

WAUBONSEE COMMUNITY COLLEGE INCIDENT MANAGEMENT SYSTEM OVERVIEW



College President/Executive Leadership Team (ELT): The College President along with assistance from the ELT provides overall direction for, and ensures continuity of the college's long-term response, recovery, and public communications strategies. While the majority of incident management activities will be coordinated by the Incident Management Team (IMT), the college President retains final decision-making authority. The college President may direct the ELT to assist with providing direction for decisions pertaining to laws and regulatory compliance, institutional academic policies, human resources policies, financial matters, community engagement and communications. Members include the President who serves as the Chairperson for the group, Provost, and all Vice Presidents. The Executive Director of Marketing and Communications who serves as the primary college Public Information Officer (PIO), is a direct advisor to the ELT and reports to the college President or their designee during Emergency Operation Plan activations.

Incident Management Team (IMT): The IMT will provide coordination of the immediate response to any incident or emergency that directly impacts any campus or has the potential to cause a disruption to our operations. IMT members lead information gathering, decision making, and delegation of responsibilities within the scope of their division's functions for emergency coordination purposes. This group will be the primary group tasked to coordinate inter-agency response, provide campus resources and information to responders, and participate in unified command to offer college specific expertise. The IMT Chair serves as the primary liaison between the IMT and the President/ELT. The IMT ultimately reports to, and receives policy level direction for the overall response effort from the College President/designee via the IMT Chair.

Emergency Operations Center (EOC) Staff and Department Reps: EOC staff will support emergency response and recovery operations primarily through coordinating workflow to address the needs of the incident and tracking information including status updates and resource availability. EOC staff will report to the Incident Management Team (IMT) during emergencies.

EOC staff are categorized into two primary groups:

- EOC Support Staff
- EOC Designated Department Representatives

PROCESS: the following is a snapshot of the Waubonsee Emergency Management Response Process:

- Upon initial notification of an emergency or a potential disruption to college operations, the Incident Management Team (IMT) will activate as soon as it is safe to do so (i.e., all clear has been given).
- The IMT will conduct an initial meeting to assess the situation and develop initial action plans. If the incident has major impacts to the college or its operations, and/or in cases when additional staffing is needed to support the emergency response process and coordination of resources, EOC staff will be activated. This will be determined on a case-by-case basis and may not be required for every incident.
- As needed depending on the incident size and complexity, EOC Staff may be requested to respond in-person for initial briefings/meetings at a minimum, and in some cases, may be required to work in person at the EOC for longer durations. The physical EOC may alternate locations depending on need. The primary default EOC is Building A, Room 152 (training room) at the Sugar Grove Campus for emergencies affecting any Waubonsee campus. If needed and dependent on the situation, Conference Room 162 located near the café at the Aurora Down-town campus may serve as an alternate EOC
 - NOTE: Not all EOC staff will be requested to respond to every activation. EOC staff

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(both support staff and department representatives) will be activated as needed depending on the type of incident. Department representatives may be put on stand-by until additional actions are needed.

IMT FUNCTIONS:

- Initial incident assessment
- Information gathering
- Objectives setting/action planning
- Decision making
- Task coordination/delegation

EOC SUPPORT STAFF FUNCTIONS:

- Maintaining a log of action items
- Notetaking during emergency meetings
- Collecting and tracking data
- Contacting internal (i.e., designated department rep's) and external partners to coordinate response activities
- Coordinating information with other staff (e.g., serving as point of contact for collecting questions from your department about the incident)
- Assisting with development of action items/workplan for emergency response
- Working with administrators to clear non-emergency related meetings/engagements to prioritize response activities

EOC DESIGNATED DEPARTMENT REPRESENTATIVE FUNCTIONS:

- Serve as subject matter expert and lead point of contact for department during emergencies
- Assist with response planning (i.e., inform development of planned response actions)
- Assist with collecting and sharing information related to emergency response as appropriate
- Assisting with development of action items/workplan for emergency response.
- Delegating/directing staff work activities related to the emergency
- Assist with development of emergency plans, procedures, and training and exercise events (for emergency response and non-emergency response phases)