



ILLINOIS INSTITUTE OF TECHNOLOGY

ILLINOIS TECH

**Campus Emergency
Operations Plan
2025**

Version 4.0



Letter of Promulgation

Illinois Institute of Technology (Illinois Tech) is committed to protecting the welfare of its campus and community members as well as its intellectual property and facilities. To support this effort Illinois Tech has developed the Campus Emergency Operations Plan (CEOP).

The CEOP at Illinois Tech adopts an 'all-hazard approach' to effectively respond to and recover from natural, technological, and human-made disasters. It establishes a comprehensive framework outlining the roles and responsibilities of various business units and departments. Furthermore, it establishes connections with local, State, Federal, and private organizations and resources that can be mobilized during an emergency.

By implementing this plan, Illinois Tech is strategically prepared to respond to emergencies, aiming to minimize their impact and optimize the use of campus resources. This proactive approach not only facilitates effective immediate responses but also lays the groundwork for swift recovery and the resumption of operations.

The Emergency Management department at Illinois Tech, overseen by the Vice President of Administration, will be tasked with the continual review and maintenance of the CEOP. This plan will evolve over time, incorporating insights gained from real-life incidents, ongoing planning initiatives, training and exercises, and guidance from local, State, and Federal authorities.

It is encouraged that the Illinois Tech community review and understand the emergency operation protocols and procedures outlined in this document.

The 2025 Illinois Institute of Technology Campus Emergency Operations Plan is hereby approved.



Raj Echambadi
President
Illinois Institute of Technology
January 2025

Record of Change

The Illinois Tech Campus Emergency Operations Plan (CEOP) will be annually reviewed and maintained, as well as updated on an as needed basis.

All revisions must be documented in the Record of Change Log.

Record of Change Log

Version	Revision Date	Maintenance By	Revision Summary
1.0	6/2008	D. Manly S. Horton	Draft plan
1.1	10/2009	D. Manly S. Horton	Revised plan for submission to President & appropriate government agencies
1.2	7/ 2010	D. Manly	Distribution of published plan
1.21	8/2010	D. Manly	Minor updates
1.22	4/2011	D. Manly	Updated radio interoperability table
1.23	6/ 2012	D. Manly	Minor updates
2.0	11/2018	J. Siegel	<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
3.0	11/2019	J. Arnopp K. 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; IIT Alert Messaging System; Public Information; Evacuation; Lockdown; Mass Care; and Flat Screen Monitor Notifications 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
4.0	01/2025	K. Norton	<ul style="list-style-type: none"> Full audit of CEOP Major Updates include: <ul style="list-style-type: none"> Concept of Operations Organization and Responsibilities Mutual Aid and Memorandum of Understanding (MOU) Citations to Legal Authority

Record of Distribution

This distribution record details the Illinois Tech departments and external agencies that will receive the current Campus Emergency Operations Plan (CEOP). The plan will be distributed electronically to all parties. Additionally, it will be accessible on the Illinois Tech Portal for all Illinois Tech personnel to review.

Record of Distribution

IIT Department	Date of Distribution
Office of the President	
Office of the Provost	
Chief of Staff and Vice President for Strategy	
Office of Finance and Administration	
Office of General Counsel	
Office of Human Resources	
Office of Technology Services	
Office of the Vice Provost for Student Affairs	
Department of Public Safety	
Department of Environment of Health and Safety	
Office of Marketing and Communications	
Department of Facilities Operations and Maintenance	
Agency	Date of Distribution
Chicago Office of Emergency Management & Communications	
City of Chicago Police Department	
City of Chicago Fire Department	
City of Wheaton Fire Department	
City of Wheaton Police Department	
Village of Bedford Park Fire Department	
Village of Bedford Park Police Department	
Cook County Department of Emergency Management and Regional Security	
DuPage County Office of Homeland Security and Emergency Management (OHSEM)	
Illinois Board of Higher Education	
Illinois Emergency Management Agency - Office of Homeland Security	

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Purpose Statement

The Campus Emergency Operations Plan (CEOP) at Illinois Institute of Technology (Illinois Tech) serves to establish a comprehensive organizational framework for responding to incidents, whether natural or human-caused, that may impact the campus. It outlines roles, responsibilities, and procedures to guide the university's response efforts and ensures coordination among internal departments and external stakeholders. The CEOP aims to minimize the impact of incidents and facilitate a dedicated response to protect the lives of the Illinois Tech community, preserve campus infrastructure, maintain business continuity, and safeguard the environment.

Scope

The CEOP applies universally across all colleges, divisions, departments, programs, research centers, administrative units, campus visitors, and all university-owned, controlled, or leased facilities.

The Basic Plan of the CEOP, compliant with the National Incident Management System provides the overarching framework for emergency management, while its annexes detail specific support functions necessary during emergencies.

Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the CEOP or any appendices and annexes. The CEOP shall be subordinate to City, State or Federal plans during a disaster declaration by those authorities.

Situation Overview

Based in the global metropolis of Chicago, Illinois Tech is the only technology-focused university in the city. Offering a wide array of degrees spanning engineering, science, architecture, business, design, human sciences, applied technology, and law. With a diverse community of nearly 10,000 students, faculty, staff, and visitors. Illinois Tech operates across five campuses throughout Chicagoland:

Mies (Main) Campus

Situated in Chicago's Bronzeville neighborhood just south of downtown, Mies Campus is home to university operations, athletic programs, campus housing, and the majority of Illinois Tech academic and research programs.

Conviser Law Center

Located in Chicago's West Loop neighborhood, housing the Chicago-Kent College of Law and Stuart School of Business.

Fulton Labs

Located in Chicago's vibrant Fulton Market neighborhood, Fulton Labs is a hub for biomedical and biological engineering.

Rice Campus

Positioned in Wheaton, IL, west of Chicago, Rice Campus is the central hub for technology-focused education tailored for working professionals.

Moffett Campus

Nestled in Bedford Park, IL, housing the Institute for Food Safety and Health—a collaborative research hub involving Illinois Tech, the FDA Center for Food Safety and Applied Nutrition, and the food industry. Its also home to the National Center for Food Safety and Technology.

Illinois Tech has over 60 buildings across its five campuses that include residence halls, cutting-edge research facilities, a dynamic student center, classroom buildings, and various other structures crucial to the university's academic and research missions. Structured into multiple departments, each crucial in upholding Illinois Tech's dedication to innovation and academic excellence

Assumptions

Assumptions are the anticipated facts, events, or circumstances that are projected to influence the operational landscape during an emergency response. The following key assumptions must be carefully considered prior to, during, and following an emergency that triggers the CEOP:

- Actions in planning, responding to, and recovering from incidents will prioritize safeguarding the lives of the Illinois Tech community, and protecting operations, property, and the environment, all in accordance with Illinois Tech's mission.
- All emergencies triggering the CEOP will adhere to the National Incident Management System (NIMS).
- Essential services (electricity, water, gas, heat, telecommunications, and information systems) and university services (health and wellness, financial aid, resource centers, food services) may face interruptions.
- Emergencies may require coordination among internal and external departments, organizations, and agencies at university, city, county, state, and federal levels.
- University policies may require revision or new implementations during emergencies.
- University resources are prioritized; if exhausted, external resources and mutual aid agreements will be utilized.
- Public and private sector partners may join response efforts, requiring activation of contracts and agreements.
- Federal assistance in major disasters may take 72 hours or longer to deploy.
- Disasters may impact critical infrastructure, equipment, supplies, vendors, and suppliers unavailable, hindering response and recovery.
- Many emergencies occur suddenly, impacting the response capabilities of university personnel.
- Dissemination of mis/disinformation may occur during public attempts to gather incident-related information.
- Effective mitigation strategies can reduce disaster-related losses, bolstered by emergency planning, responder training, drills, and exercises.

Concept of Operations

Illinois Tech’s emergency operations are guided by the National Incident Management System (NIMS). NIMS offers a comprehensive framework that facilitates collaboration among federal, state, local, and private sector organizations to effectively prevent, prepare for, respond to, and recover from emergencies of any type, scale, or complexity.

In alignment with NIMS, Illinois Tech adopts the Incident Command System (ICS) structure. ICS is utilized nationwide for the on-scene management of all-hazard incidents and events. By leveraging this framework, Illinois Tech can adapt and integrate necessary support functions to effectively meet the unique needs of the university.

Phases of Emergency Management

Emergency management is a comprehensive process encompassing four crucial phases: mitigation, preparedness, response, and recovery. Each phase plays a vital role in ensuring communities are equipped to handle disasters effectively—from preventing and preparing for potential emergencies to responding swiftly during a crisis and recovering fully afterward. Understanding and implementing these phases are essential for minimizing damage, protecting lives, and fostering resilience in the face of adversity.



Emergency Support Functions

Illinois Tech utilizes Emergency Support Functions (ESFs), adapted by those developed by the Federal Emergency Management Agency (FEMA) to effectively manage and respond to crises by organizing various roles and resources.

The ESFs offer a structured approach for interdepartmental collaboration during incident responses. By grouping functions most commonly needed during campus incidents, the ESFs align with the routine responsibilities of various departments and leverage existing external organizations.

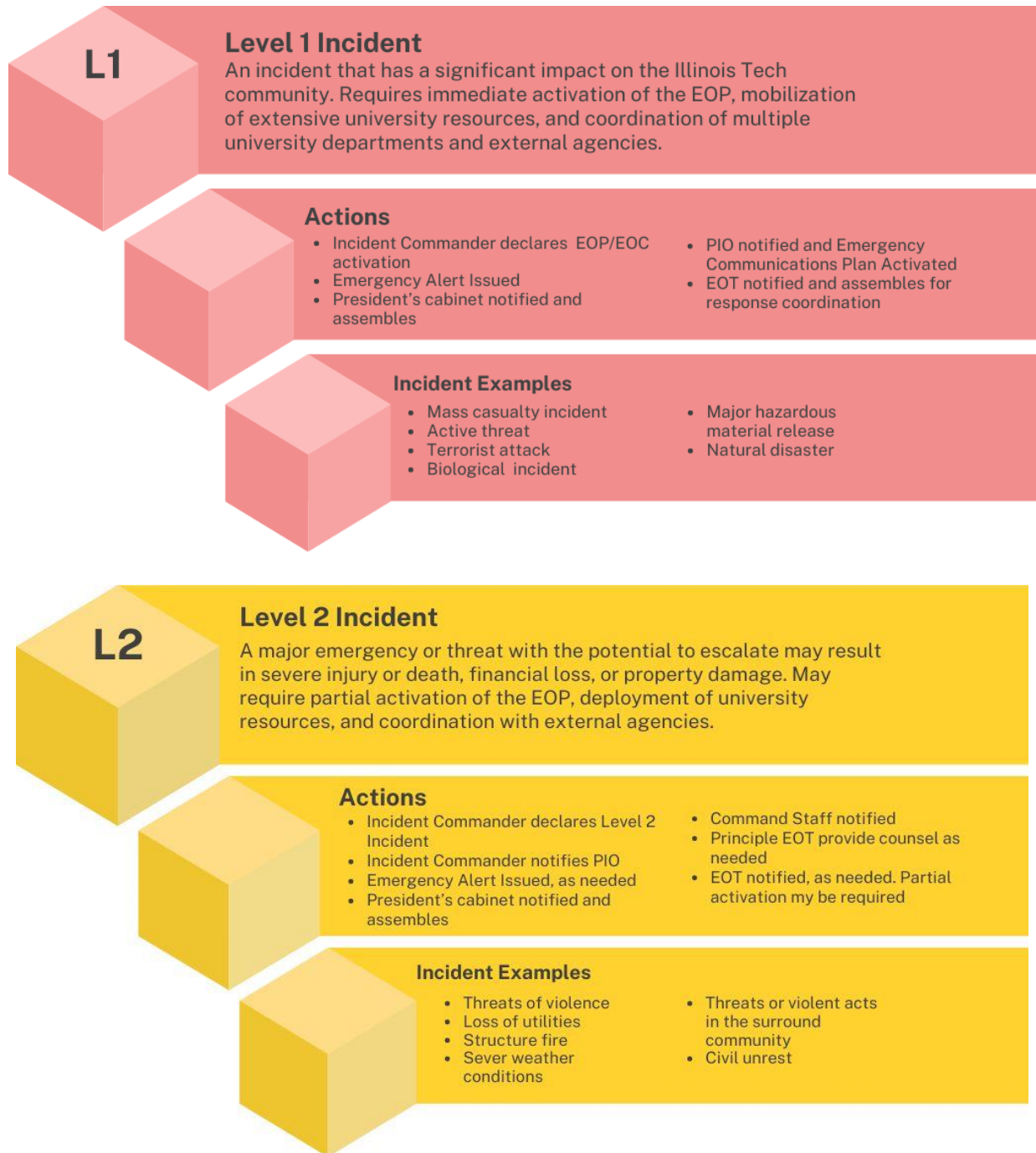
The Emergency Support Functions are as follows:

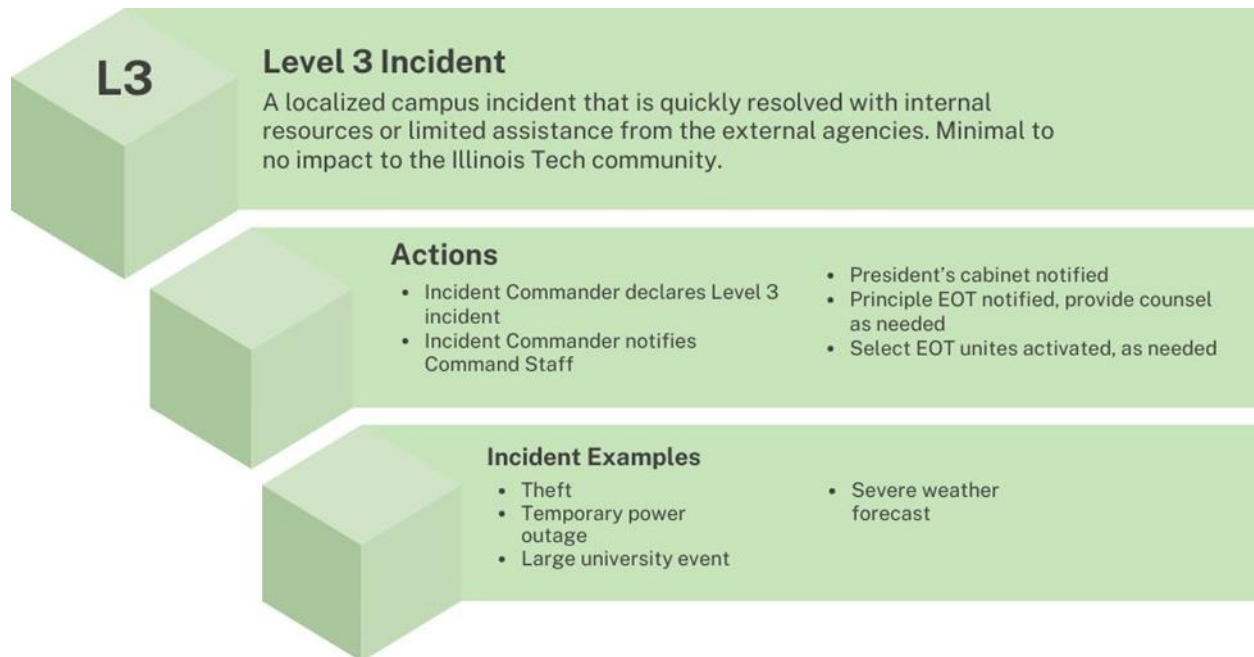
- ESF1 Transportation
- ESF 2 Communications
- ESF 3 Public Works and Energy
- ESF 4 Emergency Management
- ESF 5 Mass Care, Housing, and Human Services
- ESF 6 Logistics
- ESF 7 Public Health and Medical Services
- ESF 8 Urban Search and Rescue
- ESF 9 Hazardous Materials Response
- ESF10 Public Safety and Security
- ESF11 External Affairs

For more information regarding roles and responsibilities associated with ESFs see ***Organization and Responsibilities section.***

Levels of Emergency

Illinois Tech has established campus emergency levels to classify the severity of incidents. These levels allow for an assessment of campus facilities, services, and the broader Illinois Tech community. The emergency levels are as follows:





Initial Response and Plan Activation

Initial Response

Illinois Tech Public Safety is typically the first to respond to any campus incident. Public Safety personnel are responsible for alerting the on-duty Watch Commander. If a more coordinated response is required or if the incident may be classified as a Level 3 the Watch Commander must inform the Director of Public Safety, who will then contact the Incident Commander, the Vice President for Administration, also known as the Facilities and Public Safety). The primary response priorities are to protect and preserve human life and health, and to stabilize the incident.

Plan Activation

The Incident Commander will determine if an activation is required, based on the size, scope, and complexity of the incident. The Incident Commander will declare the level of emergency, triggering the activation of the CEOP.

Upon activation, the University President and the Vice President of External Affairs, who will assume the role of the Liaison Officer, and the Associate Vice President of Marketing and Communication who will assume the role of the public Information Officer (PIO), will be notified, along with the appropriate members of the Emergency Operations Team (EOT). The Incident Commander and Command Staff will identify and indicate the execution of appropriate response efforts.

Emergency Operations Structure and Responsibilities

Emergency Operations Policy Group

President's Cabinet

The President's Cabinet at Illinois Tech plays a crucial role during significant emergency incidents by focusing on policy-level decisions rather than on-the-ground tactical actions. Their responsibilities may include making strategic decisions, authorizing campus closures or class cancellations, approving fiscal expenditures, and providing overall direction for the university. President's Cabinet will also coordinate with the Emergency Operations Center (EOC), and Chair Members, and liaise with local and state officials to ensure a cohesive and effective response to emergencies.

Lines of Succession: In the event that a member of the President's Cabinet is unable to serve within the Emergency Operations Policy Group, members of the President's Extended Cabinet will be called upon. This will ensure incident-critical functions are maintained without disruption, providing continuity in leadership and decision-making. Their expertise will support the ongoing assessment and management of the situation, allowing for a seamless transition and effective response. This approach helps to uphold the university's preparedness and resilience during emergencies.

President's Extended Cabinet

The President's Extended Cabinet includes leaders from various university departments who step in to develop emergency policies when key members of the President's Cabinet are unavailable. Depending on the nature and impact of the emergency, these extended members may take on crucial roles within the Cabinet. They provide specialized knowledge and expertise relevant to their fields, helping to inform and guide the President's Cabinet in crafting effective responses and ensuring the university's strategic objectives are met during crises.

Refer to the **Direction and Control Annex** for additional details.

Emergency Operations Team (EOT)

The Emergency Operations Team (EOT), is comprised of key members within the Illinois Tech community who possess specific knowledge and skill sets to aid in response efforts. Using ICS, the EOT coordinates and manages emergency responses effectively by establishing clear roles and responsibilities. They ensure that all aspects of the response are integrated, from managing resources and communications to executing tactical operations and supporting the overall strategy. This structured approach enables the EOT to efficiently address the incident, maintain situational awareness, and facilitate collaboration among various departments and external agencies.

This section outlines the roles and responsibilities of the EOT and identifies university positions assigned to each ICS role, along with their lines of succession. Note that this plan serves as a flexible framework; depending on the nature of the incident and available resources, including personnel, the specific assignments may vary. Department leaders have the authority to designate other individuals within their departments to fulfill the outlined ICS roles and can adopt a team-based approach to accomplish ICS responsibilities.

Incident Commander (IC)

Has overall authority and responsibility for managing the incident response. They set objectives, make critical decisions, and allocate resources to ensure the effective handling of the situation. The IC coordinates with various teams and external agencies to streamline operations and maintain situational awareness. Additionally, they communicate with stakeholders and oversee the implementation of strategies to achieve the incident's goals.

This position is held by the Vice President for Administration.

Lines of Succession: If the Vice President of Administration is unable to serve as Incident Commander, the Vice President for External Affairs will take over the role. If neither is available, the Vice President/General Counsel may be appointed to assume the position.

Satellite Campuses

The following positions will assume the role of the Incident Commander at the respective campuses.

- Conviser Law Center (CLC), Downtown, Chicago
 - Assistant Vice President for Administration, Finance, Facilities, Financial Aid, and Information Technology Services
 - Line of Succession: Senior Director of Administration & Finance
- Rice Campus, Wheaton
 - Assistant Director, Rice Campus
 - Line of Succession: On-duty Security Officer
- Moffett Campus, Bedford Park

- Director of Facilities & Pilot Plant
 - Line of Succession: Senior Maintenance Staff

Command Staff

Public Information Officer (PIO)

Manages the dissemination of information to the public, media, and stakeholders, ensuring accurate and timely updates about the incident. The PIO coordinates communication efforts to maintain transparency, manage public perception, and provide clear instructions and information during emergencies.

This position is held by the Associate Vice President of Marketing & Communications.

Lines of Succession: If the Associate Vice President of Marketing & Communications is unable to fulfill their role as Public Information Officer, the Communications Director may be called upon to assume the position.

Liaison Officer

Facilitates communication and coordination between the incident management team and external agencies or organizations. Ensures information is effectively shared and that collaborative efforts are streamlined.

This position is held by the Chief of Staff and Vice President for Strategy

Lines of Succession: If the Chief of Staff and Vice President for Strategy is unable to fulfill their role as Liaison Officer, the Associate Vice President for External Affairs may be called upon to assume the position

Safety Officer

Identifies and mitigates hazards to ensure the safety of all personnel involved in the incident response. They monitor the operational environment, enforce safety protocols, and make recommendations to prevent accidents and injuries during the response.

This position is held by the Director of Environmental Health and Safety

Lines of Succession: If the Director of Environmental Health and Safety is unable to fulfill their role as Safety Officer, either the Associate Vice President for Facilities or the Emergency Management Specialist may be called upon to assume the position

General Staff

Operations Section

Develops tactical organization and directs all resources to carry out the Incident Action Plans (IAPs).

Planning Section

Develops Incident Action Plans (IAPs) to accomplish incident objectives and Situation Reports (SitReps) to provide situational awareness to internal stakeholders.

Logistic Section

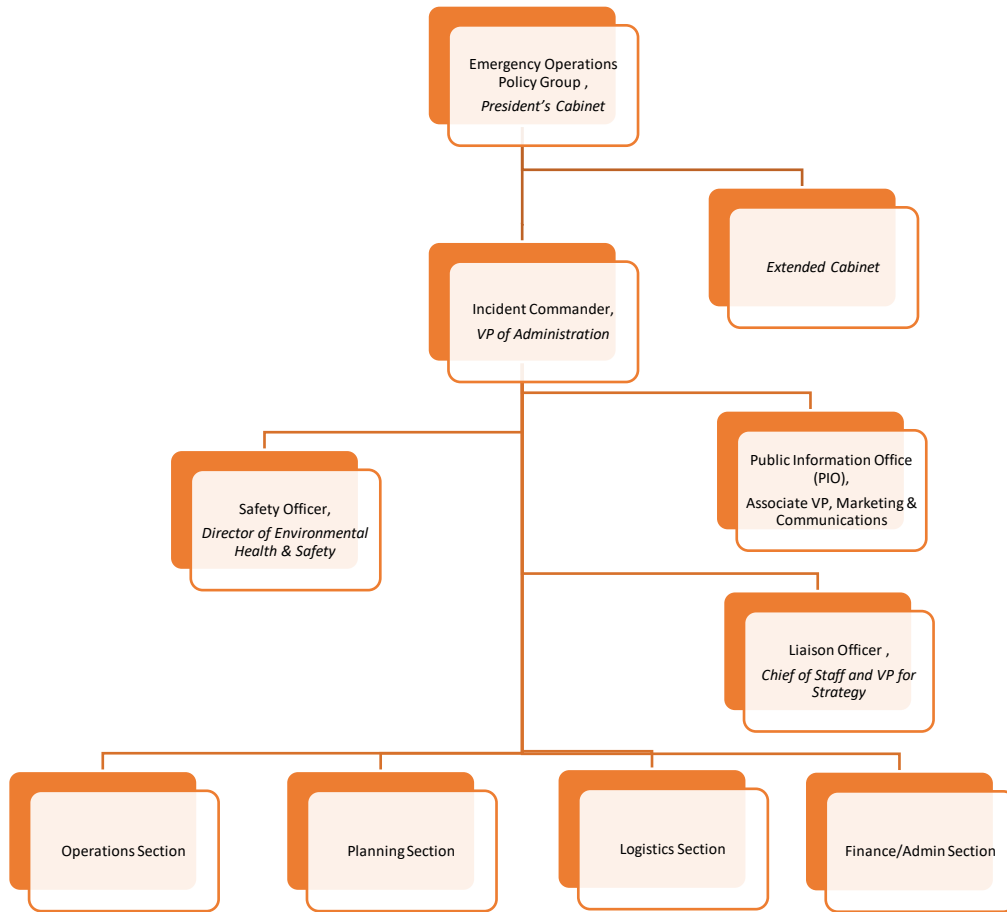
Provides resources and services needed to support the incident.

Finance/Admin Section

Monitors incident-related costs. Provides overall fiscal guidance.

Individuals within these sections can vary based on the size, scope, complexity, and type of incident.

Illinois Tech Emergency Operations Command Structure



Refer to the ***Direction and Control Annex*** for further information regarding Illinois Tech's emergency operations.

Organization and Responsibility

Illinois Tech relies on both internal units and external organizations to support response and recovery efforts and fulfill ESFs. This section outlines the responsibilities associated with each ESF and the corresponding internal units and external organizations responsible for supporting them.

ESF Fulfillment Summary

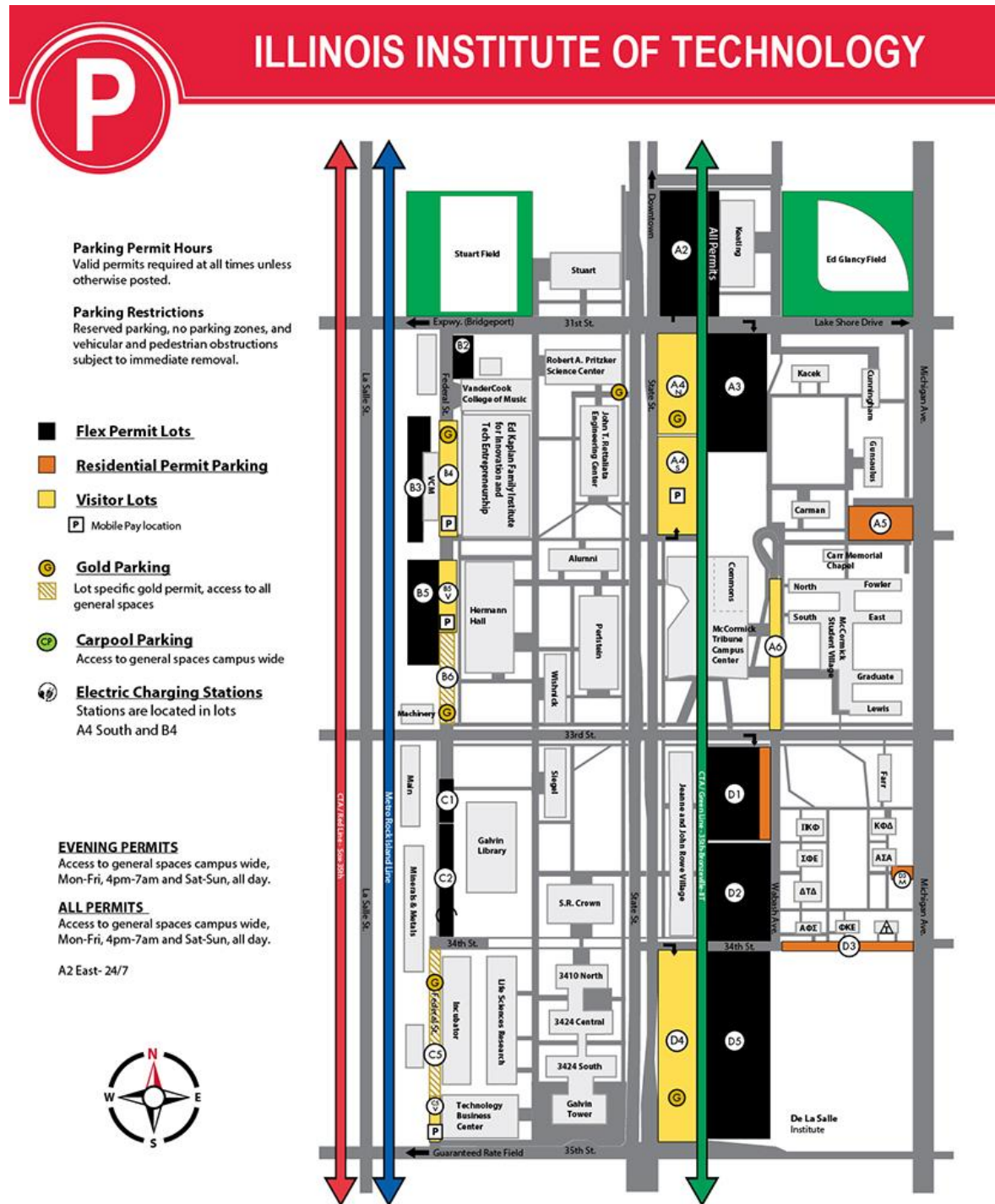
ESF	Internal Unit	External Organization
<p>Transportation</p> <p>Oversight of transportation systems and coordination with external organizations.</p>	<p>Campus Business Services</p>	<p>Preferred Vendor – Windy City Limousine</p>
<p>Communications</p> <p>Restoration of communications infrastructure and coordinating support for response efforts, ensuring timely information delivery to emergency management decision-makers, and aiding in the stabilization and reestablishment of systems and applications during incidents.</p>	<p>Dean of Students Office</p> <p>Office of Emergency Management</p> <p>Office of Marketing and Communications</p> <p>Office of Technology Services (OTS)</p>	
<p>Public Works & Energy</p> <p>Overseeing and coordinating capabilities, services, technical support, and engineering expertise involves managing all aspects of energy systems. This includes the production, storage, refinement, transportation, generation, transmission, conservation, construction, distribution, maintenance, and control of energy systems and their components.</p>	<p>Facilities Operations and Maintenance (FOM)</p> <p>Office of Campus Energy and Sustainability</p>	<p>Chicago Department of Water Management</p> <p>ComEd</p> <p>People Energy</p> <p>Energy Tech Partners/Evergreen Energy (Central Plant Operations)</p>
<p>Emergency Management</p> <p>Gathers, analyzes, processes, and disseminates information about potential or actual incidents, and engages in both deliberate and crisis action planning to support the Illinois Tech community effectively.</p>	<p>Office of Emergency Management</p> <p>Emergency Operations Team (EOT)</p>	<p>Chicago- Office of Emergency Management and Communication (OEMC)</p> <p>Cook County Department of Emergency Management and Regional Security (EMRS)</p> <p>Illinois Emergency Management Agency (IEMA)</p>

		U.S. Department of Homeland Security (DHS)
<p>Mass Care, Housing, and Human Services Coordinates and provides life-sustaining resources, essential services, and statutory programs in response to the needs of those affected. Collaborates with external organizations when the demands surpass the university's capabilities.</p>	Dining Services Center for Disability Resources Facilities Operations and Maintenance (FOM) Office of Student Affairs Office of Residence Life Student Health and Wellness Center	Red Cross Chartwells Federal Bureau of Investigation (FBI) – Victim Services Division (VSD)
<p>Logistics Facilitates the timely and efficient delivery of supplies, equipment, services, and facilities to support those affected, the university's EOT, and incident responders.</p>	Facilities Operations and Maintenance (FOM) Office of Event Services Office of Technology Services (OTS) Procurement Services	
<p>Public Health and Medical Services Provides medical, behavioral, and human services, and coordinates with external organizations when the needs surpass the university's capabilities.</p>	Student Health and Wellness Center	Insight Hospital & Medical Center Chicago Northwestern Memorial Hospital Chicago Department of Public Health Cook County Department of Public Health Illinois Department of Public Health
<p>Urban Search and Rescue Delivers lifesaving resources and coordinates with external search and rescue organizations to ensure effective assistance.</p>	Department of Public Safety <i>(Search only, as needed)</i>	Chicago Fire Department (CFD)
<p>Hazardous Materials Response Offers support and coordination in response to actual or potential discharges or releases of hazardous materials when activated, collaborating with</p>	Department of Environmental Health and Safety	Chicago Fire Department (CFD) Illinois Tech Contracted Partners

<p>external organizations as needed.</p>		
<p>Public Safety and Security Ensures public safety and security in the aftermath of or in anticipation of natural or man-made disasters, including acts of terrorism. Coordinates with external organizations when capabilities are exceeded or when issues fall outside the scope of Illinois Tech.</p>	<p>Department of Public Safety</p>	<p>Chicago Police Department (CPD) Cook County Sheriff Federal Bureau of Investigation (FBI)</p>
<p>External Affairs Delivers accurate, coordinated, timely, and accessible information to affected audiences, including government agencies, media, the private sector, and the general public. This encompasses diverse groups such as children, individuals with disabilities, those with access and functional needs, and people with limited English proficiency.</p>	<p>External Affairs Office of Marketing and Communications</p>	

Mies Campus Map

For further information on Mies Campus, and all satellite campuses, please visit the [Illinois Tech Campus Information webpage](#).



Memorandum of Understanding (MOU)

A Memorandum of Understanding (MOU) is a nonbinding agreement between two or more parties that outlines the terms and conditions for a collaborative activity or initiative. These agreements may exist between the university and the city, county, non-governmental organization, the private sector, within the State of Illinois, and/or other states.

MOUs serve to formalize the partnership by detailing how the parties will work together, the resources available, and how they can be applicable in various situations, including before, during, or after an emergency. While an MOU does not ordinarily create legal obligations, it establishes a clear framework for cooperation and mutual understanding.

Illinois Tech currently has Memorandums of Understanding (MOUs) with several institutions of higher education regarding instructional capabilities. The university is now focused on establishing MOUs related to emergency operations. Illinois Tech is committed to ensuring the safety and security of its campus community while fostering partnerships that enhance these efforts.

Outside Assistance

When an emergency exceeds Illinois Tech's capabilities, the university may request external assistance. These requests are directed to pre-established partner organizations and/or government agencies. Unless requests are made to private partnerships, requests will be channeled through the City of Chicago Office of Emergency Management and Communications.

External Organizations and Government Agencies

American Red Cross

- Aid in university mass care and shelter management.
 - Services include:
 - Food Services
 - Health Services
 - Temporary and long-term shelter coordination

Chicago Fire Department (CFD)

- Serves as a responding unit for the following emergencies:
 - Fire
 - Hazardous Material (HAZMAT)
 - Urban Search and Rescue (USAR)
 - Emergency Medical Services (EMS)
- Perform damage assessments to evaluate impact areas and provide recommendations for restoration activities.

Chicago Police Department (CPD)

- Coordinate with Illinois Tech Public Safety in the following:
 - Establish and maintain perimeter security.
 - Implement crowd control, manage traffic, and support evacuation and shelter operations.
- Unless established otherwise, leads the investigation to determine the cause of the incident, gather evidence, and assist in the identification and apprehension of suspects.
- Will coordinate with county, state, and federal law enforcement agencies as needed.

City of Chicago Office of Emergency Management & Communications (OEMC)

- Serve as the primary contact for resource requests once Illinois Tech's capabilities have been surpassed.
- Escalate requests to Cook County or the State of Illinois as needed.
- Act as a liaison to the Illinois Tech Emergency Operations Center when it is activated.

Cook County Emergency Management and Regional Security (EMRS)

- Deployed necessary resources to aid in response and recovery efforts.
- Coordinated with neighboring counties to fulfill resource requests, as required.

- Escalate requests to the State of Illinois as needed.

HAZMAT Contracted Partners

- Supports the containment and clean-up of released hazardous materials.
 - Partners include, but are not limited to:
 - Heritage Environmental
 - Stericycle
 - Lab Metrics
 - RSSI

Illinois Emergency Management Agency and Office of Homeland Security (IEMA-OHS)

- Activate the State Emergency Operations Center, as needed to facilitate multi-agency coordination and resource deployment during incidents.
- Hold the authority to formally process Pre-Disaster Emergency Declarations, Declarations of Emergency, or Major Disaster Declarations through the Governor of Illinois.
- Request assistance from neighboring states or federal agencies as required.

Citation to Legal Authorities

Illinois Tech will, to the extent applicable, comply with all relevant local, state, and federal requirements. Specifically, the following:

Local Authorities

- 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
- Cook County Multi-Jurisdiction Hazard Mitigation Plan

State Authorities

- All Hazards Campus Emergency Plan and Violence Prevention Plan, 29 IAC 305
- Campus Security Enhancement Act of 2008, 110 ILCS 12/1 et seq.
- Good Samaritan Act, 745 ILCS 49
- IEMA-OHS Illinois Emergency Operations Plan, 2021
- Illinois Emergency Management Agency Act
- School Safety Drill Act

Federal Authorities

- Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Disaster Mitigation Act of 2000, 42 U.S.C. 5121
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)
- Family Educational Rights and Privacy Act (FERPA)
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Higher Education Opportunity Act 2008 (Public Law 110-315) (HEOA) Campus Safety Sections Emergency Response and Evacuation procedures
- Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD-8, National Preparedness
- Post-Katrina Emergency Management Reform Act of 2006, 6 USC 701
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5121 et seq.
- Volunteer Protection Act of 1997, Public Law 105-19, 42 U.S.C. 14501- 14505

Plan Maintenance

The Illinois Tech CEOP will be annually reviewed and maintained by the Emergency Management Department and collaborating units. Additionally, the CEOP will be updated as needed following university events or incidents that trigger its activation. The review and maintenance of the CEOP will be carried out as follows:

- All changes will be recorded within the Record of Change log.
- Interim revisions shall be made when one or more of the following occurs:
 - A change in site or facility configuration that materially alters the information contained in the CEOP.
 - Any material changes in campus response resources.
 - Internal assessments, third-party reviews, or experience in drills, exercises or actual responses to identify significant changes that should be made to the CEOP.
 - New laws, regulations, or internal policies, that are implemented which may affect the contents or the significance of the CEOP.

Acronyms

AUS	Allied Universal Security Services
CEOP	Campus Emergency Operations Plan
CERT	Chicago – Community Emergency Response Team
CFD	Chicago Fire Department
CLC	Conviser Law Center
CPD	Chicago Police Department
DHS	U.S. Department of Homeland Security
DPS	Department of Public Safety
EMRS	Cook County Department of Emergency Management and Regional Security
EOC	Emergency Operations Center
EOT	Emergency Operations Team
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FOM	Facilities Operations and Maintenance
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IEMA - OHS	Illinois Emergency Management Agency and Office of Homeland Security
Illinois Tech	Illinois Institute of Technology
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OEMC	Chicago- Office of Emergency Management and Communication
OTS	Office of Technology Services
PIO	Public Information Office
PS	Public Safety
Red Cross	American Red Cross
SitRep	Situation Report
VSD	FBI - Victim Services Division

Definitions

Annex	A subsection of the CEOP that details goals, objectives, and courses of action that the school/campus community will take before, during, and after an emergency. An annex addresses only one function, threat, or hazard. Examples include an Evacuation Annex, an Infectious Disease Annex, or a Bullying Annex.
Basic Plan	A section of the CEOP that provides an overview of the approach to emergency operations. Although it guides development of the more operationally oriented annexes, its primary audiences consist of the school principal or IHE administrator, local emergency officials, and the community (as appropriate). The elements listed in this section should meet the needs of these audiences while providing a solid foundation for the development of supporting annexes.
Command Staff	The Incident Command System (ICS) staff who report directly to the Incident Commander (IC). This includes the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.
Community Emergency Response Team (CERT)	A federally supported and locally implemented program that trains volunteers on emergency preparedness skills. CERT volunteers may be utilized during emergency events to support professional first responders.
Campus Emergency Operations Plan (CEOP)	A document that is critical to preventing emergencies from happening, reducing the impact (should a disaster occur), responding effectively, and facilitating rapid recovery efforts while continuing to protect the whole school/campus community. EOPs are developed for and by emergency planning and response teams within the university.
Finance/Administration Section	The ICS section responsible for all administrative and financial considerations surrounding an incident.
Incident Command System (ICS)	A standardized on-scene incident management concept designed specifically to allow responders to adopt an integrated organizational structure equal to the complexity and demands of any single incident or multiple incidents without being hindered by jurisdictional boundaries.
Incident Action Plan (IAP)	outlines the incident objectives, strategies, and tactics for a specified operational period. It provides a detailed plan for managing resources, coordinating activities, and addressing key priorities to effectively respond to an incident.
Incident Commander (IC)	The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site
Liaison Officer	An ICS member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
Logistics	The NIMS process and procedure for providing resources and other services to support incident management.
Memorandum of Understanding (MOU)	A formal, nonbinding agreement between two or more parties that outlines the terms and conditions of an agreed-upon activity or initiative.
Mitigation	The actions taken to eliminate or reduce the loss of life, injuries, and property damage from an emergency event. It is one of the five mission areas identified by the National Preparedness Goal.
National Incident Management System (NIMS)	A systematic, proactive approach to collaborating across disciplines and all levels of government to prevent, protect against, mitigate, respond to, and recover from threats and hazards that impact the community. It uses a core set of concepts, principles, procedures, processes, standards, and

	terminology that all may be integrated with EOPs and emergency management practices. NIMS is part of the National Preparedness System and supports the National Response Framework.
Natural Hazard	A potential emergency caused by the atmosphere, weather, seismic activity, or a natural element. Examples include animals, earthquakes, extreme temperature, floods, hurricanes/typhoons, landslides or mudslides, lightning, severe wind, tornados, tsunamis, volcanic eruptions, wildfires, and winter precipitation.
Operations Section	The ICS section responsible for all tactical incident operations and implementation of the Incident Action Plan. It normally includes subordinate Branches, Divisions, and/or Groups.
Planning Section	The ICS section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. It also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
Public Information Officer (PIO)	An ICS member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.
Recovery	The activity of returning to a sense of “normalcy” and restoring the education agency to a safe and supportive environment. There are four types of recovery: academics; business services; health, social, emotional, and behavioral; and physical and structural. Recovery is one of 10 recommended functions to
Response	The action of putting plans into place to respond to an emergency event and provide for the immediate needs of students and staff effectively.
Safety Officer	An ICS member of the Command Staff responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel.
Situation Report (SitRep)	An incident report that contains confirmed or verified information regarding the specific details relating to an emergency event. It is produced and distributed on a regular and recurring basis and is a method that supports a component of NIMS.