

# Lewis University Campus Emergency Operations Plan

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## A. PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

### Introduction

Today's threat environment includes 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 any one individual building or the entire college campus. This document is the Lewis University Campus Emergency Operations Plan (CEOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan.

### Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during an emergency situation by assigning responsibilities to specific entities. In a manner consistent with the National Incident Management System (NIMS), this plan uses a comprehensive all-hazards approach to disaster and emergency incident management across a spectrum of activities including mitigation/prevention, preparedness, response, and recovery. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

This CEOP consists of the basic plan, the appendices, the campus functional annexes and hazard specific appendices. The basic plan provides an overview of Lewis University's approach to emergency response and operations. It explains the policies, organization and tasks that would be involved with the response to an emergency. The appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting information. The campus functional annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the hazard specific appendices focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

### Scope and Applicability

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

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## Situation

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 and 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 of its aviation programs. Lewis regional campuses are located in Chicago, Hickory Hills, Oak Brook, Tinley Park, and in 2009, a site was opened in Albuquerque, New Mexico.

Lewis 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 has an enrollment of nearly 7,000 undergraduate and graduate students. Many are from the Chicago region, with international students representing nearly thirty different countries.

The University has approximately 210 full-time faculty and approximately 450 staff. Lewis University facilities can provide housing for about 1,300 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.

Several hazards have been classified as “high” or “medium” probability including severe weather. There is reasonable probability that these events could cause activation of this plan. Refer to the appendices of this plan for details.

Hazards indices and vulnerability assessments for moderate and significant risk events were developed for the University. The hazard indices evaluated the extent to which the University is at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if the University were affected by a specific hazard. Hazard ranking was compiled by the Will County Emergency Management Agency (WCEMA). The Hazard assessment chart is included in the appendices of this plan.

All Campus Emergency Planning Team (CEPT) members have completed National Incident Management System (NIMS) 700 and 100 Incident Command System (ICS) training. Key officials have completed additional advanced NIMS training courses.

Mitigation overview will be outlined in the appendices of this plan.

Depending on the nature of the event, any one or all of these agencies could be called upon as primary and secondary first responders:

- Lewis University Police Department
- Romeoville Police and Fire Departments
- Romeoville Emergency Management Agency
- Lockport Township Fire Protection District
- Illinois State Police

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- Will County Emergency Management Agency
- Will County Health Department
- Will County Sheriff's Office
- Adventist Bolingbrook Hospital
- Silver Cross Hospital
- Presence St. Joseph Medical Center
- Edward Hospital
- American Red Cross

## Assumptions

Assumptions indicate various factors that will impact the Campus Emergency Operations Plan (CEOP). These allow users to foresee the need to deviate from the plan when necessary.

- A. Lewis University may be exposed to a variety of threats and hazards on a local, regional or national scale.
- B. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public in implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- C. A single site emergency (e.g., fire or gas main breakage) could occur at any time.
- D. 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.
- E. A major declared emergency could result in the following outcomes:
  - numerous casualties, fatalities, displaced people, property loss, disruption of essential services, significant damage to local environment and adverse impact on critical infrastructures;
  - impaired or over-taxed capabilities at the county, municipal or private sector levels;
  - the sizable influx of spontaneous volunteers and supplies to the stricken area;
  - the necessity for prolonged, sustained incident management operations and support activities.

## B. CONCEPTS OF OPERATIONS

### General

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

The University President or designee has overall responsibility for implementation of the CEOP.

The CEOP will only be employed when there is an actual or imminent threat to a large population. If and when an emergency or crisis strikes, Lewis University will need to be prepared to handle the initial impact of the disaster until further assistance can be given. The number of casualties and the amount of destruction suffered during an emergency could be reduced if the emergency plan is followed and order is maintained.

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. University resources must be fully committed before local, state or federal assistance is requested. Refer to agencies listed on pages 2 & 3 of this plan.

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## Activation of Campus Command Center (CCC)

The University's approach to incident response is based upon ICS combined with the utilization of NIMS principles. The approach 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 Incident Commander (IC) and the Deputy Incident Commander (DIC), their designees or ranking Campus Police Officer (CPO) shall activate the CCC and call 911 (when appropriate), if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster will affect not only the institution but also its surrounding jurisdictions which may utilize the same response resources;
- The CEOP is implemented to control the major emergency or disaster event.

Appropriate staff will be contacted as necessary. Availability of staff and operational needs may allow or require positions to be combined or positions to not be filled in which case responsibilities shall be assumed by the next higher position.

## C. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Organizational Structure

The organization is consistent with NIMS principles. The Senior Vice President for Student Services is the Incident Commander (IC) with the Senior Vice President/CFO as the Deputy Incident Commander (DIC) whose roles are interchangeable. The Lewis University Police Department (LUPD), Student Services, Residence Life, Facilities, Purchasing, Human Resources, and the Controller are involved in the organizational structure. (Refer to the appendices of this plan for details).

### D. Direction, Control and Coordination

- The IC and Deputy IC will mobilize resources and personnel as required by the situation.
- Incidents will be identified initially by appropriate Lewis University Personnel and/or managed in conjunction with local emergency responders.
- Lewis University has mutual aid agreements with neighboring jurisdictions and other colleges and universities.
- Extra resources and assistance will be requested from local community agencies (e.g., fire and police departments, medical and nursing facilities, emergency rescue squads and other agencies).
- Full cooperation between faculty, staff and students will be requested.

### E. Information Collection and Dissemination

This section is detailed in Annexes of this plan.

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## **F. Communications**

This section is detailed in Annexes of this plan.

## **G. Administration, Finance and 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.

The agreements and contracts pertinent to emergency management that this University is party to are summarized in the appendices of this plan.

### **Reports**

Initial Emergency Report- this short report should be prepared and transmitted by the LUPD to the IC and Deputy IC upon activation of the CEOP.

Situation Report- a daily situation report should be prepared and distributed by the IC and Deputy IC from the CCC to the Policy Group during major emergencies or disasters.

### **Staff**

Staff will be augmented by reassigning Lewis employees and soliciting volunteers according to their training, experience and availability. Provisions for potential liability resulting from the use of these participants will be addressed by legal counsel.

### **Finances**

Lewis University shall maintain records for various costs (e.g., human resources, equipment, 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.

### **Records**

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.

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The CCC staff 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

## H. Plan Development and Maintenance

The CEPT 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.

## I. 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*