

DEPAUL UNIVERSITY  
EMERGENCY OPERATIONS PLAN

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LOOP AND LINCOLN PARK CAMPUSES

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## FORWARD

As an institution of higher learning located within an urban environment and serving both students and a large local community, DePaul University (the “University”) has determined that it is imperative to maintain a plan for both responding to and recovering from campus emergencies.

Given the regrettable campus emergencies making headlines recently, it has become abundantly clear that campus emergencies can happen at any time and anywhere. This Campus Emergency Operations Plan is designed in an effort to facilitate the University’s effort to address any major emergency that may arise.

Through this Plan, the University seeks to minimize the risk and prevent the severity of such emergencies in an effort to ensure the safety of its students, employees and neighbors in the local community.

While the University seeks to avoid all campus emergencies, if such emergencies arise, the University hopes to efficiently, skillfully and safely manage an emergency response in collaboration with local authorities.

Sincerely,

Bob Kozoman  
Executive Vice President  
Chair of Crisis Management Committee



## BASIC PLAN OVERVIEW

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- 1.1 General Purpose Statement
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## GENERAL PURPOSE STATEMENT

The purpose of this Campus Emergency Operations Plan is to provide guidance and direction to University personnel in the event of an emergency or crisis situation in order to effectively respond to any emergency situation on University property that could cause death, injury, disruption of operations, or physical or environmental damage.

An “emergency” is any situation creating imminent danger to: lives, health, or safety; public and private property; or the ability of the University to reasonably carry on normal operations.

Since not every emergency scenario can be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. This Plan, therefore, designates areas of responsibility and defines a framework to respond to emergency situations.

The University will employ the following guidelines to assess the level of emergency and direct an appropriate response at both its Loop and Lincoln Park campuses. Location-specific emergency guidelines have been developed for the University’s suburban campuses and international locations incorporating the terms and conditions of leased space agreements.

## LIST OF ASSUMPTIONS

Taking into account the foregoing situations, and understanding that campus emergencies are most unpredictable and unexpected, the following assumptions are to be applied:

- Campus emergencies may occur at any time of year, any day and at any time with no warning;
- Campus emergencies can be caused by a natural disaster or criminal behavior by an individual or group;
- The University's campuses and suburban facilities are located in cities with well-trained, responsive police and fire departments equipped to handle all emergencies;
- The University relies upon the Chicago Police Department for assistance in formulating crime prevention techniques and in planning emergency response procedures, protocols and strategies;
- If a major or serious crime occurs at any University campus, the police in that jurisdiction, will, once on the scene, take control of the situation as provided by law.

## CONCEPT OF OPERATIONS

By virtue of this Campus Emergency Operations Plan, the University intends to prepare for and adequately respond to any campus emergency. This Plan will be activated once a level 4 emergency has been declared. The Campus Emergency Operations Plan will then be utilized as a decision-making tool and general framework for intelligence collection, information dissemination and a programmed response.

All University emergency operations will be implemented and conducted in accordance with the concepts and procedures recognized by the National Incident Management System (NIMS) model.

The Campus Emergency Operations Center will be managed by the Public Safety Office and will coordinate with and follow the direction of the University's Executive Emergency Response Team ("EERT") and Crisis Management Team ("CMT"). The University's Executive Emergency Response Team and Crisis Management Team will have primary responsibility for the direction, control and management of any major campus emergency. Since the University's Public Safety Office is staffed 24 hours per day, the on-duty supervisor at the time of such an emergency has initial responsibility for contacting the President of the University, or the next highest ranking member of the Executive Emergency Response Team available in absence of the President, to initiate this Campus Emergency Operations Plan. Until such time as the President of the University can be contacted, or the Public Safety on-duty supervisor is otherwise relieved by higher authority or local authorities, the on-duty supervisor will direct all available University resources to provide priority protection for life, safety and preservation of property.

The University's Media Relations and Internal Communication Departments will coordinate with the Executive Emergency Response Team, Crisis Management Team, Campus Emergency Operations Center and external media outlets to ensure accurate and timely dissemination of information.

As necessary, the Campus Emergency Operations Center will coordinate with local authorities, federal agencies, and technical specialists, *e.g.*, the National Weather Service, to provide information imperative to resolving a campus emergencies.

It is the policy of the University to involve local authorities when it is determined that a particular campus emergency exceeds the capabilities of University personnel. The University will, thus, seek the assistance of the City of Chicago Police Department, City of Chicago Fire Department and other local agencies on an as needed basis. The University will then coordinate with such local agencies and comply with their directives.

The Campus Emergency Operations Plan contains various Functional Annexes and Situational Protocols that assign responsibilities for specific emergency functions and delineate procedures to combat known potential dangers. Many of these Functional Annexes and Situational Protocols rely on previously developed emergency contingency plans created and adopted by the University. These plans are attached as Exhibits to this Campus Emergency Operations Plan.

The Annexes and Protocols along with this Campus Emergency Operations Plan will be continually reviewed and revised to achieve an optimal emergency response.

## IDENTIFICATION OF LEADERSHIP-EERT

The University's Executive Emergency Response Team ("EERT") is a group of University senior leadership that will assume primary control in the event of a Level 4 campus emergency.

The EERT consists of the following individuals listed in order of rank:

- ***President***
- ***Provost***
- ***Executive Vice President***
- ***Senior Executive for Presidential Operations***
- ***Vice President, Facility Operations***

The highest-ranking available member of the EERT shall have the authority to declare a Level 4 University emergency. In such a case, the President, or the highest ranking available EERT member, will immediately initiate University evacuation and closure procedures and will coordinate with the Public Safety and Facilities Operations Offices, notify the University's Media Relations and Internal Communication Departments to implement the Emergency Communication procedures outlined further in the Communications Annex (2.2), the Warning/Disaster/Emergency Information Annex (2.3) and the Public Information Annex (2.4), **after contacting 9-1-1**. The highest ranking member shall additionally:

- Notify the other EERT members and CMT that the Campus Emergency Operations Plan has been activated;
- Act as liaison with campus administration and external jurisdictions;
- Convene on site or at an alternate site if necessary;
- Designate a communications liaison with the Media Relations and Internal Communication Departments;

- Designate a University field contact (if necessary) and establish communication with University field operations to receive information and direct field operations; and
- Advise the Student Welfare Task Force concerning the status of the University's response.

## CRISIS MANAGEMENT TEAM (CMT)

CMT consists of the following individuals:

- Executive Vice President (Chair)
- Director of Business Continuity Planning (Team Lead)
- Associate Vice President of Treasury Operations (Alternate Team Lead)
- Director of Public Safety
- Assistant Director of Public Safety
- Director of Facility Operations Lincoln Park
- Director of Facility Operations Loop
- Assistant Vice President of Enrollment Management
- Associate Vice President for Public Relations
- Associate Vice President for Student Advocacy
- Manager of HRIS/Operations Human Resources
- Manager of Benefits Human Resources
- Associate Vice President Office of the Provost
- Associate Vice President for Academic Affairs
- Director of Institutional Compliance
- Senior Vice President of Advancement

CMT is responsible for providing overall coordination during a **LEVEL 4** event and will:

- Determine the event's affect on the university,
- Decide what steps to take to continue the business of the university,
- Work with Media Relations and Internal Communication to communicate information to employees, executives, vendors, students, and if need be, to the general public,
- Oversee the execution of departmental plans and utilization of teams and resources to address the situation,
- Monitor and report progress to the EERT during the event and provide an assessment of the impact on affected facilities
- Convene at the incident command center or alternate site if necessary,

The CMT lead or alternate is responsible for notifying the following people, or designee if unavailable, IMMEDIATELY so that they can commence their respective Business Continuity/Emergency plans.

- Director, Information Services
- VP, Student Affairs
- VP, Human Resources
- VP, Finance
- VP, Enrollment Management
- Secretary of the University
- Deans

**Sources:**

- *University Emergency Response Plan Summary*

# ASSIGNMENT OF FUNCTIONS & RESPONSIBILITIES

The University has adopted the following general guidelines to assess the severity of emergencies affecting the University and to coordinate an appropriate response. In the event of an unanticipated emergency, these are the guidelines for the University's default response.

LEVEL	TYPE OF EMERGENCY	RESPONSE	EXAMPLES
1	A minor department or building problem that can be resolved using internal resources.	A Level 1 incident should be reported to the appropriate University academic or business unit and will be resolved internally by following established policies and procedures. Public Safety may be contacted when such incidents occur outside of regular business hours.	Broken water pipes, faulty locks, problems with telephone service, etc. Such issues should be reported to Facility Operations or the Help Desk (TCC).
2	A facilities-focused emergency having little impact on members of the campus community, other than those using the specific area where it occurred. Such emergencies can typically be resolved with internal resources or with limited assistance from outside agencies.	Generally, Level 2 events should be reported to the appropriate University academic or business unit and resolved internally by following established policies and procedures, unless the situation poses danger to persons or property. If that is the case, persons aware of the emergency should also notify Public Safety.	Minor chemical spills, loss of heat or electricity for several hours, a minor fire confined to a single room, etc.
3	An emergency situation focused on a person or persons (as opposed to only University facilities), that can be resolved with internal resources or with limited assistance from local authorities.	Level 3 emergencies must be reported to Public Safety and 9-1-1, if necessary. Appropriate departments (Student Affairs, Human Resources, Office of Institutional Diversity, etc.) may then be contacted, as appropriate. If the University's response requires resources from a variety of areas within the University, the EERT may be notified to provide direction and coordination.	Assaults or other criminal activity directed towards a person or group of persons, hate crimes, bomb threats, etc.
4	A major, potentially catastrophic emergency, or imminent threat of such an emergency, impacting a sizeable portion of a campus and/or its surrounding community, which requires a response involving significant assistance from external emergency response agencies.	In a Level 4 emergency, call 9-1-1, and then contact Public Safety immediately. Public Safety will then contact the appropriate external agencies for assistance and promptly notify the Director of Public Safety and/or the VP for Facility Operations. The Director of Public Safety or the VP for Facility Operations shall immediately notify the EERT and the Crisis Management Team leads. The CMT will assemble as appropriate to address the emergency. Prior to assembling the EERT, on-scene emergency responders are authorized to make critical operational decisions and to commit resources to mitigate and control the emergency.	Earthquakes, tornados, significant act of violence, including but not limited to an active shooter situation, terrorism, flood, major fire, extended power outage, or a contagious disease outbreak.

**Sources:**

- *University Emergency Response Plan Summary*

# MAPS

1. Maps of Lincoln Park and Loop campuses for all University owned buildings are available at:

<http://www.depaul.edu/maps/lpc/>

<http://www.depaul.edu/maps/loop/>

## REQUESTING ASSISTANCE FROM ESDA OR IEMA

The EERT and the Crisis Management Team shall be responsible for reviewing this Campus Emergency Operations Plan and for requesting assistance from the Emergency Services Disaster Agency (ESDA) or the Illinois Emergency Management Agency (IEMA), as necessary. The EERT shall assign a designee for the purposes of such assistance.

## CITATIONS TO LEGAL AUTHORITY

This Campus Emergency Operations Plan was prepared in accordance with the Campus Security Enhancement Act of 2008, 110 ILCS 12 *et seq.*

## REVIEWING, EXERCISING, AND UPDATING THE PLAN

Twice per year, the Crisis Management Team shall meet to evaluate and consider revisions to this Campus Emergency Operations Plan. All changes shall be made with the advice and counsel of the EERT, Public Safety Office, Facility Operations, Student Welfare Task force, and upon consultation with local authorities.

The CMT will also exercise the plan on a yearly basis and provide EERT with a written summary of results and suggested changes to the plan, if any.



## CAMPUS FUNCTIONAL ANNEXES

- 2.1 Direction and Control Annex
- 2.2 Communications Annex
- 2.3 Warning/Disaster/Emergency Information Annex
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## DIRECTION AND CONTROL ANNEX

The purpose of the Direction and Control Annex is to manage, direct and control the University's response to a major emergency.

In the unlikely event of a Level 4 campus emergency, certain emergency protocol shall be initiated to protect students, staff and members of the community. University personnel shall be prepared to contact local authorities, coordinate with local authorities and, as needed, provide support to local authorities in order to safely respond to and resolve the emergency. The University's Public Safety Office, Facilities Operations Office and Public Relations and Communications Department shall initially be primarily responsible for assisting local authorities.

Since the University's Public Safety Office is staffed 24 hours per day, the on-duty supervisor at the time of a major campus emergency has initial responsibility for contacting the President of the University, or the next highest ranking member of the EERT in succession if the President is unavailable, to initiate this Campus Emergency Operations Plan. The on-duty supervisor will assume the role of Campus Incident Commander until such time as the on-duty supervisor is relieved by higher authority. Until relieved, the on-duty supervisor will direct all available University resources to provide priority protection for life, safety and preservation of property.

Two specific areas have been equipped to serve as official Incident Command Posts:

### ***Loop Campus***

#### ***Facility Operations Dispatch Center***

Located in the basement of the Lewis Center  
25 E. Jackson Boulevard

### ***Lincoln Park Campus***

#### ***Public Safety Office***

Located on the third floor of Centennial Hall  
2345 N. Sheffield Avenue

In the event of a campus emergency, the Crisis Management Team members, EERT members, Media Relations and Internal Communication staff, and other key administrators should report to the most appropriate Incident Command Post as soon as possible.

In the event that both command posts are inaccessible or otherwise unavailable for use, an alternate location will be established and the location will be communicated to all parties.

Emergency supplies and equipment are available at each Incident Command Post site, including:

- File and paper copy of all existing University Disaster Recovery plans;
- Telephones;
- Large scale University map;
- Television with cable access;
- Designated fax machine;
- High-volume copier machine;
- Computers with network connection;
- Radio, cell phone and/or pager communication for group members;
- Radio access via portable scanning radios for all campus (receive/transmit) and local municipal frequencies (receive only);
- Public Relations' supplies; and
- Whiteboard, flashlights, bottled water, non-perishable food and basic office supplies.

The CMT, acting as the Campus Incident Commander, shall update and inform the EERT at the Incident Command Post as circumstances change.

As set forth in the Communication Annex (2.2), both phone and data networks may be unavailable on campus. In such a circumstance, staff will be dispatched from one or more of the University's designated Command Centers to alert key leaders in each University facility. Those alerted will then be expected to alert others in their facility.

As set forth in the Public Information Annex (2.4), the Media Relations Department is charged with responsibility for distribution of information to the public and will assign a Campus Public Information Officer to coordinate and act as a liaison between the EERT, Crisis Management Team, local authorities and public media outlets. The Campus Public Information Officer will also designate a public information center.

The Campus Public Information Officer will then, as necessary, report to local TV news and radio stations, including CBS-TV (Channel 2), NBC-TV (Channel 5), ABC-TV (Channel 7), WGN-TV (Channel 9), WFLD-TV (Fox Channel 32), WGN radio (720 AM) and WBBM radio (780 AM) to ensure timely, accurate and useful information and instructions are transmitted to the public.

The University's Public Safety Office and Facilities Operations Office shall be charged with the responsibility of maintaining significant events logs as well as ensuring the removal of dangerous debris, assuming the local authorities have authorized removal of such materials.

**Source:**

- ***University Emergency Response Plan Summary***

## COMMUNICATIONS ANNEX

The purpose of the Communications Annex is to manage, direct and control the dissemination of timely and accurate information regarding a campus emergency.

Timely and accurate communication with the campus population during a campus emergency is critical. The Media Relations and Internal Communication Departments are responsible for coordinating all emergency communications.

Depending upon the nature of the emergency, the University community will be alerted through a combination of electronic message boards, interior and exterior emergency speaker announcements, and intercom announcements, as well as the DPU Alert system, which has the capability of broadcasting thousands of voicemails, e-mails, and text messages to registered users within a matter of minutes.

Media Relations will coordinate updating the "Alert" section of the University's home page with relevant information, or if the situation merits, the home page will be replaced with a special University Emergency home page. Periodic updates will be provided through the same means. Should both the phone and data networks be unavailable, staff will be dispatched from the Command Centers to alert key leaders in each building, who will be expected to alert others in their buildings. When appropriate, the local media will also be advised.

Emergency/update information will be recorded on the main University number (312-362-8000). When the nature of the emergency suggests there will be an influx of telephone inquiries concerning the well-being of students, faculty and staff, an off-site "hotline" phone service will be employed to handle the volume of in-coming calls and ensure that phones are answered by a human operator.

## WARNING/DISASTER/EMERGENCY INFORMATION ANNEX

The purpose of the Warning/Disaster/Emergency Information Annex is to manage, direct and control the dissemination of timely and accurate information regarding a campus emergency to the public and campus community.

If there is a need to alert the public and campus community of a particular actual or threatened hazard, such individuals should be warned according to the methods set forth in the Communication Annex (2.2) and the Public Information Annex (2.4). Furthermore, as set forth in the Communications Annex (2.2) and the Public Information Annex (2.4), the Vice President for Public Relations and Communications will assign a Campus Public Information Officer to coordinate and act as a liaison between the EERT, local authorities and public media outlets. The Campus Public Information Officer will designate a public information center.

## PUBLIC INFORMATION ANNEX

The purpose of the Public Information Annex is to manage, direct and control the dissemination of timely and accurate information regarding a campus emergency to the public.

In the event of a major emergency, and in addition to the internal methods of communication utilized by the University to communicate with students, faculty and administrators during a campus emergency, the University will provide timely, accurate and useful information and instructions to the public. The Public Relations and Communications Department will assign a Campus Public Information Officer to coordinate and act as a liaison between the EERT, Crisis Management Team, local authorities and public media outlets. The Campus Public Information Officer will designate a public information center.

The Campus Public Information Officer will then, as necessary, report to local TV news and radio stations, including CBS-TV (Channel 2), NBC-TV (Channel 5), ABC-TV (Channel 7), WGN-TV (Channel 9), WFLD-TV (Fox Channel 32), WGN radio (720 AM) and WBBM radio (780 AM) to ensure timely, accurate and useful information and instructions are transmitted to the public.

## DISASTER INTELLIGENCE/ASSESSMENT ANNEX

The purpose of the Disaster Intelligence/Assessment Annex is to manage, direct and control the discovery of information regarding a campus emergency.

In the event of a major campus emergency, Public Safety officers will coordinate and comply with the directives of the local authorities, including the City of Chicago Police Department to collect, analyze and disseminate information on the extent and impact of a disaster and the plans for recovery and restoration of operations.

Until relieved by local authorities, all disaster intelligence and assessments efforts shall be conducted by and through coordination of the Public Safety Office and Facility Operations Office.

Upon the declaration of a major campus emergency, the EERT shall assign an employee of the Public Safety Office to act as the disaster intelligence/damage assessment/recovery planning representative to report to the Campus Emergency Command Center and coordinate with local authorities.

# EVACUATION ANNEX

The purpose of Evacuation Annex is to manage, direct and control an orderly campus evacuation in the event of a campus emergency.

The following procedure outlines the process to evacuate a building in an emergency. The evacuation of any campus building requires the teamwork of many departments, professional and student staff and residents.

The evacuation of any housing building will be conducted in coordination with Housing Services, Public Safety Office and Facility Operations. All other evacuations shall be conducted in coordination with Public Safety and Facility Operations.

This procedure is coupled with the Long Term Emergency Evacuation procedure. In addition to the procedures set forth below, Public Safety and Facility Operations staff will further respond as directed in the Housing Services and Facility Operations procedure manuals.

## ***GENERAL EVACUATION PROCEDURE***

Upon the triggering of a fire alarm, residents and guests should be directed to leave the building, and the Public Safety Office should be contacted and provided with as much information as possible, including the building's location, the name of building and location of the alarm.

In the event of an emergency other than fire, for example criminal activity, the Facility Operation and Public Safety Offices shall determine whether evacuation is necessary, and communicate with appropriate staff to ensure swift and efficient evacuation of students, staff and guests.

After a fire alarm, or other emergency necessitating the evacuation, if a housing building has been deemed uninhabitable, the Long Term Evacuation procedure will take effect.

## ***UNINHABITABLE HOUSING BUILDING***

Campus housing buildings can be deemed uninhabitable by the following (or their designee): Director of Risk Management, Director of Housing Services or the Director of Facility Operations.

This information will be communicated to the Director of Housing Services, who will inform the following individuals:

- Vice President of Facility Operations;
- Director of Residential Education;
- Office of Public Relations and Communications;
- Crisis Management Team Lead;
- Public Safety; and
- Dean of Students, Chair of the Student Welfare Task Force.

Once the building is evacuated and deemed uninhabitable Facility Operations will remove all student and student staff access to the building. Access will be revoked.

Dependent upon the length of time, the following contingency plans will be enacted:

- Campus Housing: Emergency Room Change procedure, Room Change By Staff procedure and/or Temporary & Expanded Housing procedure;
- Non-Residential Campus Housing: Temporary Campus Housing Agreement with Ray Meyer Fitness & Recreation Center; and
- Off Campus Housing: Local Area Hotel Accommodations and/or non-University residence hall accommodations.

In the event of an emergency situation requiring evacuation, students, faculty, staff, and visitors will be alerted via electronic message boards and interior/exterior emergency speaker announcements. Public Safety officers will begin a floor-by-floor evacuation of each affected building from the top down. Students, faculty, staff and visitors will be instructed to collect personal belongings and leave the building quickly. Students, faculty, staff and visitors will be allowed back in the building as soon as the appropriate authorities issue an “all-clear.”

### ***OTHER UNINHABITABLE UNIVERSITY BUILDING***

In the event of an emergency situation requiring evacuation of a non-housing University owned building, and as set forth in Evacuation (3.8), Public Safety officers will begin a floor-by-floor evacuation of each affected building from the top down. Students, faculty, staff and visitors will be instructed to collect personal belongings and leave the building quickly. Students, faculty, staff and visitors will be allowed back in the building as soon as the appropriate authorities issue an “all-clear.”

### **TEMPORARY HOUSING: ON CAMPUS**

After all campus housing spaces are occupied, Housing Services will move the remaining affected residents to non-residential temporary campus housing at the Ray Meyer Fitness & Recreation Center. The Ray Meyer Fitness & Recreation Center is able to accommodate up to 380 people on the 3rd floor.

The Director of Housing Services will contact the Director of Campus Recreation to begin moving affected residents to the Ray Meyer Fitness & Recreation Center. Residents will be provided with linens and mats for sleeping. Residents will be housed on the 3rd floor of the Ray Meyer Fitness & Recreation Center. Residents may use existing lockers, towels and shower/restroom facilities.

Admission to the 3rd floor of the Ray Meyer Fitness & Recreation Center will be managed by Housing Services. As other campus housing accommodations are created or become available, affected residents will be moved.

### **TEMPORARY HOUSING: OFF CAMPUS**

After all campus housing spaces are occupied and use of non-residential temporary campus housing is no longer viable, Housing Services will move the remaining affected to local area hotels. Housing Services will work to keep all students in safe accommodations, with the preference of keeping students in campus housing.

### **ADDITIONAL OFF CAMPUS HOUSING**

After all campus housing spaces are occupied and use of non-residential temporary campus housing is no longer viable, Housing Services will move the remaining affected to local area colleges with campus housing facilities. Housing Services will work to keep all students in safe accommodations, with the preference of keeping students in University campus housing.

**Source:**

- ***Facility Operations Emergency Response/Disaster Recovery Procedures Manual***
- ***Housing Services Emergency Response Manual - Section 200. Long Term Evacuation Procedure***
- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***

## MASS CARE ANNEX

The purpose of the Mass Care Annex is to manage, direct and control University resources to facilitate the provision of essential life support needs of students and personnel in the event of a major campus emergency.

In the event of a mass care event, Housing Services and Student Affairs shall assume primary control for the purpose of ensuring that the essential life support needs of residents displaced from their homes are met, as set forth in the Evacuation Annex (2.6) and Health and Medical Annex (2.8). In addition, the University will coordinate with local authorities and follow the directives of emergency medical providers to ensure that essential medical care is available.

Upon the declaration of a major campus emergency, the EERT shall assign an employee of the Public Safety Office to act as the mass care representative to report to the Campus Emergency Command Center. The mass care representative will also coordinate with the Campus Public Information officer to ensure timely and accurate press releases.

## HEALTH AND MEDICAL ANNEX

The purpose of the Health and Medical Annex is to manage, direct and control the provision of medical and counseling services in the event of a major campus emergency.

In the event of a major campus emergency, Student Affairs shall assume primary control for the purpose of making medical care and crisis counseling services available to students and Human Resources will be responsible for staff and members of the University community.

SAGE Medical Group is the University's designated provider of medical care for students. In addition, University Counseling Services offers counseling services 24 hours per day seven days a week for any student suffering from anxiety, depression or any other mental health concern and is also available to provide crisis counseling. In the event that more serious medical attention is required, students should be directed to Illinois Masonic Hospital.

Upon the declaration of a major emergency, the EERT and/or the CMT may assign an employee of Student Affairs and Human Resources to report to the Campus Emergency Operations Center. At the Chicago campuses, Public Safety supervisors and officers will assist in the transportation of seriously injured or suddenly ill students and staff members to SAGE Medical Group and/or the nearest hospital utilizing the following:

- Paramedics
- Private ambulance
- Public Safety vehicle
- Taxi

In addition, the University will coordinate with local authorities and emergency medical providers and follow their directives as to the provision of essential medical care and sanitation services.

**Source:**

- *Health Services Webpage*
- *Counseling Services Webpage*

## MORTUARY SERVICES ANNEX

The purpose of the Mortuary Services Annex is to assist family of University students and personnel in the event of a major campus emergency resulting in casualties.

In the event that mortuary services are necessary, Public Safety and Student Affairs will coordinate with local authorities, including but not limited to the City of Chicago Police Department and City of Chicago Fire Department.

## RESOURCE MANAGEMENT ANNEX

The purpose of this annex is to coordinate University resources in an effort to: (a) catalogue emergency supplies and equipment maintained for the campus community to use during an emergency and (b) distribute donations of money, goods and labor received from individual citizens and volunteer groups during a campus emergency. This function is triggered upon a major campus emergency calling for implementation of the Long Term Evacuation Plan discussed in the Evacuation Annex (2.6).

The EERT shall be responsible for Resource Management. Upon the declaration of a major campus emergency, the EERT and/or the CMT shall assign an employee of the Risk Management and Environmental & Health Safety Office to act as the resource management representative to report to the Campus Emergency Command Center and keep an inventory of emergency resources.

During non-emergency conditions, Public Safety and the Risk Management and Environmental & Health Safety Office shall keep inventory and ensure that emergency supplies are available and at requisite levels.



## SPECIFIC EMERGENCY PROTOCOLS

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- 3.1 Active Shooter
- 3.2 Bomb Threat
- 3.3 Contagious Disease Outbreak [Public Health Emergency]
- 3.4 Criminal Activity
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- 3.11 Hazardous Chemical Spill [Release of Hazardous Materials]
- 3.12 Hostage Situation
- 3.13 Lockdown
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- 3.22 Emergency Communications
- 3.23 Emergency Assistance for People with Disabilities

## ACTIVE SHOOTER

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people, or injuring people, most often in populated areas. In most cases, active shooters use firearm(s). In some cases, active shooters use improvised explosive devices to cause additional victimization. Active shooter situations evolve rapidly, demanding immediate response by local authorities.

All active shooter events are to be reported to the Public Safety Office at the Loop Campus (312-362-8400) or the Lincoln Park Campus (773-325-7777) **after calling 9-1-1**. Thereafter, the Public Safety dispatcher will notify their officers immediately.

In addition, the following actions are recommended:

**If you feel it is safe to leave the building/area:**

- \* exit the building immediately.
- \* as you move away from the threat, notify anyone you may encounter and inform them of the danger.
- \* call 911 and Public Safety and give as much information as possible.

**If exiting the building is not possible or you do not feel it is safe to leave the building:**

- \* go to the nearest room or office, close and lock the door.
- \* if the door does not lock, secure and barricade the door with as many obstacles as possible (desk, chairs, tables).
- \* close shades/curtains on windows, turn off the lights and get down on the floor and seek protective cover. No one should be visible from the outside.
- \* keep quiet and keep your cell phone on silent.
- \* when it is safe, call 911 and inform the dispatcher, of your location and provide as much information as possible. Stay there until Police or Public Safety arrive or give an all-clear.

**If you are not immediately impacted by the incident, please take the following action:**

- \* stay away from the building/area.
- \* notify everyone around you to stay away from the area.
- \* Obey all verbal direction given by law enforcement/public safety officers.
- \* take protective action and stay away from door and windows.

## BOMB THREAT

All bomb threats are to be reported to the Public Safety Office at the Loop Campus (312-362-8400) or the Lincoln Park Campus (773-325-7777). Upon receipt of a bomb threat, the Public Safety dispatcher will notify their officers immediately **after calling 9-1-1**.

***The Public Safety Dispatcher shall:***

- Notify the Chicago Police Department of the situation and request that they stand by to notify the Bomb and Arson Unit in the event an object is found;
- Notify Public Safety supervisors at both Loop and Lincoln Park Campuses;
- Deploy appropriate personnel to conduct a search of the relevant areas; and
- Instruct all personnel engaged in the search not to use radios in the affected area.

***The supervising Public Safety officer of the threatened campus will:***

- Obtain the assistance of personnel familiar with working in the affected area in the search;
- Coordinate the search by Public Safety and other personnel;
- Consult the non-public safety administrative person in charge of the affected area about feasibility of evacuation; and
- Notify the Director of Public Safety or the appropriate administrative command person, in conformance with the departmental notification, of the situation and advise on the feasibility of evacuation.

The Director of Public Safety or the appropriate administrative command person will notify the Public Relations and Communications Department, in a bonafide situation.

***In the event that an object is found:***

- The Chicago Police Department will be notified in person or by telephone that the Bomb and Arson Unit is required;
- The evacuation of the affected area will be ordered, jointly, by the ranking Public Safety person and the non-Public Safety person on the scene;
- The deployed Public Safety personnel will isolate the affected area, assist in the evacuation, and open all windows in the affected area; and
- The evacuees will be sent to a site that is sufficiently distant from the area.

***Source:***

- ***Facility Operations Emergency Response/Disaster Recovery Procedures Manual***
- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***

## COMMUNICABLE ILLNESS/PANDEMIC OUTBREAK

Upon learning that a member of the university community has contracted a severe communicable disease, the Crisis Management team will coordinate with other University teams and areas to inform local Public Health Officials and comply with any corresponding directives.

The Chair of the Crisis Management Team will be the Incident Commander. The Incident Commander in conjunction with the Executive Emergency Response Team will have absolute authority over the campus in the event of a communicable illness outbreak.

The Director of Public Safety will be responsible for all security related issues and will report directly to the Incident Commander during a communicable illness outbreak. If an order is given to evacuate the campus, the Director of Public Safety will have authority over the campus evacuation activities.

The Dean of Students and the VP of Student Affairs will work with Sage Medical Group and will be responsible for managing the health facet of the communicable illness response plan. They will be in charge of providing timely ongoing safety and health information to the Incident Commander and Crisis Management Team lead. The Dean of Students, the VP of Student Affairs and Sage Medical Group will work with the city and state authorities and help develop education and training materials for use by staff and students.

Timely and accurate communication with the campus population during a communicable illness/pandemic outbreak is critical.

The university community will be alerted through the voice mail and e-mail systems and possibly university message boards as described in Communications Annex 2.2. The AVP for Public Relations or his/her designee is responsible for coordinating all emergency communications.

Emergency/update information will be recorded on the main university number (312-362-8000). When the nature of the emergency suggests there will be an influx of telephone inquiries concerning the well-being of students, faculty and staff, an off-site "hotline" phone service will be employed to handle the volume of in-coming calls and ensure that phones are answered by a human operator.

### **For Resident Hall Students:**

Typically, the Dean of Students office will inform the Department of Housing Services or the Department of Residential Education when they have received information from Sage Medical or any other health services provider regarding a resident that may be a public health concern.

When a Housing Services or Residential Education staff member learns of a student potentially infected with a contagious disease, the staff member will follow their approved university and/or departmental protocol. The Departments of Housing Services and Residential Education will then communicate with others in their areas of the University, to include the Dean of Students, Student Affairs, Facility Operations, Student Centers, Public Safety, etc.

The most ideal scenario for a resident who has been infected with a contagious disease is for the resident to return to his/her primary off-campus residence or assume residence off campus for an appropriate time period, if possible. If returning to a primary off-campus residence or assuming residence off-campus is not an option, the Department of Housing Services has identified spaces where contagious resident(s), or roommates of contagious residents could be temporarily housed for the duration of the contagious period. Only residents with the same illness will be housed together in the isolated housing space. There are a very limited number of vacant spaces on campus that can be used to house students who are ill and if the number of contagious students is higher than the number of spaces available, other housing provisions will need to be considered. The university will follow the recommendations of the Centers for Disease Control wherever possible. For less severe contagious disease cases, the university is recommending self-isolation. Many spaces on campus already have a private or semi-private bathroom and as a result, a student staying in their own room until they are symptom free might be the best option. Potential alternate housing options may also exist for seemingly healthy students who may want to be relocated away from an contagious roommate for a short period of time.

Other plans to isolate contagious persons will be enacted based on factors including the number of other cases of contagious persons with the same disease, recommendations or orders from local public health officials. Current residential housing assignments of contagious and non-contagious persons degree of risk of exposure in other places that may be used to isolate individuals, etc.

Housing Services and Residential Education will partner with Student Centers to provide meals and fluids to students who have reported their contagious disease. The Department of Housing Services and Facility Operations will work with any displaced residents to thoroughly clean and sanitize their living quarters when necessary.

**Source:**

- ***Communicable Illness/Pandemic Plan***
- ***Housing Services Emergency Response Manual - Section 134. Contagious Disease Plan***
- ***Housing Services Emergency Response Manual - Section 100. Assignments***

## CRIMINAL ACTIVITY

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, through its Public Safety Office, the University will report all felonies and serious misdemeanors, which are reported to them or they observe or view, to the Chicago Police Department via 9-1-1 as soon as possible, regardless of whether the victim/complainant refuses to cooperate in the investigation or has a change of mind about reporting the crime and provide statistics on these crimes in its annual security report.

For lesser misdemeanors against the University, *e.g.* minor damage to property, the Public Safety officer will check with his/her supervisor about reporting to the Chicago Police Department.

For lesser misdemeanors perpetrated against a person (student, faculty, staff or visitor), victims will be encouraged and assisted by Public Safety to report the crime to the Chicago Police Department. If the victim refuses to notify the police, Public Safety will indicate "victim refuses" in its report of the incident, but will proceed to report the alleged crime to the police if warranted or deemed advisable by the Director of Public Safety.

Once informed of a crime, the University is committed to assisting the victim to feel safe, secure, and free from further harm. The University will make all attempts to provide a calm and supportive environment for the victim. When a victim approaches an administration official who has primary responsibility for students and/or campus activities, *e.g.*, deans, student affairs administrators, administrative directors, and Public Safety officers, with intent to report alleged crime, the victim will be informed of the University's reporting responsibilities before any information is revealed.

The University's campuses and suburban facilities are located in cities with well-trained, responsive police and fire departments equipped to handle all emergencies. If a major or serious crime occurs at any University campus, the police in that jurisdiction, will, once on the scene, take control of the situation as provided by law. The Public Safety Office relies on the Chicago Police Department for assistance in formulating crime prevention techniques and planning for the future.

The following is a listing of some of the crime prevention programs and projects implemented by DePaul University at its Chicago campuses:

- House Telephones and Emergency Call Boxes—Both interior and exterior emergency communications linked to the Public Safety Office are located throughout the Chicago campuses;
- Closed Circuit Television Surveillance—CCTV is used in the buildings at the Loop Campus and to a limited extent in buildings, residence halls and parking garages at the Lincoln Park Campus;
- Electronic Alarm Systems—An electronic monitoring system located at both Chicago campuses monitors a network of intrusion detection, fire alarms and duress alarm systems;
- University Photo Identification Card—Each DePaul University faculty, staff and student is issued a DePaul University photo identification card. This card is needed to gain access to eleven of the residence buildings and parking garages, to purchase food in the cafeterias, to attend University functions and for security purposes;
- DPU Alert—In the fall of 2008, the University added a voice and text message notification system to notify the University community of on-campus emergencies. The University will send DPU Alerts in major, life threatening emergencies and will follow all appropriate security and privacy procedures in maintaining information in our system. The University also tests the system on a regular basis; and
- PA and Message Board Emergency Notification—In the fall of 2008, additional resources were put in place to alert the University community of an emergency. At the Chicago campuses, a message board and speaker have been placed in each classroom, along with additional speakers situated in hallways. In an emergency, the message boards and speakers will detail the emergency taking place. The system will be tested quarterly.

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems. These efforts include the following:

- Special Alerts—If circumstances warrant, special printed crime alerts called "Campus Watch" are prepared and distributed either selectively or throughout the campus and are also posted on the Public Safety web site [http://publicsafety.depaul.edu/crime\\_activity/index.asp](http://publicsafety.depaul.edu/crime_activity/index.asp);
- Weekly Report—During the school year, crime statistics are published in the school newspaper, "The DePaulia" and posted on the Public Safety web site [http://publicsafety.depaul.edu/crime\\_activity/index.asp](http://publicsafety.depaul.edu/crime_activity/index.asp).

**Source:**

- *Threats of Violence in the Workplace Procedure*
- *Crime Reporting Policy*

## EARTHQUAKES

In the event of a major earthquake posing a serious risk to the University community, the University will rely upon local authorities and, as necessary, follow policies outlined in the Disaster Intelligence Assessment Annex (2.5), the Evacuation Annex (2.6), Evacuation (3.8), Fire Alarm (3.9), Structural Failure (3.18).

## ELEVATOR EMERGENCY

When an emergency alarm from an elevator is sounded, the following procedures shall be followed. The Public Safety dispatcher shall determine which car is in trouble, and its building/floor location. By way of the intercom systems (if elevator is equipped with one), or in person by Public Safety personnel, contact the car, and ask if the passengers are all right, and if the emergency buttons are in the out position.

The passengers should be informed that service is on the way. If the car remains stalled, the passengers should be advised:

- Not to Panic;
- That emergency elevator service has been called;
- Not to attempt to open the doors;
- To stay clear of the doors; and
- Not to exit until told to do so.

During regular office hours, the Facility Operations Office should be contacted so it can call the elevator service company and send additional building personnel to assist if necessary. During off-hours, service personnel should be called immediately. The engineer on duty should be dispatched and informed that a car is down with passengers trapped. If the engineer on duty is unable to resolve the situation, a request for service should then be made.

If service response time exceeds 30 minutes, the Fire Department should be called to report the entrapment first, then call the respective Facility Operations Manager.

All information should be logged in the Public Safety Dispatcher's radio log and complete Public Safety report.

### **Source:**

- ***Facility Operations Emergency Response/Disaster Recovery Procedures Manual***
- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***

## EMERGENCY SCHOOL CLOSURE

The decision to cancel classes or close the offices of the entire University due to inclement weather (or any other reason) is the responsibility of the President of the University or, in his absence, the highest ranking available member of the EERT.

In the event of a large-scale class cancellation or closure, University-wide e-mail and voicemail announcements will be issued. A voicemail message will also be posted on the University's general announcement line at 312/362-6226 or main telephone number at 312/362-8000. Additionally, the DPU Alert system may be utilized.

The University will report campus closures or class cancellations to the Emergency Closing Center, a communal source of information used by local television and radio stations, including:

***CBS-TV (Channel 2)***  
***NBC-TV (Channel 5)***  
***ABC-TV (Channel 7)***  
***WGN-TV (Channel 9)***  
***WFLD-TV (Fox Channel 32)***  
***WGN radio (720 AM)***  
***WBBM radio (780 AM)***

Isolated class cancellations will be handled more personally on a smaller scale, as required by the situation.

### ***Sources:***

- ***Office of the President***
- ***Faculty Handbook***

# EVACUATION

## **Evacuation**

If an emergency situation arises and the University must evacuate any of its facilities, our goal will be to keep unaffected campuses open and operating on a normal class and business schedule. The University is prepared to evacuate any campus, and will do so if it becomes aware of potential danger. Evacuation will be conducted according to the procedures set forth in the Evacuation Annex (2.6).

Any triggering of a fire alarm calls for an immediate and full building evacuation. This evacuation can only be halted by the Fire Department giving the “all clear.” During an evacuation only the stairways should be used and elevators should never be used. If one stairway is impassible, the one at the opposite side of the building should be used. The fire escapes should be used as a last resort.

The entire University or any campus should be considered for closure when 1) there is significant physical threat of injury or harm to employees and/or students; 2) there is widespread inaccessibility or malfunctioning of transportation systems; 3) the City of Chicago advises businesses to cease operations; or 4) a physical disaster has occurred and the buildings are uninhabitable. The senior-ranking EERT member should consider for each campus whether classes should be cancelled and whether business operations should close. The decision to close the University or any campus will be made for a period of one business day unless there is physical destruction of a building. Each day a new decision will be made regarding the need to remain closed.

### ***Building or Campus Evacuation Procedure***

In the event of an emergency situation requiring evacuation, Public Safety officers will begin a floor-by-floor evacuation of each affected building from the top down. Students, faculty, staff and visitors will be instructed to collect personal belongings and leave the building quickly. Students, faculty, staff and visitors will be allowed back in the building as soon as the appropriate authorities issue an “all-clear.”

### ***Residence Hall Evacuation Procedure***

Upon hearing a building alarm, students must leave the residence halls immediately. Exits are clearly marked in each housing facility. Students should leave using the most direct and safe route. Evacuation procedures are posted near the entrances of University buildings and affixed to the back door of each residence hall or apartment unit.

## ***Persons Requiring Assistance with Evacuation Procedure***

In the event of an emergency building or campus evacuation, City of Chicago emergency personnel are the only personnel formally trained and authorized to provide physical evacuation assistance to an individual with a mobility impairment. In the event danger is imminent and there is no time to wait for City of Chicago personnel, the University suggests the following evacuation options for students, faculty, and staff with such impairments:

- ***“Buddy System” Evacuation Option***—Inform a student, staff and/or faculty acquaintance (a “Buddy”) of the need for special assistance in the event of a fire alarm. When the fire alarm sounds, the “Buddy” should make sure of the individual’s location, then go outside and inform City of Chicago emergency personnel of a person in a specific location who needs assistance in leaving the building. Such personnel will then enter the building and evacuate that person.
- ***Horizontal Evacuation Option***—Move a safe distance away from the area of imminent danger to another wing of the building or opposite end of the corridor.
- ***Vertical (Stairway) Evacuation Option***—Those who are able to evacuate with or without minor assistance may evacuate via stairways.
- ***Stay in Place Evacuation Option***—Unless danger is imminent, remain in a room with an exterior window, closing the door if possible. If possible, dial 9-1-1. The individual should be prepared to tell the 9-1-1 operator his or her name, location and the nature of the emergency.

Most buildings on campus are equipped with fire alarm horns/strobes that sound an alarm and flash strobe lights. However, persons with hearing and/or vision impairments may not immediately notice or hear emergency alarms and may need to be alerted of emergency situations. Some persons may need to be alerted to the situation by gestures or by turning the light switch off and on. Emergency instructions can be given by verbalizing, mouthing or by a short, explicit written note. University faculty and staff are encouraged to offer such assistance, as appropriate.

**Sources:**

- ***Public Safety***
- ***Facility Operations***
- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***

# FIRE ALARM

## ***Fire Alarms***

Any fire alarm calls for an immediate and full building evacuation. In the event of an actual fire-related emergency, **9-1-1 should be called immediately**. Additionally, evacuation procedures as set forth in Evacuation (3.8) should be followed.

## ***False Alarms***

False alarms are serious pranks that have the potential for creating panic situations, as well as being the cause of unintentional injury. Anyone apprehended in the act of triggering a false alarm or reported to have been the cause of a false alarm should be turned in to the proper authorities for disciplinary action and/or criminal prosecution.

## ***Fire Prevention***

In the interest of fire prevention and safety, faculty and staff must maintain an awareness of various potential building hazards in their respective areas. Always remove clutter; properly dispose of old papers, books, boxes, printouts, etc; keep halls and doorways clear; and properly store volatile or flammable substances in approved containers.

All University personnel should also make an effort to familiarize themselves with the locations of stairwells, fire escapes, and emergency equipment, such as fire extinguishers and hoses, in and around the areas of the University they frequent.

## ***Sources:***

- ***Fire Alarm Response Policy***
- ***Fire Protection/Electrical Services Policy***
- ***Facility Operations Emergency Response/Disaster Recovery Procedures Manual***
- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***
- ***University Relations Emergency Response Procedures***

## FLOODING

In the event of severe flooding, the Public Safety and Facility Operations Offices should be notified. Broken water pipes, water leaks and overflowing or clogged drains that do not present an emergency situation should only be reported to Facility Operations. If flooding occurs in a residence facility, Facility Operations will notify Housing Services. If residential areas are rendered uninhabitable, Housing Services will relocate residents to other areas on campus or secure alternative temporary housing arrangements as needed.

Upon learning of severe flooding, the Public Safety Dispatcher shall dispatch personnel to investigate the problem area, in off-hour situations, before paging Facility Operations personnel. The Dispatcher shall notify Facility Operations office or staff on duty, during regular hours (7:30 a.m.–4:30 p.m.), of the flood condition via radio on the Facility Operations channel or phone.

Upon receiving notice from the dispatcher, Facility Operations personnel shall notify building engineers and electricians via radio/phone/or pager of the flood condition and the specific area of concern. Facility Operations personnel shall then:

- Post signage as needed to prevent pedestrian traffic in this potentially hazardous area;
- Ensure that any elevators in the area are relocated above the flood floor if possible;
- Direct appropriate Facility Operations staff for clean-up once engineers/electricians have the problem under control; and
- Remove signage from area upon completion of clean up.

**Source:**

- ***Facility Operations Emergency Response/Disaster Recovery Procedures Manual***
- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***

## HAZARDOUS CHEMICAL SPILL

In the event of a chemical spill or any other accident or emergency involving hazardous materials, individuals should be advised to:

- Call Public Safety and/or 9-1-1 from the nearest telephone;
- Evacuate the area immediately;
- Do not attempt to mop up or contain the spill; and
- Do not re-enter the contaminated area until given the all-clear by Public Safety personnel.

If possible, personnel should be prepared to provide the following information when coordinating with emergency personnel:

- Name and quantity of the chemical/material spilled;
- Location of the spill (building name and room number);
- Information regarding anyone injured or otherwise contacted by the material; and
- A description of any fire or explosion caused by or occurring nearby the spill.
- 

In addition to Public Safety, the Office of Risk Management and Environmental Health & Safety should be promptly notified of all chemical and other toxic substance incidents, even if no injury or damage of facilities has occurred or is apparent at the time.

### **Sources:**

- ***Facility Operations Emergency Response/Disaster Recovery Procedures Manual***
- ***Office of Risk Management and Environmental Health & Safety Emergency Action Plan***
- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***

## HOSTAGE SITUATION

In the event of a hostage situation, University personnel shall **call 9-1-1** and then contact Public Safety. Public Safety will then coordinate with and take direction from local authorities.

# LOCKDOWN

A “lockdown” is a temporary sheltering technique utilized to limit civilian exposure to imminent threat of violence. A lockdown will be made only if there is a serious risk of danger to staff, faculty and students. The general purpose of a lockdown is to convert a building into a large “Safe Room.” The decision to initiate building lockdown procedures may be at the discretion of University officials or in response to a request by local law enforcement officials.

## ***Responsibilities of Public Safety***

In the event of a situation requiring the initiation of building lockdown procedures, Public Safety Officers will perform the following tasks to the extent possible:

- Declare and initiate the lockdown directive;
- Activate appropriate emergency notification systems;
- Immediately respond to the scene;
- Contact and coordinate with the Chicago Police Department;
- Provide security for the scene;
- Advise Facility Operations staff to switch to the Public Safety radio channel;
- Lock and secure perimeter building doors with assistance from Facility Operations staff, custodians and maintenance personnel as needed;
- Post pre-printed signs on all lobby doors; and
- Attempt to discourage building occupants from exiting the building.

### ***Lockdown involving a Traditional Residence Halls***

During a lockdown involving a traditional residence hall, all Resident Education staff in the residence hall are to report to a pre-determined area to assist with lockdown and communications, as follows:

- Lock and secure perimeter building doors and, if possible, electronically disable student access cards;
- Post signs on all doors indicating that the building is locked down and that no one will be permitted to enter;
- Evacuate the lobby desk;
- Notify building occupants of the lockdown; and
- Discourage students from exiting the building.

***Sources:***

- ***Public Safety***

## MASS CASUALTY EVENT

In the event of a mass casualty event, the University shall coordinate with and will follow directives of the local authorities.

**Sources:**

- *Public Safety*

## MEDICAL EMERGENCY

If a student, employee or visitor experiences a medical emergency while on campus, University staff and faculty are advised to **call 9-1-1** immediately, and then contact Public Safety. All accidents or injuries that occur on University property, whether life threatening or not, must be promptly reported to Public Safety so that an accident report can be issued.

### **Sources:**

- *Public Safety*
- *Health Services Webpage*
- *Counseling Services Webpage*
- *Management Standards Handbook*

## MENTAL HEALTH CRISIS

If there is reason to believe that a University student or employee is experiencing a mental health emergency and may present a danger to him/herself or others, Public Safety should be contacted immediately.

If there are general concerns regarding the mental health or well being of a University student, the Dean of Students Office should be contacted. The Dean of Students Office has a wide variety of resources available and is prepared to provide assistance to troubled students through counseling, interventions and referrals.

If there is general concern regarding the mental health or well being of a University faculty or staff member, the Employee Relations Office of Human Resources should be contacted.

### ***Counseling Services Available for Students***

University Counseling Services offers individual, group, and couples counseling to currently enrolled students. University Counseling Services can also provide assessments and referrals to other appropriate healthcare providers and services.

### ***Counseling Services Available for Faculty and Staff***

The Employee Assistance Program is available to provide assistance to University faculty and staff who may be experiencing difficult personal problems. Employee Assistance Program services include individual and family counseling, psychological evaluations and referrals, substance abuse treatment and similar services.

If there is a significant decline in an employee's work performance or a specific on-the-job incident indicating that an employee may benefit from the Employee Assistance Program's services, the employee's supervisor, in consultation with Employee Relations, may make a formal referral that requires the employee's participation.

#### ***Sources:***

- ***Dean of Students Office***
- ***University Counseling Services***
- ***Employee Relations***
- ***Public Safety***
- ***Health Services Webpage***
- ***Counseling Services Webpage***

## SEVERE WEATHER

In the event of a tornado or other severe weather, University personnel should advise students, other staff and guests to:

- Close all windows, drapes, blinds and shades;
- Move away from the outside perimeter of the building and toward a safe area on your floor, such as an interior washroom, stairwell, basement or any other interior room - avoiding first floor lobby areas and any other areas with large, glass windows;
- Do not attempt to leave the building;
- Do not get on an elevator; and
- Remain calm and follow the directions of Public Safety personnel.

### ***Closure of the University - Cancellation of Classes***

Further information regarding class cancelation or campus evacuation is set forth in Emergency School Closure (3.7).

#### ***Sources:***

- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***

## STRUCTURAL FAILURE

In the event of structural damage to a University-owned building, the entrances to the floor/area containing the damage are to be blocked off to prevent any pedestrian traffic, and the area should be secured to prevent theft of University or personal property.

Facility Operations will coordinate a structural inspection of the damaged building. Because of the unknown condition of many structural elements, no one shall be allowed in the damaged area for any reason until the facility is deemed safe by all appropriate authorities.

In the event of injury or entrapment, Public Safety will contact local authorities and call them to the scene, as appropriate.

Facility Operations will coordinate the assessment of how to proceed with the reconstruction process as soon as possible.

**Source:**

- *Facility Operations Emergency Response/Disaster Recovery Procedures Manual*
- *Work Orders/Facility Operations Policy*
- *Lincoln Park Emergency Response Procedure*
- *Loop Emergency Response Procedure*

## SUSPICIOUS MAIL OR PACKAGES

Distribution Services is responsible for processing all official University mail sent and received by faculty and staff based at the Loop and Lincoln Park Campuses. However, business and academic units occasionally receive mail and/or packages directly, particularly by courier. They are advised to be wary of envelopes or packages delivered to their office that display one or more of the following characteristics:

- No return address;
- Misspelled words;
- Envelopes or packages sealed with excessive tape;
- Poor type or illegible/unusual handwriting;
- Incorrect name, address or title;
- Powder or other substance seeping through packaging;
- Excessive postage;
- Protruding wires;
- Strange odors emanating from the item;
- Oily stains, crystallization or other discolorations on packaging material.

Should a piece of mail or a package that displays the above-listed characteristics be received and there is suspicion the item may contain an explosive, chemical, biological or radiological threat:

- Isolate the item immediately;
- Do not open, move, smell or taste the suspicious item;
- Leave the immediate area and warn others in the area to do the same;
- Call Public Safety for further instructions and assistance.

### **Sources:**

- ***Distribution Services***
- ***United States Postal Service***

## THREATS OF VIOLENCE

The University strives to maintain an environment free from intimidation, threats (direct or implied) or violent acts. The University will not tolerate intimidating, threatening or hostile behavior of any kind. This includes threats, physical abuse, stalking, vandalism, arson, sabotage, possession or use of weapons of any kind on University property, or any other act that is dangerous in the workplace. Any object, regardless of its nature, is considered to be a weapon when used in a threatening or violent manner.

### ***Emergency***

If a threat seems imminent or if violent behavior is in progress, 9-1-1 should be called immediately for police assistance. At campuses where Public Safety is available, they should be called **after 9-1-1**.

### ***Non-Emergency***

Upon learning of a threat of violence, faculty and staff should notify their manager, Vice President or Dean, Public Safety and/or Human Resources as soon as possible, and provide assistance with the investigation as necessary. Incidents may be reported anonymously if a victim feels that it is in his/her best interest to do so.

Employees who believe that they have been subject to any of the behaviors listed above or who observe or have knowledge of a violation of the Human Resource policies and procedures shall immediately report the incident to their manager, Vice President or Dean and to Public Safety and/or Human Resources. Complaints will be promptly investigated. When the results of an investigation indicate the necessity to do so, disciplinary action up to and including discharge of individuals engaging in intimidating, threatening or hostile behavior will be taken.

Public Safety will work with Human Resources as well as outside police agencies, as necessary, to investigate complaints or incidents and initiate appropriate follow-up action.

### ***Sources:***

- ***Threats of Violence in the Workplace Policy***
- ***Public Safety***

# UTILITY FAILURE

## ***Utility and Facility Related Emergencies***

Utility failure emergencies should be reported immediately to the respective campus Facility Operations office. Public Safety should also be notified if the utility failure is potentially threatening to the safety of persons or facilities. The following list provides examples of utility and facility-related emergencies:

- Widespread power outages
- Water leaks
- Broken pipes
- Broken windows
- Elevator/escalator malfunction
- Heating or air conditioning problems
- Bathroom clogs or overflows (sinks/toilets)
- Gas leaks or odors
- Broken locks

## ***Work Orders - Non-Emergency Issues***

Utility issues that do not constitute an actual emergency should be reported to Facility Operations via the online work order system. The following list provides examples of non-emergency utility and facility related issues:

- Excess trash
- Minor clogs or slow-moving drains
- Limited power outages or burned-out light bulbs in non-critical areas
- A need or desire to change locks

### ***Sources:***

- ***Facility Operations Emergency Response/Disaster Recovery Procedures Manual***
- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***
- ***Work Orders/Facility Operations Policy***



## MISCELLANEOUS

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### 4.1 Emergency Contact Information

## EMERGENCY CONTACT INFORMATION

### ***Lincoln Park and Loop Campuses:***

Lincoln Park Campus Public Safety	(773) 325-7777	(x5-7777)
Loop Campus Public Safety	(312) 362-8400	(x2-8400)
City of Chicago Police/Fire Emergency	9-1-1	

### ***O'Hare Campus:***

Des Plaines Police/Fire Emergency	9-1-1	
Des Plaines Police Non-Emergency	(847) 391-5400	
Des Plaines Fire Non-Emergency	(847) 391-5333	

### ***Oak Forest Campus:***

University and College Center Police	(708) 614-4807	
Oak Forest Police/Fire Emergency	9-1-1	
Oak Forest Police Non-Emergency	(708) 687-1376	
Oak Forest Fire Non-Emergency	(708) 687-6050	

### ***Naperville Campus:***

Naperville Police/Fire Emergency	9-1-1	
Naperville Police Non-Emergency	(630) 420-6666	
Naperville Fire Non-Emergency	(630) 420-6142	

### ***Rolling Meadows Campus:***

Rolling Meadows Police/Fire Emergency	9-1-1	
Rolling Meadows Police Non-Emergency	(847) 255-2416	
Rolling Meadows Fire Non-Emergency	(847) 397-3352	