ILLINOIS STATE UNIVERSITY

EMERGENCY MANAGEMENT PLAN

Environmental Health and Safety
202 Nelson Smith Building
Campus Box 1320
438-8325

Emergency Response Steering Committee

Chair- J.C. Crabill

Deb Smitley
Brent Paterson
Don Kunde
Chuck Scott
Dan Hite
Dave Marple
Sam Catanzaro
Eric Hodges
Aaron Woodruff

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FORWARD

Since September 11, 2001, both public and private entities nationwide have devoted increased attention to emergency response procedures. In 2004, the Department of Homeland Security established the National Incident Management System (NIMS), which identified a systematic, proactive approach to guide all levels of government, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, and recover from the effects of emergencies, regardless of cause, size, location or complexity. State of Illinois emergency response agencies have been mandated through a Governor's Executive Order (November 12), 2004, to adopt the National Incident Management System.

The following *Emergency Management Plan details* how the campus community will respond to major emergencies in conjunction with local emergency response agencies and references the role that campus departments will have in supporting the overall emergency response. As a State of Illinois emergency response agency, the University Police Department has been trained in NIMS protocols and will respond accordingly in the event of a campus emergency. Should the emergency require external emergency response assistance, the NIMS framework will support an integrated tactical response, highlighting interoperability and compatibility of all response agencies. NIMS emergency response protocol is described in Section 4 of this plan.

In support of Emergency Response efforts, specific campus personnel representing select campus departments have taken formal training (including NIMS courses) and participated in meetings, strategy sessions, table top exercises and drills in order to be better prepared in undertaking their respective responsibilities. These campus personnel are core members of the Emergency Management Team and are listed in Appendix A of the plan.

The *Emergency Management Plan also* identifies individual and departmental responsibilities that may be called upon to provide support in the case of an emergency. This support is established through the development of Annexes and Emergency Action Plans (EAPs). Annexes are a compilation of response actions and plans that may be called upon in response to an emergency. Emergency Action Plans are specified in Annex documents and direct response and support efforts for specific or a wide range of emergency situations. Appendix B lists the Annexes and corresponding EAP's that have been or need to be developed and maintained; and the responsible department.

The *Emergency Management Plan is* intended to be a dynamic document that applies to a broad range of emergency situations. The plan has been prepared by Environmental Health and Safety and reviewed by the ISU Emergency Response Steering Committee. This plan will be reviewed on an annual basis by EHS to modify as deemed warranted and ensure that action plans continue to be developed and updated.

LETTER OF PROMULGATION

Illinois State University is committed to protecting the welfare of its campus and community members as well as its intellectual property and facilities. For this reason, the *Emergency Management Plan has* been developed and will continually be refined as new methodologies emerge. With the implementation of this plan, the university is well positioned to effectively respond to emergencies, minimizing the impact while maximizing the effectiveness of university resources. The plan will also set in motion the groundwork for recovery and return to normal operations.

In order for the university to properly respond to emergencies, the campus population needs to be vigilant and willing to meet the enormous challenges that emergencies present. As such, the campus population and community partners all have specific responsibilities. The Office of Environmental, Health & Safety has been charged with developing and maintaining the campus *Emergency Management Plan*. The University Police Department is responsible for immediate response to emergencies while working with local law enforcement agencies and other emergency responders to maintain a constant state of readiness. Additionally, departmental units are charged with developing Emergency Action Plans to respond to emergencies and support emergency operations as warranted.

The *Emergency Management Plan is* also designed to help employees and students to respond appropriately when emergency conditions arise. With that in mind, I expect those in leadership positions from all departments across campus to commit time and resources to emergency preparedness and fulfill their roles as defined in the *Emergency Management Plan*. Every member of the Illinois State University community should understand his or her role in emergency situations.

I ask that you review this plan and become personally committed to the Plan's ultimate goal of protecting our students, faculty, staff and visitors should an emergency take place on our campus.

Thank you,

Al Bowman, President

Table of Contents

Section 1. Introduction 1
1.1 Purpose 1
1.2 Scope 1
Section 2. ISU Emergency Response Components 2
2.1 Emergency Objectives and Response Initiatives 2
2.1.1 Emergency Priorities 2
2.2 Explanation of Terms 3
2.3 Assumptions 4
2.3.1 Incident Specific 4
2.3.2 Plan Specific 4
2.4 Annex Documents 5
2.4.1 Building/ Departmental Emergency Plan Annex 5
2.4.2 Severe Weather/ Natural Emergency Annex 6
2.4.3 Communications Annex 6
2.4.4 Law Enforcement Annex 6
2.4.5 Health/ Sanitation Annex 7
2.4.6 University Support Annex 7
2.4.7 Business Continuity Annex 7
2.5 Department/Unit Emergency Planning 7
2.5.1 Emergency Response Action Plans 8
2.5.2 Emergency Support Action Plans 8
2.6 Emergency Response Levels 8
2.6.1 Level 1 Emergency 9
2.6.2 Level 2 Emergency 9
2.6.3 Level 3 Emergency 9
2.7 Activation of Emergency Operations 9
2.7.1 Initial Response Actions 9
2.7.2 Subsequent Response Actions 9
2.7.3 Security 10
2.7.4 Mutual Aid Agreements 10
2.7.5 Media Relations 10

2.8 Communications 11
2.8.1 ISU Emergency Alert 11
2.8.2 Emergency Updates 11
2.8.3 Web Page Switch Over 11
2.8.4 WebCom 11
2.9 Emergency Response Management 12
2.9.1 Policy Group 12
2.9.2 Emergency Management Team 12
2.9.3 Media Relations 14
2.9.4 Campus Communication Group 15
2.10 Emergency Facilities 15
2.10.1 Incident Command Post (ICP) 15
2.10.2 University Emergency Operations Center (EOC) 16
2.10.3 County Emergency Operations Center (EOC) 16
2.10.4 Staging Areas 17
2.10.5 Media Center/JIC 17
2.10.6 University Call Center 17
2.11 Deactivation of Emergency Operations 17
2.12 Documentation of Support Activities 18
2.13 Exercises / Drills 18
2.14 Training 18
2.15 Annual Plan Reviews 19
Section 3. Responsibilities 19
3.1 Environmental Health and Safety 19
3.2 University Police Department 20
3.3 Media Relations 21
3.4 Policy Group 21
3.5 Campus Communication Group 22
3.6 Emergency Management Team 22
3.7 Work Groups 23
3.7.1 Facility Infrastructure and Resources 23
3.7.2 Academic Impact 24
3.7.3 Student Support 25
3.7.4 Finance and Cost Management 27

3.7.5 Communication Infrastructure & Technology 28
Section 4. Incorporation of the National Incident Management System (NIMS) 29
4.1 Introduction 30
4.1.1 Purpose of the National Incident Management System (NIMS) 30
4.1.2 Scope of the ISU NIMS Response 30
4.1.3 Activation of the ISU NIMS Protocol 30
4.1.4 Emergency Support Functions 31
4.2 NIMS Command Functions 31
4.2.1 Single Command IC (IC) 31
4.2.2 Unified Command IC (UC) 31
4.2.3 Area Command 31
4.3 ICS Command Staff Organization 32
4.3.1 Incident Commander 32
4.3.2 Public Information Officer 33
4.3.3 Safety Officer 33
4.3.4 Liaison Officer 33
4.3.5 Additional Command Staff Positions 33
4.4 ICS General Staff Organization 33
4.4.1 The Operations Section Chief 34
4.4.2 The Planning Section Chief 34
4.4.3 The Logistics Section Chief 34
4.4.4 The Finance/Administration Section Chief 34
4.4.5 Emergency Operations Center (EOC) Staff 35
Section 5. Appendices 36
5.1 Appendix A: Contact Lists 36
5.2 Appendix B: Annex Listing and Corresponding Emergency Action Plans (currently in development) 39
5.3 Appendix C: Emergency Support Function 41

Section 1. **Introduction**

1.1 Purpose

The Illinois State University *Emergency Management Plan (*EMP) is the framework for emergency response and preparedness on campus. The EMP is intended to support a comprehensive, all-hazards approach to emergency response management. The plan and its corresponding Annexes describe how ISU will respond to a wide spectrum of emergencies on campus and interact, as warranted with external professional emergency response organizations. The design of the plan is to protect life, minimize damage, and ensure continuity of operations so essential services may continue to be provided to the university community.

The overall ability of university personnel to effectively respond to an emergency will rely primarily upon two factors:

- the comprehensive quality of the EMP, Annex's and departmental Emergency Action plans; and
- the preparedness of the campus population to respond quickly and knowledgeably to any type of emergency.

In addition, the ability of the university to recover from an emergency will depend primarily upon the efforts of individual departments toward the development of effective business continuity plans. These plans are designed to outline how departments will continue to provide their specialized services which may be disrupted by an emergency or disaster.

1.2 Scope

The *Emergency Management Plan* applies to all emergencies that could impact the Illinois State University Campus, including any incident that may occur exclusively within ISU facilities and/or property, as well as a regional crisis which could include parts of the ISU campus.

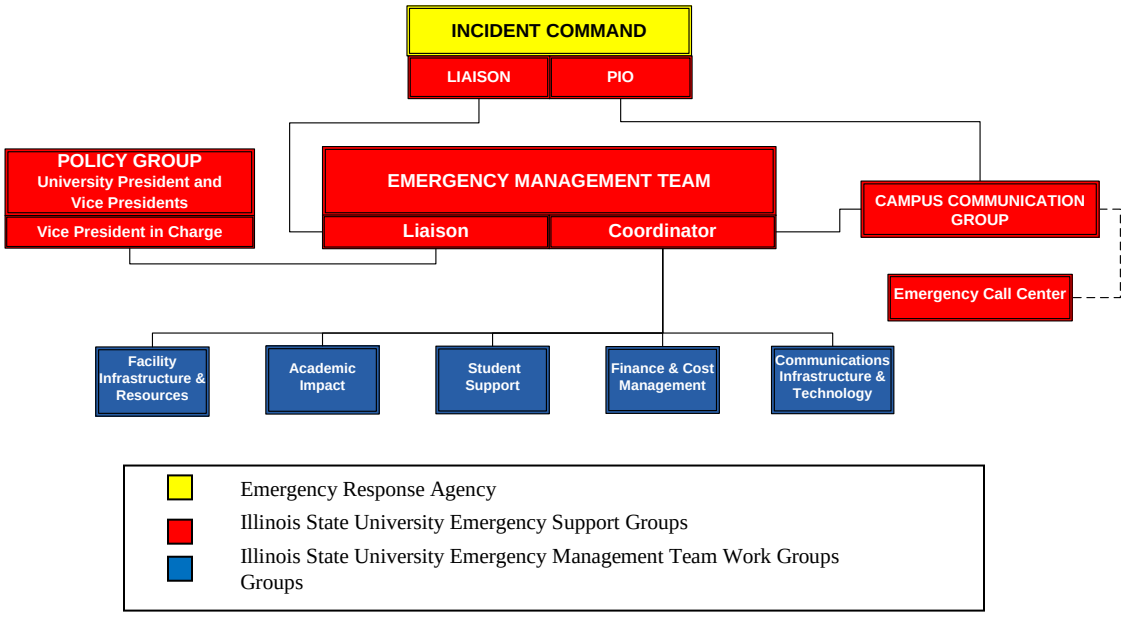
In order to prepare for emergencies that the university has the potential to encounter, Illinois State University has conducted a *Hazard Assessment* identifying and rating the different types of hazards that should be considered through emergency planning. The *Hazard Assessment* is available from the Office of Environmental Health & Safety.

Tactical response to emergencies will be coordinated by the University Police Department (UPD) as they are the only trained tactical emergency response organization on campus. The UPD, along with other external tactical emergency response agencies, will have specific emergency response protocols to be followed which will be consistent with the National Incident Management System, outlined in Section 4. All other campus departments will serve to support the emergency response agencies, undertaking ancillary duties designed to ensure the safety of the campus community while the tactical response agencies are directly involved in mitigating the emergency.

Section 2. ISU Emergency Response Components

The operational aspects of the university Emergency Management Plan are concepts based upon the National Incident Management System (NIMS) (see Section 4). With its modular design, NIMS creates a combination of facilities, equipment, personnel, procedures and communication, all operating within a standardized organizational structure. Use of NIMS at the university facilitates the university's ability to communicate and coordinate response actions amongst university entities as well as with external emergency response agencies. The organizational chart depicted below represents the university emergency management components and interaction that would likely develop during a sustained campus emergency response.

Figure 1- ISU Emergency Management Components



Note: Representatives from University Police Department, Environmental Health and Safety, and Media Relations will interface directly with Emergency Response Agency personnel and coordinate ISU support efforts.

2.1 Emergency Objectives and Response Initiatives

2.1.1 Emergency Priorities

In any emergency situation, Illinois State University's overriding mission is to:

- Protect life safety
- Minimize property damage
- Minimize Environmental impact
- Maintain Incident Stabilization
- Secure critical infrastructure and facilities

- Resume the teaching and research programs

General emergency response priorities follow from these goals. Note: The relative characteristics of a particular emergency event (such as the time of day when an incident occurs) may alter the following prioritized categories:

- Buildings Used By Dependent Populations: (i.e. residence halls and university student apartments, occupied classrooms and offices, childcare centers, occupied auditoriums, arenas and special event venues)
- Buildings Critical To Health And Safety: (i.e. medical facilities, emergency shelters, food supplies, sites containing potential hazards
- Facilities That Sustain Emergency Response Efforts: (Energy systems and utilities, communications services, computer installations, transportation systems)
- Unoccupied Classroom And Research Buildings
- Unoccupied Administrative Buildings

2.2 Explanation of Terms

Annex: A document, separate of the *Emergency Management Plan* that specifies how the university will respond to specific types of emergencies. These documents are developed and maintained separate from the EMP, yet are referenced in the EMP and are an integral piece to emergency response.

Emergency Operations Center (EOC): Certain incidents will require the activation of the Emergency Management Team (EMT). The EMT will physically locate to the University Emergency Operations Center which is primarily located at the Alumni Center. From this location, the EMT will be able to facilitate support of Incident Command and work to maintain continuity of operations. A secondary location has been identified at the College of Business Executive Conference Room.

Hazard Assessment: A document, separate from the *Emergency Management Plan*, developed to identify hazards specific to the ISU Campus that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

Incident Command System (ICS): Defines the operating characteristics, management components, and structure of emergency management organizations throughout the life cycle of an incident.

Incident Command Post (ICP): An ICP is the field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.

ISU Emergency Alert: An emergency notification system established for the Illinois State University campus community to provide emergency notifications through several modes of communication. Currently, the ISU Emergency Alert contacts the campus community through cell phone (text and voice), land line phone, and email. The system has the potential for future communication enhancements.

Mutual Aid Agreements: Arrangements between Illinois State University and local governments and organizations for reciprocal aid and assistance during emergency situations where resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

National Incident Management System (NIMS): NIMS is a system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

2.3 Assumptions

2.3.1 Incident Specific

- An emergency incident or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- Aside from the University Police Department, the university as a whole is not an emergency response organization and depends on community emergency response organizations to help mitigate any emergency.
- Many incidents that have the potential to affect the university may also affect the surrounding communities, requiring the university to plan on managing emergency response and recovery activities with limited external resources for the first 72 hours.
- The succession of events in an emergency or disaster is unpredictable; therefore this plan will be utilized as a guidance document, and adapted accordingly for the specific needs of the emergency incident or event.

2.3.2 Plan Specific

- In the event an individual that has been assigned emergency management responsibility is absent or unable to perform his/her duties, those duties and responsibilities will be transferred to the assigned designee or, the alternate identified in Appendix A: Contact Lists.

2.4 Annex Documents

Annexes are part of the comprehensive emergency management strategy at Illinois State University. Incorporated in the *Emergency Management Plan*, Annexes have been organized topically and are essentially a composite summary of actions required to mitigate and recover from an emergency. Within Annex documents, corresponding departmental Emergency Support Action Plans are assigned. Annex documents are developed and maintained separate from the *Emergency Management Plan*, yet are integral components to the university emergency response efforts.

Some of the annexes' action plans are focused on specific responses to a particular type of emergency (e.g. Bomb Threat, Winter Weather); others are not linked to any single emergency type, but may be activated as a necessary response action (e.g. Evacuation, Temporary Housing) based on needs resulting from a variety of different types of campus crises.

Note: Emergency Action Plans are documents developed and maintained by university departments. The Office of Environmental Health & Safety (OEHS) will serve as the administrator of these plans and work with departmental plan developers in getting them completed. Plans will be maintained by the developing department with a copy maintained at OEHS. A matrix of the Annexes and corresponding Emergency Action Plans can be found in Appendix B.

2.4.1 Building/ Departmental Emergency Plan Annex

The Building / Departmental Plans Annex addresses specific response actions related to campus buildings / individual departments during an emergency. The basic plan will incorporate four basic response measures:

- Building Evacuation and assembly areas
- Tornado Shelter
- Shelter-in-Place
- Medical Emergencies

Note: A plan template is available on the Environmental, Health & Safety website.

Certain buildings/departments, because of their hazardous contents, operations, or special occupancy issues may warrant more elaborate plans to prepare for different types of crises that extend beyond the four basic response measures listed above. Examples include the Science Lab Building, University Farm Complex, and assembly occupancy buildings (e.g. Performing Arts, Redbird Arena, Hancock Stadium, Lab Schools, etc.).

Each Department Head is responsible for developing and maintaining Building/ Departmental Plans that apply to his/her respective organization and/ or building(s).

2.4.2 Severe Weather/ Natural Emergency Annex

The Severe Weather/ Natural Disaster Annex addresses weather related emergencies and natural emergencies that are common to the upper mid-west region of the United States, and specifically, the Illinois State University Campus. It specifically will identify response measures by university departments designed to:

- Communicate severe weather / natural disaster threatening the university to the campus population.
- Communicate response actions necessary due to the severe weather
- Specifically address campus conditions resulting from severe weather (e.g. snow removal, building collapse, etc.)
- Communicate changes to university operations due to severe weather / natural disaster conditions (e.g., class cancellations, school closure).

Environmental Health & Safety will maintain procedures and protocols designed to communicate pertinent information relative to severe weather / natural disasters. Facilities Management will maintain procedures and protocols in addressing/responding to consequences of severe weather / natural disasters.

2.4.3 Communications Annex

The Communications Annex describes the university's communications, notification/ warning systems, and procedures and protocols to be included in the Campus Emergency Communications Plan being developed by the Office of Student Affairs and Media Relations.

The Campus Communications Plan outlines various means of communication to the campus population prior to and throughout the life cycle of the emergency, disseminating pertinent emergency information to the campus population as well as the community at large. The Plan will also outline communication modes designed to convey pertinent information and communicate amongst the university response groups identified in the *Emergency Management Plan* who have a need to work in a collaborative fashion during the overall response effort.

This annex also describes the university back-up plans in the case of a power or service interruption (phone or computer), being prepared by the Telecommunications and Networking Group.

2.4.4 Law Enforcement Annex

The Law Enforcement Annex is a composite summary of the University Police Department response actions for a wide variety of Civil and Criminal Matters. This Annex will not include internal General Orders associated with tactical response actions, but will include response measures expected by campus personnel under varying types of emergencies associated with law enforcement as well as general response measures to be

executed by ISUPD. The Law Enforcement Annex is maintained by the University Police Department.

2.4.5 Health/ Sanitation Annex

The Health / Sanitation Annex addresses response actions for a wide variety of health and sanitation related issues. The Health / Sanitation Emergency Annex is maintained by Student Affairs and Environmental Health and Safety. The Annex is divided into two parts. Part A deals with Health related issues such as Pandemic planning, communicable disease, food borne illness and related response issues such as Strategic National Stockpile (SNS) distribution. Part B specifically deals with the campus water supply and includes the Vulnerability Assessment for the Illinois State University Public Water Supply as well as the University response measures for a water main break.

2.4.6 University Support Annex

The University Support Annex identifies response actions not specifically covered in other annex documents and generally assume a support role and/or are very specific in nature relative to the emergency response / support measures warranted to address the situation.

2.4.7 Business Continuity Annex

The Business Continuity Annex is a self-standing document describing the university's disaster recovery and business resumption planning. The Provosts Office is responsible for coordinating business continuity planning. The Annex requires a campus-wide / departmental collaborative effort designed to identify critical processes that need to exist for the university to continue operation, and then develop contingency plans designed to accommodate the business interruptive consequences of any given emergency situation. The Business Resumption Plan is the operations piece of Business Continuity Plan and provides procedures for recovering business operations immediately following a disaster. This plan requires the existence of documentation of critical business functions that need to be recovered for business processes to continue.

2.5 Department/Unit Emergency Planning

All departments and divisions within the university should be familiar with the *Emergency Management Plan* (EMP). It is critical that department personnel understand the basic premise of the EMP as well as specific responsibilities within the plan and annexes so that emergency response and support operations may be conducted in both a timely and effective manner.

In support of the EMP, departments shall review their operations and develop Emergency Action Plans relevant to their area. Emergency Action Plans are assigned to Annex documents and include both Emergency *Response* Action Plans and Emergency *Support* Action Plans. Emergency *Response* and *Support* Action Plans are necessary in order to provide departmental personnel initial direction in responding to an emergency from their work area and/or providing critical support to the university and emergency responders.

2.5.1 Emergency Response Action Plans

Emergency Response Action Plans are plans that a department develops for a specific area or unit that provides direction to employees on what to do in specific emergency situations (i.e. fire, severe weather). Emergency Response Action Plans will be incorporated into the Building/Departmental Emergency Plan Annex. Employees are to be trained on these plans so that a common response protocol is understood. Faculty and staff who work in multiple locations will also need to know the evacuation assembly areas and tornado shelter areas for all buildings in which they work. At a minimum, department Emergency Response Action Plans should address:

- evacuation
- sheltering in place
- severe weather shelter
- medical emergencies
- Communication methods for the receipt of emergency information, and procedures for relaying emergency information to other occupants of the building or area. Employees also need to be trained on whom to contact in the event they have information relevant to an emergency situation.
- Actions to be taken to ensure continuity of operations including critical tasks, services, key systems, and infrastructure.
- Methods to ensure that all personnel have been made aware of the plan and the plan is reviewed and if necessary, revised at least annually.

2.5.2 Emergency Support Action Plans

During an emergency, support is provided to emergency responders from many entities, including the university. While university support can come in the form of many types of actions or activities, preplanned actions are called Emergency Support Action Plans and are included in the University Support Annex [Reference Appendix B]. Emergency Support Action Plans which require significant coordination must be developed and documented so that they can be called upon to provide quick and efficient direction to university personnel during an emergency. These plans will be campus specific and support Incident Command operations and/or continuity of operations for the university. The intent of each plan should focus on the appropriate response to specific identified emergencies in an effort to mitigate or resolve a situation.

2.6 Emergency Response Levels

Emergency response levels are used as a point of reference to the severity of an emergency. An important aspect of managing an emergency is “scalability.” Simply stated, a direct correlation exists between severity/magnitude of the emergency and the extent and complexity of the response. While levels are used as a guide, the response actions that are taken in an emergency would be determined by the nature/ needs of the emergency.

2.6.1 Level 1 Emergency

Level 1 emergency is defined as: A campus emergency which is managed using existing university resources with limited outside assistance, and is typically on university property.

2.6.2 Level 2 Emergency

Level 2 emergency is defined as: A major emergency that impacts most if not all portions of the campus community and significantly affects life safety concerns and/or impact mission-critical functions. External emergency resources will most likely be required, as well as a major effort from available campus resources.

2.6.3 Level 3 Emergency

Level 3 emergency is defined as: A disaster, which by nature and impact extends beyond the university, not only disrupting and/or halting operations and functions of the university, but also those of the surrounding community. External emergency resources will be in charge of the emergency response effort. ISU will provide support as requested and able.

2.7 Activation of Emergency Operations

In most situations, emergencies will first be encountered by faculty, staff and students. However; the University Police Department (UPD) will serve as the initial point of contact for reporting emergency situations on campus. Emergencies such as disease outbreaks and utility outages could potentially be reported in other manners. For those emergency situations that are routed through the UPD, the following considerations will be made to develop appropriate course of action:

2.7.1 Initial Response Actions

- UPD will dispatch officer(s) to the site of the emergency for confirmation and determination of the required level of response and support.
- The UPD supervisor on duty will determine the need for issuing an ISU Emergency Alert to the campus community.
- Personnel directly and/or indirectly involved, will respond to the emergency as instructed by UPD and/or outlined in department/unit Emergency Response Action Plans.
- UPD will establish perimeters and set up an Incident Command Post at a suitable location.

2.7.2 Subsequent Response Actions

- UPD will determine what additional tactical resources are necessary to support the emergency and issue requests for assistance.
- UPD will determine the need for issuing additional ISU Emergency Alerts to the campus community.

- If UPD determines that the emergency warrants additional university support, they will contact Environmental Health and Safety (EHS). EHS will designate an Emergency Management Team (EMT) Coordinator who will subsequently activate the EMT.
- UPD will contact the Senior Associate Vice President of Student Affairs to inform him/her of the emergency, who may subsequently assemble the Policy Group and designate a VP-in-Charge.
- The EMT Coordinator will contact the lead for the Campus Communication Group to convene the group and coordinate the conversion of the ISU Web Page to the Emergency Alerts Home Page.
- Media Relations will work with the Campus Communication Group to provide information to the campus community, public and media.
- The EMT Coordinator will determine the University Emergency Operations Center location and contact the selected EMT members, as necessary, and request they report.
- The EMT Coordinator will consult with UPD to determine the need for additional external resources (i.e. McLean County Emergency Management Association, Illinois Emergency Management Association, etc.). If additional resources are deemed necessary, EHS will contact McLean County Emergency Management Association to request assistance.

2.7.3 Security

Site and Campus security will be a function of the Incident Command and supported by the Facility Infrastructure and Resources work group. Specifically, site safety and security will be controlled by UPD and affiliate law enforcement agencies. In support of law enforcement security efforts, university resources can be utilized to control traffic or blockade specific areas of campus. During an emergency, only emergency response personnel or those authorized by Incident Command will be allowed to enter the immediate emergency site.

2.7.4 Mutual Aid Agreements

The university maintains mutual aid agreements with appropriate law enforcement agencies, details of which can be obtained from UPD and/or Office of General Counsel. Fire and rescue response is provided through a contract with the Town of Normal to supply fire protection and emergency medical services to the campus community.

2.7.5 Media Relations

During an emergency, the Director of Media Relations or other appointed staff member, will be the recognized Public Information Officer (PIO) for the university and will be responsible for all press releases. If the incident involves entities from other jurisdictions, the communications function of the PIO shall be coordinated through an established Joint Information Center (JIC).

2.8 Communications

2.8.1 ISU Emergency Alert

ISU Emergency Alert is an emergency notification system designed to notify the campus population of an event that entails life-threatening concerns. It utilizes multiple modes of communication, including cell phone (text and voice), land-line phones, and e-mails. In order to receive the ISU Emergency Alert via one's cell phone or land line phone, campus personnel must register their contact information through the iCampus Portal (www.icampus.ilstu.edu). University registered e-mail accounts are automatically loaded into the ISU Emergency Alert data base.

In the event of an emergency, the University Police Department will notify the campus community via the ISU Emergency Alert advising them of the emergency and any instructions on actions to be taken. Alerts will also contain information that directs personnel to the ISU Home page for additional information and updates.

2.8.1.1 *Activation of ISU Emergency Alert*

When an emergency warrants the issuance of an emergency notification, the senior UPD supervisor on duty will make the determination to activate the ISU Emergency Alert. The need for subsequent ISU Emergency Alert messages will also be the decision of the UPD supervisor on duty or may be in consultation with the Campus Communication Group.

2.8.2 Emergency Updates

The Campus Communication Group will be responsible for providing updates and information relative to the emergency via the ISU website, e-mail, the ISU Emergency Alert system and/or other communication means.

2.8.3 Web Page Switch Over

In the event of an emergency, the ISU Home Page will be utilized as the main reference page for emergency information and a means for tracking ISU Emergency Alerts and updates. The page will be managed and updated by the Campus Communication Group.

Following notice by UPD, the Campus Communication Group will cause the Emergency Alert Home Page to take the place of the ISU Home Page. The ISU Home Page address will remain constant and emergency information will be posted. Emergency information will include alerts and updates from the Campus Communication Group along with media releases drafted by Media relations. All submissions will display with time stamped record of the post.

2.8.4 WebCom

In order to efficiently share information with all campus emergency response groups (Emergency Management Team, Policy Group, Campus Communications Group, Media Relations and the Public Information Officer) an online information sharing tool entitled WebCom has been developed and established. WebCom is essentially chat software with instant messaging capability and communications rooms. Upon activation of the

Emergency Operations Center (EOC), the WebCom communications tool will be activated to keep University response groups updated as to emergency status and support efforts.

Within WebCom, a pre-programmed room titled the "Situational Awareness Room" has been established, allowing campus emergency operations groups to be connected to real-time updates regarding the emergency. Posting of information to this room will be exclusively controlled by two Situational Awareness Room Administrators at the EOC:

- The Incident Situational Awareness Room Administrator will monitor Incident Command activities, receiving information from the IC Liaison on the EMT.
- The EMT Situational Awareness Room Administrator will monitor activities at the Emergency Operations Center.

Both administrators will post that information which is deemed significant and pertinent to all groups accessing the room. All postings will be time-stamped and the individual uploading information identified. All other personnel on the Emergency Management Team, Campus Communication Group, Policy Group, Media Relations and Public Information Officer will have 'read only' access to this room. Outside of the Situational Awareness Room, personnel in the groups identified above will be able to communicate via "Instant Messaging" with others that are authorized users of WebCom.

2.9 Emergency Response Management

2.9.1 Policy Group

The Policy Group is chartered to make policy decisions relative to business continuity, and consider legal and political implications associated with the emergency. The group will support university response activities associated with the emergency, and function in collaboration with Media Relations to determine strategies to communicate emergency related information to the media. Policy Group members are listed in Appendix A. Specific responsibilities of the Policy Group are noted in Section 3.1.

2.9.1.1 *Vice President in Charge*

The Vice President in Charge is a functional member of the Policy Group that will keep the Policy Group apprised of the incident status and actions of the Emergency Management Team (EMT). The Vice President in Charge will communicate directly with the EMT Liaison (UPD representative) at the Emergency Operations Center.

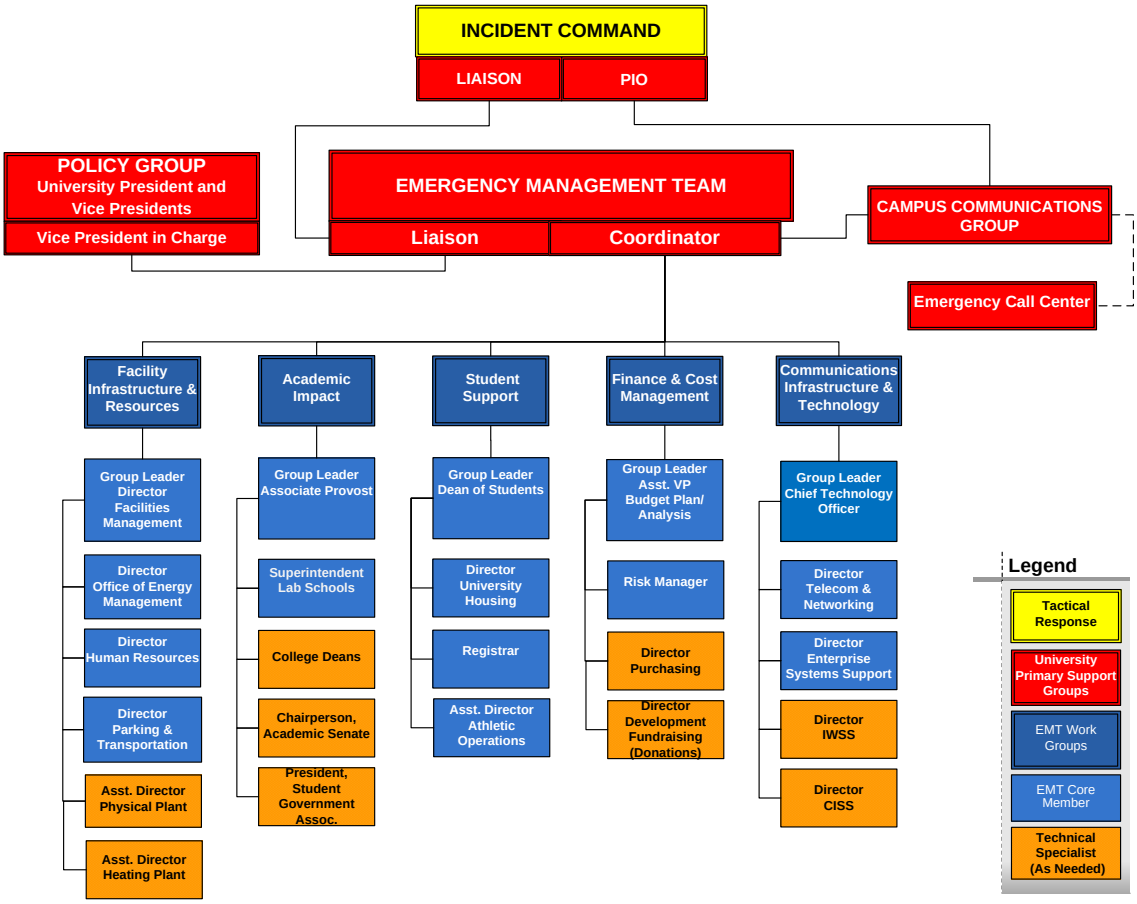
2.9.2 Emergency Management Team

The Emergency Management Team (EMT) is responsible for directing university resource support of emergency response operations and maintaining continuity of critical business functions on campus. The team also lays the groundwork for implementation of business recovery and resumption activities. The EMT is comprised of a select group of Illinois State University management and supervisory personnel who have a role in management and recovery and will collectively initiate the university response during emergencies. The EMT will convene at the University Emergency Operations Center.

As dictated by the needs of the emergency, members of this group will be contacted by EMT Coordinator and requested to immediately report to the designated University Emergency Operations Center. [Note: Members selected to report will be determined based upon the needs of the emergency response.]

The following diagram shows the organization of the EMT and its interaction with the Policy Group, Campus Communication Group and Incident Command:

Figure 2: Campus Emergency Response Management



2.9.2.1 *Emergency Management Team Coordinator*

The Emergency Management Team Coordinator will be a member of the Office of Environmental, Health & Safety. This person will be responsible for overseeing coordination of the team's activities during an emergency and ensuring it functions efficiently and effectively in support of Incident Command while maintaining continuity of the campus operations to the greatest extent feasible. Specifically, the Emergency Management Team Coordinator will:

- Based on current information received from the EMT Liaison on the status of the emergency, provide scheduled, periodic briefings to EMT Work Group leaders.

- In collaboration with Incident Command and the EMT Work Group Leaders, identify operational objectives that need accomplished to protect the campus community and support emergency response operations.
- Track objectives/action items to ensure completion and/or subsequent modification.
- Provide oversight to the WebCom Situational Awareness Room Administrators to ensure clear and concise information is being communicated via the WebCom system.

2.9.2.2 *Work Groups/ Work Group Leaders*

The Emergency Management Team is organized by Work Groups that have specific assigned areas of responsibility (See Section 3.5). Work Group Leaders will work together in a collaborative fashion to accomplish the following tasks:

- Providing the intelligence, equipment, material, supplies, personnel, etc. as requested by the Incident Command in support of its efforts to mitigate the emergency and protect life and property.
- Documenting and tracking university actions in support of emergency response efforts.
- Collaborating, strategizing, and planning with each other, the Policy Group, and other university personnel in addressing issues directly related to campus functions and operations impacted by the emergency.
- Maintaining a current and accurate accounting of university emergency response activities and progress in order to update the Policy Group as well as those communicating with parents, media, etc. (e.g. Media Relations, Campus Communication Group, Call Center).
- Performing related duties as needed during the campus emergency

2.9.2.3 *Core Members*

EMT Core Members (Reference figure 2) are those individuals who have been formally assigned to the team, have taken basic emergency management training courses, and participate in on-going training exercises and drills.

2.9.2.4 *Technical Specialists*

Technical specialists are campus personnel who may be called upon to augment the core team, based on the needs of the emergency. These personnel may have more detailed knowledge of operations in specifically targeted areas that may or may not be needed in a campus crisis.

2.9.2.5 *Situational Awareness Room Administrators*

Situational Awareness Room Administrators (2) will input information onto the Webcom software as described in Section 2.8.4.

2.9.3 Media Relations

Correspondence with media outlets is a function of Media Relations. The Director of Media Relations will serve as the official spokesperson for the University at the onset of

an emergency on campus, and may share this role with the President/others as the crisis unfolds. Initially, after being advised of the emergency, the Director of Media Relations will designate a person from his staff as the Public Information Officer (PIO), to act as an official member of the Incident Command and keep the Director apprised of the emergency response activities and emergency status. (See Section 4.3.2 for more information on PIO responsibilities.)

The Director of Media Relations will typically report to the vicinity of the emergency to provide external media personnel with accurate information and attempt to manage media coverage of the event.

If the emergency response organization expands to include several local emergency response agencies working in a collaborative fashion, the PIO may decide to activate a Joint Information Center (JIC) which will essentially include Media Relations personnel form all response agencies with the goal of ensuring that all media releases emanate from one source and thereby reduce the potential for conflicting or erroneous information.

2.9.4 Campus Communication Group

The Campus Communication Group (CCG) is a cross-divisional team responsible for coordinating the flow of information about emergency events to the campus community as well as external stakeholders. The Assistant to the Vice President of Student Affairs for Marketing and Communication serves as the CCG Lead.

Following an initial emergency text message warning from University Police, and contact by the EMT Coordinator, the CCG will convene and begin receiving information from the EMT (via the WebCom software) and the Public Information Officer at the Incident Command Post. These two sources of information will keep the CCG apprised of the status of the emergency. Status updates will include: efforts underway and planned to mitigate the crisis; university support efforts designed to care for the safety and well-being of the campus community; and business operational issues related to classes and other academic issues.

The CCG will decide what information warrants posting on the ISU Emergency home page or disseminated via other means of communication, e.g. mass e-mail.

2.10 Emergency Facilities

Whenever an emergency occurs, the first emergency response agency on scene (typically UPD) will establish an Incident Command Post (ICP). Other facilities that may be established include the University Emergency Operations Center (EOC), the County EOC, Media Center, Call Center and Staging areas. Currently, the University EOC, County EOC, and some staging areas have pre-identified locations. Figure 3 identifies pre-designated emergency facilities on campus.

2.10.1 Incident Command Post (ICP)

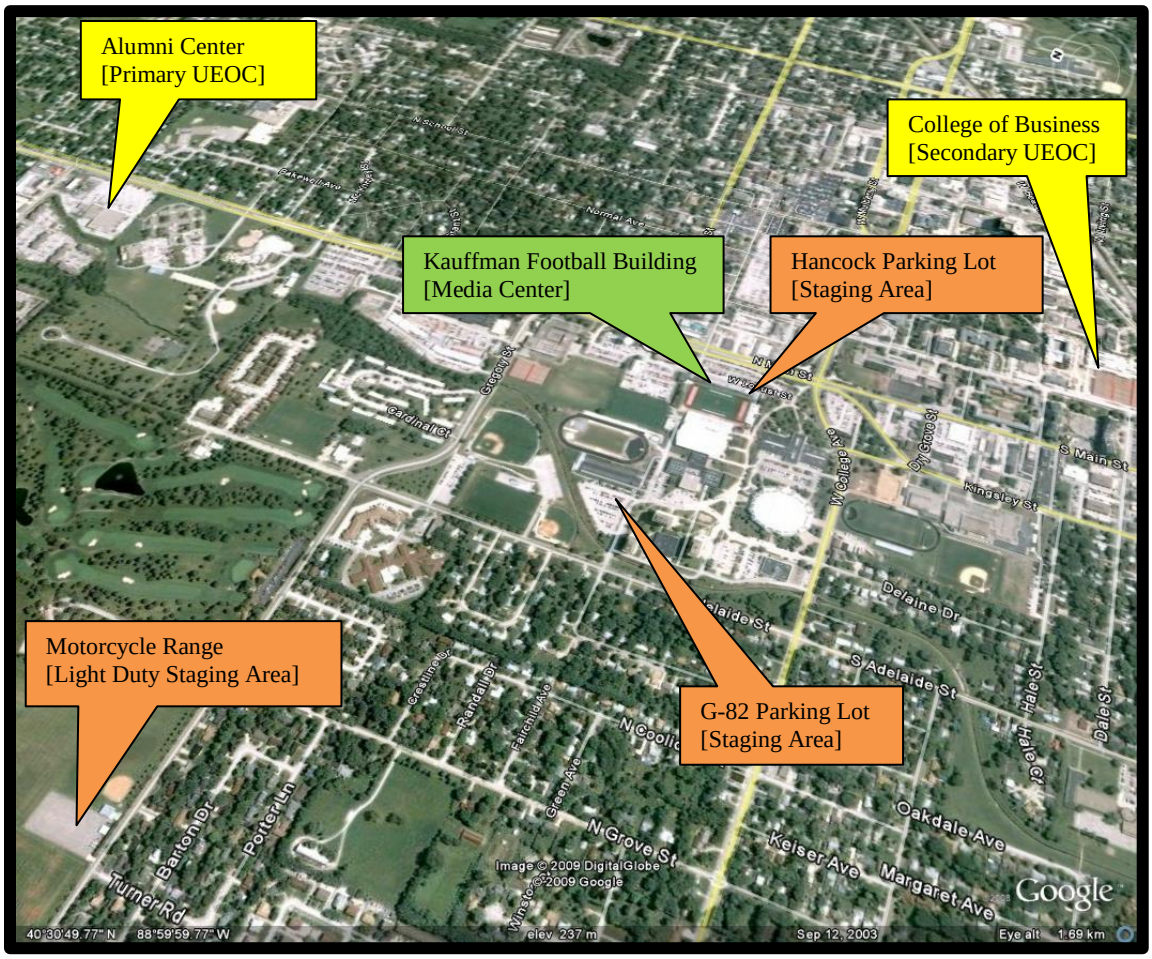
UPD will establish the Incident Command Post. The ICP will be located as close to the emergency scene as possible to enhance tactical control, yet not be exposed to dangers/disruption of the emergency situation. From this location the Incident

Commander will direct the emergency response tactical operations and manage resources for the incident.

2.10.2 University Emergency Operations Center (EOC)

The UPD Supervisor on Duty will consult with the on scene Incident Commander to determine if the Emergency Management Team needs to be alerted and the University EOC needs to be established. The University EOC will be established in one of the two locations: **Alumni Center- Main Conference Room (118)** or the **College of Business Executive Conference Room (412).** Either location may be utilized depending on the circumstances surrounding the emergency.

Figure 3- Pre designated Emergency Facilities



2.10.3 County Emergency Operations Center (EOC)

In a major event involving multiple external emergency response organizations, the Incident Commander may request activation of the County Emergency Operations Center (EOC) in the Bloomington Law & Justice Center for additional support. The Director – McLean County Emergency Management Association will be responsible for activating the County EOC.

The County EOC will be activated through the McLean County Emergency Management Association. Depending on the circumstances of the emergency, if an on campus location is preferred, the alternate Campus EOC location (see above) can be activated to support this request.

2.10.4 Staging Areas

One or more staging areas for arriving off-campus responders, equipment and other resources shall be established by Incident Command. Staging areas should be located either on or as near to the campus as possible, but not in such close proximity to the incident site as to interfere with site operations or to be endangered by the incident. Pre-designated staging areas that could be considered include: **Hancock Stadium Parking Lot, G-82 Parking Lot and the Motorcycle Range for light duty staging**.

2.10.5 Media Center/JIC

If a campus emergency is expected to last for a prolonged period of time, a site for a media center/Joint Information Center (JIC) will be established in the Media Room at the Kaufmann Building. (The Media Room in Redbird Arena will serve as a back-up facility). The Director – Media Relations / designee will be in charge. Parking adjacent to these facilities will be reserved for media and staff vehicles.

The media center/JIC will include space for the media reporters, a podium, a multimedia box, backdrop and appropriate signage. If a Joint Information Center is established, the site should contain enough space for meeting rooms and have the capacity to support Joint Information Center operations.

2.10.6 University Call Center

At the discretion of the Student Support Group Leader, an Emergency Call Center (ECC) may be activated at ISU in order to provide a means to respond to questions/concerns from the university community and the public. The primary call center location is in the Career Center at the Student Services Building. A back up facility is located in Room #117 at the Alumni Center. Primary staffing of the ECC will be by University Career Center employees. Other units may also be utilized as needed. The ECC will receive information via the ISU emergency webpage and from the Campus Communication Group in order to respond to questions, concerns and offers of assistance.

2.11 Deactivation of Emergency Operations

Once the Incident Commander concludes that the immediate threat of danger posed by the emergency is over, he/she will begin the transition from Incident Command to University governed operations. If the Incident Command is other than UPD, UPD will work with the Incident Commander to ensure a clear understanding of the current state of affairs; if UPD is acting as Incident Commander, UPD will work with the EMT and the Policy Group to assume post-emergency operations and initiate business recovery and business resumption operations as warranted. In either scenario, the Policy Group and the EMT will develop a plan of action to achieve / resume to normal university operations as soon as feasible. The Vice President in Charge will lead the transition effort with the support of the EMT Coordinator and UPD.

2.12 Documentation of Support Activities

It is important that university personnel document their actions and expenditures during the entire emergency response effort. This will be needed during a review/analysis of the emergency response activities as well as justification for potential reimbursement by state or federal agencies or through post-event litigation.

ICS forms are available from the University Risk Manager, but are primarily designed for Incident Command operations. University support groups should keep accurate, detailed and legible notes regarding their support actions and provide to the University Risk Manager when the emergency is over and their participation has concluded.

2.13 Exercises / Drills

In order for the university to maintain a state of readiness and test critical response components, semi-annual exercises and drills will be conducted. These drills provide opportunity to ensure that adequate preparations are in place to effectively respond to emergencies on campus and personnel are ready to perform their assigned duties.

Environmental Health and Safety will coordinate table top exercises and drill scenarios that will challenge the University emergency response groups and affiliated departments to effectively respond to any given emergency. Similarly the UPD Police Chief will schedule drills and table top exercises to ensure that the UPD remains in a ready state to respond to any emergency utilizing the National Incident Management System protocols. To the extent necessary, Incident Command exercises and drills will involve participation from external tactical emergency response organizations and governmental agencies to ensure that responses are compatible, synchronized and interoperable.

Approximately once every two years, Environmental Health and Safety collaborating with UPD will develop a comprehensive drill that will evaluate and test both IC capabilities (UPD) and university support operations capabilities in unison. All drills and table top exercises will result in an 'After Action Report' generated by EHS and UPD for their respective drills and table top exercises. After Action Reports' will be developed and formatted following the Department of Homeland Security HSEEP (Homeland Security Exercise Evaluation Program) guidelines. All After Action Reports will be maintained by EHS.

2.14 Training

Environmental, Health & Safety will specify training requirements and maintain training documentation for those university personnel designated to act in a support role for campus emergencies.

The UPD Chief will determine training needs for UPD staff to become compliant with all National Incident Management System requirements, in accordance with the National Response Framework, and Homeland Security Presidential Directives 5 & 8. Training documentation will be maintained by UPD.

2.15 Annual Plan Reviews

The *Emergency Management Plan* will be reviewed annually and will be updated and revised as deemed appropriate.

Interim revisions will be made when one of the following occurs:

- A change in university site or facility arrangement that substantially alters the information contained in the plan or significantly affects implementation of the plan
- A material change in response resources
- An incident occurs that causes a review
- Internal assessments, third party reviews, or experience in drills, tabletops or actual responses identify significant changes that should be made in the plan
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan
- Other changes are identified and are deemed significant
- Plan changes, updates, and revisions are the responsibility of Environmental Health and Safety. Revised plans will be submitted to the *Emergency Management Plan* Steering Committee with a Record of Changes attached.

Section 3. **Responsibilities**

Responsibilities associated with emergency preparedness on a university campus are immense and require close coordination and collaboration of all departmental units to achieve an effective overall response. The entire campus, from the President through the entire organizational structure, including the student body, will be potentially impacted by a campus emergency and therefore should continually assess their ability to effectively respond in such a way as to minimize if not eliminate loss of life, serious injury and property damage.

All departments should be familiar with their respective areas of responsibility and develop plans to not only provide for personal safety, but achieve operational objectives that will serve to fulfill these emergency responsibilities.

3.1 Environmental Health and Safety

(Primary contact: Director – Environmental Health and Safety)

Environmental Health and Safety is the principal group responsible for the development of the university's *Emergency Management Plan.* The plan, including all appendices & annexes outlines protocols, strategies, departmental responsibilities, organization structure, training requirements, practice drills and table top exercises associated with ensuring the ISU campus is prepared to effectively respond to emergencies. EHS is also

responsible for developing emergency response protocols assigned to EHS, e.g. responses for severe weather, biological hazards, chemical spills, and fires, as well as developing shelter and evacuation templates. Specifically, EHS will be responsible for:

- Overseeing the *Emergency Management Plan* and its continued development;
- Reviewing Emergency Action plans as submitted by departments and divisions
- Determining emergency response training requirements for ISU personnel and maintaining individual training documentation, excluding UPD;
- Maintaining database of all ISU employees who have successfully taken formal Incident Command (IC) training;
- Scheduling and developing table top exercises and drills to evaluate and test Emergency Management Team capabilities (semi-annually) and in collaboration with UPD develop a bi-annual drill that evaluates and tests the capabilities of the EMT and Incident Command simultaneously;
- Initiating budgetary requests necessary to fund initiatives related to EMP preparations;
- Serving as the Emergency Management Team Coordinator, EMT Situational Awareness Room Administrator, Assistant EMT Coordinator, and IC Liaison (as necessary) during a campus emergency;
- Acting as ISU liaison with the McLean County Disaster Council and the McLean County Emergency Management Agency for coordination of emergency preparedness and response efforts, designed to aid both the university as well as the McLean county area.

3.2 University Police Department

(Primary Contact: Chief of Police)

The University Police Department (UPD) has been identified by the State of Illinois as an official emergency response organization and therefore is required to be compliant with National Incident Management System (NIMS). As such, UPD is responsible for ensuring that its personnel are adequately trained and equipped to respond to emergencies such as riots, bomb threats, civil disturbances, and other related emergencies in accordance with applicable NIMS protocols. Specifically, UPD will be responsible for:

- Maintaining UPD facilities in a state of constant readiness;
- Scheduling and developing table top exercises and drills designed to ensure that UPD staff is in a constant state of readiness to respond to any Level 2 or 3 campus emergency utilizing the National Incident Management System (semi-annually). In addition, in collaboration with EHS, develop a bi-annual drill that evaluates and tests the capabilities of the EMT and affiliated response groups and Incident Command simultaneously;

- Maintaining an internal protocol designed to develop and authorize emergency notification messages to be sent via the ISU Emergency Alert System under varying circumstances;
- Ensuring that the ISU Emergency Alert System is available for emergencies and that personnel designated to activate this system are trained and knowledgeable to send emergency messages;
- Maintaining Memorandums of Understanding (MOU's) and other agreements as deemed necessary with local emergency response organizations so that clear lines of authority are established relative to emergency response functions. Obtaining law enforcement assistance through mutual aid agreements from city, county, state or federal governments, as required;
- Upon observation of an emergency, taking immediate and appropriate action to protect life and property and establish the Incident Command structure to manage the incident;
- Serve as the EMT Liaison to the Incident Command and the Policy Group;
- Providing direction on traffic control, access control, perimeter and internal security patrols and coordinate fire and EMS services, as needed.

3.3 Media Relations

(Primary Contact: Director – Media Relations)

Media Relations (Director or designee) will coordinate all media releases in the event of an emergency. More specifically, Media Relations will:

- Serve as the Public Information Officer (PIO) for the Incident Command. The PIO will participate in the Joint Information Center as a university liaison should one be activated by the Incident Commander;
- Establish a means for communicating information with the media during all phases of the incident and afterwards and oversee/coordinate all media releases;
- Coordinate and, in consultation with the university president and Policy Group, provide media briefings/ press conferences regarding emergency status and university responses.

3.4 Policy Group

(Primary Contact: Assistant to the President)

The Policy Group will be responsible for the following:

- Through the Assistant to the President, stay apprised of *Emergency Management Plan* updates and campus initiatives designed to enhance campus emergency preparedness;

- Evaluate the institutional effects of an emergency and provide appropriate guidance to university departments/personnel, e.g. authorize a temporary suspension of classes, or a campus closure or evacuation;
- Evaluate functions deemed critical to the continuity of university business operations;
- Develop emergency-specific policies as needed;
- Address legal and political implications associated with the emergency;
- Determine and convey business resumption priorities and business recovery plans to the Emergency Management Team and Departmental Leads;
- Ensure, to the extent possible, that departments have the resources needed to carry out essential functions;
- Advise Finance and Cost Management Work Group Leader with regard to financial resources and direction.

3.5 Campus Communication Group

(Primary Contact: Assistant to the Vice President of Student Affairs for Marketing and Communication)

During an emergency, the Campus Communication Group (CCG) will convene and operate as a broadcast point for notifications and emergency information approved to be distributed to the campus community and public sector. Specifically, the CCG will:

- Receive and review for consistency and accuracy, notifications and emergency information from the Public Information Officer, the Emergency Management Team and the Policy Group.
- Post messages and emergency information to the ISU Emergency Alert web page.
- As warranted, broadcast messages and emergency information on the university mass email system and/or through the *ISU Emergency Alert*.
- Provide information to the Emergency Call Center once it has been activated.

3.6 Emergency Management Team

(Primary contact: Director – Environmental Health and Safety)

In conjunction with the Policy Group, the Emergency Management Team (EMT) will provide overall direction of the response activities from the university. Specifically, the EMT will be responsible for:

- Providing university intelligence, equipment, material, supplies, personnel, etc. as requested by the Incident Command in support of its efforts to mitigate the emergency and protect life and property.

- Collaborating, strategizing, and planning among EMT members, the President and cabinet, and other university personnel in addressing issues directly related to campus functions and operations impacted by the emergency.
- Maintaining a current and accurate accounting of emergency response activities and progress in order to update the President and his staff, as well as those communicating with parents, media, etc.(e.g. Media Relations Department, Dean of Students Office, Campus Communication Group)
- Documenting and tracking university actions in support of emergency response efforts.
- Performing related duties as deemed necessary during the campus emergency

3.7 Work Groups

3.7.1 Facility Infrastructure and Resources

Issues related to campus infrastructure, utilities and labor management will all be addressed by the Facility Infrastructure and Resources work group. The Executive Director, Facilities Management is the Facilities Infrastructure and Resources Work Group Lead. This work group includes as permanent members staff representing Facilities Management, Office of Energy Management, Human Resources, and the Office of Parking & Transportation.

3.7.1.1 *Facilities Management*

(Primary Contact: Executive Director- Facilities Management)

Facilities Management is responsible for addressing emergencies resulting from building collapse/severe building damage, electrical/gas related emergencies, excessive snow/ice accumulations, and other physical campus conditions related to life safety. In these or related emergencies, facilities management will be responsible for:

- Providing equipment and personnel to perform shutdown procedures, establish hazardous area controls, erect barricades, and perform damage assessment, debris clearance, emergency repairs and equipment protection;
- Providing vehicles, equipment and operators for the movement of personnel and supplies, and assigning vehicles as needed;
- Maintaining a current list of local vendors (and respective agreements, as warranted) which can provide supplemental resources (tools, material, equipment, and personnel) as necessary to adequately support a given emergency;
- Obtaining the assistance of utility companies as required during emergency operations;
- Furnishing emergency power and lighting systems.

3.7.1.2 *Office of Energy Management*

(Primary Contact: Director- Office of Energy Management)

The Office of Energy Management is responsible for responding to loss of heating, cooling, ventilation, and the providing of such services during emergency situations. Specifically, the Office of Energy Management is responsible for the following:

- Providing equipment and personnel to perform shutdown procedures, damage assessments, emergency repairs and equipment protection.

3.7.1.3 *Human Resources*

(Primary Contact: Assistant Vice President- Human Resources)

Human Resources is responsible for providing guidance to ISU staff/academic personnel regarding labor issues associated with the university response to the emergency. This includes but is not limited to work assignments, flexible scheduling, benefits, job sharing, and application of collective bargaining agreements. Human Resources will also:

- Provide an emergency employee placement service to match up employees willing and able to work with units that have a particular need for their skills.
- Communicate changes to standard processes and procedures
- Coordinate the approval process for essential, alternate, and standby positions designations.

3.7.1.4 *Parking & Transportation*

(Primary Contact: Director, Parking and Transportation)

While determinations of perimeters and traffic control are ultimately the responsibility of UPD, Parking and Transportation will supplement traffic control efforts with personnel and traffic control equipment and supplies. Through established use agreements, Parking and Transportation has also predetermined locations for staging and mass care. Any of these resources could be utilized as needed during an emergency to ensure public safety

3.7.2 Academic Impact

The Academic Impact Work Group is mainly comprised of individuals that would be called upon to address business continuity issues related to academics. The Assistant Provost is the Academic Impact Work Group Lead. The Superintendent, Lab Schools is the other permanent member of the work group. Technical Specialists in this group include College Deans, the Chair of the Academic Senate and the President of the Student Government Association. Any of these individuals could be called upon to serve on the EMT.

3.7.2.1 *Provosts Office*

(Primary Contact: Assistant Provost)

The Provosts Office will address needs, concerns, issues related to academic impacts resulting from the emergency as part of the Emergency Management Team. The Provost (in concert with the university President and his executive team) will also address business continuity issues from an academic perspective - decisions relative to suspension of classes, cancellation of classes, university closure, etc.

3.7.2.2 *Superintendent, Lab Schools*

(Primary Contact: Superintendent of Laboratory Schools)

Like the Provost's Office, The Superintendent, Lab Schools will also address the needs, concerns, and issues related to the impact the emergency will have on academics in the K-12 setting. Because of the unique nature of K-12 schools, these impacts, while similar, can be functionally different than higher education, bringing with it additional challenges. Specific responsibilities and duties can be reviewed in the *Crisis Response Plans* for both Thomas Metcalf School and University High School.

3.7.3 Student Support

Issues related to the health and wellbeing of students will be addressed through the Student Support Work Group. With students being the largest demographic population within the university, the Student Support work group is made up of a large network of support staff. The Dean of Students is the Work Group Leader and will direct efforts in support of students and their families. Permanent members of this group include the Dean of Students, University Registrar, University Housing Services and Intercollegiate Athletics. Areas of Technical Specialties include areas of Student Affairs to include Student Health Service, Student Counseling and Campus Dining Services.

3.7.3.1 *Dean of Students*

(Primary Contact: Dean of Students)

Dean of Students is responsible for ensuring that plans are in place to protect and care for the ISU student population throughout an emergency situation. One such plan is the Critical Incident Response Team (CIRT). This team was developed through Student Affairs in response to the need for rapid intervention during emergencies or adverse events. The CIRT has been specially selected and trained to assist students during a critical incident situation. The CIRT will be activated when an emergency or adverse event causes or has the potential to cause harm to an individual student, group of students or the university and require immediate response. Technical Specialists for Student Affairs include: Campus Dining Service, Student Counseling Service and Student Health Service.

Responsibilities include:

- Establishing parent/student reunification center(s) on campus;
- Initiating a call center where information can be obtained regarding the emergency;

- Working with Campus Dining Service to provide temporary or alternate food service facilities for the on-campus student population affected by the disaster or emergency;
- Working with Campus Dining Service to provide food services for off-campus students who have been directed to remain on campus or who are unable to leave the campus;
- Working with Red Cross in providing food services for emergency response personnel and university staff directed to remain on campus for extended periods of time;
- Activating the Critical Incident Response Team in response during an emergency.
- Working with the Student Counseling Center to establish counseling centers as deemed warranted;
- Working in partnership with the University Registrar to implement a post-emergency accountability process where there is a need to account for the safety of students on campus;
- Developing a means to communicate with parents/relatives of students who have sustained injuries or have otherwise been individually and adversely impacted by the emergency.

3.7.3.2 *University Registrar*

(Primary Contact: University Registrar)

As a resource of information on students and families, the University Registrar will be utilized for contact and resource information regarding registered students and schedules. Additional duties may include:

- Provide student information to emergency workers as needed for contact, identification or location purposes;
- Work in partnership with the Student Affairs to implement a post-emergency accountability process where there is a need to account for the safety of students on campus;
- Taking the lead in identifying external groups that may be on campus during an emergency and provide such information to the Emergency Management Team Coordinator.

3.7.3.3 *University Housing Services*

(Primary Contact: Director- University Housing Services)

University Housing Services is responsible for developing plans and protocols to ensure all students in residence halls and campus housing are adequately cared for and protected in emergency situations. University Housing may be called upon to provide:

- Temporary or alternate housing facilities for the on-campus student population affected by the emergency;
- Housing for off-campus students who have been directed to remain on-campus or who are unable to leave the campus;
- Housing for emergency response personnel and university staff directed to remain on campus for extended periods of time;
- Beds, or other resources/material as required

3.7.3.4 *Intercollegiate Athletics*

(Primary Contact: Assistant Director- Athletics Operations)

Intercollegiate Athletics is responsible for the development and implementation of plans and protocols to ensure the safety of participants, spectators and staff at athletic events during a crisis situation anywhere on campus.

3.7.4 Finance and Cost Management

If, during an emergency, there is a specific need for financial or reimbursement services (individual, department or university), the Finance and Cost Management Work Group will be established. The Assistant Vice President, Budget Plan/ Analysis is the Finance and Cost Management Work Group Leader. The Finance and Cost Management Work Group will coordinate and track all financial aspects of the emergency as it relates to university business continuity or support for Incident Command. Particularly, this work group supports the Finance/ Administration Section of Incident Command by providing them with accurate personnel time records, emergency procurement procedures and details, university injury claims and compensation, and cost projections. This work group will also utilize the skills of Development Fundraising to coordinate and respond to any and all donations that are offered or provided in response to an emergency.

3.7.4.1 *Office of Budget Planning*

(Primary Contact: Assistant Vice President- Budget Planning / Analysis)

The Office of Budget Planning / Analysis is responsible for providing fiscal resource guidance in support of emergency management preparations, emergency response activities and related recovery costs. The Office of Budget Planning will oversee the financial accuracy of emergency expenditures, analyze cost data and provide projections for emergency costs.

3.7.4.2 *Risk Management*

(Primary Contact: University Risk Manager)

The University Risk Manager will primarily be responsible for overseeing the insurance provisions associated with the emergency and serve as the primary interface with university property and liability insurance representatives, Federal Emergency

Management Agency representatives, Department of Homeland Security, etc. relative to emergency reimbursement costs. This will entail:

- Collecting personnel and equipment time usage records associated with university response actions;
- Completing and/or collecting all forms and paperwork necessary to receive authorized reimbursed costs;
- Collecting information regarding injuries;
- Providing appropriate reimbursement forms to campus department heads that are to be utilized to document costs acceptable for reimbursement from university insurance carriers, FEMA or other government agencies;
- Educating department heads on the proper completion of forms noted above.

3.7.4.3 *Purchasing*

(Primary Contact: Director of Purchasing)

The Director of Purchasing will coordinate with work groups to identify sources of equipment and supplies for campus emergency operations. The Director will provide guidance on emergency procurement procedures, prepare and sign or authorize signage of equipment rental agreements and process all administrative requirements associated with equipment rental and supply agreements.

3.7.5 Communication Infrastructure & Technology

Communications systems and networking will be the main emphasis of the Communication Infrastructure & Technology Work Group. The group will work to establish and maintain effective network connections, maintain a university web presence and manage servers and other system equipment in order to support increased needs during an emergency. The lead for this group is the Chief Technology Officer. Permanent members of this group include Systems Support Office, Telecommunications and Networking, Institutional Web Support Services and Computer Infrastructure Support.

3.7.5.1 *Enterprise Systems Support*

(Primary Contact: Director- Enterprise Systems Support)

The Enterprise Systems Support Office will coordinate the setup, support and tear down of information technology and telecommunications needs of the University Emergency Operations Center. One member of the Enterprise Systems Support Office will be designed as the "IT Liaison" for the Emergency Operations Center and will ensure the EOC is set up with pre-designated technology services, including computing, network, telephony, copy/print/fax, video projection, communications, etc.

3.7.5.2 *Institutional Web Support Services*

(Primary Contact: Director- Institutional Web Support Services)

Institutional Web Support Services has the specific and critical responsibility to maintain an active web presence for the university during an emergency. While not directly responsible for the added web content, IWSS will ensure that the site is maintained and available for individuals seeking information on emergency events.

3.7.5.3 *Telecommunications and Networking*

(Primary Contact: Director- Telecommunications and Networking)

In preparation for emergencies, Telecommunications and Networking will direct the design and implementation of network and phone service for campus emergency facilities including Emergency Operations Center locations and the Emergency Call Center . This will include both wired and wireless connectivity as well as telephone instruments and service for all established locations. Upon activation of the EOC, Telecommunications and Networking will continue to support emergency facilities and maintain wired and wireless connectivity along with VoIP telephone instruments and service. An integral part of the VoIP telephone service is the InformaCast IP based notification system. This system connects to VoIP phones only and is supplemental to other notification systems.

3.7.5.4 *Computer Infrastructure Support Services*

(Primary Contact: Director- Computer Infrastructure Support Services)

Computer Infrastructure Support Services (CISS) has responsibility for keeping the major campus communications systems up and running in an emergency situation, adding capacity as necessary. These systems include the campus web server and off-campus backup web server, as well as the campus email system and mass email channel provided to the Campus Communication Team and the ISU Police Department. CISS serves in an on-call capacity as needed for any technology issues on which they can be of assistance in an emergency.

Section 4. **Incorporation of the National Incident Management System (NIMS)**

The National Incident Management System (NIMS) is a response protocol that will be utilized when campus emergencies cannot be effectively managed through on-campus emergency response resources. Emergencies warranting external assistance from emergency response organizations/agencies would, in all probability, be considered Level 2 & 3 emergencies. The National Incident Management System describes the emergency response procedures to be utilized by all tactical, trained and qualified emergency response organizations, to include the University Police Department (UPD), as well as state and federal emergency response organizations (i.e. city fire departments, police departments, Federal Bureau of Investigation, federal or state emergency management agencies, etc). This section of the ISU Emergency Management Plan also outlines how an incident involving external emergency response agencies will be supported by the university.

4.1 Introduction

4.1.1 Purpose of the National Incident Management System (NIMS)

This plan has been patterned after the federal National Incident Management System (NIMS) model, and is compliant with the doctrines and methods of the federal National Response Framework, Homeland Security Presidential Directive-5 (HSPD-5), and Homeland Security Presidential Directive-8 (HSPD-8). It includes the use of terms and tactics that have been established by the federal NIMS model so that all responding agencies can co-operate in an effective manner in responding to either a level 2 or 3 emergencies.

In the event of a level 2 or 3 emergency at Illinois State University, the University Police Department (UPD) will respond utilizing the Incident Command system. Depending upon the type of emergency, UPD may transfer authority for Incident Command to another IC trained and authorized emergency response agency. When the ISU *Emergency Management Plan* is activated, the University Police Department will assume the lead representing ISU in collaboration with the emergency response agency managing the overall response activities.

Thorough preparation for, and effective management of, emergency situations are crucial to Illinois State University. Section 4 of the *Emergency Management Plan* provides resource information that describes how a trained and qualified emergency response agency will manage response activities during a level 2 or 3 emergency. Normally, positions noted in this plan will be filled by UPD personnel or non-campus professional/governmental emergency responders; however, on occasion when conditions require, properly trained campus personnel will assume roles within the scope of this plan and others may serve in a support role. Only the Illinois State University Police Department will be qualified to independently respond to an emergency per a NIMS response structure, or respond collaboratively in a unified command scenario (with other external agencies).

4.1.2 Scope of the ISU NIMS Response

Emergencies that can be classified as a Level 2 or 3 emergency will be managed using NIMS protocol. This protocol is designed to direct response and recovery actions for a broad range of incidents that could potentially take place at the university. It supports a comprehensive, national, all-hazards approach to domestic emergency management across a spectrum of activities including preparedness, response, and recovery. While this protocol will be activated for local emergencies, it may also be activated in situations that extend beyond campus boundaries to include regional or national issues.

4.1.3 Activation of the ISU NIMS Protocol

Whenever an incident affecting the campus reaches such proportions that it cannot be handled by routine measures (Level 2 and all Level 3), the UPD Chief or designee(s), shall activate the *Emergency Management Plan* to the extent necessary based on emergency response needs.

4.1.4 Emergency Support Functions

Emergency Support Functions (ESF's) are subject specific areas categorized by capabilities designated by the National Incident Management System (NIMS) and designed to assist tactical emergency response efforts in a large scale emergency response. [See Appendix C for a description of each ESF] With the university's vast amount of resources within the campus community, these resources may be called upon to support both local and regional emergencies. These resources have been identified and matched to Emergency Support Functions in Appendix C in order to quickly assess the resources which may be utilized in any given emergency situation.

4.2 NIMS Command Functions

4.2.1 Single Command IC (IC)

When a Level 2 emergency occurs within the geographic parameters of Illinois State University, a single command may be established with overall incident management/command responsibility assumed by UPD or other external tactical emergency response organization (Normal Fire Department, Normal Police Department, etc).

4.2.2 Unified Command IC (UC)

When a Level 2 or 3 emergency occurs within or otherwise impacts Illinois State University campus and requires functional agency overlap or off-campus command locations, a Unified Command structure may be established.

The exact composition of the Unified Command structure will depend on the location(s) of the incident (i.e., which geographical administrative jurisdictions are involved) and the type of incident (i.e. which functional agencies of the involved jurisdiction(s) are required). In the case of some multi-jurisdictional incidents, the designation of a single Incident Commander may be established to promote greater unity of effort and efficiency.

4.2.3 Area Command

Area Command is activated only if necessary depending on the complexity of the incident and incident management span-of-control considerations. An area command is established either to oversee the management of multiple incidents being handled by a separate Incident Command organization or to oversee the management of a very large incident that involves multiple Incident Command organizations.

Incidents that are not site specific, are geographically dispersed, or evolve over a long period of time such as a biological event, may require the use of area command. Acts of biological, chemical, radiological and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between federal, state, local, and tribal agencies.

Area command also is used when there are a large number of the same types of incidents in the same area. These represent incidents that may compete for the same resources.

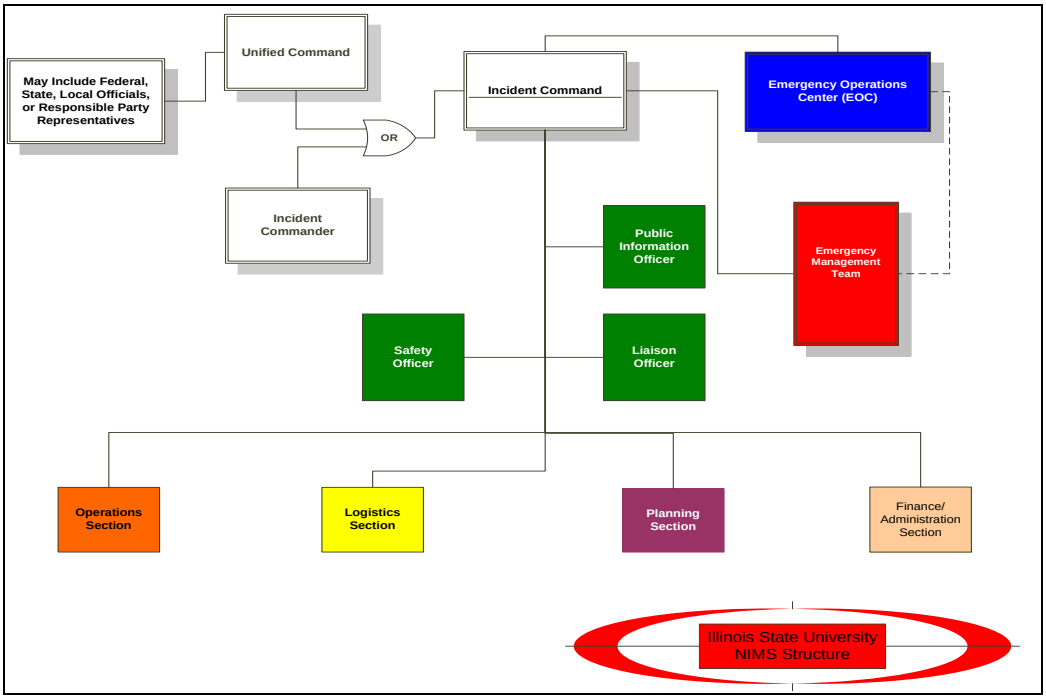
When incidents do not have similar resource demands, they are usually handled separately and are coordinated through the Emergency Operations Center (EOC).

4.3 ICS Command Staff Organization

Command staff consists of the Incident Commander and the special staff positions of the Public Information Officer, Safety Officer, and Liaison Officer. The functions of the Command Staff shall include but not be limited to the following:

- Command Staff shall assist in the implementation of policy strategies developed to mitigate the effects of the emergency or disaster.
- Command Staff shall maintain liaison with the Town of Normal and the City of Bloomington, McLean County, State of Illinois, and all relevant federal agencies and other university leaders.

Figure 4 Illinois State University ICS/EMT Interface



4.3.1 Incident Commander

The Incident Commander's responsibility is the overall management of the incident beginning with developing incident objectives, strategy, and a response organization. On most incidents, a single incident commander carries out the command activity; however, Unified command may be appropriate where more than one significant tactical response agency is involved.

Dependent upon the duration of the emergency, one Incident Commander may be relieved by another based upon his/her responsibility, authority, and expertise. The Incident Commander position will always be staffed.

4.3.2 Public Information Officer

Preparedness for emergency media communications procedures shall be conducted under the direction of the Public Information Officer (PIO).

Upon approval by the Incident Commander, the PIO will coordinate all communications during a Level 2 or 3 emergency. Using information provided by other areas, the PIO will provide timely information on the status of the emergency and information regarding any emergency measures being undertaken. If required, the PIO will function through the Joint Information System (JIS) to permit coordinated informational releases.

4.3.3 Safety Officer

The Safety Officer monitors incident operations and advises the Incident Commander on all matters related to operational safety, including the health and safety of emergency response personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC and supervisors at all levels of incident management. The Safety Officer is, in turn, responsible to the Incident Commander for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations. In a Unified Command structure, a single Safety Officer should be designated, in spite of the fact that multiple jurisdictions or functional agencies may be involved. The Safety Officer may have Assistant Safety Officers as necessary and the Assistant Safety Officers may come from assisting agencies or jurisdictions as appropriate.

4.3.4 Liaison Officer

The Liaison Officer is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities participating in the response effort. In either a single Incident Command or Unified Command structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.

4.3.5 Additional Command Staff Positions

Additional Command Staff positions may also be necessary depending on the nature and location of the incident, and/or specific requirements as established by the Incident Command. Possible positions may include Legal Counsel, Medical Advisors, or others.

4.4 ICS General Staff Organization

The General Staff is responsible for the operational and functional aspects of the incident command structure and typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs.

4.4.1 The Operations Section Chief

The direct operational control of any campus emergency is the responsibility of the Operations Section Chief. The Operations Section is responsible for managing tactical operations at the site, directed toward the coordination of all on-campus emergency functions and campus provided emergency response teams.

The Operations Section directs tactical operations at the incident site to reduce the immediate hazard, save lives and property, establish situational control, and restore normal campus conditions.

4.4.2 The Planning Section Chief

The Planning Section shall collect, evaluate, and disseminate tactical information pertaining to any preplanned or actual incident. This section shall maintain information and intelligence on any current and forecasted situation, as well as prepare for and document the status of all resources assigned to the incident. The Planning Section prepares and documents Incident Action Plans and incident maps and gathers and disseminates information and intelligence critical to the incident.

4.4.3 The Logistics Section Chief

Emergency communications equipment and other materials necessary for the operation of an Emergency Operations Center (EOC) and/or an Incident Command Post (ICP) shall be maintained in a state of readiness by the Logistics Section Chief**.**

The Logistics Section includes the supply, food, ground support, communications, facilities, and medical units, and meets all of the support needs for the incident, including ordering resources through appropriate procurement authorities from off-site locations. It also provides facilities, transportation, supplies, equipment maintenance and fueling, food services, communications, and medical services for incident personnel.

The Logistics Section is led by a Section Chief, who may also have a deputy. A deputy is encouraged when all designated units are established at an incident site. When the incident is very large or requires a number of facilities with many items of equipment, the Logistics Section may be divided into two branches.

4.4.4 The Finance/Administration Section Chief

When there is a specific need for financial reimbursement and/or administrative services to support incident management activities, a Finance/Administration Section should be established. The Finance/Administration Section includes the compensation, claims, cost, procurement, and time units and is led by the Finance/Administration Section Chief.

In addition to monitoring multiple sources of funds, this Section Chief must track and report to the Incident Commander the financial “burn rate” as the incident progresses. This allows the IC to forecast the need for additional funds before operations are negatively impacted. This is particularly important if significant operational assets are provided under contract by private sector suppliers.

4.4.5 Emergency Operations Center (EOC) Staff

The Emergency Operations Center is established to give guidance and support to the Incident Command/Unified Command during a Level 2 or Level 3 incident. The Emergency Operations Center is comprised of governmental first responders and will have at least one university representative, typically a UPD or EHS senior employee. An Emergency Operations Center manager will be appointed, by the staff, based upon the incident parameters. The manager will coordinate the group's decisions.

Section 5. **Appendices**

5.1 **Appendix A:** Contact Lists

Policy Group

POSITION	NAME	OFFICE PH.	HOME PH.	CELL PH.
University President	Al Bowman	438-5677		
Vice President and Provost	Sheri Everts	438-7018		
Vice President, Student Affairs	Larry Dietz	438-5451		
Vice President, University Advancement	Erin Minné	438-7681		
Vice President, Finance & Planning	Daniel Layzell	438-2143		
General Counsel	Lisa Huson	438-8999		
Assistant to the President	Jay Groves	438-5631		
Other personnel as designated by the University President				

Emergency Management Team

EMT STATUS	NAME	OFFICE PH.	HOME PH.	CELL PH.
Environmental Health & Safety				
Primary	JC Crabill	438-5367		
Alternate	Don Kunde	438-8292		
Alternate	Dan Hite	438-5162		
Alternate	John Goodman	438-8297		
University Police				
Primary	Aaron Woodruff	438-8631		
Alternate	Nikki Bleichner	438-8631		
Alternate	Sharon Sweeney	438-8631		
Facilities Management				
Primary	Chuck Scott	438-2085		
Alternate	Ben Ryburn	438-3794		
Alternate	Kristie Kowall	438-7480		
Alternate	Linda Foster	438-3793		
Alternate	Mike O'Grady	438-7957		
Office of Energy Management				
Primary	Ron Kelley	438-7565		
Alternate	Chris Homan	438-5141		
Risk Management				
Primary	Dave Marple	438-8291		
Dean of Students				
Primary	Jan Paterson	438-2008		
Alternate	Jill Benson	438-2008		

EMT STATUS	NAME	OFFICE PH.	HOME PH.	CELL PH.
Office of the Provost				
Primary	Sam Catanzaro	438-8906		
Alternate	Jan Murphy	438-7018		
Office of University Registrar				
Primary	Jess Ray	438-8586		
Alternate	Tricia Reimer	438-8924		
Superintendent of Lab Schools				
Primary	Bob Dean	438-8542		
Alternate	Jeff Hill	438-8163		
Enterprise System Support				
Primary	Eric Hodges	438-3871		
Alternate	Dudley Roach	438-3620		
Alternate	Ballard McCleskey	438-3644		
Campus Communications Group				
Primary	Tom Lamonica	438-8578		
Alternate	Pete Smudde	438-7339		
Campus Technology Support Group				
Primary	Mark Walbert	438-5232		
Alternate	Scott Genung	438-7258		
Alternate	John Foster	438-8490		
Institutional Web Support Services				
Primary	Binoy Edathiparambil	438-5573		
Alternate	Jamison Prianos	438-3059		
Human Resources				
Primary	Khris Clevenger	438-7059		
Alternate	Tammy Carlson	438-8846		
Office of Parking & Transportation				
Primary	Julie North	438-8397		
Alternate	Mary Jo Kocar	438-8446		
Alternate	Tony Witte	438-8391		
Finance & Planning				
Primary	Barb Blake	438-2143		
Alternate	Greg Alt	438-2143		
Administrator	Deb Smitely	438-2373		
University Housing Service				
Primary	Maureen Blair	438-2711		
Alternate	Stacy Mwilambwe	438-3002		
Intercollegiate Athletics				
Primary	Peyton Deterding	438-5111		
Alternate	Keith Smith	438-8035		
Note: Other departments and offices may be requested to participate on the Emergency Management Team based on the emergency situation.				

Campus Communication Group

CCG STATUS	NAME	OFFICE PH.	HOME PH.	CELL PH.
Primary	Katy Killian	438-5453		
Alternate	Dawn Sanner	438-3701		
Primary	Danielle Miller-Schuster	438-8880		
Alternate	Tim Tribble	438-1328		
Primary	Danielle Lindsey	438-3175		
Alternate	Amy Irving	438-7418		
Primary	Julie Prianos	438-5590		
Alternate	Alex Skorpinski	438-7108		
Primary	Susan Blystone	438-2667		
Alternate	Kate Arthur	438-8725		
Primary	Tom Lamonica	438-8578		
Alternate	Pete Smudde	438-7339		
Primary	Brian Hounker	438-8406		
Alternate	Annette Levitt	438-2293		

Media Group

SPECIALIZATION	NAME	OFFICE PH.	HOME PH.	CELL PH.
Media Relations				
Assistant to the President	Jay Groves	438-5631		
Media Liaison	Kathy Beal	438-3806		
Media Liaison	Briana Davis	438-5744		
Public Information Officer	Eric Jome	438-5631		
WGLT				
News Director	Willis Kern	438-5426		
Assistant News Director	Charlie Schlenker	438-7353		
Program Director	Mike McCurdy	438-2394		
Chief Engineer	Mark Hill	438-2650		
Program Host/ News Reporter	Jim Browne	438-7869		

5.2 **Appendix B**: Annex Listing and Corresponding Emergency Action Plans (currently in development)

Annex	Response Action Plans	Support Action Plans	Plan Owner
Building/ Departmental Plans	**General** • Building Evacuation • Severe Weather Shelter • Shelter-in-Place • Medical Emergency		All Departments
	Special		
	• Crisis Response Plan (Metcalf)		Metcalf Lab School
	• Crisis Response Plan (U-High)		University High School
	• Milner Library Safety Manual		Milner Library
	• Hazardous Materials Emergency		Environmental Health and Safety
	• Clinton Power Station Evacuation/ Decontamination Response		Athletics Environmental Health and Safety
Severe Weather/ Natural Emergency		• Winter Weather Response	
		• Snow Removal	Facilities Management (Grounds)
Communications		• Interdepartmental/ Interagency Communications	University Police Safety
		• Public Communications	Media Relations Campus Communication Group
Law Enforcement		• Bomb Threat	University Police
		• Campus/ Workplace Violence	University Police
		• Hostile Intruder	University Police
		• ISU Credit Union-Burglary	University Police
		• Active Shooter	University Police

Annex	Response Action Plans	Support Action Plans	Plan Owner
		• Hostage • Hostage Event • Civil Disturbance	University Police University Police University Police
Health/ Sanitation		• Pandemic Illness	Student Affairs Environmental Health and Safety
		• Communicable Disease Outbreak	Student Affairs/ Environmental Health and Safety
		• Food borne Illness	Campus Dining Service Environmental Health and Safety
		• SNS Distribution	Student Affairs Environmental Health and Safety
		• Operating Procedures for Water Main Break	Energy Management Environmental Health and Safety
Support		• Structural Failure	Facilities Management
		• Utility Failure (Partial or Total)	Energy Management
		• CTSG Emergency Plan	Telecommunications
		• Temporary Housing	University Housing Service
		• Alternative Food Provision	Campus Dining Service
		• Mass Transportation	Facilities Management
		• Counseling	Student Counseling
Business Continuity			Provost Office

5.3 **Appendix C**: Emergency Support Function

Emergency Support Function Listing

ESF 1 – Transportation.

The purpose of Emergency Support Function 1 is to provide coordination of transportation assets to support emergency operations. This support includes:

- Performance of and assisting with evacuation and re-entry
- Process all transportation assistance requests and tasks received in the EOC.
- Prioritize all transportation resources for the movement of people, materials and services.
- Perform necessary actions to assist with recovery operations

Primary University Department	Parking and Transportation
Support University Department	Facilities Management
County Lead Agency	McLean County EMA

ESF 2 – Communications.

The purpose of Emergency Support Function 2 is to provide coordination of local actions to be taken to assure the provision of required communications support to local disaster personnel. Restoration of essential communication systems is coordinated by ESF 2. Additionally, ESF 2 plans, coordinates and assists in communications support to County disaster response elements. ESF 2 will coordinate communications assets (equipment and services) locally, plus State, voluntary and other resources including military and private sector.

Primary University Department	University Police Department
Support University Department	Enterprise System Support
County Lead Agency	McLean County EMA

ESF 3 – Public Works and Engineering

The purpose of Emergency Support Function 3 is to provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support public works and infrastructure needs during an emergency or disaster. Public Works resources under the authority of ESF 3 will be used to perform or assist with the following:

- Debris Clearing and providing for ingress and egress to the affected area(s)

- Clearing, repair or construction of damaged emergency access routes necessary for the transportation of rescue personnel, equipment and supplies.

- Emergency restoration of critical public services and facilities.

- Emergency demolition or stabilization of damaged structures and faculties designated as immediate hazards to public health and safety.

- Provide technical assistance and damage assessment.

Primary University Department	Facilities Management
Support University Department	Facilities Planning
County Lead Agency	McLean County EMA

ESF 4 – Fire/ Rescue

The purpose of Emergency Support Function 4 is to provide coordination of support services to Firefighting activities as part of disaster response. Areas of activities include urban, suburban, rural, wild land and the interface between each environment. Firefighting activities consist of:

- Managing Firefighting assets.
- Detection and suppression of fires.
- Mobilization and coordination of personnel, equipment and supplies.
- Interfacing with ESF 8 (Health and Medical), ESF 9 (Search and Rescue) and ESF 10 (Hazardous Materials).
- Interface with the State ESF 4 representative.

Primary University Department	None
Support University Department	None
County Lead Agency	McLean County EMA

ESF 5 - Emergency Information and Planning

The purpose of Emergency Support Function 5 is to compile, analyze and coordinate the overall information and planning activities in the County Emergency Operations Center (EOC) in support of disaster response and recovery operations.

Primary University Department	Environmental Health and Safety
Support University Department	University Police Department
County Lead Agency	McLean County EMA

ESF 6 – Mass Care (Emergency Assistance, Housing and Human Services)

The purpose of Emergency Support Function 6 is to coordinate activities involved with the emergency provision of temporary shelters, emergency mass feeding and the bulk distribution of coordinated relief supplies for disaster victims and workers.

Primary University Department	Student Affairs/ Athletics
Support University Department	Environmental Health and Safety
County Lead Agency	McLean County EMA

ESF 7 – Logistics Management and Resource Support

The purpose of Emergency Support Function 7 is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts related to disasters. ESF 7 is responsible for providing direct and active support to emergency response and recovery efforts during the initial phase after a disaster. This support includes locating, procuring and issuing resources, personnel, heavy equipment, generators and transportation of such in coordination with ESF 5.

Primary University Department	Facilities Management/ Human Resources
Support University Department	VP for Finance and Planning
County Lead Agency	McLean County EMA

ESF 8 – Public Health and Medical Services

The purpose of Emergency Support Function 8 is to coordinate the McLean County health and medical resources required to respond to local public health and medical needs prior to and following a significant event. ESF 8 provides the means for a public health response, triage, treatment and transportation of victims of an emergency/disasters; assistance in the evacuation of victims out of impacted area(s); immediate support to hospitals and other health care facilities; provision of emergency mental health counseling for individuals and the community and the re-establishment of all health and medical systems.

Primary University Department	Student Affairs
Support University Department	Environmental Health and Safety
County Lead Agency	McLean County EMA

ESF 9 - Search & Rescue

The purpose of Emergency Support Function 9 is to search and locate missing persons in rural or urban areas after a disaster. Wild land search and rescue may involve locating missing persons, boaters or passengers on downed aircraft. Urban search and rescue may involve locating missing persons in damaged structures resultant from a disaster.

Primary University Department	University Police Department
Support University Department	None
County Lead Agency	McLean County EMA

ESF 10 - Hazardous Materials

The purpose of Emergency Support Function 10 is to coordinate response to and recovery from an actual or potential discharge and/or release of a hazardous material resulting from a disaster or other emergency.

Primary University Department	Environmental Health and Safety
Support University Department	Chemistry/ Biology
County Lead Agency	McLean County EMA

ESF 11 – Agriculture and Natural Resources

The purpose of Emergency Support Function 11 is to identify, procure and arrange for the transport and distribution of food and water to affected area(s) and for emergency workers. ESF 11 will work in coordination of ESF 6 to deliver the necessary supplies. ESF 11 will determine food and water needs following a disaster, obtain and/or arrange for appropriate resources (i.e. American Red Cross) to meet the shortfalls. Animal welfare shall also be a consideration of ESF 11.

Primary University Department	Student Affairs
Support University Department	Agriculture
County Lead Agency	McLean County EMA

ESF 12 – Utilities/ Energy

The purpose of Emergency Support Function 12 is to provide coordination of emergency power to support emergency response and recovery operations and to normalize community functions. ESF 12 includes electric power, distribution systems, fuel, and emergency generators. ESF 12 involves coordinating the provision of emergency energy supplies, transporting and delivering fuel and the provision of emergency power to support immediate response efforts as well as the restoration of the normal supply of power. ESF 12 will work closely with local, state and federal agencies including energy offices, suppliers and distributors.

Primary University Department	Office of Energy Management
Support University Department	Facilities Management
County Lead Agency	McLean County EMA

ESF 13 – Public Safety and Security

The purpose of Emergency Support Function 13 is to establish procedures for the command, control and coordination of county, municipal and other law enforcement agencies to support disaster response operations. These procedures will support the implementation of actions
as outlined in the State of Illinois Mutual Aid Plan for Law Enforcement Act and the Illinois Sheriff's Association Plan. This ESF is established to:

- Coordinate the use of local, state law enforcement and Illinois National Guard personnel and equipment.
- To provide a system for the receipt and dissemination of information, data and directives pertaining to law enforcement agencies and activities.
- To prescribe a procedure for the inventory of law enforcement personnel, facilities and equipment in the County.
- To collect and disseminate information and intelligence relating to disasters.
- To pre-plan distribution and allocation of state resources in support of the overall law enforcement mission.

Primary University Department	University Police Department
Support University Department	Environmental Health and Safety
County Lead Agency	McLean County EMA

ESF 14 – Long Term Recovery

Emergency Support Function (ESF) #14 – Long Term Recovery provides a framework for Federal Government support to State, regional, local, and tribal governments, nongovernmental organizations (NGOs), and the private sector designed to enable community recovery from the long-term consequences of an Incident of National Significance. This support consists of available programs and resources of Federal departments and agencies to enable community recovery, especially long-term community recovery, and to reduce or eliminate risk from future incidents, where feasible.

Primary University Department	None
Support University Department	None
County Lead Agency	McLean County EMA

ESF 15 – External Affairs

The purpose of Emergency Support Function 15 is to provide a central point for dissemination of accurate, coordinated and timely communications to the affected audiences, including the local government, media, private sector and the local community. Incident communications can include protective actions for the public as well as information with regard to volunteer assistance and donations.

Primary University Department	Media Relations
Support University Department	Development-Fundraising
County Lead Agency	McLean County EMA

Emergency Support Function Matrix

Department	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works and Engineering	ESF # 4 Fire/ Rescue	ESF # 5 Emergency Information and Planning	ESF # 6 Mass Care, Emergency Assistance, Housing and Human Services	ESF # 7 Logistics Management and Resource Support	ESF # 8 Public Health and Medical Services	ESF # 9 Search and Rescue	ESF # 10 Hazardous Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Utilities/ Energy	ESF # 13 Public Safety and Security	ESF # 14 Long-Term Recovery	ESF # 15 External Affairs
Agriculture											P				
Athletics	S					S		S						S	
Biological Sciences										S					
Bond Revenue															
Building Services			S												
Campus Dining Services	S			S	S	S	S							S	
Chemistry										S					
Classroom Technology (CTSS)		S			S									S	
College of Business														S	
Computer Support (CISS)		S			S									S	
Conference Services				S	S	S	S							S	
Dean Of Students					S	P	S	S						S	
Disability Concerns		S			S	S		S							
Economics														S	
Energy Management			S	S	S							P	S		
Enterprise Systems Support		S			S										
Environmental Health & Safety	S	S	S	P	P	S	S	S	P	P	S	S	S	S	S
Facilities Management	P		P	S	S	S	P		S				S	S	

Department	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works and Engineering	ESF # 4 Firefighting	ESF # 5 Emergency Management	ESF # 6 Mass Care, Emergency Assistance, Housing and Human Services	ESF # 7 Logistics Management and Resource Support	ESF # 8 Public Health and Medical Services	ESF # 9 Search and Rescue	ESF # 10 Oil and Hazardous Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Energy	ESF # 13 Public Safety and Security	ESF # 14 Long-Term Recovery	ESF # 15 External Affairs
Facilities Planning			S	S	S		S		S			S	S	S	
General Counsel					S									S	
Golf Course	S														
Greek Affairs															S
Grounds Management	S		S	S	S	S	S	S	S		S		S	S	
Health Sciences					S	S		S					S		
Human Resources		S			S	S	S							S	P
Information Technology		P			S								S		
Media Relations		P			S	S	S	S						S	S
Mennonite College of Nursing						S		S							
Milner Library															
Office of Budget					S	S	S							S	
Parking & Transportation	P			S					S				S		
Payroll (Comptroller)					S	S								S	
Planning Institutional Research															
President's Office		S			S									P	P
Provost's Office														S	
Psychological Services						S		S							
Purchasing					S									S	
Scheduling Office					S	S									

Department	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works and Engineering	ESF # 4 Firefighting	ESF # 5 Emergency Management	ESF # 6 Mass Care, Emergency Assistance, Housing and Human Services	ESF # 7 Logistics Management and Resource Support	ESF # 8 Public Health and Medical Services	ESF # 9 Search and Rescue	ESF # 10 Oil and Hazardous Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Energy	ESF # 13 Public Safety and Security	ESF # 14 Long-Term Recovery	ESF # 15 External Affairs
Student Counseling Services								S							
Student Health Service						S		P							
Student Technology Support		S			S										
Telecommunications		S			S										
Thomas Metcalf School		S			S										
TV-10 News		S													
University High School		S			S										
University Housing Services		S			S	S	S								
University Police Department		P		S	S								P	S	
University Registrar					S										
VP for Finance and Planning					S									S	
Web Support Services (IWSS)		P			S										S
WGLT		S													S
WZND		S													S