

Illinois Institute of Technology Campus Emergency Operations Plan

ILLINOIS TECH

Revised and updated:

November 2019

Department of Facilities and Public Safety

Illinois Institute of Technology

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Presidential Approval

Illinois Institute of Technology is a complex system of buildings, functional units, schools, departments, and services located in four unique locations in the Chicagoland area. Even under ideal conditions, managing such an organization is a challenging undertaking; however, in the real world, ideal conditions rarely exist. At any moment an emergency, disaster or crisis may occur, and because such events, by their nature, are unscheduled and unpredictable, it is important that a mechanism exist to respond to such events. Accordingly, this document seeks to set out a framework by which the University can attempt to effectively and efficiently respond to and manage a major emergency, disaster or crisis that could arise and affect its operations. Responsibility for the implementation and periodic review and revision of this framework as well as relevant and appropriate training has been delegated to the Vice President for Facilities and Public Safety.

Alan W. Cramb
President
Illinois Institute of Technology
November 2018

Change Log

Version	Revision Date	Owner	Purpose for the Revision	Next review
1.0	June 2008	D. Manly S. Horton	Draft plan	
1.1	October 2009	D. Manly S. Horton	Revised plan for submission to President & appropriate government agencies	October 2010
1.2	July 2010	D. Manly	Distribution of published plan	July 2011
1.21	August 2010	D. Manly	Minor updates	July 2011
1.22	April 2011	D. Manly	Updated radio interoperability table	July 2011
1.23	August 2012	D. Manly	Minor updates	October 2012
2.0	November 2018	J. Siegel	Updates: <ul style="list-style-type: none"> • Incident Command Post Locations • Campus Emergency Operations Team Members • Staff Roles and Titles throughout Document • Electronic filing location for CEOP and related documents • IIT Alert Notification System • Replacement of Department of Homeland Security Advisory System information with DHS National Terrorism Advisory System information • Update of Illinois Tech's Guidelines for National Terrorism Advisory System 	November 2019
3.0	November 2019	J. Arnopp Burns	<ul style="list-style-type: none"> • Minor updates to Purpose; Assumption;, Concept of Operations; Roles and Responsibilities; Emergency Response Levels; Incident Command; Plan Maintenance, Review, and Evaluation; Direction, Control, and Coordination; 	November 2020

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			<p>IIT Alert Messaging System; Public Information; Evacuation; Lockdown; Mass Care; and Flat Screen Monitor Notifications</p> <ul style="list-style-type: none">• Updated Equipment and Supplies section to current technology• Additions of Scope; Emergency Support Functions, Situation Overview; Planning Section, Logistics Section; Operations Section; Finance Section; and Information Collection and Analysis• Section reorganization to eliminate redundancy	
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Table 1: Change Log

Distribution List

This Plan will be distributed in its entirety to all parties designated in the Campus Emergency Operations Contact List, a separately managed document. The most current version is posted on Google Drive under Emergency/Contact Lists. Members of the University community will receive a booklet summarizing important contacts and general emergency preparedness and awareness topics, procedures, and processes consistent with the Plan.

In addition, we have provided copies of the Plan in its entirety, and will provide any amendments to or updates of the Plan, to the following external entities:

Main Campus, Downtown Campus

- Office of Emergency Management & Communications
- City of Chicago Fire Department
- City of Chicago Police Department
- Illinois Board of Higher Education
- Illinois Emergency Management Agency
- Cook County Department of Homeland Security and Emergency Management

Rice Campus

- DuPage County ESDA
- City of Wheaton Fire Department
- City of Wheaton Police Department
- Illinois Board of Higher Education
- Illinois Emergency Management Agency

Moffett Campus

- Suburban Cook County ESDA
- Village of Bedford Park Fire Department
- Village of Bedford Park Police Department
- Illinois Board of Higher Education
- Illinois Emergency Management Agency
- Cook County Department of Homeland Security and Emergency Management

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1. Purpose, Scope, Assumptions, Situation, Definitions

1.1 Purpose Statement

The purpose of the Campus Emergency Operations Plan is to establish The Illinois Institute of Technology's preparedness and response strategies related to natural and man-made emergencies and disasters. The plan defines the operational levels of emergency situations, as well as the conditions that dictate the declaration of these levels. It sets forth lines of authority, responsibilities, and organizational relationships, and shows how all actions will be coordinated. The Plan also seeks to enhance the University's ability to maintain business continuity and quickly return to normal operations following an emergency or disaster.

1.2 Scope

The Emergency Operations Plan will be activated for incidents and emergencies that have or may have a significant impact on life, health, safety, infrastructure, property, and/or mission critical operations, and are of such size, scope, and complexity that exceed normal operational capacity of Illinois Tech departments to address. The extent to which the Plan is activated is determined by the Incident Commander.

1.3 Assumptions

This Plan does not, nor can it be expected to, address every possible emergency situation that could face Illinois Tech. Rather, each unit of the University should become familiar with this Plan so as to enhance the probability that an adequate response to any emergency occurs. Every unit at the University has a role to play in emergency preparedness and crisis management. As such, each unit should develop, consistent with this Plan and for topics that are not otherwise addressed by this Plan, its own emergency operations procedure to enhance its ability to address emergency situations given its unique requirements. In accordance with the National Incident Management System, it is expected that the response to an emergency and/or disaster will always be at the lowest possible level.

The Plan offers an organizational structure to guide senior leadership in responding to all levels of crisis, from the simple to the complex. At the same time, the Plan is not intended to substitute for or limit the exercise of good judgment and common sense in responding to the unique circumstances of a particular crisis.

1.4 Situation Overview

This section summarizes the hazards/incidents of concern, as well as Illinois Tech's capabilities and limitations related to each.

Hazard/Incident Summary

The following hazards or incidents have been determined to be of the most concern based on probability of occurrence and possible impact on personnel, infrastructure, environment, and/or operations (either directly or through cascade events).

Armed Intruder

Incidents of shootings on school campuses (K-12 and Institutions of Higher Education) have increased significantly. In 2018, there were 36 school-related shootings. They “dynamic incident” or one where individual(s) are actively engaged in and whose sole purpose is to cause harm or kill as many people as possible, is of most concern due to the physical, psychological and emotional damage it would cause. All members of the campus community are vulnerable to this hazard by the inherent fact that Illinois Tech is an institution of higher education, as well as the presence of YCLA, which is a K-12 school, on campus. A 2013 FBI study noted that active shooter incidents in schools resulted in higher casualty rates than in other types of locations (malls, etc.) due to higher concentrations of people in close proximity.

Tornado/Severe Storms

Illinois is prone to tornadoes and severe thunderstorms. The effects of these storms can range from downed power lines causing power outages to the destruction of entire buildings. Many of our campus buildings have basements that serve as sufficient tornado shelters, but others do not. It is important that building occupants are aware of where the nearest shelter is in the event of a tornado warning. The damage caused by a tornado is generally confined to its path, making damage unpredictable even moments before the tornado hits. It is important that all of campus takes shelter when a warning is issued, as the path can change at a moment's notice and cause destruction and even severe injury or death.

Severe Winter Weather

Blizzards, snowstorms, and severe cold are a yearly occurrence in the Chicagoland area, with the capability of creating conditions that are sufficiently hazardous as to warrant cancelling classes and scaling down to essential personnel. In addition, these storms may cause power failures, which combined with cold temperatures, may lead to campus residences becoming unsafe. Large amounts of snowfall and low temperatures may make it hazardous for faculty, staff, and students to commute to campus. In January and February of 2019, temperatures were as low as 26 below zero and windchill made it feel as cold as 51 degrees below zero.

Power Failure

Internal or external disruption of electrical power to campus or parts of campus. Significant consequences to majority of campus operations (academic and business) including loss of much of IIT network (impeding communications capability). Power failures during times of extreme cold increase

consequences of power failures, particularly to resident student populations. This hazard is lessened by the IIT microgrid, but power failures are still possible.

Communicable Disease

Highly contagious and/or severe infectious disease that may require isolation of ill individuals. Increased consequences occur when resident students are impacted, requiring housing resources for isolation, as well as dining and medical resources for support. Case(s) of measles/mumps/rubella may lead to exclusion of all students who have not been immunized against MMR. Highly communicable and severe disease, such as influenza, may lead to class cancellation to enact non-pharmaceutical interventions, such as social distancing. The high percentage of international students makes IIT slightly more vulnerable to communicable diseases, such as measles and tuberculosis, due to the high rates of international travel and differing immunization standards in other countries.

Structural Fire

A fire that has moved beyond the “incipient fire” stage (fire which is in the initial or beginning stage and which can be controlled and extinguished by portable fire extinguishers, class II standpipe or small hose systems without the need for protective clothing or breathing apparatus). Significant property loss can be expected, with the potential for injury or death to occupants who may not be able to evacuate readily.

HAZMAT Release

A *hazardous material* is defined as a substance or material that could adversely affect the safety of the environment, public, handlers, or carriers if it were to be released. The release can be from a stationary source or an in-transit source. The many labs throughout the campus have a variety of hazardous materials, ranging from acids to radioactive material. All labs have protocols to indicate which chemicals are housed in them and how to handle a release.

Explosion

An explosion is a violent expansion in which energy is transmitted outward as a shock wave. Explosions may have several causes, the most likely of which are either hazmat or natural gas. In the event of an explosion on campus, it is important to note what hazardous materials may be in the building(s) that are affected.

Information Security Incident

An information security incident is an event involving inappropriate use, abuse, loss, theft, or compromise that has the potential to adversely impact the confidentiality, integrity, or availability of IIT information resources. Impacts related to information security incidents include operational (business and academic) interruptions, fines/legal fees, costs related to response (notification to affected persons/provisions of credit monitoring) and negative reputational issues.

1.6 Definitions

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“Appendix” means a separate document related to the Plan that is included in the pdf package containing the University-Wide Campus Emergency Operations Plan.

“Campus Emergency Operations Center” or “CEOC” means the location where policy and strategic management decisions are made during a disaster or disaster exercise.

“Campus Emergency Operations Plan” or “CEOP” or “Plan” means the written plan of the University describing its organization, mission, and functions and supporting services for responding to and recovering from disasters/emergencies and for violence prevention.

“Campus Emergency Operations Team” or “CEOT” means the group that serves as an advisory body to the President and the Incident Commander. Depending upon the nature of the incident, this group may communicate by phone or email, or may convene in person on campus in the Incident Command Post. A more detailed description of duties is provided on page .

“Campus Emergency Operations Team Contact List” or “Contact List” means the list of emergency contact information of the members of the CEOT.

“Emergency Communications Team” or “ECT” means the group of individuals responsible for the dissemination of information within the CEOT, to the campus community, the media, and the general public.

“Emergency Response Support Specialists” or “ERSS” means a resource pool called upon to provide counsel and advice in their specialized areas of expertise, as needed and depending on the nature of the incident. These experts assume responsibilities for specialized functions during a crisis, as assigned by the Crisis Incident Commander or the Crisis Response Team. A more detailed description of duties is provided on page .

“Exercise” means a planned event realistically simulating a disaster or emergency, conducted for the purpose of evaluating the University’s coordinated emergency management capabilities, including, but not limited to, testing emergency operations plans.

“FEMA” means the Federal Emergency Management Agency.

“Full-Scale Exercise” means a time-pressured exercise of a minimum of six functions of the emergency operations plan, involving strategic and tactical decision making, including the direction and control function, activating the emergency operations center and incident command post and deploying responders, equipment, and resources to the field.

“Functional Exercise” means a time-pressured exercise of a minimum of four functions of the emergency operations plan, involving strategic and tactical decision making, including the direction and control function, activating the emergency operations center or the incident command post, or both.

“ICS” means Incident Command System (see the Concept of Operations on page).

“IEMA” means Illinois Emergency Management Agency.

“Illinois Tech”, “IIT” or “University” means Illinois Institute of Technology.

“Incident Commander” means the individual responsible for the management of all campus incident command operations. A description of duties is provided on page .

“Incident Command Post” or “ICP” means the location at which the primary command functions for the CEOP are executed.

“MTCC” means McCormick Tribune Campus Center.

“NIMS” means National Incident Management System (see the Concept of Operations on page).

“OEMC” means Office of Emergency Management & Communications.

“PIO” means Public Information Officer. A description of duties is provided on page .

“SMHEC” means the South Metropolitan Higher Education Consortium.

“Table Top Exercise” means a low stress, non-time-pressured, discussion-based exercise of a minimum of four functions of the emergency operations plan, including the direction and control function.

“University-Wide Campus Emergency Operations Plan” means the comprehensive pdf package containing all relevant emergency operations documents, such as the Plan, campus-specific emergency operations plans, maps and floor plans, and other related documents. The Plan will be distributed as part of this comprehensive package to ensure that relevant referenced documents are readily accessible. Distribution will occur in accordance with the Distribution List section of this document on page .

2. Concept of Operations

2.1 Response Priorities

The priorities for Illinois Tech in the event of a University-wide emergency are the following (in order of precedence):

1. Safety of students, faculty, staff, and affected community residents;
2. Mitigation of damage; and
3. Recovery and restoration of academic and research operations.

2.2 Initial Response

Illinois Tech Public Safety is often the first response to any incident on campus. Public Safety will notify appropriate parties as well as the Incident Commander, the VP for Facilities and Public Safety. Initial incident response priorities are to protect and preserve human life and health, and to provide for incident stabilization.

IIT Public Safety will coordinate with local emergency responders, integrating into the ICS operations post.

The Incident Commander, possibly along with the VP for External Affairs and the University President, will determine whether emergency notification is necessary and send the initial emergency notification using the IIT Alert system.

The IIT Emergency Operations Team will be convened, either in person or through electronic communication, depending on what the incident necessitates.

2.3 Plan Activation

The Vice President for Facilities and Public Safety, along with the Vice President for External Affairs and the University President, will declare the level of emergency and activate the plan to the extent necessary to control the situation. Upon activation, appropriate Emergency Operations Team members will be notified and should report to the Incident Commander, either in person or electronically. The Incident Commander and the Emergency Operations Team will review the circumstances of the emergency and determine the appropriate response. The Incident Commander will be the one notify senior leadership, who will be advised that the EOP has been activated and given all available information regarding the ongoing or anticipated incident. When an incident involves students, the Dean of Student Affairs must be notified.

2.4 Emergency Response Levels

The Plan identifies three levels of response to match the severity of the incident — Level I, Level II or Level III. Depending on the nature and magnitude of an emergency, a variety of participants and resources may be mobilized in response thereto.

Level of Incident	Response
<p>LEVEL I</p> <p>Level I incidents are extreme crises that require immediate mobilization to protect the security of part or all of the University community. This may include moving people to a safe location away from campus, or isolating them on campus. Examples include major hazardous material spills near campus; terrorist incidents, including a shooting or biological weapons attack that includes or may include an outbreak of a highly contagious lethal disease (such as smallpox); major fires, natural disasters, serial crimes against persons (e.g., hate crimes, on-campus rapes, or murders) and suicides</p>	<ol style="list-style-type: none">1. The Incident Commander (VP Facilities and Public Safety or designee) recommends that the Illinois Tech President declare a Level I incident.2. Incident Commander issues a campus-wide IIT Alert.3. Illinois Tech President notifies the Chairman of the Board of Trustees.4. Incident Commander notifies the VP of External Affairs (or designee) who activates emergency communications plan, and who manages internal and external communications.5. The Campus Emergency Operations Team immediately convenes in the Incident Command Post (as defined by the Incident Commander) to plan and implement the incident response.

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	<p>6. Under the Incident Commander’s leadership, the CEOT determines the need for special actions by Emergency Response Support Specialists.</p> <p>For a Level I example, refer to Examples of Different Incident Response Levels on page .</p>
<p>LEVEL II</p> <p>Level II incidents are serious crises that have the potential to escalate in such a way so as to significantly affect the entire or substantial portion of the university resulting in serious injury or death to individuals, financial loss or property damage.. Examples include small fires, explosions, natural disasters (e.g., storms or floods), and threats of violence, and other emergencies that are expected to continue for extended periods of time (e.g., loss of utility service to residence and dining halls for several days).</p>	<ol style="list-style-type: none"> 1. The Incident Commander recommends that the Illinois Tech President declare a Level II incident. 2. Illinois Tech President determines whether to notify the Chairman of the Board of Trustees. 3. Incident Commander notifies the Public Information Officer, who manages internal and external communications. 4. The CEOT may or may not convene in person in the Incident Command Post (as defined by the Incident Commander) to plan and implement the incident response. If the CEOT does not convene, communications among its members will be made via email and telephone. 5. Under the Incident Commander’s leadership, the CEOT determines the need for special actions by ERSS. <p>For Level II examples, refer to Examples of Different Incident Response Levels on page .</p>
<p>LEVEL III</p> <p>Level III incidents are those that have minimal impact on Illinois Tech or its academic units, and limited potential to affect the entire University's community, but which may have a significant impact on an individual or small group. This level addresses incidents that are typically considered “minor”, but due to the nature of the specific incident, warrant increased attention to minimize risk to University students, personnel or property. Examples include theft of computer equipment containing sensitive information and</p>	<ol style="list-style-type: none"> 1. The Incident Commander recommends that the Illinois Tech President declare a Level III incident. 2. Illinois Tech President determines whether to notify the Chairman of the Board of Trustees. 3. Incident Commander notifies the Public Information Officer, who manages internal and external communications. 4. In most Level III incidents, the CEOT collaborates by e-mail and telephone, and convenes in the Incident Command Post only if determined to be necessary. 5. Depending on the incident, ERSS may or may not be called into action.

temporary power outages in academic buildings and residence halls.	For Level III examples, refer to Examples of Different Incident Response Levels on page .
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3. Incident Command Post and Staging Areas

3.1 Incident Command Post

If the Incident Commander determines that the CEOT should convene in one location, the Incident Command Post will be activated.

The primary ICP is IIT Tower, 10 West 35th Street, 16th Floor, Room 16F6-1. In the event that IIT Tower is unavailable or impractical, back-up ICP locations are as follows:

- McCormick Tribune Campus Center, 3201 S. State St., Room 516.
- IIT Downtown Campus - 565 West Adams Street, Chicago.
- IIT Rice Campus - 201 East Loop Road, Wheaton.

If these locations are unavailable, the Incident Commander will designate an alternative location to serve as the ICP. The ICP serves several important functions, including:

- Serves as the central meeting place (in-person or over the phone) for Campus Emergency Operations Team members as they work through an emergency.
- Provides Campus Emergency Operations Team members with sufficient telecommunication and data network (both internet and dial-up connectivity) access points.
- Provides a central and secure location for all the campus emergency operations procedures and floor plans in both hard copy and electronic format (and/or access to servers that store this information).

3.2 Staging Area

Certain incidents may require the staging of vehicles, equipment, or people to facilitate the efficient allocation of emergency response resources. When necessary, the areas listed below will be given first consideration for staging. The most appropriate location will be determined by the Incident Commander depending on the nature of the incident, and including factors such as the location of the incident and the need to use facilities for other purposes such as evacuation of residents, Public Information Center, and the Incident Command Post.

VEHICLES & EQUIPMENT

- Wabash Fire Lane from 33rd Street to 34th Street
 - Provides easy access to Residential buildings, most suitable for smaller vehicles.
- Dearborn Fire Lane from 31st Street to 35th Street
 - Provides easy access to academic and administrative buildings, with several access points to/from State Street, 31st Street, and 33rd Street.

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- Parking lot A1 on the east side of State Street at 30th Street
 - Large area most suitable for longer vehicles. Can be used as an overflow staging area.

PEOPLE

Each item below indicates an outdoor location followed by an indoor counterpart:

- Baseball Field/Keating Hall
- Field West & South of Rettaliata Engineering Center/Hermann Hall
- Farr Field/MTCC
- Siegel Field/Crown Hall

3.3 Equipment and Supplies

The Incident Command Post will contain the following items. All items will be stored with Illinois Tech Department of Public Safety unless otherwise noted.

- Campus Emergency Operations Plan, including contact lists (in the Google Drive Emergency Folder)
 - Floor plans (In the Google Drive Emergency Folder)
 - Emergency supplies:
 - Food – University food service vendor keeps enough food on-hand to provide emergency food rations to 1,000 people for 3 days. If needed in an emergency, they have the capability to utilize food inventory at UIC, Northwestern, or over 25 other universities in a 10 mile radius and over 350 universities in a 100-mile radius
 - Water – 7,500 gallons stored in the Facilities Maintenance Garage at 3100 S Federal
 - First Aid – small kit located in supervisor’s office
 - 1 megaphone
 - General office supplies
 - 2 white boards (via CIC/Student Affairs)
 - 1 fax machine with analog line
 - 2-way radios
- NOTE: To ensure that the 2-way radios batteries will not be damaged due to excessive charging, the 2-way radios will come out of Facilities working supply of 2-way radios. In the event of an incident, Facilities will transport the required amount of 2-way radios from Machinery Hall to the Incident Command Post. Public Safety radios will have capability to communicate on the Facilities frequency.

3.4 Incident Command Post Maintenance

The Office of Facilities and Public Safety will ensure that Incident Command Post locations in Hermann Hall, McCormick Tribune Campus Center, and IIT Tower are ready at all times. To maintain the ICP, Facilities & Public Safety will complete following tasks on a quarterly basis:

- Check emergency supply inventory
- Check for updated floor plans. Electronic floor plans will be stored on Google Drive/Emergency/Maps and Floor Plans. Hard copies will be stored all Incident Command Post

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locations and with Illinois Tech Public Safety, Facilities Department, and External Affairs Department.

- Test the Emergency Operations laptops
 - Illinois Tech network access
 - Internet access (wi-fi and cellular)
 - Software – Microsoft Office

4. Assignment of Responsibilities

4.1 Roles and Responsibilities

Incident Command Title	University Title	Designated Backup Title(s)
Incident Commander	VP, Facilities and Public Safety	VP, External Affairs VP and General Counsel
Incident Commander (Satellite Campuses)	Director & VP, Moffett Campus	Biosafety Officer
	Senior Vice Pres & Director, IITRI	VP & Director for Administration
	Dean, Chicago-Kent	Asst. VP, Downtown Campus
	Dean, Rice Campus	Finance & Special Project Administrator, Rice Campus
Public Information Officer	VP, External Affairs	Communications Director; AVP, External Affairs AVP, Marketing and Communications;
Safety Officer	Director, Environmental Health and Safety	AVP, Facilities Operations and Maintenance; Emergency Management Specialist
Liaison Officer	AVP, External Affairs	AVP, Marketing and Communications
Campus Emergency Operations Team	VP, Facilities and Public Safety	AVP, Facilities Operations and Maintenance
	VP, External Affairs	Communications Director; AVP, External Affairs; AVP, Marketing and Communications; Web Services Director
	VP for Finance and CFO	AVP/Controller
	VP & General Counsel	Deputy General Counsel
	Dean of Students	Associate Vice Provost and Director, Residence & Greek Life; Associate Vice Provost and Director, Student Health and Wellness Center

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	Director of Public Safety	Assistant Director of Operations, Public Safety
	AVP, Residence and Greek Life	Director, Residence and Greek Life
	AVP, Facilities Operations and Maintenance	Facilities Area Manager Director, Utilities
	Director, Utilities and Energy	Resource Efficiency Manager
	Director, Security Systems Technology	Assistant Director, Security Systems Technology
	Director, Environmental Health and Safety	AVP, Facilities Operations and Maintenance
	Vice-Provost & CIO	Assoc. CIO for Technology Infrastructure or Director-User & Technical Services
	Director of Administration, Office of the VP for Facilities and Public Safety	Administrative Assistant to the VP for Administration
	Emergency Management Specialist	Director of Public Safety; Director of Environmental Health and Safety

Table 2: Emergency Response Roles

Contact information for the foregoing individuals and the ERSS can be found in the Campus Emergency Operations Contact List on the Emergency Google Drive.

4.2 Fulfillment of Emergency Support Functions

The table that follows is for the Main Campus and Downtown Campus. For Rice Campus and Moffett Campus responsibilities, please refer to the respective Appendices, distributed as part of the University-Wide Campus Emergency Operations Plan.

Function	Internal Resource	External Resource
1. Transportation	--	Aries Charter Princess Transportation Chicago Transit Authority
2. Communications	Marketing and Communications Office of Technology Services Emergency Management External Affairs Dean of Students	Rave, AWS, Google Incident Dependent

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3. Public Works and Engineering	Facilities	ComEd (electricity) Chicago Department of Water Management (Water) Peoples Energy (natural gas)
4. Firefighting	--	City of Chicago Fire Department
5. Emergency Management	Emergency Management Campus Emergency Operations Team	City of Chicago Office of Emergency Management and Communication City of Chicago Fire Department Chicago Police Department Illinois Emergency Management Agency U.S. Department of Homeland Security
6. Mass Care, Housing, and Human Services	Dean of Students Residence & Greek Life Event Services Student Health and Wellness Center Disability Resources Facilities	City of Chicago Fire Department Red Cross Chartwells Partner Institutions (per Memoranda of Understandings or other agreements)
7. Resources Support	Office of Technology Services Facilities	Windstream, Morgan Birge (telephone restoration) Cisco, Oracle, Park Place Technologies, NetApp, Ellucian, VMWare, Anchor Mechanical, Lion Heart, CDW-G, Unitrends, Microsoft, Phoenix, Google (Data Center and network restoration) ComEd (electricity) DTE (steam)

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		Chicago Department of Water Management (Water) Peoples Energy (natural gas)
8. Public Health and Medical Services	Student Health and Wellness Center	City of Chicago Fire Department Chicago Department of Health
9. Urban Search and Rescue	Public Safety, if conditions allow	City of Chicago Fire Department
10. Oil and Hazardous Materials Response	Environmental Health and Safety	City of Chicago Fire Department
11. Agriculture and Natural Resources	--	--
12. Energy	Facilities	ComEd People Energy
13. Public Safety and Security	Public Safety	Chicago Police Department
14. Long-term Community Recovery and Mitigation	Student Health And Wellness Center Facilities Office of Residence Life Dean of Students	Perspectives City of Chicago Office of Emergency Management and Communication Red Cross Illinois Emergency Management Agency
15. External Affairs	External Affairs	Incident Dependent

Table: Internal and External Responsibilities

4.3 Emergency Contact Information

The Office of Facilities and Public Safety maintains a list of emergency contact information for the CEOT and ERSS. This serves as the primary general-purpose contact list for use in the event of an emergency and can be found Google Drive under Emergency/Contact Lists.

Facilities Operations and Maintenance maintains a list of emergency contact information for building monitors. This list is primarily used in the event of an evacuation or shelter-in-place, or other instances where knowledge of a specific building or its occupants is helpful and can be found at <https://facilities.iit.edu/building-monitors>.

Hard copies will be stored in all Incident Command Post locations and offices of Facilities Department, External Affairs Department, and the Department of Public Safety.

4.4 Mutual Aid Agreements

The University has a mutual aid agreement with the South Metropolitan Higher Education Consortium. The current version of this Agreement is included in the SMHEC Appendix.

Dean of Students' Agreements

The Dean of Students has secured agreements with several Chicago area institutions, which could provide alternative housing for Illinois Tech students in an emergency situation. Pending availability, the following institutions have agreed to provide accommodations for Illinois Tech students:

- Loyola University
- DePaul University
- The School of the Art Institute of Chicago
- Saint Xavier University
- Elmhurst College

These agreements were made between the Dean of Students and the senior student affairs officers of these institutions.

De La Salle High School

The Vice President for Facilities and Public Safety has an agreement in place with the principal of De La Salle High School to provide one another with space in the event of an emergency. The University has agreed to provide De La Salle High School access to Hermann Hall in an emergency situation, and De La Salle High School has agreed to make its field house and auditorium available to the University in the event of an emergency.

Illinois College of Optometry

Illinois Tech and the Illinois College of Optometry have an agreement to provide mutual aid to one another as needed and available. This aid could include housing accommodations, evacuation facilities or other resources, depending on the nature of the incident and the available resources.

4.5 Outside Assistance

An underlying assumption in the development of this Plan is that all government supported emergency response efforts will be coordinated through the relevant local police and fire departments. The University will contact one or both of these organizations when outside assistance is needed. The local police and fire departments will seek the support of additional government agencies as needed (e.g., City of Chicago Office of Emergency Management and Communications and Cook County Department of Homeland Security).

4.6 Citations to Legal Authorities

The University will, to the extent applicable, comply with all relevant city, state, and federal requirements. Specifically, the following:

- City of Chicago Municipal Code 7-20, Contagious and Epidemic Diseases
- City of Chicago Municipal Code 7-58, Emergency Energy Plan

- City of Chicago Municipal Code 7-59, Natural Gas Emergency Response Plan

4.7 Plan Maintenance, Review, and Evaluation

This Plan is a “living” document, and it will be reviewed at regular intervals and updated on an “as-needed” basis as follows:

AS NEEDED

The Campus Emergency Operations Team will review the existing procedures and make any necessary updates at the conclusion of all declared Level I, II or III incidents. Changes may also be required should there be a change to protocol, mutual aid agreement, equipment, etc.

REGULAR UPDATES

In addition, the Campus Emergency Operations Team will review the Campus Emergency Operations Plan and make the necessary modifications at least annually.

One of the most critical elements to the Plan is accurate contact information for the Campus Emergency Operations Team members (stored electronically on Google Drive under Emergency/Contact Lists). Although this information will be reviewed as part of the annual review, Campus Emergency Operations Team members are responsible in between annual reviews for ensuring their contact information is accurate in the Plan.

5. Direction, Control, and Coordination

Illinois Tech will utilize the Incident Command System (ICS) to organize and manage incident response and recovery, with response scaled to what is required by the given incident. ICS utilizes the roles of Incident Commander, Public Information Officer, Safety Officer, Liaison Officer, Planning Section, Logistics Section, Operations Section, and Finance Section.

5.1 Incident Commander (VP for Facilities and Public Safety)

The Incident Commander has the following responsibilities:

- Provides overall command leadership and establishes goals and objectives in all crisis situations.
- Obtains incident briefing from public safety staff or other first responders.
- Assesses incident situation, and communicates status to the VP for External Affairs, who manages internal and external communications.
- Issue alerts, or communicate with the VP for External Affairs who in turn will issue alerts. Alerts will be issued or approved by the Incident Commander or the VP for External Affairs.
- Briefs the President and the CEOT.
- Directs the CEOT to implement the Plan.
- Oversees development and approves implementation of incident specific action plans.
- Determines—in tandem with the CEOT—the need for special actions by ERSS.

- Approves requests for resources.
- Appoints staff to maintain the Incident Command Post.
- Transfers command to the Chicago Police Department or Chicago Fire Department, including any required briefings. Depending on the nature of the incident, it may also be necessary to establish a Joint Incident Command, sharing responsibility for incident command—as well as communication—across the appropriate responding organizations.

The Incident Commander has the ultimate authority for executing this Plan. This includes the commitment of University resources up to the authority level provided in the University’s Purchasing Manual and Policy on Authority for Negotiation and Approval of Contracts. Anything over the amount specified in University policy requires the approval of the President. If the Incident Commander is someone other than the Vice President for Facilities and Public Safety, that individual will need to ensure proper approval is secured when committing University resources.

The Incident Commander will delegate any authority deemed necessary at his/her discretion. Delegated campus emergency operations responsibilities may not necessarily coincide with typical day-to-day job duties but will depend more on skill set and availability of resources. The Incident Commander has sole responsibility for determining the start and end of an incident, and the proper management and disposition of resources during the incident. The Incident Commander will notify interested parties when to return to standard operating procedures and traditional lines of authority.

Although there is a need for overall Incident Command for the University, there is also a need for local incident leadership at each satellite campus. Local Incident Commanders have been established for this purpose, as identified in the Campus Emergency Operations Contact List on Google Drive under Emergency/Contact Lists.

5.2 Public Information Officer (VP for External Affairs)

The Public Information Officer (VP for External Affairs or designee) has the following responsibilities:

- Issues IIT Alerts; provides information to internal and external parties; as spokesperson for the University, develops and releases information to media, the public and others; coordinates dissemination of information within the Campus Emergency Operations Team and to the campus community; and maintains emergency-information hotlines/websites.
- Activates the Joint Information Center, as directed by the President or Incident Commander.
- Obtains incident information from public safety staff, emergency response personnel and/or Incident Commander.
- Assesses the situation and confers with the Incident Commander to develop communication strategy.
- Notifies Associate Vice President, or other appropriate designee, who coordinates responses to the news media and updates social media.
- Implements internal and external communications programs, as necessary, and directs initiation of Joint Information Center, as necessary.
- Counsels President and Incident Commander concerning communication issues.
- Observes established restraints on release of information.
- Works closely with the CEOT to secure information and develop communication recommendations.

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- Prepares post-incident releases and/or summary information for use by media and internal audiences. This may include a log of significant events related to the incident. The preparation of this material is the responsibility of the Incident Commander, but it is released by the PIO.

Contact information for the ECT and the ERSS can be found in the Campus Emergency Operations Team Contact List, which is stored on Google Drive under Emergency/Contact Lists.

5.3 Safety Officer (Director of Environmental Health and Safety or Other Staff Designated by Incident Commander)

The Safety Officer has the following responsibilities:

- Monitors incident operations and advises the Incident Commander on all matters pertaining to operational safety, including the health and safety of emergency response personnel.
- Implements systems and procedures necessary to ensure ongoing assessment of hazardous environments.
- Takes action to prevent unsafe acts during incident operations.

5.4 Liaison Officer (AVP for External Affairs or Other Staff Designated by Incident Commander)

The Liaison Officer has the following responsibilities:

- Serves as point of contact for representatives of governmental agencies, nongovernmental organizations, and the private sector to provide input on University policies, resource availability, and other incident-related matters.
- Coordinates communications between the CEOT and external agencies.
- Assesses incident, determines need to contact external agencies regarding incident.

5.5 Planning Section (Emergency Management Specialist and the Campus Emergency Operations Team)

The Planning Section has the following responsibilities:

- Ensures plans and standard operating procedures are in place and up to date.
- Coordinates support activities for incident planning, as well as contingency, long-range, and demobilization planning.
- Supports Command and Operations in processing incident information.
- Works Collaboratively with Incident Commander to develop the Plan and Incident Action Plans.
- Administers the IIT Alert system for emergency communications.

5.6 Logistics Section (Campus Emergency Operations Team or Other Staff Designated by Incident Commander)

The Logistics Section has the following responsibilities:

- Supports Command and Operations in their use and procurement of personnel, supplies, and equipment.
- Determines the need for special actions by Emergency Response Support Specialists.
- Performs technical activities required to maintain the function of operational facilities and processes.

5.7 Operations Section (Public Safety, Facilities, or Other Staff Designated by Incident Commander)

The Operations Section has the following responsibilities:

- Establishes strategy and specific tactics and actions to accomplish the goals and objectives set by Command.
- Coordinates and executes strategy and tactics to achieve response objectives.

5.8 Finance Section (VP for Finance or Procurement Services)

The Finance Section has the following responsibilities:

- Supports Command and Operations with tracking and processing incident expenses.
- Tracks licensure requirements, regulatory compliance, and financial accounting.

5.9 Campus Emergency Operations Team

The Campus Emergency Operations Team has the following responsibilities:

- Serves as an advisory body to the President and the Incident Commander.
- The Emergency Operations Team members serve in the aforementioned roles.
- Works collaboratively with Incident Commander to develop the Plan and Incident Action Plans.
- Determines the need for special actions by Emergency Response Support Specialists.
- Reviews and tests the Plan at least annually.
- Review information provided by various city/state/federal emergency preparedness organizations and update the Plan as needed.

The membership of the CEOT may change depending on the nature of the incident. The standing members of the team are as follows:

- Vice President for Facilities and Public Safety
- Vice President for External Affairs
- Vice President for Finance/CFO
- Vice President and General Counsel
- Vice Provost for Student Affairs and Dean of Students
- Vice Provost and Chief Information Officer
- Director of Public Safety
- Assistant Vice President, Facilities Operations and Maintenance
- Director, Utilities and Energy
- Director, Security Systems Technology

- Assistant Vice President, Facilities Planning, Design, and Construction
- Director, Environmental Health and Safety
- Director of Administration, Office of the Vice President for Facilities and Public Safety
- Emergency Management Specialist

5.10 Emergency Response Support Specialists

Emergency Response Support Specialists serve as members of a resource pool for the President, Incident Commander and the Campus Emergency Operations Team. ERSS would rarely meet as a functioning group. Instead, individual specialists:

- Are called upon to provide counsel and advice in their specialized areas of expertise, depending on the nature of the incident.
- Assume responsibilities for specialized functions during an incident, as assigned by the Incident Commander or the CEOT.
- Work collaboratively with the CEOT in responding to specific incidents.

ERSS are identified in the Campus Emergency Operations Contact List, which is distributed separately. The contact list is also stored electronically on Google Drive under Emergency/Contact Lists.

6.0 Information Collection and Internal Communications

The Emergency Operations Team is responsible for information collection, analysis, and dissemination to the campus community.

6.1 Information Collection and Analysis

The critical information needs are:

- Type of incident, including initial hazard and cascading effects (actual and potential).
- Location(s) affected and how.
- Number of people affected and their characteristics (residents, children, deaf or hard-of-hearing, disabilities and/or medical needs as appropriate).
- Number of casualties (injured/killed) and transport location as applicable.
- Expected duration of incident.
- Expected consequences of incident including academic and/or business impacts.
- First responders and staging area(s).
- Illinois Tech responders and actions.

Sources of information include:

- Reports from the IIT community to Public Safety.
- Social media postings (Facebook, Twitter, Instagram).
- OEMC information.
- News reports from local and/or national media (web, TV, print, radio).
- Reports for Operations Section staff working the incident.
- Information from first responders.
- Information from CCTV gathered by Public Safety.

6.2 Information Dissemination

Internal

The VP for Facilities and Public Safety, the VP for External Affairs, or their designee may send out IIT Alerts to update the internal campus community. Follow-up alerts may be sent to keep the campus up-to-date. These alerts can consist of any combination of email, text, voice, and Guardian alerts.

External

The Vice President for External Affairs and university Communications Director will disseminate information to the external community, as the official spokesperson for the University. As appropriate, the VP for External Affairs and/or the Communications Director may call upon subject experts or other University officials to speak to the media.

Coordinating Press Releases Among Response Organizations

The Communications Director or designee assigned to the Joint Information Center is responsible for coordinating and managing all press releases related to the incident.

Maintaining a Significant Events Log

The Communications Director or designee is responsible for maintaining a log of significant events and disseminating this information as appropriate.

6.3 First Responder Communications

The primary mode of communication for internal first responders is two-way radio. If two-way radios are not available for use, personal communication methods include email, landline phones, and mobile phones. The Contact List, stored electronically on Google Drive under Emergency/Contact Lists, contains personal contact information for all members of the Campus Emergency Operations Team. A paper copy of the Contact List should be maintained at the Emergency Command Post and each alternate location. This list should be updated semi-annually.

6.4 Communications Methods & Personnel

Two-way radio communication is possible across internal departments and is the first line of communication for first responders. Below is a summary of important information for radio interoperability).

	Public Safety	Facilities	Residence & Greek Life	Event Services
Radio Inventory	26 Motorola XPR 3300e radios, 8 Motorola XPR 3500e radios (1 of those is with the Incident Commander) and 12 Motorola CP200 radios	35 Vertex – various models	30 Motorola CP200 (4 held in Res Life) 12 Vertex VX-21 and VX-351	22 Motorola Radius CP-200
Frequencies Used	TX 469.750 RX 464.750	TX 469.375 RX 464.375	TX 466.950 RX 461.950	TX 466.275 RX 461.275
Channels Used	1 – Public Safety 2 – Talk Around Direct Facilities	Facilities & Contractors Talk Around & Custodial	1 – Housing 2 – CCC 3 – Facilities	1 – Housing 2 – CCC 3 – Facilities

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	Housing 6-16: CPD	3 – Not used 4 – Not used	4 – Talk Around Vertex radios – Talk Around only	4 – Talk Around
Repeater location	Tech Central penthouse	Machinery Hall	Carman Hall	Carman Hall
Repeater on backup power	By August 2010, all repeaters will be on battery back-up which will provide a minimum of 5-hours of run time. A decision should be made at the 1-hour mark as to whether we should plan to setup backup generators to provide power beyond this timeframe. July 2018: new backup system installed; 8-10 hours of power			
FCC license expiration date	1/13/2021	Application in process, estimated April 2021	License in Process of Renewal	License in Process of Renewal

Table 4: Radio Interoperability Table

All entities involved in managing the incident will utilize plain English in communicating (no codes), as prescribed by NIMS. Departments using radios on a daily basis should consider phasing out the use of codes in their day-to-day operations to facilitate more efficient communications during an incident.

The Incident Commander will collaborate with the departments having radio communications to establish an appropriate channel for communications between responding units and the Incident Command Post.

If standard radio communication is not available for any reason, departments will assign runners to handle this function.

One Public Safety radio and one Facilities radio are kept in inventory at all times for use in the Incident Command Post. Facilities will provide 2 additional radios to the Incident Command Post upon request during an incident. These radios can be used to extend communications to the Public Information Center and the Staging Area as needed.

6.5 Next of Kin Notification

The Dean of Students assumes responsibility for next of kin notification for students. Contact information is directly obtained via the Banner system. Notification is made to the emergency contact provided by the student. After establishment of such contact, the Dean of Students will work directly with the family for such issues as body transportation, travel arrangements, and grief support services. Any announcement (internal or external) by the University of funeral arrangements or other information related to the death of an Illinois Tech student requires the written permission of the next of kin.

As needed, at the direction of the Incident Commander, a Family Assistance Center will be designated and staffed appropriately for the incident.

For all benefits-eligible employees, Human Resources will collect emergency contact information along with other pertinent employee data. For adjunct faculty and temporary employees, the hiring manager will be required to submit emergency contact information along with the payroll authorization. Most of

this information is collected in electronic form, and submission of the same is entirely voluntary. For a faculty or staff death, the relevant department head, Dean or Vice President will inform the family of the death. Any announcement (internal or external) by the University of funeral arrangements or other information related to the death of an Illinois Tech employee requires the written permission of the next of kin.

7.0 Warning, Disaster, and Emergency Information

The purpose of this section is to explain how the public and campus community will be warned and instructed regarding actual or threatened hazards through the public media or other means. This section is activated for any level of disaster or emergency that warrants notification of the public and/or campus community. The extent of its activation will vary based on the nature and severity of the incident.

7.1 Communication Methods

Mass communication tools include the use of the IIT Alert messaging system (text, voice, email, Rave Guardian App), university mass email portal, primary website notifications, backup remote website notifications, social media, and flat screen LCD monitor information.

7.2 IIT Alert Messaging System

This system allows the University to distribute emergency messages to all University constituents with an Illinois Tech email account. Messages (text, voice, email, and Rave Guardian) are sent to the Illinois Tech community via the Rave software platform. Users can manage their account via the IIT Alert web page: <http://web.iit.edu/iitalert>. All messages are sent by either the Incident Commander (or designee) or the VP for External Affairs (or designee). When time allows, the Incident Commander and VP for External Affairs confer on language prior to sending.

Follow up IIT Alerts, as appropriate and necessary, may be sent to either provide additional, critical information or to close out an incident, i.e. to issue an “all clear” message.

7.2 University Mass Email

This system provides the ability to send mass emails to students, faculty, and staff on the Illinois Tech network via the Rave software platform. A list of individuals authorized to send messages is shown at the bottom of the Campus Emergency Operations Contact list, maintained separately. All messages must be approved by the Incident Commander (or designee) or the VP for External Affairs (or designee) prior to being sent.

7.3 Website Notifications

In case of actual or threatened hazards to the campus community and surroundings, the <http://web.iit.edu> front page may be used as an information annex, providing timely and accurate information during a disaster or emergency. The annex will provide status updates and contact information for potential interested parties (parents, media, etc.). All messages must be approved by the Incident Commander (or designee) or the VP for External Affairs (or designee) prior to being posted.

7.4 Remote Website Notifications

The University's websites are hosted in a remote location at Amazon Web Services that includes geographic diversity. A DNS record change may need to be implemented on IIT DNS infrastructure hosted at Rack Space in the event the Mies Campus has lost internet connectivity.

7.5 Flat Screen Monitor Notifications

There are flat screen monitors located in various residential and student service-focused buildings throughout campus as follows:

- MSV – 1 monitor
- SSV – 3 monitors (in the lobby of each building)
- Carman Hall – 1 monitor
- Gunsaulus Hall – 1 monitor
- MTCC – 6 monitors
- Hermann Hall – 1 monitor
- Keating – 1 monitor
- Kaplan – 2 monitors

These monitors utilize UpShow to display social media content, images, and videos. Users can post content or UpShow can pull content from social media using specific hashtags. This can be utilized to display information regarding an incident.

7.6 Emergency Closing Center Website

This tool is used to notify a variety of media outlets of weather-related closings. The site can be accessed here: www.emergencyclosings.com/ecc/admin/. All messages must be approved by the Incident Commander (or designee) prior to being posted.

7.7 Location of Information Devices

All communication tools described above are accessible via the Internet at the sites identified. There are at least three different networks involved in the various tools, providing a level of protection against isolated outages.

7.8 Communication Responsibilities

A list of the individuals authorized to access each of the tools is shown in the Campus Emergency Operations Contact list, maintained separately. Department-level responsibilities are as follows:

Tool	Activation/Execution	Content Generation
IIT Alert Messaging System	External Affairs Office of Facilities and Public Safety	External Affairs
University Mass Email	External Affairs	
Website Notifications	External Affairs	
Remote Website Notifications	Office of Technology Services	

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Social Media	External Affairs	
Flat Screen Monitor Notifications	Office of Facilities and Public Safety	
Emergency Closing Center Website	External Affairs	

Table 5: Communication Tool Responsibilities

8.0 Public Information

The purpose of this section is to describe the means, organization and process by which the University will provide timely, accurate, and useful information and instructions to the community throughout a disaster/emergency. It includes information to be disseminated to the public through the media and other information sources on what is happening, what response Illinois Tech is undertaking, and what the public should do for its safety. Depending on the particular incident, the University will address the circumstances of special needs populations, including those with disabilities and limited English proficiency populations.

8.1 Public Information Officer

The Communications Director will fulfill the role of Public Information Officer, or if needed, the VP of External Affairs will designate an appropriate backup.

During an emergency, all media inquiries should be directed to the Public Information Officer (PIO) as designated on page , or the main office of External Affairs at 312-567-3104. The PIO will determine whether and to what extent the media will have access to the campus and/or personnel. In addition, the ECT will recommend whether to issue a news release or hold a news conference. They will also coordinate press releases with outside organizations.

If the emergency involves a crime or accident in which death or injuries occur, public safety officials will seal off the scene as soon as possible to protect the privacy of those involved.

8.2 Public Information Center and Joint Information Center (JIC)

The Emergency Communications Team (ECT) will develop content for press releases and other public disclosures in the Hermann Lounge in Hermann Hall (in close proximity to Incident Command Post and Campus Emergency Operations Center). This location will also be used by public relations representatives of other responding agencies if necessary.

In addition, as needed, the ECT will identify and establish a space that news media can use to obtain additional information and work on stories. Facilities support specialists will aid in setting up necessary requirements as listed below.

For press briefings, a large room equipped with mult-boxes, microphones, podium with university seal, Internet access (wi-fi and cellular) and power outlets is required. The room should be in proximity to the Incident Command Post so that information can be quickly disseminated to the communications team.

PRIMARY LOCATION

Expo in Hermann Hall

Contact: Director of Event Services

(see Campus Emergency Operations Team contact list for number)

ALTERNATIVE LOCATIONS

Auditorium, McCormick Tribune Campus Center

Auditorium, IIT Tower

Contact: Director of Event Services

(see Campus Emergency Operations Team contact list for number)

8.3 General Requirements and Responsibilities

The Office of Event Services can provide assistance with the following requirements:

- Sound system for announcements/briefings
- Tables and chairs for reporters to work on stories
- Ability to provide water, coffee and soda via current food service provider
- Access to identifiable parking via Access, Card, and Parking Services

The Office of Technology Services can provide assistance with the following requirements:

- Adequate number of telephone jacks/lines
- Internet connections
- Laptops
- Mifi devices
- Cellular Telephones
- Printers
- Fax machines

9.0 Evacuation, Shelter-in-Place, and Lockdown

The purpose of this section is to describe the means the organization will use to manage the movement of people to a safe area from an area believed to be at risk or to seal off buildings so as to prevent ingress or egress, when emergency situations necessitate either action.

9.1 Evacuation

In most cases, a recommendation to evacuate will be made to the Incident Commander by the Facilities, Public Safety Department, or outside first-responders. The Incident Commander will then make the final decision. Depending on the nature of the incident, however, a decision to evacuate may need to be made by those who are first on-scene.

In the event of fire alarm activation, the building in question is to be evacuated immediately without additional approval.

The Incident Commander will determine when it is safe to return to the evacuated building(s) and will take action to notify all affected individuals. The Public Safety Shift Supervisor or the Facilities Area Manager can make the determination to allow return to an evacuated building in the case of fire alarms where no serious fire occurred and the Chicago Fire Department has given the all-clear.

9.2 Emergency Relocation

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In the event of an extended evacuation or one that requires shelter due to inclement weather, the following buildings would be used to provide shelter for the evacuees, roughly in order of preference:

Location	Capacity (seated)	Capacity (with cots)	Comments
Hermann Hall	2,700	1,479	Secondary kitchen facility; several open spaces; Site of emergency command center
Keating Hall	550 (bleachers)	TBD	No air conditioning
McCormick Tribune Campus Center	2,480	1,240	Primary kitchen facility; alternate site of emergency command center

Table 8: Emergency Relocation Centers

Specific room-by-room capacity of each building can be found in the Emergency Relocation Center Appendix.

For longer term relocation of campus residents, we will work with local partners to identify alternative housing. The following is a list of hotels that will serve as the first point of contact in the event of an emergency:

Entity	Address	Phone
South Loop Hotel	11 West 26 th Street	312-225-7000
Best Western Grant Park	1100 S. Michigan Ave	312-922-2900
Blackstone Hotel	636 S. Michigan Ave	312-447-0955
Congress Hotel	520 S. Michigan Ave	312-427-3800

Table 9: Hotels for use as Alternate ERCs

The member institutions of SMHEC, De La Salle High School, Illinois College of Optometry and the other local education institutions referenced under Dean of Students’ Agreements, as discussed beginning on page , will also serve as a first point of contact in the event of an emergency.

If transportation is required to relocate residents, we will work with local partners to meet the need. The following is a list of vendors that have agreed to assist us in the event of an emergency:

Company	Phone
Aries Charter	773-826-2000
Princess Transportation	773-651-0063

Specific evacuation procedures are outlined in the “Evacuation of Persons with Disabilities” section of the Special Procedures Annex on page .

In the event that the facilities identified above are unavailable or not suitable for this purpose, the Incident Commander and CEOT will review our Mutual Aid Agreements on page for an alternative location.

9.3 Lockdown

Lockdown means that the exits and entrances to a building or space are sealed and that people must stay where they are and may not exit or enter. Lockdown procedures typically dictate that if people are in a hallway, they must go into the nearest room, office, or unit and take shelter there.

When it is determined necessary to the safety of the University community, the Incident Commander may declare a lockdown on specifically designated buildings. In this case, all appropriate emergency communication methods (see page) will be used to notify the University community of the appropriate actions to take. This may include staying in place until the incident is resolved. It is the responsibility of all individuals to adhere to the emergency alert instructions.

The Incident Commander will determine when it is safe to resume normal operations and will take action to notify all affected individuals.

9.4 Individuals with Disabilities

The Director, Disability Resources maintains a list of disabled students who may need assistance in the event of an emergency. Students voluntarily disclose their disability, and upon receiving this information, the Office of Disability Services provides recommendations to Residence and Greek Life indicating the most appropriate accommodations. Disabled students with mobility impairments are generally housed on the first floor of State Street Village.

Disability Services provides the list of disabled individuals to Residence and Greek Life and Public Safety. In the event of an emergency, Residence and Greek Life will assist disabled students with the evacuation, and/or notify Public Safety if additional assistance is needed. Disabled students should also proactively alert Public Safety of their need for assistance.

For disabled employees, the Human Resources Department (“HR”) will make new employees aware that they should communicate any need for special assistance to HR. HR will pass along the relevant information to Facilities Maintenance Management so that the appropriate building monitors and floor monitors are aware. This information will be used during evacuation drills to ensure that our procedures are effective.

9.5 Organizational Responsibilities

Department or Position	Responsibility		
	Evacuation	Reverse Evacuation	Lockdown
Access, Card, & Parking Services	Update card reader permissions to prevent access, except for Public Safety and designated CEOT members. Responsible for securing transportation as needed.	N/A	Update card reader permissions to prevent access, except for Public Safety and designated CEOT members
Building Monitors	Sweep the building door-to-door and ensure that all occupants have evacuated. Will be aware of persons needing assistance with evacuation	Help disseminate information and sweep the building to ensure that	N/A

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	and help facilitate the process as appropriate.	occupants are located in a safe area.	
Office of Event Services	Maintain list of daily events and assist in clearing the building or converting it to an Emergency Relocation Center as needed.		
Disability Resources	Provide updates each semester (or more often if changes warrant) of disabled persons and their schedules		
Facilities Maintenance Management	Facilities will respond to emergency calls and assist as needed with knowledge of the building, shutdown of equipment, and locking and unlocking buildings. Responsible for maintaining a complete set of emergency-use-only keys for all buildings and spaces on campus. Keys to the facilities are tested on an annual basis.		
Floor Monitors	Sweep the floor of their building door-to-door and ensure that all occupants have evacuated. Will be aware of persons needing assistance with evacuation and help facilitate the process as appropriate.	Help disseminate information and sweep the floor to ensure that occupants are located in a safe area.	N/A
Food Service	Depending on the nature of the situation, Food Service may be called on to prepare and distribute emergency food to the CEOT or other affected individuals		
Residence and Greek Life	Produce and maintain updated room roster each semester in hard copy form. Maintain inventory linens to be used in an emergency. Develop and maintain procedure for supplying mattresses as needed in an emergency. Also responsible for making alternate housing arrangements as needed.		
	Building occupants are educated on the need to evacuate upon activation of the fire alarm. Resident Advisors, if present, will knock on doors that they pass en route to the exit. They will be aware of persons needing assistance with evacuation and help facilitate the process as appropriate.	Help disseminate information and sweep the floor to ensure that occupants are located in a safe area.	N/A
Human Resources	Provide updates each semester (or more often if changes warrant) of disabled persons		
Office of Student Life	Produce and maintain updated room roster each semester in hard copy form.		
Public Safety	Provide assistance as needed and directed by the Incident Commander. Interface with the Chicago Fire Department and/or the Chicago Police Department. Acts as a secondary source of keys for access to all buildings and spaces on campus.		

Table 11: Evacuation, Shelter-in-Place, & Lockdown Responsibilities

10.0 Mass Care, Health, and Mortuary Services

10.1 Mass Care

[Campus Emergency Operations Plan]

Should an evacuation be of a length to necessitate the need for mass care, the following describes the means the organization will use to ensure appropriate services are provided at a mass care facility, including, but not limited to, temporary shelter, food, medical care, clothing and other essential support requirements for people displaced from their residences due to a disaster situation.

Mass care is activated for any emergency that displaces campus residents. This section may also be activated as needed in the event of a reverse evacuation, depending on the nature and duration of the incident.

Organizational Responsibilities

All departments and organizations below are responsible for maintaining adequate procedures and documentation to fulfill the responsibilities outlined in this section.

Department	Responsibility
Residence and Greek Life	Advise the Incident Commander of the need to establish temporary shelter and/or mass feeding operations.
Residence and Greek Life	Provide a roster of displaced students (in sorority houses, residence halls, or apartments) to the Incident Commander upon request and assist as needed with temporary shelter arrangements.
Office of Event Services	Establish and maintain temporary shelter in conjunction with any other campus departments as necessary (e.g. Athletics Department if Keating Hall is needed for temporary shelter).
Food Service	Maintain an inventory of food that can be used in a mass feeding scenario.
Residence and Greek Life	Provide a roster of displaced fraternity students to the Incident Commander upon request and assist as needed with temporary shelter arrangements. In addition, Greek Life/Student Affairs advises the Incident Commander of the need to establish temporary shelter.
Student Health and Wellness Center	Provide counseling and mental health support as needed.
Student Health and Wellness Center	Provide health and medical support as needed.

Table 12: Mass Care Responsibilities

The Incident Commander will designate personnel to work with the local American Red Cross or other assistance agencies as needed. The American Red Cross chapter in closest proximity to Main Campus is as follows:

American Red Cross of Greater Chicago
 2200 W. Harrison Street
 Chicago, IL 60612-3506
 Phone: 312-729-7522

10.2 Health and Medical

Some incidents may require providing health and medical services, including emergency medical, hospital, public health, environmental health, and mental health services.

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Organizational Responsibilities

All departments below are responsible for maintaining adequate procedures and documentation to fulfill the responsibilities outlined in this section.

Department	Responsibility
Student Health and Wellness Center	Provides crisis counseling for emergency workers and other affected members of the Illinois Tech community as needed.
Student Health and Wellness Center	Provides basic first aid and health care as needed on a day-to-day basis and emergency situations. Refers patients to local health care providers as needed.
Perspectives, Ltd.	Provides crisis counseling for emergency workers and other affected members of the Illinois Tech community as needed.
Facilities Department	Makes arrangements to provide sanitation and waste removal services. As needed, works with Residence and Greek life to satisfy special requirements for campus residents.
Chicago Fire Department	Provides emergency medical services and determines the appropriate location for further emergency medical and hospital care. The Fire Department works with local area hospitals to coordinate the distribution of patients in the event of mass casualties.
Chicago Department of Public Health	Provides public health and environmental health services and information.

Table 13: Health and Medical Responsibilities

The Incident Commander will also work with the Dean of Students, Student Health and Wellness Center, and Human Resources to arrange for post-incident mental health care for members of the Illinois Tech community.

For incidents requiring non-emergency medical assistance where transport is not provided by the Chicago Fire Department, Public Safety will provide transportation to a local hospital, typically one of the following:

- Mercy Hospital & Medical Center
2525 S Michigan Avenue
Chicago, IL
(312) 567-2000

- Northwestern Memorial Hospital
251 East Huron Street
Chicago, IL 60611-2957
(312) 926-2000

10.3 Mortuary Services

Some incidents may require the organization to collect, identify, and care for human remains; determine the cause of death; inventory and protect personal effects of the deceased; and locate and notify the next of kin.

This section is activated for incidents resulting in the death of a member of the campus community, including, but not limited to, those incidents occurring on campus, while conducting University business, or at campus-sponsored events.

Organizational Responsibilities

The local emergency response organization will maintain responsibility for collecting, identifying, and caring for human remains; and determining the cause of death.

Depending on the nature of the incident and the individuals affected, Residence & Greek Life, the Dean of Students, and/or the Department Head or Vice President will work with the local authorities to inventory and protect the personal effects of the deceased, as well as locate and notify the next of kin.

Expansion of Services

The local emergency response organization will work with the relevant medical examiner or coroner to determine whether and how mortuary services will be expanded during a mass casualty incident.

11.0 Resource Management and Information Technology & Data Backup

11.1 Resource Management

Organizational Responsibilities

Department/Position	Responsibility
Finance, Facilities Department	Manages the receipt, organization, and distribution of donated goods. The Purchasing Director will serve as the first point of contact, and the Facilities Maintenance Manager will serve as the second point of contact.
Facilities Department	Responsible for maintaining emergency bags that are used by Facilities Maintenance and Public Safety staff in the event of an emergency. One bag is stored in Machinery Hall. A list of the inventory is stored electronically on Google Drive under Emergency/Supplies. Also responsible for maintaining equipment that could be used in the event of an emergency.
Residence and Greek Life	Responsible for maintaining emergency supplies that are used by Residence & Greek Life in the event of an emergency. A list of the inventory is stored electronically on Google Drive under Emergency/Supplies.
Office of Facilities and Public Safety	Maintains supplies for use in the Incident Command Post. The inventory of items is shown in the Equipment & Supplies section on page of this document. The list is also stored electronically on Google Drive under Emergency/Supplies. These supplies are stored in primary and backup Incident Command Post locations.
Incident Commander	Delegates responsibility for the management of facilities and people (including spontaneously responding volunteers) during an incident, with input from the CEOT.

[Campus Emergency Operations Plan]

	<p>In general, the Incident Commander will designate an appropriate person and place for the management of volunteers. This designee will then organize the volunteers into small groups assigned to assist emergency response personnel.</p> <p>Depending on the nature of the incident, the Incident Commander may establish a check-in procedure for volunteers. If needed, a method for identification of volunteers may be used, such as ID badges or volunteer armbands.</p>
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Table 14: Resource Management Responsibilities

Requests for Outside Assistance

In the event of an incident that warrants the use of additional resources above and beyond the University’s capacity, the Incident Commander may utilize resources available through mutual aid agreement with the South Metropolitan Higher Education Consortium (the current version of this Agreement is included in the SMHEC Appendix) and any other mutual aid arrangements. Available resources may range from equipment, to facilities, to personnel with specific skill sets.

Resource Inventory

An inventory of emergency supplies is maintained on Google Drive under Emergency/Supplies.

11.2 Information Technology and Data Backup

Data Backup Summary

Department	Data/ System	Backup Procedure	
Tele-communications	Perlstein Hall Telephone System	Data description:	System software and moves/adds/changes/deletes
		Procedure:	Backup data on optical disc
		Frequency/schedule:	Nightly incremental maintenance backup; weekly full backup
		Storage location:	Lewis Hall MDF
		Paper backup:	Not available/not feasible (in Unix)
	Perlstein Hall Voicemail System	Data description:	System software and moves/adds/changes/deletes
		Procedure:	Backup data on optical disc
		Frequency/schedule:	Nightly full maintenance backup of system information and users
		Storage location:	Lewis Hall MDF
		Paper backup:	Not available/not feasible (in Unix)
Auxiliary Services		Data description:	All Public Safety documents

[Campus Emergency Operations Plan]

	Public Safety	Procedure:	Real-time redundant data backup + monthly optical media backup
		Frequency/schedule:	Real-time on redundant drive, monthly on optical media
		Storage location:	Redundant drive in Aux Services server room Blu Ray in Hermann Hall safe
		Paper backup:	Not available/not feasible (in Unix)
	Auxiliary Services	Data description:	All Auxiliary Services documents
		Procedure:	Real-time redundant data backup + monthly Blu Ray media backup + nightly tape backup for financial data
		Frequency/schedule:	Real-time on redundant drive, monthly on Blu Ray media
		Storage location:	Redundant drive and tape backup in Aux Services server room Blu Ray in Hermann Hall safe
	Paper backup:	A list of Residence & Greek Life Residents is printed on a monthly basis and stored in the Office of Facilities & Public Safety, MTCC 102.	
	Office of Technology Services	Systems hosted on campus	Data description:
Procedure:			Tape backup & cloud backup on fixed schedule
Frequency/schedule:			Weekly full backups on all systems; incremental/differential backups daily
Storage location:			Stuart Building Data Center, Research Data Center; Tapes stored at remote location on monthly rotational basis. Also disk storage at a remote location on daily basis
Paper backup:			Not feasible
External hosted systems		Data description:	Email; Blackboard
		Procedure:	
		Frequency/schedule:	
		Storage location:	
		Paper backup:	Not feasible
Office of Student Life ("OSL")	Greek Resident Data	Data description:	Greek chapter rosters
		Frequency/schedule:	Collected twice per semester – once after recruitment and once before grade reports. Changes by chapter recorded as reported to OSL.
		Paper backup:	Printed as needed and stored in OSL

Table 15: Data Backup Summary

Note: Public Safety dispatch computer operates on a redundant drive (complete operating system redundancy). The data files are also stored on a redundant server.

12.0 Training and Exercise Requirements

Illinois Tech will conduct training on the CEOP at least once annually. Training shall ensure that all administrators, faculty, staff, students and any other members of the campus community are familiar with key components of the CEOP.

For students, faculty, and staff, training shall consist of at least the following:

- Evacuation drills of each residential building on campus, at least once per semester
- Evacuation drills of each non-residential building, at least once per semester
- Safety awareness and emergency preparedness seminars on an annual basis

For the CEOT, ERSS, and ECT, training shall also include the following:

- An exercise of the CEOP, either a Table Top Exercise, Functional Exercise, or Full-Scale Exercise once per semester. For a Full-Scale Exercise, the University will consider working in conjunction with local emergency response agencies, such as the OEMC, City of Chicago Fire Department or City of Chicago Police Department.
 - Documentation of each exercise shall include, at a minimum, the following information:
 - Type of exercise and exercise date;
 - Exercise scenario;
 - Scope of participation;
 - Exercise objectives;
 - Functional areas of the Plan being tested; and
 - Analysis of the results/outcome of the exercise.
- Select members of the CEOT, ERSS, and ECT will also receive training on the ICS and/or NIMS.

13.0 References

13.1 Examples of Different Incident Response Levels

LEVEL I INCIDENT EXAMPLES

INCIDENT #1

Hazardous materials spill on the 31st street expressway off-ramp.

ILLINOIS TECH RESPONSE:

Public Safety, under the direction of the Incident Commander, evacuates buildings in the vicinity of the spill. Evacuees are directed to Hermann Hall or Keating Sports Center.

The ECT issues alerts to the community with relevant instructions.

The Public Information Center is activated. Since the primary location is being used for evacuation, the alternate location of Galvin Library is used.

The CEOT convenes in the Hermann Hall Incident Command Post to plan and implement an appropriate response and associated communications.

The CEOT ensures that telephone and Internet connections in Hermann Hall are activated to enable the IIT community to communicate with family and friends.

CEOT initiates counseling support for students and affected university personnel.

INCIDENT #2

Active shooter in McCormick Student Village.

ILLINOIS TECH RESPONSE:

Public Safety will immediately notify the Chicago Police and dispatch officers to contain the area until the Chicago Police arrive.

Public Safety will immediately notify the CEOT as directed in the Plan.

The CEOT convenes in the Hermann Hall Incident Command Post (unless the building is evacuated) to plan and implement an appropriate response and associated communications. CEOT will determine whether to evacuate or lockdown, and the ECT will issue alerts via emergency communication methods set forth in the Communication Methods section of the Warning, Disaster, and Emergency Information Annex on page .

Evacuation or lockdown will take place according to procedures established for the residence halls. Public Safety, with assistance from Facilities Operations and Maintenance as needed, will lock doors and windows and secure the building. Public Safety will direct persons to evacuate in the direction indicated by local authorities.

[Campus Emergency Operations Plan]

The Public Information Center/Joint Information Center is activated in Hermann Hall, unless it is used for evacuation purposes. Public Information Officer is responsible for all contact with the media.

The CEOT ensures that telephone and Internet connections in Hermann Hall are activated to enable the IIT community to communicate with family and friends.

CEOT initiates counseling support for students and affected university personnel.

LEVEL II INCIDENT EXAMPLES

INCIDENT #1

Credible bomb threat in McCormick Student Village.

ILLINOIS TECH RESPONSE:

The CEOT advises Public Safety and Residence & Greek Life personnel to evacuate the building and lend support to law enforcement agencies; students are directed to the McCormick Tribune Campus Center until the threat to life and property is assessed, and permission is granted to reoccupy the building.

The CEOT convenes in the Hermann Hall Incident Command Post, which is established as the Incident Command Post by the Incident Commander.

Incident Commander notifies the Public Information Officer who manages internal and external communications, and activates the Public Information Center/Joint Information Center in the Hermann Lounge in Hermann Hall.

Student Affairs, Student Counseling Center, and Student Health Center provide counseling and other support services (with outside assistance, if necessary).

The CEOT ensures that telephone and Internet connections in Hermann Hall (alternately, McCormick Tribune Campus Center or Keating Sports Center) are activated to allow students to communicate with family and friends.

INCIDENT #2

Pipe failure causes flooding in McCormick Student Village.

ILLINOIS TECH RESPONSE:

The CEOT ensures that students are evacuated to McCormick Tribune Campus Center. Hermann Hall and Keating Sports Center will serve as alternate locations. Arrangements may also be sought through our mutual aid agreements as described on page . We would also arrange for transportation, either through our mutual aid agreements or using the companies listed in the Transportation Vendors table on page .

The CEOT convenes in MTCC 203, which is established as the Incident Command Post by the Incident Commander.

Incident Commander notifies the Public Information Officer who manages internal and external communications, and activates the Public Information Center/Joint Information Center in the Hermann Lounge in Hermann Hall.

LEVEL III INCIDENT EXAMPLES

INCIDENT #1

Theft of computers from the Human Resources office.

ILLINOIS TECH RESPONSE:

Human Resources notifies Public Safety of the incident. Public Safety notifies the Chicago Police Department and the Incident Commander.

Public Safety assists the police department with the investigation of the incident.

The Incident Commander calls on the Office of Technology Services to assist in methods to track down the stolen computers based on internet activity.

Human Resources assesses the risk of identity theft and works with Public Information Officer to develop appropriate communications.

The CEOT convenes and/or discusses actions to take to mitigate the risk of a future theft.

INCIDENT #2

Temporary power outage beginning just before lunch time in McCormick Tribune Campus Center.

ILLINOIS TECH RESPONSE:

Food Service notifies Public Safety and Facilities Operations and Maintenance. Facilities responds to investigate the issue. Public Safety notifies Incident Commander.

Power outage lasts through lunch, and Facilities indicates they expect a resolution after dinner.

The Incident Commander directs Food Service & Facilities to evaluate possibility of running the facility using generators, or utilizing the Hermann Hall kitchen as a backup for food preparation.

Public Information Officer works with Food Service and Incident Commander to develop appropriate communications for students.

Note that this situation may escalate quickly into a Level II incident, depending on the duration of the outage, and the potential for adverse consequences (i.e., a similar loss of power sustained over several days to an essential facility could require a higher level of response).

13.2 External Organizations

Illinois Tech has sought (and will continue to seek) emergency planning guidance from appropriate city, state and federal governmental emergency agencies. We will also reach out to these agencies if special needs arise during or after a University crisis.

City: Chicago Office of Emergency Management and Communication

The City of Chicago OEMC is divided into two divisions: Emergency Communications and Emergency Management.

Emergency Communications

The OEMC provides citizens with a prompt, reliable system to access emergency and non-emergency services and coordinates and manages emergency situations. The OEMC operates voice and data radio systems that give police and fire personnel on the street valuable information to help them respond to emergency situations in a more efficient manner. In addition, the OEMC offers citizens across Chicago the ability to request city services or report non-emergency police incidents by dialing an easy-to-remember phone number 3-1-1. The OEMC also provides residents with recorded telephone messages, text messages and/or e-mail alerts on various emergency and non-emergency situations taking place throughout Chicago. Registration for this service is available at the following link:

<http://webapps.cityofchicago.org/NotifyChicago/>

Emergency Management

The OEMC will act as the coordinator for the City's efforts to develop, plan, analyze, implement and maintain programs for disaster mitigation, preparedness, response and recovery. The OEMC is also responsible for coordinating the activities of City departments and other agencies at disaster scenes.

The OEMC is the City's point of contact with the U.S. Department of Homeland Security, as well as the federal and state Emergency Management Agencies (FEMA, IEMA), the Red Cross, and Salvation Army, and works with these agencies to coordinate resources, funding, and volunteers. The Emergency Management group also activates and operates the City's Emergency Operations Center during any major emergency.

State: Illinois Emergency Management Agency

The primary responsibility of the Illinois Emergency Management Agency is to prepare the State of Illinois for natural, manmade or technological disasters, hazards, or acts of terrorism. IEMA coordinates the State's disaster mitigation, preparedness, response and recovery programs and activities, functions as the State Emergency Response Commission, and maintains a 24-hour Communication Center and State Emergency Operations Center ("SEOC"). The SEOC acts as lead in crisis/consequence management response and operations to notify, activate, deploy and employ state resources in response to any threat or act of terrorism. IEMA assists local governments with multi-hazard emergency operations plans and maintains the Illinois Emergency Operations Plan. More information about IEMA can be found at <http://www.state.il.us/iema/>

Federal: Federal Emergency Management Agency

FEMA's mission is to support U.S. citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

The range of FEMA's activities is broad and spans the life cycle of disasters, such as:

- Advising on building codes and flood plain management,

- Teaching people how to get through a disaster,
- Helping equip local and state emergency preparedness,
- Coordinating the federal response to a disaster,
- Making disaster assistance available to states, communities, businesses and individuals,
- Training emergency managers,
- Supporting the nation's fire service, and
- Administering the national flood and crime insurance programs.

Department of Homeland Security National Terrorism Advisory System

In 2011, the Department of Homeland Security (DHS) replaced the color-coded alerts of the Homeland Security Advisory System (HSAS) with the National Terrorism Advisory System (NTAS), designed to more effectively communicate information about terrorist threats by providing timely, detailed information to the American public. NTAS updates can be found at <https://www.dhs.gov/national-terrorism-advisory-system>.

NTAS consists of two types of advisories: Bulletins and Alerts. DHS has added Bulletins to the advisory system to be able to communicate current developments or general trends regarding threats of terrorism. NTAS Bulletins permit the Secretary to communicate critical terrorism information that, while not necessarily indicative of a specific threat against the United States, can reach homeland security partners or the public quickly, thereby allowing recipients to implement necessary protective measures. Because DHS may issue NTAS Bulletins in circumstances not warranting a more specific warning, NTAS Bulletins provide the Secretary with greater flexibility to provide timely information to stakeholders and members of the public.

As before, when there is specific, credible information about a terrorist threat against the United States, DHS will share an NTAS Alert with the American public when circumstances warrant doing so. The Alert may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat.

The Alert may take one of two forms:

- Elevated, if we have credible threat information, but only general information about timing and target such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack, or
- Imminent, if we believe the threat is credible, specific, and impending in the very near term.

Illinois Tech's Guidelines for National Terrorism Advisory System

Illinois Tech will respond as follows based on elevated threat conditions as designated by the U.S. Department of Homeland Security Advisory System.

The threat levels are as follows:

BULLETIN

Increase security awareness levels and continue to follow policies and procedures as normal.

[Campus Emergency Operations Plan]

Communicate any changes in bulletin status and specific DHS concerns to Illinois Tech community if appropriate.

ELEVATED ALERT

Increase security awareness levels and continue to follow policies and procedures as normal.

Communicate any changes in alert status and specific DHS Concerns to Illinois Tech community if appropriate.

VP, Facilities and Public Safety will determine if any increase in supplies or personnel will be required, and determine whether to notify the President of the change in DHS alert status.

If necessary, the Campus Emergency Operations Team may convene to assess specific threats and implement additional resources to address those threats if appropriate.

Coordinate efforts with relevant law enforcement and emergency services to identify levels of response to a specific crisis.

Increase levels of security to high-risk locations and buildings.

VP, Facilities and Public Safety will determine if any increase in supplies or personnel will be required, and determine whether to notify the President of the change in DHS alert status.

Communicate the heightened threat level to the Illinois Tech Community and relate that increased security measures may be initiated.

IMMINENT ALERT

The Provost will consult with the President, the VP of Facilities and Public Safety, the VP of External Affairs, the Dean of Students and any other relevant (internal or external) parties to determine if canceling of classes or closing offices is warranted.

Once the decision has been made to cancel classes or close Illinois Tech, the Provost will notify:

- The appropriate internal departments;
- External Affairs department who, in turn, will disseminate the school closing message across internal and external mass communication channels;
- Communicate the heightened threat level and any immediate threats or security changes to the Illinois Tech Community;
- Increase personnel and supplies to address critical emergency needs; and
- Close or restrict access to high-risk areas or buildings.

14.0 Special Procedures

Illinois Tech recognizes that some crises are more likely than others. To prepare for the more likely crises, Illinois Tech has developed corresponding procedures.

This section contains any additional procedures and relevant documents which may be helpful in the event of a particular category of crisis. The following are intended to provide a probable, representative

response to the stated incidents; however, in the event of an actual incident the response will be dictated by the facts and circumstances particular to the actual incident.

14.1 Active Shooter

See Incident #2 under "Level I Incident Example" on page .

14.2 Bomb Threat

EMERGENCY ACTIONS - WHEN A BOMB THREAT IS RECEIVED BY PHONE

Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).

Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller. "USE THE BOMB THREAT CHECKLIST (see Bomb Threat Checklist below) TO RECORD ALL INFORMATION."

Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call Public Safety at 312-808-6363.

After the caller hangs up, IMMEDIATELY CALL 312-808-6363 AND NOTIFY PUBLIC SAFETY.

If an evacuation of the building is ordered TAKE THE BOMB THREAT CHECKLIST WITH YOU and give it to Public Safety.

EMERGENCY ACTIONS - WHEN A SUSPICIOUS PACKAGE OR ITEM IS FOUND

If you find an item you suspect is a bomb, DO NOT TOUCH, MOVE OR DISTURB IT.

Call 312-808-6363 immediately, then notify your supervisor.

Keep people away from the area until help arrives.

PUBLIC SAFETY

Notify Chicago Police Department and notify appropriate University officials as outlined in the Plan.

Consult the Incident Commander to determine whether to conduct search and/or evacuation procedures.

[See next page for Bomb Threat Checklist]

[Campus Emergency Operations Plan]

BOMB THREAT CHECKLIST

Use this form to record all information if you receive a bomb threat call.

BE CALM, BE COURTEOUS, LISTEN, DO NOT INTERRUPT.

EXACT WORDS OF CALLER: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place it? _____
6. Where are you calling from? _____
7. What is your name? _____

CALLER'S VOICE (CIRCLE)

MALE	RAPID	UNUSUAL BREATHING
ACCENT	CRYING	CLEARING THROAT
FOUL	RASPY	CRACKING VOICE
SLOW	HIGH	JUVENILE
LAUGHTER	TAPED	INCOHERENT
NASAL	ADULT	EXCITED
DEEP	IRRATIONAL	LOUD
FAMILIAR	ANGRY	SLURRED
FEMALE	SOFT	SPEECH IMPEDIMENT
WELL SPOKEN	NORMAL	DISGUISED
CALM		

If voice is familiar, who did it sound like? _____

Did the caller indicate knowledge of the campus?

(Circle one) Yes No

If yes, explain: _____

BACKGROUND SOUNDS (CIRCLE)

DISHES	ANIMAL NOISES	FACTORY MACHINERY
MUSIC	ON CAMPUS	SYSTEM
QUIET	STREET NOISES	AIRCRAFT
STATIC	MOTOR	OFFICE MACHINERY
VOICES	LONG DISTANCE	
HOUSE NOISES		

[Campus Emergency Operations Plan]

Name: _____ Dept.: _____ Phone: _____

Date received: _____

Time received: _____ Time ended: _____

Call 312-808-6363 immediately after the caller hangs up.

TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING.

14.3 Chemical Spills and Hazardous Materials

GENERAL OVERVIEW

- In Educational Facilities - It is the responsibility of the faculty and the lab instructors to know the characteristics of the chemicals they work with and to take precautions to protect themselves and students in containing spills that occur.
- In Work Areas - It is the responsibility of employees to know the characteristics of the chemicals they work with and to take precautions to protect themselves and others in containing spills that occur.

EMERGENCY ACTIONS

First priority is First Aid. Any spill that results in personal exposure should be treated immediately.

EYES/SKIN CONTACT

- Assist the person to sink/eyewash and flush eyes or affected skin areas with water thoroughly and continuously for a minimum of 15 minutes. Remove contaminated clothing. If the injured person requires immediate attention, call 312-808-6363. Provide a Material Safety Data Sheet (MSDS) for the chemicals involved, if available. For accidents involving radioactive materials, contact the Radiation Safety Officer at 847-965-1999.

INHALATION

- Get the person into fresh air. Call 312-808-6363. Provide a Material Safety Data Sheet (MSDS) for the chemical, if available.
- When appropriate, get all personnel/students away from danger.

Evaluate the severity of the spill, take note of the following:

- the chemical spilled
- approximate quantity
- location of the spill
- radioactive materials
- flammable
- toxic
- corrosive

GENERAL CLEANUP PROCEDURE

- Trained personnel should attempt to clean up spills. Cleaning up chemical spills is dangerous and should be performed by professionally trained persons. If a trained person is not available, Public Safety will contact the fire department for assistance with the spill.
- Clear all persons out of the area who are not directly involved in the cleaning.
- Obtain a Material Safety Data Sheet (MSDS) for the chemical that was spilled.
- Do not switch on lights or other electrical equipment, as any spark could detonate combustible gas that may be present.

- Do not re-enter the area until it is completely decontaminated and the all-clear has been given by authorized personnel.

14.4 Civil Disorder and Demonstrations

GENERAL OVERVIEW

Demonstrations conducted by persons who are not students or members of the University community or otherwise authorized by the University to conduct the particular activity shall be considered trespassing.

The Dean of Students, in consultation with University officials, will determine whether the activities have become disruptive and emergency actions should be initiated.

EMERGENCY ACTIONS

Authorized University personnel will notify the demonstrators that their actions are disruptive and that they should cease and desist their activities. The demonstrators will also be notified of consequences if the disruption continues.

The Director of Public Safety will request the assistance of civil authorities as needed.

Public Safety will make efforts to secure positive identification of demonstrators as needed. Public Safety will also take pictures or contact External Affairs to send a photographer if needed for documentation & identification.

NOTE: Student demonstrations are governed by the Code of Conduct, which is found in the Student Handbook. Public Safety may make an immediate intervention for the protection of life and Illinois Tech property should demonstrations become disruptive.

14.5 Death/Serious Injury

Public Safety will respond to secure the area and no one, including the media, will be permitted in the area until such time as medical and police officials clear the scene. The area will be treated as a crime scene until such time as the police have determined otherwise. Command of this scene will be automatically given to the Chicago Police Department (or applicable local police department) or other higher ranking law enforcement agency immediately upon their arrival.

The name of the victim and other information will not be released except to on-site emergency assistance personnel. For a student death, the Dean of Students will inform the family of the death. For a faculty or staff death, the Department Head, Dean or Vice President will inform the family of the death.

The University offers counseling through the Student Counseling Center and Spiritual Life office for any student who requests this assistance. In addition to any other counseling that is made available in light of a specific incident, employees may seek counseling through Perspectives, Ltd., Illinois Tech's employee-assistance program.

NOTIFICATIONS

[Campus Emergency Operations Plan]

Students - The Dean of Students is responsible for informing the appropriate departments and other students of a death or serious injury of a student after the immediate family has been notified.

Faculty/Staff Members - Department Heads, Deans, and Vice Presidents are responsible for informing the appropriate departments and co-workers of a death or serious injury of a faculty or staff member.

External Affairs is responsible for all contact with the media. They will also assist with developing a statement for notifying students, employees, and family members of the incident.

STUDENT FAMILY MEMBER'S DEATH

The death or serious injury of a member of a student's family is an emotional situation that should be handled with sensitivity. The Dean of Students should make notification to a student of a death or serious injury of a family member. In all practical cases, this notification will be made in person.

14.6 Evacuation of Persons with Disabilities

EMERGENCY ACTIONS

During a building evacuation, assist persons with disabilities by helping them move to the nearest marked exit. A person who uses a wheelchair or a person with a mobility impairment may use the building elevator, BUT NEVER IN THE CASE OF A FIRE OR EXPLOSION.

During a fire or explosion, assist persons with disabilities to the nearest stairwell and help them exit the building. If the person's disability prevents you from helping them exit the building (e.g. wheelchair user), then you should call Public Safety at 312-808-6363, to inform them of the person's exact location. NEVER LEAVE A PERSON INSIDE A STAIRWELL THAT HAS SMOKE IN IT.

The Public Safety Dispatcher, upon receiving the notification that a person with a disability is in need of assistance, will direct Public Safety and Facilities (if necessary) staff to that location.

14.7 Natural Disasters and Severe Weather/Tornado

Should threatening weather conditions develop, the University will issue instructions and updates as needed via the emergency communication methods set forth in the Communication Methods section of the Warning, Disaster, and Emergency Information Annex on page . You may also wish to turn on one of the weather alert radio or television stations listed below:

CALL LETTERS	RADIO	TELEVISION
WBBM	780 AM	CHANNEL 2
WMAQ	670 AM	CHANNEL 5
WLS	890 AM	CHANNEL 7
WGN	720 AM	CHANNEL 9

If the weather service issues a severe weather or tornado warning for the Chicagoland area, alert employees and students in your immediate area. (Tornado Watch: Means conditions are favorable for the development of tornados. Tornado Warning: Means a tornado has been sighted in the area.)

RECOMMENDED ACTIONS

[Campus Emergency Operations Plan]

- Close all doors; stay away from windows,
- Move students/employees to a lower level hallway or basement,
- If available, take a battery powered radio and flashlight with you, and
- Remain in the sheltered area until an all clear is given.

BEST AREA FOR SHELTERS

- Basement
- Inside walls on opposite side of corridor from which storm is approaching
- Restrooms without windows
- Interior hallway on lowest or ground floor (no windows and doors secured at either end)

AREAS TO AVOID

- Lobbies
- Walkways
- Atriums
- Rooms with large roof spans, such as gymnasiums and auditoriums
- End rooms in one-story buildings
- Rooms with large glass area
- Hallways that could become "wind tunnels"

IF OUTSIDE IN THE OPEN

- Move at right angles away from the path of the tornado
- Attempt to reach a shelter, such as a building basement
- If there is no time to escape or find shelter, lie flat in a ditch or depression

Call Public Safety at 312-808-6300 to report any damage or injuries resulting from severe weather.

14.8 Suspicious Mail

Mailroom personnel follow the U S Postal Service guidelines with regard to handling mail. If a suspicious package or envelope is spotted in the mailroom by the mailroom personnel, the item should be isolated and Public Safety notified at 312-808-6300.

It is possible that a suspicious piece of mail or a package may be delivered directly to a department by a delivery service, or slip past Mailroom inspection.

Some typical characteristics which should trigger suspicion include those letters or parcels that:

- Have any powdery substance on the outside;
- Are unexpected or from someone unfamiliar to you;
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words;
- Are addressed to someone no longer with your organization or are otherwise outdated;
- Have no return address, or have one that can't be verified as legitimate;
- Are of unusual weight, given their size, or are lopsided or oddly shaped;
- Have an unusual amount of tape;

[Campus Emergency Operations Plan]

- Are marked with restrictive endorsements, such as "Personal" or "Confidential"; and/or
- Have strange odors or stains.

EMERGENCY ACTIONS - WHEN A BIOLOGICAL THREAT (I.E. ANTHRAX) IS SUSPECTED:

- Call 312-808-6363 immediately, then notify your supervisor.
- Keep people away from the area until help arrives.
- Do not handle the mail piece or package suspected of contamination.
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
- Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- List all persons who have touched the letter and/or envelope. Include contact information and have this information available for the authorities.

EMERGENCY ACTIONS - WHEN A PACKAGE IS SUSPECTED OF BEING EXPLOSIVE:

DO NOT TOUCH, MOVE OR DISTURB IT.

See the instructions in the Bomb Threat section under the heading "Emergency Actions - When a suspicious package or item is found" on page .

PUBLIC SAFETY ACTIONS

- Notify Chicago Police Department (or relevant local police department) and evacuate the immediate area.
- Notify appropriate University officials as outlined in the Plan.
- Contact the Centers for Disease Control Emergency Response Center at 770-488-7100 for answers to any questions.
- Additional information is available on the Postal Service's official web site at <http://www.usps.com/cpim/ftp/posters/pos84.pdf>

14.9 Canceling Classes and Closing Offices

The following is the procedure to cancel classes and close Illinois Tech's administrative offices. Certain functions including residential housing, facilities, and public safety require that the University never entirely close. But rare occasions, such as severe winter storms, may necessitate that the University cancel classes and close its administrative offices.

The procedure for canceling classes and closing offices is as follows:

1. The Provost will consult with the President, the VP for Facilities and Public Safety, the VP of External Affairs, the Dean of Students and any other relevant (internal or external) parties.
2. Once the decision has been made to cancel classes or close Illinois Tech's administrative offices, the Provost will notify:
 - a. The appropriate internal departments; and
 - b. External Affairs department who, in turn, will disseminate the school-closing message across internal and external mass communication channels.

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