u>	<u>6,000</u>	<u>199,584</u>	<u>7,657,220</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>50,255</u>	<u>18,612</u>	<u>24,263</u>	<u>232,198</u>	<u>4,404,598</u>
TRANSFERS					
Net Transfers	-	-	-	-	-
Total Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	<u>50,255</u>	<u>18,612</u>	<u>24,263</u>	<u>232,198</u>	<u>4,404,598</u>
Fund Balance - Beginning	4,941,328	633,679	(3,243)	193,428	42,217,169
Fund Balance - Ending	<u>\$ 4,991,583</u>	<u>\$ 652,291</u>	<u>\$ 21,020</u>	<u>\$ 425,626</u>	<u>\$ 46,621,767</u>

ILLINOIS EASTERN COMMUNITY COLLEGES
Comparative Combined Balance Sheets - All Funds
August 31, 2025

Unaudited

	ALL FUNDS	
	Fiscal	Fiscal
	Year	Year
	2025	2024
ASSETS:		
CASH	\$ 12,570,203	\$ 13,384,931
IMPREST FUND	21,300	21,300
CHECK CLEARING	25,500	25,500
CDB PROJECT TRUST	5,070,240	3,915,659
PREPAID EXPENSES	284,527	287,537
INVESTMENTS	24,053,221	28,931,141
RECEIVABLES	4,573,938	3,947,363
ACCRUED REVENUE	365,644	568,168
INVENTORY	485,671	625,408
OTHER ASSETS	490,243	467,338
FIXED ASSETS (Net of Depr)	35,289,138	30,988,253
TOTAL ASSETS AND OTHER DEBITS:	\$ 83,229,625	\$ 83,162,598
LIABILITIES:		
PAYROLL DEDUCTIONS PAYABLE	\$ 327	\$ 3,746
ACCOUNTS PAYABLE	1,276,291	199,851
DEFERRED REVENUE	42,102	76,065
L-T DEBT GROUP (FUND 9)	14,341,509	8,662,950
OPEB (Prior Year Restated for GASB 75 Implementation)	5,983,109	6,280,647
TOTAL LIABILITIES:	21,643,338	15,599,116
FUND BALANCES:		
FUND BALANCE	22,459,225	28,935,525
INVESTMENT IN PLANT (Net of Depr)	35,289,138	30,988,253
OTHER FUND BALANCES RECOGNIZED AS A LIABILITY (FUND 9)	(20,324,618)	(14,943,597)
RESERVE FOR ENCUMBRANCES	24,162,542	22,583,301
TOTAL EQUITY AND OTHER CREDITS	61,586,287	67,563,482
TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS	\$ 83,229,625	\$ 83,162,598

**ILLINOIS EASTERN COMMUNITY COLLEGES
OPERATING FUNDS ONLY
COMPARISON TO BUDGET REPORT FOR FISCAL YEARS 2024-2026**

College	Category	FISCAL YEAR 2024			FISCAL YEAR 2025			FISCAL YEAR 2026			% of Year
		Budget	Spent Thru August	% of Budget	Budget	Spent Thru August	% of Budget	Tentative Budget	Spent Thru August	% of Budget	
Frontier	Bills		\$ 81,741			\$ 86,896			\$ 456,592		
	Payroll		211,733			311,382			1,115,951		
	Waivers		325,060			175,068			137,563		
	Totals	\$ 3,936,161	618,534	16%	\$ 4,523,243	573,346	13%	12,358,397	1,710,106	14%	17%
Lincoln Trail	Bills		\$ 138,971			\$ 106,630			\$ 115,156		
	Payroll		187,938			365,045			197,460		
	Waivers		437,582			322,914			353,486		
	Totals	\$ 4,480,373	764,491	17%	\$ 4,760,106	794,589	17%	3,453,233	666,102	19%	17%
Olney Central	Bills		\$ 476,828			\$ 437,032			\$ 117,856		
	Payroll		369,079			688,254			308,678		
	Waivers		375,849			259,203			204,924		
	Totals	\$ 7,643,937	1,221,756	16%	\$ 7,622,079	1,384,489	18%	3,482,828	631,458	18%	17%
Wabash Valley	Bills		\$ 267,271			\$ 206,737			\$ 138,279		
	Payroll		265,730			434,758			135,322		
	Waivers		631,046			424,678			360,559		
	Totals	\$ 5,915,330	1,164,047	20%	\$ 5,816,006	1,066,173	18%	3,343,335	634,160	19%	17%
Workforce Educ.	Bills		\$ 20,850			\$ 25,935			\$ 15,102		
	Payroll		77,453			103,692			89,433		
	Waivers		323,248			484,459			229,455		
	Totals	\$ 2,619,370	421,551	16%	\$ 2,740,542	614,086	22%	2,752,534	333,990	12%	17%
District Wide	Bills		557,678			\$ 797,640			\$ 625,729		
	Payroll		471,996			614,618			563,356		
	Waivers		120,768			571,234			442,541		
	Totals	9,886,500	1,150,442	12%	\$ 9,389,968	1,983,492	21%	7,916,139	1,631,626	21%	17%
GRAND TOTALS		\$ 34,481,671	\$ 5,340,821	15%	\$ 34,851,944	\$ 6,416,175	18%	\$ 33,306,466	\$ 5,607,442	17%	17%

ILLINOIS EASTERN COMMUNITY COLLEGES
Operating Funds Revenues & Expenditures Report
For the Period Ended August 31, 2025

Unaudited

	FY 2026		FY 2025		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Property Taxes	\$ 1,910,850	19.60%	\$ 995,470	0.00%	\$ 915,380
Replacement Taxes	27,111	0.28%	57,570	0.00%	(30,459)	-52.908%
ICCB Grants	1,229,838	12.61%	1,316,878	17.87%	(87,040)	-6.610%
Tuition & Fees	6,496,012	66.62%	6,674,071	81.10%	(178,059)	-2.668%
Charges for Services	23,428	0.24%	16,490	0.20%	6,938	42.074%
Interest	50,561	0.52%	36,610	0.82%	13,951	38.107%
Other Revenues	13,040	0.13%	10,353	0.02%	2,687	25.954%
	<u>\$ 9,750,840</u>	<u>100.00%</u>	<u>\$ 9,107,442</u>	<u>100.00%</u>	<u>\$ 643,398</u>	<u>7.065%</u>

EXPENDITURES

	FY 2026		FY 2025		Increase (Decrease)	
	Amount	% of Total	Amount	% of Total	\$	%
	Salaries	\$ 2,410,199	42.98%	\$ 2,517,749	21.43%	\$ (107,550)
Employee Benefits	354,344	6.32%	388,364	4.56%	(34,020)	-8.760%
Contractual Services	503,815	8.98%	515,460	5.00%	(11,645)	-2.259%
Materials	355,005	6.33%	484,648	5.96%	(129,643)	-26.750%
Travel & Staff Development	13,190	0.24%	20,393	0.14%	(7,203)	-35.321%
Fixed Charges	3,809	0.07%	4,814	0.15%	(1,005)	-20.877%
Utilities	166,497	2.97%	127,377	2.33%	39,120	30.712%
Capital Outlay	16,211	0.29%	91,308	1.44%	(75,097)	-82.246%
Other	1,784,372	31.82%	2,266,062	58.99%	(481,690)	-21.257%
	<u>\$ 5,607,442</u>	<u>100.00%</u>	<u>\$ 6,416,175</u>	<u>100.00%</u>	<u>\$ (808,733)</u>	<u>-12.605%</u>

**Locally Funded, CDB, & PHS Projects
Projects Schedule**

	Funding Source	Estimated Budget										
Center for Technology - LTC	CDB	\$11,160,000	[Progress bar]									
Applied Technology Center - OCC	CDB	\$3,076,400	[Progress bar]									
OCC - Salvage Vehicle Storage	Deferred Maintenance	\$40,000	[Progress bar]									
WVC - Athletic Facility	Insurance Proceeds	\$2,549,720	[Progress bar]									
LTC - Natatorium Pool Liner Replacement	DCEO Grant	\$212,604	[Progress bar]									
FCC - Athletic Facility	Insurance/Bond Proceeds/Fundraising	\$5,651,000	[Progress bar]									
LTC - Athletic Facility Sidewalk	Bond Proceeds	\$29,750	[Progress bar]									
GRAND TOTAL		\$22,719,474	Board Approval	Preliminary Design	Materials	Begin Construction	30% Completed	60% Completed	80% Completed	100% Completed	Fully Accepted	

8/31/2025

MEMORANDUM

TO: Board of Trustees
FROM: Ryan Gower
DATE: September 16, 2025
RE: Personnel Report

Mr. Chairman, I recommend that the Board of Trustees approve the September Personnel Report. Additional information for items 400.1, 400.2, & 400.3 have been sent under separate confidential cover.

INDEX

- 400.1. Employment of Personnel**
- 400.2. Annual Bonus for MIT Instructors**
- 400.3. Non-College Employment Notification**

PERSONNEL REPORT

400.1 Employment of Personnel

1. TRIO SSS Academic Advisor, FCC, Student Affairs effective September 22, 2025

400.2 Annual Bonus for MIT Instructors

400.3 Non-College Employment Notification