

Campus Life

# EMERGENCY ACTION PLAN



## 2022 Site Specific Information

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Rachel Hirsh June 2022  
Prepared by: Date

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Assoc. VP of Student Engagement and Career Services: Date

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Vice President and Vice Provost of Enrollment Date

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Emergency Management Specialist: Date

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## **Purpose of this Plan Component**

## 1. Introduction:

The office of campus life at The Illinois Institute of Technology (IIT) has primary responsibility for effectively managing any crisis that might occur on or affect the IIT campus in The tower basement space. Disasters or emergencies can happen suddenly, creating a situation in which normal operational and support services for the University may become overwhelmed. During crises, the office of campus life requires processes that address the needs of emergency response operations and recovery management. To address such emergencies, the IIT has established emergency response procedures, that provide guidelines for the management of the immediate actions and operations required to respond to an emergency or disaster. The overall priorities of the University during a disaster are the protection of lives, valuable research, property, the community, and the environment. The overall objective is to respond to emergency conditions and manage the process of restoring University academic and research programs and services. This document represents the Campus Crisis Management Plan, which encompasses the facilities, services and administration of the IIT campus(es).

## 2. Purpose of the Plan

- a. This plan provides the management structure, key responsibilities, emergency assignments, and general procedures to follow during and immediately after an emergency for both staff and students. The admissions office has established this plan to address the immediate requirements for a major disaster or emergency in which normal operations are interrupted and special measures must be taken to:
  - i. Protect and preserve human life, health and wellbeing.
  - ii. Minimize damage to the natural environment.
  - iii. Minimize loss, damage or disruption to the University's facilities, resources and operations.
  - iv. Manage immediate communications and information regarding emergency response operations and campus safety.
  - v. Provide essential services and operations.
  - vi. Provide and analyze information to support decision-making and action plans.
- b. This plan does not supersede or replace the procedures for safety, hazardous materials response or other procedures that are already in place at the University. It supplements those procedures with a crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

## 3. Plan Objectives: The objectives of this plan are to:

- a. Organization:
  - i. Provide clear and easy-to-follow checklist based guidelines for the most critical functions and liaisons during an emergency response.
  - ii. Provide an easy to follow plan design in which users can quickly determine their role, responsibilities and primary tasks.
  - iii. Link and coordinate processes, actions and the exchange of critical information into an efficient and real-time overall response so that stakeholders are informed of the emergency response process and have access to information about what is occurring at the University.
- b. Communications and Information Management

- i. Serve as the central point of communications both for receipt and as transmission of urgent information and messages.
  - ii. Serve as the official point of contact for the IIT during emergencies when normal communication channels are interrupted.
  - iii. Provide 24-hour communication services for voice, data and operational systems.
  - iv. Collect and collate all disaster related information for notification, public information, documentation and post-incident analysis.
  - v. Provide a basis for training staff and organizations in emergency response management.
- c. Decision–Making
- i. Determine, through a clear decision-making process, the level of response and the extent of emergency control and coordination that should be activated when incidents occur.
- d. Response Operations
- i. Utilize the resources at the IIT campus to implement a comprehensive and efficient emergency management response team.
  - ii. Be prepared with a proactive emergency response management action plan that provides the possibilities and eventualities of emerging incidents.
- e. Recovery Operations
- i. Transition response operations to normal management and operational processes, as able.
  - ii. Support business resumption plans and processes, as needed, during restoration phases.
  - iii. Provide documentation and information to support the Federal Emergency Management Agency (FEMA) disaster assistance program application.

## **Incident Management Support Team (ICS)**

The Associate Vice President of Student Engagement and Career Services of Illinois Institute of Technology serves as leader of the CMT - Policy Group which may activate in the event of a Level 3 emergency or whenever executive policy issues must be addressed during a crisis. In the event of any threatened or actual disaster or civil disorder on the campus of the Illinois Institute of Technology at a time when the Associate Vice President is absent from campus, other members of the CMT have the authority to take all necessary and appropriate actions on behalf of the Associate Vice President and are hereby delegated to the following University officers in the order listed below, with such authority being delegated to the highest ranked University officer on the list whom Police Services is able to contact:

- a. Assoc. VP of Student Engagement
- b. Sr. Director of Campus Life & Student Engagement
- c. Campus Life Coordinator
- d. Assoc. VP Strategic Initiatives

NOTE: For a civil disturbance situation only, the Director of Public Safety or, in the Director's absence, the senior on-duty police supervisor is hereby delegated the authority to take all necessary and appropriate actions on behalf of the President under the following conditions:

- i. When neither the President nor any of the University officers listed above can be contacted within a reasonable period, given the immediacy and other circumstances of the threatened or actual civil disorder.
- ii. When an actual civil disorder is in progress and immediate action is necessary to protect persons or property from further injury or damage.

## **Incident Command System (ICS) National Incident Management System (NIMS) Protocol: Crisis Team**

The Incident Command System (ICS) is a management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organized structure. ICS is organized around five functional areas:

1. Command
2. Operations
3. Planning
4. Logistics
5. Finance/Administration.

### **ICS Roles: Crisis Team Management**

**Incident Commander:** sets objectives and priorities, has overall responsibility at the incident or event, appoints command and general staff, conducts incident briefings for staff, scales back personnel as necessary. Incident Commander will alert Senior VP for Enrollment and Vice Provost.

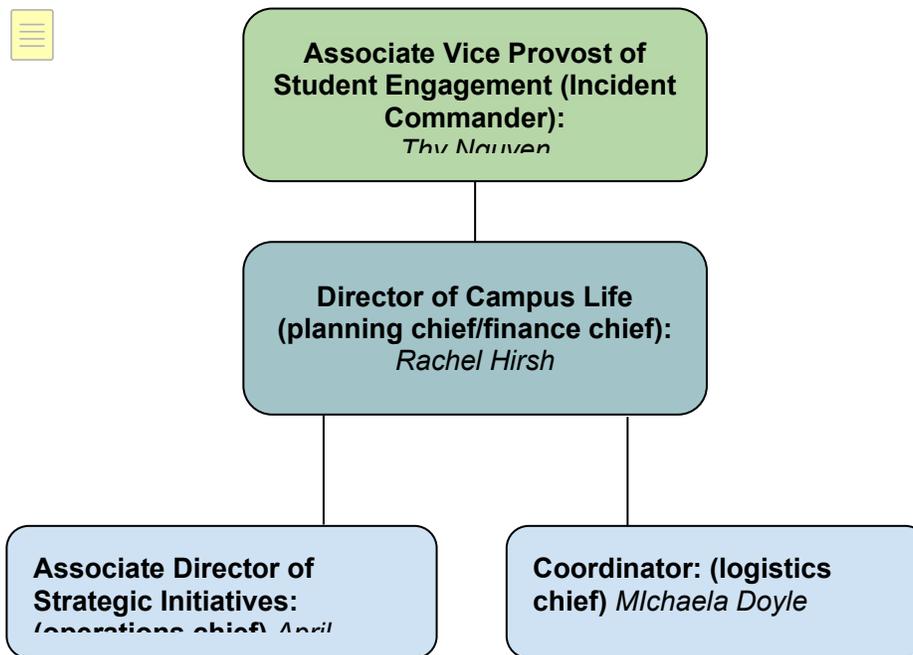
#### **General Staff**

- **Operations Chief:** Conducts tactical actions to carry out the plan and develops the tactical objectives, organization and directs all resources.
- **Planning Chief:** Develops the Action Plan to accomplish the objectives, collects and evaluates information, maintains resource status and documents the incident. Will also notify Emergency Management Specialist.
- **Logistics Chief:** Provides support to meet incident needs, provides resources and all other services needed to support the incident.
- **Finance/Administration Chief:** Monitors costs related to the incident and provides accounting, procurement, time recording and cost analysis.

*For health emergencies the and the incident commander or general staff may be out of the office, the staff in the office will conduct the duties - chiefs in the office will absorb duties of other general staff*

*Note: Depending on the size of the event, all or some of the above positions may be activated. However, any task not assigned is the responsibility of the Incident Commander.*

**The following organization chart depicts the Incident Command System for the Crisis Management Team:**



**Crisis Management Team - Develops Site Safety Plan**

<b>Name</b>	<b>Position</b>
Thy Nguyen	Assoc. VP of Student Engagement
Rachel Hirsh	Director of Campus Life and Student Engagement
Michaela Doyle	Campus Life Coordinator
April Welch	Assoc. VP of Strategic Initiatives

**Leadership Framework for Crisis Management**

- a. This leadership framework is based on the National Incident Management System (NIMS) and incorporates the Incident Command System (ICS), which is designed to provide an organizational structure capable of responding to various levels of emergencies ranging in

complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. Because of this flexibility:

- i. The leadership framework for crisis management as defined in this plan does not resemble the day-to-day organizational structure of the University. Employees may report to other employees to whom they do not usually have a reporting relationship.
  - ii. Further, assignments and reporting relationships may change as crisis conditions change.
  - iii. The Crisis Management Team (CMT) coordinates the campus response to, and recovery from Level 2 and 3 Crises. The Illinois Institute of Technology Crisis Management Plan
- b. Each member of the CMT has a designated alternate. For the purposes of this plan and its Annexes, the primary CMT member will be mentioned by position title. However, if the primary CMT member is unavailable, his or her alternate will carry out the duties of the primary CMT member.
  - c. The CMT is composed of two teams or groups – the Policy Group and the Operations Group.
    - i. Role of Policy Group (CMT-Policy):
      1. Defines Crisis Policy
      2. Declares Campus State of Emergency
      3. Approves overall priorities & strategies
      4. Communicates with Board of Trustees, THEC, State Legislators, as needed
      5. Issues public information reports & instructions
      6. Determines program closures and resumptions
      7. Plans and prioritizes long term recovery
    - ii. Role of Operations Group (CMT-Operations):
      1. Determines the scope and impact of the incident
      2. Prioritizes emergency actions
      3. Deploys and coordinates resources and equipment
      4. Communicates critical information and instructions
      5. Monitors and reevaluates conditions
      6. Coordinates with government agencies
      7. Implements and monitors recovery operations

### **Response Framework for Crisis Management**

- a. Any Unpredicted Crisis or Emergency. Report any crisis or emergency immediately to 911 (Chicago Police Department) and Campus Safety [\(312\) 808-6363](tel:3128086363)
- b. Police Services Dispatch will follow a defined sequence of responses for nearly all emergency situations:
  - i. Dispatch police officers and make appropriate fire and/or medical rescue calls.
  - ii. Notify the Director of Public Safety or his designee according to departmental procedures.
  - iii. Notify Emergency Preparedness Coordinator.
  - iv. Notify the Director of Environmental Health & Safety, the Assistant Vice President of Physical Plant, Student Health Services, and/or Residence Life per internal procedures, as appropriate.



SEPTEMBER 2019	FEBRUARY 2020
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## Number of Students Working in the Office

<b>Ambassador Leaders</b>	<b>Name</b>	<b># of Students</b>
Lead Ambassador	Nandish Pratikbhai	1
<b>Ambassadors</b>	<b>Name</b>	<b># of Students</b>
Student workers in the space	<b>Names</b>	16
<b>Orgs</b>	<b>Org President Names</b>	<b># of Students in org</b>
Illinois Tech Robotics	Devin Keeney	50
Asian Pacific Islanders Club		
Cosplay Club		
Skin Deep		
Chemistry Club		
AAD		
Hyperloop		
Yearbook Club		
<b>Total Number of Students in Office: <u>35 as of 2/14/22</u></b>		

## Safety Equipment

Defibrillator/ AED	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No South East Corner of the building
Fire Extinguishers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>What is the shelter capacity of the building?</b> (in case of tornado)	Basement of the Building
First Aid Kit Locations? band aid, neosporin, alcohol pads, gauze, ace bandage, ice pack, kleenex, advil (Can give, but cannot administer)	

## Fire Evacuation Routes and Sites

Please identify the route students and staff will take for each exit point from the school and the site where they will assemble. (Add pages if necessary). Please list the route and evacuation site for each classroom. If your building has multiple floors, please also organize by list by floor (i.e. First Floor, Basement, etc.)

### Basement of the Galvin Tower

**Route:** Classroom 106, exit Door #6, proceed west or south west 500 feet from building.

**Site:** Assemble west near Hermann Hall or southwest on or past 33rd St.

**Route:** Classroom 101, exit Door #5, proceed south 500 feet from building.

**Site:** Assemble south past 33rd St.

**Route:** Classroom 105, exit Door #6, proceed west or south west 500 feet from building.

**Site:** Assemble west near Hermann Hall or southwest on or past 33rd St.

## Bomb Threat Evacuation Routes and Sites

Please identify the route students and staff will take for each exit point from the school and the site where they will assemble. (Add pages if necessary). Please list the route and evacuation site for each classroom. If your building has multiple floors, please also organize by list by floor (i.e. First Floor, Basement, etc.)

### Basement of the Galvin Tower

**Route:** Classroom 106, exit Door #6, proceed west or south west 500 feet from building.

**Site:** Assemble west near Hermann Hall or southwest on or past 33rd St.

**Route:** Classroom 101, exit Door #5, proceed south 500 feet from building.

**Site:** Assemble south past 33rd St.

**Route:** Classroom 105, exit Door #6, proceed west or south west 500 feet from building.

**Site:** Assemble west near Hermann Hall or southwest on or past 33rd St.

## Severe Weather Sheltering Locations

Please identify the tornado/severe weather sheltering locations at your school (select appropriate areas away from windows and glass doors). Be sure to avoid areas with a span roof and do not shelter people in portable classrooms. List only the areas appropriate for your school.

### The Galvin Tower

Rooms 101, 105, 106 shelter in the basement - room 34

Generator: located in the basement

Alarm System: located in the custodial office

Sprinkler Connection: located in the basement

Location of Emergency Equipment: Gray Cabinets

Location of Master Valves and Switches/Shut-off:

Gas: In the basement – at the bottom of the stairs to the left

Power: In the basement – directly at the bottom of the stairs

Water: In the basement – at the bottom of the stairs on the right hand corner

Providers/Suppliers (Contact Name and Phone Number):

Gas: North Shore Gas (1-866-566-6005)

Power: Com-Ed (1-800-376-7693)

Water: Waukegan Public Works (847-360-0944)

## Drill Schedule

Each school is **REQUIRED** to conduct a series of drills during the school year. The drill schedule allows for flexibility among individual schools. Before the start of school, each school will submit a Drill Schedule. After each drill, each school’s administrator or designee will complete a drill evaluation form and return it promptly to the Security Manager.

### Fire

- The State of Illinois requires each school to conduct **three** drills within the first semester of school.

Suggested Schedule (modify as needed)

Month	Day/Date	Scenario	Time
September	9/8/19	General Fire Drill <sup>=</sup>	9:30

<sup>=</sup>**General Fire Drill:** General evacuation procedures are used. *Primary evacuation route is assessed.*

<sup>+</sup>**Surprise Drill:** No Teachers and/or Staff are notified that a drill is to take place. (Especially important so we can test how special needs students will be evacuated.) *Primary or Alternate evacuation route is assessed, teachers response in emergency is appraised, special education/ special needs response is evaluated.*

### RUN/ HIDE/FIGHT

Month	Day/Date	Scenario/Combination Drill (yes/no)	Time

### Shelter-in-Place

- To be used in the event of a Chemical, Biological, or Radiological attack or incident. (A hazmat incident). - if outside, do not go outside
  - Administration will instruct teachers/staff as to how to respond. May include closing vents, sealing windows and doors, shutting off ventilation system – Heating HVAC
- Weather: tornado, severe thunderstorms
- Conduct *one Shelter-in-Place* drill per school year.

Month	Day/Date	Scenario/Combination Drill (yes/no)	Time
		Drill	10:00

## Drill Evaluation

After each drill, the principal or designee should complete a **brief** After-Action report within one-day of the drill. This report can be in the form of an e-mail sent to the Security Manager. In the event of a “real” crisis, please complete an After-Action report as well.

The After-Action Report should answer the following questions:

1. What type of drill (brief description)?
2. How long did it last?
3. Who initiated the drill?
4. Was it combined with another drill?
5. How did students/staff respond?
6. Any lessons learned?
7. What did you do well?
8. What could be improved for next time?

## **CPR/First Aid/AED Instructor on Staff**

**List name, position and location in the building (Example: John Doe, Math Teacher, Room 101)**

Name:

Position/Location:

Type of Certification: CPR/AED

Expiration Date of Certification:

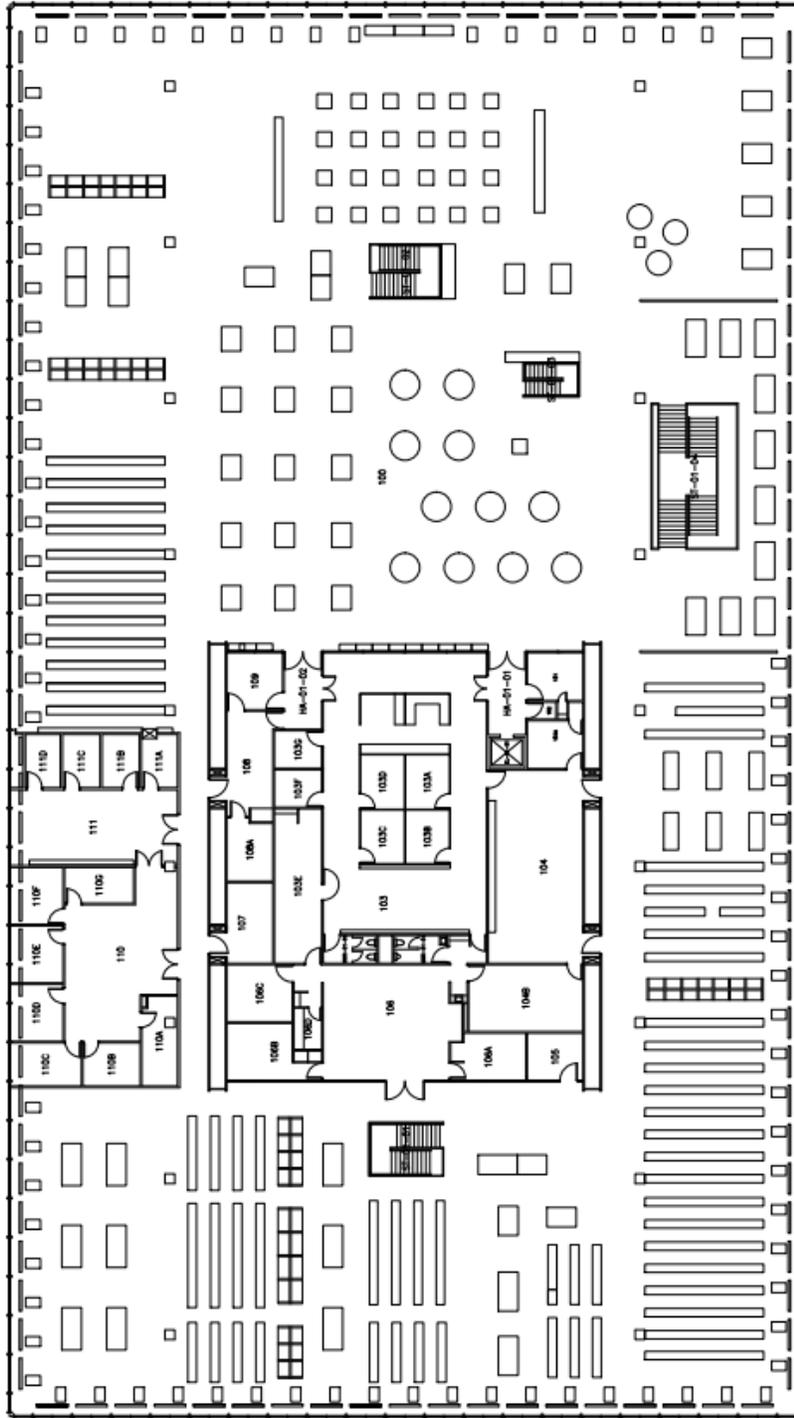
Name:

Position/Location:

Type of Certification:

Expiration Date of Certification:





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**Mitigation/Prevention addresses what schools can do to reduce or eliminate risk to life and property.**

1. Know the school campus

Ambassadors will do a walk through the tour each morning/ afternoon before opening to Assess potential hazards and conduct regular safety audits that include driveways, parking lots, playgrounds, outside structures and fencing.

## 2. Know the community

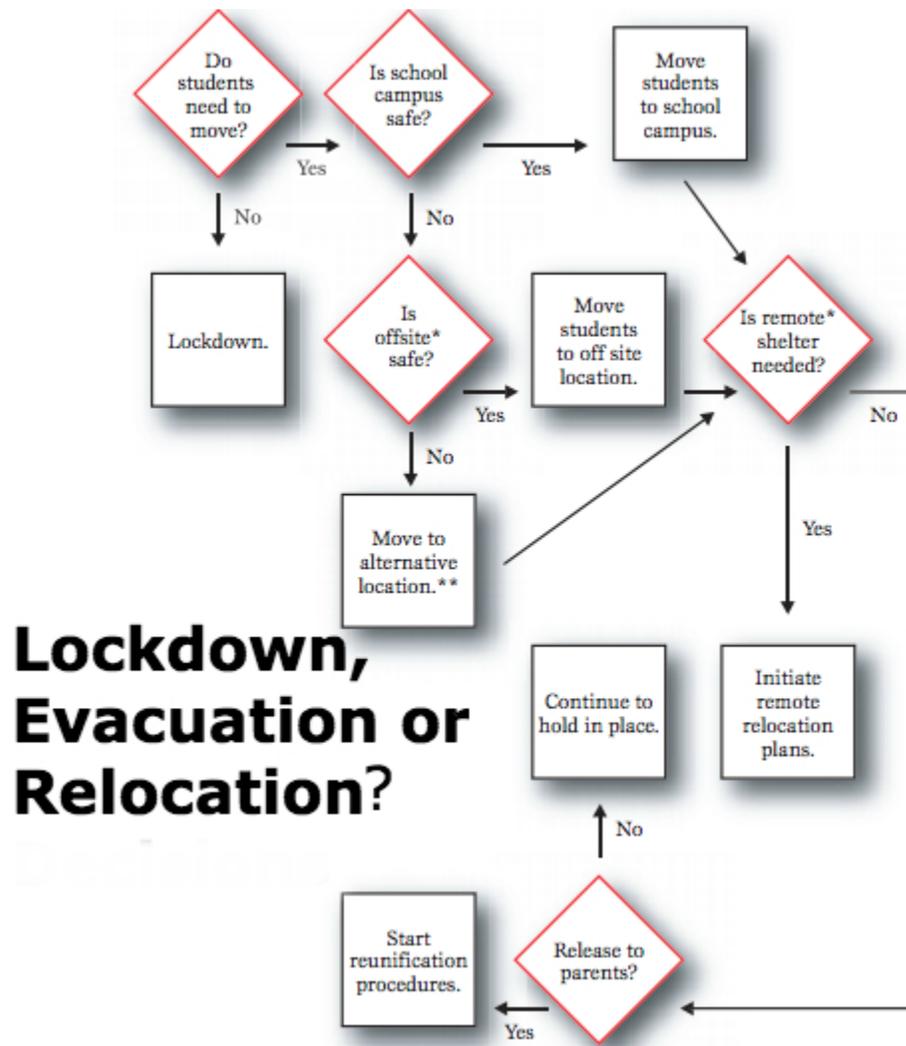
Work with local emergency management directors (Gavin, Maggie, Rachel) to identify and assess surrounding hazards. Locate major transportation routes and address potential terrorism threats.

### a. Contacts on Campus:

### b. If an issue arises:

- i. Fire
  1. what to do?: Leave through the nearest exit - go at least 500 feet away
  2. Who do you contact: Public Safety - they will call 911
  3. How do you contact: 1. use your cell phone, 2. then walkie the office to let us know
    - a. Extras: have a head of the students/ parents, know how many people are with you
- ii. Tornado
  1. what to do?: Shelter in place - find basement in the building with no windows
    - a. if in MTCC: find an interior room, lower level, or bathrooms by welcome desk
    - b. if in Kaplan: go to Pritzker
    - c. if in Hermann Hall: go to the Bog
  2. Who do you contact: Walkie the office to let us know where you are (most likely will not be sent out)
    - a. Extras: have a head of the students/ parents, know how many people are with you
- iii. Thunder storm: within a 3 mile radius, or lighting seen or thunder heard
  1. What to do?: Come back to Perlstein
    - a. If it is too hazardous find nearest building
    - b. Extras: have a head of the students/ parents, know how many people are with you
  2. Who do you contact: Walkie the office to let us know where you are (most likely will not be sent out)
- iv. Disgruntled guest
  1. What to do?:
    - a. If a concern, but nothing has escalated (i.e. someone seems on edge, drunk, etc): Walkie office with code - "I think the tour may be 5 minutes delayed"
    - b. If person is belligerent or violent: Call public safety
    - c. If you cannot get to your phone: Walkie us to call public safety
    - d. Extras: have a head of the students/ parents, know how many people are with you
- v. Disgruntled/uninvited person
  1. what to do?:
    - a. Radio us and have us call public safety - if you notice, but they are not bothering you
    - b. If immediate assistance is needed: they are harassing you or a guest, call public safety - if you cannot get to phone radio us
    - c. Extras: have a head of the students/ parents, know how many people are with you
- vi. Active shooter
  1. what to do?:
    - a. If we know first: We will radio you with the information

- i. Run- far enough away that you are not in danger - as far away from campus if you can or if you are far enough away (or)
      - ii. Hide - find a safe place to hide - barricade the door - turn phone on silent or do not disturb - look for rooms with no windows or thicker walls (or)
      - iii. Fight - improvised weapons: have everyone think about this - be aware of your surroundings
      - iv. USE YOUR BEST JUDGEMENT
    - b. If you know first:
      - i. Call Campus Safety
      - ii. Run- far enough away that you are not in danger - as far away from campus if you can or if you are far enough away (or)
      - iii. Hide - find a safe place to hide - barricade the door - turn phone on silent or do not disturb - look for rooms with no windows or thicker walls (or)
      - iv. Fight - improvised weapons: have everyone think about this - be aware of your surroundings
      - v. USE YOUR BEST JUDGEMENT
  - 2. Who do you contact: TEXT in case shooter is near to let us know
- vii. Bomb Threat
  - 1. If they call in with a bomb threat: alert someone in the office, write it down- keep them on the phone
    - a. get where they are, where the bomb could be, motive, location
    - b. have the person you told call public safety, and have them call the police
  - 2. If it is a package
    - a. How can you tell?
      - i. it may be lumpy
      - ii. oil stains
      - iii. weird writing: big block lettering
      - iv. misspelled
      - v. wires sticking out
      - vi. weird noises
    - b. Do not touch it or move
    - c. Immediately call public safety and evacuate building (even if suspicion) Bomb Threat
- viii. COLD
  - 1. Look at the “feel like” temperature
  - 2. below 0 degrees - no tours
  - 3. Have blankets in the office in case the power goes out in the office



## 9. Develop methods for communicating with staff, students, families and the media

One of the first steps in planning for communication is developing a mechanism to notify students and staff that an incident is occurring and to instruct them on what to do. Schools and emergency responders should use the same definitions for the same terms (FEMA recommends using plain language, not codes). If students are evacuated from the school building, staff will use cell phones and/or runners to get information to the staff supervising them.

- a. Campus Safety will be notified by cell phone if emergency arises
- b. Notifications will be sent through hawk alerts after emergency is conveyed to campus safety
- c. Template letters and press releases in advance so staff will not have to compose them during the event, if emergency arises.

## 10. Document, document, document

Track every action taken during the response, and record damage and financial expenditures for insurance purposes. Keep all of your original notes and records for legal purposes.

[Incident report form](#)

## **After Emergency FOR CMT**

### **27. Repair any physical damage to the campus**

- CMT will take care of calling facilities and working on this

### **28. Determine emotional needs of students, staff and responders**

Identify those who may need intervention from a counselor, social worker, psychologist or other mental health professional. Group interventions may also be appropriate.

### **29. Offer stress management exercises during classes**

Allow students to talk about their feelings and crisis experience. Creative activities and group sessions may be appropriate. Address any issues of guilt.

### **30. Conduct daily briefings for those involved in the recovery efforts**

Debriefings may help staff cope with their own feelings of vulnerability.

### **31. Evaluate**