

I. PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

Background

Today's threats include not only the traditional spectrum of man-made and natural hazards, but also the new threats and hazards posed by potential terrorist acts. A crisis or emergency can happen at any time and could impact the educational process on a small scale as well as affect the entire campus.

This document is the Lewis University Campus Emergency Operations Plan (CEOP). The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. The CEOP was developed in accordance with Homeland Security Presidential Directive 5, the U.S. Department of Education and the Illinois Campus Security Enhancement Act.

The CEOP is structured under the National Incident Management System (NIMS). As a result, this plan uses a comprehensive all-hazards approach to disaster and emergency incident management across a spectrum of activities including preparedness/planning, response, recovery and mitigation/prevention. Adoption and comprehension of NIMS and its principles will assist Lewis University in successfully coordinating and engaging our external partners, should an incident require their support and resources.

Within the NIMS doctrine is the Incident Command System (ICS) component. ICS can be used in any size or type of incident/event to control response personnel, facilities, and equipment. ICS principles include use of common terminology, integrated communications and a unified command structure. The ICS utilizes a system of management by objectives, including:

- Establishing overarching objectives
- Developing and issuing assignments, procedures, plans and protocols
- Establishing specific, measurable objectives for various incident management functional activities, and directing efforts to attain them in support of defined strategic objectives
- Documenting results to measure performance and facilitate corrective actions

The group responsible for the development of the CEOP is Lewis University's Campus Emergency Planning Team (CEPT). The CEPT is comprised of a multi-disciplinary team of professionals formed to oversee the planning and coordination of the CEOP. Inclusion of lessons learned from real incident/events, changes in University policies, and changes in State statutes were critical in ensuring Lewis University plans and procedures were current and realistic. The Emergency Preparedness Coordinator will facilitate and implement all training, drills and exercises related to the CEOP. All Campus Emergency Planning Team members are required to complete National Incident Management System (NIMS) 700 and 100 Incident Command System (ICS) training. Where feasible, Lewis faculty and staff are given the opportunity to participate in training and exercises.

The plan calls for annual evaluations and reviews to be conducted, and appropriate changes made to the CEOP.

Purpose

The Lewis University's CEOP outlines procedures and policies for managing incidents/events that may threaten the health and safety of the campus community or significantly disrupt its programs and activities. The CEOP consists of the basic plan, appendices, functional annexes and hazard specific appendices. The campus functional annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function. The hazard specific appendices focus on any additional special planning or response needs beyond the basic response plan for incident/event scenarios. The appendices focus on specific State of Illinois requirements, regional campus plans and procedures.

The plan establishes an emergency organization, Lewis University's Campus Command Center (CCC) to direct and control operations during an emergency situation by assigning responsibilities to specific individuals. Members of this group will be known as the Campus Incident Management Team (CIMT) and operate out of the CCC. All essential individuals are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

Scope

The scope of the CEOP applies to incidents/events of all sizes, including those that exceed the University's capabilities and result in activation of the Campus Command Center and/or activation of our mutual aid agreements.

The CEOP and all its contents applies to all Lewis University students, faculty and staff. Major emergencies may impact the surrounding community in addition to our campus. If this occurs, Lewis University will make every effort to cooperate with local, state, and federal officials in their delivery of emergency services.

Situation Overview

Lewis University is located in Romeoville/Will County, Illinois, One University Parkway, 60446. The campus of Lewis University encompasses 410 acres from Renwick to Airport Rd. and Rt. 53 to Wilco Road. Lewis University is situated in a suburban area. Adjacent to the University is the Lewis University Airport owned and operated by Joliet Regional Port Authority. Lewis University has access to this airport for all its aviation programs. Lewis regional campuses are located in [Oak Brook](#), and 2009 a site was opened in [Albuquerque](#), New Mexico.

Lewis University is committed to student success and strives to make sure that our students receive a quality educational experience. Lewis University currently offers more than 80 undergraduate majors and programs of study, 35 graduate programs, 2 doctoral programs and other certificates of advanced study.

Lewis University currently has an enrollment of 6,500 undergraduate and graduate students. Many are from the Chicago region, with international students representing nearly thirty different countries.

Lewis University is pleased to be the only university in the state of Illinois to be recognized as a top tier” Best College” by the U.S.News & World Report, “ Best in the Midwest” by the Princeton Review and ranked #1 among private colleges as a “ Best for the Vets” by the Military Times.

The University has approximately 242 full-time faculty and approximately 450 staff.Lewis University facilities can provide housing for about 1,000 students. During the summer semester, these numbers typical decrease by approximately 60% for students, and 80% for faculty. The vast majority of our staff are full-time, 12-month employees.

Lewis University has a limited number of students, faculty and staff that require extra assistance which will be provided as needed.

Assumptions

Planning Assumptions

The Lewis University CEOP is based on the following planning assumptions and various factors that may impact the need to deviate from the plan when necessary.

- University officials recognize their responsibilities for the safety and well-being of students, faculty, staff and visitors and assume their responsibilities in the implementation of the CEOP.
- Any employee of Lewis University may be tasked by this CEOP.
- Lewis University may be exposed to a variety of threats and hazards on a local, regional, or national scale.
- Incident/event management activities will be initiated and conducted in accordance with the National Incident Management System.
- A single site emergency could occur at any time.
- In most cases Lewis University Police Department will assume initial On Scene Incident Command management.
- External resources may be requested to assist in the response if the incident/event overwhelms our capabilities.
- It is possible for a major disaster to occur any time and any place in or near the University. In many cases dissemination of warnings to the public and implementation of increased readiness measures may be possible. However, many disasters can and may occur with little or no warning.
- Following a major catastrophic event, the University may have to rely on its own resources to be self-sustaining for a short period of time

Regardless of the threat or type of emergency, it is possible that the following results may be encountered:

- Numerous casualties, fatalities, displaced people
- Structural damage to buildings, utilities, streets and other properties
- Interruption or disruption to the educational process
- Significant numbers of students being displaced, requiring some or all of the following: evacuation, shelter, feeding, welfare and other assistance
- Initial confusion of the affected population, with probable delays in response
- Impaired or over-taxed capabilities at the University level
- The necessity for prolonged, sustained incident management operations and support activities and its effects on responders and personnel

II. Concept of Operations

A. General

The primary goal of Lewis University is to provide a safe environment for students, faculty, staff, and visitors.

The University has the primary responsibility for initial response to an incident /event when one occurs or one that is imminent and poses a threat to campus safety. Initial response actions to an incident/event are designed to minimize casualties, stabilize the incident, and protect property. The CEOP will only be activated when the incident/event exceeds the usual day to day capabilities of University responders.

In the event an incident exceeds the University's emergency response capabilities, outside assistance will be available, either through Mutual Aid Agreements (MAA) or Memorandums of Understanding (MOU) with nearby jurisdictions, or volunteer emergency organizations.

B. Authority and Succession Plan

The primary responsibility for the overall implementation of the Lewis University CEOP is the Lewis University President or designee. In the event the President is not available when an incident/event occurs, the line of succession is:

- Provost
- SVP/Chief Financial Officer
- Chief Strategy Officer

The Provost or designee is the responsible authority for coordinating the University's response to all emergencies. Key personnel within the Leadership team, CEPT, LUPD, and other Lewis University officials assist in fulfilling these responsibilities when the CCC is activated. In the event the Provost is not available when an incident/event occurs, the line of succession is:

- VP for Mission/Associate Provost for Student Success
- Chief of Police
- Police Commander

C. Notification

When an incident/event occurs or is imminent, the Provost notifies all members of the Leadership Team and CEPT. Depending on the severity of the incident/event and the accessibility of the members, contact may be made by a text, voice or email and distributed through Lewis University's emergency notification system

D. Activation

Trained University personnel will respond to an incident based on the type of threat or hazard. The level of complexity and the demand for resources will dictate the stage of activation. Regardless of the severity of the incident, the Provost will notify the President and Leadership Team, and apprise them of the situation.

If the Provost, along with input from the on-scene Incident Command, declares a Stage 2 or Stage 3 activation, notification will be sent to all Campus Command Center members. These members and alternates are referred to as the Campus Incident Management Team (CIMT) and will report to the designated Campus Command Center. Upon activation, the Campus Command Center becomes the centralized communication and coordination facility for the University's response.

III. Organization and Assignment of Responsibilities

A. Organizational Structure

The organization is consistent with NIMS principles. Lewis University's structure during an emergency response may not resemble its day-to-day operations. Employees may report to individuals to whom they do not ordinarily report. Furthermore, if the severity of the incident/event increases, assignments may change in the organizational structure, therefore changing an employee's position during the duration of a single incident/event.

IV. Direction, Control and Coordination

Prior to the activation of the Campus Command Center, an on-scene Incident Command Post will be established within safe proximity to the incident/event. The most qualified person on the scene shall assume the role of Incident Commander. The on-scene Incident Commander will:

- Command all on scene response efforts within the University's jurisdiction.

- Isolate the incident/event and maintain control of the inner and outer perimeters.
- Mobilize Lewis University personnel and resources as required by the situation.
- Inform the Provost and/or the President of the situation and request assistance from CEPT members.
- Based on verifiable information of the incident/event extra resources and assistance may be requested from our local community partners (e.g., fire, police, public works, medical facilities and other agencies).

If the incident/event begins to overwhelm Lewis University resources and personnel, the Provost and/or the President will initiate activation of the Campus Command Center. Upon activation, The CCC becomes the central communication and coordination facility for the Lewis University response. The Campus Command Center Manager, usually the Provost or designee will:

- Support the on- scene Incident Commander by mobilizing and deploying resources as requested.
- Communicates and implements policy level decisions from the President and Leadership team.
- Provide public information services and coordinating activities.
- Begin the process of making the Lewis University community whole again.

V. Information Collection and Dissemination

During any emergency response, information collection capabilities are essential to mitigating the situation. Information collection provides situational awareness to the Campus Command Staff and Leadership Team and promotes informed decision making. Consequently, the University has an established process to collect, analyze and disseminate information during an emergency to the Lewis University community, the University's external partners as well as the public.

A. Information Collection

All Campus Command Center staff, the on-scene Incident Commander and our external partners, will obtain accurate and timely information (e.g., incident updates, damage assessments and resource status reports). The information collected before, during and after the emergency will help in developing response protocols for the successful resolution to the situation. Information will be collected from a variety of sources, including the following:

- On-scene responders
- University departments
- LUPD Dispatchers
- Public agencies, subject matter experts and area partners
- Media (Television, radio and print)
- Social Media
- Victims of the incident/event

Lewis University has the capability to establish a phone bank to provide or collect information from concerned members of the public including family members of University students and staff.

B. Analyze Information

After information has been collected, it must be analyzed to determine its operational importance. Trained CEPT personnel or the Planning Section Chief, if the CCC is activated, will analyze information and prepare reports for the Leadership Team and the CCC Staff. The primary reports used to analyze information include:

- Incident Action Plan
- Specialized resources identified and requested
- Provide photographic services and detailed maps
- Damage Assessments
- Personnel response activities

C. Dissemination

During an emergency, the potential for false or misleading information being disseminated is high. This can lead to difficulties for responders and confusion among the public. Misleading information can be manufactured from several sources including social media, television, radio and print. Lewis University will establish a media monitoring and rumor control component in its CCC Joint Information Center (JIC). Lewis University's Marketing and Communications Department, in conjunction with the Public Information officer (PIO), will be point during the situation.

Lewis University has categorized message dissemination into Internal Messaging and Public Messaging.

- Internal messaging refers to messages created for CCC staff, the Lewis community and our external partners. The PIO will convey any critical incident information to ensure operational decisions, (current and future) are met.
- Public messaging refers to messages created for public dissemination. The decision to use a particular medium will be based on the urgency of information and the intended audience.

To ensure one consistent and accurate voice, all public information releases will be coordinated through the Leadership Team, CCC Manager and PIO.

VI. Communications

A. Warning and Notification

Timely warnings of emergency conditions are essential to preserve the safety and security of the University community and critical to an effective response and recovery. Lewis University has several means of notifying students, faculty, staff and visitors.

VII. Administration, Finance and Logistics

A. Administration

Lewis University is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

The CCC shall maintain accurate activity logs recording key response activities, including:

- Activation or deactivation of emergency facilities
- Emergency notification to local emergency services.
- Significant changes in the emergency situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations/directives to the faculty, staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

Staff will be augmented by reassigning Lewis employees and soliciting volunteers according to their training, experience and availability.

B. Finance

Lewis University shall maintain records for various costs (e.g., human resources, equipment, and supplies) associated with emergency operations. These records will include tracking resource needs, tracking the source and use of resources, acquiring ownership of resources and compensating owners of private property used during the course of an emergency.

C. Logistics

Mutual Aid Agreements and Contracts

Should University resources prove to be inadequate during an emergency, requests will be made for assistance from local services, other agencies, and industry in accordance with existing mutual aid agreements and contracts, and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible.

VIII. Plan Development and Maintenance

The Emergency Preparedness Coordinator is responsible for the overall development and completion of the CEOP. This plan and its annexes shall be distributed to those tasked in this document, the CEPT and other emergency responders. A distribution list is included in the foreword of this plan.

The basic plan and its annexes shall be reviewed annually by the CEPT, emergency response agencies and others as deemed appropriate. Revised plans shall be distributed accordingly.

IX. Authorities and References

Statutory Authority: Implementing the Campus Security Enhancement Act of 2008 (110 ILCS 12)

The IC and the Deputy IC, or their designee(s), shall be responsible for overall command and control of all emergency operations and shall have the ultimate authority to activate any or all parts of the CEOP.

References:

Campus Security Act of 2008 (110 ILCS 12)

2009 Illinois Register / 29 Ill. Adm. Code 305

2009 Will County Emergency Operations Plan

2009 FEMA Comprehensive Preparedness Guide (CPG) 101 - *Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans*

2003 FEMA 443 – *Building a Disaster Resistant University*