



Saint Xavier

UNIVERSITY

EMERGENCY OPERATIONS PLAN

Academic Year 2025-2026

EMERGENCY OPERATIONS PLAN

Table of Contents

TOPIC	PAGE NUMBER
Foreword	2
Promulgation Statement	4
Distribution List	5
Definitions	6
General Principles for Emergency Operations	10
Emergency Groups	10
Emergency Plan Activation	12
Emergency Operations Center	13
Responsibility for Emergency Actions	17
Risk Analysis	17
Emergency Management Phases	18
Annexes	19
A. Direction and Control	20
B. Campus Violence Prevention Plan	30
C. Emergency Notifications	43
D. Public Information	48
E. Damage Assessment	55
F. Evacuation, Shelter-in-Place, Lockdown	57
G. Mass Care	64
H. Health and Medical/Communicable Disease Policy	70
I. Resource Management	76
J. Mortuary Services	77
K. Residence Life	80
L. Athletics	85
Emergency Operations Center Section Chief Checklists	93
A. Management Section	93
B. Operations Section	95
C. Finance/Administration Section	98
D. Logistics Section	101
E. Planning & Intelligence Section	103

FOREWORD

- A. Saint Xavier University recognizes the importance of a unified and systematic approach to incident management, and therefore will adhere to the concept of the **National Incident Management System (NIMS)** and its associated provisions. This plan will outline actions to be taken by Saint Xavier University administration, faculty, and staff, the Emergency Management Groups, the Emergency Response Groups, and the Department of Police/Public Safety in conjunction with local governmental officials and cooperating private or volunteer organizations to:
1. Prevent avoidable disasters and reduce the vulnerability of students, faculty, staff and visitors to any disasters that may occur by providing training and ensuring appropriate communications.
 2. Establish competency through training and practice in protecting students, faculty and staff from the effects of disasters.
 3. Respond effectively to actual disasters.
 4. Provide for recovery in the aftermath of any emergency involving damage to any facility that is owned, managed or utilized by Saint Xavier University.
- B. It is not the intent of this plan to attempt to deal with those events that happen periodically, which do not cause widespread problems and are handled routinely by the administration, Police/Public Safety, and staff. The plan will, however, provide a process to respond to those occurrences such as tornadoes, earthquakes, hazardous materials incidents, violence on campus, fires, etc., which create immediate response needs and cause suffering that the victims cannot alleviate without assistance, and that require an extraordinary commitment of Saint Xavier University and government resources.
- C. This **Emergency Operations Plan (EOP)** was developed and reviewed by Saint Xavier University. Saint Xavier University is located within the City of Chicago and operates its emergency response program under the premise that the EOP is consistent with the City of Chicago's emergency management objectives.
- D. The EOP is a multi-hazard, functional plan, divided into three components: (1) a Basic Plan that serves as an overview of Saint Xavier University's approach to emergency management, (2) annexes that address specific activities critical to emergency response and recovery, and (3) checklists which support the annexes and contain technical information, details, and methods for use in emergency operations.
- E. The Basic Plan is to be used primarily by the administrators and operations staff of Saint Xavier University; however, all staff involved in the EOP should be familiar with it. The annexes and the checklists are guides that are specific to functional areas and respective staff.

- F. Administrators and staff should understand their roles and responsibilities under the plan. Police/Public Safety will offer training and exercise opportunities to increase competencies in emergency management. Newly employed administrators and appropriate staff will be briefed as they assume their duties, and may be required to take the appropriate NIMS training courses.
- G. Administrators in positions, which require the development of a specific Department Emergency Operations Plan, will be responsible, in coordination with Police/Public Safety, for the development and maintenance of their respective segments of the plan.
- H. Police/Public Safety will have the overall responsibility of reviewing and updating the EOP annually.

PROMULGATION STATEMENT

Officials of Saint Xavier University in conjunction with the local, county and state emergency management and public safety agencies have developed an emergency operations plan that will enhance our emergency response capability for any large scale emergencies or disasters at Saint Xavier University facilities or other facilities where students, faculty, or staff are located. This document is the result of that effort. This plan will assist the Saint Xavier University administration in accomplishing one of its primary responsibilities: protecting the lives and property of the students, faculty, and staff. This plan and its provisions will become official when it has been signed and dated below by the President of Saint Xavier University.

Keith Elder Ph.D.

President, Saint Xavier University

Date

DISTRIBUTION LIST

- President
- Provost
- General Counsel
- Vice President for Finance and Administration/CFO
- Vice President of Student Life
- Chief Information Officer
- Vice President for University Mission and Heritage
- Vice President for Strategic Marketing and Communication
- Vice President for University Advancement
- Assistant Provost for Student Success
- Dean of Students and Title IX Coordinator
- Dean- College of Liberal Arts and Education
- Dean – School of Nursing and Health Sciences
- Director – Graham School of Management
- Chief of Police/ Director of Public Safety
- Operations and Emergency Management Captain
- Patrol and Campus Captain
- Director of Marketing & Communication
- Director of Human Resources
- Director of Facilities
- Chief Engineer
- Director of University Housing
- Director of Student Involvement
- Director of Counseling Services
- Director of Athletics
- Director of Health Center
- Director of Auxiliary Services
- Other members identified by the President

DEFINITIONS

Authority Having Jurisdiction (AHJ) - The agency or agencies with primary authority and responsibility for response and recovery following a disaster.

Emergency – Any incident, potential or actual, which will not seriously affect the overall functional capacity of Saint Xavier University. These may include minor or controlled fires, individual medical incidents, single-building bomb threats (an anonymous telephone call and no other evidence), or minor/contained hazardous materials spills. Response services, such as those provided by the City of Chicago continue to be available in normal response times.

Emergency Management Group – The group of senior administrators charged with the overall responsibility to plan for long-term response and recovery in major emergencies and disasters. The group includes the President, Provost, Vice President for Finance and Administration/CFO, Vice President for Student Life, General Counsel, Chief of Police/Public Safety, and other members identified by the President or their designee.

Emergency Response Groups –

- A. First responder group (to conduct an immediate evaluation of an incident): The Police/Public Safety Supervisor, an on-duty Public Safety Officer, and any external public safety entity that responds to an emergency.
- B. Oversight and management for the emergency response (Emergency Operations Center):
 - Chief of Police/Public Safety
 - Patrol and Campus Captain
 - Operations and Emergency Management Captain
 - Director of University Housing
 - Dean of Students
 - Director of Marketing and Communications
 - Director of the Counseling Center
 - Director of Athletics
 - Chief Information Officer
 - Director of Human Resources
- C. Any external public safety entity that responds to an emergency.

Major Emergency – Any incident, potential or actual, which seriously disrupts the overall operation of Saint Xavier University. Major emergencies are typified by overall impact, including disruption of instructional and/or business services. These may include minor earthquake, power outage, bomb threat (a telephone call with specific information and a package located), uncontrolled fire, explosion, uncontained hazardous materials accident, and civil unrest. External public safety response services such as those provided by the City of Chicago continue to be available in normal response times.

Section 305.20 Definitions: All-Hazards Campus Emergency Plan and Violence Prevention Plan defined in the Police/Public Safety Enhancement Act of 2008 [P.A. 095-0881] Title 29:

Act - the Police/Public Safety Enhancement Act of 2008 [110 ILCS 12/20].

Emergency Operations Center (EOC) - a location where policy and management decisions are made during a disaster or disaster exercise. (The EOC takes direction from the Emergency Management Group (EMG), and decides how specific actions should occur).

Emergency Operations Plan (EOP) - the written plan of a higher education institution describing the organization, mission, and functions of the higher education institution and supporting services for responding to and recovering from disasters/emergencies and for violence prevention.

Incident Command - a system that combines facilities, equipment, personnel, procedures and communications to operate within a common organizational structure and that designates responsibility for the management of assigned resources to effectively accomplish stated campus goals and objectives.

Incident Commander - the individual responsible for the management of all campus incident command operations as provided for by law (President).

Incident Command Post (ICP) - the location at which the primary command functions for the EOP are executed.

Campus Violence Prevention Plan (CVPP) - the written plan of a higher education institution describing the creation of multi-disciplinary and multi-jurisdictional violence prevention strategies including formation of a Campus Violence Prevention Committee and implementation of a Campus Threat Assessment Team to address aberrant, dangerous or threatening behavior on campus.

Concept of Operations - the overall approach of the higher education institution to the preparation and management of a disaster/emergency, including response efforts and how the higher education institution will implement the concepts and procedures of an incident command system.

Declaration of Emergency – a decision by the President or designee that initiates the activation of the Emergency Management Group and the Emergency Response Group. Activation may occur for a Level 1 emergency if students are overseas or located at off-campus locations and a Level 1 incident occurs at that location. Activation may occur for a Level 2 incident if the crisis will interrupt normal business and requires an emergency response. Activation WILL occur for a Level 3 disaster.

Disaster - an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural or technological cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, or acts of domestic terrorism. [20 ILCS 3305/4]

Emergency Management - the efforts of the higher education institution to develop, plan, analyze, conduct, provide, implement and maintain programs for disaster/emergency mitigation, preparedness, response and recovery.

Emergency Services Disaster Agency (ESDA) - the agency by this name, by the name Emergency Management Agency, Office of Emergency Management & Communications (OEMC) of Chicago or by any other name that is established by ordinance within a political subdivision to coordinate the emergency management program within that political subdivision and with private organizations, other political subdivisions, the state, and federal governments. [20 ILCS 3305/4]

Exercise - a planned event realistically simulating a disaster/emergency, conducted for the purpose of evaluating the higher education institution's coordinated emergency management capabilities, including, but not limited to, testing emergency operations plans.

Full-Scale Exercise - 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 - 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.

Higher Education Institution - a public university, a public community college, or an independent, not-for-profit or for-profit higher education institution located in this state. [110 ILCS 12/20(a)]

IBHE - the Illinois Board of Higher Education

ICCB - the Illinois Community College Board

IEMA - the Illinois Emergency Management Agency

National Incident Management System (NIMS) - the comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable all government, private sector, and nongovernmental organizations to work together during domestic incidents.

Preparedness - actions taken, programs, and systems developed prior to a disaster/emergency to support and enhance response to and recovery from a disaster.

Recovery - restoration actions and programs associated with recovering from a disaster/emergency including, but not limited to, academic recovery, physical/structural recovery, business/fiscal recovery, and psychological/emotional recovery for students, faculty, and staff.

Response - the actions taken to address the immediate and short-term effects of a disaster/emergency.

Table Top Exercise - 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.

Threat Assessment - a process of evaluating the actions and conduct of an individual, and the circumstances surrounding those actions and conduct, to uncover any facts or evidence that indicate that violence is likely to be carried out. A threat assessment should occur when a person (or persons) threatens to commit a violent act or engages in behavior that appears to threaten, "Targeted violence."

Targeted Violence - an incident of physical violence where both the perpetrator and target(s) are identified or identifiable prior to the incident.

GENERAL PRINCIPLES FOR EMERGENCY OPERATIONS

National Incident Management System (NIMS); Organization and Incident Management Structure

Saint Xavier University (SXU) Emergency Operations shall be managed in accordance with NIMS principles. All emergencies requiring coordination between SXU authorities and first responder organizations will have an assigned Incident Commander. The initial responding administrator or Public Safety Officer will establish command if he/she deems the event to potentially cause major disruption or significantly impact the operations of SXU. Once command is passed to the “Authority Having Jurisdiction” for incident management, SXU will assign a liaison to work as part of the Unified Command Team.

Assumptions:

1. SXU assumes that the City of Chicago will take operational command of any large-scale emergency or disaster upon their arrival.
2. SXU assumes that the resources immediately available to SXU will be deployed in support of response and recovery actions provided by the **Authority Having Jurisdiction (AHJ)**. The AHJ agencies with primary response authority include the Chicago Fire and Police Departments.
3. SXU will have limited resources on-hand or in reserve; therefore SXU will rely on the AHJ or other regional emergency management agencies for additional assistance and material support.
4. SXU assumes that the AHJ will make notifications and request additional resources via existing mutual aid agreements with regional, state and federal agencies such as **Illinois Emergency Management Agency (IEMA)**, **Illinois Law Enforcement Alarm System (ILEAS)**, **South Metropolitan Higher Education Consortium (SMHEC)**, **Security Council of Professional Educators (SCOPE)**, **President’s Tri Campus Committee**, the **American Red Cross** and **Federal Emergency Management Agency (FEMA)**.

EMERGENCY GROUPS

Two key management groups have primary responsibility during any SXU emergency or disaster:

Emergency Management Group: This group will plan and organize the SXU strategic response, recovery and public communications. Members include:

- President
- Provost
- General Counsel
- Vice President for Finance and Administration/CFO
- Vice President of Student Life
- Dean of Students and Title IX Coordinator
- Vice President for University Mission and Heritage
- Vice President for Strategic Marketing and Communication
- Vice President for University Advancement

- Other members identified by the President

Line of succession for leading the **Emergency Management Group** is:

- **President**
- **Provost**
- **Vice President for Student Life**
- **Vice President for Finance and Administration/CFO**

Emergency Response Group: This group will provide oversight and management of immediate response to any SXU emergency. This group will be the primary group tasked to coordinate inter-agency response, provide resources and information to responders, and participate in unified command or offer SXU-specific expertise. This group may include members from the Emergency Management Group, if needed. Police/Public Safety will be the primary liaison between this group and the Emergency Management Group. The Chief of Police/Public Safety will be the Chairperson. Members include the following personnel:

EMERGENCY RESPONSE GROUP

- Assistant Provost for Student Success
- Dean – College of Liberal Arts and Education
- Dean – School of Nursing and Health Sciences
- Director – Graham School of Management
- Chief of Police/ Director of Public Safety
- Chief Information Officer
- Operations and Emergency Management Captain
- Operations & Emergency Management Captain
- Patrol Captain
- Director of Marketing & Communication
- Director of Human Resources
- Director of Facilities
- Chief Engineer
- Director of University Housing
- Director of Student Involvement
- Director of Counseling Services
- Director of Athletics
- Director of Auxiliary Services
- Other members identified by the President

Line of Succession for the **Emergency Response Group** is:

- **Chief of Police/Public Safety**
- **Patrol and Campus Captain**
- **Operations and Emergency Management Captain**

EMERGENCY PLAN ACTIVATION

Campus emergencies are typically reported to the nearest Public Safety Officer first; however, the emergency could be reported directly to the Chicago Office of Emergency Management and Communications via a 911 call, which will summon the Police or Fire Department. The emergency could be reported via in-house telephones, local telephones, weather radios, weather sirens, or other means. Police/Public Safety staff on duty will contact the Chief of Police/Public Safety immediately when the reported incident is expected to have facility-wide impact or involve many resources or multiple hours to mitigate.

When the Chief of Police/Public Safety determines that the incident falls into the category of major emergency as defined in the Emergency Operation Plan, he/she will immediately contact members of the Emergency Management Group. If the Chief of Police/Public Safety or designee determines that the threat is imminent, any one member of the Emergency Management Group thus contacted has the authority to activate this plan.

Levels of Emergency Response

Level 1 – Minor Emergency

A Level 1 Emergency is an incident (potential or actual) that creates an emergency situation that can be managed by the SXU administration and does not cause significant interruption to other facility populations, operations and activities. A Level 1 emergency or incident is usually managed by SXU First Responders. Response to a Level 1 emergency may also require public safety agencies and/or other local resources but does not require the activation of the SXU or local Emergency Operations Centers.

Level 1 incidents may include: fire alarm and evacuation in which there is no fire or a small fire, medical emergency, theft or other non-violent criminal activity, building infrastructure issues, or activity on the public street that may impact the ingress/egress from SXU buildings. SXU Police/Public Safety notifies the Emergency Response Group to assess the incident and determine if the Level of Emergency should be increased and/or additional actions need to be taken. The Emergency Response Group develops a report and provides its leader, the Chief of Police/Public Safety, with a recommendation on the Level of Emergency. The Chief of Police/Public Safety will provide an update by telephone or email to the President, if necessary. The Emergency Management Group is not activated. Exception: If students are overseas or located at other off-campus locations and a Level 1 incident occurs at that location the EOP may be activated.

Level 2 – Major Emergency

A Level 2 Emergency is an incident (or threat of incident) in which there are life safety issues or where the incident might significantly disrupt the operations and programs of the school and the situation cannot be managed through normal operations. A Level 2 emergency may require partial or full activation of the SXU Emergency Operations Center, depending on which functions are needed to respond to the emergency.

The Emergency Operations Center Director (Chief of Police/Public Safety) may notify local public safety and health agencies of any situation involving security threats, health hazards, major safety issues, or emergency response operations. The City and SXU may coordinate efforts through the

Incident Command Post and the Emergency Operations Center. The Emergency Management Group may be activated to address policy level issues.

If the crisis will interrupt the normal business at SXU and requires emergency response, operations and expenses, the President of Saint Xavier University (or if unavailable, the Vice President for Finance and Administration/CFO or the Vice President for Student Life will be contacted.

Level 3 – Disaster

A Level 3 Emergency involves serious and/or catastrophic threats or actual incidents that interrupt SXU operations and pose a serious threat to safety, health, operations, and business. Most disaster-level emergencies are regional and impact the entire community on a more widespread area. The SXU Emergency Operations Center is activated.

The City of Chicago will also activate the city's Emergency Operations Center to protect the entire community. Local, state and/or federal agencies may be involved in disaster management and may have representatives at the SXU Emergency Operations Center. The President (or if unavailable, the Vice President for Finance Administration/CFO or the Vice President for Student Life) activates the Emergency Management Group and the Group meets to address policy level decisions in support of the emergency response, academic continuity and business resumption. The President (or if unavailable the Vice President for Finance and Administration/CFO or the Vice President for Student Life) will issue a Declaration of Emergency.

Recovery

Recovery is the post-emergency or disaster phase that may require activation of business continuity plans and alternative solutions to resume the academic programs and business operations at the school. The SXU Emergency Operations Center may be de-activated if all emergency operations have transitioned into normal administrative management. The Emergency Management Group may still be activated for status reports and decision-making to support or oversee academic resumption and/or business continuity.

EMERGENCY OPERATIONS CENTER

Saint Xavier University (SXU) has an Emergency Response Group that acts in the capacity of First Responder to emergency incidents. Based on the recommendation of the Emergency Response Group, the Chief of Police/Public Safety can activate the Emergency Operations Center (EOC), with the Chief of Police/Public Safety designated as "Director". The Director of the EOC has management responsibility for the Emergency Operations Center. The Director determines which functional roles and sections of the Emergency Operations Center should be activated. **The Emergency Operations Center Director may choose to activate the Emergency Operations Center virtually or in a physical location.**

Response to a Level 1 Emergency will not require the activation of the SXU Emergency Operations Center, unless students are overseas or other off-campus locations, and a Level 1 incident occurs. The Emergency Operations Center may be partially or fully activated at a Level 2 emergency, depending on what functions are needed to coordinate the SXU emergency response. The Emergency Operations Center is fully activated at a Level 3 Emergency.

The President (or if unavailable, the Vice President for Finance and Administration/CFO or the Vice President for Student Life) will issue the Declaration of Emergency based on the immediate conditions and/or based on the recommendations of the Emergency Management Group or a designated member of the Emergency Response Group.

When the SXU Emergency Operations Center is activated, the Emergency Operations Center Director or designee should notify the City of Chicago.

The Director will continue to oversee and staff the Emergency Operations Center as long as there are emergency operations. When the emergency operations have subsided, the Director notifies the President or designee, and documents the closing of the Emergency Operations Center.

Overview of Emergency Operations Center Staff

Using terminology from NIMS, a **Section** is the term used to describe a level of the Emergency Operations Center organization with responsibility for a major functional area. In the SXU Emergency Operations Center, the EOC Team consists of five “sections” or functions. Those functions are:

- Management: is responsible for overall policy and coordination.
- Operations: is responsible for the response to a situation.
- Planning and Intelligence: is responsible for assessing the situation, writing situation reports, anticipating changing situations, documenting the response, and managing maps and status boards.
- Logistics: is responsible for getting what is necessary to support Operations (getting the workers, personnel/student resources, supplies, and equipment.)
- Finance and Administration: is responsible for timekeeping of response workers during the disaster response and recovery phases, authorizing/providing funding, keeping comprehensive financial records, and maintaining/managing all recovery records

Except for the Emergency Operations Center Director, the leader of each section is referred to as a “**Chief.**” Following is a detailed description of each of the sections:

Management Section – provides executive management over the Emergency Operations Center. This Section establishes the primary strategies and objectives and works with the other Sections to implement operations and deploy resources. This Section includes the Emergency Operations Center Director (the Chief of Police/Public Safety) and other staff in crisis communications and administration who support the management functions. The SXU Emergency Operations Center will always have a Director when activated. The Director determines which functions in the Emergency Operations Center should be activated, and also appoints Section Chiefs based upon availability of personnel. A separate Crisis Communications Center may be activated to support

internal and external communications. The Director provides updates on the emergency response to the Emergency Management Group, and provides recommendations for policy level decisions that must be authorized by the Emergency Management Group.

Operations Section – coordinates the actual emergency response operations. This section may coordinate response operations with SXU Department Directors who deploy staff and services from their departments. The Section may also coordinate and communicate directly with the Incident Commander who is at the scene of the incident. The Operations Section Chief is responsible for coordinating the Operations Section Plan of Action. The purpose of the Operations Section Plan of Action is to document the primary operational actions during an emergency, including the locations and resources that are assigned or will be needed to respond to the emergency. Depending on the nature of the emergency, the Operations Section may include the Section Chief and (as necessary), representatives from Police/Public Safety, Facilities Management, Student Life, Academic Affairs, Information Technology, and the Office of the President.

Planning and Intelligence Section – manages information and analysis. The Planning and Intelligence Section receives, tracks, analyzes and documents information on the incident and the Emergency Operations Center operations. This Section provides specific information on damage and the impacts of the crisis. The Planning and Intelligence Section also prepares the Incident Action Plan or strategic plan for managing the incident for the next operational period, and continually updates the Incident Action Plan. The Planning and Intelligence Section may include the Section Chief and staff with functional roles in Student Life, Counseling, Student Support, Facilities Management, and Residence Life.

Logistics Section – supports operations and sustained Emergency Operations Center activation for personnel and response teams. This Section also is involved in tracking the use of and availability of SXU resources as requested by SXU executives and/or government agencies. Depending on the needs for emergency response, resources may include personnel, facility resources or equipment. The Logistics Section may include the Section Chief and staff with functional roles in Human Resources, Facilities Management, Information Technology, and Business and Finance.

Finance and Administration Section – processes emergency finance in support of the SXU emergency response and tracks data for insured losses and post-disaster recovery programs. This section is also responsible ensuring that expenditures are appropriately accounted for and documented, and maintaining that documentation. The Finance and Administration Section may include the Section Chief and staff with functional roles in Finance including Insurance, Risk Management, Purchasing and Accounting.

Line of succession for leading the Emergency Operations Group is the Chief of Police/Public Safety and then the Facilities Manager, or their designees.

Emergency Operations Center Locations

The designated primary location for the EOC is:

- Andrew Conference Center:
 - Emergency Management Group: Room 105

- Joint Information Center: Room 104
- Emergency Response Group: any other room in this area.
- Warde Academic Center:
 - Emergency Management Group: Bishop Quarter Room
 - Joint Information Center: 4th floor – large room
 - Emergency Response Group: S115 (Math Room)
- Shannon Center
 - Alumni Room – Emergency Response Group
 - Conference room – Emergency Management Group
 - Fitness Classroom – Joint Information Center
- Graham School
 - Andrew Hall (room 120)-Emergency Response Group
 - Conference room (room GS 104)-Emergency Management Group
 - I.T. Lab – Joint Information Center

RESPONSIBILITY FOR EMERGENCY ACTIONS

- 1. Responsibility for Review and Amendment of Plan Annexes:** Periodic review of annexes within this plan may be assigned to other administrators or staff of SXU. The routine annual revision and publication of the entire plan is the responsibility of Chief of Police/Public Safety.
- 2. Implementation of Plan Annexes:** Decisions to implement annexes within this plan rest with the Emergency Management Group, or as automatically transferred to the Authority Having Jurisdiction (AHJ) upon their arrival. Assignments within annexes will typically follow the normal or related work responsibilities of the assigned staff or department.
- 3. Redundancy of Responsibilities:** Personnel with primary responsibility to implement annexes will designate back-up persons with similar knowledge, experience and authority who can act in their absence.

RISK ANALYSIS

Saint Xavier University could be affected by natural and man-made hazards that include: tornados and other severe weather (flooding), fires, hazardous materials spill, campus violence, contagious diseases, and acts of terrorism.

The following table details the risk analysis for the Chicago Campus:

Hazard Type	Risk Level			
	Low	Medium	High	Extreme
Tornado	X			
Severe storm			X	
Bomb Threat or Explosion	X			
Utility failure		X		
Fire		X		
Hazardous materials spill	X			
Violence on campus	X			
Health Emergency		X		
Structural collapse	X			

EMERGENCY MANAGEMENT PHASES

Management of large scale emergencies are divided into four phases as defined below:

Mitigation: Mitigation describes programs and activities designed to diminish the effects of emergencies by eliminating the risk, minimizing the number and severity or improving the likelihood of rapid recovery. These typically involve capital expenditures or pro-active policies. Threat assessment is an example of a mitigation program.

Preparedness: Preparedness programs include planning, training, drills, exercises, and other activities designed for SXU staff and students to build knowledge, experience, and skills necessary to support the response to an emergency event. An example of a preparedness activity is an evacuation drill.

Response: Actions taken in response to an active emergency or disaster to address immediate and short term effects. Activating weather-warning notification is a response activity.

Recovery: Activities and programs designed to restore the campus to full function following an emergency or disaster are defined as recovery functions. Planning backup classroom assignments following a building collapse is a recovery activity.

ANNEXES

In addition to the Basic Plan, the following pages contain plans (annexes) related to specific services that may be necessary following a disaster. These annexes are not meant to be contradictory to the Basic Plan in any way, but instead to offer specific information relative to the annex that would assist response to an emergency situation or incident. These annexes include:

A. Direction and Control

B. Campus Violence Prevention Plan

C. Emergency Notification

D. Public Information

E. Damage Assessment

F. Evacuation, Shelter in Place, Lockdown

G. Mass Care

H. Health and Medical/Communicable Diseases

I. Resource Management

J. Mortuary Services

K. Residence Life

ANNEX A:

DIRECTION AND CONTROL

Direction and Control

Introduction

Saint Xavier University (SXU) is committed to protecting the welfare of its community members as well as its research and intellectual property, equipment and facilities. SXU strives to minimize the impacts of emergencies and maximize the effectiveness of the University community in responding to and recovering from such occurrences. Doing so will provide continuity of University operations in support of the SXU mission.

Overview

The Saint Xavier University **Emergency Operation Plan (EOP)** provides the framework for response to and recovery from emergencies. This policy shall apply to all members of SXU. The decision to implement this plan is the responsibility of the President. The Vice-President for Student Life will accept this responsibility in the absence of the President. Further succession authority is explained in the section, “Emergency Groups”.

These documents provide a management framework for responding to major emergencies that may threaten the health and safety of the SXU community, or disrupt its programs and operations. The plan is designed to provide effective coordination of Saint Xavier University personnel and community resources for protecting life and property during and after emergencies. The types of emergencies include extreme weather related emergencies, prolonged power outages, fires, academic lab accidents, hazardous materials incidents, criminal activities, and large-scale or mass casualty events.

The EOP establishes an **Emergency Management Group (EMG)** that determines the scope of an incident and advises the SXU President. The EMG establishes response strategies and tactics, deploys resources, and initiates the emergency recovery process.

Emergency Planning Concept

The SXU concept of operations is based on the nationally recognized National Incident Management System (NIMS) mandated by both federal (Higher Education Opportunity Act of 2008) and state law (Police/Public Safety Enhancement Act of 2008).

SXU departments not identified in this plan are responsible for creating their own Emergency Response Plan Annex, with the assistance of Chief of Police/Public Safety, and when completed the annex will become part of this Emergency Operations Plan.

Purpose

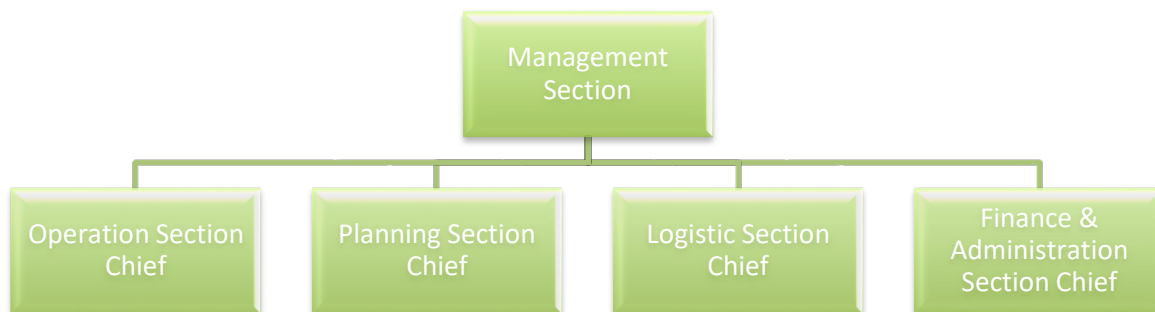
The purpose of this policy is to ensure that Saint Xavier University (SXU):

1. Provides a framework for enhancing the safety and security of its operations, and mitigates the long-term effects of an emergency.
2. Prepares for and responds effectively to an emergency through the appropriate use of the National Incident Management System (NIMS) and Incident Command System (ICS).

NIMS/ICS EMERGENCY MANAGEMENT GROUP

EMERGENCY RESPONSE GROUPS:

- First Responder Group: Police/Public Safety, Public Safety Officers, Facilities Management Personnel
- The Emergency Operations Center table of organization follows, and is based on the NIMS protocol:



Concept of Operation

An emergency is an unplanned event or incident that can shut down operations; cause physical or environmental damage; cause significant injury or death to students, faculty, staff, visitors or the public; or threaten the SXU public image.

Emergency Management is the process of preparing for, mitigating, responding to, and recovering from an emergency. This **Emergency Operation Plan (EOP)** is the cornerstone of this process and provides for a coordinated response and a clear line of command.

The following will result in implementation of the emergency operations plan:

1. Notification of a campus emergency by the Chief of Police/Public Safety or designee to the President, Provost, Vice President for Finance

and Administration/CFO, Vice President for University Advancement, Vice President for Student Life, the General Counsel, and other appropriate individuals as needed;

2. Notification of a campus emergency by a reliable source of information (police/fire, facilities management, or other emergency response personnel);
3. An outage response that escalates, and is deemed major by Facility Management or the Chief Engineer.
4. Severe weather related problems that threaten facility operations; and
5. A major incident as defined in the Emergency Operations Plan (EOP).

Structure and General Responsibilities

SXU faculty and staff play a role in a campus emergency. Faculty and staff are expected to be familiar with emergency procedures. This will be accomplished through training and exercises as mandated by the Act.

The Provost, Vice President for Finance and Administration/CFO, Vice President for Student Life, General Counsel, Vice President for Mission and Heritage, Vice President for University Advancement, Vice President for Strategic Marketing & Communication, the Chief of Police/Public Safety, and other members identified by the President serve as leaders in the Emergency Management Group (EMG). Their role is to provide guidance to emergency and safety management planning for SXU and/or the departments for which they are responsible.

The EOP relies on all managers to take actions in each of their departments to:

- Develop emergency preparedness plans in coordination with the EOP.
- Develop business continuity plans in coordination with the EOP.
- Implement those plans when necessary.
- Communicate those plans with their faculty, staff, and students.
- Exercise the plan.

The Emergency Management Group

1. The **Emergency Management Group (EMG)** is created under the authority of the President as a result of his/her signature on the Promulgation Statement (page 3). The EMG has the ultimate responsibility for the oversight and direction of the Emergency Operations Center (EOC) and all responses, recovery and continuity activities on campus. The EMG's primary role is to advise and assist the **Campus Incident Command Post (CICP)** in making strategic policy decisions.

The individuals listed in this section are responsible for coordinating their department responses to ensure that the full measures of SXU resources are available to deal with the emergency. These individuals are also responsible for designating alternates to serve in their absence.

(All EMG members must comply with NIMS training, IS-100.HE, 200, 700 and 800 in addition to any other training identified by the University. Online training can be found at <https://training.fema.gov/IS/>) and Canvas.

2. Emergency Management Group Members

- President
- Provost
- General Counsel
- Vice President for Finance and Administration/CFO
- Vice President for Student Life
- Dean of Students and Title IX Coordinator
- Vice President for University Mission and Heritage
- Vice President for Strategic Marketing and Communication
- Vice President for University Advancement
- Other members identified by the President

Roles and Responsibilities

President

- Serves as the University's principal spokesperson during a crisis.
- Alerts and updates the Board of Trustees of the situation.
- Gives visible presence to relay information to faculty, staff, students, and the general public.
- In the event of a tragedy, the President will, as appropriate, contact family members to offer condolences and apprise them of University services.
- The authority to declare a campus state of emergency rests with the President or designee in the President's absence.
- The President or designee is the "Campus Incident Commander," and heads the EMG.
- Responsible for assembling the EMG or some portion of its members to determine the short- and long-term effects of the emergency and establishing meeting times.
- Takes immediate action accumulating data, facts, and information about the incident.
- Provides initial briefing to EMG members.
- Manages the meeting activities, discussions, and decision-making.
- Assigns tasks and establishes deadlines for EMG members.
- Ensures that a chronology of events is kept as a written record.
- Orders the shutdown or evacuation of SXU, if necessary.
- Oversees the interface with outside organizations and the media.
- Alerts and updates senior management (including facility leaders) of the situation.
- Gives final approval to public communication documents and authorizes distribution.
- Oversees follow-up activities and schedules post-crisis meeting and critique.
- Determines if an incident violated a University policy.
- Ensures that all departments create a department Emergency Preparedness Plan annex, unless defined in this document.
- Alerts local government leaders as necessary.
- The Provost or the Vice President for Student Life will assume these responsibilities in the event the President is unavailable.

Vice President for Finance and Administration/CFO

- Coordinates advanced planning and implementation efforts to track resource expenditures, damage costs, recovery costs, and labor costs during any emergency and recovery.
- As Contracting Officer, responsible for emergency expenditures and outside contractor assistance.
- Ensures that institutional business processes are sustained (e.g., personnel payroll and benefits continuity, etc.).
- Determines and evaluates the financial impact on facilities and the University.
- Works with banks and rating agencies as necessary.
- Assesses insurance coverage.
- Establishes budgets.
- Ensures the campus facility infrastructure continues to operate under established procedures.
- Ensures, in collaboration with the relevant department heads, that essential service personnel are identified, and compensated as appropriate.
- Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, and emergency repairs and equipment protection.
- Provides essential services for the maintenance and restoration of critical infrastructure functions and utilities.
- Obtains the assistance of utility companies as required for emergency operations.
- Oversees the clearing of roadways, exits, and buildings under the direction of Chief of Police/Public Safety.
- Assists with staffing of the outer perimeter as directed by Chief of Police/Public Safety or designee.
- Supports the EOC and the CICP (Campus Incident Command Post where emergency responders will be) with:
 - Floor plans
 - HVAC and electrical plans
 - Access master keys (Physical Resources)
 - Equipment and furniture support as needed.
- Makes recommendations to the EMG on actions to take.
- Provides regular updates to the EMG.
- Ensures that departments under his authority create a department Emergency Preparedness Plan annex if not included in this plan.
- The Controller will assume these responsibilities in the event the Vice President for Business and Finance is unavailable.

Vice President for Strategic Marketing and Communication

- Establishes a media assembly area.
- Provides clear, continuous, and timely communication to faculty, staff, governmental agencies, and external public as required.
- Coordinates the flow of information with other members of the EMG and Police/Public Safety.

- Coordinates emergency closing notifications and coordinates special notifications as required.
- Develops public relations strategy based on the facts at hand and constantly assesses media interest.
- Drafts, seeks approval and distributes statements, news releases or response-to-query statements summarizing the situation and Saint Xavier University position/actions.
- Sees that approved statements are sent to students, faculty, staff, and media.
- Responds to queries from local, state and national news media.
- Hires external public relations agency to provide assistance, if necessary.
- Coordinates media statements with local police and fire and other responder media public relations representatives.
- May serve as the University's spokesperson for all general background and approved responses.
- Provides counsel to EMG on the public and media relation implications of future actions.
- Conducts press conferences or prepares spokesperson for press conferences.
- Makes arrangements to obtain copies of print, broadcast and online news coverage.
- Maintains a media query log to track the number and type of calls.
- Considers impact of crisis and actions on public opinion.
- Anticipates media actions and is prepared to respond to them.
- Provides counsel to the EMG on use of communication vehicles.
- Ensures a working telephone system and computer network is operational
- Sets up communications at alternate location.
- Coordinates advanced planning and implementation efforts for technology needs, including systems back up during an emergency and recovery.
- Ensures that computers and other hardware are protected.
- Provides information about any data security breach and its impact on the University.
- Will support the Emergency Operations Center with:
 - ✓ Mass communication capability
 - ✓ Telephones
 - ✓ Computer and internet support
 - ✓ Provides damage control for information technology and carries out emergency repairs

Vice President for Student Life

- Coordinates the collection of information on the location and status of students and reports to the EMG.
- Coordinates with the Director of University Housing and others if arrangements for temporary or alternative accommodations for students are needed.
- Coordinates efforts with other EMG members to ensure students are safe during an emergency and to minimize the negative impact on students' mental and physical wellbeing.
- Coordinates with other EMG members' communications to students and their families.
- The Vice President for Student Life designee will administer all activities and decisions regarding student activities.
- Coordinates with the Director of Counseling, regarding the establishment of a counseling center and other appropriate counseling services as needed.

- In the event of an incident directly involving students (death of a student, suicide of a student, psychological crisis), will provide overall direction for the intervention and is responsible for the management and coordination of a response.
- Establishes a counseling center and appropriate counseling services as needed.
- Provides EMG with information on relevant University policies.
- Advises EMG on how actions could affect future enrollments.
- The Dean of Students will assume the responsibility in the event the Vice President for Student Life is unavailable.

Provost

- Provides records and information to the EMG on faculty and staff who may be directly involved or impacted by the situation (within the limits of relevant laws and the advice of legal counsel).
- Coordinates with the Vice President for Finance and Administration/CFO and others, if arrangements for temporary faculty and staff shelter or alternative workspace are needed.
- Coordinates with other EMG members, communications to faculty and staff and their families.
- The Vice-President for Student Life will assume responsibility in the event the Provost is unavailable.

General Counsel

- Assesses the legal implications of an incident or issue.
- Advises EMG on federal and state employment laws pertinent to the situation, as well as relevant University policies.
- Provides counsel to EMG from a legal perspective on pros and cons of decisions, actions and responses.
- Anticipates and prepares for potential litigation based on the incident and EMG's decisions and actions.
- Reviews, as appropriate, outgoing statements and news releases to ensure that proprietary and legal considerations are taken into account.
- The Vice-President for Student Life will assume responsibility in the event the General Counsel is unavailable.

Chief of Police/Public Safety

- Reviews and evaluates the SXU Emergency Operations Plan annually as mandated.
- Initiates and coordinates annual emergency exercises or simulation and evaluates the response as mandated by the Act.
- Under the authority of the Vice President for Student Life, issues directives and protocols as appropriate.
- Modifies the Emergency Operations Plan as required by the Act.
- Submits an annual report to the Department of Education as mandated by the Clery Act Amendments of 2008.
- Manages emergencies as outlined in this policy and in accordance with the EOP.

- Identifies **Emergency Operations Centers (EOC)**.
- A **Campus Incident Command Post (CICP)** may be established by the Chief of Police/Public Safety from which he/she will coordinate the work of the **Emergency Response Group(s) (ERG)** in the execution of line response activities. Depending on the incident, the Security Campus Incident Command Post (CICP) may be in addition to the EOC.
- Through subordinate staff, provides emergency transportation as required, including buses, vans, etc.
- Responsible for the front-line management of the emergencies, for tactical planning and execution, for determining whether assistance is required, and for relaying requests for outside assistance.
- Uses the National Incident Command System/Incident Command System (NIMS/ICS) process.
- Gives technical advice (information such as NIMS, ICS, security, safety, external agency, etc.) as appropriate to personnel regarding the incident.
- Requests appropriate equipment that is needed.
- Assesses hazardous and unsafe conditions and develop measures for promoting personnel safety.
- Exercises emergency authority to immediately stop or prevent unsafe acts or conditions when appropriate.
- Contacts and arranges for inclusion of appropriate internal resources (i.e. Counseling, Facilities Management, Information Technology, etc.) when needed.
- Contacts appropriate external agencies as required (City of Chicago OEMC- Chicago, Chicago, Cook County Homeland Security and Emergency Management, State of Illinois, etc.).
- Records (or delegates a designee to record) the event and the actions taken.
- The Operations and Emergency Management Captain - (or as selected by the Vice President of Student Life) will assume the responsibilities in the event the Chief of Police/Public Safety is unavailable.

Administrators, Deans and Faculty Department Heads

- Administrators, Deans, and faculty department heads shall identify the critical operations and critical requirements in their colleges and departments, which must be protected in case of an emergency.
- Administrators, Deans and faculty department heads shall have both a contact list and an emergency response plan, including shutdown procedures, if not already included in this plan.
- Administrators, Deans and faculty department heads will identify a staff member who will be responsible for emergency preparedness procedures and coordinate training for employees.
- Administrators, Deans and faculty department heads are also responsible for designating alternates to serve in their absence. This information shall be in writing and provided to the President and Chief of Police/Public Safety.
- These plans shall be reviewed annually as mandated by the Act.

General

1. In the event of an emergency, the President or designee shall activate the Emergency Operations Center (EOC) as defined by this Emergency Operations Plan (EOP) and assemble the Emergency Management Group (EMG).
2. The EMG or certain members of the EMG shall be called upon as deemed necessary by the President. If required, a meeting may take place in the EOC, a designated location that will be equipped with the technology and information required, to the extent possible. At present, the designated primary location for the EOC is:
 - Andrew Conference Center:
 - Emergency Management Group: Room 105
 - Joint Information Center: Room 104
 - Emergency Response Group: any other room in this area.
 - Warde Academic Center:
 - Emergency Management Group: Bishop Quarter Room
 - Joint Information Center: 4th floor – Board room
 - Emergency Response Group: S115 (Math Room)
 - Shannon Center
 - Alumni Room – ERG
 - Conference room – EMG
 - Fitness Classroom – Joint Information Center
 - Graham School
 - Andrew Hall (room 120)-ERG
 - Conference room (room GS 104)-EMG
 - I.T. Lab – Joint Information Center
3. The EMG shall work with staff members to lead SXU through the emergency, determine the options available, initiate the course of action to be taken, and coordinate communication issues to the internal SXU community as well as to the public.
4. Designated locations will be identified and used as a temporary emergency shelter if parts of the facility are uninhabitable or if others on campus require emergency shelter. Alternative locations for a temporary emergency shelter shall be determined as needed.
5. When police or fire officials are involved, they have the responsibility to take jurisdiction over all activities. The Chief of Police/Public Safety shall coordinate the deployment of SXU resources, through the Emergency Management Group.
6. In the event of the death of a student, the President, Provost, or Vice President for Student Life will notify the family; in the event of the death of a faculty or staff member, the President, Provost, or respective Vice President will notify the appropriate

people. The Vice President for Strategic Marketing & Communication will assist in drafting messages and shall coordinate the SXU media relations activities.

Activation of the Emergency Operations Center

Threat:

In the event that an emergency situation has **not** yet occurred but there is credible advance warning of a threat:

1. The President or designee will be contacted immediately.
2. The EOP will be initiated based on the Level of Emergency Response:

Level 1 Threat - Any informal non-specific message found such as graffiti, a note or e-mail that indicates a threat might take place.
Example: Anonymous threats without detail or a letter expressing dissatisfaction with a group or policy.

Level 2 Threat - Information is obtained containing some or several specific details of the time, place, location, reason for the threat, method by which the threat will be carried out and possible identification of the person or group responsible for the threat.
Example: Anonymous threat with specific details.

Level 3 Threat - A threatening situation suggesting that violence is imminent and can be substantiated
Example: information obtained that a well-known student with problems has acquired a weapon and is on his/her way to the campus with the intention of harming someone in the campus community.

3. Key personnel will be notified based on the threat level.
4. The Chief of Police/Public Safety or designee shall contact emergency response services if necessary.

Post Emergency

During the post-emergency phase, the EMG shall:

1. Debrief and continue communications as required to the SXU community, the general public, and the media.
2. Coordinate on-going support activities as required.
3. Consider the need for post-emergency commemorative events and implement them as required.
4. Record events and prepare permanent records.
5. Determine any required changes to the Emergency Operation Plan.

ANNEX B:

CAMPUS VIOLENCE PREVENTION

PLAN

Campus Violence Prevention Plan

Purpose Statement

Saint Xavier University is committed to creating and maintaining a safe and secure educational environment for all students, faculty, staff and visitors. The purpose of this plan is to establish violence prevention measures, support systems, resources and strategies through the integration of Saint Xavier University policies and procedures regarding violence and threatening behavior, and the prohibition of violence.

This plan has been developed to provide procedures that will address the prevention, response, and management of violent acts or threats of violence, with the overall goal of the enhanced safety of Saint Xavier University, students, faculty, and staff.

Applicability

This plan shall set forth Saint Xavier University's expectations with regard to violence prevention for the campus community, including students, faculty, staff, visitors, contractors, and vendors. This plan and any related policies and procedures shall cover all Saint Xavier University-owned or controlled property, buildings and facilities.

Responsibility of Community Members

Saint Xavier University is committed to the development of preventive measures, including campus violence prevention and threat assessment, security planning for at-risk individuals, pre-employment screening, training, and general programs to increase employee and student awareness. All persons are strongly encouraged to be aware of their surroundings, to be alert for behavior that may be threatening or lead to violence, and to report such behavior to the appropriate Saint Xavier University official.

Responsibility to Report:

It is the responsibility of all campus community members (students, faculty, staff, and visitors), to promote and maintain an environment free from violence at Saint Xavier University. Such responsibility includes but is not limited to, being aware of one's surroundings and immediately reporting incidents, behaviors, or actions of others, which seem unusual, disruptive, suspicious, threatening or violent in nature. All university personnel have a responsibility to report any

concerns to any CARE Team member in person, by telephone, or electronically. Saint Xavier also has an on-line reporting system for students, faculty, and staff to alert the CARE Team of any emotional, behavioral, or other concerns that may exist.

Based upon circumstances, members on the CARE Team may include staff from the following areas:

- Dean of Students Office
- Counseling
- Public Safety
- Health Center
- Financial Aid
- Residence Life
- Athletics
- Learning Center
- University Ministry
- Academic Affairs

A. Reporting Unusual Circumstances:

If a student, employee, or visitors to the campus are not sure whom to call, incidents must be reported to Police/Public Safety. Police/Public Safety will be responsible for transmitting the information to the appropriate offices and/or departments, to include the CARE Team, if applicable.

A few general examples of behaviors that should be reported include, but are not limited to:

1. A slow or radical change in a person's behavior, academic or workplace performance, appearance, or conduct;
2. Aggressive or irrational behavior through words or actions;
3. Severe depression, unhappiness or irregular emotional behavior;
4. Inability to control anger, confrontational or disturbing words or actions;
5. Unusual overreaction to normal circumstances;
6. Lack of compassion or empathy for others;
7. Any threat or act of violence;
8. Damage to property;
9. Unusual nervousness, tension or anxiety;
10. Expression of suicidal thoughts, feelings or acts;
11. Any other action, word or behavior that one may reasonably believe could leave to violence;
12. Threatening statements, displays, photos, or other publications in an electronic format or communication.

- B. **Immediate Attention Required:** Any incident or behavior that creates an imminent threat or actual violence will be reported directly to Police/Public Safety. In the case of imminent threats, a call to the Chicago Police Department via 911 should be made immediately, followed by notification to Police/Public Safety.
- C. **Other Applicable Policies:** Any incident that is also regulated by any policy or any state or federal law or regulation will also be addressed by the specific Saint Xavier University office or department responsible for handling such matters in conjunction with this plan.
- D. **Emergency Management Group:** The following Saint Xavier University officials and departments shall be responsible for the implementation and enforcement of this plan, along with the Director for Police/Public Safety:
- President
 - Provost
 - General Counsel
 - Vice President for Finance and Administration/CFO
 - Vice President for Student Life
 - Vice President for Strategic Marketing and Communications
 - Chief of Police/Public Safety

Preventive Measures and Programs

The following information outlines the type of measures implemented by Saint Xavier University in order to prevent, deter and address violence and threats of violence on Saint Xavier University campus.

Saint Xavier University has created three separate groups to prevent and respond to acts of violence and/or threats of harm, and provide resources for victims of violence.

- A Campus Violence Prevention Committee
- The CARE Team
- A Threat Assessment Team (TAT)

CAMPUS VIOLENCE PREVENTION

- A. **Police/Public Safety:** Saint Xavier University maintains a trained safety and security force on campus, whose mission is to provide professional high quality effective safety and security to the students, faculty, and staff and all Saint Xavier University facilities.
- Police/Public Safety is staffed with full and part time officers who are responsible for providing police and security services on all Saint Xavier University property.
 - Police/Public Safety is responsible for dispatching all emergency calls. 911 calls on the campus are routed to the City of Chicago Office of Emergency Management and Communications Center.

- Police/Public Safety communicates regularly with law enforcement agencies and emergency responders in order to more effectively and efficiently responds to incidents on campus.
- Police/Public Safety utilizes radios for communications.
- Members of Police/Public Safety and members of the Emergency Management Group will pursue completion of the National Incident Management System (NIMS) and Incident Command System (ICS) training that encompasses the need for clear lines of communication when dealing with an emergency.
- Police/Public Safety is responsible for emergency operations, emergency preparedness measures, training, and development of protocols to enable the campus community to provide prompt and immediate responses in the event of an emergency.
- In addition, this office is responsible for maintaining an all-hazard Saint Xavier University emergency response plan for the Emergency Management Group to administer in the event of a large-scale emergency.

B. Chief of Police/Director of Emergency Management: Saint Xavier University maintains a full time Chief of Police/Public Safety who is responsible for managing the emergency operations for Saint Xavier University. The Chief organizes annual exercises for the Emergency Team as well as NIMS and ICS training. The Chief will develop an Emergency Operations Plan to support emergency operations and to provide for long term incident planning and recovery. When approved by the Saint Xavier University President, this plan will be submitted to the City of Chicago Office of Emergency Management as well as the Illinois Emergency Management Agency (IEMA). Following an incident, the Chief will prepare an Incident Action Report (IAR), and a copy of the IAR will be provided to emergency responders if requested.

C. Emergency Operation Plan: Saint Xavier University has an Emergency Operation Plan that incorporates a number of emergency policies and procedures to be implemented in the event of an emergency. This plan includes an Emergency Notification System, in order to provide timely notification to the campus community in the event of an imminent threat or event. The types of emergency notifications currently in place include: SXU Text Messaging, SXU Email, SXU homepage, and limited in-house telephone voice messages. Police/Public Safety with the assistance of Media Relations will provide periodic safety bulletins, along with incident-specific safety bulletins to the campus community in order to recommend enhanced safety measures, actions and responses.

D. Fire Alarm Systems: Saint Xavier University maintains a fire alarm system, with direct access to the City of Chicago Emergency Management and Communication Center and/or designated alarm monitoring center.

E. Training:

1. Saint Xavier University provides training for students, faculty and staff with regard to potential Saint Xavier University issues, including but not limited to emergency response, campus violence prevention and response, and other related topics.

- Training for students in residential halls will be conducted by Student Life Professionals (SLPs) or Resident Assistants (RAs). Police/Public Safety personnel will provide training for other students during student orientation or at the request of any student associations or faculty/staff.
 - Police/Public Safety will conduct training for faculty/staff as requested by any department-head or Vice-President.
2. Police/Public Safety will provide regular training to its officers and supervisory staff with regard to a wide range of law enforcement and security matters.

F. Violence and Crime Prevention Programs: Saint Xavier University offers crime prevention-related programs and presentations to Saint Xavier University students, faculty and staff in order to create awareness and education on preventing violence and promoting safety. These programs, which are supplemented by educational materials, are generally provided or sponsored by Police/Public Safety.

In addition, first year students receive information regarding safety and security, as well as information regarding SXU sexual violence policies.

G. Facilities/Infrastructure Safety Measures: It is recommended that Saint Xavier University facilities and infrastructure be assessed on an annual basis to determine whether safety measures are in place to adequately address and respond to incidents of violence and/or threats to the University community. These assessments can be conducted as needed, or by Facilities Management or Police/Public Safety.

Saint Xavier University conducts ongoing reviews of its facilities and infrastructure to determine whether it is reasonable and necessary to modify or enhance its methods of security and warning systems within each building utilized by the University community and/or the general public. These assessments and reviews include:

1. Panic/Duress Alarms: Located in critical areas throughout the campus and are connected to Police/Public Safety.
2. Locations Restricted by Card Access:
 - All of the Residence Halls have a “double-access control” system that requires swipe-access at the front door, and a second swipe-access into the living space area. In addition, some floors have swipe access. (Any questions related to this issue should be directed to Student Life or Police/Public Safety.
 - A Locksmith is also available.

H. Internal Saint Xavier University Policies and Procedures: in general, the Vice President for Student Life Human Resources, and the General Counsel develop, review, and disseminate policies and procedures. The following policies are in place in order to prevent, address and resolve issues of violence and safety at Saint Xavier University:

- Anti-Harassment Policy
- Workplace Threats and Violence

- Criminal Background Check
- Professional Code of Conduct for staff and personnel
- Sexual Assault Policy
- Whistleblower Policy
- Drug & Alcohol-Free Policy
- Police/Public Safety Policy Regarding Campus Crime Statistics Act
- Crisis Response Procedures
- Saint Xavier University Student Handbook
- Residence Life
 - Student Life Professional (SLP) On-Call Guidelines and Emergency Protocol
 - Crisis Response Tips for Resident Assistants (RAs).

I. Federal/State laws and regulations: The following federal and state laws provide regulatory compliance information with regard to issues of Police/Public Safety and violence at public institutions of higher education:

- Title IX
- The Federal Student Right to Know and Police/Public Safety Act (Clery Act)
- Federal Safety and Drug Free Schools and Communities Act
- Federal Drug Free Workplace Act of 1988
- Higher Education Opportunity Act (signed Aug. 14, 2008-deals with changes in fire safety; drug and alcohol incidents; and emergency communication systems)
- Uniform Crime Reporting (Both State and Federal)
- Federal and State Alcohol, Drug and Weapon Laws
- Illinois Campus Security Act
- Illinois Campus Security Enhancement Act
- Illinois Victims of Trafficking and Violence Prevention Act of 2000 (Sex Offender)
- Illinois Education Sexual Assault Awareness Act
- Illinois Fire Sprinkler Dormitory Act
- Illinois Campus Demonstrations Act
- Illinois Meningitis Information Law
- Illinois Firearm Owners Identification Card Act
- Illinois Mental Health and Developmental Disabilities and Confidentiality Act

J. Task Forces, Committees and Memberships: The following organizations, task forces and memberships are currently utilized by Saint Xavier University in order to remain current on issues of violence, Police/Public Safety and threats:

- National Association of Student Personnel Administrators (NASPA)
- Association of Collegiate and University Housing Officers – International (ACUHO- International)
- International Association of Campus Law Enforcement Administrators (IACLEA)
- Association of Student Conduct Administrators (ASCA)

- Security Committee of Professional Educators, (SCOPE)
- National Fire Protection Association (NFPA)

Campus Violence Prevention Committee:

1. Committee: A Campus Violence Prevention Committee is formed as a resource to provide support, assistance, research and policy review in regard to violence prevention on campus. Membership of the committee may include representatives from the following Departments: Student Services, Police/Public Safety, Athletics, Human Resources, Facilities, the Counseling Center, Residence Life, and other departments or personnel when deemed appropriate. The Vice-President for Student Life will have oversight of this committee, and will designate a Campus Violence Prevention Chairperson to determine when meetings should be held and manage these meetings.
2. Mission: As a part of this plan, the committee shall be responsible for the following:
 - a. Incorporate violence prevention strategies into related policies and/or procedures;
 - b. Encourage zero tolerance policy statements that reaffirm violence prevention strategies;
 - c. Integrate existing Saint Xavier University programs and policies that deal with associated issues (e.g. workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention);
 - d. Evaluate physical facilities and make recommendations to improve safety and further the goal of violence prevention.
3. Strategies: The committee shall develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education for Saint Xavier University students, faculty, and staff with regard to violence prevention, safety measures, and environmental security enhancement of Saint Xavier University property.
4. Policies/Procedures: The committee shall create policies and procedures under which it shall operate in order to fulfill its purpose.

CARE TEAM:

- A. The CARE Team is composed of the Dean of Students, the Director of Counseling, the Chief of Police/Public Safety, and staff from student support areas. This group meets routinely to discuss issues related to the security and safety of all students, personnel, visitors and guests.
- B. The Saint Xavier University CARE Team is a cross-divisional team that reviews student cases related to social, mental health, physical, financial, behavioral and/or a combination of these issues. Through collaboration and the coordination of resources, the CARE Team seeks to foster academic and personal success for students.

C. The CARE Team is chaired by the Dean of Students and Title IX Coordinator. Based on circumstances, other SXU department members may be invited to participate.

- Dean of Students Office
- Counseling
- Public Safety
- Health Center
- Financial Aid
- Residence Life
- Athletics
- Learning Center
- University Ministry
- Academic Affairs

This group meets routinely to discuss issues related to the security and safety of all students, personnel, visitors and guests. SXU has an on-line reporting system that allows students, personnel and others to contact CARE regarding any issue related to the security and safety of students, personnel, visitors and guests.

Reporting Incidents to CARE:

In cases where an imminent risk of violence to **self or others exists or where safety is of immediate concern, a call to 911 should be placed.** Saint Xavier University Police/Public Safety should be contacted at 773-298-3911 (Dispatch).

Faculty, staff, and students should also immediately report to the CARE Team any situation that could possibly result in harm to anyone at Saint Xavier University and/or may disrupt the Saint Xavier University community.

With the exception of the Counseling Center, a faculty or staff member who becomes aware of a student, faculty or staff's suicidal ideation and behaviors or of behavior that is disrupting the Saint Xavier University community should immediately report that information to CARE. Depending on the circumstances, the student's name may/may not be immediately disclosed by the faculty or staff member or the Counseling Center.

In addition, any member of the University community who becomes aware of a troubling person or situation that is causing serious anxiety, stress, or fear to others should forward the information to CARE. Information received via e-mails, list serves, blogs, computer postings, and social on-line networking sources (e.g., Facebook or Twitter) that relates to potentially disruptive and/or dangerous behavior also requires reporting.

Saint Xavier University will make confidentiality a priority and that information will be shared only on a strict need-to-know basis and in accordance with applicable law.

Where the safety risk or threat of violence is not immediate, concerns about disturbed or disturbing behavior may be reported by telephone or email to CARE.

Examples of behavior that should be reported to CARE include (but are not limited to) any student, faculty, or staff member who:

- Threatens or engages in violent behavior
- Writes or verbalizes a direct threat to another person
- Talks about suicide or homicide
- Exhibits behavior indicating suicidal tendencies
- Engages in self-injurious behavior
- Repeatedly disrupts class and refuses to stop the disruption
- Is asked to leave the classroom/workplace pursuant to the Code of Student Conduct or, for faculty and staff, the Professional Code of Conduct
- Reflects seriously disturbing thoughts in written assignment, class discussion, or other communication
- Exhibits behavior that seems bizarre or out of touch with reality
- Displays anger, hostility or other negative emotions inappropriately, is overly aggressive, seems depressed, or displays persistent sadness or unexplained crying
- Has impaired speech and/or disjointed thoughts
- Has been out of contact with friends, family, roommates, class, or the workplace for an unusually long period of time or who may be missing

Students can be referred to the CARE Team through the following ways:

SXU has an on-line reporting system that allows students, personnel and others to contact CARE regarding any issue related to the security and safety of students, personnel, visitors and guests.

- ✓ Complete the [online form](#). (Allow 1-2 business days for a response.)
- ✓ Contact the Dean of Students Office directly at 773-298-3123 or Deanofstudents@SXU.EDU

THREAT ASSESSMENT TEAM (TAT):

The TAT is composed of the Vice President for Finance and Administration/CFO, Vice President for Student Life, Dean of Students, the Chief of Police/Public Safety, the Assistant Provost for Student Success, the Director of Human Resources, the Director of Counseling, and a representative from Academic Affairs (dean of director). The Vice President for Student Life and Vice President for Finance and Administration/CFO co-chair the TAT/Threat Assessment Team of Saint Xavier University.

The Threat Assessment Team (TAT) is designed to assess and respond to disruptive or concerning behavioral issues to help support the health, safety and success of the Saint Xavier University community.

Team Purpose and Responsibilities:

The purpose of the Threat Assessment Team (TAT) is to:

- A. Review significant behavioral incidents and misconduct that violates Saint Xavier University policy;
- B. Provide a systemic response to students, faculty, and staff whose behavior may be:
 - Dangerous or disruptive to themselves or other members of Saint Xavier University community
 - In serious violation of Saint Xavier University's Code of Student Conduct or Professional Code of Conduct.
- C. Assist in protecting the health, safety, and welfare of students, faculty, staff, and other members of Saint Xavier University community.

Specifically, TAT responsibilities may include the following:

- Determine whether the situation reported to the TAT constitutes an emergency (risk assessment).
- If there is an emergency, report the matter to Police/Public Safety and/or 911
- Assess situations involving a student, faculty, and staff, who:
 - Poses a potential risk of harm to self, other persons, or property in the Saint Xavier University community
 - Is disruptive to the Saint Xavier University educational environment or university activities
 - Whose conduct seriously violates Saint Xavier University standards or policies.
- Consult with administration, faculty, staff, and other students affected by the behaviors of a disruptive student, faculty, or staff member in order to gather and assess information.
- Coordinate the Saint Xavier University response to a violent, threatening, or significantly disruptive behavior by any member or guest of the University community.
- Develop a specific strategy to manage the threatening or disruptive behavior by any member or guest of the University community with regard to the safety and rights of others and to minimize the threat and/or disruption to the Saint Xavier University community.
- Identify resources for disturbed, disturbing, or significantly troubled students, faculty, or staff, and make referrals to appropriate University and/or off-campus resources.
- Make recommendations to the Vice President for Student Life on appropriate actions consistent with Saint Xavier University policy and procedures and with applicable state and federal law.

Procedure:

Members of the Threat Assessment Team (TAT) will meet regularly and will consider each report received on a case-by-case basis. In cases of time-sensitive high-risk situations, any member may call a special TAT meeting. In emergencies, the TAT may refer a case to the Chicago Police or other emergency responders.

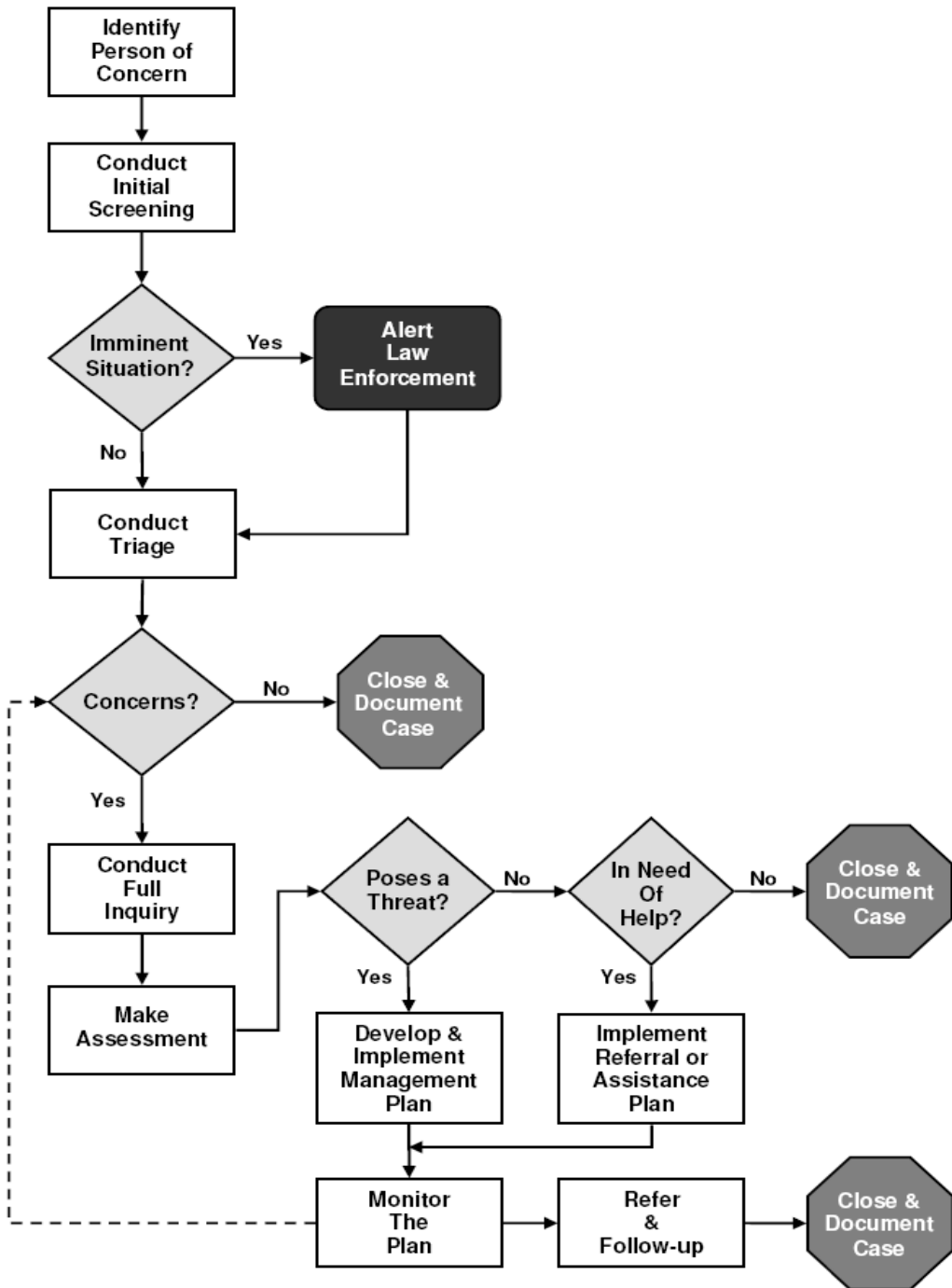
The desired outcome for each reported incident is a recommended course of action to the appropriate Vice President based upon the nature of the incident, the Code of Student Conduct, and/or other appropriate document(s). Once the course of action is agreed upon, implementation will commence.

Most disruptive or inappropriate behavior is subject to Saint Xavier University's Student Disciplinary Procedures/Professional Code of Conduct. Where the TAT has credible information that a student, faculty, or staff behavior indicates a risk of suicide or other significant risk to the health or safety of that person or others, the TAT may advise Human Resources and/or the appropriate Vice President and recommend that the student, faculty, or staff member attend a professional assessment. The assessment is designed to provide the student, faculty, or staff member with the resources to maintain his or her self-welfare and to determine whether a student, faculty, or staff member poses a direct threat to the health or safety of him/herself or others.

Examples of behavior that could result in mandated professional assessments are:

<u>STUDENT: directed to Vice President for Student Life</u>	<u>FACULTY/STAFF: directed to respective Vice President or Human Resources</u>
By written, verbal or other communication plans to commit suicide	By written, verbal or other communication plans to commit suicide
Expresses a preoccupation about suicide	Expresses a preoccupation about suicide
Becomes incapacitated as a result of alcohol or drugs requiring hospitalization or other medical attention	Becomes incapacitated as a result of alcohol or drugs requiring hospitalization or other medical attention
Poses a substantial risk of significant harm to self or others	Poses a substantial risk of significant harm to self or others

Line of Succession: The Vice President of Student Life will chair all meetings of the TAT. In the event that the Vice President is unavailable to chair a meeting, the Dean of Students will chair the meeting.



A. Sample Priority Levels for Threat Cases

Priority 1 (Extreme Risk)

The person/situation appears to pose a clear and imminent threat of serious violence toward themselves or others and requires immediate containment. The Threat Assessment Team should immediately notify Police/Public Safety, the Chicago Police Department to pursue containment options, and/or take actions to protect identified target(s). Once such emergency actions have been taken, the TAT shall then develop and implement a management plan in anticipation of the person's release or return to campus.

Priority 2 (High Risk)

The person/situation appears to pose a threat of self-harm or physical violence, usually to an identifiable target, but currently lacks immediacy and/or a specific plan — or a specified plan of violence does exist but currently lacks a specific target. This requires the TAT to develop and implement a management plan.

Priority 3 (Moderate Risk)

The person/situation does not appear to pose a threat of violence or self-harm at this time, but does exhibit behaviors/circumstances that are likely to be disruptive to the community. This case warrants some intervention, referral and monitoring to minimize risk for significant disruption to the community or escalation in threat. The TAT should develop a referral and/or active monitoring plan.

Priority 4 (Low Risk)

The person/situation does not appear to pose a threat of violence or self-harm at this time, nor is there evidence of significant disruption to the community. This case may warrant some intervention, referral and monitoring to minimize risk for escalation in threat. The TAT should develop a monitoring plan.

Priority 5 (No Identified Risk)

The person/situation does not appear to pose a threat of violence or self-harm at this time, nor is there evidence of significant disruption to the community. The TAT can close the case without a management or monitoring plan, following appropriate documentation.

ANNEX C:

EMERGENCY NOTIFICATION

Emergency Notification

Purpose Statement:

Emergency Notification refers to the guidelines and policies of Saint Xavier University to announce warnings, provide direction for evacuation, or communicate other immediate actions during an emergency. The purpose of an emergency notification is to provide timely warning to persons at risk or to provide accurate information to those who are responsible for emergency operations.

Annex Activation:

Unless otherwise authorized, a senior administrator or staff member who is part of the Emergency Management Group (EMG) or the Emergency Response Group (ERG) or a Public Safety Officer who becomes aware of an emergency incident has the authority to activate the emergency notification system and contact appropriate law enforcement, fire, and emergency medical service providers.

The target audience for emergency notification and relative priority will necessarily be situation specific but will generally occur in the following phases:

1. The persons directly affected or in imminent danger.
2. The Authority Having Jurisdiction (AHJ) or first responder agency.
3. The area of the campus where the risk will affect the greatest numbers of people.
4. The vicinity/area of the campus that has the greatest potential to be impacted by the event.
5. The SXU Emergency Management Group (EMG).
6. The remainder of the campus population.

Initial Communications, Authority and Responsibility:

The Public Safety Officer receiving the initial report and on the scene of the emergency will be designated as Incident Commander until replaced. The Incident Commander has the responsibility to initiate this annex, the Emergency Notifications/Emergency Communications Annex (*Annex C*).

Definitions

Emergency Management Group (EMG) – The group of senior administrators charged with the overall responsibility to plan for long-term response and recovery in major emergencies and disasters. The Group includes:

- University President
- Provost
- Vice President for Finance and Administration/CFO
- Vice President Enrollment Management
- Associate Vice President of University Advancement
- Executive Director Institutional Research/Special Assistant to President
- Vice President for Strategic Marketing and Communication

Emergency Response Group (ERG) – First responder group i.e., Police/Public Safety that immediately responds to an emergency and the Emergency Response Group:

- Dean of Students
- Dean-College of Liberal Arts and Education
- Director-Graham School of Management
- Dean-School of Nursing and Health Sciences
- Chief of Police/ Director of Public Safety
- Deputy Chief of Police
- Director of Operations and Emergency Management Captain
- Patrol and Campus Captain
- Chief Information Officer
- Director of Client Services (IT)
- Director of Human Resources
- Director of Marketing and Communication
- Director of Facilities
- Chief Engineer
- Student Relations Specialist
- Director of University Housing
- Director of Counseling Services
- Director of Student Involvement
- Director of Athletics
- Director of Campus Ministry
- Director of Auxiliary Services
- Director of Center for Accessibility Resources
- Plus, other departments directly affected by the emergency

Appendix A: Emergency Notification References

Saint Xavier University Electronic Communications Services Emergency Notification System

Emergency Situations at SXU: Saint Xavier University has several methods for emergency notification system. In the event of an emergency, such as fire, violence, suspicious or criminal activity, or natural disaster immediately call **911** and Police/ Public Safety **773-298-3911**.

If the emergency is life threatening (for example an active shooter on campus, a bomb threat, etc.), a Public Safety Officer will be called via radio or telephone. Students, faculty, staff and others will be contacted via employee email, through the SXU web page or through the Emergency Notification called Campus Alerts (RAVE).

RAVE is an optional, voluntary emergency notification system for students, faculty and staff. Members of the Emergency Response Group sends the RAVE alert messages.

The Vice President for Strategic Marketing & Communications working with the Office of the Provost will post updates during and after a critical incident on the Saint Xavier University web site at <http://www.sxu.edu>

These methods of communication may be activated in the event of an immediate threat to the Saint Xavier campus community.

External agencies:

To contact the City of Chicago Emergency Communications Center, call 911. For any emergency situation that requires 911 assistance, please be prepared to tell the dispatcher your name, location, including address, telephone number and the nature of the emergency.

FIRE DEPARTMENTS: The Fire Department will respond to a pulled fire alarm. If you are unable to activate an alarm call 911.

Pertinent Non-Emergency Numbers

- Chicago Fire Department: 312-745-3705 Main office: 10 West 35th Street, Chicago, IL 60606; Station 92, 3112 West 111th Street, Chicago, 773-238-4822.

POLICE DEPARTMENTS: The Police Department will respond to all emergency calls made from any member of the SXU community. Response time will be determined by situational priority.

Pertinent Non-Emergency Numbers

- Chicago Police Department: 22nd District, 1900 W. Monterey Avenue, Chicago, Ill 60643, 312-745-0570. You may also call 311 for City of Chicago information and services.
- Cook County Homeland Security and Emergency Management, 312-603-8180 69 West Washington Boulevard, Chicago, IL 60602

- Illinois Poison Center, 1-800-222-1222; 222 South Riverside Plaza Suite 1900, Chicago, IL 60606; General Information 312-906-6136, TDD: 312-906-6185; FAX: 312-627-8006
- Cook County Department of Public Health, 7556 Jackson Boulevard, Forest Park, IL 60130, 708-836-8600
- Red Cross of Chicago, 2200 West Harrison Street, Chicago, IL 60612, 312-729-6100
- Salvation Army, 5040 North Pulaski, Chicago, IL 60630, 773-725-1100

Appendix B: Emergency Notification Matrix

The Emergency Notification Matrix lists the type of emergency, the various methods of notification available in which the emergency can be communicated to Saint Xavier University students, faculty and staff, and the agency or department authorized to initiate the notification to the University.

Note: The following titles and acronyms are identified as follows:

UR - VP for Strategic Marketing & Communication, Media Coordinator

PR – Director of Marketing & Communications

NOAA - National Oceanic & Atmospheric Administration

Type of Emergency	Notification Method in Order of Preference	Who Can Activate
Active Shooter or other Campus Violence	911	Any responsible person
	Emergency Notification System	UR, PR, Police/Public Safety
Bomb Threat	911	Any responsible person
	Emergency Notification System	UR, PR, Police/Public Safety
Explosion	911	Any responsible person
	Emergency Notification System	UR, PR, Police/Public Safety

Type of Emergency	Notification Methods in Order of Preference	Who Can Authorize or Activate
Fire		

	Building Alarms or 911	Any responsible person
	Emergency Notification System	UR, PR, Police/Public Safety
Hazardous Material Incident	911	Any responsible person
	Emergency Notification System	UR, PR
Tornado Warning	Weather Siren	City of Chicago OEMC
	Emergency Notification System	UR, PR, Police/Public Safety
Utility Failure	Phone or in person	Physical Resources
	Emergency Notification System	UR, PR
Storm Warning Requiring School Closing	Weather Radio	NOAA
	Emergency Notification System	UR, PR

ANNEX D:

PUBLIC INFORMATION

PUBLIC INFORMATION

Purpose Statement

With any crisis affecting Saint Xavier University, communications will play a significant role in responding to the needs of the Saint Xavier community. Working with the media is a particularly important element of any crisis communications response. Because time is of the essence in a crisis, this annex will outline the procedures for the Marketing and Communications response to the media and others in the event of a crisis. Responding quickly, efficiently and effectively is of the utmost importance.

The primary goal of any crisis communications will be to inform the Saint Xavier community of all pertinent details related to the crisis, especially as this relates to the protection of lives, health and welfare. The community includes students, faculty, staff, family of students, faculty, and staff, alumni, the media, and other community members.

Secondary goals include protecting Saint Xavier University's integrity and image regardless of the nature of the crisis; effectively working with members of local government and emergency personnel; and honestly and efficiently communicating with members of the media.

With the exception of the Saint Xavier University President and Vice President for Strategic Marketing and Communications or their designee, no one is authorized to speak with the media without first speaking to the Vice President for Strategic Marketing and Communications. The Vice President for Strategic Marketing and Communications will designate individual(s) who will work within the Joint Information Center (JIC) (see section below on "Major Crisis") if it is set up as part of Incident Command.

The Director of Marketing and Communications and the Media Coordinator are the designated Public Information Officers for Saint Xavier University. Media Relations is the designated department for revision and maintenance of this annex.

Annex Activation

The Vice President for Strategic Marketing and Communications or designated senior staff members may activate this annex following an initial meeting of the Emergency Management Group.

Major Crisis

In case of a major crisis, it may be necessary to establish a Joint Information Center (JIC) to handle the anticipated high volume of telephone inquiries. The Vice President for Student Life or designee will have overall responsibility for this Center. If possible it will be located adjacent to the Emergency Operation Center, (EOC). If space is not available, the JIC location will be determined later.

The main telephone number for SXU is 773-298-3000. Refer all inquiries from members of the media or others requesting information about this issue to the Director of Marketing and Communications at (773) 575-9477 (mobile). It should be understood that calls from the news media would not be channeled to the JIC.

For other calls from students, staff, family members and others, Saint Xavier University officials will direct telephone calls about the crisis to the main telephone number: 773-298-3000, unless a telephone number directly into the Joint Information Center is established. The Joint Information Center should be staffed with personnel experienced in dealing with crisis communications.

Public release of information to the media pertaining to the death or serious injury of a student, faculty or staff member will be coordinated by the Vice President for Student Life with assistance from the Chief of Police/Public Safety, in consultation with the President. The Vice President for Student Life will rely on information provided by the Chief of Police/Public Safety and external public safety officials in obtaining the names of those who may be fatalities in a major crisis. As a matter of standard procedure, such names will not be released until next-of-kin are notified and after the General Counsel has been consulted concerning the applicability of privacy law requirements. Before any information is released pertaining to the death of a student, faculty or staff member, the Medical Examiner's Office should be contacted, and give approval for the release of information to the public.

The President with input from the Vice President of Student Life and the Chief of Police/Public Safety, will have responsibility for notifying a next-of-kin if not accomplished in the normal protocols of public safety or health officials (Medical Examiner, police or fire). In the instance of a deceased faculty or staff member, the President with input from the Provost and the Chief of Police/Public Safety will have the responsibility for notifying such individual's next-of-kin if not accomplished in the normal protocols of public safety or health officials.

Public Information Duties and Assignments

Key Personnel Involved

The Vice President for Student Life, Provost and the Vice President for Strategic Marketing and Communications.

Saint Xavier University has created a **Crisis Communications Team**: The Vice President for Strategic Marketing and Communications is in charge. This scope of authority is defined as:

- Works with the President or the authorized spokesperson to ensure that the University's messages are clearly communicated
- Direct team members on media relation's strategies and implementation
- Commit resources to successfully communicate the University's messages to key public agencies

Crisis Communication Protocols

Goal:

To determine procedures to take for coordinated communication efforts within the University and to the media, the public and other constituencies in the event of a crisis situation.

Objectives:

- To factually assess the situation and determine whether a communication response is warranted
- To respond and address concerns promptly and accurately:
 - ✓ Identify constituencies which should be informed
 - ✓ Communicate facts about the crisis
 - ✓ Minimize misinformation
- To maintain goodwill and confidence among key constituencies

In the event of a crisis, the Vice President for Strategic Marketing and Communications will call the following team members to discuss the situation or to arrange a meeting:

- Crisis Communication Team
- Violence Prevention Team
- CARE Team
- Police/Public Safety
- Dean of Students
- Residence Life
- Counseling
- Nursing
- Other departments as needed

CRISIS COMMUNICATION TEAM RESPONSIBILITIES

The identification of a crisis warranting the activation of the Crisis Communication Plan is at the discretion of the Vice President for Strategic Marketing and Communications. When a crisis situation has been identified, the Vice President for Strategic Marketing and Communications will convene the Crisis Communication Team.

Once assembled, the Crisis Communication Team will work with the EMG to:

- Gather and share information about the event
- Separate and clarify issues
- Determine overall University communication response/position to the event
- Identify individuals or groups affected by the event
- Plan appropriate responses for each group
- Designate spokesperson(s)
- Assign responsibility for carrying out communication plans
- Work with public relations experts from the police and fire departments
- Liaise with in-house experts pertinent to the particular crisis (Police/Public Safety, Facility Management, Residence Life, General Counsel, etc.)
- Contact outside public relations consultant for assistance, if warranted

Public Information Center Location Co-located with or near the Joint Information Center Resources and Technology Needed

Press Release

- Internet access
- Laptop computer
- Telephone
- Media list
- Fax

News Conference

- Podium with logo plate
- Microphones
- Computer/laptop
- LCD Projector
- Screen
- Mote Box

Call Center

- Desk telephones
- Note pads and pens

- Scripted responses
- Computers/laptops

General Guidelines

Media:

The Director of Marketing and Communications maintains a list of local and regional media contacts along with telephone and e-mail contact information. In the event of a crisis, the designated Public Information Officer (PIO) will be responsible for alerting the media and coordinating the distribution of press releases and/or scheduling and administering a press conference if needed. Should the President be out of town or otherwise unavailable (out of country, medical, vacation, etc.), the Vice President for Strategic Marketing and Communications will act in the President's place, or designate an alternate. The Vice President for Strategic Marketing and Communications will coordinate all crisis communications with the media including prepared statements, talking points, fact sheets and press releases.

Telephone Response:

Regardless of where a Saint Xavier University related crisis occurs, Saint Xavier telephone operators will be informed to direct all emergency questions to the Saint Xavier homepage at www.sxu.edu. The Vice President for Strategic Marketing and Communications in conjunction with designee University Relations staff members will update messages to announce Saint Xavier University closure and emergency messages.

When immediate telephone responses are necessary, the Director of Marketing and Communications or designee will prepare a statement and/or messages, a fact sheet and frequently asked questions (FAQ) handout for the telephone operators. If large volumes of telephone calls are expected, the PIO will designate an assistant to set up a call center.

Designated Joint Information Center Location: as close to the Emergency Operations Center.

Sample Response: Saint Xavier University has scheduled a press conference (time/date) at (insert location here) to provide information on (insert crisis information here). _____ may be reached at: (work and cell numbers for the person designated)

Website: The SXU homepage www.sxu.edu will be used during and after a crisis to communicate with members of the University community, as well as members of the media. Pertinent details about school closure, emergency response, and information for the media will be linked from the homepage as needed.

Follow Up Communication Methods in Emergencies

CAMPUS-WIDE TEXT ALERT SYSTEM: The campus-wide text alert system will only be used in the event of a University emergency. This service will not be used for routine University communications.

The Vice President for Strategic Marketing and Communications, Vice President for Student Life, Police/Public Safety and Media Relations are responsible for communicating with students, faculty and staff as defined below:

Email Messages

Responsibility: The responsibility for email messages will depend on the group to whom messages are being sent. For example, the Vice President for Student Life and/or the Dean of Students would be responsible for communicating with students; the Vice President for Strategic Marketing and Communications will be responsible for communicating with faculty and staff.

- Depending upon the situation, this method may not be accessible and/or reliable.
- Subject line needs to be date and time recorded.

Text Messages

Responsibility: Chief of Police/Public Safety / Vice President for Strategic Marketing and Communications and Director of Marketing and Communications (with the assistance of Information Technology)

- Cellular companies have adequate lines for normal operation. During peak times, such as an emergency incident, the lines are typically overloaded, delaying the distribution of messaging.
- Sample text messages to cover a wide variety of emergencies have been created and are listed at the end of this annex.
- Messages should direct individuals to the website for additional information.

Website Posting

Responsibility: Vice President for Strategic Marketing and Communications

Messages would be placed on the home page of the website. This would link to a page or pages with additional information, as needed.

- In a large-scale emergency, several people will be needed for this function.

Media Relations (local, regional, or national media)

Responsibility: Vice President for Strategic Marketing and Communications. The spokesperson for the Saint Xavier University will be the President, the Vice President for Strategic Marketing and Communications or designee. Other personnel may be utilized depending upon the situation.

Emergency Operations Center

Responsibility: Police/Public Safety. In the event of an emergency, the communications function is part of the overall Emergency Operations Center (Logistics Section).

Posters and Fliers

Responsibility: Vice President for Strategic Marketing and Communications

- Fliers can be developed for distribution to students, faculty, or staff.

- “Runners” which could include students or other University staff could be used to distribute and post.

Other Communication Methods: Police/Public Safety or Vice President for Strategic Marketing and Communications

Additional methods could be used, including the following:

- Assigning emergency response team members to specific locations to provide direction.
- Bullhorns.
- PA Fire Annunciator System, used by the Fire Department or other emergency responders.
- Video Display Monitors, including the university electronic marquee

SAINT XAVIER UNIVERSITY

Examples of Emergency Messages

Armed Person or Active Shooter on Campus Message

Armed person- (building name). Go to nearest room/barricade door. If off campus, stay away. Check www.sxu.edu.

Police Activity Outside of Saint Xavier University Message

Police Emergency at (building name or street). Avoid Area. Check www.sxu.edu.

Bomb Threat Message

Bomb Threat in (building name). Follow evacuation orders. If off campus, stay away. Check www.sxu.edu.

FIRE Message

Fire in (building name). Evacuate (building name). Do not enter building. Check www.sxu.edu.

Tornado Warning Message

Tornado Warning (campus name). Seek inside shelter immediately – away from windows.

Saint Xavier Closing Alert Due to Weather Message

(Name of campus or campuses) closed due to weather. Check www.sxu.edu. or (name of campus or campuses) closing at (time) due to weather. Check www.sxu.edu.

Saint Xavier Alert Due to Utility Failure Message

(Type of utility) failure at (building name). Check www.sxu.edu.

Saint Xavier All Clear Message

Saint Xavier emergency is over. Check www.sxu.edu.

Emergency Notification System Test Message

Routine test of Saint Xavier’s emergency alert system. No action needed.

ANNEX E:

DAMAGE ASSESSMENT

DAMAGE ASSESSMENT

Purpose Statement

This annex provides guidelines for the assessment of damage resulting from a disaster, which may occur at Saint Xavier University.

Assumptions

Refer to Basic Plan, Direction and Control Annex A

Concept of Operations

Disaster intelligence is a tool for action and involves the complete cycle in which information about an event is collected, processed, evaluated, and disseminated to those who need it. This is a key process in caring for the short and long-term disaster needs of the campus community. Damage assessment, which is an element of disaster intelligence, is an appraisal or determination of the actual effects on human, economic and natural resources resulting from an emergency or disaster. Delayed assessments may cause hardship as well as erode confidence in the ability of Saint Xavier University to react in a time of emergency. Although a rapid preliminary assessment is desirable and should be reported to the **Emergency Operation Center (EOC)** as soon as possible, a more accurate assessment should be compiled as soon as weather and other conditions permit. Trained observers should be used to assess actual damage.

Damage Assessment

Using information received from the scene, the Emergency Response Group will advise the Emergency Management Group (EMG) of the damage. The EMG will coordinate with the City of Chicago Emergency Management Services, the Cook County Homeland Security and Emergency Management Agency, and State Emergency Operation Centers to obtain additional resources if needed.

The damage assessment process is intended to:

- A. Insure that all information and structural damage assessment information are forwarded to the Vice President for Business and Finance.
- B. Insure that coordination is made with the city, county, and state Emergency Management Agency (IEMA) and the Federal Emergency Management Agency (FEMA) if needed.

Damage Assessment Teams: Physical Resources

The Damage Assessment Teams will be managed by the Chief Financial Officer (Vice President for Finance and Administration). Teams should consist of a minimum of three individuals if available: (a team leader, recorder, and observer); team members may consist of staff members from Facilities, Police/Public Safety (if available), and other department members such as Student Life or Residence Life (for dormitory/housing issues) or Information Technology. Depending on the type or extent of damage, the Facilities Manager may bring in contractors as needed: architects, engineers, structural safety experts, etc.

The CFO or designee will activate the teams to assess damage to affected areas that are to be surveyed, and coordinate the surveys with public safety agencies (such as the Environmental Protection Agency, City Buildings or Water Departments, etc.) and other groups associated with the damage.

The Facility Manager or designee will recommend a sequence of repairs and priorities for restoration of facilities if applicable, to the CFO for review and approval.

Functions and Responsibilities

- A. General - Disaster intelligence and damage assessment are two functions that must be properly conducted in order to respond to and recover from an emergency or disaster.
- B. Responsibilities:
 1. The **Emergency Management Group (EMG)** is responsible for directing and controlling emergency functions as needed.
 2. The Facility Manager is responsible for the assessment of damage and the coordination of response and recovery from a disaster.
 3. If needed, Facilities Management personnel, members from Student Affairs or Residence Life if the damage is in a Residence Hall, Information Technology, and Police/Public Safety, if available, are responsible to designate staff members from each of their departments to make up the Damage Assessment Teams. The Teams will report to Facilities Management, who will compile reports for the CFO for the coordination of damage assessment.
 4. Teams in general, will be composed of three people:
 - 1 Facilities member
 - 1 Police/Public Safety Officer
 - 1 person from the affected area (Residence Life, Student Life, etc.).
 5. Facilities Management will maintain a list of contractors who may be needed for emergency repairs, including Architects, Engineers, and Structural Experts.

ANNEX F:

EVACUATION

SHELTER-IN-PLACELOCKDOWN

EVACUATION, SHELTER IN PLACE, LOCKDOWN

Purpose Statement

This annex provides guidelines for the evacuation, shelter in place or lockdown that may occur at Saint Xavier University.

Situation and Assumptions

Refer to Basic Plan, Direction and Control Annex A, Public Information Annex D

Concept of Operations

This annex plan is intended to provide a proactive and comprehensive method of action in the event of an incident that endangers or threatens the safety of Saint Xavier University students, faculty, staff, visitors, or property. It is designed to provide guidelines for assessing needs, ensuring safety, and providing effective communication.

This plan is also designed to address actual and possible emergency conditions and will help protect the lives of students, faculty, staff, and visitors and preserve the integrity of Saint Xavier University during any crisis situation or threat to Saint Xavier's reputation and image. Although this plan provides a useful roadmap through the chaotic first minutes and hours of a crisis, the actual course of events may require an alternative response.

Specific types of incidents such as evacuations, shelter in place, and lockdown are identified in this plan along with guidelines for responding to these situations to ensure the safety and wellbeing of students, faculty, staff, and visitors.

Responsibilities

- A. General - Any faculty or staff member involved in or aware of a potential or real crisis or emergency involving Saint Xavier University facilities, faculty, staff, or students must notify the appropriate Saint Xavier University representatives. These representatives include the Vice President for Student Life, Provost, the Chief of Police/Public Safety or the Police/Public Safety Dispatch Center the faculty and/or staff member's immediate supervisor and/or the appropriate administrator responsible for the reporting person.

Supervisors are in turn, responsible for notifying those to whom they report. If the situation involves a student, the Provost, the Vice President for Student Life, and the

Dean of Students (or their designee) must also be notified. If faculty or staff is involved, the Provost and the appropriate Vice President or the General Counsel must also be notified. If the situation occurs at an off-campus location, others may need to be notified; contact Police/Public Safety and they will make the proper notifications.

- B. The President, senior staff, and other appropriate individuals will be notified as needed by the Chief of Police/Public Safety and/or the appropriate senior staff member.

If the President, a member of the senior staff or another appropriate individual, determines the situation is a crisis, the **Emergency Management Group** (EMG) will be convened. The EMG will determine an appropriate course of action given the situation.

- C. Residents - Residence Life has developed an excellent “Dorm Building Evacuation Plan” which provides general guidelines for residents. More importantly, this document provides specific plans for each residence hall.

Residence Life has also developed evacuation plans for other campus facilities/centers. In addition, a policy for “Access and Visitation” has been developed to allow Residence Life to determine if “guests” are in the facilities.

Additional personnel: From October – May, there are housekeeping, engineers, grounds personnel and maintenance personnel available 24/7. From June - September, these personnel work 7a-6p but are on-call in the event of an emergency.

In a disaster or crisis situation, it is recommended that all information be filtered through one local spokesperson so that it is accurate, up-to-date and consistent. Unless others are so designated, the President, Provost, the Vice President for Student Life, and the Vice President for Strategic Marketing and Communication or their designee are the only authorized spokespersons for Saint Xavier University, and as such they are the only individuals who may issue statements and answer questions from the media. It is critical in an emergency that employees or members of Saint Xavier University are instructed not to speak to the news media unless authorized and that they are instructed to refer calls to the Vice President for Strategic Marketing and Communications or his designee.

Crisis Procedures

A. Evacuation Procedures

1. The President or a member of senior staff, in consultation with other appropriate individuals, will determine if and when some or all of SXU needs to be evacuated due to a crisis situation. Factors affecting the decision should include local public safety response and direction, availability of transportation, the risks of remaining in the facility,

alternative sources of any disrupted supplies or services, and the anticipated disruption of services due to the emergency. If an evacuation is ordered, the following procedures will be followed:

- a. Department heads or designee, as identified by the specific department's emergency operation plan, will prepare a list of all students, faculty and staff confirming their presence, condition, and location. The lists will be given to the EMG.
- b. For evacuations involving Residence Halls. Student Life Professionals (SLPs) will be available to provide assistance, including preparation of lists for students in the residence facility.
- c. The Public Information Annex (***Annex D***) will be activated to handle family inquiries about the status of any student, faculty and/ or staff being evacuated.
- d. If the conditions permit and the students, faculty or staff want to return, the President or designee shall determine when it is safe to do so, after discussing with emergency responders, if necessary.

B. Fire Procedures

In case of fire, call 911 immediately to notify the fire service. If possible call Police/Public Safety at **773-298-3911 or 773-298-4400 (Dispatch)**.

1. When a fire occurs, activate the fire alarm immediately. Any delay in sounding the fire alarm will delay getting help and could have serious consequences. The building fire alarms are transmitted directly to the Chicago Fire Department through the Chicago Office of Emergency Management and Communications 911 Center.

However, after activating the fire alarm, it is important to call Police/Public Safety at 773-298-3911. Police/Public Safety will contact the Fire Department to confirm that an alarm has been activated. If Police/Public Safety does not answer, call 911 immediately.

2. The first priority is evacuating the building and, if possible, assisting students or other persons in immediate danger. Students, faculty and/or staff who are injured or need medical attention will be transported to area hospitals by fire department ambulance.
3. The Chief of Police/Public Safety will notify the President, the Provost, and the Vice President for Student Life, the Vice President for Strategic Marketing and Communication, and other appropriate staff members.

4. When staff members arrive on site, they should consult with the Chief of Police/Public Safety or designee and other on-site staff to determine if assistance is needed.
5. Depending on the nature of the emergency, the President or designee may call appropriate SXU staff and ask them to report on-site to meet with students, faculty and staff affected by the emergency.

C. Hazardous Material Incident

Hazardous materials include any substance in a quantity of form that could pose an unreasonable risk to health and safety of humans, animals, plants, or property when involved in a release, spill, fire or other exposure. Such exposure could be accidental or deliberate.

HAZMAT releases may occur in several different scenarios on the campus of Saint Xavier University. It is likely to be a minor spill in a science lab. However, it is possible that a HAZMAT release may be accidental (fire), criminal in nature, or from materials transported near campus which may affect the University as well.

1. **Level 1:** Minor spill in work or lab area controlled and cleaned up by workers or lab personnel. No response by SXU DPS.
2. **Level 2:** Moderate spill which causes work area personnel to be unable to control and/or clean up. Such may include accidents where large areas in the work area are impacted by the debris or chemicals. Saint Xavier University DPS will control activities with assistance from Housekeeping staff and perform gross cleanup. Where injuries are involved, Chicago Fire Department EMS will be called by dispatch if needed.
3. **Level 3:** Large spill which is not a threat to the public and is contained or limited to the campus. Such spill may require evacuation of building(s) under the direction of SXU Police. Chicago Fire Department HAZMAT will be called to assist or take over where there is need for analytical assistance, site assessment, and/or manpower. CFD will assume role of Incident Commander with assistance from Public Safety and University supervision/faculty.
4. **Level 4:** An event where a major portion of the campus is affected or the spill is a threat to the neighboring community or the environment. In this event, Chicago Fire Department HAZMAT and the Illinois Emergency Management Agency will be notified to assume Incident Commander status and coordinate activities of all concerned. Such an event may include train derailment, tanker truck accident, pipeline rupture, plane crash, major fire involving hazardous materials, etc. All other agencies will work in conjunction with the Chicago Fire Department or Illinois State Police.

In all cases of HAZMAT Level 2 or higher, call 911 immediately to notify the fire service. If possible, call Police/Public Safety at **773-298-3911 or 773-298-4400 (Dispatch)**.

1. When a Level 2 or higher Hazardous Material Incident occurs, activate the fire alarm immediately. Any delay in sounding the fire alarm will delay getting help and could have serious consequences. The building fire alarms are transmitted directly to the Chicago Fire Department through the Chicago Office of Emergency Management and Communications 911 Center.

However, after activating the fire alarm, it is important to call Police/Public Safety at 773-298-3911. Police/Public Safety will contact the Fire Department to confirm that an alarm has been activated. If Police/Public Safety does not answer, call 911 immediately.

2. The first priority is evacuating the building and, if possible, assisting students or other persons in immediate danger. Students, faculty and/or staff who are injured or need medical attention will be transported to area hospitals by fire department ambulance.
3. The Chief of Police/Public Safety will notify the President, the Provost, and the Vice President for Student Life, the Vice President for Strategic Marketing and Communication, and other appropriate staff members.
4. When staff members arrive on site, they should consult with the Chief of Police/Public Safety or designee and other on-site staff to determine if assistance is needed.
5. Depending on the nature of the emergency, the President or designee may call appropriate SXU staff and ask them to report on-site to meet with students, faculty and staff affected by the emergency.

D. Shelter in Place: Active Shooter

1. If an active shooter incident occurs on campus, the following guidelines will reduce personal risk. If you are outside a building when an event occurs, take cover immediately, preferably inside a building. If you are inside a building when an event of this type occurs, you should:
 - a. **Secure the immediate area:**
 - ✓ Lock and barricade doors.
 - ✓ Do not stand by doors or windows.
 - ✓ Turn off lights.
 - ✓ Close blinds (Chicago campus)
 - ✓ Block windows (Chicago campus)
 - ✓ Turn off radios.
 - ✓ Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets – cover may protect you from bullets).
 - ✓ Silence cell telephones.
 - b. **Un-Securing an area:**
 - ✓ Consider risks before un-securing rooms.

- ✓ Remember, the shooter will not stop until armed law enforcement authorities confront him or her.
- ✓ Attempts to rescue people should occur ONLY if it can be accomplished without further endangering the persons inside a secured area.
- ✓ Consider the safety of masses vs. the safety of a few.
- ✓ If doubt exists for the safety of the individuals inside the room, the area should remain secured.
- ✓ Know all alternate exits in your building.

c. If the shooter enters your office/classroom:

- ✓ There is no right answer for this scenario – your response must be based on variables related to the situation, shooter and your own intuitions and common sense
- ✓ Remain as calm as possible
- ✓ Call 911 and Police/Public Safety as soon as safely possible
- ✓ If possible, flee the area
- ✓ Negotiating may work
- ✓ "Playing dead" may work
- ✓ Attempting to overcome the suspect with force is always the last resort, which should only be considered in extreme circumstances and only you can decide if this is something you should do.

E. Contacting Authorities

1. Be aware that the Police/Public Safety telephones are likely to be overwhelmed. Program the Police/Public Safety numbers into your cell telephone for backup.
2. In addition, call 911. Remember, most cell telephones provide the ability to make an emergency call, even if they have a lockout feature. Texting or e-mailing a relative or friend may also be an option if, under the circumstances, you are unable to speak.

F. What to Report

1. Your specific location: building name and office/room number.
2. The number of people at your specific location.
3. Injuries: the number injured and the types of injuries.
4. The assailant(s)
 - a. Location
 - b. Number of suspects

- c. Race/gender/age
 - d. Clothing description
 - e. Physical features
 - f. Type of weapons (long gun or hand gun)
 - g. Backpack
 - h. Shooter's identity (if known)
 - i. Separate explosions from gunfire
5. Response: Police/Public Safety will make every attempt to secure the area and protect lives, until other law enforcement officials arrive, who may take control of the situation and:
- a. Engage assailant(s) immediately.
 - b. Evacuate victims.
 - c. Facilitate follow up medical care, interviews, counseling.
 - d. Conduct an investigation.

G. Lockdown

1. As a result of an emergency situation, Saint Xavier University may be placed under lockdown. During a lockdown, all doors and windows are locked and all students, faculty and staff shall remain in their classrooms or offices. No one is permitted to leave and no one, including parents, is allowed in the facility.
2. Although such measures may seem extreme, they have proven effective in ensuring everyone's safety. In fact, in an emergency, SXU is one of the safest places a student, faculty or staff member can be. Whenever a threat arises, schools are the focus of heightened attention from police and other emergency responders.
3. Should a lockdown occur, students, faculty and staff are asked to remain calm as SXU and emergency responders manage the situation. If it appears that the lockdown will last for an extended period of time, assigned faculty and staff will attempt to assist those who need to notify their parents, spouses or significant others by telephone, as no one will be allowed to leave until recommended by the appropriate authorities.
4. The reunification location will be given to family over the telephone, if possible, and will always be publicized to the media. SXU officials will also work with the local media to provide notification regarding designated pick up areas.

ANNEX G:

MASS CARE

MASS CARE

Purpose Statement

The purpose of this annex is to describe the required provision to ensure the Saint Xavier University community is provided with appropriate mass care services. Mass care services include, but are not limited to, providing shelter, food, and emergency first aid assistance to members of the Saint Xavier community, and possibly some of our neighbors following a disaster severe enough to require temporary shelter.

Situation and Implementation

Situation

The Saint Xavier University community is vulnerable to weather emergencies and other situations such as health emergencies, fire, or utility failure. If a situation were to occur, requiring evacuation, the majority of the people will seek shelter with family and friends; the remaining will seek shelter on campus or in a government-sponsored shelter. This assumes the disaster would be of such magnitude that streets or roads may be impassable, communication systems limited or unavailable and emergency assistance delayed. As a result, SXU may need to implement and manage mass care procedures independently for a short period of time, not exceeding 72 hours.

Implementation

The President or designee will decide if mass care procedures will be implemented, usually if shelter is necessary for longer than 12 hours. A member of the **Emergency Management Group (EMG)** will alert the entire EMG and the Vice President of Finance and Administration/CFO will begin the process to open and operate the shelter. Other emergency response operations will be taking place simultaneously, requiring close coordination and communication between the **Emergency Response Group (ERG)**, emergency assistance staff and others who may be assisting in this type of disaster. The Shannon Center is designated as the primary Mass Care location and if this is unavailable, the secondary location is the cafeteria in the Warde building.

The Emergency Response Group will be responsible for establishing contact and requesting assistance with local emergency responders: Salvation Army of Greater Chicago, American Red Cross, City of Chicago Office of Emergency Management and Communications (OEMC), Cook County Homeland Security and Emergency Management Agency, and any other necessary agencies. The assigned EMG member or members will be responsible for communicating to the President on the status of the crisis. If Mass Care is implemented communication procedures are outlined in this Emergency Operation Plan

- Annex C Emergency Notification (Appendix B: Emergency Notification Matrix)
- Annex D Public Information (Crisis Communication Protocol)

Concept of Operations

- A. Mass care services may be provided for, but are not limited to, the following situations:
1. Evacuations
 2. Extreme heat/cold
 3. Health emergencies
 4. Hazardous material spills
 5. Large-scale damage (ex. tornadoes, flooding)
- B. Elements to be considered in setting up mass care facilities will include:
1. Magnitude of disaster (area, population)
 2. Intensity (severity)
 3. Speed of onset (speed of impact)
 4. The duration
 5. The impact on students/staff (economic, psychological, infrastructure, etc.)
- C. If faculty/staff need sheltering, the Vice President for Finance and Administration/CFO or designee will oversee responsibility for sheltering. For students who are not housed in approved residence halls, the Vice President for Student Life (or designee) will find suitable shelter. For students who are residents of a Saint Xavier University residence hall, the Dean of Students or the Director of University Housing will be responsible for working with residence facility management in finding suitable shelter. The number of people needing shelter will dictate where the shelter will be set up and how much external support Saint Xavier University will have available.
- D. Faculty and staff may also choose to stay in their offices; however, everyone will be required to check in at a central location to be designated at the time of the emergency. The shelter will operate on a 24-hour basis, with three eight-hour shifts to be covered by shift supervisors. Shift supervisors will assist the shelter manager with shelter operations. Initial assessment by members of the EMG will include an estimate of the number of people requiring services, staffing and support requirements for the next 48 hours.

Organization and Assignment of Responsibilities

The Vice President for Finance and Administration/CFO or designee:

1. Will be responsible for shelter management. Responsibilities include:
 - a. Coordinating the opening and operating of the shelter.
 - b. Staffing the shelter with shift supervisors (three supervisors with three alternates).
 - c. Recruiting volunteers if necessary.
 - d. Assessing supply and meal needs and coordinating with auxiliary services to ensure they are met.

- e. Communicating with the EMG throughout the crisis.
 - f. Supervising shelter staff and volunteers and meeting with them on a regular basis.
 - g. Working with the emergency response team to monitor the disaster and assess shelter needs
 - h. Planning for and closing the shelter.
2. Will be responsible for registration of shelter residents. Registration responsibilities include:
- a. Ensuring that student, faculty, and staff rosters are brought to the shelter site.
 - b. Bringing American Red Cross “Emergency Contact Card”, index cards or paper to the shelter facility to record information about residents.
 - c. Making sure a reception table and waiting area are set up near the entrance of the shelter facility.
 - d. Setting up an efficient process to register residents as quickly as possible.
 - e. Posting signs clearly marking the registration area.
 - f. Answering questions, welcoming, and directing residents.
 - g. Providing residents with shelter regulations.
 - h. Referring persons with special needs (medical, diet) or special skills (medical) to appropriate areas in the shelter.
 - i. Referring those with missing or deceased persons to the Police/Public Safety office.
 - j. Signing out residents when the shelter closes.
3. Facilities management staff will manage logistics including:
- a. Coordinating with the EMG to the location and estimated length of the crisis.
 - b. Preparing the facility for shelter.
 - c. Posting shelter directional signs throughout the campus and outside the designated shelter.
 - d. Posting signs inside the shelter denoting different areas of the shelter (student counseling services, EAP, registration, etc.).
 - e. Assisting Police/Public Safety with organizing transportation and other support services.
 - f. Distributing supplies and equipment; e.g. bedding, if available. Overseeing sanitation of the shelter facility, sleeping area(s), bathrooms, exterior and registration area.
 - g. Returning the facility to order after it closes.
4. Suggested shelter rules posted in plain sight:
- a. **Registration:** “Please sign in at the registration area if you have not already done so”.

- b. **Shelter Code of Conduct** “A crisis that gives rise to the need for mass care will be inherently traumatic. We hope that you will be as comfortable as possible under the circumstances and ask that you be considerate and respectful of other residents”.

“Saint Xavier University regulations for students, faculty and staff remain in effect in shelter situations. All shelter residents are asked to observe the following regulations”:

- (1) Smoking and the use of matches and lighters are not allowed.
- (2) Alcohol, drugs and weapons of any kind are strictly forbidden.
- (3) Shelter residents are responsible for their own belongings. If you have valuables that cannot be locked up, we recommend they remain with you at all times.
- (4) Please help keep the shelter area clean by picking up after yourself and helping with general cleanup when possible.
- (5) Food and drinks are not allowed in the sleeping areas.
- (6) With the exception of “Assistance Pets”, animals are not allowed in the shelter.
- (7) Medical Problems or Injuries
Notify shelter first aid staff of any medications you are taking or if you need medical attention or become ill while in the shelter.
- (8) Quiet Hours
 - a. Areas designated as sleeping areas should be kept as quiet as possible even during the day. If you are sheltering in an office, please be considerate of anyone sharing your space.
 - b. Recommended quiet hours are from 11:00 p.m. to 7:00 a.m.

- 5. Administration: The following records, reports and information must be submitted to the EOC:

- a. Facility locations in use
- b. Facility capacity
- c. Number of occupants per facility
- d. Number of beds, if beds are available
- e. Stock levels
- f. Medical supplies, such as AEDs and first aid kits
- g. Food supplies, if available
- h. Water availability
- i. Bedding supplies, if available
- j. Communication capabilities
- k. Telephone lists
- l. Emergency power

The Dean of Students with assistance from the Vice President for Strategic Marketing and Communications:

1. Will be responsible for communicating with parents and families of students, unless death or serious injury has occurred.
2. The Dean of Students and staff will:
 - a. Follow the Public Information Annex D.
 - b. Assist Media Relations and the Police/Public Safety with controlling media access to the shelter site.
 - c. Establishing a central location where messages and shelter rules can be posted.
 - d. Updating students and dispelling any rumors.

The Dean of Students and staff will work with medical personnel and first responder emergency response teams to insure injured persons are comfortable until they can be transported to, or treated by emergency medical personnel.

The Dean of Students will also:

1. Arrange healthcare for any special populations such as the elderly, infants, or persons with disabilities.
2. Assess the number and type of injuries if necessary.
3. Establish contact with the area hospitals and work with the Cook County Health Department.
4. Refer faculty/staff to counseling services and collaborate with EAP on care as necessary. **The University EAP provider is METROPOLITAN FAMILY SERVICES (800-905-0994).**
5. If necessary, follow up on care that has been provided and referrals made to ensure that needs have been met.

Police/Public Safety will:

1. Provide security inside and outside the shelter.
2. Ensure safety of shelter residents at all times.
3. Intervene if any disputes arise among students, faculty and staff.
4. Direct vehicle and pedestrian traffic if necessary.

Vice President for Student Life:

1. The Director of the Counseling Center will provide counseling services for students at the shelter. If the Director or staff is unavailable a request will be made to Cook County Mental Health for services.
2. For faculty and staff in need of counseling, the Vice President for Student Life will refer faculty/staff to the Counseling Center.
3. The Counseling Center will also:

- Notify Police/Public Safety in person or by telephone, unless confidentiality concerns exits, when a student may be incapable of living in a mass care environment due to a mental health conditions, or exhibits problematic, potentially dangerous, or confidential information about the student does not have to be discussed, only that the student should not be in a mass care environment.
- Coordinate with other shelter support staff to provide stress-reducing activities.
- Develop and maintain a log for counseling services, which would be reviewed and maintained by the Counseling Center (for students) or Human Resources (for faculty/staff).
- Identify students who may need more extensive mental health treatment than the support available at the shelter and work with them to obtain such treatment from an appropriate facility or provider.
- Work collaboratively with other health care workers at the shelter who may arrive to assist.
- Communicate with Police/Public Safety throughout the duration of the crisis.
- In the event of a death (with the assistance of the Vice President for Strategic Marketing and Communications and the Chief of Police/Public Safety), will assist the President or designee who will communicate with family members.

Vice President Finance and Administration/CFO (with assistance from Facilities Management and Information Technologies) will:

1. Be responsible for providing alternate means of communication if regular telephone lines are down.
2. If needed, will set up Internet access in the shelter or other suitable locations.

Closing Operations:

1. All shelter staff will assist in returning the shelter facility to pre-shelter conditions.
2. If requested by members of the EMG, shelter staff will meet with a representative member/s of EMG to debrief after the crisis. This meeting may involve Section Chiefs from the EOC or all staff, depending on the request of the EMG representative.

ANNEX H:

HEALTH AND MEDICAL

COMMUNICABLE DISEASE POLICY

HEALTH AND MEDICAL

COMMUNICABLE DISEASE POLICY

Purpose Statement

Due to the transience of students and the proximity to major population centers, a variety of medical and health emergencies can affect Saint Xavier University operations. These include clusters of communicable disease including, but not limited to, pandemic flu, influenza-like illness, gastrointestinal illness, meningitis, tuberculosis, or any other reportable communicable disease as identified by the Illinois Department of Public Health and the Cook County Department of Public Health (excluding sexually transmitted disease).

The primary goal of the Health and Medical Annex is to provide general and basic guidelines in responding to and managing a large-scale medical emergency or potential exposure, an incident causing multiple injuries, or any hazard that could negatively impact the health of SXU students, faculty, staff, and visitors. For the purpose of emergency management of campus related events, health emergencies include mental health care following a medical emergency.

The Emergency Responders are responsible for assessment, surveillance and clinical triage. In addition, the EOC Management Section will delegate a liaison for public health agencies, and will also be responsible for communication of clinical resources available.

In managing a large-scale health emergency, SXU will cooperate with and take direction from local, state and/or federal public health agencies.

Annex Activation

The **Emergency Management Group**, (EMG) may activate this annex following a briefing from a local, state, or federal public health official and/or public safety official. Consideration for activation includes:

1. The health emergency has a high potential to directly impact SXU
2. The health emergency will cause closure or isolation of a SXU facility for two or more days.
3. There is a confirmed communicable disease alert or bio-terror attack in the area.

4. The nation or region alert status has been upgraded due to a health or medical emergency.

General Guidelines

A. Medical:

Anyone can report a medical emergency to any Police/Public Safety Officer, the Police/Public Safety Dispatch Center, or directly to the City of Chicago. Police/Public Safety Officers are trained in CPR and the use of AEDs. If needed, Police/Public Safety will call for an ambulance, but may not provide any further treatment. Additional emergency medical resources through the City of Chicago are available.

B. Trauma:

A Public Safety Officer should make the initial response to an incident involving injury to persons. The responding officer will assess the injury and if needed request additional response resources based on his/her assessment of the risk and response capacity. In the event however, that a student or member of faculty or staff is the first person on the scene of an injury, and Police/Public Safety is not on-scene, they are to contact 911 immediately.

Explosions, fires, and building collapse are some of the ways injuries can occur to multiple victims and will require additional response from federal, state, and local public safety agencies.

C. Health Related Exposure:

Any person can report a potential health related exposure to Police/Public Safety, and they will contact emergency responders if needed. Exposure may include but is not limited to direct contact with hazardous agents, ingestion of contaminated food, or suspected release of biological agents in the geographical area near SXU. Beyond initial reporting, SXU will rely primarily on the expertise of city, state and/or federal public health agencies for large-scale medical emergencies.

As an example, SXU created a “risk committee” for the H1N1 virus. This committee consisted of the Vice President for Student Life, the Provost, the Chief of Police/Public Safety, the Student Relations Specialist, and the Dean of the School of Nursing and Health Sciences.

D. Crisis Counseling Availability:

If the EMG determines that the nature of the incident may result in mental health issues for SXU responders, students, faculty and/or staff, the EMG can request crisis-counseling availability for any persons in need of assistance. The Director of Counseling will work with local resources to implement crisis counseling for students, if needed. If faculty or staff needs assistance, the Director of Human Resources or designee will refer them to EAP.

E. Disposal of bio-hazardous waste:

In the event that any bio-hazardous waste is discovered, Police/Public Safety and the Fire Department should be contacted immediately. If medical waste is discovered, Police/Public Safety will contact the Fire Department, which will determine the method of disposal. It will be the responsibility of Police/Public Safety to contact Facilities Management, who will work in cooperation with local, state, and/or federal public health agencies regarding the coordination of

clean up. SXU Laboratory Departments, Facilities Management, or Police/Public Safety may contact the SXU-contracted vendor for Chemical Spill/Hazardous Waste Clean Up if needed.

Health Services

Saint Xavier University does provide on campus health services for minor illnesses for students, faculty or staff. Students, faculty and staff in need of emergency medical care will be transported to a hospital emergency facility by Chicago Fire.

Students, faculty or staff in need of non-emergency care will be directed to near-by hospitals or an immediate care facility.

Chicago Campus:

Christ Hospital

Little Company of Mary Hospital

Advocate Christ Hospital 4440 W. 95th St. Oak Lawn, IL 60453 Phone: 708-684-8000	Little Company of Mary Hospital 2800 W. 95 th St. Evergreen Park, IL 60805 Phone: 708-422-6200
--	---

Public Health/Safety Agencies

Illinois Department of Public Health: 535 W. Jefferson St., Springfield, IL 62761, 217-782-4977 or (800)-782-7860; www.idph.sTAT e.il.us

Cook County Department of Public Health: 1010 Lake Street Suite 104, Oak Park, IL 60301-1133, 708-492-2000.

Federal CDC: Centers for Disease Control and Prevention: www.cdc.gov 1600 Clifton Rd. Atlanta, GA 30333; 800-CDC-INFO (800-232-4636) TTY: 888- 232-6348; 24 Hours/Every Day: cdcinfo@cdc.gov

Illinois Poison Center: 1-800-222-1222; 222 S. Riverside Plaza Suite 1900, Chicago, IL 60606; General Information 312-906-6136, TDD: 312-906-6185; FAX: 312-627-8006.

Cook County Homeland Security and Emergency Management Agency: 312-603-8180; 69 W. Washington Boulevard Suite 2630, Chicago, IL 60602 FAX: 312-603-9883; www.cookcountyhomelandsecurity.org

Communicable Disease Policy

A communicable, or infectious disease is one that can be spread easily from human to human. This can include diseases spread by casual contact, respiratory droplets, exposure to blood or bodily fluids, and/or sexual contact. This policy is specifically concerned with those communicable diseases that may cause widespread sickness with potential for serious complications.

I. Identifying Cases

The Director of CNI Clinical Services at the Saint Xavier University Health Center (SXUHC) would become aware that someone in the Saint Xavier University (SXU) community has contracted an infectious disease in one of three ways:

- An outside/off-campus agent provides notification that a student, faculty, or staff member has been diagnosed.
- Another office or individual in the SXU community learns of a case and notifies the Health Center.
- A SXUHC practitioner makes the diagnosis.
- Individual self-reports the diagnosis.

Once a case has been reported, the Director of Clinical Services will quickly gather as many details as possible regarding the case and obtain patient consents, when necessary, for release of information from outside providers. If it is determined that this disease may cause widespread sickness on campus, the Director will report all confirmed and/or suspected cases of specific communicable diseases to the local office of the Illinois Department of Public Health (IDPH) as mandated by Illinois State Law.

II. Patient Rights for Confidentiality

Confidentiality regarding one's diagnosis with a medical disease, as well as one's related medical records, is the right of everyone at SXU. However, Illinois mandates that health care providers report certain communicable diseases in order to allow for possible quarantine and the testing of a person's close contacts prior to the spread of the disease see (http://www.idph.state.il.us/health/infect/id_reporting.htm).

Throughout these protocols, the highest degree of confidentiality will be maintained. If the IDPH advises the Director of Clinical Services to notify other members of the SXU community, the index case will be shared with University authorities so that appropriate action can be taken to ensure reasonable general health and safety. Sexually transmitted diseases, personally identified to an individual, although reportable to the State, will never be divulged to University staff or students.

III. Notification

1. First Response: If it is deemed necessary and appropriate by IDPH guidelines, the Director of Clinical Services will notify the Vice President for Student Life of the situation and request that the Emergency Management Group (EMG) members be assembled to coordinate the University's response. The EMG includes:
 - President
 - Provost
 - Vice President for Finance and Administration/CFO
 - Vice President for Strategic Marketing and Communications
 - Vice President for StudentLife
 - General Counsel

- Chief of Police

Additional assistance may be needed, and the President or designee may request participation in the EMG by any/all of the following:

- Dean of Students
- Dean, School of Nursing and Health Sciences
- Director, Undergraduate Nursing
- Director of Facilities Services
- Director of Clinical Services SXUHS

Members of the EMG will collaborate to determine the best plan of action to maintain the reasonable safety of the university community.

- Communication with At-Risk Individuals: The Director of Clinical Services, in consultation with IDPH, will identify who may be at risk because of contact with the contagious patient. The EMG will work collaboratively to determine the best method to communicate with At-Risk individuals.

Once target individuals / groups have been identified, it will be necessary to have a specific briefing with representatives from the groups that will be responsible for contacting students who may have been exposed to the index case (e.g. coach of a sports team, a RA or other Residential Life staff member, or representatives for a student club or organization). A designated member of the Health Center (or of Student Life) will be responsible for speaking with these group representatives. They should be provided with a summary of what has occurred, what needs to be done, and the need to contact students who may be potential secondary cases.

- Treatment for At-Risk Individuals:

The SXU Health Center will work closely with the IDPH to determine the necessary treatment of those who have contracted the disease and/or those who have been exposed. Actions may include community-based considerations, including, but not limited to: quarantine, cancellation of classes and/or community/athletic events, restriction of public/visitor access to campus, and/or campus closure.

All individuals meeting the criteria for possible exposure, or who are otherwise determined to be “at-risk,” will be advised to be seen by the Health Center or by another licensed health care professional within the recommended timeframe from IDPH. Submission of proof of the exam to the Health Center will be required of all individuals.

- Communication to the Public:
 - The SXU Health Center staff will prepare disease-related educational materials. These materials will be given to the Vice President for Strategic Marketing and Communication in order to facilitate communication about the disease, particularly with regard to how to best prevent its spread, symptoms, and potential complications. The materials will be available at

the Health Center and also distributed on campus in order to educate specific groups of the SXU community about the infectious disease.

- All media information requests will be directed to the Vice President for Strategic Marketing and Communications and/or Legal Counsel from the Office of the President. These individuals will be the primary contacts for on and off-campus communication of important information related to any infectious diseases in the Saint Xavier University community. Communications developed by these offices will be used throughout the crisis to educate the community about the disease and what steps are being taken.
- Depending on the situation, other student groups, campus departments, or faculty/staff will be briefed about the incident and related procedures. For example, a special briefing could be held in the residence hall of the index case. Information shared will be designed to be helpful in providing correct information, alleviating rumors, and dispelling potentially needless worry.
- The Director of Clinical Services (or designee) also will contact the Little Company of Mary and Christ Hospital Emergency Room directors so they can prepare for possible patients, if advised to do so by the IDPH.
- Decontamination: The Director of Facilities will make all necessary arrangements for cleaning and disinfection of affected campus buildings and residence halls in a manner determined appropriate by the IDPH for the specific illness. All potentially contaminated materials should be removed and the room itself thoroughly cleaned and disinfected. Housekeeping personnel responsible for the cleaning and disinfection process will be required to utilize appropriate personal protective equipment (PPE) provided by the University. If the student was seen in the Health Center, the same procedures will be followed for the examination rooms and waiting room.

IV. Returning to Campus Life

Before returning to work, school or athletic participation, any member of the SXU community who has been diagnosed with a communicable diseases must either be medically cleared by a Nurse Practitioner at the SXUHC or must submit documentation from his/her primary care provider to the Health Center that he/she is no longer contagious and is able to return to work/school/athletics. Depending on the communicable disease in question, persons who likely were exposed may not be able to return to campus until after the disease-specific incubation period is past. The information for students will be kept on file at the SXU Health Center and also in Human Resources for employees only.

ANNEX I:

RESOURCE MANAGEMENT

RESOURCE MANAGEMENT

Purpose Statement

- The purpose of this annex is to describe the process by which Saint Xavier University will obtain, allocate and distribute resources to satisfy needs that are generated by an emergency or disaster.

Assumptions

- SXU is subject to a number of emergency or disaster circumstances that could occur locally or result from a regional or national crisis. Floods, severe winter storms, earthquakes, and other natural and technological disasters have the potential for causing shortages of fuel, water and food, disrupting service delivery, and depleting resources.
- SXU is expected to maximize use of its resources both in response to its own incidents and, if declared by declaration, support local government.

Annex Activation

- Refer to Basic Plan and Direction and Control Annex A

Concept of Operation

A. Definitions

Resource – The term “resource” includes supplies, equipment, personnel (regardless of their source), and the funds available to respond to and recover from a disaster.

B. General

Phases of Emergency Resource Management

1. Response

- a. Establish priorities and allocate existing resources.
- b. Identify and request additional resources from available sources.
- c. Coordinate resource delivery and support.
- d. Establish resource staging, distribution, and/or management centers as necessary.
- e. Coordinate resource management activities with resource requesters, users, and providers.
- f. Release unnecessary resources

2. Recovery

- a. Assess the impact of response operations on assigned resources and identify repair, maintain, and replenishment needed resources.
- b. Identify and request additional recovery resources.
- c. Establish priorities and allocate available resources.
- d. Coordinate resource delivery and support.
- e. Coordinate resource management activities with resource requesters, users, and providers.
- f. Release unnecessary resources.

C. Responsibilities

SXU resources will be managed by the **Emergency Management Group (EMG)** whenever the **Emergency Operation Center (EOC)** is activated for emergencies or disasters. The EOC will provide logistical support in obtaining the necessary resources to respond and recover from an emergency or disaster.

The EOC will also serve as the clearinghouse for resource requests from SXU departments, coordinate with other responding “Agencies Having Jurisdiction” (AHJ), and arrange for resource support if available.

In general, the Facilities Manager will be responsible for determining emergency needs for specific crises. If the Facilities Manager is unavailable, the Lead Maintenance Supervisor or the Senior Engineer will take responsibility for determining emergency needs.

As an example of an incident - a power outage - there will probably be flooding in some facilities. Large pumps, extracting equipment (to “suck out” water from carpets and other locations), and de-humidifiers will be needed. Portable generators may also be needed. It is suggested the Facilities Management review its current equipment inventory (that would be used for an emergency), and determine if additional equipment is needed. Facilities management should also review the list of companies that would supply equipment for emergencies.

For individual responsibilities, refer to the Direction and Control Annex A.

ANNEX J:

MORTUARY SERVICES

MORTUARY SERVICES

Purpose statement:

The potential for loss of life exists when a large-scale emergency or disaster occurs. For these emergencies, Saint Xavier University will immediately rely on the “Agency Having Jurisdiction” (AHJ) for mortuary services. For both campuses, the Cook County Medical Examiner’s Office is the AHJ.

The Cook County Medical Examiner’s Office, 2121 W. Harrison Street, Chicago, IL 60612; 312-666-0500 or 312-666-0200; open M-F 8:30a-5p, closed Saturday/Sunday. During the times when the Medical Examiner’s office is closed, emergency services, such as the Police or Fire Departments will coordinate the transfer of the deceased to the Medical Examiner’s office.

Assumptions:

SXU does not have the means to handle large numbers of fatalities. The storage of bodies is assumed to be extremely short-term, usually until a more suitable location such as a hospital, morgue or funeral home can be located and transportation to these locations is arranged. Mortuary operations will be directed by the Cook County Medical Examiner’s Office.

Annex Activation:

If fatalities occur in a SXU facility, the **Emergency Management Group (EMG)** will immediately activate this annex. If fatalities are discovered during any SXU emergency operations, a member of the Police/Public Security department will immediately contact the Chicago Police Department via 911, who will contact the Cook County Medical Examiner’s Office. Police/Public Security will maintain protection of the scene in order to preserve evidence and chain of custody prior to the arrival of the Chicago.

Initial Command Authority and Responsibility:

A senior staff member of the EMG will designate a member of the Police/Public Safety staff – either the Chief of Police/Public Safety or the Captain - as the Mortuary Services Coordinator. The Mortuary Services Coordinator will be the SXU liaison to the Cook County Medical Examiner’s Office.

General Operating Guideline for Saint Xavier University

Following the activation of this annex, the Chicago Police Department will be contacted. Those agencies will contact the Medical Examiner’s Office. Representatives of the Cook County Medical Examiner’s Office will take control of the scene.

Notification of the next of kin will be accomplished through a variety of methods depending on the location of the family. If the family is located in the Cook County area, the Medical Examiner's Office, local police department or an SXU senior staff member will be designated to meet with the family. A special telephone number at the Medical Examiner's Office will be made available through the media for inquiries by relatives of victims.

The release to the media of the number of fatalities and the names of the deceased will come only from the Cook County Medical Examiner's Office.

Annex Review and Update

The Chief of Police/Director of Emergency Management has the responsibility to review and update this annex annually.

ANNEX K:

RESIDENCE LIFE

RESIDENCE LIFE

Contents:

- I. Roles and Responsibilities**
- II. Organization**
- III. Logistics**
- IV. Operation and Situation-Specific Procedures**
- V. Plan Approval and Maintenance**

I. Roles & Responsibilities

Saint Xavier University operates and manages five student residence halls on campus. These residences are used for student housing only.

There are two documents used by Student Life Professionals (SLP) and Resident Assistants (RAs) that provide “On-call Guidelines and Emergency Protocol” (for SLPs) and “Crisis Response Tips” (for RAs). Both of these documents are well written and SLPs and RAs are trained on these documents.

Saint Xavier University is responsible for the safety and security of its students. The Dean of Students in collaboration with the Director of University Housing (hereafter referred to as the “Director of University HOusing”) is responsible for managing this process, and meets with residence managers to review procedures and protocol.

Department Response Priorities

During an emergency or disaster, the role of the Director of University Housing is to monitor and work with residence facilities management in:

- Ensuring the welfare and safety of residence students.
- Ensuring that any procedures and protocols published by Residence Life are displayed properly or made available.
- Communicating as well as possible to residence students and staff.
- Implementing and communicating housing options, relocation, or evacuation plans for all students currently assigned to housing.
- Communicating with other University departments, such as Police/Public Safety and Facilities Management.

- Residence Life fulfills an operational, coordinating, and support role during and following an emergency.

Reporting

Residence Life will coordinate its activities with the Emergency Operations Center (EOC) during an emergency through the Dean of Students with the exception of the following:

Should the Dean of Students not be available, communication will flow through the Vice President for Student Life or their designee.

II. Organization

A. Line of Succession: During an emergency, this department will follow this chain of command for making decisions:

- The Vice President for Student Life
- The Dean of Students
- The Director of University Housing

B. Recall and Notification

If an emergency occurs affecting students at housing facilities, Department personnel will be notified as follows:

- The Vice President for Student Life, the Dean of Students, and the Director of University Housing should be notified by the involved SLP or RA, Police/Public Safety or Senior Staff by office telephone, cell telephone and/or email.
- The Director of University Housing or designee will notify (as needed) the Student Life Professional and/or Resident Assistants as needed, via telephones, cell telephones and/or email to determine status of the incident and the status of SXU students.

C. Shifts

Residence Life will be prepared to conduct 24-hour operations during an emergency, to ensure that constant communications with the Director of University Housing, Facilities Management and Police/Public Safety is maintained. Personnel will be organized into shifts to ensure 24-hour coverage. The Director of University Housing may request personnel from other SXU departments to maintain this 24-hour coverage.

D. Residence Life Representatives

The following individuals have been designated as EOC representatives from this department and will report to the EOC when dispatched, to fill the positions noted, in the order listed. This person will be responsible for activating the Residence Life Operations Center when requested by the Emergency Operations Center (EOC). This person will report to any of the following personnel who may be assigned to the Emergency Management Group (EMG).

- The Vice President for Student Life is a member of the Emergency Management Group.
- The Dean of Students and the Director of University Housing may be assigned to the Emergency Operations Center. (The Dean of Students may determine the Director of University Housing should be located at one of the residence facilities).

E. Supplemental Personnel

In the event that regular Residence Life personnel are insufficient to accomplish Residence Life's mission during an emergency, the Director of University Housing may be able to call upon the following sources of additional personnel.

Residence Life can seek internal assistance from other areas such as Student Involvement, Student Support, Campus Ministry, Facilities Management staff, and Police/Public Safety.

Volunteers may also be solicited or may be provided from other colleges and universities in the Chicago area. Many members of this group have an understanding that assistance may be sought from one another in the event of an emergency.

III. Logistics

A. Special Financial Procedures

The Vice President for Student Life will oversee departmental finances, under the supervision of the EMG. If emergency supplies will be utilized, see "Resource Management Annex" for specific procedures.

B. Special Administrative Procedures

- **Timekeeping**

Non-exempt employees will not need to track their hours using the standard time keeping method. If other workers assist with emergency work, this can be tracked through their supervisor. If volunteers assist from other campuses, a log will be kept of the individuals, their locations, and the hours spent.

- **Records Management**

Residence Life will be in charge of maintaining and managing any emergency-related records or documents. The Director of University HOusing or designee will collect documentation each day and as needed. Residence Life will work with Police/Public Safety in the creation of a records depository, contacting Police/Public Safety to log notes as necessary.

C. Emergency Communications

- **Voice Communications**

Residence Life will use the following communications systems during an emergency:

- ✓ Residence Life will utilize cell telephones as appropriate to communicate with one another.

- ✓ Individual door-to-door communication also can be utilized.
- ✓ Depending on the facility, other methods of communication may be used if available.
- **Data Communications**

Residence Life intends to use its normal data systems and data communications tools during the emergency. If they are not available, the following substitutes will be used:

- ✓ E-mail can be utilized, if available.
- ✓ Text Messages
- ✓ Informational flyers can be put up in hallways and notes can be slid under or placed on residence hall doors.
- ✓ Hand-delivered memos could be utilized for staff to communicate with one another.
- ✓ Message Boards
- ✓ SXU Web Site

D. Supplies, Equipment, Services

Residence Life should expect an increased need for and consumption of supplies and equipment during an emergency. If necessary, Residence Life will seek emergency funding for additional/alternative housing and food services.

E. Critical Supplies

{NOTE: “Critical supplies” are consumable supplies or equipment that you absolutely must have in order to respond to an emergency.}

The Director of University Housing will periodically review what critical supplies are available at the facilities where students are housed. Potential critical supplies could include the following:

- Batteries for portable radios, flashlights, etc.
- Emergency kits/flashlights
- Radios (for weather information)
- Bottled water, protein bars or other similar items
- Toilet tissue

Usage recording

- Should itemized lists of supplies used for emergencies be needed, these records can be kept by the Residence Life staff.
- The Director of University Housing, with assistance from Facilities Management will monitor supplies and stock levels.
- All emergency equipment should be tested annually.

F. General Campus Support

During an emergency, Residence Life will attempt to maintain all normal campus services to the degree possible in addition to conducting emergency operations. This emergency operation will be coordinated through Residence Life's representative in the EOC Operations Section.

IV. Operation and Situation-Specific Procedures

Situation –Specific Procedures:

- Severe Weather/Tornados
- Fire
- Bomb Threat/Suspicious Items
- Structural Failure or Loss of Utility Service
- Student Death
- Release of Hazardous Materials
- Weapons/Hostage
- Public Health Emergency
- Earthquakes
- Cyber Threat/Harassment

For each of the above situations except for “Student Death”, the facility management for the residential facility will provide response procedures. The Saint Xavier University Director of University Housing should meet periodically with Facility Management to ensure that coordination is consistent with Saint Xavier University procedures, and may provide oversight during an emergency, to ensure that Saint Xavier University's students' needs are addressed.

Student Death

- Residence Life will contact the EOC with emergency contact information.
- The EOC will contact the EMG, which will implement procedures and contacts based upon Annex D, “Public Information” and Annex J “Mortuary Services”
- In general, besides Residence Life personnel, Dean of Students, Academic Affairs (faculty), University Relations, Police/Public Safety, Records and Registration, Financial Aid, Counseling, and Ministry may be contacted.

V. Plan Approval & Maintenance

This Annex establishes policies and procedures for Residence Life. Residence Life should review this annex periodically to ensure compliance by the facilities. Residence Life may consider posting this annex on the University website for the general campus community to become familiar with it. Printed copies may also be available.

Residence Life should review this annex in the following circumstances:

- After any Department or campus-wide emergency exercise
- After any actual emergency that affects Residence Life
- After any major change in state or federal law affecting Residence Life operations
- Annually

ANNEX L

ATHLETICS

SPORTS EMERGENCY PLAN

ATHLETICS/SPORTING EVENTS

Purpose Statement

Serious injury requiring emergency care and transportation is inherent in athletics and can occur at any time, during any activity and at any place. A serious injury is any condition whereby the athlete's life may be in danger or risks permanent impairment. These injuries include but are not limited to:

- Cervical Spine and Head Injuries
- Loss of Limb
- Severe Bleeding
- Shock
- Severe Fractures
- Heat and Cold Stress
- Pulmonary Attack (breathing problem) and Cardiovascular Arrest (chest pain)

These emergency procedures are applicable for all sports at Saint Xavier University and at the following locations:

- Saint Xavier University practice and game facilities
- Other locations – practice facilities, location of home games, etc.
- Ridge Country Club, 10522 S. California Ave., Chicago, IL 60655

This emergency plan has been developed to increase preparedness by coaches and the athletic training staff. The emergency plan is a scripted response to emergencies occurring on the campus of Saint Xavier University. This plan should be discussed annually with coaches who should be provided with a copy of the emergency plan.

Annex Activation

The Sporting Event annex will be part of any sporting event planning.

Sporting Event Key Personnel:

Saint Xavier University Athletic Training Staff: Inform the following staff of any emergency that has occurred within the athletic department and its members.

- Athletic Director
- Assistant Athletic Directors
- Head Athletic Trainer
- Assistant Athletic Trainer
- Chief of Police/Public Safety

Additional Personnel Affected by this plan:

- Athletic Training Staff
- Coaches
- Student Athletes
- Police/Public Safety Personnel

General Guidelines

The athletic trainer staffing the facility or location of training will always carry the emergency plan in their medical kit. In the event of an emergency for sports that practice off-campus, the coach should know the location of the nearest telephone if a personal telephone is not available, and the address from where she or he is calling. This may require pre-arranging access to a telephone. Through review and practice of the plan, responses to emergencies and care to athletes will be expedient and prudent.

The type and degree of event or practice coverage by the athletic training staff for an athletic event or practice may vary widely, based on such factors as the sport or activity, the venue, and the number of teams competing. During in-season practice and competition on campus, the first responder to an emergency situation will typically be a certified athletic trainer from the athletic training staff. However, during the non-traditional season or other out of season times, the first responder would more likely be a coach, bystander, or other institutional personnel.

Consequently, at a minimum, bi-annual certification in CPR, first aid, prevention of disease transmission, and emergency plan review is required for all Athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

Emergency Procedures

In the case of an emergency occurring during a practice or game, a certified athletic trainer will be responsible for implementing emergency procedures with the assistance of first responders and the team's coach (es). These procedures have been designed with the assumption that a certified athletic trainer will be present when an emergency occurs.

If an emergency occurs at a time when a certified athletic trainer is not present, the coach or a first responder more qualified in emergency care is responsible for implementing the emergency

procedures. EMS should be activated immediately while the athlete is being stabilized. If the athlete is not breathing and/or has no pulse, begin CPR procedures. If an AED is available, it should be activated immediately. A certified athletic trainer should be quickly located and directed to the athlete. When a team travels for competition, it is the responsibility of the athletic trainer or the coach (if no athletic trainer) to become familiar with the host's emergency care procedures.

Communications and Transportation

Communication is the key to quick delivery of emergency care in situations of serious injury to an athlete. When an ambulance is on site, communication prior to the event is a good way to establish boundaries and to build rapport between the athletic training staff and emergency medical personnel. If an ambulance is not on-site during a particular sporting event, then access to a telephone for direct communication with the emergency medical system at the time of injury or illness is essential. Telephones at or around venues should be checked periodically to ensure that they are in proper working order.

Emergency Communication: Between staff members please use cellular telephones to reach if not immediately available. For an emergency on campus, using a campus telephone push 911 or call **Police/Public Safety at 773-298-3911**.

When activating an Emergency Response, take the following steps:

1. Contact 911; if you are on campus, it is 911
2. Give your name, your location, and number from where you are calling
3. Specific directions to the emergency scene
4. Number of athletes involved
5. Condition of athlete(s)
6. First aid being administered
7. Other information requested by the dispatcher
8. Let the dispatcher hang up first

If an emergency situation involving serious, life-threatening injuries occurs, the athlete should be transported by ambulance. It is recommended that an athletic training student, coach, or teammate accompany the injured athlete to the hospital in the ambulance. The staff athletic trainer should remain at the sporting event / practice until it is completed.

For other non-life threatening injuries, suitable arrangements will be made. Only in circumstances where there is no other alternative and prompt care is needed should a staff member or student transport an injured athlete.

After Hours

In the event of an emergency after office hours, the following plan should be initiated:
Call 911 from a campus telephone and go to the nearest hospital.

Chicago Campus:
Christ Hospital
Little Company of Mary Hospital

Advocate Christ Hospital 4440 W. 95th St. Oak Lawn, IL 60453 Phone: 708-684-8000	Little Company of Mary Hospital 2800 W. 95 th St. Evergreen Park, IL 60805 Phone: 708-422-6200
--	---

If the injured person lives on campus, contact your residence facility RA and Police/Public Safety at 911 from a campus telephone or 773-298-3911 and also notify the athletic training staff of the emergency. Also contact your head coach/staff and a family member (if necessary).

Emergency Equipment

All necessary emergency equipment should be available and quickly accessible for the sporting event. All athletic training personnel should be familiar with the function and operation of the emergency equipment. The equipment should be in good operating condition and checked periodically for proper maintenance. It is important to rehearse on a regular basis, the proper techniques for the use of the emergency equipment. All equipment should be stored in a clean and environmentally controlled area and readily available in case of an emergency situation. The following emergency equipment items are readily available; these items are often located on the field and gymnasium with the home team and athletic training staff.

- AEDs
- Spine Boards and Accessories
- Vacuum Splint Bags
- SAM Splints
- Pocket Masks
- EpiPen - if athletes need of an EpiPen, they provide the athletic training staff with needed supply
- Albuterol – if athletes need the albuterol inhaler, they provide the athletic training staff with needed supply
- First Aid Kits
- Crutches
- ACE Bandages
- Knee Immobilizer
- Shoulder Sling
- General Athletic Training Supply Bags

Spine board Procedures:

- An Athletic Trainer will stabilize head and wait for EMS to arrive before spine boarding any student-athlete.

Coaches Role:

- If only one trainer is available at an event, coaches must be ready to assist the Trainer with the process during an emergency situation.

- Examples include but not limited to: log rolling the athlete to his/her back, calling 911, directing EMS personal to emergency site and retrieving emergency equipment and an AED.

VENUE Addresses, EMS Entry, and nearest Hospital/Immediate Care Clinic

1. Deaton Stadium (Soccer, Football), On-Campus Basketball and Volleyball Courts, Baseball/Softball Fields, any indoor/outdoor workout facilities:

- Nearest Hospital or Immediate Care:

2. Golf:

- Nearest Hospital or Immediate Care:

3. Cross-Country:

- Nearest Hospital or Immediate Care:

Advocate Christ Hospital 4440 W. 95th St. Oak Lawn, IL 60453 Phone: 708-684-8000	Little Company of Mary Hospital 2800 W. 95 th St. Evergreen Park, IL 60805 Phone: 708-422-6200	Palos Community Hospital 12251 S. 80 th Ave. Palos Heights, IL 60463 Phone: 708-923-4000
---	--	--

INCLEMENT WEATHER PROCEDURES

GENERAL POLICY

In the case of inclement weather (i.e. Thunderstorms/Lightning, Hail, Tornado), it will be at the discretion of the on-site athletic training staff to determine if the practice/game fields should be evacuated. Exceptions will be made for cross-country and golf, whereby the coach may have to suspend activity in the absence of an athletic training staff member.

LIGHTNING

Lightning is a dangerous phenomenon. The athletic training staff has developed a lightning policy to minimize the risk of injury from lightning strike to Saint Xavier University athletes, coaches, support staff and fans. To monitor lightning, the athletic training staff will utilize both the *Flash-Bang* method and a *StrikeAlert Lightning Detector*.

Athletic teams that practice and compete outdoors are at risk when the weather is inclement. For this reason the following guidelines must be observed if it appears that lightning is possible for the area:

1. If inclement weather is forecasted for the area or sighted in the area, a certified athletic trainer will get a weather update via the National Weather Service in Chicago, Illinois by Internet. Internet sites are as follows:
<http://www.weather.com>
<http://www.intellicast.com>

<http://www.accuweather.com>
<http://www.strikestarus.com>

Lightning detectors will be situated on the outside fields during the possibility of inclement weather. If lightning is detected and the severe weather signal is illuminated, with two subsequent readings within 30 seconds, or on the detector at 0-6 mile range regardless of the presence of visible lightning, all athletes and personnel must evacuate the field or location and seek shelter.

If the lightning detector is not present, use the countdown or "Flash Bang" method. To use the Flash Bang method, count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 and equals how far away (in miles) the lightning is occurring. For example, 20 second count = 4 miles). As a minimum, the National Severe Storms Laboratory (NSSL) strongly recommends that all individuals have left the athletic sites and reach a safe location by the flash-to-bang count of 30 seconds (6 miles). However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike. Activities will be terminated at 40 seconds or 8 miles.

2. If lightning is in the immediate area, the certified athletic trainer will notify the head coach as to the status of the inclement weather and of need to take shelter. Teams may return to the field once the lightning detector has detected no activity in the 3-8 mile range or 30 minutes from last sight of lightning.
3. If no safe structure is within a reasonable distance, then other safe areas include enclosed buildings or fully enclosed metal vehicles with windows up (no convertibles or golf carts)
4. Unsafe shelter areas:
 - Water
 - Open fields
 - Dugouts
 - Golf carts
 - Metal objects (bleachers, fences, etc.)
 - Individual tall trees
 - Light poles.
 -
5. **AVOID BEING THE HIGHEST OBJECT IN AN OPEN FIELD.** Athletes/coaches etc. should not stand in groups or near a single tree. There should be 15 feet between athletes (NLSI, 2000).

Note: sports with metal equipment:

- ✓ Golfers drop your clubs and remove shoes
- ✓ Baseball/softball - drop bats and remove shoes
- ✓ Tennis - drop rackets.

- If you are unable to reach safe shelter, assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters the victim through the ground rather than by a direct overhead strike. Do not lie flat! If safe shelter is only a short distance away, it has been suggested to run for shelter, rather than stay in middle of field.
- If a person feels that his/her hair standing on end, they should immediately crouch as described in item # 5. If someone is struck by lightning, activate the Emergency Action Plan. A person struck by lightning does not carry an electrical charge; immediately initiate the EAP and begin the primary survey. If possible move victim to a safe location.
- Avoid using the telephone except in emergency situations. People have been struck by lightning while using a landline telephone. A cellular telephone or a portable telephone is a safe alternative to landline telephones, if the person and the antenna are located within a safe structure, and if all other precautions are followed.

Event Procedures

Prior to Competition: A member of the Athletic Training Staff will greet the officials, explain that we have means to monitor lightning, and offer to notify the officials during the game if there is imminent danger from the lightning.

Announcement of Suspension of Activity: Once it is determined that there is danger of a lightning strike, the Athletic Training Staff member will notify the head coach and official and subsequently summon athletes from the playing field or court.

Evacuation of the playing field: Immediately following the announcement of suspension of activity all athletes, coaches, officials and support personnel are to evacuate to an enclosed grounded structure.

Evacuation of the stands: During competition once the official signals to suspend activity, a member of the Sports staff will announce via the PA system: *“May I have your attention. We have been notified of approaching inclement weather. Activity will cease until we have determined it is safe and the risk of lightning is diminished. We advise you to seek appropriate shelter at the nearest enclosed structure. Though protection from lightning is not guaranteed, you may seek shelter in an automobile. Thank you for your cooperation.”*

Resumption of Activity: Activity may resume once a member of the Athletic Training staff gives permission. Thirty (30) minutes AFTER the last lightning strike or activity using the Flash-Bang-Method and Two consecutive readings of the StrikeAlert Lightning Detector at the 24-40 miles away range and no activity in the 0-6 mile range.

Away events: apply the home/facility EAP or modify the Saint Xavier guidelines that apply accordingly.

Lightning Detection Procedures for Non-Supervised Activities:

Example: Athletes using facilities in the off-season or outside of regular practice hours.

No method of lightning detection can detect every strike nor is prevention from lightning a guarantee. However, we encourage you to follow the Flash-Bang-Method to monitor the approximation of lightning.

HEAT INDEX

During summer and early fall and late spring, high temperatures and high humidity are present. It is important that we make ourselves aware of the dangers of this situation to prevent heat exhaustion and/illness. (See Heat Index). Daily measurements should be taken before each practice during periods of extreme heat and humidity.

1. If temperatures range from 80 degrees to 90 degrees, fatigue is possible with prolonged exposure.
2. Between 90 and 105 degrees, sunstroke, heat cramps, and heat exhaustion are possible.
3. When heat index climbs to 105 to 130 degrees sunstroke, heat cramps, and heat exhaustion are likely and heat stroke is possible with prolonged exposure.
4. At 130 degrees or higher sunstroke or heatstroke are highly likely with continued exposure to sun.
5. If heat index reaches 105 and 130 extreme caution must be taken and practice(s) may be postponed to a cooler part of day (6-10 am, or 4-7 PM).

CONCLUSION

The importance of being fully prepared when athletic emergencies arise is obvious. An athlete's survival may hinge not only on how well trained and prepared the athletic training staff is but in some instances, how quickly and effectively a coach or first responder acts. It is expected that all certified athletic trainers, athletic training students, and coaches know the emergency plan and be able to implement it at any venue where they are working.

The emergency plan should be reviewed annually with all athletic personnel. In addition, it is suggested that all coaching personnel be CPR certified and trained in the use of an AED. The athletic department offers CPR/AED instruction annually. Questions or uncertainties regarding the emergency plan or how it applies to a specific venue should be addressed to an athletic training staff member.

EMERGENCY OPERATIONS CENTER

SECTION CHIEF CHECKLISTS

Emergency Operations Center

Management Section Checklist

The following checklists should be considered as the minimum requirements for this position. Note that some of the tasks are one-time activities and others are ongoing or repetitive for the duration of the incident.

Task	Date/Time Completed	Initials
1. Ensure Welfare and Safety of incident personnel		
2. Communicate with the Emergency Management Group		
3. Obtain initial briefing from the current Incident Commander		
4. Assess Incident situation- Review the current situation status and initial incident objectives. Ensure that all local, state and federal agencies impacted by the incident have been notified		
5. Activate appropriate sections and appoint Section Chiefs: Sections are Operations, Planning & Intelligence, Logistics, and Finance/Administration		
6. Brief Emergency Operations Center staff: <ul style="list-style-type: none"> Identify incident objectives Provide a summary of the current organization Provide a review of current incident activities Determine the time and location of the first Planning Meeting 		
7. Determine information needs and inform staff of requirements		
8. Determine necessity of and status of Emergency Declaration		
9. Establish parameters for resource requests and releases: <ul style="list-style-type: none"> Review requests for critical resources Confirm who has ordering authority Confirm those orders that require executive authorization 		
10. Authorize release of information to the media – if there is an Authority Having Jurisdiction (AHJ) involved, coordinate with their public information personnel		
11. Establish the level of planning to be accomplished: <ul style="list-style-type: none"> Written Action Plan Needed? Contingency Planning Needed? Formal Planning Meeting Needed? 		
12. Ensure coordination between sections: Periodically check progress of assigned tasks of Section Chiefs Approve necessary changes to initial plans and objectives Ensure that liaisons with assisting agencies are maintained in a positive manner		
13. Keep the Provost/designee informed on all incident-related problems and progress		
14. If planning meetings are necessary, use the following format:		

Sample Planning Meeting Agenda

Agenda Item

Responsible Party

1. Briefing on situation/resources status	Plan & Intel, Operations Section Chief
2. Discuss Safety Issues	Operations Section Chief
3. Set/confirm incident objectives	Incident Commander
4. Specify resources needed	Operations, Plan & Intel Section Chief
5. Consider communications medical/transportation	Plan & Intel Section Chief
6. Provide financial update	Finance / Admin Section Chief
7. Discuss Information/ Media issues	Plan & Intel Section Chief
8. Finalize/approve/implement plan	Incident Commander / all

Emergency Operations Center

Operations Section Checklist

The following checklists should be considered as the minimum requirements for this position. Note that some of the tasks are one-time activities and others are ongoing or repetitive for the duration of the incident.

Task	Date/Time Completed	Initials
1. Obtain briefing from Incident Commander: <ul style="list-style-type: none"> Determine incident objectives and recommended strategies Determine status of current assignments Identify current incident organization, location of resources, and assignments Confirm resource ordering process Determine location of current Staging Areas and resources assigned there Determine locations of individual Incident Command Posts 		
2. Organization of Operations Section to ensure operational efficiency, personnel safety, and an adequate span of control		
3. Establish an operational period		
4. Establish and demobilize staging areas		
5. Attend Operational Briefing and assign Operations personnel in accordance with the Incident Action Plan <ul style="list-style-type: none"> Brief Operations Section personnel on assignments 		
6. Develop and manage operations to meet incident objectives		
7. Assess life safety considerations: <ul style="list-style-type: none"> Adjust perimeters as necessary to ensure public safety Implement and enforce appropriate safety precautions 		
8. Evaluate the situation and provide update to the Planning and Information Section: <ul style="list-style-type: none"> Location, status, and assignment of resources Desired contingency plans 		
9. Determine need and request additional resources		
10. Notify Logistics Section of the need and keep them up to date on changes in resources status		
11. Ensure coordination of the Operations Section with other executive level staff: <ul style="list-style-type: none"> Ensure Operations Section time-keeping, activity logs, and equipment use; pass these along to Planning & Intelligence and Finance/Administration as appropriate Ensure resource ordering and logistical support needs are passed to Logistics Section in a timely manner Notify Planning & Intelligence Section of communications problems Keep Planning and Intelligence Section up to date on resource and situation state us 		

<ul style="list-style-type: none"> • Maintain liaisons with cooperating and assisting agencies • Keep Incident Commander apprised of state us of operational efforts • Coordinate media requests with Public Relations personnel 		
12. Hold Operations Section meetings as needed to ensure communication and coordination among Operations Section personnel		
13. Attend Planning Meetings as needed.		
14. Perform the following tasks as appropriate: <ul style="list-style-type: none"> • Call insurance company • Call fire restoration company • Consider the structural integrity of the building before entering • Do not allow access to seriously damaged areas • Do not walk on heat or smoke damaged carpet or rugs • Do not sit on or clean fabric furniture • Do not handle fabric furniture, drapes or other soft goods without gloves • Ventilate smoke smell to reduce odor • Do not energize electrical appliances prior to professional inspection • Do not energize electronic equipment prior to professional inspection • Do not consume any food items subjected to high heat during a fire • Immediately mitigate water damaged contents items • Do not permit neighborhood dry cleaner to process smoke damaged clothing • Do not attempt to clean smoke damage without professional advice • Immediately empty freezers/refrigerators if fire disrupted electricity • Remove plants from smoke damaged environment and wash leaves and branches • Change furnace filters if system operational during fire • Protect decorative metals and water faucets with petroleum jelly or WD 40 • Pre-clean fiberglass sinks, showers, tubs, and Formica countertops with mild detergent solution 		

Sample Planning Meeting Agenda

Agenda Item

Responsible Party

1. Briefing on situation/resources status	Plan & Intel, Operations Section Chief
2. Discuss Safety Issues	Operations Section Chief
3. Set/confirm incident objectives	Incident Commander
4. Specify resources needed	Operations, Plan & Intel Section Chief
5. Consider communications medical/transportation	Plan & Intel Section Chief
6. Provide financial update	Finance / Admin Section Chief
7. Discuss Information/ Media issues	Plan & Intel Section Chief
8. Finalize/approve/implement plan	Incident Commander / all

Emergency Operations Center

Finance/Administration Section Checklist

The following checklists should be considered as the minimum requirements for this position. Note that some of the tasks are one-time activities and others are ongoing or repetitive for the duration of the incident.

Task	Date/Time Completed	Initials
1. Obtain briefing from Incident Commander: Incident objectives <ul style="list-style-type: none"> • Participating/coordinating agencies • Anticipated duration/complexity of incident • Obtain the names of agency contacts that the Incident Commander has • Consider the possibility of cost sharing • Work with the Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met 		
2. Obtain briefing from agency administrator (Provost and Vice President or designee): <ul style="list-style-type: none"> • Determine level of fiscal process required • Delegation of authority to Incident Commander for financial processes • Assess potential for legal claims out of incident activities • Identify applicable financial guidelines and policies, constraints and limitations 		
3. Obtain briefing from Finance/Administration representative: <ul style="list-style-type: none"> • Identify financial requirements for planned and expected operations • Determine agreements that are in place for land use, maintenance, equipment, and utilities • Confirm/establish procurement guidelines • Determine procedure for establishing charge codes • Determine potential for rental or contract services as needed • Coordinate with command/executive staff to determine the need for temporary employees • Ensure that proper tax documentation is completed • Determine the method by which time keeping records will be maintained 		
4. Ensure that all appropriate Sections are aware of the way to document time, expenditures, etc.		
5. Gather continuing information reports: <ul style="list-style-type: none"> • Equipment usage and time • Personnel time and overtime figures • Accident reports • Injury reports 		

<ul style="list-style-type: none"> • STAT us of supplies • Ordering information 		
6. Meet with assisting and cooperating agencies, as required to determine any cost-sharing agreements or financial obligation		
7. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services: <ul style="list-style-type: none"> • Labor- with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants • Equipment- with breakdown of work locations, hours and rates for owned and rented equipment • Materials and supplies purchased or rented, including communications, office, warehouse space, and expendable supplies 		
8. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage.		
9. Ensure that time records reflect incident activity and that records for non-agency personnel are maintained and transmitted to their agency: <ul style="list-style-type: none"> • Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place • Distribute time-keeping forms to all Sections and ensure that they are being properly completed 		
10. Assist Logistics Section in resource procurement: <ul style="list-style-type: none"> • Identify vendors for which open purchase orders or contracts must be established • Negotiate ad hoc contracts if approved by the Provost or executive staff 		
11. Coordinate Finance/Administration demobilization		
12. Hold Finance Section meetings as needed, to ensure communication and coordination among Logistics Section personnel and units		
13. Ensure communication between Logistics Section and the executive staff		
14. Submit all Finance Section documentation properly at the conclusion of the incident		
15. Ensure that all Finance Section activities are documented appropriately		
16. Ensure general welfare and safety of Finance Section personnel		
17. Attend Planning Meetings as needed		

Sample Planning Meeting Agenda

Agenda Item

Responsible Party

1. Briefing on situation/resources status	Plan & Intel, Operations Section Chief
2. Discuss Safety Issues	Operations Section Chief
3. Set/confirm incident objectives	Incident Commander
4. Specify resources needed	Operations, Plan & Intel Section Chief
5. Consider communications medical/transportation	Plan & Intel Section Chief
6. Provide financial update	Finance / Admin Section Chief
7. Discuss Information/ Media issues	Plan & Intel Section Chief
8. Finalize/approve/implement plan	Incident Commander / all

Emergency Operations Center

Logistics Section Checklist

The following checklists should be considered as the minimum requirements for this position. Note that some of the tasks are one-time activities and others are ongoing or repetitive for the duration of the incident.

Task	Date/Time Completed	Initials
1. Obtain briefing from Incident Commander: <ul style="list-style-type: none"> Review situation and resource status for number of personnel assigned to the incident Review current organization 		
2. Ensure Incident Command Post and other incident facilities are activated, as appropriate		
3. Confirm resource ordering process		
4. Assess adequacy of current communications		
5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security		
6. Assemble, brief, and assign work locations and preliminary work tasks to Logistics Section personnel: <ul style="list-style-type: none"> Provide summary of the emergency situation Provide summary of the type and extent of Logistics Section support the section may be asked to provide 		
7. Notify Logistic Section personnel of names and location of assigned personnel		
8. Participate in preparation of an Incident Action Plan (IAP) <ul style="list-style-type: none"> Provide resource availability, support needs, identified shortages, and response times for key resources Identify future operational needs (both current and contingency) in order to anticipate logistical requirements Assist in the preparation of a Transportation Plan, if needed 		
9. Review the Incident Action Plan (IAP) and estimate Section needs for the next operation period		
10. Research availability of additional resources		
11. Hold Logistic Section meetings as needed, to ensure communication and coordination among section personnel and units		
12. Ensure communication between Logistic Section and the executive staff		
13. Provide briefing to "relief" Section Chief on current activities and unusual situations		
14. Ensure that all Logistic Section activities are documented appropriately		
15. Ensure general welfare and safety of Logistic Section personnel		
13. Attend Planning Meetings as needed		

Sample Planning Meeting Agenda

Agenda Item

Responsible Party

1. Briefing on situation/resources status	Plan & Intel, Operations Section Chief
2. Discuss Safety Issues	Operations Section Chief
3. Set/confirm incident objectives	Incident Commander
4. Specify resources needed	Operations, Plan & Intel Section Chief
5. Consider communications medical/transportation	Plan & Intel Section Chief
6. Provide financial update	Finance / Admin Section Chief
7. Discuss Information/ Media issues	Plan & Intel Section Chief
8. Finalize/approve/implement plan	Incident Commander / all

Emergency Operations Center

Planning & Intelligence Section Checklist

The following checklists should be considered as the minimum requirements for this position. Note that some of the tasks are one-time activities and others are ongoing or repetitive for the duration of the incident.

Task	Date/Time Completed	Initials
1. Obtain briefing from Incident Commander: <ul style="list-style-type: none"> Determine current resource status Determine current situation status Determine current incident objectives and strategy Determine whether the Incident Commander requires a written Incident Action Plan (IAP) Determine time and location of first Planning Meeting Determine desired contingency levels 		
2. Activate Planning and Intelligence Section positions and notify Logistics Section of positions activated		
3. Establish and maintain a resource tracking system		
4. Advise Incident Commander staff of any significant changes in incident status		
5. Establish information requirements and schedules for Section Chiefs		
6. Prepare contingency plans: <ul style="list-style-type: none"> Review current and projected incident and resource status Develop alternative strategies Identify resources required to implement contingency plans Document alternatives for presentation to Incident Commander and Operations Section Chief for inclusion into their Incident Action Plan (IAP) 		
7. Supervise preparation and distribution of the Incident Action Plan if indicated <ul style="list-style-type: none"> Establish information requirements and reporting schedules for use in preparing the Incident Action Plan Ensure that detailed contingency plan information is available for consideration by the Incident Commander and the Operations Section Chief Verify that all support and resource needs are coordinated with the Logistics Section prior to release of the Incident Action Plan Coordinate any changes to the Incident Action Plan with Section Chiefs as appropriate 		
9. Provide periodic predictions on incident potential		
10. Establish a weather data collection system when necessary		

11. Identify the need for specialized resources, discuss these needs with Logistics and Operations Section and the Incident Commander		
12. Ensure preparation of a demobilization plan if appropriate		
13. Provide briefings to “relief” Section Chief on current and unusual situations		
14. Ensure that all Planning & Intelligence Section activity is appropriately documented		
15. Hold Planning & Intelligence Section meetings as needed to ensure communication and coordination among Planning & Intelligence Section personnel		
16. Attend Planning Meetings as needed		

Sample Planning Meeting Agenda

Agenda Item

Responsible Party

1. Briefing on situation/resources status	Plan & Intel, Operations Section Chief
2. Discuss Safety Issues	Operations Section Chief
3. Set/confirm incident objectives	Incident Commander
4. Specify resources needed	Operations, Plan & Intel Section Chief
5. Consider communications medical/transportation	Plan & Intel Section Chief
6. Provide financial update	Finance / Admin Section Chief
7. Discuss Information/ Media issues	Plan & Intel Section Chief
8. Finalize/approve/implement plan	Incident Commander / all