

Community  
College  
*of* Philadelphia

**Emergency Operations  
Plan Revision 8/8/22**

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## EXECUTIVE SUMMARY

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

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

## Record of Changes

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

Change Number	Date of Change	Date Entered	Change Made by (Signature)
0001	8/19/15	8/19/15	Randolph Merced
002	8/20/17	8/20/17	Randolph Merced
003	7/9/18	7/19/18	Randolph Merced
004	8/20/19	8/20/19	Randolph Merced (no revisions made)
005	8/18/20	8/20/20	Randolph Merced (Revisions Delayed-Pandemic Shut down)
006	2/20/21	2/20/21	Randolph Merced
007	4/14/22	4/14/22	Randolph Merced
008	5/23/22	5/23/22	Randolph Merced
009	8/8/22	8/8/22	Randolph Merced

## PROMULGATION STATEMENT

Community College of Philadelphia,

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

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

## Foundation

### Purpose

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

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

### Scope

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

- Main Campus
- Northeast Regional Center
- Northwest Regional Center
- West Regional Center
- 1500 Annex
- CATC

## Planning Assumptions

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

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

- An emergency or disaster may occur at or within close proximity to Community College of Philadelphia at

any time and pre-disaster indicators may be non-existent or span hours to months.

- Community College of Philadelphia is ultimately responsible for the management of emergencies and disasters that directly impact the College.
- Emergency management activities will be organized and conducted using the principles of the National Incident Management System (NIMS).
- Mitigation and preparedness activities are continuous processes that require participation from the entire College community to be successful.
- Initial response to emergencies and disasters is normally handled by local, county, and state public safety agencies, including police, fire and EMS.
- A major emergency or disaster may overwhelm local public safety agencies and the College may not receive support or assistance for several hours or days.
- Students, faculty, staff, and visitors may be unable to leave campus for hours or days.
- Members of the surrounding community may arrive at the College seeking assistance, care, and shelter.
- Response, short-term, and long-term recovery may require days, weeks, months, or even years to fully complete.
- Not all eventualities, auxiliary planning or mutual planning are included in this document. Each area may have disaster or recovery plans unattached but in alignment with this operations planning document.
- Although all department disaster and recovery plans may not cross reference this document, they must align and comport with (and not conflict with) the overall recovery strategy as established by the EPG in accordance with this plan.

## Access and functional needs

Emergency management programs must be made accessible to people with disabilities as required by the Americans with Disabilities Act of 1990 (ADA). In planning an emergency response, the College must consider accessibility issues including but not limited to mobility (including lack of transportation), vision, hearing, cognitive disorders, mental illnesses and language barriers.

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

## Situation overview

## Location and Description



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

#### The Mint Building

- Ground Floor: Administrative Office, Public Safety Office, Business Services,
- First Floor: Administrative Offices, Library Learning Commons
- Second Floor: Administrative Offices, President and Cabinet Offices, Classrooms, Faculty Offices
- Third Floor: Classrooms, Faculty Offices

#### The West Building

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

#### The Pavilion

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

#### The Bonnell Building

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

#### The Winnet Student Life Building

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

#### The Center for Business and Industry

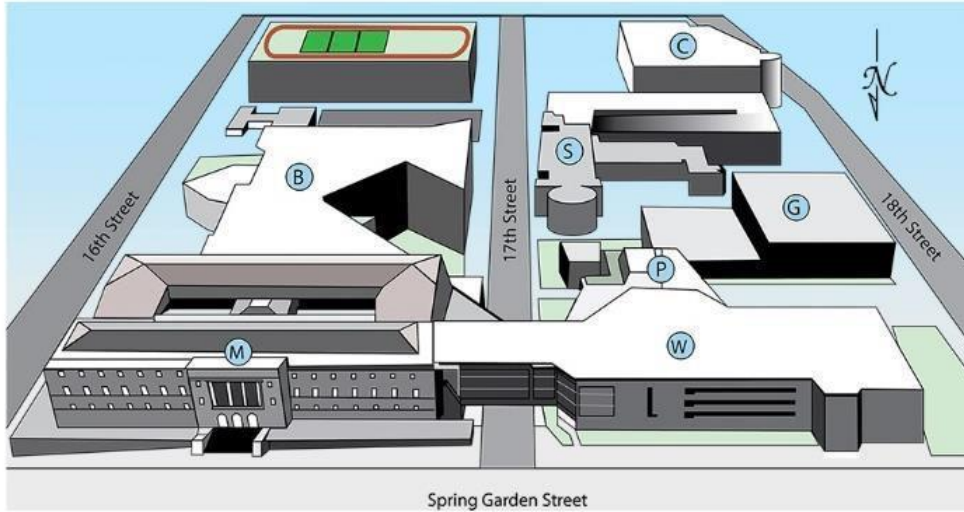
- First Floor: Career Services Center, Corporate Solutions Division, Classrooms
- Second Floor: Classrooms, Faculty Offices
- Third Floor: Classrooms, Faculty Offices, Student Academic Computing Center

#### The Athletics Center

- Aerobics/dance room
- Basketball court

- Racquetball courts
- Weight room
- Administrative Offices

- Table tennisroom
- Locker rooms



M–Mint Building  
B–Bonnell Building  
S–Winnett Building  
P–Pavilion Wing  
W–West Building  
G–Gymnasium  
C–Center For Business & Industries

## Hazards and Vulnerabilities

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

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

## Concept of operations – Mitigation

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

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

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

- Employee background reviews;
- Immediate Action Response Training;
- Workplace Ergonomics;
- Risk Communications Plan;
- Various employment and student policies including but not limited to those addressing workplace violence; workplace surveillance and searches; workplace violence and weapons; Student Code of Conduct; sexual misconduct policies; etc.
- Threat Assessment and Management Team;
- Disaster Recovery Plan;
- Behavioral Response Team

## Concept of Operations – Preparedness

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

training in the activation and use of procedures.

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

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

## Vital records

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

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

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

## Planning Integration

Although the EOP is intended to be an institutional response and guideline action plan, the College understands that other plans unique to each area may overlap with the EOP. Each area department head/supervisor must prepare and create planning documentation unique to their area and congruent with the College EOP. The ITS and technical infrastructure disaster recovery plan (DRRP), for example, is a controlled document focused on systems, response action items and recovery protocol for all systems, servers, applications and data infrastructure. The DRRP includes the Vice President, Enrollment Management & Strategic Communications along with the Government Relations Officer.

## Resource Maintenance

An important element of the preparedness mission is maintaining equipment, supplies and establishing

relationships with service providers capable of supporting the College's response to emergencies and disasters.

Community College of Philadelphia maintains three levels of resources:

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

## Public Education and Awareness

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

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

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

## Response levels

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

### Level 1 - Monitoring

- a. Monitoring occurs when there is an incident occurring on or near any College owned or operated property that is likely to impact academic or business processes or has a reasonable potential of doing so.
- b. When the Director of Public Safety (Director), or designee, identifies or is otherwise notified, of an incident of this nature, the Director may immediately convene a select group of people to assess the situation and determine the most appropriate course of action -- including activating the

Emergency Operations Center (EOC) and mobilizing the Emergency Management Team (EMT) and/or the Executive Policy Group (EPG).

(Refer to Organization and Responsibilities pg. 19)

- c. The Director has full discretion on which departments, faculty, and staff to include when monitoring a situation.
- d. Monitoring may be conducted remotely and does not necessarily require the use of the EOC.

#### Level 2 - Partial Activation (EMT Only)

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

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

- k. A full activation occurs when an incident occurs on or near any College owned or operated property and is actively impacting more than one department, building, or business unit -- or has the reasonable likelihood of doing so.

- l. During a full activation, the EMT reports to the EOC, or designated assembly area, and the EPG reports to the President's Office, or designated assembly area.
  - i. The Director is recognized as the chairperson of the EMT and the President is recognized as the chairperson of the EPG.
    - 1. The President and Director may designate any member of their respective teams to fulfill his or her roles as chairperson.
- m. The Director, or designee, is the only person allowed to communicate between the EPG and EMT, unless otherwise directed.
- n. All information from the incident scene shall be communicated ONLY to the EMT for data collection, processing, and dissemination to the EPG and others as appropriate.
- o. The Director, or designee, in consultation with the EPG shall determine the appropriate timing and demobilization process to deactivate to a Level 2 or terminate operations all together.

## Response priorities

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

### Protection of Life

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

### Stabilization of the event

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

### Protect the Environment

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

### Protect College Property

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

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

1. Services critical to establishing a basic operating environment, such as power, water, communications, etc.



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

## Potential hazards

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

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

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

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

## Activation triggers

As a general practice, the EMT should be activated (Level 2 activation) any time a hazardous condition has the potential to reach, or has reached, proportions beyond the capacity of routine operations to resolve.

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

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

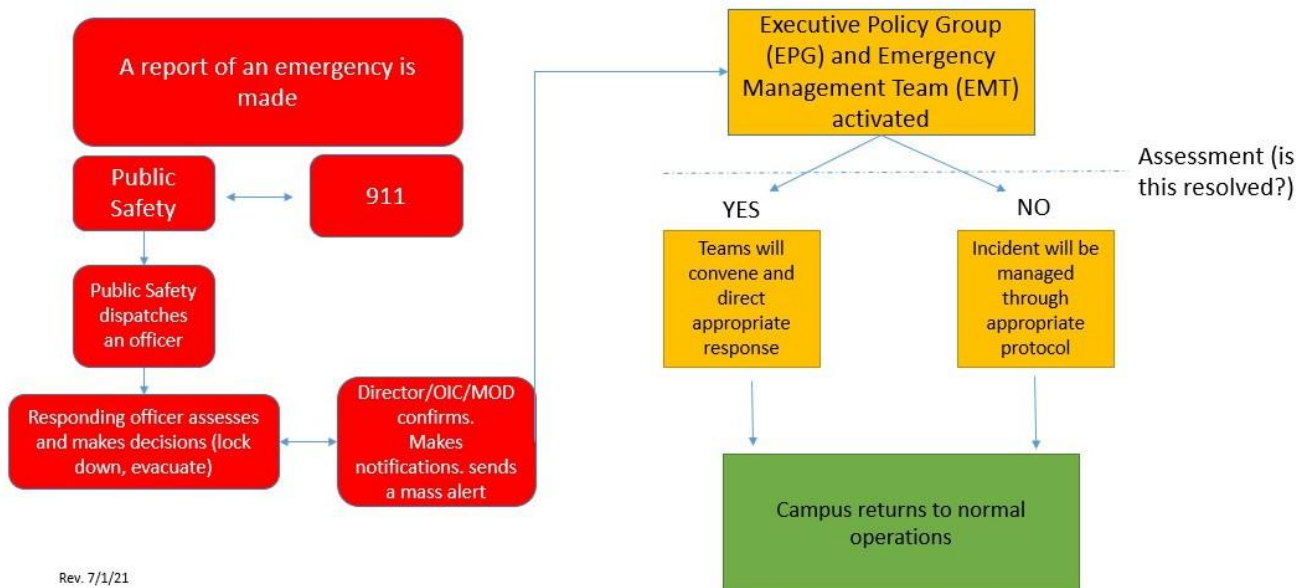
- At the direction of the President or designee;

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

## Activation process

Consider this...

Campus Emergency Response Flow Chart



## Campus State of Emergency

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

## Organization and responsibilities

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

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

- Deciding whether to meet in response to Level 1 and 2 incidents/events. Immediate response will usually be made by the Department of Public Safety, Physical Plant, Academic and Student Success, or city responders.
- Developing priorities, and providing strategic guidance to the EMT, in the EOC, and the CCP community.
- Assigning a Liaison Officer to interface with executive governmental and non-governmental officials.
- Determining the need for campus closure, class suspension, administrative leave for employees and other strategic decisions.

The Executive Policy Group is comprised of the:

- President (Chair)
- Vice President for Strategic Initiatives and Community Engagement
- Vice President for Academic and Student Success
- Vice President, Business and Finance
- Vice President, Enrollment Management and Strategic Communications
- Government Relations Officer
- Vice President for Workforce and Economic Innovation
- General Counsel

Each EPG member must assign alternates who will be trained on the duties and responsibilities of the Primary member.

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

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

Depending on the nature of the emergency, availability of on campus property assembly points, the college will seek alternative venues to assemble its EMT and/or EPG. The locations should be located as close to City or Federal operations and command centers as possible.

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

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

Additional responsibilities of the EMT may include:

- Developing plans and procedures within their functional areas of responsibility that contribute to emergency operations Providing logistical and policy support to the Incident Commander/s or the EOC
- Developing strategies and objectives based on EPG priorities for ensuring the response, recovery, and business continuity of CCP. The Chair of the EMT will closely coordinate and communicate with key staff in the Information Technology Services (ITS) department to ensure that any required actions of the ITS Disaster Recovery Response Plan (DRRP) are also conducted in close coordination with the EOP response.

The Emergency Management Team is comprised of:

- Director of Public Safety (Chair)
- Dean of Students
- Associate Vice President, Human Resources
- Vice President, Business and Finance
- Associate Vice President, Budgets and Business Services
- Director, Purchasing and Services
- Associate Vice President, Facilities and Construction Management
- Director, Communications\*
- Print, Social media, Comm. Office
- Contract Security Manager
- Other members may be added as needed

#### **\*Communications**

The College's Strategic Communications Office is central to all planning and response activities. For successful planning, coordination and response activities during an emergency, the following Strategic Communications staff will engage within their scope of expertise:

- Vice President, Enrollment Management and Strategic Communications
- Executive Director, Marketing
- Director, Communications
- Media Specialist
- Marketing Coordinator/ Writer
- Social Media Coordinator

## Essential Employees

Note: *Essential Personnel are generally defined as the faculty and/or staff who are required to report to their designated work location, to ensure the operation of essential functions or departments during an emergency or when the College has suspended operations.*

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

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

Essential employees include:

- All Employees within the Facilities Management Division
- All In house Public Safety personnel
- All Contracted Employees from Facilities and Public Safety

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

## Emergency Operations Center

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

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

## Locations

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

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

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

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

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

**Fifth:** West Regional Center, 4725 Chestnut Street, Philadelphia PA 19139.

**Equipment and Resources**

The primary EOC is equipped with the following equipment:

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

## Information collection, analysis, and dissemination

### Notifications and Warnings

#### *Emergency Communications*

All emergencies should be reported to the Department of Public Safety (MG-12):

Dial Extension 5555 or 8111.

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

Philadelphia Police Department dial 911.

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

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

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

Send Word Now messages will be sent in accordance with the Emergency Notification Procedure which is maintained by the Director, Public Safety and made available to all authorized users of Send Word Now.

- **Send Word Now** is designed to provide emergency information regarding situations that constitute an ongoing threat to the College community, such as an armed suspect on the loose, active fire or credible bomb threat, to name a few situations. An “all clear” message will be sent once an emergency situation is stabilized and it is deemed to be safe to resume normal activity.
- **LYNX MESSENGER – Duress and Emergency Notification System** Alerts community through office PCs  
VOiP  
Alerts college community through IP addressed classroom and office phones.
- **ALERTUS MASS NOTIFICATION BOX**  
*Alerts college community through alert boxes strategically placed throughout all campus and garages*



## Training and exercises

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

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

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

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

### After Action Meetings and Reports

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

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

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

## Administration, finance, and logistics

### Records and Reports

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

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

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

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

#### Agreements and Contracts

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

### Plan development and maintenance

#### Development

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

#### Maintenance

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

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

## Emergency Procedures

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

## COVID and Pandemic Response

For information regarding the College's response to the COVID-19 pandemic, visit [myccp.online/coronavirus](https://myccp.online/coronavirus). The College is adhering to federal, state and city health agencies on appropriate protections (PPE), response, preparedness and recovery.

## Annex of Response Plans for Specific Emergency Scenarios

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

- **IF ORDERED TO EVACUATE**

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

- Public Safety will:

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

Notes:

**General:**

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

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

**Notes:**

**General:**

- Inside: Take cover immediately
  - Under a sturdy desk
  - Between seating rows in lecture halls or auditorium
  - Against a corridor wall (cover head and neck)
- Do not use elevators
- Outside: Proceed to an open area away from objects that could fall on you (trees, buildings, towers)
- Be alert for **aftershocks**.

**Post-Earthquake procedures:**

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

**Notes:**

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

**General:**

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

**Notes:**



General:

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

Notes:

## General:

- **IF YOU DISCOVER A FIRE**
  - Activate the Fire Alarm
  - IF YOU ARE SAFE
  - Call Public Safety at x5555 from a campus phone, 215-751-8111, or dial 911.
    - Report the type and location of the fire.
  - Use a Fire Extinguisher only on small fires and it is safe to do so.
  - Alert others and GET OUT
  - Move others away from the fire
  - Walk, do not run
  - Do Not Use Elevators
  - Check all closed doors for heat (top and bottom) with the back of the hand. If hot do not open.
  - Assist people with disabilities.
  
- **If you are caught in heavy smoke**
  - drop to hands and knees and crawl
  - hold your breath if possible
  - breath through nose and use a cloth object as a filter
- **If your clothes catch on fire**
  - **Do Not Run - Stop, Drop and Roll**
- **If you are trapped**
  - Call Public Safety
  - Signal from a window but don't break it unless necessary

## Notes:

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

**EMERGENCY RESPONSE PLAN:****Civil Disturbance**

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

- Non-violent, Non-obstructive Demonstrations:
  - Generally, demonstrations that comply with the College's Expressive Demonstration: Time, Place, Manner Policy should not be interrupted and protestors should not be obstructed or provoked. However, the College may determine that a designated area(s) should be established for demonstrators.
  - Demonstrations should be reported to Public Safety. Public Safety officers are the only individuals with authority to interfere with a demonstration.
  - Public Safety Officers should monitor the demonstrations to ensure they comply with the College's policy.
  
- Non-violent, Disruptive Demonstrations:
  - In the event that demonstrators are interfering with the normal operations of the College:
    - The Dean of Students & Vice President for Academic and Student Success or his/her designee will assemble a Response Team from the Conflict Resolution Committee(CRC).
    - The CRC Response Team will assist in diffusing the situation by speaking with the students involved. They will interview witnesses and elicit information to establish the cause of the incident. The Response Team will attempt to establish communication between the various factions or individuals involved in the incident. Their goals should be to get the students to understand why the incident happened and the dynamics that led to the incident.
    - At no time can any parties be detained against their will. Disciplinary action can take place independently of the action of the Response Team.
  
- Violent, Disruptive, Demonstrations:
  - In the event of a violent demonstration, in which injury to persons or property damage occurs or appears imminent, the Non-violent Disruptive Demonstration procedures should be followed if circumstances allow. Additionally:
    - Public safety will be notified.

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

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

**Shelter-in-Place:**

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

Notes:

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

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

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

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

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

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

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

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

Notes:

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

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

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

**Notes:**

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

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

**Reporting Terrorism:**

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

**Notes:**

## **Authorities and References**

### **Authorities**

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

### **References**

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