

# UIC ALL HAZARDS EMERGENCY OPERATIONS PLAN



**September 1, 2011**

**The University of Illinois at Chicago**

Office of the Vice Chancellor for Administrative Services  
1140 South Paulina  
120 PPB MC 270  
Chicago, Illinois 60607

Office of the Chancellor (MC 102)  
2833 University Hall  
601 South Morgan Street  
Chicago, Illinois 60607-7128

September 1, 2011

Dear Faculty, Staff and Students,

In accordance with applicable federal and state laws, the attached UIC Campus All Hazards Emergency Operations Plan is approved and adopted effective this date. It supersedes all other previous campus-wide emergency plans. Employees within individual buildings are expected to create, maintain and practice their own evacuation procedures in coordination with the Environmental Health and Safety Office. These evacuation procedures are in support of this campus-wide emergency response and recovery plan document.

Deans, Directors and Department heads are directed to comply, identifying areas within their respective unit responsibilities that are impacted by this emergency operations plan.

The purpose of this document is to protect the health and welfare of our campus community members. It also directly impacts our ability to recover costs and resume activities in accordance with our UIC Campus Continuity of Operations Plans, which many units have in place or are in the process of completing.

I urge each member of the campus to become familiar with this plan and to adopt these emergency measures.

Sincerely,



Paula Allen-Meares  
Vice President of the University of Illinois  
Chancellor of the Chicago Campus  
John Corbally Presidential Professor



## DISTRIBUTION LIST OF COMPLETE PLANS

---

### **UIC Campus All Hazards Emergency Operations Plan**

This plan is available electronically to all faculty, staff and students on the UIC web site at:

<http://www.uic.edu/uic/studentlife/campus/emergencyopsplan.pdf>

In addition, copies have been distributed as indicated below:

**Vice President of the University of Illinois and Chancellor of UIC**  
**Vice President for Health Affairs & Vice Chancellor for Research**  
**Vice Chancellor for Academic Affairs and Provost**  
**Vice Chancellor for Administrative Services**  
**CEO Healthcare System**  
**Vice Chancellor for Development**  
**Vice Chancellor for External Affairs**  
**Executive Assistant Vice President for Business and Finance**  
**Associate Chancellor for Public Affairs**  
**Vice Chancellor for Student Affairs**  
**University Legal Counsel**  
**Human Resources**

# Table of Contents

## All Hazards Emergency Operations Plan

1.	Procedure/Summary.....	2
2.	Purpose of this Plan .....	3
3.	Annual Review & Updating.....	3
4.	Campus Emergency Planning Team.....	4
5.	Individual Departmental/Unit Evacuation Plans .....	4
6.	Levels of Emergencies.....	4-6
a.	Level 1 - Minor .....	4
b.	Level 2 – Major.....	5
c.	Level 3 – Catastrophic.....	5-6
7.	Evacuation.....	6
8.	Emergency Operations Command Structure .....	6
9.	Multi-Agency Response & Unified Command.....	7
10.	Command Protocol .....	7
11.	Emergency Response Priorities .....	7
12.	Procedure for Activating EOC.....	8-10
a.	Mini EOC.....	8
b.	Full EOC.....	9-10
13.	Emergency Communications and Information .....	10
14.	Deactivation, Recovery and Continuity of Operations.....	12
Appendix A	Violence Prevention & Response Plan .....	A-1
Appendix B	Definitions.....	A-12
Appendix C	Organization & Responsibilities .....	A-17
Appendix D	Weather/Class Cancellation Procedures .....	A-22
Appendix E	Departmental/Unit Evacuation Plans.....	A-25
Appendix F	Summary of UIC Evacuation Plan.....	A-28
Appendix G	Incident Commander/Emergency Coord. Checklist .....	A-32
Appendix H	NIMS “Planning P”.....	A-34

# UIC Campus All Hazards Emergency Operations Plan

APPROVED BY: Chancellor

EFFECTIVE DATE: September 1, 2011

SUPERSEDES: New Policy

PGP ADMINISTRATOR: Vice Chancellor for Administrative Services

CONTACT: Office of the Vice Chancellor for Administrative Services

PHONE: VC Administrative Services 312-413-1401

NUMBER OF PAGES: 12

OBJECTIVE: To provide a structured and coordinated response to emergencies on campus which is compliant with the National Incident Management System (NIMS) and the Incident Command System (ICS).

AUTHORITY: General Rules Concerning University Organization, Article I, Section 2(e), and Article V, Section I.  
Campus Security Enhancement Act of 2008 [110 ILCS 12/1] Section 20

APPLICABILITY: This directive applies to all UIC students, faculty and staff.

POLICY: The University is committed to the safety and welfare of its students, faculty, staff and visitors. It is the goal of the University to preserve life, minimize disruption of academic programs, minimize University losses, maintain operations and essential services, and assist the surrounding community in disaster recovery.

In cases of imminent danger, this plan may be activated to protect life, secure critical infrastructure and facilities, and restore teaching and research programs.

This plan is campus-wide in scope. All campus Departments and Units are expected to maintain an evacuation plan specific to their own mission and structures.

## I. PROCEDURE/ SUMMARY

---

(See Appendix B for definitions of terms)

The Campus Security Enhancement Act of 2008 mandates creation and maintenance of this plan. It also requires partnering with the county or major municipal emergency management officials to annually review this plan, train and conduct drills and exercises. The *UIC Campus Emergency Planning Team* will facilitate this function.

The Vice Chancellor for Administrative Services (VCAS) is the Incident Commander. When a multi-agency response occurs, a Unified Command structure will be implemented in which members of other agencies share responsibility for incident management. The VCAS acts as liaison between Senior Management and the Operations Section.

Upon notification, the VCAS will categorize the emergency as a Level 1-Minor, Level 2-Major or Level 3-Catastrophic emergency based on the available information at the time. The goal of this plan is to 1) Protect Life 2) Secure critical Infrastructure and Facilities 3) Resume Teaching and Research.

Emergency response priorities are 1) Occupied buildings 2) Buildings critical to security, health and safety 3) Facilities that sustain the emergency response 4) Unoccupied buildings

Depending on the severity of the incident, it may be resolved with limited outside assistance or may require extensive outside support, activation of the Emergency Operations Center (EOC), and complete or partial evacuation of the campus. The EOC may be activated at Level 2 or Level 3. If activated, the EOC will consist of Senior Management (Chancellor/Vice Chancellor Group, University Legal Representative and Human Resource Representative); Incident Commander Staff (Public Information, Liaison Officer, Safety Officer); Operations Section (Police, EHSO, Facilities Management, Intelligence, Military Officers Education Program); Planning Section (Facility & Space Management, Resource Planning & Management, University Audits); Logistics Section (Campus Auxiliary Services, UIC Hospital, Transportation & Grounds, Parking & Mail Services, ACCC, UIC Human Resources); Finance/Administration Section (OBFS, Budgeting & Program Analysis, Materials Management.) The VCAS will consult with Senior Management on such matters as cancellation of classes, evacuation, sheltering, etc.

During Level 1-Minor emergencies, communications may be limited but at Level 2 and Level 3 communications will be expanded to the Short Message System (SMS), UIC Hotline, UIC Home Webpage, UIC Web Mail Accounts, the Audible Alert System, and local media.

Upon de-escalation of an emergency, the VCAS will demobilize the University's emergency response, and direct efforts to recovery and resumption of operations. The Logistics and Financial Section will document costs associated with the emergency and make every attempt to recover funds via federal, state, county and local sources.

The University also maintains separate, companion unit level Academic and Business Continuity of Operation (COOP) Plans in hard and digital format (via an online software tool, known as University of Illinois *Ready*) to improve our ability to maintain operations during and after an emergency. These COOP plans interface and compliment the UIC All Hazards Emergency Operations Plan. The COOP was constructed by conducting a campus-wide risk assessment (assessing vulnerabilities & threats), and an Academic and Business Impact Analysis to identify the critical processes and functions that need to be recovered following a disaster.

## II. PURPOSE OF THIS PLAN

---

- Protect life
- Secure critical infrastructure and facilities
- Restore teaching and research according to the UIC Continuity of Operations Plan

## III. ANNUAL REVIEW AND UPDATING

---

The Campus Security Enhancement Act of 2008 [110 ILCS 12/1] Section 20 requires Institutions of Higher Education, "In partnership with the institution's county or major municipal emergency management official [to] conduct an annual review of their campus All-Hazards Emergency and Violence Prevention Plan at least annually. The purpose of the annual review shall be to review and update emergency response plans, protocols and procedures and conduct exercise drills to test the plan." An After-Action report prepared by the Campus Safety Team will be submitted to the Chicago Office of Emergency Management and Communications (OEMC) after each review or actual emergency incident on campus.

The Senior Campus Administrator determined by the institution who is responsible for execution of the All Hazards Emergency Operations Plan, or designee, is required to participate in the annual review and at a minimum invite each of the following parties to the annual review and provide each party with a minimum of 30 days notice before the date of the annual review:

- 1) Director of campus public safety
- 2) Campus emergency planning team
- 3) Local mental health community provider representative
- 4) Local first responder agency representative
- 5) County or major municipal emergency manager
- 6) Other persons deemed appropriate for the review process

#### **IV. CAMPUS EMERGENCY PLANNING TEAM**

---

The Campus Emergency Planning Team shall consist of:

Vice Chancellor for Administrative Services	Chairperson
Chief of Police	
Director of Environmental/Health	
Executive Director of Facilities Management	
University of Illinois Hospital Representative	
Executive Director, Illinois Medical District	
Chicago Office of Emergency Management/Communications	
Chicago Police Commander, 12 <sup>th</sup> District	
Associate Chancellor for Public Affairs	
Associate Vice Chancellor for Student Affairs	
Executive Assoc. Director of Campus Auxiliary Services	

#### **V. INDIVIDUAL DEPARTMENTAL/UNIT EVACUATION PLANS**

---

(See Appendix E for Departmental Evacuation Plan guidelines)

All campus units are expected to create, maintain and practice their own evacuation procedures in support this campus-wide emergency response and recovery. These plans should be tailored to the specific nature of their Department/Unit. A current copy of a Department/Unit's evacuation plan should be on file with the Vice Chancellor for Administrative Services for use in this campus-wide emergency plan. Departments are urged to consult with EHSO when formulating plans. They may be reached at 996-7411 or [health-safety@uic.edu](mailto:health-safety@uic.edu). For more information, go to <http://www.uic.edu/depts/envh/HSS/Fire.html>.

#### **VI. LEVELS OF EMERGENCIES**

---

Emergency incidents may be generally categorized into the following levels. Individual circumstances or changing conditions may quickly require reassessment and escalation to a higher level of response.

Level 1 - Minor - can be resolved with limited outside assistance

## UIC Campus All Hazards Emergency Operations Plan

- Possible Examples: Minor weather incidents; small fires; small electrical outages; contained floods
- These incidents will generally be handled at the Unit/Department level with the UIC Police, EHSO, Facilities Management and local fire resources
- Does not require plan activation
- Localized department or building
- Quickly resolved
- No casualties, no threat to life, no panic
- Emergency contained
- Minor impact on campus

### Level 2 - Major - will generally require external assistance

- Possible Examples: Major weather incidents; explosion/fire; demonstration; power outage; contained hazardous material spill; structural failure; major flooding
- Disrupting large portion of campus
- May require activation of plan
- Containable threat, limited casualties, limited panic/confusion, clear incident perimeter, limited evacuation, minor injuries
- Partial evacuation plan; 1-2 buildings
- EHSO procedures activated
- Possible overnight sheltering
- Emergency announcements
- Mini EOC activated with the following personnel reporting:
  - Vice Chancellor for Administrative Services
  - Facilities Management Head
  - Chief of Police
  - Associate Vice Chancellor for Student Affairs
  - Associate Chancellor for Public Affairs

### Level 3 - Catastrophic - will always require external assistance

- Possible Examples: Chemical-Biological-Radiological-Nuclear (CBRN) Incidents; criminal activity, terrorism, explosion/fire, natural disaster; earthquake; active shooter; wide spread medical emergency; mass casualties; uncontained hazardous materials spills
- Worst case scenario
- Definitely requires plan activation
- Severe damage

- **Disaster involving entire campus and/or surrounding community**
- **Major impact on campus**
- **Wide ranging, not contained or isolated and complex**
- **No perimeter**
- **Widespread confusion**
- **Mass casualties - death**
- **Unified Command structure implemented for responding outside agencies**
- **EOC activated...All major decision makers report**
  - **Full evacuation plan**
  - **Total mobilization**
  - **Request outside assistance**

## VII. EVACUATION

---

(see Appendix E for a summary of the UIC Evacuation Plan)

The University maintains an Evacuation Plan. Should evacuation become necessary, everyone should be notified to avoid coming to the campus and those persons already on campus should be urged to leave on their own. Persons with no transportation to leave will be evacuated.

During Level 1 - Minor emergencies that do not seriously affect the overall functioning of the campus or affect only one or two buildings, consideration should be given to limited, partial evacuation.

During Level 2 -Major or Level 3 - Catastrophic Emergencies which disrupt the overall operations of the campus and/or require substantial outside assistance, partial to complete evacuation will likely be undertaken.

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to shelter inside a campus building and await further instructions.

## VIII. EMERGENCY OPERATIONS COMMAND STRUCTURE

---

(see Appendix B & C for specific responsibilities)

- **Senior Management**
- **Incident Commander**

- **Public Information Officer**
- **Safety Officer**
- **Liaison Officer**
- **Operations Section**
- **Intelligence Section**
- **Logistics and Financial Section**

## **IX. MULTI-AGENCY RESPONSE - UNIFIED COMMAND**

---

**The Vice Chancellor for Administrative Services is the Incident Commander.**

**As an emergency expands or contracts, changes in discipline, or becomes more or less complex, multiple outside agencies may respond. Under these circumstances, personnel from local, State and Federal agencies will comprise a Unified Command and share the responsibility for incident management. Unified Command allows all major organizations with responsibility for an incident to establish a common set of incident objectives and strategies. Under Unified Command, the various jurisdictions and/or agencies and non-government responders blend together throughout the operation to create an integrated response team. The VCAS always remains in charge of UIC personnel and property and will direct and coordinate campus activities with outside agencies.**

## **X. COMMAND PROTOCOL**

---

- **The first University representative to arrive on scene (UIC Police, EHSO, Facilities, etc.) shall assume command and remain in command until relieved by a higher authority**
- **Immediately notify the UIC Police Telecommunications Unit (355-5555) of the nature of the incident, location and specifics**
- **The 24 hour UIC Police Telecommunications Unit will make immediate notification to the appropriate agency/unit**

## **XI. EMERGENCY RESPONSE PRIORITIES**

---

- **Buildings occupied by constituent populations**

- **Residences, classrooms, laboratories, offices, childcare centers, auditoriums, athletic facilities, special event venues**
- **Buildings critical to security, health and safety**
  - **Medical facilities, police buildings, emergency shelters, food supplies, sites containing potential hazards**
- **Facilities that sustain the Emergency Response**
  - **Energy systems and utilities, communications services, computer installations, transportation systems**
- **Unoccupied administrative, classroom, research or other buildings**

## **XII. PROCEDURES TO ACTIVATE EMERGENCY COMMAND CENTER**

---

- **A. Mini-EOC (Incident Command Post)**
  - **VCAS notifies UIC Police Department to activate either the primary or secondary EOC**
  - **The following individuals are notified by the VCAS of the emergency and directed to report to the EOC:**
    - **Vice President of the University of Illinois and Chancellor of UIC**
    - **Vice President for Health Affairs & Vice Chancellor for Research**
    - **Vice Chancellor for Academic Affairs and Provost**
    - **Vice Chancellor for Administrative Services**
    - **CEO Healthcare System**
    - **Vice Chancellor for Development**
    - **Vice Chancellor for External Affairs**
    - **Executive Assistant Vice President for Business and Finance**
    - **Associate Chancellor for Public Affairs**
    - **Vice Chancellor for Student Affairs**
    - **University Legal Counsel Representative**
    - **Human Resources Representative**

# UIC Campus All Hazards Emergency Operations Plan

## ▪ **B. Full Emergency Operations Center (EOC)**

(See Appendix I for specific room assignments and EOC operations)

- **VCAS notifies UIC Police Department to activate either the primary or secondary EOC**
- **The VCAS notifies the following individuals of the emergency and directs them to report to the EOC (see Appendix C for organization and reporting structure and specific responsibilities):**
- **Senior Management**
  - **Vice President of the University of Illinois and Chancellor of UIC**
  - **Vice President for Health Affairs & Vice Chancellor for Research**
  - **Vice Chancellor for Academic Affairs and Provost**
  - **Vice Chancellor for Administrative Services**
  - **CEO Healthcare System**
  - **Vice Chancellor for Development**
  - **Vice Chancellor for External Affairs**
  - **Executive Assistant Vice President for Business and Finance**
  - **Associate Chancellor for Public Affairs**
  - **Vice Chancellor for Student Affairs**
  - **University Legal Counsel Representative**
  - **Human Resources Representative**
- **Operations Section (Chief is Director of Operations/Maintenance, Facilities Management)**
  - **UIC Police Chief**
  - **EHSO staff**
  - **Facilities Management**
  - **Military Officers Education Program**
- **Intelligence Section**
  - **UIC Police Department Investigations Sergeant**
  - **Three UIC Police Dept. Detectives**
- **Planning Section (Chief is Associate Vice Chancellor of Facilities Management)**
  - **Facility & Space Planning**

- **Resource Planning & Management**
- **University Audits**
  
- **Logistics Section (Chief is Assoc. Vice Chancellor for Student Affairs/Director Campus Auxiliary Services)**
  - **Campus Auxiliary Services**
  - **UIC Hospital**
  - **Transportation & Grounds**
  - **Parking & Mail Services**
  - **ACCC**
  - **UIC Human Resources**
  
- **Finance/Administrative Section (Chief is Vice Provost for Resource Planning/Mngmnt)**
  - **OBFS**
    - \* **Benefits**
    - \* **Business Info Systems**
    - \* **Business & Finance**
    - \* **Budgets & Financial Analysis**
    - \* **Grants & Contracts**
    - \* **Purchasing**
  - **Budgeting & Program Analysis**
  - **Materials Management**
  
- **The Emergency Operations Center (EOC) expands or contracts for Level 2 or Level 3 emergency situations as required.**
  
- **The Incident Commander is the liaison between the Operations Section and Senior Management. The Incident Commander designates a Section Leader for each EOC Section according to the nature and scale of the emergency.**

## **XIII. EMERGENCY COMMUNICATIONS & INFORMATION**

Every effort will be made to keep the campus community and the public informed of developments during an emergency. Dissemination of timely information is essential for decision making, reducing anxiety and promoting a sense of well-being and security.

# UIC Campus All Hazards Emergency Operations Plan

## NOTIFICATIONS

- **Level 1- Minor - Limited notifications**

- **Normally, this emergency plan will not be activated**
- **No casualties, no threat to life, no panic**
- **Disruption is minimal and the incident is quickly resolved**
- **The Incident Commander will consult with the Associate Chancellor for Public Affairs as to the level of communication that will be appropriate.**

- Levels 2 & 3 - Very broad and comprehensive notifications

- **Short Message System SMS**
  - **May be activated by Public Affairs or the UIC Police Department during off hours**
- **UIC Hotline 312-413-9696**
- **UIC Home Web Page [www.emergency.uic.edu](http://www.emergency.uic.edu)**
- **UIC Web Mail Account**
- **Audible Alert System**
  - **“Emergency on Campus”**
  - **“Information on Current Situation”**
  - **“Armed Violence”**
  - **“Severe Weather”**
  - **Manual over-ride—Voice Message**
  - **“All Clear” (Incident under control)**
- **Local Media**

## **XIV. DEACTIVATION, RECOVERY & CONTINUITY OF OPERATIONS**

---

**Individual units will refer to their unit Academic and Business COOP plans in an effort to maintain operations during and after an emergency. COOP plans are separate plans designed to compliment this All Hazards Emergency Operations Plan and will likely operate concurrently with this plan.**

**When conditions have stabilized and normal campus operations can resume, this Emergency Operations plan will be deactivated. An official announcement will be made. The Incident Commander will ensure the release and return of resources that are no longer required for the support of the emergency. The demobilization strategy should include steps to :**

- **Eliminate waste**
- **Eliminate potential fiscal and legal impacts**
- **Ensure a controlled, safe, efficient, and cost-effective release process**

**If the nature of the incident requires continuation of some emergency services, the Incident Commander may appoint special work Sections to coordinate those activities.**

**Each University Department/Unit will be responsible for assessing their appropriate damages and losses while prioritizing recovery efforts. These efforts will be reported to the Operations Section Chief of the EOC.**

**In the event of a Federal Declared Disaster, mitigation funding may be available through the Federal Emergency Management Administration (FEMA) to reimburse losses that occurred during this specific event and prevent similar future losses.**

# Appendix A

Campus Violence Response and Prevention Plan  
University of Illinois at Chicago  
Revised February 28, 2010

## **I. Introduction**

The University of Illinois at Chicago (UIC) is committed to the safety and security of its students, faculty, staff, patients and visitors. These guidelines specifically address the university's position on the prevention, reduction, and management of violence. In implementing these guidelines, the university is guided by the policies, regulations, and statutes listed below.

UIC does not tolerate acts or threats of violence committed by or against employees, faculty, students, patients, visitors, or other third parties on university owned, controlled, or leased properties. All useful management strategies will be employed to identify and prevent incidents of campus violence in order to reduce the effects of violence on victims and impose consequences upon those who threaten or perpetrate violence. University employees, faculty, and students are strongly encouraged to report violent behavior and must not be subjected to any acts of retaliation for reporting concerns. The university will use available resources such as the University Police, Employees Assistance Program, the Office of Faculty Affairs, the Office of the Vice Chancellor for Student Affairs, and applicable human resources and student programs and policies in responding to alleged acts/threats of violence.

### **A. Related Policies/Laws**

#### **1. General**

- Workplace violence -- University of Illinois Policy and Rules, Policy 16,
- Conduct and Discipline and Illinois Criminal Code (720 ILCS 5/1-1.et. seq)
- Academic Professional Grievance Procedures
- Faculty policies -- University of Illinois Policy and Rules, Policy 16, Conduct and Discipline and Illinois Criminal Code
- Faculty Grievance Procedures
- UIC Student Disciplinary Policy
- UIC Sexual Harassment Policy
- Sexual Assault -- Illinois Criminal Code
- State of Illinois Campus Security Enhancement Act (CSEA–110 ILCS 1/1.et. seq)
- Illinois Mental Health and Developmental Disabilities Mental Health Code (405 ILCS 5/1-100. et. seq)
- Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1. et. seq)
- Clery Campus Security Act
- Campus Sex Crimes Prevention Act of 2000 (CSCPA)
- Title IX

#### **2. Possession of Weapons**

University employees, faculty, students, patients, visitors or other third parties are prohibited from carrying, maintaining, or storing a firearm or weapon on any university facility, even if the owner has a valid permit, when it is not required by the individual's job, or in accordance with the relevant university policies and state statutes. Any person who is reported or discovered to possess a firearm or weapon on university property will be subject to disciplinary action along with arrest and prosecution. (Refer to Illinois Statutes that provide the following information regarding the possession of weapons)

### **B. Prohibited Conduct and Sanctions**

Prohibited conduct includes, but is not limited to:

- Physical injury or threat of physical injury to others;

- Verbal or physical behavior that creates a reasonable fear of a person receiving an injury;
- Verbal or physical behavior that subjects an individual(s) to significant emotional distress;
- Threatening or violent behavior (actual or perceived) based on race, ethnicity, gender, sexual orientation, or other protected status;
- Defacing or damaging property or threatening to do so;
- Sexual assault, stalking, dating or domestic violence or sexual harassment;
- Brandishing a weapon or firearm;
- Retaliating against any individual who, in good faith, reports a violation of these guidelines.

Verbal behavior includes use of any method of communication (email, comments posted on websites, or other paper or electronic media).

Any violation of these guidelines will be considered unacceptable conduct and subject the individual(s) to the disciplinary actions under the appropriate university policies, up to and including dismissal. Individuals who engage in prohibited conduct may also be subject to arrest and prosecution and/or civil penalties under Illinois law.

### C. Responsibilities

The Vice Chancellor of Administrative Services (VCAS) will coordinate the university wide emergency response plan and advise departments on the development of unit safety plans, including individual department and building emergency response. Guidelines developed by the Illinois Office of Emergency Management and Communication will be considered in the development of the plans. The UIC Violence Prevention Committee will be chaired by the VCAS or designee.

The UIC Police will coordinate all university action in case of a violent incident on campus, establish and publish procedures for campus and workplace violence prevention and threat assessment, and investigate threats or incidents of violence. UIC Police will also advise departments on procedures for campus violence prevention and threat assessment. (Note: Only UIC Police or other law enforcement personnel should attempt to apprehend an alleged offender).

Department heads, directors, and supervisors are responsible for communicating the advice of UIC Police to all employees under their supervision, ensuring that facilities are as safe as feasible, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats.

Human Resources coordinates employee-related preventive measures, including conducting criminal conviction background checks in accordance with university policy, providing awareness programs to new employees, coordinating referrals to the employee assistance program, advising employees and managers, making referrals to the Faculty/Staff Response Team and the campus Threat Assessment Team when appropriate, and providing case management, and coordinating with other university and community resources to support victims of violence.

The Office of the Vice Chancellor for Student Affairs (OVCSA) coordinates the services and programs for students related to campus violence prevention. The Student Response Team reports to the OVCSA and the Campus Threat Assessment Team is chaired by the OVCSA or designee when appropriate. The Office of the Dean of Students is responsible for responding to and adjudicating violations of the Student Disciplinary Policy.

## II. Reporting Campus Violence

**Any individual who believes there is an immediate danger to the health or safety of any member of the university community should call the UIC Police at (312) 355-5555.**

Additionally, all members of the university community are encouraged to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in these guidelines. All reports of violence will be handled in a confidential manner, with information released on a need-to-know basis within the campus community and in accordance with local, state, and federal laws and university policies. University administrators will be sensitive and responsive to the potential for reprisal directed at employees or students who report threats or acts of violence.

#### A. Student Incidents

Incidents involving student misconduct including dangerous or disruptive behaviors and threats of violence should be referred to the Office of the Dean of Students. Consultations regarding student behaviors of concern and student welfare issues can be referred to the Counseling Center or the Office of the Dean of Students. The Office of Women's Affairs and the Campus Advocacy Network provide victim risk assessment and other services related to stalking and interpersonal violence. Additional campus and community resources or referrals will be provided as appropriate.

#### B. International Students/Scholars

In addition to university policies, international students and scholars are subject to further federal regulations while at UIC. All privileges affiliated with the nonimmigrant visa status, including enrollment, employment, and legal residency, are at risk of termination in the event of misconduct which violates university, local, state, or federal policy. International students, scholars, and family members or dependents on nonimmigrant visas are not legally permitted to own a firearm. Those found to be in violation of this policy will be subject to UIC disciplinary action - including dismissal and prosecution under US law. (Note: The Director of the Office of International Services coordinates all information regarding the visa status of international students, scholars, and their family members or dependents).

#### C. Security Planning for Potentially At-Risk Employees and Students

Some employees can be at risk for violence/hostility because of the nature of their jobs. Other employees or students can be at risk because they are subject to violence, threats, or harassment from current or former spouse or partner, or other third party. The UIC Police Department, Human Resources, the Office of the Dean of Students, the Counseling Center, the Women's Center, and other offices will work with at-risk students and employees, and their supervisors, to develop safety plans that address the specific risks they face.

#### D. Pre-employment Screening and Criminal Conviction Background Checks

Human Resources administers the university's policies number 317 and 318 on Criminal Background Checks, and will work with hiring managers to ensure that sensitive positions are identified and criminal conviction checks conducted in accordance with the policies. Hiring managers are responsible for conducting pre-employment reference checks and advising Human Resources when potential problems are identified.

### **III. Campus Threat Assessment and Response Teams**

#### A. Student Response Team (SRT)

The Student Response Team coordinates support services and an administrative response to crises involving students; makes referrals to the Threat Assessment team; and provides individual student case review and management. The team is chaired by the Dean of Students. Representatives from Campus Housing, Student Centers, International Services, Counseling Center, Women's Affairs, Campus Advocacy Network, Public Affairs, UIC Police, University Counsel, and Academic Affairs serve on the team.

The Student Response Team meets monthly during the Fall and Spring semesters. The meeting is divided into two parts: (1) the Team discusses general student issues/problems, policies related to student concerns/behaviors, and recommendations for programs/services to meet student needs; (2) A subgroup of the Team then reviews individual student cases that have surfaced as a result of concerns raised to team members. The intent is to exchange information, as appropriate, in order to better assist and support students of concern as well as to develop a plan that serves the interests of the campus community.

Depending on the level of concern and seriousness of the threat posed by an individual, a student's case may be referred to the Threat Response Team. Records for the Student Response Team are maintained in the Dean of Students office. When appropriate, members of the Student Response team may communicate more frequently to assess, manage and mitigate threatening, self-destructive, and violent student behavior.

#### B. Faculty and Staff Response Team (FSRT)

The Faculty and Staff Response Team coordinates support services and an administrative response to crises involving faculty and staff; makes referrals to the Threat Assessment team; and provides individual faculty/staff case review and management. The team is chaired by a representative from Human Resources or Faculty Affairs depending on the classification of the individual(s) involved in the crisis. Representatives from the Office of Access and Equity, Human Resources, University Health Services, Employee Assistance, the Counseling Center, Faculty Affairs, UIC Police, University Counsel, and Public Affairs serve on this team. Records for the Faculty and Staff Response Team are maintained in the appropriate department and Human Resources or Faculty Affairs.

#### C. Threat Assessment Team (TAT)

The Threat Assessment Team is charged with developing comprehensive fact-based assessments of students, employees, or other individuals who may present a direct and immediate threat to the safety and/or security of the university community and is empowered to take timely and appropriate action, consistent with university policy and applicable law. The group is comprised of permanent members and rotating members. As designated by the chairperson, rotating members are utilized on a case by case basis depending on the circumstances of the case and the identity of the individual in question.

##### 1. Membership

a. The Chair of the TAT will vary depending on the individual who poses the threat to the University. For students, the Vice Chancellor for Student Affairs or designee serves as the chairperson of the team. For faculty or staff, the appropriate Vice Chancellor or an appropriate member from the Faculty/Staff Response Team shall serve as the chairperson.

b. Permanent members include the Vice Chancellor for Student Affairs, Director of the Counseling Center, a UIC Forensic Psychiatrist, UIC Police Chief, Associate Chancellor for Public Affairs, Director of Health Services, a representative from the Office of University Counsel and designated alternates if permanent member(s) are themselves unavailable during an emergency.

c. Rotating members include representatives from the following offices: College Dean, Faculty Affairs, Chancellor's Status Committees, Human Resources, Access and Equity, Labor Relations, University Health Services, Employee Assistance, Dean of Students, Campus Housing, International Services, Student Centers, African American Academic Network, Latin American Recruitment and Educational Services, Native American Support Program, Asian American Cultural Center, Gender and Sexuality Center, Disability Resource Center, Women's Affairs, and the Campus Advocacy Network.

## 2. Procedures

The Chairperson will determine the appropriate composition of the team for each case based on the classification of the individual posing the threat (faculty, staff, student) and will convene the group. Additional members may be included on an ad hoc basis by the Chairperson as needed.

- a. The team assesses the severity of the threat and develops an action plan. Team members are assigned specific responsibilities related to the action plan.
- b. The action plan could include identification of dangerous warning signs, establishment of a threat potential risk level, additional investigation, case preparation for hearings (e.g. commitment hearing), and dissemination of warning information.
- c. The chairperson oversees the completion of the action plan and communicates with team members and others as needed.
- d. A final review/evaluation of each case is conducted by the team. Follow up assignments may be issued to monitor the progress of the case.

## 3. Case records

Case records are maintained in the following offices: for students, the Office of the Dean of Students; for staff, Human Resources/the appropriate department; for faculty, Faculty Affairs/the appropriate department.

All threat assessment teams should consult with the Office of Access and Equity if violence is occurring within the context of sexual harassment or unlawful discrimination. Refer to Exhibit B for a chart of the UIC Campus Violence Response and Prevention Teams.

## **IV. Emergency Information**

### A. Emergency Preparation

Responding to unexpected emergencies is both an individual and organizational responsibility. Each member of the community has a role in emergency preparation and response. Closing and locking doors and windows and questioning strangers are examples of some simple steps one can take. Being alert to what's going on around us creates a culture that promotes and enhances security and safety and the openness and accessibility of the campus. Having all members of the university community involved that are alert to surroundings have the most impact on keeping our community safe, secure, and ready to respond. Individuals can help by observing their surroundings, asking about suspicious or questionable behavior, and calling for help when safety is an issue.

#### 1. Campus Emergency Guide

There are many different types of emergencies that can occur without warning at any time. The Campus Emergency Guide provides important information about personal safety and how to respond during different types of emergencies. All members of the University community are expected to take personal responsibility for knowing these procedures in the event of an emergency. At any time, one may call the UIC Police/fire emergency telephone number.

#### 2. Campus Communication Plan

UIC Public Affairs and Police Department work in coordination to publish the appropriate emergency and/or emergency notification as dictated by circumstance. These notifications may include the following methods:

- Urgent messages on the UIC Homepage website:  
[http://www.uic.edu/homeindex/emergency\\_preparedness.shtml](http://www.uic.edu/homeindex/emergency_preparedness.shtml)
- Urgent email messages (sent to all UIC email accounts)

- Short Message System (sent to all SMS subscribers)
- Audio address system

## **V. Campus Violence Prevention Strategies**

As part of a larger and institution-wide commitment to a safe campus and workplace environment, the university is committed to the development of preventative measures, including a campus and workplace violence prevention plan, threat assessment and response teams, security planning for at-risk individuals, pre-employment screening, and general programs to increase employee and student awareness.

### **A. UIC Violence Prevention Committee**

The Vice Chancellor for Administrative Services will chair a campus-wide Violence Prevention Committee, appointed by the Chancellor. The committee will be responsible for:

- Conducting an annual review or as required by circumstance of the campus violence prevention plan, evaluating the effectiveness of the plan and the university's violence prevention programs;
- Identifying potential or existing risks, including analyzing reports and data to identify high-risk departments, activities, or locations;
- Implementing plans and protocols for responding to credible threats and acts of violence (crisis management plan);
- Delegating responsible departments to participate in emergency response table top exercises;
- Coordinating the development of educational outreach activities for employees and students to increase awareness and provide training on campus/workplace violence;
- Reviewing and assisting with the development of threat assessment and response policies and procedures;
- Communicating internally with employees and students as necessary regarding issues related to campus violence prevention.

Members of this committee charged with the development, review, and/or implementation of the campus violence prevention plans will be certified in the National Incident Management System (NIMS 100, 200, 300 and 400).

### **B. Outreach Activities and Education**

According to the research in violence prevention, important factors in reducing violence include: (1) building community and connection; (2) increasing a sense of security with police presence and informational kiosks; (3) enhancing social skills and (4) increasing bystander interventions. Current campus initiatives that relate to these factors include the following:

#### **1. General Community Building**

- New Student Convocation
- Family and alumni events
- Student recruitment for student organizations through the Campus Programs' Fun Fairs
- Campus-wide cultural and diversity programming
- Religious Workers Association (RWA) activities
- Athletic events

## 2. Community Building around Violence Prevention

- Advising student groups that are organized to increase awareness about violence such as Men Against Sexual Violence and Student Outreach Services
- Assisting students in producing the various theater productions to increase awareness about campus violence
- Offering peer educator class teaching students how to become change agents for preventing interpersonal violence.
- Staffing booths at various student fairs to educate students about campus violence.
- Organizing conferences to increase awareness about violence and referral resources and to offer intervention strategies for situations where others are at risk.
- Providing conflict resolution and team building for staff and faculty in conjunction with the Office of Access and Equity.

## 3. Violence Prevention Initiatives

- Program for all incoming freshmen and transfer students about interpersonal violence, available resources on campus, and bystander interventions.
- Program for LAS 110 students on healthy relationships, understanding domestic and dating violence, and resources on campus.
- A semester/annual notice to various external mental health agencies and advocacy organizations that are aware of individuals who could pose a risk to the UIC campus community and could report such a concern to us.
- Workshops provided on sexual assault, domestic violence and stalking, hate crimes, and sexual harassment.
- Friday Night Live programs (e.g. anti-violence campaigns such as “These Hands Won’t Hurt”)
- Anti-violence theater productions
- Informational kiosks
- Training Clery reporters of campus crime about campus resources.
- Training student judicial, campus police and housing resident assistants on the dynamics of interpersonal violence
- Marketing/poster campaign to provide education on specific issues related to violence
- Offering workshops to various campus groups on “Helping the Distressed Student” (collaboration between the Counseling Center, UIC Police, and the Office of the Dean of Students)

## **VI. Campus Resources/Support**

The university will make efforts to provide a campus and workplace free from violence and to protect and support victims and those threatened or exposed to acts or threats of workplace violence by offering security measures and identifying appropriate resources for providing support and assistance. Victims may also need special accommodations or adjustments to their work or class schedule, location or working conditions in order to enhance their safety. The university will accommodate these requests and needs whenever possible and appropriate.

### A. Mental Health Resources

The Counseling Center provides crisis intervention, confidential assessment, outpatient psychological and psychiatric services, and consultation for students impacted by threats or acts of violence and trauma. The Counseling Center provides referral to and coordination of care with other on- and off-

campus providers as needed and manages the InTouch Crisis Hotline. The InTouch Hotline is a service available from 6:00-10:30 PM daily and is staffed by students trained in crisis intervention.

Additional mental health resources available on campus include the Neuropsychiatric Institute and its clinics, Family Medicine Department's Student Health Service, and the Department of Psychology's Office of Applied Psychological Services. The Department of Psychiatry's Employee Assistance Service offers free, professional, confidential assessments, short-term counseling referrals, and follow-up for UIC employees and their families. Emergency medical and psychiatric intervention are also available through the UIC Hospital emergency room and inpatient units.

#### B. Campus Advocacy Network (CAN)

Campus Advocacy Network (CAN) offers confidential services for students, faculty and staff survivors of sexual assault, rape, dating/domestic violence or other forms of interpersonal violence. Services include crises support, education, advocacy, safety planning, daytime escorts and referrals. Advocates can provide assistance with obtaining orders of protection, making police reports, and pursuing criminal, civil and/or University administrative options. CAN provides consultations to academic departments and offices regarding issues relating to safety, potential risk and identifying interventions connected to stalking and harassment and other forms of interpersonal violence. Consultations are also provided on how to administratively handle orders of protections listing specific departments and campus areas.

#### C. Information/Questions

General questions about the campus violence response and prevention plan should be directed to the UIC Violence Prevention Committee.

Questions about specific issues may also be directed to:

- Access and Equity (312) 996-8670
- Campus Advocacy Network (312) 413-8393
- Counseling Center (312) 996-3490/InTouch Crisis Hotline (312) 996-5535
- Office of the Dean of Students (312) 996-4857
- Employee Assistance Program (312) 996-3588
- Environmental Health and Safety Office (312) 996-7411
- UIC Police (312) 996-2830
- Office of University Counsel (312) 996-7762
- Office of Women's Affairs (312) 413-1025

\*Special acknowledgment to Virginia Tech University for providing a framework and information for this document

## **Exhibit A**

### ***Unauthorized possession or storage of weapons (720 ILCS 5/21-6)***

Whoever possesses or stores any weapon enumerated in Section 33A-1 in any building or on land supported in whole or in part with public funds or in any building on such land without prior written permission from the chief security officer for such land or building commits a Class A misdemeanor. (Class A misdemeanors are punishable by 6 to 12 months in jail or up to two years probation, and a fine up to \$2,500.00). The chief security officer must grant any reasonable request for permission under paragraph (a).

The Chief of Police of the University of Illinois at Chicago (UIC) is designated as the Chief Security Officer, pursuant to 720 ILCS 5/21-6, to receive, review and issue written permissions to possess or store weapons on University property, in accordance with the provisions contained in this section. Persons seeking permission to possess or store any weapon in or on University buildings or land shall direct such request to the Chief of Police. A request for permission to possess or store a weapon must be submitted in writing to the Chief of Police.

### ***Definitions (720 ILCS 5/33A-1)***

"Armed with a dangerous weapon". A person is considered armed with a dangerous weapon for the purposes of this Article, when he or she carries on or about his or her person or is otherwise armed with a Category I, Category II, or Category III weapon.

A Category I weapon is a handgun, sawed-off shotgun, sawed-off rifle, any other firearm small enough to be concealed upon the person, semiautomatic firearm, or machine gun.

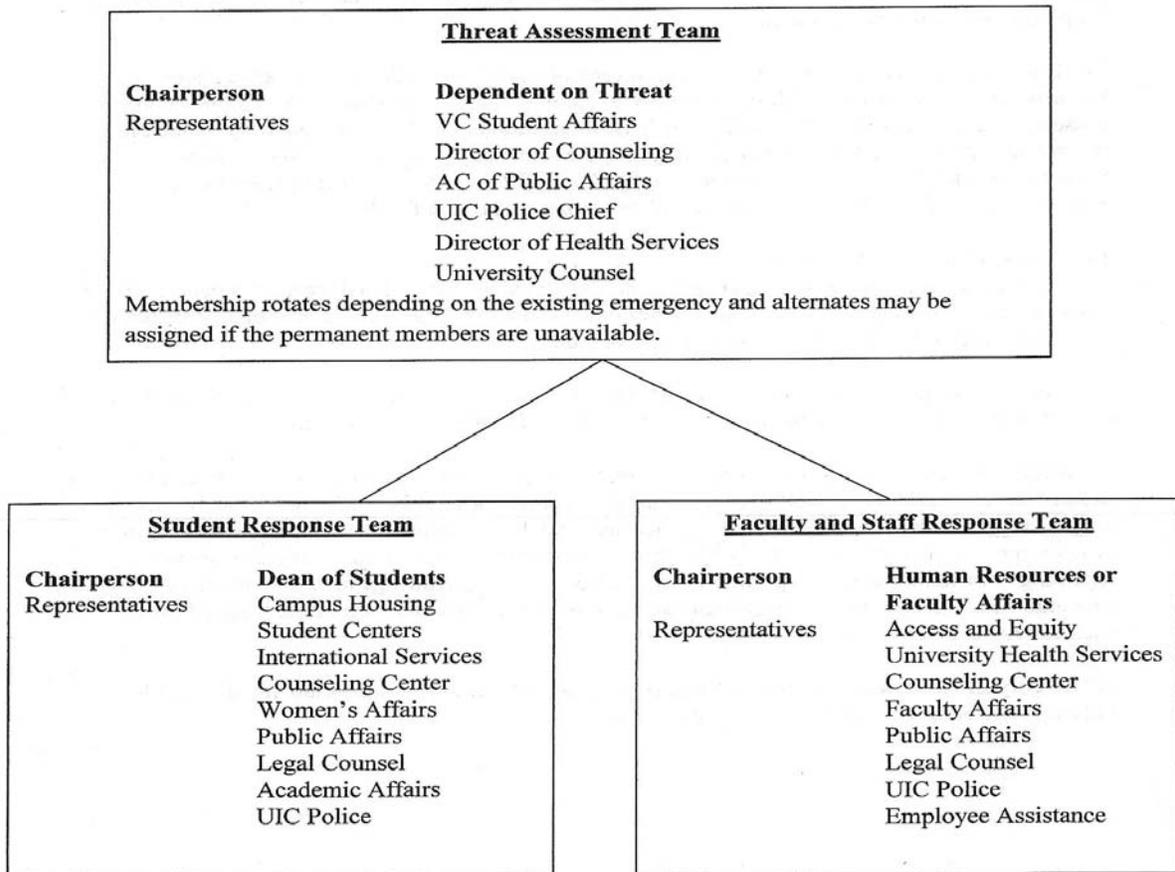
A Category II weapon is any other rifle, shotgun, spring gun, other firearm, stun gun or taser as defined in paragraph (a) of Section 24-1 of this Code, knife with a blade of at least 3 inches in length, dagger, dirk, switchblade knife, stiletto, axe, hatchet, or other deadly or dangerous weapon or instrument of like character. As used in this subsection (b) "semiautomatic firearm" means a repeating firearm that utilizes a portion of the energy of a firing cartridge to extract the fired cartridge case and chamber the next round and that requires a separate pull of the trigger to fire each cartridge.

A Category III weapon is a bludgeon, black jack, slingshot, sand-bag, sand-club, metal knuckles, billy or other dangerous weapon of like character.

# Exhibit B

## Appendix B

### UIC Campus Violence Response and Prevention Teams



# Appendix B

## Appendix B

### DEFINITIONS

- Action Plan:** General objectives reflecting the overall incident strategy and specific activity for the next operational period. They may take the form of verbal instructions from the incident commander during the initial stages of an incident but should be developed in written form upon scene stabilization.
- Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.
- Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.
- Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).
- Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.
- Critical Incident:** An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, floods, hazardous materials spills, nuclear accidents, aircraft accidents, tornadoes, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidents.
- Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
- Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

<b>Emergency Operations Center:</b>	The Emergency Operations Center (EOC) serves as a control point to coordinate operations in the event of a major emergency or disaster. Generally, the EOC interprets policy, coordinates the allocation of scarce resources, and provides broad direction to the response. For smaller incidents, the EOC will be located on University property and staffed by the Chief of Police and other University Executive level decision makers. For larger incidents involving City of Chicago property and/or incidents requiring the response of multiple agencies, the Chicago Office of Emergency Management and Communications will be used as the EOC.
<b>Emergency Operations Plan:</b>	The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.
<b>Emergency Information:</b>	Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.
<b>Evacuation:</b>	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
<b>General Staff:</b>	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.
<b>Incident:</b>	An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
<b>Incident Action Plan (IAP):</b>	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
<b>Incident Command System (ICS):</b>	A modular system that builds dependent upon the type and magnitude of the incident. It is a method of organizing and coordinating emergency services, facilitating the objectives of scene management, personnel safety, and control, for the systematic protection of life and property in an efficient and professional manner.
<b>Incident Commander (IC):</b>	The Vice Chancellor for Administrative Services. As an emergency expands or contracts, changes in discipline and/or becomes more or less complex, multiple outside agencies may respond.

Under these circumstances, personnel from local, State and Federal agencies will comprise a Unified Command and share the responsibility for incident management. Unified Command allows all major organizations with responsibility for an incident to establish a common set of incident objectives and strategies. Under Unified Command, the various jurisdictions and/or agencies and non-government responders blend together throughout the operation to create an integrated response team. The VCAS always remains in charge of UIC personnel and property and will direct and coordinate campus activities with outside agencies.

**Incident Command Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The Incident Command Staff normally consists of the Operations Section, Planning Section, Logistics Section, and Finance/Administration Section.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Mobilization:** The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another or request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments: the private sector and non-governmental 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.

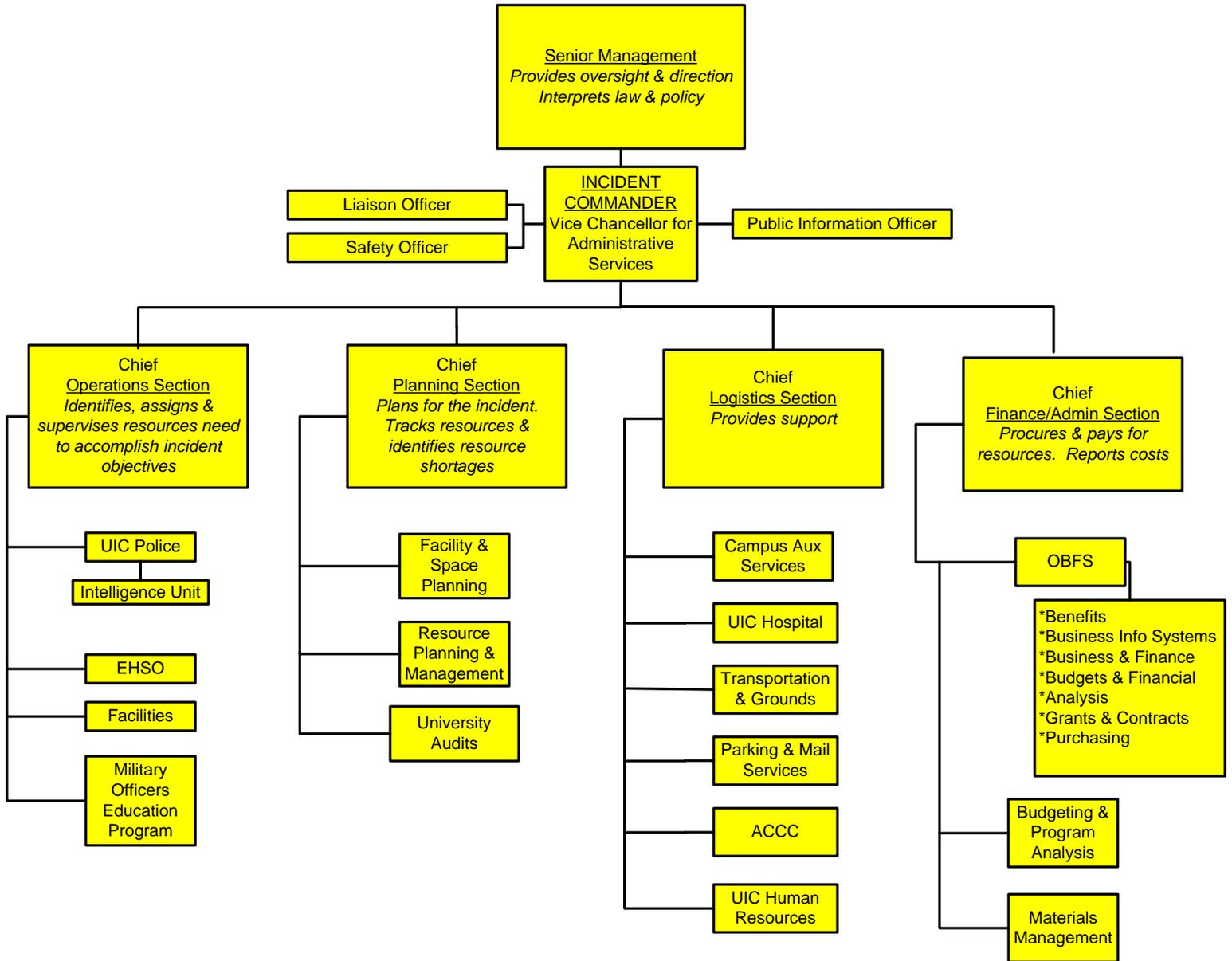
**Recovery:** The development, coordination, and execution of service and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

<b>Span of Control:</b>	The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)
<b>Staging Area:</b>	Location established where resources can be place while awaiting a tactical assignment. The Operations Section manages Staging Areas.
<b>Unified Command:</b>	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.
<b>Unity of Command:</b>	The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

# Appendix C

# Appendix C

## Organization and Responsibilities



## Appendix C

### **ORGANIZATION & RESPONSIBILITIES**

**Policy Group:** Consists of the Chancellor/Vice Chancellor Group.  
Provides guidance to the Incident Commander. Interprets University policy and governing law, as appropriate. Assists the Incident Commander in formulating objectives for mitigation of the emergency.

**Incident Commander:** The Vice Chancellor for Administrative Services.  
In charge of the campus response to the emergency. Acts as a liaison with the Policy Group in determining objectives. Directs subordinates in the Operations Group. Major duties include:

- A. Determine the level of emergency
- B. Activate the Incident Command System
- C. Establish a Command Post
- D. Take control of the site
- E. Initiate notification & mobilization of personnel, as necessary
- F. Establish control over agency resources
- G. Establish a staging area/s, as necessary
- H. Provide public information & maintain media relations
- I. Maintain the safety of personnel
- J. Prepare an after-action report (not required for small events)

The Incident Commander should consider these six steps when evaluating an emergency:

1. Evaluate the situation
  - a. What is the nature of the incident?
  - b. What hazards are present?
  - c. How large of an area is affected or may be affected?
  - d. How can the area be isolated?
  - e. What location would make a good staging area?
  - f. What entrance/exit/safe routes can be used for the flow of personnel & equipment?
2. Identify the contingencies (uncertainties or possibilities)
3. Determine the objectives
  - a. Objectives should be measurable
  - b. Objectives should be used to monitor the incident progress & establish priorities
  - c. Objectives are based on evaluations & contingencies
4. Identify needed resources
  - a. What is on hand?
  - b. Where can resources be obtained?
  - c. What is the time frame for obtaining resources?
  - d. Other agency resources (mutual aide)
  - e. Special requirements

5. Create an Incident Action Plan (IAP) by determining responsibilities, chain of command and coordination
  - a. IAP's for small, minor events may be verbal
6. Take action for incident stabilization
  - a. Establish command mobilization resources
  - b. Set up a staging area
  - c. Isolate the area
  - d. Treatment of injured, triage & medical mobilization

**Operations Section:** Responsible for managing all operations for an incident. The size of the Operations Section is generally dictated by the number of resources involved and the span of control. Duties include: supervising the emergency operations; ensuring safety; requesting additional resources, as necessary; approving release of resources from active assignment.

Special consideration should be given to:

- A. Mitigating the emergency
- B. Establishing an inner & outer perimeter
- C. Delegating personnel to specific tasks
- D. Solving transportation issues
- E. Maintaining command post & scene security

**Intelligence Unit:** Consists of the UIC Police Investigations Sergeant and three Detectives. Collects information & data for decision making. Manages internal information, intelligence and operational security requirements supporting the incident. Safeguards sensitive information and proprietary information, and ensures that this information is supplied to only those who need to know.

**Planning Section:** Responsible for planning for the incident. Collects data on resources, evaluates and develops action plan. Disseminates information and conducts formal briefings.

Major responsibilities:

- A. Collect & manage incident data
- B. Provide input to Incident Commander & Operations Section Chief for preparation of Action Plan
- C. Supervise preparation of Action Plan
- D. Conduct planning meetings
- E. Determine the need for specialized support
- F. Provide periodic predictions on incident potential
- G. Report any significant changes in incident status
- H. Oversee preparation of Demobilization Plan
- I. Incorporate traffic, medical, communication plans and other supporting material into the Incident Action Plan.

**Logistics Section:** Provides support requirements such as facilities, transportation, communication, supplies, equipment maintenance & fueling, food services, medical services for first responders.

Responsibilities include:

- A. Manage all incident logistics
- B. Provide input to the Incident Commander when preparing the Incident Action Plan
- C. Brief directors and unit leaders as needed
- D. Request/order additional supplies as needed
- E. Oversee demobilization of the Logistics Section

Financial Section:

Responsible for managing all financial aspects of the incident. Tracks costs and claims. Duties include providing financial & cost analysis as requested, ensuring compensation claims are addressed, ensure that all personnel & equipment time records are maintained, and ensure that all obligation documents are initiated and properly prepared.

Emphasis should be placed on:

- A. Recording personnel time
- B. Procuring additional resources
- C. Recording expenses
- D. Documenting injuries & liability issues

Public Information Officer:

Associate Chancellor for Public Affairs. Responsible for interfacing with the public and media and/or with other agencies with incident related information requirements. Develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. May also perform a key public information-monitoring role.

Liaison Officer:

Serves as the point of contact for representatives of other governmental agencies, non-governmental organizations, and/or private entities. Coordinates Joint Information center when activated.

Safety Officer:

Monitors incident operations and advises the Incident commander on all matters relating to the health and safety of emergency responder personnel.

# Appendix D

## Appendix D

### **SEVERE WEATHER/CANCELLATION OF CLASSES POLICY**

Excerpted from the UIC Webpage

#### **EXTREME WEATHER**

As a matter of policy, the campus is never closed. The residential, healthcare, and research aspects of UIC operations make this a requirement.

In the event of extreme weather conditions, the campus will continue to operate during regularly scheduled hours. Staff members are expected to report to their respective offices or workstations. Staff members who are not able to commute to campus may request that the time missed be charged to vacation time or make other arrangements. These arrangements must meet all University rules and regulations and should be agreeable to the staff member's supervisor and unit head. You may call Tom Riley, Human Resources, at (312) 355-5510, for answers to questions on rules and regulations.

#### **CANCELLATION OF INDIVIDUAL CLASSES**

In individual cases, there may be reasons for faculty members to cancel their classes. They must make certain that college and departmental offices are aware of such cancellations. If an individual class is canceled, all students registered in the class must be informed as soon as possible by electronic mail and the work must be made up later in the semester.

#### **CANCELLATION OF ALL SCHEDULED CLASSES**

In accordance with Executive Notice 94-3, classes will be canceled if, in the judgment of the Chancellor or the Provost, the health and safety of students, faculty, or staff would be seriously jeopardized. In this case, the Vice Chancellors will notify the units that report to them and the public affected will be notified by announcement over local radio and television stations.

Unfortunately, we cannot control the timing of the public notice or the wording of the announcement. Should you hear that the campus is "closed," you should know that, while classes have been canceled, offices are open and other special scheduled events may not have been canceled. Class closing announcements will be posted to the UIC Website and also available by calling the UIC information line: (312) 413-9696. Faculty and staff with non-instructional responsibilities are not excused when classes are canceled.

#### **MEDICAL CENTER**

The University of Illinois Medical Center at Chicago and patient care support facilities operate continuously regardless of weather. Staff and students assigned to patient care and its supporting activities are expected to report to their respective offices or workstations even when the radio announcement indicates that classes have been canceled at the University of Illinois at Chicago.

#### **EMERGENCY CONDITIONS**

Emergency conditions may occur that are sufficiently serious to warrant the cancellation of classes or public events or to temporarily discontinue non-essential operations. If an emergency occurs, or is anticipated, that would widely and adversely affect the campus, the Vice Chancellor for Administrative Services will consult with representatives of campus components likely to be affected. An assessment of the current or anticipated conditions will include consideration of conditions that may jeopardize the

health and safety of students, faculty, staff, patients, or visitors.

If conditions warrant cancellation of classes or discontinuing non-essential services, the Vice Chancellors will be advised and the public affected will be notified by public announcements via local media. The Vice Chancellors will notify their respective reporting units via telephone or e-mail, as appropriate.

In the absence of a specific announcement to the contrary, classes and other functions will continue as scheduled. Staff members are expected to report for their regularly assigned duties.

# Appendix E

## Appendix E

### **DEPARTMENTAL/UNIT EVACUATION PLANS**

All campus Units are expected to create, maintain and practice their own evacuation procedures in support of this campus-wide emergency response and recovery. These plans should be tailored to the specific nature of their Department/Unit. A current copy of a Department/Unit's evacuation plan should be on file with the Vice Chancellor for Administrative Services for use in this campus-wide emergency plan. Employees and students have a personal responsibility to know what to do before, during and after an evacuation in order to ensure their personal safety and protect their work. Individual Departmental plans should include but not be limited to:

- Who is in charge
- How can this person be reached
- Who is the next person in charge
- Do they have sufficient decision making authority to take over operations
- Is someone always scheduled to be in charge regardless of days-off, vacations, medical or other absences
- Does the person in charge clearly know what to do
  - Communications
    - How will a Department communicate with its members in an emergency
    - Is there a telephone list or telephone tree
  - Building evacuation procedures
    - Are floor plans posted
    - Are evacuation routes posted
    - Have evacuation procedures been tested
    - Is there a plan for floor marshals
    - Where will personnel meet once out of the building
    - Are supervisors trained to account for all of their personnel
    - How will persons with disabilities be evacuated

- Continuity and sustainability of business
  - What are the key operations of the Department/Unit?
    - Identify mechanisms for continuing to meet/achieve them during or after a disaster
    - Plans should include
      - \* Operating from a remote site
      - \* Operating without electricity
      - \* Operating without computer connections
      - \* Using paper forms
    - Would it be possible to “trade space” with another Department/Unit?
  - How can the Department handle a major interruption of service
  - Can the Department function outside of its present building/s
  - How will operations be altered
  - Where will operations be relocated to
- Preservation of University property
- Preservation of data and/or research
  - Is there a standard method to back-up data
  - Is data stored off-site in case of a catastrophic event
  - Can research projects be safely suspended
- What is the recovery strategy

# Appendix F

## Appendix F

### SUMMARY OF UIC EVACUATION PLAN

See the UIC Evacuation Plan for full text

In cases of imminent danger to life, health, or safety, the Chancellor, or designee, may call for the evacuation of the UIC campus. This plan is intended as a "worst case scenario" to entirely remove everyone from campus. It should not normally be implemented when isolated, one-building incidents occur.

Once the decision has been made to evacuate the campus, notification will be made via all available means. Persons on campus who have no transportation to leave by themselves, will proceed to one of two marshaling points, whichever is closest, for evacuation. UIC resources from ALL departments and units will be directed to these locations. UIC vehicles will circulate continuously on specific routes from the campus to a remote location until everyone has been evacuated. Evacuees will fill out a plain 3 x 5 card which will be used to construct a data base to track their locations. After the scene stabilizes and more personnel become available, building searches will be conducted, if feasible. The Chancellor authorizes the evacuation, the Vice Chancellor for Administrative Services is in overall command at UIC, the Vice Chancellor for Student Affairs determines primary and alternate locations where persons will be relocated, and Site Commanders are assigned to the marshaling points and the delivery location for coordination.

**MARSHALING LOCATIONS** - Once the decision has been made to evacuate the campus, everyone who cannot leave on their own will be notified to proceed to the closest marshaling location listed below for evacuation:

- **East Campus**

- Location            UIC PAVILION, 525 S Racine
- In Charge            UIC Police Commander of Administrative Services
- Aide                    Executive Associate Director of CAS Administration
- No Parking            Secure and maintain the following:
  - Harrison - Racine to May                    (both sides)
  - Racine - Harrison to Eisenhower            (both sides)
  - Congress - Racine to Aberdeen            (both sides)
- EHSO staging        Racine - Harrison to Eisenhower    (west side)

- Medical Area 1st floor entrance area at Racine and Harrison
- Bus Staging Congress - Racine to Aberdeen (south side)
- Traffic Control Facilitate movement of traffic:
  - Racine & Congress
  - Racine & Harrison
  - Racine & Eisenhower
  - Congress - Racine to Aberdeen

- **West Campus**

- Location School Public Health & Psych Institute, 1601 W Taylor
- In Charge UIC Police Commander of Protective Services
- Aide Associate Director Physical Plant Administration
- No Parking Secure and maintain the following:
  - Taylor - Paulina to Ashland (both sides)
- EHSO Staging Taylor - Paulina to Ashland (north side)
- Medical Area 1st floor dining/vendeteria area adjacent to front door
- Bus Staging Taylor - Paulina to Ashland (south side)
- Traffic Control
  - Facilitate movement of traffic at:
    - Taylor & Ashland
    - Taylor & Marshfield
    - Taylor & Parking Lot J
    - Taylor - Ashland to Marshfield

- **Back-Up Marshaling Locations** - To be used only if the primary locations become unusable or are otherwise incapacitated

- East Campus - Physical Education Building, 901 W Roosevelt
- West Campus - Westside Research Office Building, 1747 W Roosevelt

- UIC Priority Sites
  - The following locations will be given priority evacuation attention.
    - Children's Day Care Centers - Approximately 45 children maximum total from each location:
      - East Side Center - 728 W Roosevelt
      - West Side Center - 1919 W Taylor
      - Americans With Disabilities - Contact the following for current list & location of persons with disabilities needing special evacuation assistance:
        - (i) Disability Services 413-2183
        - (ii) UIC Police Telecommunications 996-2830

# Appendix G

# Appendix G

## INCIDENT COMMANDER/EMERGENCY COORDINATOR CHECKLIST

Immediate:

- \_\_\_ Assess situation & determine level of emergency
- \_\_\_ Announce the emergency
- \_\_\_ Initiate the Incident Command System
- \_\_\_ Notify UIC Police to activate the Emergency Operations Center (EOC) (or Command Post)
- \_\_\_ Initiate notification & mobilization of personnel, as necessary
  - Chancellor/Vice Chancellor Group .....Senior Management
  - Executive Director of Facilities Management ..... Operations
  - Director of Environmental/Health Safety ..... Operations
  - UIC Chief of Police    Operations
  - Associate Vice Chancellor for Student Affairs ..... Operations
  - Executive Assoc Dir of Campus Aux Serv ..... Operations
  - University of Illinois Hospital Rep..... Operations
  - Assistant Vice Chancellor for Admin.....Logistics/Finance
- \_\_\_ Conduct a meeting with EOC personnel to determine status/action
- \_\_\_ Formulate an Incident Action Plan (IAP)
  - The IAP may be verbal in minor incidents
- \_\_\_ Receive initial facility damage survey reports & evaluate the need for evacuation
- \_\_\_ Determine need for outside resources, if necessary
- \_\_\_ Establish staging area/s
- \_\_\_ Ensure that inner & outer perimeters have been established
- \_\_\_ Receive status reports & discuss an initial action plan
- \_\_\_ Authorize resources as need or requested by Operations personnel
- \_\_\_ Ensure that EOC staff maintain a running chronological log of events
- \_\_\_ Designate routine briefings with Operations personnel to receive status reports and update the action plan regarding the continuance or termination of the plan
- \_\_\_ Communicate status to the Senior Management

# Appendix H

# NATIONAL INCIDENT MANAGEMENT “PLANNING P”

