School of the Art
Institute of Chicago

Campus Emergency Operations Plan

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LETTER OF PROMULGATION

In the event of a natural, human-caused or technological disaster affecting this Campus or the surrounding area, we must be prepared to implement plans and procedures to protect lives and property.

Officials of The School of the Art Institute of Chicago, in conjunction with the local, county and state emergency management and public safety agencies have developed a Campus Emergency Operations Plan (CEOP) that will enhance their emergency response capability for any large scale emergencies or disasters on The School of the Art Institute of Chicago Campus. This document is the result of that effort.

This plan, when used properly and updated annually, can assist SAIC administration in accomplishing one of their primary responsibilities: protecting the lives and property of the students, faculty, administrators, and staff. This plan and its provisions will become official when it has been signed and dated below by the concurring SAIC officials.

This CEOP shall be distributed to all personnel included in the CEOP distribution list, as well as, the Chicago Office of Emergency Management and Communication, the Cook County Department of Homeland Security Emergency Management, and the Illinois Board of Higher Education.

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LETTER OF PROMULGATION</td>
<td>ii</td>
</tr>
<tr>
<td>DISTRIBUTION LIST</td>
<td>iii</td>
</tr>
<tr>
<td>RECORD OF CHANGE</td>
<td>viii</td>
</tr>
<tr>
<td>DEFINITIONS</td>
<td>ix</td>
</tr>
<tr>
<td>BASE PLAN</td>
<td>1</td>
</tr>
<tr>
<td>Purpose and Assumptions</td>
<td>2</td>
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<tr>
<td>Declaration of a Campus State of Emergency</td>
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<td>Mission</td>
<td>3</td>
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<td>Tasks by Position or Department</td>
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<td>Support from Outside Organizations</td>
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<td>Campus Emergency Operations Center Activation</td>
<td>7</td>
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<td>Campus Emergency Operations Center Activation Levels</td>
<td>8</td>
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<td>Administration and Logistics</td>
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<td>Plan Maintenance</td>
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<td>DIRECTION AND CONTROL</td>
<td>10</td>
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<tr>
<td>Campus Emergency Operations Center Locations</td>
<td>15</td>
</tr>
<tr>
<td>CEOC Staff Organization and Assignments</td>
<td>16</td>
</tr>
<tr>
<td>CEOC Organizational Chart</td>
<td>18</td>
</tr>
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<td>CEOC Layout</td>
<td>19</td>
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<tr>
<td>Checklist of General Tasks</td>
<td>20</td>
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<tr>
<td>Reports</td>
<td>23</td>
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<tr>
<td>ANNEX A – CONTINUITY OF OPERATIONS PLAN (COOP)</td>
<td>A-1</td>
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<td>ANNEX B – CAMPUS COMMUNICATIONS</td>
<td>B-1</td>
</tr>
<tr>
<td>ANNEX C – CAMPUS WARNING/ DISASTER/EMERGENCY INFORMATION</td>
<td>C-1</td>
</tr>
<tr>
<td>ANNEX D – CAMPUS PUBLIC INFORMATION</td>
<td>D-1</td>
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<tr>
<td>ANNEX E – PROPERTY DAMAGE ASSESSMENT &amp; RECOVERY PLANNING</td>
<td>E-1</td>
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</tbody>
</table>
ANNEX F – EMERGENCY RESPONSE STRATEGIES ................................................................. F-1
  Immediate Evacuation ......................................................................................................... F-3
  Lock Down ............................................................................................................................. F-5
  Shelter in Place ...................................................................................................................... F-7

ANNEX G– MASS CARE/SHELTER ......................................................................................... G-1

ANNEX H– HEALTH AND MEDICAL .................................................................................. H-1

ANNEX I– MORTUARY SERVICES ....................................................................................... I-1

ANNEX J– RESOURCE MANAGEMENT .............................................................................. J-1

ANNEX K - ACTIVE THREAT / ACTIVE SHOOTER ON CAMPUS .................................... K-1

ANNEX L – BOMB / WEAPON OF MASS DESTRUCTION THREAT ................................. L-1

ANNEX M – CIVIL UNREST ON CAMPUS ........................................................................ M-1

ANNEX N - WEATHER RELATED EMERGENCY ................................................................. N-1
  Tornado Watch .................................................................................................................. N-2
  High Wind Warning/Extreme Weather .............................................................................. N-3
  Tornado Warning .............................................................................................................. N-3
  Winter Storm Operations .................................................................................................. N-4

ANNEX O – HAZARDOUS MATERIALS .............................................................................. O-1

ANNEX P – EARTHQUAKE .................................................................................................. P-1

ATTACHMENTS ..................................................................................................................... Attachments-1
  Attachment 1 – CEOC Setup and Security ........................................................................ Attachments-2
  Attachment 2 – Forms ......................................................................................................... Attachments-7
  Attachment 3 – Checklists ............................................................................................... Attachments-19
  Attachment 4 – Campus Plan View .................................................................................. Attachments-38
  Attachment 5 – Campus Risk Assessment ...................................................................... Attachments-39
  Attachment 6 – Contact Lists .......................................................................................... Attachments-40
  Attachment 7 – Resource Lists ........................................................................................ Attachments-41
  Attachment 8 – Training Schedule ................................................................................... Attachments-42
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DEFINITIONS

“Campus” means any higher education facility that offers post-secondary education, including an annex or satellite campus away from the main campus, that includes, but is not limited to, rented classrooms in a commercial building or at a secondary school.

“Campus Emergency Management Director” is a position assigned to the individual responsible for overall management and administration of the emergency management program.

“Campus Emergency Operations Center” or “CEOC” means a location where policy and strategic management decisions are made during a disaster or disaster exercise.

“Campus Emergency Operations Center Manager”, hereafter referred to as “CEOC Manager”, is the individual in command of the CEOC. NIMS refers to this position as Incident Commander which is often confused with the Incident Commander in the field. For purposes of clarity, the individual in charge of the CEOC will be the CEOC Manager, and the individual in charge of field operations will be the Campus Incident Commander.

''Campus Emergency Operations Plan" or "CEOP" means the written plan of a higher education institution describing the organization, mission and functions of the higher education institution and supporting services for responding to and recovering from disasters/emergencies.

“Campus Emergency Planning Team” is responsible for the development, maintenance, review and revisions of the CEOP, as well as, coordinating and providing recommendations regarding emergency management policies and procedures, continuity of operations and emergency management training.

“Campus Incident Command” means a system that combines facilities, equipment, personnel, procedures, and communications to operate within a common organizational structure and that designates responsibility for the management of assigned resources to effectively accomplish stated campus goals and objectives.

“Campus Incident Commander” means the individual in charge of field operations. This position is not to be confused with the CEOC Manager. The Campus Incident Commander may very well be someone from an outside agency such as Chicago Police Department or Chicago Fire Department.

“Campus Incident Command Post” means the location at which the primary command functions for the CEOP are executed.

“Campus Violence Prevention Plan” or “CVPP” means the written plan of a higher education institution describing the creation of multi-disciplinary and multi-jurisdictional violence prevention strategies, including formation of a Campus Violence Prevention Committee and implementation of a Campus Threat Assessment Team to address aberrant, dangerous or threatening behavior on campus. The CVPP is a separate in distinct plan and is not included in this CEOP.

“CEOC Activation Team” is a group of personnel trained to set up the CEOC when activated for an event or incident.
“CEOC Team” is defined as any and all personnel assigned a function in the CEOC as Primary or Backup. The list of these personnel, by position title, is found in the “CEOC Staff Organization and Assignments” section of Annex A – Direction and Control.

"Concept of Operations" means the overall approach of the higher education institution to the preparation and management of a disaster/emergency, including response efforts and how the higher education institution will implement the concepts and procedures of an incident command system.

"Disaster" means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any natural or technological cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill or other water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortages of essential fuels and energy, explosion, riot, hostile military or paramilitary action, or acts of domestic terrorism. [20 ILCS 3305/4]

"Emergency Management" means the efforts of the higher education institutions to develop, plan, analyze, conduct, provide, implement and maintain programs for disaster/emergency mitigation, preparedness, response and recovery.

“Emergency Services and Disaster Agency” or “ESDA” means the agency by this name, by the name emergency management agency or by any other name that is established by ordinance within a political subdivision to coordinate the emergency management program within that political subdivision and with private organizations, other political subdivisions, the State and federal governments. [20 ILCS 3305/4]. These include, but are not limited to, Chicago Police Department, Chicago Fire Department, Chicago Office of Emergency Management, Illinois Emergency Management Agency, and Federal Emergency Management Agency.

"Exercise" means a planned event realistically simulating a disaster/emergency, conducted for the purpose of evaluating the higher education institution's coordinated emergency management capabilities, including, but not limited to, testing emergency operations plans.

"Full-Scale Exercise" means a time-pressured exercise of a minimum of six functions of the emergency operations plan, involving strategic and tactical decision making, including the direction and control function, activating the emergency operations center and incident command post and deploying responders, equipment and resources to the field.

"Functional Exercise" means a time-pressured exercise of a minimum of four functions of the emergency operations plan, involving strategic and tactical decision making, including the direction and control function, activating the emergency operations center or the incident command post, or both.

“Higher Education Institution” means a public university, a public community college, or an independent, not-for-profit or for-profit higher education institution located in this State. [110 ILCS 12/20(a)]

“IBHE” means the Illinois Board of Higher Education.

"IEMA" means the Illinois Emergency Management Agency.
“Mitigation” means to take action to reduce the likelihood of death, injury or property damage for emergencies that cannot be prevented, such as, tornadoes, earthquakes, etc.

“National Incident Management System” or “NIMS” means the comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. (See Homeland Security Presidential Directive-5)

"Preparedness" means actions taken and programs and systems developed prior to a disaster/emergency to support and enhance response to and recovery from a disaster.

“Prevention” means to take action to reduce or eliminate the likelihood of death, injury or property damage for emergencies that can be prevented.

"Recovery" means restoration actions and programs associated with recovering from a disaster/emergency including, but not limited to, academic recovery, physical/structural recovery, business/fiscal recovery and psychological/emotional recovery for students and campus personnel.

"Response" means the actions taken to address the immediate and short-term effects of a disaster/emergency.

"Table Top Exercise" means a low stress, non-time-pressured, discussion based exercise of a minimum of four functions of the emergency operations plan, including the direction and control function.

“Threat Assessment” means a process of evaluating the actions and conduct of individuals, and the circumstances surrounding those actions and conduct, to uncover any facts or evidence that indicate that violence is likely to be carried out. A threat assessment should occur when a person (or persons) threatens or induces others to commit a violent act or engages in behavior that appears to threaten “targeted violence”.

“Targeted Violence” means an incident of physical violence in which both the perpetrator and targets are identified or identifiable prior to the incident.
BASE PLAN

Purpose and Assumptions ........................................2
Declaration of a Campus State of Emergency ........2
Mission ................................................................3
Execution ................................................................3
Tasks by Position or Department .........................4
Support from Outside Organizations ..................7
CEOC Activation ..................................................7
CEOC Activation Levels ......................................8
Administration and Logistics ..............................9
Training ...........................................................9
Plan Maintenance .............................................9
Purpose and Assumptions

There is the possibility that an emergency requiring rapid mobilization and maximum coordination of all Emergency Service Disaster Agencies could occur at any time. Conditions that could cause an emergency are storms, earthquakes, acts of violence, extensive fire, aircraft crashes, terrorism, and national security emergencies, extreme pollution, hazardous materials incidents, public health threats, riots or any other man-made, natural or technological disasters.

Purpose

This Campus Emergency Operations Plan (CEOP) complies with the Illinois Campus Security Enhancement Act and the National Incident Management System (NIMS), and shall be updated as necessary. The basic emergency procedures outlined in this plan are designed to enhance the protection of lives and property through effective use of campus and community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President, or his/her designate may declare a state of emergency. An appropriate emergency response team will be assembled to direct the response and recovery efforts.

Assumptions

The CEOP is predicated on a realistic approach to the problems likely to be encountered on this campus. The following are assumed:

- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.

- The succession of events in an emergency is not predictable; hence, this CEOP will serve only as a guide and checklist, and may require field modification to meet the needs of the situation. Appropriate campus personnel will assess each situation to determine the most effective and appropriate response.

- Disasters may affect residents in the geographical location of the campus; therefore City, County, State and Federal emergency services may not be available. A delay in off-campus emergency services may be expected. In this case, SAIC personnel will make every effort to respond to the situation appropriately based on their training and in accordance with the appropriate CEOP annex.

Declaration of a Campus State of Emergency

The authority to declare a campus state of emergency rests with the Office of the President or his/her designate as follows:

- During the period of any campus emergency the campus security office shall place into effect the appropriate procedures necessary to: meet the emergency, safeguard persons and property, and maintain educational facilities. Campus Security and the Campus Emergency Management Director will immediately consult with each other regarding the emergency, and the possible need for a declaration of a campus state of emergency.

- When this declaration is made only registered students, faculty, staff and affiliates (persons required by employment) are authorized to be present on campus. Those who cannot present proper identification showing their legitimate business on campus will be asked to leave the property.
Authority for off-campus public safety operations will be the responsibility of the appropriate outside agency.

Emergency operations will comply with all ordinances and statutes as appropriate for the situation.

**Goal**

The goal of the CEOP is to ensure the greatest possible reduction of harm to the population and protection of property and the environment through Prevention, Mitigation, Preparedness, Response and Recovery as well as to maintain continuity of operations in the event of an emergency or disaster.

**Execution**

**Concept of Operations**

- The Policy Group will consist of the highest echelon policy makers within the organization as noted in the command and control section.

- The Campus Incident Commander (CIC) is responsible for directing and controlling emergency operations in the field. The field operations officer acts as chief advisor to the CIC during Disaster operations and is responsible for the direct conduct of activities necessary to the operation of the Emergency Management program. On-campus forces supplemented by volunteer staffing and other contracted services will conduct emergency operations in cooperation with local emergency services organizations.

- Faculty and staff are responsible for emergency functions as specified in this plan. Existing departments will perform emergency activities closely related to those they perform routinely in some cases. The efforts that would normally be required for those functions will be expanded to accomplish the emergency functions needed in an emergency or Disaster.

- The Campus Emergency Planning Team is responsible for the development, maintenance, review and revisions of the CEOP, as well as, coordinating and providing recommendations regarding Emergency Management policies and procedures, continuity of operations and Emergency Management training.

- Incident management operations will be conducted in accordance with the National Incident Management System (NIMS) standards and provide for natural and human-caused Disaster planning, guidance, assistance during periods of increased international tension, post-event conservation, distribution and use of resources, maintenance of essential activities.

- The preservation and protection of vital and official records, the implementation of measures to ensure continuity of services and civil order during or after emergencies, Disasters or national security emergencies is vital.

- The Policy Group will provide policy and professional assistance to the CEOC Manager if needed, and will include officials with certain legal and policy-making responsibilities.

- When conditions of a local emergency or Disaster are present, or are imminent and a need for assistance can be reasonably estimated, requests for assistance will be made to other appropriate Emergency Service Disaster Agencies. When the emergency exceeds the organization’s capability to respond, assistance will be requested from outside these agencies including, local, county and state government.
This plan covers an all-hazards approach to Emergency Management. The Base Plan and Direction and Control section provide guidance for handling all types of emergencies, while the remainder of the annexes deal with specific functional responsibilities, types of emergencies and related topics. This plan will be reviewed annually in June and July by the Campus Emergency Planning Team and updated as required.

Phases of Emergency Management

- This plan follows the National Incident Management System (NIMS) and utilizes both functional and a hazard specific approach and therefore includes the appropriate emergency functions within each hazard annex. Campus personnel shall receive training in NIMS standards. The plan accounts for activities before and after, as well as during emergency operations and deals with the major phases of Emergency Management defined by FEMA, (Prevention, Mitigation, Preparedness, Response and Recovery).

Organization

- All employees are included in the Emergency Management structure. Departments will conduct operations under the control of their respective directors or supervisors.

- The emergency response structure is made up of CEOC Team and field forces from specified departments.

- Volunteer organizations are authorized to augment the emergency response structure.

Tasks by Position or Department

The following tasks apply to emergencies and Disasters. Specific tasks for each hazard are assigned in the appropriate Annex.

- Annexes to this plan outline the emergency functions performed by departments in controlling the various emergencies that might occur. Departments that are emergency-oriented in their normal operations (such as campus security) will be involved in all emergencies and will conduct emergency operations in accordance with their own Emergency Management standard operating procedures (SOPs). Other departments may be required to assist by furnishing personnel and/or logistics support.

- President or Designee

  - The President or designee has the authority and responsibility in an emergency to implement emergency powers. These functions include:

    - Making emergency policy decisions.
    - Declaring a Campus State of Emergency.
    - Implementing emergency powers, which may include establishing curfews, blockades and limitations on utility usage.
    - Notify and conduct liaison activities with the SAIC and AIC administration, governmental Emergency Service Disaster Agencies, Campus Emergency Planning Team and others as necessary.
Campus Emergency Management Director

- Although the Campus Emergency Management Director’s primary responsibilities will be conducted in the Prevention, Mitigation and Preparedness phases, he/she will also have Response and Recovery responsibilities during an emergency or disaster, including, but not limited to:
  - Acting as chief advisor to the CEOC Manager when the CEOC is functional.
  - May serve as CEOC Manager if assigned.
  - Implement the policies and decisions of the Policy Group.
  - Approve outside assistance when necessary.
  - Authorize evacuation orders and approve rules for ingress and egress to the affected area.
  - Establish guidelines for the preservation of vital records.
  - Coordinate requests for critical resources and mutual aid.
  - Maintain the CEOC in a condition to permit activation with minimal notice and, when activated, supervise activities of the emergency staff until an appropriate transfer of command can be completed upon the arrival and briefing of the CEOC Manager.
  - Effect liaison and coordination with other CEOC’s.
  - Keep the Policy Group apprised of the situation upon request.
  - Disseminate general emergency public information through the PIO.
  - Conduct an after action review of the situation, response and overall effectiveness.
  - Coordinate Disaster assistance on behalf of the organization following the Disaster if State or Federal Disaster relief funds are made available.
  - Develop, coordinate and maintain the CEOP and other applicable emergency resource documents.
- Maintain a listing of resources available to respond to an emergency.
- Maintain overall readiness.

The Campus Security Department will:

- Provide security for the CEOC.
- Maintain CEOC in a state of constant readiness.
- Make appropriate administrative notifications (as prescribed in annexes) regarding emergencies.
- Monitor campus emergency warning and evacuation systems.
- Take immediate and appropriate actions to protect life, property and to safeguard records as necessary.
- Request assistance from City, County and Federal Government as required.

The Instructional Resources and Facilities Management (IRFM) Department will:

- Provide a representative for assignment to the emergency staff at the CEOC.
- Provide current campus information including maps, route planning and alternative response options.
- Assist campus security in traffic and area control, perimeter security, and in rescue and evacuation missions.
- Maintain emergency facilities, to include backup power sources.
- Provide equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- Provide vehicles, equipment and operators for movement of personnel and supplies.
- Obtain the assistance of utility companies as required for emergency operations.
- Furnish emergency power and lighting systems as required.
- Survey habitable space and relocates essential services and functions.
- Provide facilities for emergency generator fuel during actual emergencies or Disasters.
- Provide for storage of vital records at an alternative site.
- Provide occupational health and safety resources.

☐ The Student Affairs Department will:

- Serve as liaison to the Red Cross for emergency lodging, feeding, clothing and other services should they respond.
- Serve as liaison with other social services groups. Makes official announcements to the student population of the school in coordination with the PIO.
- Provide staff to coordinate the relocation of students as necessary.
- Coordinate communication and contact between outside emergency response personnel and students.
- Communicate with parents of affected students.

☐ Finance/Administration will:

- Prepare to mobilize staffing resources.
- Establish procedures for utilizing volunteers for Disaster operations, who are not associated with outside volunteer organizations (e.g. Red Cross).
- Coordinate deployment of reserve personnel to departments requiring augmentation.
- Establish emergency purchasing procedures and a Disaster contingency fund.
- Maintain records of emergency-related expenditures for personnel, equipment, facilities and materials.
- Compile cost-estimates of damage for use by organization officials in requesting Disaster assistance.
- Evaluate the financial effects of damage.
- Advise officials on emergency powers and necessary procedures for invocation of emergency measures and provide general legal counsel as needed for:
  - Contract review
  - Emergency agreements
  - General guidance to CEOC and Policy Group on specific activities as related to the emergency or Disaster.
  - Review and advise officials on possible liabilities arising from Disaster operations, including the exercising of any or all of the above powers.
  - Prepare and/or recommend rule changes for the implementation of emergency powers that may be required during an emergency.
  - Advise officials and departments on record keeping requirements and other documentation necessary for the exercising of emergency powers.

☐ The Communications Department will:

- Provide the emergency response team with an immediate and ongoing media exposure assessment, which anticipates which media outlets may be interested in covering the event and when. This assessment will also identify what information is needed to respond to media inquiries.
- Select (or serves as) the campus spokesperson to deal directly with media inquiries.
- Produce any prepared statements and/or news releases regarding the inquiry, seeking approvals as necessary from other members of the emergency response team.
- Establish the lines of communication with external media, coordinating their visits to campus.
- Advise other members of the emergency response team regarding the need for, and extent of internal communications, particularly as it relates to media/public relations exposure.
- In the period following an emergency, advises the emergency response team regarding the potential for media follow-up and further inquiry.

**Support from Outside Organizations**

Emergency Services and Disaster Agency’s (ESDA), the Illinois Emergency Management Agency (IEMA), the American Red Cross and Salvation Army are a valuable resource during emergency situations. They can be contacted directly or through other emergency responders. Contact information for these and other outside resources can be found in the resource section of this plan. They are typically equipped to:

- Provide professional and technical assistance, training and response material, assistance with local, state and federal funding, etc.
- Provide care to Disaster victims and displaced persons, to include shelter, feeding, clothing, medical care, registration, and inquiry. Additionally, Red Cross will maintain a current list of shelter locations.
- Assist individuals and families in recovering from the Disaster, to include casework services, home repair, furnishings, medical and nursing care, occupational supplies, and equipment.
- Provide mental health assistance to Disaster victims.
- Conduct private sector damage assessments.
- Feed emergency workers in the field.
- Provide training for volunteer groups.

**Campus Emergency Operations Center Activation**

The Campus Emergency Operations Center (CEOC) will be activated when an emergency reaches such proportions that it requires a closely coordinated effort on the part of leading campus officials. The CEOC Team and other personnel having duty assignments in the CEOC will report upon notification of the CEOC activation to their assigned locations. The following personnel have the authority to call for a CEOC Activation:

- President
- Provost
- Vice Provost
- VP for Campus Operations
- Executive Director of Campus Security
- Director of Campus Security

The CEOC Activation Team is responsible for setting up the CEOC when activated for an event or incident.

The CEOC Team is responsible for directing the activities necessary to maintain and restore operations both during and after an emergency situation. These personnel are led by the CEOC Manager, and are supported by
the operations, planning, logistics, and finance/administration sections, as well as public information, safety/risk assessment, liaison teams.

**Campus Emergency Operations Center Activation Levels**

From time to time advance notification may be available on hazardous events that could affect operations, health and safety of campus personnel and students, or that could result in degradation of quality of life. Maintaining 24-hour vigilance at full CEOC staffing levels for potential or minor events is not feasible due to the impact of continued alert status of personnel and the impact of routine operations. To address this need, the CEOC will operate in three modes to address a varying level of event probability and severity and maintain flexibility for the CEOC Manager to address needs as they arise.

- **Stand By**
  - Stand By should be implemented when an alert has been received or staff recognizes the potential for a high hazard event that could result in the opening and staffing of the CEOC. This level consists of:
    - Setting up the CEOC.
    - Placing the Campus Emergency Management Director on 10-minute response (plus 10) to the CEOC.
    - Placing the CEOC Team on a 30-minute response (plus 30) to the CEOC.

- **Partial Activation**
  - Partial Activation is appropriate when a minor event has occurred. It requires support of field operations and coordination with local, county or state emergency operations centers. It does not warrant full opening of the CEOC. Actions shall consist of:
    - Setting up the CEOC.
    - Campus Emergency Management Director shall report to the CEOC.
    - Members of the CEOC Team identified by the CEOC Manager shall staff the CEOC on a limited basis. NOTE: This provides a high degree of flexibility to address a contained event and can be rapidly expanded to a full activation if needed.

- **Full Activation**
  - Full Activation is appropriate to support multiple events or a major event that adversely affects the quality of life or the health and safety of campus personnel and students, or the property interests of the SAIC community. Actions shall consist of:
    - Setting up the CEOC
    - This includes all implementation steps included in the Stand By and Partial Activation Levels with the addition of calling in all key personnel to staff all functions as required.
    - Full activation is a full effort directed at containing, controlling and minimizing the effects of an emergency or disaster. The CEOC Manager can re-designate from a Full Activation to a lesser level based upon prevalent conditions and changing tactical situations.
**Administration and Logistics**

- Existing administrative, fiscal and procurement procedures will be followed whenever possible.

- Documentation to substantiate reimbursement for emergency expenditures, including both time and materials, will be maintained by each involved department. This will be coordinated by the Accounting Department and will follow appropriate guidelines.

- Priority for the use of resources will be given to activities essential for survival and welfare of people, protection of property and the assurance of the continuity of operations.

**Training**

SAIC will maintain an annual training schedule in accordance with the Illinois Campus Security Enhancement Act of 2008. It is the responsibility of the Campus Emergency Management Director / Executive Director of Campus Security to ensure this training is conducted and the schedule is updated annually. This schedule is attached as an Appendix 8 to this CEOP.

**Plan Maintenance and Updates**

This CEOP, including the Campus Risk Assessment (attachment 5), will be reviewed and updated at least annually in accordance with the Illinois Campus Security Enhancement Act of 2008. Each annex indicates a responsible party for these reviews and updates. It is the responsibility of the Campus Emergency Management Director/Executive Director of Campus Security to ensure these reviews and updates are completed. The Campus Emergency Management Director/Executive Director of Campus Security shall also be responsible for the review and update of all other components of the CEOP.

Beginning on or about June 1st and concluding on or about July 31st of each year, members of the CEOC Team will convene bi-weekly to review the CEOP and make systematic changes as necessary. All changes will be recorded in the **Record of Change** section of this Plan.

Every time there is a change to the CEOP, new copies of the entire plan, or just the updated section, annex or appendix, must be distributed to all personnel included in the CEOP distribution list, including the Chicago Office of Emergency Management, Illinois Emergency Management Agency Regional Office and the Illinois Board of Higher Education.
DIRECTION AND CONTROL

CEOC Locations .......................................................... 15
CEOC Staff Organization and Assignments .......... 16
CEOC Organization Chart ........................................ 18
CEOC Layout .......................................................... 19
Checklist of General Tasks ...................................... 20
Reports .................................................................... 23
   Message Form ..................................................... 24
   Situation Report .................................................. 25
   After Action Report ............................................. 27
   Damage Assessment Worksheet ......................... 29
Direction and Control

Purpose
To provide direction, control, and coordination of Campus forces to include liaison with any and all outside agencies/entities as is appropriate. Provide emergency information and direction to the occupants of the Campus during an emergency. A line of succession will be established for the CEOC and each function, and should be in accordance with the operating procedures established by each department.

Concept of Operations
The policy group has responsibility for all policy matters including policy decisions regarding the emergency. The CEOC Manager should ensure the operations, planning, logistics, and finance/administration sections deploy the required personnel and equipment to carry out the plan.

Policy Group
- Policy group should include officials with certain legal and policy-making responsibilities.
- Recommend to the President or designee a policy for the conduct of emergency operations.

Command Staff
The command staff consists of the CEOC Manager, public information officer, liaison officer and safety officer. Duties of the command staff are:
- Provide support to field personnel.
- Coordinate the response and early recovery activities.
- Supervise the activities of the various sections in the CEOC.
- Interpret operational policy.
- Keep the policy group informed about the emergency situation.

CEOC Manager:
- Manage CEOC resources and direct CEOC operations.
- Information processing which involves the collection, evaluation, and dissemination of information about the incident to help support the institution’s response operations.
- Maintain a significant event log.
- Identify resource needs.
- Prepare briefings for senior management officials.
- Coordinate logistical support for response personnel.
- Assign staff to fill command and general staff positions.

Public Information Officer:
- Assume emergency public information functions assigned by CEOC Manager.
- Interact with other CEOC sections to provide and obtain information relative to the incident.
- Contact media outlets and provide information related to the incident as cleared by the CEOC Manager.
Direction and Control

- Monitor media reports and telephone inquiries for accuracy and respond as appropriate to correct rumors.
- Coordinate with policy group and CEOC Manager for releasing information updates to public.
- Make recommendations to the policy group and CEOC Manager as to holding a press conference or issuing an official statement.
- Evaluate information available in the CEOC to determine the areas in which additional public information is appropriate.
- Coordinate information on the disaster if it affects adjacent municipalities. This information should be released via the Emergency Alert System (EAS) where available – Access through local law enforcement, County Sheriff’s Office, or County Department of Emergency Management.
- Operate in a joint information center (JIC) as needed.

Safety Officer:

- Brief CEOC staff on potential evacuation plans.
- Evaluate conditions and advise CEOC Manager of any conditions and actions that might result in liability and identify any oversights or improper response actions.
- Coordinate with finance/administration on any personnel injury claims or records preparation as necessary for proper case evaluations.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Addressing general welfare and safety of CEOC personnel.

Liaison Officer:

- Compile a list of outside agency representatives and make available (Agency name, phone numbers and contact person) to all sections of the CEOC.
- Respond to requests from Sections of the CEOC and take necessary actions to satisfy request with outside agencies.
- Communicate with local, state, and federal agencies as necessary.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Coordinate inter-organizational aspects of media releases, working with the PIO.

General Staff

Operations Section

- Elements of the operations section are:
  - Fire/Rescue (if applicable)
  - Security/Evacuation (if applicable)
  - Maintenance
  - Shelter Management
  - CEOC Support Staff

The operations section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information concerning the development of the incident. This
Direction and Control

Information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- Obtaining briefings from the CEOC Manager.
- Manage and carry out the operations portion of the incident action plan as directed by the CEOC Manager.
- Briefing and assigning operations personnel.
- Supervising operations in conjunction with the Campus Incident Command Post.
- Determining needs and requests for additional resources.
- Reporting information about specific activities, events and occurrences to the CEOC Manager.
- Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- Addressing general welfare and safety of the operations section personnel.
- Providing any additional services, as indicated in respective departmental annexes or SOPs.
- Establishing information requirements and reporting schedules for each incident.
- Assembling information on alternative strategies.
- Identifying needs for use of specialized resources.
- Performing operational planning for the planning section.
- Providing periodic predictions on the incident.
- Compiling and displaying incident status summary information.
- Advising the Campus Incident Command staff of any significant changes in the incident status.
- Maintaining resource status information.
- Preparing and distributing CEOC Manager’s orders.

Planning Section

- Elements of the planning section are:
  - Strategic Planning
  - Security/Evacuation
  - Records Management

The planning section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- Devise an incident action plan (IAP) to be approved by the CEOC Manager, and provide plan to the operations section.
- Obtaining briefings from the CEOC Manager.
- Activating planning section.
- Establishing information requirements and reporting schedules for each incident.
- Assembling information on alternative strategies.
- Establishing a weather data collection system when necessary.
- Identifying needs for use of specialized resources.
Direction and Control

- Providing periodic predictions on the incident.
- Compiling and displaying incident status summary information.
- Advising the command staff of any significant changes in the incident status.
- Maintaining resource status information.
- Addressing the general welfare and safety of the planning section personnel.
- Preparing and distributing the CEOC Manager’s orders.

Logistics Section

- Elements of the logistics section are:
  - Supply
  - Staff Food Distribution
  - Communications
  - Information Services

Logistics section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident. The logistics section participates in the development and implementation of the incident action plan (IAP) and activates and supervises a resources section if necessary. It is recommended that the leading department consider assigning a representative in the logistics section. Responsibilities include:

- Obtaining briefings from the CEOC Manager.
- Assigning work locations and preliminary work tasks to section personnel.
- Notifying the planning section of logistics units activated, including names and locations of assigned personnel.
- Participating in the preparation of the IAP.
- Identifying service and support requirements for planned and anticipated operations.
- Providing input to and review communications plan, medical plan and traffic plan.
- Coordinating and processing requests for additional resources.
- Providing technological infrastructure to include hardware, software and technical support for CEOC use.
- Advising on current service and support capabilities.
- Estimating future service and support requirements.
- Receiving demobilization plan from the planning section.
- Recommending release of unit resources.
- Addressing general welfare and safety of logistics section personnel.

Finance/Administration Section

- Elements of the finance/administration Section are:
  - Legal Services
  - Finance/Fiscal Office
  - Human Resources
  - Risk Management

The finance/administration section is responsible for all documentation of the incident including financial and cost
Direction and Control

analysis aspects of the incident and for coordinating legal information and recommendations. Responsibilities include:

- Obtaining briefing from the CEOC Manager.
- Attending briefings with responsible agencies to gather information.
- Identifying and procuring supply and support needs for the finance/administration section.
- Develop an operating plan for finance function for the incident.
- Preparing work objectives for subordinates, briefing staff and making assignments.
- Determine need for commissary operations.
- Informing the CEOC Manager when the section is operational.
- Meeting with assisting and cooperating agency representatives as required.
- Providing input in all planning sessions on financial and cost analysis matters.
- Maintaining contact with all agency administrative headquarters on financial matters.
- Documenting all financial costs of the incident including documenting for possible cost recovery for service and supplies.
- Advising the command staff on possible liabilities arising from disaster operations.
- Establishing a list of volunteers according to functional capabilities and inform the logistics section of availability.
- Collecting and compiling input data and after action reports.
- Evaluating the effects of damage on the economic index, and insurance ratings for use in long-range recovery planning.

**Campus Emergency Operations Center Locations**

The Campus Emergency Operations Center (CEOC) locations are:

<table>
<thead>
<tr>
<th>Primary</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>116 S. Michigan</td>
<td>Sullivan Center</td>
</tr>
<tr>
<td>16th Floor</td>
<td>33 S. State</td>
</tr>
<tr>
<td>Room 1603</td>
<td>7th Floor</td>
</tr>
<tr>
<td></td>
<td>Room 782</td>
</tr>
</tbody>
</table>

**CEOC Displays**

The following maps, charts and logs should be maintained and made available in the CEOC.

- Regional map
- County maps (large and small scale)
- City maps (large and small scale)
- Campus maps (large and small scale)
- Standard FEMA Forms
- Bulletin Board
- Building Floor Plans
- Operational Status Log
**CEOC Staff Organization and Assignments**

The Emergency Staff should consist of the policy group, command staff, general staff and other staff members as needed. During periods of increased-readiness, the CEOC may be staffed for 24-hour operations.

<table>
<thead>
<tr>
<th>POLICY GROUP</th>
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</thead>
<tbody>
<tr>
<td>President</td>
</tr>
<tr>
<td>Provost</td>
</tr>
<tr>
<td>VP of Student Affairs</td>
</tr>
<tr>
<td>VP for Campus Operations</td>
</tr>
<tr>
<td>General Counsel</td>
</tr>
<tr>
<td>VP of Institutional Advancement</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMAND STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CEOC Manager</strong></td>
</tr>
<tr>
<td>Assignment of this function depends on the type of incident</td>
</tr>
<tr>
<td>Executive Director of Campus Security</td>
</tr>
<tr>
<td>Director of Campus Security</td>
</tr>
<tr>
<td>VP for Campus Operations</td>
</tr>
<tr>
<td><strong>Deputy CEOC Manager</strong></td>
</tr>
<tr>
<td>Primary: Vice Provost</td>
</tr>
<tr>
<td>Backup: Dean of Student Life</td>
</tr>
<tr>
<td><strong>Safety Officer</strong></td>
</tr>
<tr>
<td>Primary: Associate Director Environmental Health and Safety SAIC</td>
</tr>
<tr>
<td>Backup: Associate Director Environmental Health and Safety Museum</td>
</tr>
<tr>
<td>Backup: Executive Director of Instructional Fabrication</td>
</tr>
<tr>
<td><strong>Liaison Officer</strong></td>
</tr>
<tr>
<td>Primary: Executive Director of Design and Construction</td>
</tr>
<tr>
<td>Backup: Executive Director of Facilities Services</td>
</tr>
<tr>
<td>Backup: Associate Dean of Budget and Administration</td>
</tr>
<tr>
<td><strong>Public Information Officer</strong></td>
</tr>
<tr>
<td>Primary: Assoc. Director of Marketing &amp; Public Relations</td>
</tr>
</tbody>
</table>
### Direction and Control

#### GENERAL STAFF

##### Operations Section
- Andy Frain Account Manager
- Executive Director of Facilities Engineering
- Dean of Student Life
- Director of Campus Security
- Chief Engineer
- VP for Campus Operations

#### Planning Section
- VP of Enrollment Management
- Assistant Dean of Student Affairs for Campus Life
- Director of Media Services
- Executive Director of Enrollment Services
- Assistant Director of Facility Services
- Special Events & Project Manager

#### Logistics Section
- Executive Director of Facilities Services
- AVP of Strategic Sourcing
- Assistant Director of Campus Services
- Executive Director of CRIT
- Executive Director, Telecommunication & Network Services

#### Finance/Administration Section
- VP for Finance & Administration
- VP for Human Resources
- Director of Employee Relations & Training
- Associate General Counsel
- Senior Budget Analyst
CEO Organizational Chart

CEO Manager
- Executive Director of Campus Security
- Director of Campus Security
- VP for Campus Operations

Safety
- P - Assoc. Dir. Environ. Health & Safety SAIC
- B - Assoc. Dir. Environ. Health & Safety Museum
- B - Dir. of Instructional Fabrication

Deputy CEOC Manager
- P - Vice Provost
- B - Dean of Student Life

PIO
- P - AVP of Institutional Advancement
- B - Assoc. Director of Marketing and PR

Operations *
- Andy Frain Account Manager
- Executive Director of Facilities Engineering
- Dean of Student Life
- Director of Campus Security
- Chief Engineer
- VP for Campus Operations

Planning *
- VP of Enrollment Management
- Assistant Dean of Student Affairs for Campus Life
- Executive Director of Media Services
- Executive Director of Enrollment Services
- Assistant Director of Facility Services
- Special Events & Project Manager

Logistics *
- Executive Director of Facilities Services
- AVP of Strategic Sourcing
- Assistant Director of Campus Services
- Executive Director of CRIT
- Executive Director, Telecommunications & Network Services

Finance/Admin *
- VP for finance & Administration
- VP for Human Resources
- Director of Employee Relations & Training
- Associate General Counsel
- Senior Budget Analyst

* - Depends on Incident
Direction and Control

_CEOC Layout_

SAIC Campus Emergency Operations Plan 19 Last Revised: 08/11/15
**Checklist of General Tasks**

**Immediate**
- Confirm identity of involved student(s) or employee(s). Note that multiple individuals may have the same name.
- Call together the CEOC Team.
- Contacts the President and Vice Presidents.
- Involve faculty advisor, other close faculty member, or close students into response group (if appropriate).
- Determine who needs to be consulted (e.g. Campus/community representatives involved in the crisis by nature of their positions, local law enforcement or the legal counsel).
- Begin process of documenting response.
- Consider hosting a campus gathering the first night with speakers.

**Communication**
- What is official/public statement about event? When, where and by whom will this be communicated? Who should receive this statement?
- What method of communication should be used to communicate to the Campus community - students, faculty, staff (e.g. all Campus gathering, voice mail, e-mail, written memo distributed and posted, all Campus email, web page).
- Create scripted communication for anyone answering telephone inquiries. Include how to direct calls and respond to questions.
- What is our plan if outside media come to Campus? How do we inform the community to direct media inquiries to the PIO?
- When and where will press briefings occur? Need to create facilities for press, phone, and parking.
- What do we tell the community about external media and their presence on Campus?
- Do we need to establish a “dedicated line” where concerned people can phone to get current information?
- Where do we physically need Campus representatives? (e.g. residence hall? In a class? In a department?).
- What equipment will aid communication?
- How will communication with families be conducted? By whom, in what manner (phone call, in person?)
- What are ongoing communication needs?
- Is a Campus gathering appropriate? Where and when? How communicated?
Direction and Control

Local/Civil Authorities
- What information do we need from local police and fire departments? What information do we need to provide to them? Who will attend to this?
- What contact do we need with local hospital or coroner? Who will attend to this?
- What contact will local authorities have with affected family(ies)? What constitutes “official” notification?
- Can local clergy be of assistance?
- Who will travel where and for what reasons? Under what conditions?

“Business As Usual”
- What is done to ensure that normal Campus operations continue?
- Plan for “garden variety” crisis that may happen concurrently with catastrophe.
- Should classes and Campus events proceed as planned?
- Are special/extra safety and security measures needed (traffic control, for example) to ensure “business as usual.”

Family(ies)
- What info has family received and from whom – police? hospital?
- Are siblings on Campus? If so, what is order of contact with family and on-Campus siblings?
- Who should make contact?
- What is the emergency contact information?
- What about logistics – travel, housing, accommodations? Who will be the host and point of contact for the family?
- What is the student’s religious background?
- Will a Campus representative travel to family? To a funeral or memorial?
- If student death, discuss a refund of semester’s tuition.
- Consider appropriate recognition at commencement.
- Pull student name(s) from pending Campus mailings.
- Offer to pack belongings or close student room until family is ready to pack. Involve family in this decision. Ship belongings home.
- Follow-up with family – condolences, etc.
- What emergency, psychological, or spiritual support can we provide?

Campus Effects
- What other students/employees will be affected right away e.g. roommates, significant others, friends? How will they be notified? How do we identify other important people to notify immediately? Ask friends “who else should be notified.” Remember foreign students and those studying abroad.
- Was student member of team or student organization or work-study student?
Direction and Control

If so, notify coach/advisor/supervisor. Is students’ team or organization away from Campus? If so, how should they be notified?

- Faculty and advisor notification.
- Will planned Campus events need to be changed?
- Follow-up. Monitor individual groups and residential community over time.
- Should we provide meeting/support for faculty or other non-students?
- What ongoing stress debriefing opportunities are appropriate?

Details

- Room and roommate – arrange for move if necessary, provide assistance, Housekeeping clean room as soon as authorities allow.
- Bills – What if siblings are attending? What if they leave? Can we reimburse tuition?
- Transportation to funeral(s). Who will/may go?
- Flowers and official condolences.
- Contact Financial Aid – If student(s) received loans, documentation may be required to discharge the loans. Parent may have to be involved in this process.
- Contact Advising, Registrar Office, Financial Aid, Accounting Office to update all student records to avoid unnecessary mailings, billings, etc.

Ceremonies

Memorials

- What, if anything, does the family want? Ceremony and timing. Who will coordinate?
- What if anything, do on-Campus friends want? Who will coordinate this?
- What, if anything, do groups (e.g. team, student organization) want?
- Memorial – service on Campus, scholarship, notice at commencement, academic awards, memorial tree?
- Local church/synagogue/mosque.
- Transportation of family.
- Who should go to the funeral? Memorial? Provide ways for students to go if appropriate.

Long-Term Issues

- What ongoing attention should be paid to surviving students/friends? by whom?
- What ongoing attention should be paid to family(ies)?
- How should we prepare for a delayed stress reaction 1-2 months after the event? On anniversaries of the event?
- What resources are available? Counseling? EAP? Campus Ministry?
Reports

1. **Message Form**

2. **Situation Report**

   - When a major emergency or disaster occurs, consider forwarding a situation report to the local municipality or county EOC.
   - Initial reports may be fragmentary and by telephone but when conditions stabilize, complete reports should be provided.

3. **After-Action Report**

   - Within five days after emergency operations are concluded, each involved department should submit the after-action report to the Campus Emergency Management Director.
   - The report should include estimates of operational costs, if actual cost data is not yet available. Subsequent reports can be made as requested and as refined data becomes available.

4. **Damage Assessment Worksheet**

   - Within five days after emergency operations are concluded, each involved affected department should submit the damage assessment worksheet to the Campus Emergency Management Director.
## MESSAGE FORM

### PRIORITY
- ( ) Hazard to Life,         ( ) Hazard to Property
- ( ) Potential Hazard

### FOR CEOC STAFF USE ONLY

<table>
<thead>
<tr>
<th>POSITION</th>
<th>ACT</th>
<th>INFO</th>
<th>TIME</th>
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<tbody>
<tr>
<td>EXECUTIVE</td>
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<tr>
<td>SECURITY/</td>
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<td>EVACUATION</td>
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<td>ENGINEERING/</td>
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<td>ENVIRONMENTAL</td>
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<td>PUBLIC WORKS</td>
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<tr>
<td>RESOURCE/ SUPPORT</td>
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<tr>
<td>SHELTER MGMT</td>
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### CEOC Staff Assignment Priority
- ( ) 1. Immediate Action
- ( ) 2. Urgent – As Soon As Possible
- ( ) 3. Routine – As Time Allows
- ( ) 4. Deferred – 12 Hours
- ( ) 5. Deferred – 24 Hours

### MESSAGE:

---

### ACTION TAKEN:

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### ACTION COMPLETED:

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### SITUATION REPORT

**ITEM**

<table>
<thead>
<tr>
<th>Report No.</th>
<th>Date</th>
<th>Time</th>
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<table>
<thead>
<tr>
<th>Nature of Emergency</th>
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<thead>
<tr>
<th>Location of Emergency</th>
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<table>
<thead>
<tr>
<th>Date/Time of Occurrence</th>
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<thead>
<tr>
<th>Property Damage</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Actions Taken (Details in Remarks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Declaration of Emergency</td>
</tr>
<tr>
<td></td>
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<tr>
<td>b. Evacuation</td>
</tr>
<tr>
<td></td>
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<tr>
<td>c. Movement of People</td>
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<tr>
<td></td>
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<tr>
<td>d. Movement of Supplies</td>
</tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Assistance Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Personnel: Skill/Number</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>b. Equipment: Type/Number</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
c. Other Resources


11. Is Area Accessible?


12. Communications Available


13. Actions Taken By:
   a. American Red Cross


   b. Salvation Army


   c. Others


14. Remarks


AFTER-ACTION REPORT

1. Department/Activity Making Report

2. Period of Emergency Operations

3. Nature of Emergency

4. Departments or Jurisdictions which you supported:
   a. ____________________________  d. ____________________________
   b. ____________________________  e. ____________________________
   c. ____________________________  f. ____________________________

5. Nature of Your Emergency Support Function

6. Personnel:
   a. Total Participating: ____________________________
   b. Total Work Hours: Regular ____________________________  Overtime: ____________________________
   c. Number Injured: ____________________________  Estimated Hours Lost: ____________________________
   d. Estimated Cost to Department: ____________________________
7. **Resources Expenditures:**
   a. Department-owned: Estimated Total $ __________________________
   b. Emergency Requirements Approved by Authorities:
      Estimated Total $ __________________________
   c. Description of Expended Materials
      __________________________________________
      __________________________________________

8. **Damage or Loss of Property:**
   Estimated Total $ __________________________
   Property Description: __________________________________________
   __________________________________________

9. **Summary of Activities Related to Your Emergency Support Function:**
   __________________________________________
   __________________________________________

Signed: __________________________
Department Representative

Date __________________________
# DAMAGE ASSESSMENT WORK SHEET

(PLEASE PRINT)

1. **DATE OF EVENT**  
2. **ASSESSMENT DATE**  

3. **TYPE OF EVENT** (Check One):  
   - Flash Flood  
   - Earthquake  
   - Flood  
   - Fire  
   - Thunderstorm  
   - Tornado  
   - Wind  

4. **JURISDICTION** (Check One):  
   - Town/City of  
   - County (Unincorporated Area)  

5. **OWNER/OCCUPANT INFORMATION**  
   - Name  
   - Address  
   - Telephone No.  

6. **CONTACT INFORMATION (If Different):**  
   - Name  
   - Address  
   - Telephone No.  

7. **TYPE OF STRUCTURE** (Circle One):  
   - O – Office Building  
   - R – Residence Hall  
   - S – Special Interest House  
   - F/S – Fraternity or Sorority House  
   - A – Apartment  
   - SP – Stadium or Sports Center  

8. **BUILDING DAMAGE** (Circle One):  
   - 3 – Destroyed (Not Repairable)  
   - 2 – Major (Need Repair)  
   - 1 – Minor (Habitable)  
   - 0 – No Damage  

9. **CONTENT DAMAGE** (Circle One):  
   - 3 – Destroyed (Not Repairable)  
   - 2 – Major (Need Repair)  
   - 1 – Minor (Habitable)  
   - 0 – No Damage  

10. **STRUCTURAL DAMAGE:**  
    (Fill in/check appropriate information)  
    - Walls & Ceilings:  
      - **Collapsed**  
      - **Water Damaged**  
    - Roof:  
      - **Collapsed**  
      - **Truss Damage**  
    - **% Shingles Missing/Damaged**  
    - **Foundation Shifting on off**  
    - **Chimney Collapsed**  
    - **% Damaged**  
    - Siding:  
      - **% Missing/Damaged**

11. **OTHER DAMAGE** (Circle One):  
    - Windows Broken  
    - Insulation  
    - Furniture  
    - Appliances  
    - Awnings  
    - Flooring  
    - Pipes Ruptured  
    - Septic System  
    - Well  
    - Roof  
    - Chimney  
    - Siding  

12. **ADDITIONAL INFORMATION:**  
    - Flood Water Depth  
    - No of Floor Levels  
    - Seasonal  
    - Recreational Vehicle  
    - Other  

13. **INSURANCE** (Circle One):  
    - Homeowners  
    - Flood  

14. **TYPE OF USAGE OTHER THAN PRIMARY UNIT** (Check One):  
    - Seasonal  
    - Recreational Vehicle  
    - Other  

15. **REMARKS:**  
   
   
   
   
   
   

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SAIC Campus Emergency Operations Plan 29  Last Revised: 08/11/15
**Continuity of Operations Plan (COOP)**

**Introduction**

The School of the Art Institute of Chicago (SAIC) is committed to the safety and protection of its employees, students, facilities, and visitors. In support of this commitment, SAIC has critical operations that must be performed, or rapidly and efficiently resumed, in an emergency. The SAIC Continuity of Operations Plan (COOP) will enable the SAIC community to maintain the infrastructure of essential functions at the institution.

**Purpose**

This plan includes instructions for continuing school operations when the normal environment is disrupted, or specific operations are taken out of service. SAIC will attempt to continue the following essential functions during an emergency requiring continuity of operations:

- Sustain the safety and welfare of employees, students, and visitors,
- Deliver academic programs to students, and
- Maintain critical business, finance, and infrastructure operations.

This plan provides a framework to continue these essential functions in the event that an emergency at SAIC or in the region threatens operations or requires the relocation of select personnel and functions. The COOP presents our approach to begin continuity operations within 12 hours of activation, continues essential functions within the identified recovery time objectives, and maintains essential functions for up to 30 days.

**Applicability and Scope**

This plan is intended to provide guidance and assistance for all SAIC departments, units, and personnel. The COOP covers all facilities, systems, buildings, and vehicles operated or maintained by SAIC. It will involve input from all areas, as well as follow a systematic approach. The COOP Plan supports the performance of essential functions from alternate locations and also provides for continuity of management and decision-making in the event that senior management or technical personnel are unavailable.

**Assumptions**

Assumptions used to develop this COOP include the following elements:

- Emergencies or threatened emergencies can adversely impact the ability to continue essential functions and provide support to the day-to-day operations.
- There will be a sufficient number of surviving and available senior managers with adequate supporting personnel to continue essential functions.
- Some level of technical resources may not be available for more than 72 hours in the affected buildings.
- Communications capabilities, transportation, and other infrastructures will be sufficiently intact to allow implementation of this plan.
- Recovery of a critical subset of the functions and application systems will occur and allow essential operations to continue.
- Training will be developed in the use of the COOP and all faculty and staff are made aware of its existence and their roles.


**Concept Of Operations**

This COOP provides a flexible, scalable strategy to manage and recover from situations or events that have a direct adverse impact on operations. If an incident results in serious injury or loss of SAIC leadership, reconstitution of leadership will be considered and appropriate personnel reassigned.

It is important that the SAIC mission is sustained during any emergency. First priority is always the safety of the students, staff, faculty, and visitors. The COOP focuses on Campus operations and the sustenance of critical functions.

The objectives of this COOP are to minimize financial loss; continue to appropriately serve students, staff, faculty, and visitors; and mitigate the effects disruptions can have on long-range plans, reputation, operations, and ability to remain in compliance with applicable laws and regulations. Changing business processes (internal to SAIC and externally to the broader community) and new threat scenarios require SAIC to maintain updated and viable COOP’s at all times.

Following initial crisis response and life safety efforts, focus will shift to continuity of operations, including the functions, systems, and facilities, in an effort to fully restore operations. When necessary, reconstitution may require use of alternate locations, acquisition and installation of equipment and communications, and placement of personnel.

**Annex Activation**

The SAIC COOP is implemented in response to an emergent situation or any other situation that disrupts normal operations. The plan can be implemented fully or partially. The decision to implement the COOP is tailored to the specific situation and is based on the event’s projected or actual impact and severity.

This plan recognizes that while technology is the primary basis for concern, an enterprise-wide, process-oriented approach that considers technology, business processes, testing, and a communication strategy, is critical to building a viable COOP.

**CONTINUITY OF OPERATIONS PLANNING PROCESS**

SAIC will conduct continuity of operations planning on an enterprise-wide basis. As part of this COOP, operational groups must consider the critical aspects of their operations in creating a business continuity plan for how it will respond to disruptions. This business continuity plan is not limited to the restoration of information technology systems, services, or data maintained in electronic form, as such actions, by themselves, cannot always put a unit back in operation.

Attachment 5 of this CEOP contains the results of the most current Campus-wide risk assessment process outlining a list of several incidents that can impact SAIC operations. This list is a good starting point for departmental risk assessments.

Each of the following operational groups of SAIC are required to participate in the development of a Business Continuity Plan to address disruptions:

- Administration (Payroll, HR, VP for Finance and Administration, etc.)
- Vice President and Dean of Student Affairs/Residence Life
- Facilities (including Director of Design and Construction / Campus Security)
- Academic Affairs (Dean’s Office, Academic Departments, Library, Shops, etc.)
The Business Continuity Plan should include the following:

**Senior Leadership Responsibilities**

SAIC senior leadership including Deans, Vice Presidents, Associate Vice Presidents, Executive Directors, Directors, and equivalents are responsible for:

- Allocating sufficient resources and knowledgeable personnel to develop the COOP;
- Developing a continuity and succession of leadership section;
- Setting policy by determining how the institution will manage and control identified risk;
- Approving the COOP on an annual basis;

The effectiveness of business continuity planning depends on the leadership commitment and ability to clearly identify what makes existing operations processes work. Each operational group must evaluate its own unique circumstances and environment to develop a comprehensive COOP.

**Orders of Succession**

In the absence of, or in the event that the President is unable to perform the duties as the SAIC leader, the duties of the President will be assumed by administration staff in the following order:

1. Provost
2. Vice President for Campus Operations
3. Vice President/Dean of Faculty

Operational group COOP’s will outline unit-specific orders of succession.

**Essential Functions**

SAIC’s goal is to continue the following essential functions during an emergency requiring continuity of operations:

- Sustain the safety and welfare of employees, students, and visitors,
- Deliver academic programs to students, and
- Maintain critical business, finance and infrastructure operations.

These essential functions guide the continuity planning efforts of all operational groups and capture unit-specific actions that will allow continuing functions.

**Essential Personnel**

Essential personnel must be prepared to sustain essential functions remotely or from a relocation site for a period of up to 30 days. If a relocation site is used, staff will receive an orientation briefing regarding administrative issues from site staff upon arrival at the site. Supplies and equipment needed to perform essential functions will be pre-positioned when possible, but individuals are responsible for their personal items. SAIC leadership is expected to:

- Be fully informed and understand human capital tools, flexibilities, and strategies;
- Regularly review and update personnel contact information and notification protocols to assure that information remains current;
- Ensure employees have a clear understanding of their role in an emergency; and
- Develop, review, and update emergency guides as needed.
Alternate Facilities
SAIC recognizes that normal operations may be disrupted and that there may be a need to perform essential functions at alternate sites or facilities.

Individual operational groups will identify in their COOP primary and secondary operating locations for their COOP teams. In addition, depending on the issue, SAIC, through cooperative agreements and mutual aid agreements completed or under development, also has access to additional facilities outside the area that could support essential functions.

The following areas should also be considered:

Essential Equipment and Information
The entire SAIC community relies heavily on the Information Technology Department and associated communications infrastructure for communications, networking, data management, information security, and help-desk support. As such, the information technology and communication COOP and information technology and communication disaster recovery are intimately connected to effective continuity operations.

Vital Records, Systems and Equipment
The COOP will provide for the protection, accessibility, and recovery of SAIC’s vital records, systems, and equipment. These are the records, systems, and equipment that if irretrievable, lost, or damaged will materially impair the ability to carry out essential functions and to continue to conduct business.

SAIC, through Department COOP’s, has identified those vital records and databases which must be available to support performance of the designated essential functions.

Communications
Internal communications systems must support connectivity to other departments, students, faculty, staff, their families and visitors under all circumstances.

Plan Implementation
The Continuity of Operations Plan will transition through three phases. These phases are:

- Activation and Relocation
- Continuity Operations
- Reconstitution

The COOP is activated based on known or anticipated threats and emergencies that may occur with or without warning. Once a disruption to operations exists, the period of COOP Plan implementation begins.

Activation and Relocation
The decision to activate the plan will be based upon the best available information, previous experience, and upon the advice of SAIC leadership, and local emergency services agencies. Once information on an incident is received, SAIC uses an executive decision-making process to review the emergency situation and determine the best course of action for response and recovery.

Decision will focus on the way in which the emergency event may impact the capabilities of SAIC to provide its mission critical and essential functions. Recommended decisions and impacts may be
modified based on the actual events. Once the decision is made to activate the COOP, the following actions may be required:

- Notify Facilities Management representatives of impending activation and relocation requirements;
- Activate plans to transfer to alternate facilities if required;
- Instruct advance team to ready alternate facilities;
- Notify CEOC Team personnel regarding activation of COOP and their status;
- Prepare non-prepositioned documents and equipment required for essential functions for;
- Secure original facilities; and
- Move to the designated alternate facilities and check in.

Continuity Operations

SAIC will attempt to perform any essential functions determined to be critical to operations from the alternate facilities using temporary work orders or procedures as required. Responsibilities will be assigned to personnel in order to maintain essential functions and additional staff will be activated as required to provide other services and functions as necessary. These procedures are detailed in each of the appropriate operational group COOP. Activities during the continuity of operations phase include, but are not limited to:

- Assessing the impact, damage or potential damage, or response requirements of the incident through the CEOC if appropriate;
- Coordinating with COOP members on response activities;
- Executing activities that continue essential function operations;
- Compiling updates and briefings on the status of the event, actions completed, actions in progress, and potential impact to specific departments;
- Reprioritizing and recommending future response actions;
- Initiating reconstitution planning, both internal and external;
- Ensuring the President is apprised of departmental activities;
- Keeping a record on actions taken and financial commitments; and

Reconstitution

Reconstitution involves actions needed to help SAIC return to full, normal operations. As soon as feasible, planning and preparation for demobilization and the transfer of communication, vital records, databases, and other essential activities back to the primary facilities will begin. The options for reconstituting normal operations include:

- Return to the normal department facilities
- Transfer operations to a long-term temporary site
- Transfer operations to a new, permanent location

SAIC will develop general guidance and policy on demobilizing alternate operations and returning to a non-emergency status at the designated primary facilities. As soon as possible following deactivation, the CEOC Manager will convene a team to collect information on critical issues requiring leadership attention, lessons learned, and best practices associated with the response. All information is documented for future reference and is used to update planning documents and operating procedures. Once developed, new or updated procedures should be evaluated for effectiveness in an exercise.

Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must
be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

**Responsible Party:** Campus Emergency Management Director/Executive Director of Campus Security.
Campus Communications

Purpose

This annex describes the systems and procedures that have been established for communication among the groups and individuals specified herein during and after an emergency situation.

Annex Activation

This annex shall be activated by the Executive Director of Campus Security or designate in the event of an immediate threat to the health or safety of students, faculty, staff or visitors of SAIC. The types of incidents that may cause an immediate threat to the SAIC community might include, but are not limited to emergencies such as:

- Active Shooter
- Hostage/Barricade situation
- Riot
- Suspicious Package with Confirmation of a Device
- Tornado
- Fire/Explosion
- Structural Damage to an SAIC Facility
- Biological Threat
- Significant Flooding
- Gas Leak
- Hazardous Materials
- Suspicious Death

Assumptions

This annex is based on the assumption that alerts for immediate life-threatening emergencies can be disseminated to the Campus community in the quickest, most effective manner via cell phone text messages, voice messages to cell and/or land line phones, saic.edu email accounts and/or the internal public address systems in each building. It also assumes that emergency information can best be disseminated to the larger community via the SAIC website, social media, the public media and/or press conference.

Concept of Operations

Communications in an emergency will include all systems now in use to conduct day-to-day business as well as systems used for emergency communications. Information will be exchanged among responders, administrative officials, employees, students and other interested persons during and after a disaster/emergency situation as indicated below:

<table>
<thead>
<tr>
<th>Responders</th>
<th>Primary: Campus Security radio system, direct phone lines in the EOC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Backup: Cellular phones</td>
</tr>
<tr>
<td>Administrative Officials</td>
<td>Primary: Direct phone lines in the EOC, Campus Security radio system</td>
</tr>
<tr>
<td></td>
<td>Backup: Cellular phones</td>
</tr>
<tr>
<td>Faculty, Staff, Students &amp; Visitors</td>
<td>Primary: <strong>SAIC Emergency Messaging System</strong></td>
</tr>
<tr>
<td></td>
<td>- Text message</td>
</tr>
<tr>
<td></td>
<td>- Cell and landline phone messages</td>
</tr>
<tr>
<td></td>
<td>- Email</td>
</tr>
<tr>
<td></td>
<td>- Public address systems</td>
</tr>
<tr>
<td></td>
<td>SAIC website</td>
</tr>
</tbody>
</table>
|                             | Backup: Emergency Closing Center (City of Chicago)
SAIC will, without delay, and taking into account the safety of the community, determine the content of the alert and initiate the notification system, unless issuing the alert will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Executive Director of Campus Security, the Executive Director of Marketing, PR, & Graphics and the Executive Director for Web and eCommunications will be responsible for coordinating all communications, will ensure the appropriate personnel are tasked with sending messages and will report to the CEOC when activated. The communications will be scripted by the SAIC Marketing and Communications Office. Equipment may be augmented as the situation dictates.

- The Logistics Section is responsible for establishing communications in the CEOC.
- Radio and telephone operators’ assigned duties in the CEOC will assist in coordinated communications in an emergency.
- Groups operating within the CEOC may utilize the Campus Security radio system or cellular phones for direct communication to affiliated field units.
- Alternate forms of communication need to be established in the event of loss of the primary communication system. Communication priorities are as follows:
  - Police/Fire radios and 911 lines (if available).
  - Direct phone lines in the CEOC.
  - The Campus Security radio system.
  - Individually assigned cellular phones.

**Disseminating Emergency Information to the Larger Campus Community**

Updates and information to the larger community (parents, board of governors, media) will be coordinated via the SAIC Marketing and Communications Office. The SAIC Marketing and Communications Office will also instruct all students, faculty, and staff to contact family members after a major emergency in order to prevent an overload of inquiries to various SAIC administrative offices.

**Family Assistance**

Information pertaining to the notification of the next of kin is described in Annex I – Mortuary Services. Assistance for families of deceased or seriously injured students, faculty or staff is described in Annex A – Direction and Control.

**Annex Maintenance**

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.
Responsible Party: Campus Emergency Management Director/Executive Director of Campus Security.
ANNEX C – Campus Warning/Disaster/Emergency Information
Campus Warning/Disaster/Emergency Information

Purpose

This annex describes the means and methods by which the Campus community and public will be warned and instructed regarding actual or threatened hazards.

Annex Activation

This annex shall be activated in the event of an immediate threat to the health or safety of students, faculty, staff or visitors of SAIC.

Assumptions

As an urban Campus situated in the central business district of Chicago, outdoor warning devices are an ineffective method for communicating emergency information to SAIC faculty, staff, students & visitors. A multi-layered emergency messaging system that uses text, phone, email, and building public address modalities offers greater flexibility and outreach. SAIC disseminates emergency information regarding actual or threatened hazards to our community using this approach. The SAIC Emergency Messaging System is used to communicate to all students, faculty, and staff of SAIC who have registered into the system.

SAIC provides emergency information to the families of students and employees, board members, the public, etc., via social media (Facebook), the SAIC website and the media.

Concept of Operations

When Campus Security receives information regarding a significant emergency or dangerous situation that may pose an immediate threat to the health or safety of SAIC students, faculty, staff or visitors the Executive Director of Campus Security or their designee will activate the SAIC Emergency Messaging System, unless issuing the alert will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Executive Director of Marketing, PR, & Graphics and the Executive Director for Web and eCommunications or their designees will disseminate information via the public media, SAIC website, and social media (Facebook).

<table>
<thead>
<tr>
<th>Faculty, Staff, Students &amp; Visitors</th>
<th>SAIC Emergency Messaging System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Text message</td>
</tr>
<tr>
<td></td>
<td>• Cell and landline phone messages</td>
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<td></td>
<td>• Email</td>
</tr>
<tr>
<td></td>
<td>• Public address systems</td>
</tr>
<tr>
<td>SAIC website</td>
<td>(<a href="http://www.saic.edu/lifeatsaic/safetyandsecurity/howtorespondinanemergency/">http://www.saic.edu/lifeatsaic/safetyandsecurity/howtorespondinanemergency/</a>)</td>
</tr>
<tr>
<td>Emergency Closing Center (City of Chicago)</td>
<td>(<a href="http://www.emergencyclosingcenter.com/ecc/home.jsp">http://www.emergencyclosingcenter.com/ecc/home.jsp</a>)</td>
</tr>
</tbody>
</table>

| Families, the public | SAIC website, social media (Facebook), the public media and/or press conference |
| Board members        | Board members confidential website, the public media and/or press conference |
Special populations, including limited English proficiency (LEP) populations

The primary goal of emergency messages is to motivate people to take a desired action before and during an emergency. It requires an understanding of how to reach targeted populations in ways that grab their attention and change the way they think so they will take action. This is a major challenge for individuals with disabilities and Limited English Proficiency (LEP). The National Organization on Disability (NOD) identifies three types of disabilities of concern for emergencies and disasters: sensory, mobility, and cognitive.

The following definitions are from NOD’s Emergency Preparedness Initiative:

**Sensory:** Persons with hearing or visual limitations, including total blindness or deafness.

**Mobility:** Persons who have little or no use of their legs or arms. They generally use wheelchairs, scooters, walkers, canes, and other devices as aids to movement.

**Cognitive:** The terms “developmental” and “cognitive” most commonly include conditions that may affect a person’s ability to listen, think, speak, read, write, do math, or follow instructions.

It is important to remember and understand that individuals can have more than one disability. However, it does not mean that vulnerable populations lack capacity. These individuals bring a tremendous amount of capacities, insights, and resources to those involved with safeguarding the public.

Emergency communication principles and practices are universal. There is no need to develop a separate functional needs population outreach communication plan. Every campuses emergency communication should have the objective of equity in outreach so that no one is left unprotected. Outreach and networking with functional needs population groups can lend experience in training, how best to alert and notify, and can help meet unexpected resource needs during an emergency.

Composing warning messages, directions, announcements, offers of assistance and other public information accessible to people with communications disabilities and Limited English Proficiency (LEP) requires awareness of different needs, and familiarity with the capabilities and limitations of various communications technologies. There are many communication methods that can be used such as, phone, radio, television, newsletters, word-of-mouth/hand, languages spoken and signed, and social and community networks. For people to act, they must understand the message, believe the messenger is credible and trustworthy, and have the capacity to respond. It is essential to utilize multiple redundant channels and alternative formats in alerting populations to an emergency.

For cultural and linguistic minorities with limited English proficiency (LEP), readying optimal communication channels is a time-intensive task that should be accomplished at the local level prior to an emergency. These communication channels can include translation services, story boards, community and religious groups, multi-lingual emergency information and signs, and English immersion programs to name a few.

Also, the American Red Cross has spokespeople trained in several languages who often provide translation services and media interviews. In addition, they work with many partners who provide services to non-English speaking communities. They can also provide information and printed materials for distribution. Red Cross disaster preparedness and safety information is available in Spanish, Vietnamese, Creole, Chinese and a variety of other languages.
Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

**Responsible Party:** Campus Emergency Management Director/Executive Director of Campus Security
ANNEX D – CAMPUS PUBLIC INFORMATION
Campus Public Information

Purpose
With any emergency affecting the School of the Art Institute of Chicago, communications will play a significant role in responding to the needs of the Campus community. Working with the media is a particularly important element of any emergency communications response. Because time is of the essence in an emergency, this annex will outline the procedures for media and public relations in the event of an emergency. Responding quickly, efficiently and effectively is of the utmost importance.

The primary goal of any crisis communication will be to provide members of SAIC's community as well as the media with timely and accurate information related to the crisis, especially in the furtherance of the protection of lives, health and welfare. The SAIC community includes students, faculty, staff, parents of students, alumni and board members.

Secondary goals include protecting the School of the Art Institute of Chicago’s integrity and image regardless of the nature of the emergency; effectively working with members of local government and emergency personnel; and honestly and efficiently communicating with members of the media.

The SAIC Public Information Officer (PIO) shall be the primary contact with the media. The SAIC President, Senior Vice President Provost, Vice President for Campus Operations, CEOC Manager or their designees are authorized to speak with the media but must first be briefed by the PIO prior to any press conference. No other staff or faculty are permitted to interact with the media without the express authorization of the aforementioned senior officials of SAIC. The designated individual(s) will be responsible to work within the JIC (as described below) if it is set up as part of Campus Incident Command. The SAIC President, Senior Vice President Provost, Vice President for Campus Operations, CEOC Manager or their designees will appoint the appropriate person to fulfill the function of PIO. That person will then report to the CEOC if activated.

Annex Activation
This annex would be activated in the event of an incident requiring closely coordinated public information distribution.

Assumptions
SAIC is subject to a number of emergency or disaster circumstances that could occur locally or result from a regional or national crisis. Fires, severe weather, floods, and other natural and technological disasters have the potential for causing shortages of water, food, service disruptions, and depleting resources. SAIC is expected to provide appropriate and timely public information in response to an emergency.

Concept of Operations
In case of an emergency involving multiple agencies, it may be necessary to establish a JIC to handle the anticipated high volume of telephone inquiries. The PIO or designee will have overall responsibility for this Center. It will be located as close to the CEOC as possible.

The switchboard and other SAIC offices will direct telephone calls about the emergency to the JIC. It should be understood that calls from the news media will not be channeled to the JIC. Such calls will be directed to the PIO. The JIC will be staffed with personnel experienced in dealing with emergency communications.
Public release of information to the media pertaining to the death or serious injury of a student, faculty or staff member will be coordinated by the PIO, in consultation with the SAIC President, Provost, VP/Dean of Student Affairs, Vice President for Campus Operations or their designee. The PIO will rely on information provided by the Campus Security and external Public Safety officials in obtaining the names of Campus personnel who may be fatally injured in a Campus emergency. As a matter of standard procedure, such names will not be released until next-of-kin are notified and after legal counsel has been consulted concerning the applicability of privacy law requirements.

The VP/Dean of Student Affairs will have responsibility for notifying a student's next-of-kin if not accomplished in the normal protocols of Public Safety or Health officials (Medical Examiner, police or fire). In the instance of a deceased faculty or staff member, the VP/Dean of Faculty, Vice President of Human Resources or their designees will have the responsibility for notifying such individual's next-of-kin if not accomplished in the normal protocols of Public Safety or Health officials. As a general practice, SAIC does not release the names of student victims who are injured as a result of a major crime or accident on Campus.

Resources and Technology

Press Release
- Internet access
- Laptop computer
- Telephone
- Media list
- Fax

News Conference
- Podium with logo plate
- Microphones
- Computer/laptop
- LCD Projector
- Screen
- Power strips

Call Center
- Desk phones
- Note pads and pens
- Scripted responses

General Guidelines

Media:

The Associate Vice President of Marketing and Public Relations maintains a list of local and regional media contacts along with telephone and e-mail contact information. In the event of an emergency, the designated PIO will be responsible for alerting the media and coordinating the distribution of press releases and/or scheduling and administering a press conference if needed. The PIO will coordinate all emergency communications with the media including prepared statements, talking points, fact sheets and press releases.
Call Center:

Regardless of where a SAIC-related emergency occurs, SAIC operators will encourage all emergency callers to monitor the SAIC website homepage (www.saic.edu). The PIO or their designee will update messages to announce SAIC closure and emergency messages.

Where immediate phone responses are necessary, The PIO and staff will prepare a statement and/or messages, a fact sheet and frequently asked questions (FAQ) handout for the Call Center. If large volumes of phone calls are expected, the PIO will designate an administrative secretary to set up a call center.

Designated JIC location: 116 S. Michigan, 6th floor conference room.

Sample Response: The School of the Art Institute of Chicago has scheduled a press conference (time/date) at (insert location here) to provide information on (insert emergency information here). may be reached at work and cell numbers for the person designated.

Sample voice message for when the Call Center is active: "You have reached the Campus Emergency Operations Center at the School of the Art Institute of Chicago. Due to high call volume, an operator is unable to take your call at this time. To reach an operator, please hang up and try again. Thank you."

Sample voice message for when the Call Center is not active: "You have reached the Campus Emergency Operations Center at the School of the Art Institute of Chicago. There are no emergencies at this time. This line does not accept messages. Thank you.

Website:

The School of the Art Institute of Chicago website, www.saic.edu, will be used during and after an emergency to communicate with members of the college community, as well as members of the media. Pertinent details about college closure, emergency response, and information for the media will be linked from the homepage as needed.

Appendix: Draft Communication Methods in Emergencies

Email Messages

- Responsibility: Communications and others as needed
- Subject line will be date and time stamped.
- Sample email messages will be created and submitted at a later date.

Text Messages

- Responsibility: Campus Security and Communications
- Sample text messages to cover a wide variety of emergencies will be created and submitted at a later date.
- Messages will direct individuals to the website for additional information.

Website Posting

- Responsibility: Communications
Messages would be placed on the home page of the website. This would link to a page or pages with additional information, as needed.

Emergency Closing Center

Responsibility: Communications

The website (www.emergencyclosingcenter.com) is limited as to the length of the message.
Media Relations (local, regional, or national media)

Responsibility: Communications and Strategic Initiatives

- The spokesperson for the SAIC will be the PIO. Others will be utilized depending upon the situation.

Posters and Fliers

- Posters and fliers can be developed for distribution to students, faculty and staff on Campus and in residence halls.

Other Communication Methods

A variety of additional methods would be used, including the following:

- Emergency response team member(s) in place
- Hard copy memo
- Bullhorns/PA system
- Fire Alarms
- Mail to home addresses
- Door to door on Campus
- Emergency runners
- Social media
- Digital Campus signage
- Portal announcements

Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

Responsible Party: Associate Vice President of Marketing and Public Relations
ANNEX E – PROPERTY DAMAGE ASSESSMENT AND RECOVERY PLANNING
Property Damage Assessment and Recovery Planning

Purpose
This document establishes procedures to assist SAIC in returning to normal business operations after an emergency involving property damage.

Annex Activation
This annex would be activated in the event of an incident resulting from significant property damage on Campus.

Assumptions
This annex is based on the assumption that an event resulting in significant property damage has occurred and normal operations are interrupted. Additionally, the area has been deemed safe for assessment by local authorities or a qualified professional (i.e. structural engineer, etc.).

Concept of Operations
This assessment will evaluate physical and structural damage, assess the availability of housing, transportation and food services, and determine the degree to which equipment and resources are functional. The major goal of the assessment is to determine the extent of the effects of the incident and to identify newly created vulnerabilities. Data from this assessment will facilitate decision making about repair and timelines for resuming operations.

Damage Assessment Process and Procedures
The VP for Campus Operations or designee will appoint facilities personnel and/ or building engineers to assess the damage.

- Determine and document location and expanse of damage
- Determine and document extent of damage. Mitigate or prevent further damage where possible
- Determine and document extent of damage and priorities of damage mitigation
  - Immediate and ongoing threats to property
  - Water damage (flood, sewer, sumps, piping, fire sprinklers, etc.)
  - Fire & smoke damage
  - Mechanical services including HVAC, plumbing and electrical
  - Accessibility paths including elevators, stairs and exits

- Evaluate Property and Resource Damage
  - Assemble the Damage Assessment Team (DAT) based on scope of damage. The DAT should be led by a designee of the operations section chief. DAT members may include:
    - Information Technologies
    - Facilities personnel
    - Academic facilities Staff
    - Operating engineers
    - Residence Life (when applicable)
    - CRIT
    - Media services
    - Consultants (Architects; Mechanical, electrical and plumbing engineers; Structural engineers)
    - Risk Management and Insurance providers
    - Environmental cleanup and disaster recovery service providers
    - Fiscal office
Tenant and community partners
Campus Security

Develop Assessment Reports

Use floor plans and space numbers to create damage assessment reports. The DAT leader will compile data from DAT team members to create the following reports:

- **Initial Report**
  - Damage location
  - Damage expanse
  - Damage extent

- **Quantitative Report**
  - Building damage (structure and infrastructure)
  - Resource damage
  - Affected

Continuity of Operations

Based on the extent of damage as established by the assessment reports a plan and timeline shall be created to determine if recovery can occur without disruption to operations (business and operational).

- If yes, the implication is that minor adjustments may be necessary but with minimal impact to operations.
- If no, then the Continuity of Operations Plan (COOP) is engaged.

Recovery Planning

- Establish policies and procedures for working with fiscal office
- Establish policies and procedure for reporting to Risk Management/insurance provider
- Establish Memorandums of Understanding and contracts with the following types of vendors:
  - Architects
  - General contractors
  - Environmental services
  - Disaster recovery
  - Structural engineers
  - Mechanical, electrical and plumbing contractors and engineers
  - Information technology companies
  - Furniture suppliers
  - Audio/Visual & computer suppliers

Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

**Responsible Party:** Campus Emergency Management Director/Executive Director of Campus Security

**CEOC Representative:** VP for Campus Operations
Property Loss Checklist

- Mitigate or prevent further damage.
- Do not dispose of any damaged property.
- Keep damaged property (if feasible) for examination.
- Take pictures.
- Provide copy of all reports (security, police, etc.).
- Establish a book account for all loss costs.
- Keep track of overtime hours of employees (both salary and hourly) performing clean up, repairs, etc. directly related to the claim.
- Obtain repair or replacement bids or estimates (suggest at least two bids if possible).
- Assign a contact person capable of coordinating the claim. Provide the full name, title, phone/fax number and mailing address of the contact person.
- Keep detailed records of lost earnings, including continuing expenses and extra ordinary indirect expenses resulting from the direct property loss.
- Risk Management to notify the insurer.
- Call Risk Management at 312-499-4262 with any problems or concerns.
Comprehensive Property Loss Report

Insured (as shown on policy)  The Art Institute of Chicago
111 S. Michigan Avenue
Chicago, IL  60603

Policy Number: __________________________________________
Policy Period: __________________________________________
Date of Loss: __________________________________________
Time of Loss: __________________________________________
Location of Loss: __________________________________________
(Entities Name / __________________________________________
Address)  __________________________________________

What happened: __________________________________________
__________________________________________
__________________________________________
__________________________________________

What was damaged:  __________________________________________
__________________________________________
__________________________________________
__________________________________________

Status of automatic fire protection
(Impaired/Restored/Not Affected): ________________________________

Did you have to board-up property to preserve property from further loss?
If yes, explain:   _________________________________________________
_____________________________________________________________
_____________________________________________________________

Estimated Damage:   _____________________________________________
Salvage / Subrogation potential:    ___________________________________

Person Reporting Loss:   ___________________________________________
Contact Person:   _________________________________________________

Please fax a copy of this completed form to the Director of Risk Management at 312-759-1288.
ANNEX F – EMERGENCY RESPONSE STRATEGIES

Immediate Evacuation ............................................. F-3
Lock Down ..................................................................... F-5
Shelter in Place ............................................................. F-7
**Emergency Response Strategies**

**Purpose**
The purpose of this annex is to provide SAIC with guidance regarding Evacuation, Lock Down and Shelter in Place procedures, and are implemented in response to unsafe conditions either inside or outside of Campus buildings. The following definitions and guidelines offer general guidance; each specific response will require consideration of individuals' safety under the circumstances presented.

**Annex Activation**
This annex will be activated in the event of an actual, or anticipated, emergency impacting the Campus that would prompt officials to order any of these response strategies.

**Assumptions**
This annex is based on the assumption that an unsafe condition can occur at any time. Unsafe conditions may involve a hostile intruder(s) being observed on Campus and attempting, threatening or actively causing death or serious bodily injury.

**Definitions**

- **Immediate Evacuation** – There is a threat to life safety in an occupied building or area that requires an immediate evacuation. The goal is to relocate all occupants from their current location to a safe building or area until the threat is removed.

- **Lock Down** – There is an external threat that requires immediate action be taken to lock all outside doors. The goal is to contain people in the buildings they are in until the threat is removed.

- **Shelter in Place** – There is an internal threat and action must be taken immediately to lock outside and inside doors. The goal is to protect individuals from an intruder. This strategy should also be used for severe weather events such as a tornado.

- **Hostile Intruder(s)** – Anyone on Campus property who willfully and intentionally causes or attempts to cause physical or bodily injury to Campus employees, students, or visitors, by utilizing weapons, explosives, or by holding a person hostage.

**General**
- Ensure all employees and students are aware of these procedures.
- Take all necessary steps to maintain awareness of all emergency procedures among departmental employees.

**Annex Maintenance**
All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

**Responsible Party:** Campus Emergency Management Director/ Executive Director of Campus Security

**CEOC Representative:** Campus Emergency Management Director/ Executive Director of Campus Security
Concept of Operations

Immediate Evacuation

If a building must be evacuated, the fire alarm(s) will be pulled. When safe to do so, IRFM and Campus Security will circulate to give directions about the emergency and the next steps to take. A building evacuation may result from emergencies such as a fire, chemical spill, flooding, gas leak, bomb or other threats, or during other immediate safety and health emergencies and will be coordinated by IRFM and Campus Security.

Procedures

If the fire alarm is sounding

- Close doors as you exit, use the stairs, and exit the building at the closest exit (if clear of danger). Do not use the elevator during fires.
- Remain calm, do not panic, and proceed calmly to the exterior, assisting others whenever possible.
- Proceed to the designated meeting area or area of rescue assistance.
- Follow directions from Campus Security and other emergency responders and inform them of any known missing or injured persons.
- Do not re-enter the building until the “All Clear” signal when it is safe to enter the building.

General Guidelines for Emergency Evacuation Plans of Persons with Disabilities

- **IF A STUDENT...** Each term, or as needed, students should meet with the Disability and Learning Resource Center to identify themselves and their disability (mobility, visual, hearing, speech or multiple impairments), and discuss emergency evacuation plans
- **IF AN EMPLOYEE...** Annually, or as needed, the employee should meet with Human Resources and the department supervisor to discuss their disability (mobility, visual, hearing, speech or multiple impairments) and emergency evacuation plans.
- Human Resources and the department supervisor or Disability and Learning Resource Center representative should discuss and determine the following information with the student/employee:
  - How will they be notified in the event of an emergency (i.e. alarm, strobes and lights, etc.)
  - Where the exit routes are
  - Can they get out of the building by themselves, or do they need help
  - What kind of assistance they might need
- If assistance is needed, the student/employee should identify at least twice the number of volunteers who are willing and able to provide assistance.
- When students/employees are seeking volunteers, discuss what type of assistance is needed with the volunteer, such as:
  - Guidance – explaining how and where the persons needs to go, escorting to or through the exit path
  - Minor Physical Effort – Offering an arm to assist the person or opening a door
  - Major Physical Effort – Carrying a person down the stairs, carrying a wheel chair down the stairs or operating a stair-descent device (if applicable)
  - Where will volunteers start providing assistance
  - When will volunteers provide assistance (i.e. always, only when asked, etc.)
  - How will volunteers be contacted (face to face, phone, email, etc.)
  - Waiting for first responders – An agreement should be reached regarding how long the volunteer is expected to wait for the first responders to arrive.
Human Resources, the department supervisors, or disability and learning resource center representative should provide students and employees with written directions, maps or floor plans of evacuation routes and discuss exit paths and alternative exits.

Human Resources and the Disability and Learning Resource Center should provide the Executive Director of Campus Security with a list of persons that require evacuation assistance. The List shall include:

- Name of student/employee
- Class schedule or work location
- Type of disability
- If they have a volunteer to provide evacuation assistance

Evacuation Procedures for Persons with a Mobility Impairment

- People who are able to go up and down stairs easily but have impairments of their hands or arms can be assisted by anyone. A viable plan to address this situation may be for the person with the impairment to be aware that he or she will need to ask someone for assistance with a particular door or device.
- People with mobility impairments should seek volunteers in advance to assist if an emergency develops.
- It is recommended that one volunteer remain with the individual, and the other volunteer exit the building and inform emergency personnel that a person with a disability is waiting for rescue assistance on the specified floor.
- Volunteers should consider evacuating a non-ambulatory person only when the person is in immediate danger of harm if not evacuated. Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to the back.

Evacuation Procedures for Persons with Hearing Impairment

- All buildings on Campus are equipped with fire alarm strobe lights. Persons with hearing impairments may not hear audible emergency alarms and will need to be alerted of emergency situations.
- The only standard building egress system that may require the ability to speak in order to evacuate a building is an emergency phone in an elevator. People with speech impairments should be aware of whether the telephone system is limited to voice communications and where the emergency signaling device rings – whether it rings inside the building or to an outside line, and who will respond to it.
- Get the attention of a person with a hearing disability. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps.

Evacuation Procedures for Persons with a Visual Impairment

- Most people with a visual impairment will be familiar with their surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.
- Give verbal instructions to advise about safest routes, estimated distances, and direction. DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.
**Lock Down**

Lock down procedures will be used when there is an external threat that requires immediate action be taken to lock all outside doors, e.g. gunman outside building. The goal is to contain people in the buildings they are in until the threat is removed. This procedure should be followed as directed or as soon as a threat is determined.

**LOCK DOWN – External Threat**

**Campus Security**
- Call 911
- Make initial determination based on available information whether or not to lock down or evacuate buildings
- Send notification by all means possible to all the Campus (students, employees and visitors) with the message. **“This is a Campus wide LOCK DOWN. This means that there is an external safety threat in the area. All outside doors are locked. Please stay in the building until further notice. Classes and business may continue to the extent possible.”**
- Notify Campus Emergency Management Director and Director of Campus Security
- Lock outside doors manually if safe to do so
- Patrol the Campus and direct individuals outside to a safe location
- Send an “all clear” message when the situation is over

**Campus Emergency Management Director**
- Notify the following:
  - The Policy Group
  - The CEOC Team

**Information Services**
- Post current warnings, notifications and updates on the website.

**Students, Faculty and Staff Employees**
- Close and lock all external doors and windows.
- Close window shades, blinds or drapes.
- Follow directions of Campus Security and other emergency responders.
- Inform responders of any known missing persons.
- Remain with your group until the ALL CLEAR has been received from Campus Security or other emergency responders.
- If an intruder is heard or seen, call Campus Security as soon as safely possible.
- Remain calm and keep everyone together.
- Do not sound the fire alarm. Once in a lock down, if the fire alarms sound, do not exit your safe area unless there is obvious danger from smoke and/or fire in your location. The hostile intruder(s) may use the alarms in order to increase the amount of victims.
Residence Life Staff

- Once a Lock Down order has been received, quickly inform your RA Staff and all members of your residence hall of the situation and direct them stay in the building.
- Follow directions of Campus Security and other emergency responders.
- Perform a head count of residents if possible and inform responders of any missing persons.
Shelter in Place

Shelter in Place procedures are used when there is an internal threat and action must be taken immediately to lock outside and inside doors. The goal is to protect individuals from a dangerous person on Campus, chemical spill or exposure, or a serious crime that threatens the well-being of the Campus community. The purpose of a shelter in place procedure is to decrease vulnerability of people who cannot move from their current location or move them to places of safe harbor, usually in lower levels of Campus buildings away from large areas of glass.

Campus Security

- Call 911
- Make initial determination based on available information whether or not to shelter in place or evacuate buildings
- Send notification by all means possible to all the Campus (students, employees and visitors) with the message: “This is a Campus wide SHELTER IN PLACE. This means that there is an internal threat of potential violence. Lock and barricade all doors leading into your area. Close all blinds and curtains. Turn off all lights and/or audio equipment, including telephones. Stay away from doors and windows. Sit or lay down on the floors. Remain quiet. Do not leave your area until notified by Campus Security, or local Police Officers.”
- Notify Campus Emergency Management Director and Director of Campus Security
- Lock inside and outside doors manually if safe to do so
- Patrol the Campus and direct individuals outside to a safe location
- Send an “all clear” message when the situation is over

Campus Emergency Management Director

- Notify the following:
  - The Policy Group
  - The CEOC Team

Information Services

- Post current warnings, notifications and updates on the website.

Students, Faculty and Staff

- Close all doors and windows
- Close window shades, blinds or drapes
- Shut down all computers and office equipment that may be done so in a quick manner
- Lock and barricade your door and take cover in your current location. Stay low, remain quiet and attempt to place solid objects between you and the area of the threat
- Report your presence to Campus Security if safe to do so
- Wait until an ALL CLEAR message has been received from a Campus security office or police
- Organize assistance to those individuals with disabilities

Labs, Studios and Shop Settings

- Once a shelter in place order has been received, quickly inform your class of the situation.
- Lock and barricade your door and take cover in your current location. Stay low, remain quiet and attempt to place solid objects between you and the area of the threat.
- Turn off all electronic equipment in the classroom, including telephones; terminate all work in progress if safe to do so.
- Ensure that all chemical bottles and containers are capped or sealed.
- No equipment should be used during a shelter in place.
- Remain with your class as a group until the ALL CLEAR has been received from a Campus Security officer or Police.

Residence Life Staff

- Once a shelter in place order has been received, quickly inform your RA Staff and all members of the residence hall to Shelter in Place
- Lock and barricade your door and take cover in your current location. Stay low, remain quiet and attempt to place solid objects between you and the area of the threat
- Remain with your class as a group until the ALL CLEAR has been received from a Campus Security officer or Police

Unsafe Area Procedure

- If you find yourself unable to reach a safe area, you must decide your course of action on what you believe will provide you the safest route
- You can try to hide, but make sure it is a well-hidden space or the intruder(s) may find you
- If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects between you and the hostile intruder(s)
- If the hostile intruder(s) are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you
- Your last option if you are caught in an open area in a building may be to fight back. This is dangerous and should only be considered as a last resort
- If you are caught by the intruder(s), obey all commands, and do not look the intruder in the eyes
- Once emergency personnel arrive it is imperative to obey all commands issued. This may include keeping your hands in the air, being handcuffed, and or being questioned. All procedures are done to ensure safety of all persons involved
Purpose

The purpose of this annex is to describe the required provision to ensure the SAIC community is provided with the appropriate mass care services. Mass care services include, but are not limited to, providing shelter, food, and emergency first aid assistance to members of the School of the Art Institute of Chicago community, and possibly some of our neighbors following a disaster severe enough to require temporary shelter.

Annex Activation

This annex will be activated in a number of situations, including: a residence hall or a large portion of a residence hall becomes uninhabitable and SAIC needs to relocate students and staff, or SAIC needs to shelter individuals in a specific academic or residential building. It will be the responsibility for the CEOC Manager or designate to determine the need to open a shelter.

Assumptions

This annex assumes that an entire residence hall or at least a large portion of it is uninhabitable and/or SAIC students, faculty, and staff need to be sheltered in a building. This can be from a facilities issue in the hall (e.g., flood, fire HVAC issue) or issues in the city that call for the downtown to be evacuated. This annex assumes SAIC will provide mass care on a short-term/temporary basis. Additional assumptions include: a). The School’s resources will be quickly overwhelmed; b). Communication systems may fail during a major incident; c). Shortfalls can be expected in both support personnel and equipment; d). Local, state and federal assistance may not be immediately available.

Concept of Operations

The Vice President and Dean of Student Affairs (VPSA) and the Dean of Student Life (DSL) and their departments will be responsible for mass care and sheltering facilities. Further, the Dean of Student Life will report to the CEOC when activated. The nature of the disaster and number of people needing shelter will dictate where shelter facilities will be set up and how much outside support SAIC will have available. SAIC needs to focus on providing the following:

- Communication to students, faculty, staff, BOG, parents, media, the public, and other concerned individuals
- Shelter operations – including liaising with outside providers (e.g., the American Red Cross, Salvation Army); securing the facility; and managing the operations
- Supplies (e.g., restrooms, cots/blankets, lockable areas for valuables, etc.)
- Food for individuals at the shelter
- Transportation to and from the Shelter
- Ensuring that medical care is provided to those in need

Shelter Management

- The Dean of Student Life and the Residence Life staff will be responsible for shelter and residence hall management, including:
  - Coordinate the opening and operating of the shelter.
  - Staff the shelter with shift supervisors (three supervisors with three alternates).
  - Recruit volunteers if necessary to work at the shelter.
  - Coordinate check in and check-out of the shelter
- Establish a central location where messages and shelter rules can be posted
- Communicate with the CEOC throughout the crisis.
- Supervise shelter staff and volunteers and meeting with them on a regular basis.
- Work with the emergency response team to monitor the disaster and assess shelter needs
- Plan for and closing the shelter.

- Assess supply and meal needs and coordinating with IRFM and Campus Life to ensure they are met.
- The IRFM staff will oversee sanitation of the shelter facility, including kitchen, dining area, restrooms, etc.
- The IRFM staff will post signage inside the facility designating specific areas.
- The IRFM staff will assist with laundry facilities.
- The IRFM staff will return the facility to order after the shelter closes.

**Communication**

- The VPSA will be responsible for working with the Communications Department to distribute mass communication. Student Affairs staff, led by the VPSA, will individually communicate with parents, relatives, and emergency contact persons as needed.
- The Executive Director of Communications will follow the Public Information Annex D.
- The Executive Director of Communications will be responsible for controlling media access to the shelter site; with assistance from Campus Security if needed.
- Information Services staff will set up a phone bank.
- Information Services will set up (as possible alternate means of communication), wireless capabilities at the shelter, and PeopleSoft access at the shelter.
- Student Affairs staff, led by Academic Advising, will staff a phone bank to answer questions from parents/relatives.
- This will be managed by OSA staff but will be implemented by Information Services staff.
- Will be responsible for registration of shelter residents.

**Health and Wellness**

- The Executive Director of the Wellness center will work with medical staff and first responder emergency response teams to insure injured persons are comfortable until they can be transported to, or treated by, emergency medical personnel.
- The Executive Director of the Wellness center will establish contact with the area hospitals and with the Cook County Health Department.
- The Executive Director of the Wellness Center will work with Counseling Services and outside agencies to provide counseling at the Shelter.
- The Executive Director of the Wellness Center will work with Health Services and outside agencies to provide minor and triage medical care at the shelter.

**Transportation and Supplies**

- The IRFM staff will be responsible for coordinating transportation to and from the shelter.
- The IRFM staff will be responsible for procuring and distributing supplies (e.g., cots/blankets, lockable cabinets, chairs and tables) for the shelter.
- The Campus Life staff will be responsible for coordinating food for the shelter – providing options for vegan/vegetarians and allergy-free options (e.g. gluten free, without peanuts).
Safety and Security

- Campus Security will provide general security duties inside and outside the shelter.
- Campus Security will endeavor to protect the safety of shelter residents.
- Campus Security will direct vehicle and pedestrian traffic if necessary.
- Campus Security and Residence Life staff will enforce SAIC policies in the shelter.
Shelter Rules
The Residence Life staff will be responsible for posting the shelter rules:

- Registration: Please sign in at the registration area if you have not already done so
- Shelter Code of Conduct

The School of the Art Institute of Chicago's regulations for students remain in effect in shelter situations. All shelter residents are asked to be considerate and respectful to other residents and the staff and are asked to observe the following regulations:

- Smoking and the use of matches and lighters are not allowed.
- Alcohol, drugs, and weapons of any kind are strictly forbidden.
- Shelter residents are responsible for their own belongings. If you have valuables that cannot be locked up, we recommend they remain with you at all times.
- Please help keep the shelter area clean by picking up after yourself and helping with general cleanup when possible.
- Food and drinks are not allowed in the sleeping areas.
- Pets are not allowed in the shelter.
- Medical Problems or Injuries - Notify shelter first aid staff of any medications you are taking or if you need medical attention, or become ill while in the shelter.
- Quiet Hours - Areas designated as sleeping areas should be kept as quiet as possible even during the day. Quiet hours are in effect throughout the shelter from 11:00 p.m. to 7:00 a.m.

Annex Maintenance
All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

Responsible Party: Dean of Student Life
ANNEX H– HEALTH AND MEDICAL
**Health and Medical**

**Purpose**

To provide general and basic guidelines in responding to and managing a large scale medical emergency or potential exposure, an incident causing multiple injuries or any hazard that could negatively impact the health of a large population on the SAIC Campus. For the purposes of emergency management of Campus related events, health emergencies include mental health care following a large scale medical emergency.

This annex does not apply for singular medical emergencies and non-emergencies. For these, existing policies should be adhered to.

**Annex Activation**

Due to the transiency of the Campus population and the proximity to major population centers, a variety of medical and health emergencies can affect SAIC’s operations. These include clusters of communicable disease, including, but not limited to, pandemic flu, influenza-like illness, gastrointestinal illness, meningitis, tuberculosis, or any other reportable communicable disease as identified by the Chicago Department of Public Health, the Cook County Department of Public Health, and the Illinois Department of Public Health (excluding sexually transmitted disease).

The Campus Emergency Operations Center (CEOC) may activate this annex following a briefing from a local, state, or federal public health official and/or safety official. Consideration for activation includes:

- The health emergency has a high potential to directly impact the Campus community
- The health emergency will cause closure or isolation of SAIC property for two or more days
- There is a confirmed communicable disease alert or bio-terror attack in the areas served by the Campus
- The national or regional alert status has been upgraded due to a health or medical emergency.

**Assumptions**

- The Executive Director of Counseling, Health, & Disability Services is assigned as health and medical representative to report to the CEOC when activated.
- The Executive Director of Counseling, Health & Disability Services is responsible for assessment, surveillance and clinical triage. In addition, the Executive Director will act as a liaison between the SAIC and public health agencies, and will also be responsible for communication of clinical resources available.
- In managing a large scale emergency, SAIC will cooperate with and take direction from local, state and/or federal public health agencies.

**Concept of Operations**

- Medical: Anyone can report a medical emergency to any Campus Security officer or directly to the City of Chicago 911 dispatch center. First responder first aid/AED services are available from Campus Security. The on-Campus first responder can request additional emergency medical resources through the City of Chicago 911 dispatch center.
Health-Related Exposure: Anyone can report a potential health-related exposure to the Executive Director of Counseling, Health & Disability Services, Associate Director of Environmental Health and Safety or to Campus Security. Exposure may include, but is not limited to, direct contact with hazardous agents, ingestion of contaminated food, or suspected release of biological agents in the geographical area covered by SAIC. Beyond initial reporting, SAIC will rely primarily on the expertise of local, state and/or federal public health agencies for large-scale medical emergencies.

Mental Health Monitoring: If the CEOC determines that the nature of the incident may result in mental health issues for SAIC responders, staff or students, then it can request mental health monitoring or crisis counseling. The Executive Director of Counseling, Health & Disability Services (students) or Vice President of Human Resources (faculty and staff) will work with local resources such as the American Red Cross to create and implement the mental health monitoring plan.

Disposal of bio-hazardous waste: In the event that any large scale bio-hazardous waste is discovered, Campus Security and the Chicago Fire Department should be contacted immediately. It will be the responsibility of Campus Security to contact the Associate Director of Environmental Health and Safety and/or VP of Campus Operations, who will work in cooperation with local, state and/or federal public health agencies regarding the coordination of clean-up.

Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/ Executive Director of Campus Security prior to posting.

Responsible Party: Executive Director of Counseling, Health & Disability Services

Organizations Responsible for Providing Disaster/Emergency Health and Medical Services

Chicago Department of Public Health (main office)
333 S. State Street - Room 200
Chicago, IL 60604
312-747-9884 (phone)
312-747-2374 (TTY)
www.cityofchicago.org/health
Contact: William Wong, M.D., Medical Director
Bureau of Public Health Preparedness and Emergency Response
Chicago Department of Public Health
Email: will.wong@cityofchicago.org
Office: 312-745-8904

Cook County Department of Public Health
15900 S. Cicero Avenue – Building E
Oak Forest, IL 60452
Phone: 708-633-4000
www.cookcountypublichealth.org
Illinois Department of Public Health
535 West Jefferson Street, Springfield, Illinois 62761
Phone 217-782-4977
Fax 217-782-3987
TTY 800-547-0466
www.idph.state.il.us

Centers for Disease Control and Prevention
1600 Clifton Rd
Atlanta, GA 30333
800-CDC-INFO
(800-232-4636)
TTY: (888) 232-6348
cdcinfo@cdc.gov
www.cdc.gov

Health Services
Wellness Center
School of the Art Institute of Chicago
116 S. Michigan Ave, 13th floor
Chicago, IL 60603
312-499-4288
healthservices@saic.edu

Organization Responsible for Arranging Crisis Counseling for Emergency Workers
American Red Cross of Greater Chicago
2200 West Harrison, Chicago, IL 60612
Telephone: 312-729-6100
www.chicagoredcross.org
Contact: Hillary Dirksen, Disaster Services, 312-729-6127

Department Responsible for Providing Post-Incident Mental Health Care

Students:
Counseling Services
Wellness Center
School of the Art Institute of Chicago
116 S. Michigan Ave, 13th floor
Chicago, IL 60603
312-499-4271

Faculty and Staff:
Human Resources
School of the Art Institute of Chicago
116 S. Michigan Ave, 12th floor
Chicago, IL 60603
312-629-9420

**Department Responsible For Sanitation Services**
Department of Instructional Resources & Facilities Management
The School of the Art Institute of Chicago
Suite 1600, 116 S. Michigan Ave.
Chicago, IL 60603
312-499-4920 ph.
312-499-4921 fax
**Mortuary Services**

**Purpose**
The purpose of this annex is to provide SAIC with guidance regarding mortuary services in the event of a Campus Emergency involving fatalities.

**Annex Activation**
This annex would be activated in the event of an incident resulting in fatalities on Campus. Mortuary services will be expanded during a mass casualty incident by the Cook County Office of the Medical Examiner (312)666-0200 if necessary.

**Assumptions**
This annex is based on the assumption that SAIC is not equipped, trained, or qualified to process fatalities. It is also assumed that the Chicago Police and Fire Departments will assume responsibility for notifying the Cook County Office of the Medical Examiner when needed.

**Concept of Operations**
In the event of a fatality on Campus, Campus Security will coordinate with local authorities, including but not limited to the Chicago Police and Fire Departments. Immediately upon discovery of a fatality, Campus Security and 911 must be notified. If possible, resuscitation efforts should be made by qualified SAIC personnel prior to the arrival of emergency medical responders. SAIC Campus Security and IRFM should also make every effort to preserve evidence and maintain a proper chain of custody prior to Police Department arrival. Once on the scene, emergency responders will assume the responsibility of notifying the Cook County Office of the Medical Examiner.

The notification of “next of kin” will be the responsibility of the Cook County Office of the Medical Examiner. A representative of the SAIC Student Affairs, Human Resources, Continuing Studies, or Dean’s Office, as appropriate, will be responsible for providing the Medical Examiner’s Office with all available contact information, and for following up with family members after notification by the Medical Examiner’s Office has occurred.

**Annex Maintenance**
All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

**Responsible Party:** Campus Emergency Management Director/ Executive Director of Campus Security.
ANNEX J – RESOURCE MANAGEMENT
Resource Management

Purpose

This document establishes the process by which SAIC will obtain, allocate and distribute resources to satisfy needs that are generated by an emergency or disaster.

Annex Activation

This annex would be activated in the event immediate resources are needed to respond, mitigate and recover from an emergency. In the event of a CEOC activation, the Executive Director of Facilities Services and Executive Director of Purchasing will report to the CEOC.

Assumptions

SAIC is subject to a number of emergency or disaster circumstances that could occur locally or result from a regional or national crisis. Fires, severe weather, floods, and other natural and technological disasters have the potential for causing shortages of water, food, service disruptions, and depleting resources. SAIC is expected to maximize its use of resources both in response to its own incidents and, if declared by declaration, support to local government.

Concept of Operations

Resource management refers to supplies, equipment, personnel, and funding available to respond to and recover from an emergency or disaster. Any resources requested from the command staff or general staff section chiefs (or designate) to respond, mitigate and recover from an emergency will be submitted to the logistics section chief (or designate). The logistics team is responsible for procuring any equipment, facilities, materials supplies and services to support the emergency. The logistics section chief (or designate) will request funding from the finance/administration section for approval to procure the aforementioned supplies, materials, etc. to respond to the emergency.

SAIC will make every effort to maintain lists of resources available for use in an emergency. This list will constantly change as new resources are contracted or procured, and should be included as attachment 7 of this CEOP. In order to ensure this list remains current, it should be reviewed and updated a minimum of annually.

Resource management will be managed in two phases: Response and Recovery

Response management involves:

• Establish priorities and allocate resources
• Identify and request additional resources coordinate resource delivery and support
• Establish resource staging, distribution, and/or management centers as necessary
• Coordinate resource activities with person(s) requesting resources, users and providers
• Release necessary resources

Recovery management involves:

• Assess impact of response operations on assigned resources and identify repair maintenance, and replenishment needs.
• Identify and request additional recovery resources
• Establish priorities and allocate available resources
• Coordinate resource delivery and support
• Coordinate resource management activities among requesters, users and providers
• Release necessary resources
Campus Security

The campus security staff is an active and knowledgeable team that is capable of expanding their presence in an emergency situation. Security coverage may include unarmed security officers or off-duty police officers, based on need, and will require written permission to the contractor granting permission to include staff that may not have been previously trained at the site to fulfill staffing needs. The security contractor, Andy Frain, may be contacted directly via the Account Manager or Operations Manager. Contact information for these resources can be found in the resource section of this plan.

The American National Red Cross and The Salvation Army

When deemed necessary, the American National Red Cross and The Salvation Army are capable of providing immediate assistance to SAIC on its campus. Types of assistance include: relief items, life blankets, comfort kits, food, water, mobile canteens, crews, folding beds, health services, mass care, shelters, medicine, rescue equipment, warm jackets, household kits, mental health counseling, spiritual counseling, clean-up supplies, warehousing, damage assessment, financial accounting, radio and computer communications, public affairs assistance, family reunification, patient connection, hotline services, and other humanitarian aid.

The Chicago Fire Department

During a hazardous material spill, contact the Chicago Fire Department at:

Lt. Robert Delaney
1010 S. Clinton Street
Chicago, IL 60607
(312)747-1699

The Chicago Fire Department Materials Unit specializes in mitigating and containing hazardous and toxic material. The primary mission of the unit is to isolate, identify, notify, mitigate, and terminate hazardous incidents. Currently the hazardous incident unit 5-1-1 and 5-1-2 are the Chicago Fire Department’s primary units for all hazardous incidents. Hazmat, or hazardous materials, includes solids, liquids, or gasses that may cause injury, death, or damage if released or triggered.

Emergency Generator Power

Presently, the CEOC is not equipped with emergency back-up power but does have battery inverters. The cost to equip the CEOC with this feature is $40.5k, including the modification of emergency power systems to accommodate for a plug in the temporary generator to be located in an adjoining alley. Presently, the only SAIC controlled building with emergency back-up power is the 162 N. State Street building. The alternate site for the CEOC on the 7th floor of the Sullivan Center is backed up by the building’s secondary power line located in the basement.

Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

Responsible Party: Campus Emergency Management Director/Executive Director of Campus Security.
ANNEX K - ACTIVE THREAT / ACTIVE SHOOTER ON CAMPUS
Active Threat / Active Shooter on Campus

Purpose
The following procedures have been established to improve the preparedness of the SAIC community to respond to an active threat. An active threat is any incident which creates an immediate threat or presents an imminent danger to the Campus community.

Annex Activation
This annex shall be activated in the event of an active threat such as:

- An active shooter on Campus
- Hostage/barricade situation
- Sniper
- Suicide/Homicide bomber
- Known or reasonable suspected terrorist threat such as a biological or chemical attack

Assumptions
This annex is based on the assumption that the potential for an active threat exists on every Campus. It also assumes that emergency responders may not arrive on Campus during the initial critical minutes of a crisis situation. In this case, SAIC personnel will make every effort to respond to the situation appropriately based on their training. Although incidents involving firearms on or around campuses are rare, the availability of firearms and past shootings dictate the need for a response plan, in case a shooting or other violent attack occurs. In the event of an active threat, members of the SAIC community can reduce the risk of harm to themselves and others through greater awareness of the safest ways to respond.

Concept of Operations
SAIC is dedicated to the development of strategies to mitigate and respond to a potential active threat situation. Following are some of the measures that are in place to prevent and prepare for an active threat:

- Pre-employment screening
- 24-hour Campus Security
- Relationships with local law enforcement and emergency management
- Access control and visitor screening policies
- Video surveillance
- Safe Ride Program
- Silent alarms
- Emergency messaging system
- Guidelines and rules of conduct that prohibit violence, threats, harassment, intimidation, retaliation and weapons possession
- Active shooter/active threat instruction at all new student and new employee orientation sessions.
- Emergency phone numbers with speed dial buttons
- Threat assessment group
- Counseling and employee assistance programs
Related Laws and Policies
- Chicago Responsible Gun Ownership Ordinance
- Illinois Concealed Carry Law
- Illinois criminal code
- State of Illinois Campus Security Enhancement Act
- CLERY Act
- SAIC student rules of conduct
- AIC employee guidelines

Before an Active Threat
All students, faculty and staff are encouraged to take responsibility for their own security and the security of others by being continually vigilant to the risk of violence on Campus and notifying Campus Security of any suspicions, observations or unusual behavior. Everyone is urged to be aware of:

- Unusually aggressive, odd, or scary behavior
- Sudden changes in behavior
- Threats of violence or retribution, either serious or said jokingly
- Co-worker(s) or student(s) who are distraught or suicidal
- Overheard comments or rumors of some kind of planned or intended violence
- Presence of gangs or cults that have a history or suggestive behavior of violence
- Fights or other acts of violence on Campus
- Presence of guns, other weapons, suspicious objects

If a Shooting Occurs
When the shooting begins or you are advised that a shooting on Campus has taken place, you should immediately do the following:

- Stay calm and comply with orders to evacuate, shelter in place, or lock down.
- If evacuating the building, warn others of the danger, and call the police (911) and Campus Security (312-899-1230), keep your hands visible. Leave your belongings behind.
- If locking down or sheltering in place: Lock all interior and exterior doors and clear the hallway immediately; go to a room that can be locked or barricaded with available furniture.
- Stay away from all windows; turn off lights and computers; hide out of view.
- Silence phones and quietly call 911 and Campus Security.
- Remain in the room until the “all clear” is given by law enforcement.
- Do not leave or unlock the door to "see what is happening."
- As a last resort, if your life is in danger, attempt to incapacitate the individual; act with aggression and throw items at the person.

Calling for Help
When you call Campus Security or 911:

- Identify your exact location.
- Remain calm and answer the dispatcher's questions to the best of your ability.

Campus Security Department Responsibility
Campus Security will take charge of the operation and maintain full control of the incident until the Chicago Police Department arrives on scene. A field operations command post will be established on or near Campus
where all operations pertaining to the event will be coordinated. Campus Security is responsible for the following:

- Contact the Police Department and inform them of the situation.
- Notify the Campus Emergency Management Director / Executive Director of Campus Security.
- Use the building public address system to announce a Shelter in Place or Lock Down as appropriate until law enforcement arrives and assumes command.
- The Executive Director of Campus Security initiates an SAIC Emergency Messaging System (SEMS) broadcast announcing a Shelter in Place or Lock Down as appropriate for all buildings until law enforcement arrives and assumes command.
- Cordon off the area around the incident site providing medical assistance if safe to do so, preventing additional access by unauthorized persons.
- Physically lock the perimeter doors of all other buildings if safe to do so and sufficient personnel are available.

**Campus Emergency Management Director**

- Notify the following:
  - The Policy Group
  - CEOC Activation Team
  - CEOC Team
- Determine and facilitate the appropriate CEOC Activation Level as deemed necessary.
- Open the CEOC and direct all CEOC responders to report to the CEOC if they can safely do so.
- Conduct CEOC operations.

**Notes:**

- The CEOC controls announcements once assembled in the CEOC. This includes additional SEMS messages throughout the event.
- The Campus web page becomes flagship for communication/announcements. The assumption is that the Executive Director for Web and eCommunications will be assisting the CEOC with the SEMS and web page updates.
- Once law enforcement arrives and assumes command of field operations, they will control Campus access until the incident is concluded.

**Annex Maintenance**

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/ Executive Director of Campus Security prior to posting.

**Responsible Party:** Campus Emergency Management Director/ Executive Director of Campus Security.
ANNEX L – BOMB / WEAPON OF MASS DESTRUCTION THREAT
Bomb / Weapon of Mass Destruction (WMD) Threat

Purpose

The following procedures have been established to improve the preparedness of the SAIC community in responding to a bomb or weapon of mass destruction threat.

Annex Activation

This annex shall be activated in the event of a bomb or weapon of mass destruction threat such as:

- Hostage/barricade situation
- Homicide bomber
- Known or reasonable suspected terrorist threat such as a biological or chemical attack

Assumptions

This annex is based on the assumption that bomb threats are usually made with the intention of disrupting operations and creating an atmosphere of anxiety and panic. Although most bomb threats are false, they should be investigated as though real until proven otherwise. The primary goal is to minimize injury and property damage and avoid disruption.

Concept of Operations

When a Bomb Threat is Received – Call 911

Threats are usually received by telephone, but they may also be received by note, letter, e-mail, text, other social media or suspicious package. All threats should be taken very seriously and handled as if a device was present in the specific location mentioned by the person reporting the threat. UNDER NO CIRCUMSTANCES SHOULD ANY THREAT BE IGNORED. It is very important that all threats must be reported immediately to Campus Security. Upon receipt of a bomb threat:

- Campus Security will notify the Executive Director of Campus Security or his alternate.
- The Executive Director of Campus Security will notify the President or his alternate and initiate the evacuation of the building through the use of the building public address system.
- All Campus Security and engineering personnel will maintain radio silence. All portable radios, cellular telephones, cordless telephones, or any device that transmits a radio frequency pulse in the building should immediately be turned off, as they may cause explosive devices to detonate prematurely.
- Landline telephones and intercoms should be used as alternative communications methods during a bomb incident.
- The following announcement will be made using the building public address system and repeated to ensure that it was received:

  “Your attention please. This is Campus Security. Please exit the building immediately. This is not a drill. All personnel are instructed to immediately exit the building until further notice. Turn off all cell phones and wireless devices until otherwise instructed. Stand at least 300 feet from the building. This is not a drill. Thank you.”

- The SAIC Emergency Messaging System will not be used for this type of event.
- Campus Security, the engineers and the Chicago Police will conduct a search of the facilities.
If the caller said where the bomb was located, check there first. If the caller did not say where the bomb was located, searchers will be deployed in a manner that covers the exterior and interior of the facility as quickly as possible. Areas will be checked in the following order:

- Exterior of the facility
- Public access areas, such as lobbies, rest rooms, stairwells, and trash receptacles
- Physical facilities spaces, such as custodial closets, lockers, and HVAC areas
- Areas normally occupied by students, employees or visitors
- Mail rooms

When a Suspicious Device or Package is Found

The police should be informed of unattended packages. Anything that looks unusual or out of place should not be touched. If an explosive device or suspicious package is found during a search, property damage can be minimized by opening doors.

Emergency Evacuation

During a building evacuation, students and employees should:

- Take note of their immediate work area and other areas as they pass through and report any unusual packages, equipment, or individuals to Campus Security.
- Do not use portable radios, cellular telephones, cordless telephones, or any device that transmits a radio frequency pulse.
- Campus Security and the appropriate law enforcement agency will need to interview the student or employee reporting the threat or suspicious package. Even if the building has been evacuated, that student or employee should not go home without speaking to Campus Security and the police.

Threat Search

Faculty and Staff of the threatened building can be valuable assistants in the search and may be asked to do so by Campus Security. Person(s) familiar with the premises may assist in identify foreign objects.

- Search team should be limited to two or three volunteers.
- The volunteers should be engaged in the search only on request of Campus Security or the police.
- The volunteers should start in the area most likely to contain the device and continue on to the least likely areas.
- Generally, the search should be conducted from outside in, and the bottom up.

Building Re-Entry

If a device has not been found after a thorough search and a reasonable time has passed, the decision to allow evacuated persons back into the building will be announced by Campus Security after consulting with the officer in charge of the incident from the responding emergency agency, and the President or a designee.

Campus Security Department Responsibility

Campus Security will take charge of the operation and maintain full control of the incident until the police department commander arrives on scene. A field operations command post will be established on or near Campus where all operations pertaining to the event will be coordinated. Campus Security is responsible for the following:

- Contact the Police Department and inform them of the situation.
- Investigate the threat, if safe to do so.
Notify the Campus Emergency Management Director and the Executive Director of Campus Security
- Cordon off the area around the incident site providing medical assistance if possible, preventing additional access by unauthorized persons.

**Campus Emergency Management Director**

- Notify the following:
  - The Policy Group
  - CEOC Team
- Determine and facilitate the appropriate CEOC activation level as deemed necessary.
- Open the CEOC and direct all CEOC responders to report to the CEOC if they can safely do so.
- Conduct CEOC operations.

**Notes:**

- The CEOC controls announcements once assembled in the CEOC. This includes additional messages via the building public address system or the SEMS throughout the event.
- The Campus web page becomes flagship for communication/announcements. The assumption is that the Executive Director for Web and eCommunications will be assisting the CEOC with the SEMS and web page manipulation.
- Once law enforcement arrives and assumes command of field operations, they will control Campus access until the incident is concluded.

**Annex Maintenance**

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/ Executive Director of Campus Security prior to posting.

**Responsible Party:** Campus Emergency Management Director/ Executive Director of Campus Security.
ANNEX M – CIVIL UNREST ON CAMPUS
Purpose
This document established procedures to assist SAIC in managing civil unrest or a civil disturbance on the SAIC Campus and/or is one that caused by SAIC students, faculty and staff.

Annex Activation
This annex will be activated in the event civil unrest occurs on our Campus and/or caused by SAIC students, faculty or staff.

Assumptions
This annex assumes that the civil unrest has occurred or is about to occur and that one or more of the following conditions exists: a threat to the health and/or safety of individuals is present; normal Campus operations are disrupted; the teaching and learning process is disrupted; and/or SAIC facilities are at risk of being seriously damaged.

Concept of Operations
Definition “Civil Unrest”
Civil unrest differs from peaceful demonstrations in that the protestors cause one or more forms of disturbance. At SAIC, the disturbance potentially impacts health and/or safety; disrupts the teaching, learning and administrative processes; or threatens SAIC property.

Background
At the School of the Art Institute of Chicago, freedom of expression is vital to our shared goal of the pursuit of knowledge. Such freedom comes with a responsibility to welcome and promote this freedom for all, even in disagreement or opposition.

The right of freedom of expression at SAIC includes peaceful protests and orderly demonstrations. However, SAIC has the obligation to ensure the safety of individuals, the protection of property and the continuity of the educational process. Students, faculty and staff may engage in peaceful demonstrations as long as they follow proper procedures (e.g., the Event Approval Process) designed to ensure community safety and they do not disrupt the teaching and learning process. In dealing with civil unrest on Campus it is of primary importance to remember that we are a community. Providing for the safety of all of our community members is the primary function of any response. In responding to civil unrest on Campus, SAIC’s primary goal is coming to a peaceful resolution.

All students, faculty and staff are asked to be continually vigilant to the risk of violence on Campus. Everyone is urged to be aware of:

- Social or political issues that might lead to unrest;
- Plans for demonstrations on Campus that have not been approved through appropriate channels (e.g., the Event Approval process);
- Persons on Campus attempting to incite discord

Notify Campus Security of any suspicions or observations.
Peaceful, Non-Obstructive Demonstrations (not Civil Unrest)

Generally, demonstrations of a peaceful nature will not be interrupted. Demonstrators should not be obstructed or provoked and all efforts should be made to conduct Campus business as normal. If demonstrators are asked to leave but refuse to leave by regular facility closing time:

- Arrangements will be made by the Executive Director of Campus Security to monitor the situation during non-business hours, or the determination will be made to treat the violation of regular hours as a disruptive demonstration (civil unrest).

If Civil Unrest Occurs

Most Campus demonstrations such as marches, meetings, picketing and rallies are peaceful and non-obstructive. A Campus demonstration will generally not be disrupted unless the demonstration:

- Interferes with the normal Campus operations;
- Prevents access to offices, classrooms, buildings or other facilities on Campus;
- Disrupts the teaching and learning activities on Campus;
- Threatens the health and/or safety of individual(s);
- Includes activities that may damage Campus facilities.

The decision to interrupt a Campus demonstration will reside with the Office of the President or his/her designee (e.g., Provost, VP Facilities & Operations, etc). An appropriate liaison will be appointed (e.g., VP and Dean of Student Affairs for students, VP and Dean of Faculty or Provost for faculty; VP of Human Resources for staff) by the President or his/her designee. The liaison will coordinate communication with the demonstrators. In congruence with SAIC normal operating procedures, Campus Security has the authority to take immediate action to prevent harm to individuals (e.g., to contact Police or Fire Department) in the event an immediate threat to health or safety exists.

In the event that a demonstration blocks access to Campus facilities or interferes with Campus operation but does not cause an immediate threat to the health or safety of individuals:

- The appointed liaison and key personnel may meet with demonstrators to discuss the situation and attempt to persuade the demonstrators to desist;
- If the demonstrators persist in the disruptive activity (civil unrest) they will be apprised that failure to discontinue the specified action within a specified period of time may result in disciplinary action and/or intervention by civil authorities, which may lead to individual arrests;
- The President or his/her designee will, after consultation with an appropriate management group (e.g., the Provost, VP for Campus Operations, VP and Dean of Faculty, Executive Director of Campus Security, VP of Human Resources and the VP and Dean of Student Affairs) will make a determination of if and when to involve the civil authorities (e.g., Chicago Police Department).

Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

Responsible Party: Dean of Student Life and Vice Provost
ANNEX N – WEATHER RELATED EMERGENCY

Tornado Watch ......................................................... N-2
High Wind Warning/Extreme Weather ............. N-3
Tornado Warning ......................................................... N-3
Winter Storm Operations ................................. N-4
Weather Related Emergency

Purpose
The purpose of this Annex is to provide SAIC with guidance regarding precautionary and emergency operations in the event of a weather related emergency.

Annex Activation
This annex would be activated in the event of an actual, or anticipated, weather related emergency impacting the Campus.

Assumptions
This annex is based on the assumption that severe weather can occur throughout each season. This includes, but is not limited to: tornadoes, thunderstorms, high wind, ice, hail, snow, blizzard, rain, etc. It is also assumed that SAIC will receive watch and warning information from the National Weather Service, Cook County or the City of Chicago. Campus Security will also have a weather radio and will, whenever possible, notify the Campus community if weather conditions are dangerous.

Concept of Operations

General Guidelines
- Stay away from windows and exterior doors during all severe weather.

Notification of an approaching dangerous storm will be made by
  - Emergency warning sirens
  - National Weather Service and Emergency Alert System via the broadcast media

Tornado Watch - A Tornado Watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur.

Tornado Warning - A Tornado Warning indicates a tornado has been sighted and you should immediately take shelter. The Tornado Warning signal may be a steady blast three minutes or longer in duration, or at times could be a new multi-toned signal in the downtown area. There is no “All Clear” signal issued by the city. These sirens are only intended to be heard outside to alert people to take shelter indoors.

Weather Siren - This siren has a continuous steady tone lasting 3 minutes or longer. There is NO all clear, and just because it stops does NOT mean danger has passed. The siren is used primarily for tornado warnings, but has been used for severe storms capable of producing severe damage or loss of life, so in either event, taking shelter is the best bet.

TORNADO WATCH

Campus Security
- Notify Executive Director of Campus Security and Director of Campus Security
- Notify Vice President of Campus Operations
HIGH WIND WARNINGS/EXTREME WEATHER EVENTS

Campus Security
- Notify Executive Director of Campus Security and Director of Campus Security
- Notify Vice President for Campus Operations
- Notify all SAIC constituents as needed

Facilities
- Secure roofs and high areas of all loose equipment and materials
- Notify contractors to secure equipment and materials including scaffolding

TORNADO WARNING

Campus Security
- Send notification by all means possible to all the Campus (students, employees and visitors) with the message: “This is a Campus wide TORNADO WARNING. This means a tornado has been sighted in this area (Chicago Loop). Immediately take shelter in an interior room or hallway away from doors and windows.”
- Notify Executive Director of Campus Security and Director of Campus Security
- Send an “all clear” message when the situation is over

AVP of Campus Security and/or Director of Campus Security
- Notify the following:
  - Policy Group
  - CEOC Team
- Determine and facilitate the appropriate CEOC activation level as deemed necessary.
- Open the CEOC and direct all CEOC responders to report to the CEOC if they can safely do so.
- Conduct CEOC operations.

Students, Faculty and Staff
- Once a tornado warning has been received, close all doors and windows.
- Take shelter in a small interior room or hallway on the lowest floor possible away from doors and windows.
- Organize assistance to those individuals with disabilities.
- Protect your head with your arms and crouch down.
- Follow directions of Campus Security and other emergency responders.
- Wait until an ALL CLEAR message has been received from a Campus Security office or police.

Labs, Studios and Shop Settings
- Once a tornado warning has been received, quickly inform your class of the situation and direct them to take shelter in a small interior room or hallway on the lowest floor possible away from doors and windows
Organize assistance to those individuals with disabilities
Turn off all electronic equipment in the classroom and terminate all work in progress if safe to do so.
Ensure that all chemical bottles and containers are capped or sealed.
No equipment should be used during a tornado warning.
Protect your head with your arms and crouch down
Wait until an ALL CLEAR message has been received from a Campus Security office or police

Residence Life Staff
Once a tornado warning has been received, quickly inform your RA Staff and all members of the residence hall and direct them to take shelter in a small interior room or hallway on the lowest floor possible away from doors and windows.
Do not allow students to roam the upper floors of the building during the event.
Organize assistance to those individuals with disabilities.
Instruct them to protect their heads with your arms and crouch down.
Wait until an ALL CLEAR message has been received from a Campus Security office or police.

Winter Storm Operations
Severe winter storm response operations will be carried out in three phases:

Pre-storm warning and preparation
Storm response operations
Storm recovery operations

Pre-storm Warning and Preparation Phase
This phase begins when a winter storm or weather event is identified and predicted to impact the Campus. Depending on the storm classification, select members of the Campus Emergency Planning Team may meet during this phase to assess the situation and review preparations for the storm. This phase also includes actions taken to prepare the Campus and its population for the expected winter storm. These actions could include but are not limited to:

Campus and departmental plan reviews
Providing safety information related to preparedness
Coordination with local and state governmental agencies
Reviewing essential personnel lists
Reviewing equipment and supply lists and capabilities
Potential stock piling of supplies
Requisition of additional snow removal equipment
Warning notification to the Leadership and Policy Group and storm reaction personnel.

The Campus Emergency Planning Team may recommend to the president or designated representative a storm incident classification level and action to be taken in the response phase. This phase ends when the storm arrives over the Campus or the danger has passed.
Storm Response Phase

This phase begins when the winter storm or weather event impacts the Campus. Campus Emergency Management Director is the lead in the execution of this plan. However, depending on the situation, select members of the CEOC Team may be called on to coordinate the response and provide updates to the Campus and the president or designated representative. The Campus will then respond based on guidance provided below in campus response and recovery prioritization.

Storm Recovery Phase

Recovery actions consist primarily of two parts overlapping in time. Part one is the restoration and return to normal service and operations of facilities, services, and utilities. Part Two is the implementation of a process to accurately collect and document after-action reports and potential impact assessments, e.g. rescheduling of class work, impact on workforce, etc. This process is very important to future efforts to learn from past actions and to potentially recover costs associated with the emergency or disaster.

Plan Activation

Activation of the plan may be preceded by the CEOC Team coming together prior to or during a storm to assess the severity of the current or impending winter storm incident. Under predicted emergency or forecast of extreme winter weather conditions, the CEOC may be activated and this plan made operational prior to the actual weather event in order to manage and coordinate the planning, response, and recovery operations. Snow removal during all snow incidents will continue to be managed through usual departmental snow removal plans, policies, procedures, and associated personnel.

Campus Closure during Response and Recovery Operations

Under certain conditions, including weather-related conditions, it may become necessary to cancel classes or close the Campus. When the president or designee declares a Campus-wide closure, employees who are not identified as essential personnel shall not report to work or shall leave Campus upon notice by a supervisor, dean, director, or department head. Only departments and employees who provide essential functions shall be open and perform duties.

In order to sustain specific business activities, certain units or personnel may be designated as essential for the purposes of a specific closure. The vice presidents and provost are responsible for determining which units are deemed essential at the time of closure. Supervisors and managers shall notify the employees in affected units as soon as possible if they are needed as essential personnel for a specific closure.

Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

Responsible Party: Campus Emergency Management Director/ Executive Director of Campus Security.
ANNEX O – HAZARDOUS MATERIALS
Laboratory / Classroom Chemical Spill

Purpose
The purpose of this Annex is to provide SAIC with guidance regarding its response to a chemical and biological exposure in a classroom/studio.

Annex Activation
This annex shall be activated in the event of an unknown chemical spill or large scale spill that will affect other building occupants. The VP Campus Operations and the Associate Director of Environmental Health and Safety or designate will report to the CEOC if activated.

Assumptions
The amount and hazard of the chemicals involved will determine the appropriate response to a chemical spill or exposure.

A major chemical spill is when:
- A chemical is flammable, reactive or highly toxic.
- Someone has been exposed to the chemical.
- The spill is greater than 1 liter.
- Too much of a chemical has been spilled for the amount of absorbent in the classroom.

A minor chemical spill is when:
- Less than 1 liter of chemical is spilled.
- The chemical has a low to moderate hazard.
- No one has been exposed to the chemical.
- Classroom faculty/staff have sufficient equipment and training to clean up the spill.

Concept of Operations
If immediate assistance is needed contact Campus Security immediately. If immediate assistance is not required, and there is doubt about your ability to clean up a spill, contact the Associate Director of Environmental Health and Safety for assistance.

The response depends upon knowledge of the hazards present at the spill. If the chemical and hazards are unknown contact the Associate Director of Environmental Health and Safety and the IRFM Facility Services Executive Director and/or Associate Director to arrange for outside spill cleanup.

Chemical Spill Response and Clean-up Procedures
In the event of a major or unknown chemical spill:
- Protect yourself and others. Shut off any ignition sources and stop the source of spill if you can do so without endangering yourself.
- The instructor on site will determine, by the nature of the spill, if evacuation of the room is warranted. If the spill requires evacuation, this will be done promptly and the instructor will contact Security for assistance.
- Provide your name
- Specific location of the spill
- Name of the substance spilled
- Quantity of spill

Security will respond and make appropriate notifications to:
- Associate Director, Environmental Health and Safety
- IRFM building Director and/or Assistant Directors
- Executive Director of Campus Security

The VP of Campus Operations and the Associate Director for Environmental Health and Safety will determine if evacuation of additional rooms or the entire building is required. The first response will be to remove students and employees to safety and secure the affected area. A building evacuation may result if the chemical:
- Creates a fire, or there is a potential for fire
- The spill is flowing outside of the room
- Fumes or odors are permeating the building

Whenever possible, the VP of Campus Operations and the Associate Director of Environmental Health and Safety will consult the SDS (Safety Data Sheet) of the spilled chemical before entering the affected area. Based on the SDS information the responding parties may decide that the Chicago Fire Department, Hazardous materials Unit is required.

If the spill is determined not to be hazardous, trained staff using appropriate personal protective equipment will contain and clean the spill. Respirators, aprons, gloves and other personal protective equipment will be available and must be used for containment and cleanup.

The VP Campus Operations and the Associate Director of Environmental Health and Safety will determine when the affected space may safely be re-occupied. In the event the Chicago Fire Department has taken over the incident command system, the Chicago Fire Department shall determine when the space may be re-occupied.

In the event of a minor chemical spill:

- Protect yourself and others. Avoid direct contact with the spilled material. Wear protective clothing such as gloves and goggles during clean up. Treat all chemicals as if they are hazardous.
- Contain the spill and secure the area. Cordon off the spill area; do not walk through, or allow others to walk through the spilled material.
- If properly trained, clean up the spill using the chemical spill kit. If not contact Security, security will contact housekeeping and the Associate Director for Environmental Health and Safety.
- Dispose of the material in the chemical waste container.
- Clean up. Wash hands thoroughly, even if there is no visible contamination.
- Replace items used in the spill kit by contacting the Associate Director of Environmental Health and Safety.
Communicating with the Office of Emergency Management and Communication (OEMC)

When a sizeable hazardous materials spill occurs that has the potential to be disruptive to the neighboring community of SAIC, it may be necessary to contact Chicago’s Office of Emergency Management and Communication. Below is the recommended procedure.

- The best way to contact OEMC during an emergency is through calling 911 for the emergency responders.
- For incidents that require an Incident Command Post (ICP) a representative from OEMC would be at the ICP along with police, fire, etc.
- The initial phase of the ICP is devoted to the "Size-Up," where the scope of the incident is assessed.
- A representative from SAIC would announce themselves and be on standby, ready to provide information to the Incident Commander (IC).
- Once the Size-Up is completed the ICP will shift to bringing resources on line and staging them.
- The IC will then look for the SAIC representative for relevant information on our facilities/people.
- Having reflective vests that identify the wearer as being with SAIC and their role in our CEOC is helpful.
- For incidents that encompass a city block or larger the OEMC would be able to activate their EOC within 30 to 60 minutes.
- For extended events (more than 12-24 hours) OEMC will have their own PIO on the scene.
- For larger and extended events (city block or more & more than 12-24 hours) SAIC (or a higher ed representative organization such as SCOPE) may be asked to send a representative to staff a position at OEMC's EOC.
- The FEMA Regional Resource Center is rarely called to get involved, but when they do it's at the request of the OEMC.
- During an incident SAIC can always contact OEMC to request additional materials and personnel in support of an incident response if we think it’s needed.

Annex Maintenance

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/ Executive Director of Campus Security prior to posting.

Responsible Party: Associate Director of Environmental Health and Safety.
EARTHQUAKE

Purpose
The purpose of this annex is to provide SAIC with guidance regarding earthquake preparedness, response and recovery. Earthquakes and their aftershocks are one of the most destructive phenomena of nature. An earthquake is the sudden, rapid shaking of the earth, caused by the breaking and shifting of subterranean rock as it releases strain that has accumulated over a long time. Therefore it is important to consider the possibility of an earthquake.

Annex Activation
This annex would be activated in the event of an earthquake impacting the Campus or surrounding area. This does not automatically prompt the activation of the CEOC. That decision will be made in accordance with the CEOC Activation instructions in the Base Plan.

Assumptions
This annex is based on the assumption that this Campus could experience an earthquake at any time. While earthquakes are sometimes believed to be a West Coast occurrence, there are actually 45 states and territories throughout the United States that are at moderate to high risk for earthquakes including Illinois (New Madrid fault line in Central U.S.). It is also assumed that if an earthquake occurs in a populated area, it may cause many deaths and injuries and extensive property damage.

Concept of Operations
The following concept of operations is meant to provide information on actions to be taken during and after an earthquake. This information is provided by FEMA and is available at www.ready.gov.

- During an Earthquake
  Drop, Cover and Hold On. Minimize movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

  If Indoors
  - DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn’t a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
  - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
  - Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
  - Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Teachers and staff should assist in accounting for all students. Immediately report and missing, extra, or injured students. Seek further instructions.
- Assist people with disabilities. Don’t try to move them outside during an earthquake. Protect their head, neck, and face with a pillow or their arms.
- DO NOT use the elevators. Elevators will be disabled in the event of an earthquake.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If Outdoors
- Stay there. Drop to the ground and cover your head until shaking stops.
- Move away from buildings, trees, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Studies have shown that many injuries and deaths occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If Trapped Under Debris
- Do not light a match; no open flames, candles, etc.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

- After an Earthquake
- When the shaking stops, look around to make sure it is safe to move. Then exit the building.
- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Help injured or trapped persons. Remember to help those who may require special assistance such as infants, the elderly and people with access and functional needs. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Look for and extinguish small fires. Fire is the most common hazard after an earthquake.
- Listen to a battery-operated radio or television for the latest emergency information.
- Use the telephone only for emergency calls.
- Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return to your building only when authorities say it is safe.

- Be careful when driving after an earthquake and anticipate traffic light outages.

- After it is determined that it’s safe to return, your safety should be your primary priority as you begin clean up and recovery.

- Open cabinets cautiously. Beware of objects that can fall off shelves.

- Put on long pants, a long-sleeved shirt, sturdy shoes and work gloves to protect against injury from broken objects.

- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if you smell gas or fumes from other chemicals.

- The Damage Assessment Team should:
  - Inspect utilities.
  - Check for gas leaks. If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can and call the gas company from a neighbor’s home. If you turn off the gas for any reason, it must be turned back on by a professional.
  - Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
  - Check for sewage and water lines damage. If you suspect sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water by melting ice cubes.

**Annex Maintenance**

All annexes must be reviewed and updated a minimum of once each year. All reviews and updates must be approved by the Campus Emergency Management Director/Executive Director of Campus Security prior to posting.

**Responsible Party:** Campus Emergency Management Director/Executive Director of Campus Security.
ATTACHMENTS

Attachment 1 – CEOC Setup & Security ............ 2
Attachment 2 – Forms ...................................... 7
Attachment 3 – Checklists .............................. 19
Attachment 4 – Campus Plan View ..................... 38
Attachment 5 – Campus Risk Assessment ...... 39
Attachment 6 – Contact Lists ............................ 40
Attachment 7 – Resource Lists .......................... 42
Attachment 1 – CEOC Setup and Security Plan

Purpose
The timely and complete setup of a Campus Emergency Operations Center during an event is paramount. The first few hours of an incident can be the most crucial for the protection and preservation of human life. During the first hour of an incident, the CEOC Manager should not be burdened with ensuring that the CEOC is setup properly and adequate for operations. The CEOC is the heart of emergency management and in light of recent events throughout the world total security of a CEOC is of the utmost importance.

To facilitate the timely set up of the CEOC, a CEOC Activation Team has been created. The mission of this team is to immediately respond when activated to open and setup the CEOC so it is operational upon arrival of the CEOC Team.

CEOC Activation Team
The CEOC Activation Team Members are as follows:
Team Leader: Asst. Director IRFM Admin.
Team Member: Asst. Director of Facilities Management
Team Member: Asst. Director of Computer Resources
Team Member: Admin. Assistant IRFM
Team Member: Administrative Coordinator IRFM

Procedure
When the decision has been made to activate the CEOC, the following process will be followed for setting up and security:

CEOC Setup

- The Campus Emergency Management Director will contact the CEOC Activation Team advising them of the CEOC activation and at what level the CEOC is to be operated, and to respond to the CEOC.
- The CEOC Activation Team Leader will determine how many team members are required to complete the setup and then make the appropriate notifications.
- The CEOC Activation Team will respond and begin the setup of the CEOC using the CEOC Setup Checklist (Found in this Attachment).

Note: During the setup time, only the CEOC Team will be allowed admission into the CEOC. This will ensure that the CEOC Activation Team is not interrupted and the integrity of the CEOC security.

- The CEOC Activation Team will immediately establish the CEOC Security desk located outside the front doors. The CEOC Security phone will be activated at that time.
- Once the CEOC has been setup, the check list completed, and any last minute changes made, the CEOC will then be turned over to the CEOC Manager.
CEOC Security

Once the CEOC has been turned over to the CEOC Manager, Campus Security will become responsible for the CEOC Security

- **External Campus Security Officer will:**
  - Ensure exterior doors are closed and secured at all times.
  - Ensure that individuals requesting admission to the CEOC are authorized to be there. No one will be allowed to enter the CEOC without being issued the proper credentials regardless of position or rank.
  - Check picture identification for those requesting admission and ensure they sign in properly using the CEOC Sign-In Sheet (Found in Attachment 2).
  - Personnel from another agency they must provide their respective agency picture identification. The Campus Security officer will then issue the subject a CEOC Credential which will be logged on the CEOC Credential form (Found in Attachment 2). This form will document:
    - Subjects name
    - Agency
    - ID verification
    - Credential Number
    - Time issued
    - Time returned
  - Check with the CEOC Manager regarding any individual that is not authorized to be in the CEOC.
  - The Campus Security officer will remain posted at the exterior door during all hours of the CEOC operation.
  - At shift change it will be the responsibility of the Campus Security officer to ensure that all credentials are returned and accounted for.

- **Internal Campus Security Officer will:**
  - Monitor those subjects inside the CEOC to ensure they are displaying the proper credentials.
  - Coordinate with the External Campus Security Officer.
  - Provide relief to the External Campus Security Officer as needed.

CEOC Deactivation

- Once the incident is resolved and the deactivation of the CEOC is ordered, the CEOC Activation Team will be responsible for the removal and accountability of all CEOC equipment.
- The CEOC Activation Team will ensure all equipment is returned to the storage area and the room is returned to its original condition as much as possible.
- The CEOC Activation check list will be completed and all equipment accounted for using the CEOC Equipment/Supply List (Found in this Attachment).
- The CEOC Activation check list along with the CEOC Credential log will be returned to the Campus Emergency Management Director for retention.
After Action Review and Report

- An After Action Review will be completed by participants as soon as possible after an event resulting in a full or partial activation. The input provided will be incorporated into an After Action Report by the planning section chief and will be forwarded to participating departments and the Campus Emergency Management Director for retention.
Campus Emergency Operations Center (CEOC) Setup Checklist

The following actions are taken when the CEOC is activated.

The CEOC Activation Team Will:

- Report to the CEOC
- Setup Security desk at the CEOC entrance
- Arrange all tables and chairs as specified in Annex A (CEOC Layout)
- Distribute the CEOC functional bins to each table
- Unpack functional bins onto each table
- The IT representative will ensure all electronics (phones, computers, printers, fax machines, etc.) are connected, turned on and operating properly
- Place the “Stop Sign-In Please” sign, Credential Form and the Sign-In Sheet at the Security desk
- When setup is complete, turn the CEOC over to the CEOC Manager and remain available until released by the CEOC Manager

Deactivation of the CEOC

- The CEOC Activation Team is responsible for cleaning up and deactivating each section. All equipment and supplies are to be placed back into the bins and stacked in the CEOC storage area.
- The IT representative will ensure all Computers are logged off, shut down, and returned to the storage area. They will also ensure all electronics are properly shut off, disconnected and returned to the storage area.
- The CEOC Activation check list will be completed and all equipment accounted for using the CEOC Equipment/Supply List (Found in this Attachment).
- This check list along with the CEOC Credential log and Sign-in Sheet will be given to the Campus Emergency Management Director for retention.
# CEOC Equipment/Supply List

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
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<tbody>
<tr>
<td></td>
<td>Cellular Phones</td>
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<td></td>
<td>Telephones</td>
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<td></td>
<td>Fax Machine</td>
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<td></td>
<td>Copy Machine</td>
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<tr>
<td></td>
<td>Television/VCR</td>
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<tr>
<td></td>
<td>Weather Radio</td>
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<td>Computers</td>
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<td>Printers</td>
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<td>Surge Protectors</td>
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<td></td>
<td>Markers and Display Boards</td>
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<td></td>
<td>Projector with Screen</td>
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<td></td>
<td>Flip Chart Easel &amp; Pad</td>
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<td></td>
<td>Two-Way Radios</td>
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<td></td>
<td>First Aid Kit</td>
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<tr>
<td></td>
<td>Toner/Ink cartridges</td>
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<td></td>
<td>Food, water, eating utensils</td>
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<td></td>
<td>Functional vests or jackets</td>
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<td></td>
<td>Personal protective/safety equipment</td>
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<td>Materials/supplies to make identification cards</td>
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<td>Trash bags</td>
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<td>Hand Sanitizer</td>
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<td>Tables</td>
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<td></td>
<td>Chairs</td>
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<td></td>
<td>Miscellaneous Office Supplies</td>
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<td></td>
<td>Emergency Power</td>
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<tr>
<td></td>
<td>Campus information (Maps, Utility maps, Building plans, Directory of personnel, Directory of students, Hazardous material inventories, Inventory of material resources (e.g., construction equipment, building materials). Hard-copies should be preassembled and placed in the CEOC.</td>
</tr>
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<td></td>
<td>Flashlights</td>
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</tbody>
</table>
Attachment 2 –Forms

This section consists of general forms and common National Incident Management System (NIMS)-compliant Incident Command System (ICS) forms used within the Campus Emergency Operations Center (CEOC) during an emergency or incident. For additional ICS forms available through FEMA, go to:

www.training.fema.gov/EMIWeb/IS/ICSResource/ICSResCntr_Forms.htm

- CEOC Sign-In Sheet
- CEOC Credential Log
- ICS form 201 Incident Briefing
- ICS form 202 Incident Objectives
- ICS form 207 Organizational Chart
- ICS form 211 Check-In List
- ICS form 215 Operational Planning Worksheet
- ICS form 215a Incident Action Plan Safety Analysis
- ICS form 221 Demobilization Checkout Plan
### CEOC Sign-In Sheet

CEOC Activation Date: ___________________  Event: ___________________  Page: _____ of _____

<table>
<thead>
<tr>
<th>Date / Time In</th>
<th>Name</th>
<th>CEOC Section</th>
<th>Date / Time Out</th>
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<tbody>
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</tbody>
</table>
# CEOC Credential Log

CEOC Activation Date: ____________________  Event: ______________________________  Page: _____ of _____

<table>
<thead>
<tr>
<th>Time Issued</th>
<th>Name</th>
<th>Agency</th>
<th>ID Verified</th>
<th>Credential Number</th>
<th>Time Returned</th>
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</tbody>
</table>
### INCIDENT BRIEFING (ICS form 201)

<table>
<thead>
<tr>
<th>1. Incident Name</th>
<th>2. Date</th>
<th>3. Time</th>
</tr>
</thead>
</table>

#### 4. Map Sketch

#### 5. Current Organization

- **Incident Commander**
- **Safety Officer:**
  - Liaison Officer or Agency Rep:
  - Information Officer:

- **Planning**
- **Operations**
- **Logistics**
- **Finance**

- **Div.**
- **Air**
  - Air Operations
  - Air Support
  - Air Attack
  - Air Tanker Coord
  - Helicopter Coord

#### 6. Prepared by (Name and Position)
### 6. Resources Summary

<table>
<thead>
<tr>
<th>Resources Ordered</th>
<th>Resource Identification</th>
<th>ETA</th>
<th>On Scene</th>
<th>Location/Assignment</th>
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<tbody>
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</table>

### 7. Summary of Current Actions

...
<table>
<thead>
<tr>
<th><strong>INCIDENT OBJECTIVES (ICS form 202)</strong></th>
<th>1. Incident Name</th>
<th>2. Date</th>
<th>3. Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Operational Period</td>
<td></td>
<td></td>
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<tr>
<td>5. General Control Objectives for the Incident (include alternatives)</td>
<td></td>
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<tr>
<td>6. Weather Forecast for Period</td>
<td></td>
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<tr>
<td>7. General Safety Message</td>
<td></td>
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</tr>
</tbody>
</table>

8. Attachments (mark if attached)

- [ ] Organization List - ICS 203
- [ ] Medical Plan - ICS 206
- [x] (other)
- [ ] Div. Assignment Lists - ICS 204
- [ ] Incident Map
- [ ] Communications Plan - ICS 205
- [ ] Traffic Plan
- [ ]

9. Prepared by (Planning Section Chief)

10. Approved by (Incident Commander)
### INCIDENT CHECK-IN LIST (ICS form 207)

<table>
<thead>
<tr>
<th>1. Incident Name</th>
<th>2. Check-In Location (complete all that apply)</th>
<th>3. Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Personnel</td>
<td>□ Base</td>
<td></td>
</tr>
<tr>
<td>□ Handcrew</td>
<td>□ Camp</td>
<td></td>
</tr>
<tr>
<td>□ Engines</td>
<td>□ Staging Area</td>
<td></td>
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<tr>
<td>□ Dozers</td>
<td>□ ICP Restat</td>
<td></td>
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<tr>
<td>□ Helicopters</td>
<td>□ Helibase</td>
<td></td>
</tr>
</tbody>
</table>

#### Check-In Information

4. List Personnel (overhead) by Agency & Name - OR List equipment by the following format:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Single Kind</th>
<th>Type</th>
<th>I.D. No/Name</th>
<th>Order/Request Number</th>
<th>Date/Time Check-In</th>
<th>Leader's Name</th>
<th>Total No. Personnel</th>
<th>Manifest</th>
<th>Crew or Individual's Weight</th>
<th>Home Base</th>
<th>Departure Point</th>
<th>Method of Travel</th>
<th>Incident Assignment</th>
<th>Other Qualifications</th>
<th>Sent to RESTAT Time/In</th>
<th>Prepared by (Name and Position) Use back for remarks or comments</th>
</tr>
</thead>
</table>

ICS211 - Page 1
# OPERATIONAL PLANNING WORK SHEET (ICS form 215)

1. Incident Name
2. Date Prepared
3. Operational Period (Date/Time)
4. Division/Group or Other
5. Resource by Type (Show Strike Team as ST)
6. Reporting Location
7. Requested Arrival Time

<table>
<thead>
<tr>
<th>Location</th>
<th>Work Assignments</th>
<th>Engines</th>
<th>Water Tenders</th>
<th>Hand Crews</th>
<th>Dozers</th>
<th>Helicopters</th>
<th>Air Tankers</th>
<th>Other</th>
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**Total Resources - Single**

<table>
<thead>
<tr>
<th></th>
<th>Req</th>
<th>Have</th>
<th>Need</th>
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<tbody>
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**Total Resources - Strike Teams**

<table>
<thead>
<tr>
<th></th>
<th>Req</th>
<th>Have</th>
<th>Need</th>
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<tbody>
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</table>

Prepared by (Name and Position)
# INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS form 215a)

<table>
<thead>
<tr>
<th>Division/Group</th>
<th>In direct Fire line</th>
<th>Downhill Fire Line</th>
<th>Underslung Fire Line</th>
<th>Mid-Slope Fire Line</th>
<th>Frontal Assault</th>
<th>Anchor Points</th>
<th>Extreme Conditions (spotting, wind-driven)</th>
<th>Reburn Potential</th>
<th>LCES Mitigations</th>
<th>Hazard Materials</th>
<th>Transportation, 1 Hr.+</th>
<th>Communications</th>
<th>Structure Protection</th>
<th>Other Risk Mitigations</th>
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Prepared by (Name and Position)
<table>
<thead>
<tr>
<th><strong>1. Incident Name/Number</strong></th>
<th><strong>2. Date/Time</strong></th>
<th><strong>3. Demobilization No.</strong></th>
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<tbody>
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<td><strong>4. Unit/Personnel Released</strong></td>
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<td><strong>5. Transportation Type/No.</strong></td>
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<td><strong>6. Actual Release Date/Time</strong></td>
<td><strong>7. Manifest?</strong></td>
<td><strong>Yes</strong> No Number</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td></td>
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<td></td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td><strong>8. Destination</strong></td>
<td><strong>9. Notified:</strong></td>
<td><strong>Agency</strong> Region Area Dispatch</td>
</tr>
<tr>
<td></td>
<td>Name:</td>
<td></td>
</tr>
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<td></td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td><strong>10. Unit Leader Responsible for Collecting Performance Rating</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>11. Unit/Personnel</strong></td>
<td><strong>You and your resources have been released subject to sign off from the following:</strong></td>
<td><strong>Demobilization Unit Leader check the appropriate box</strong></td>
</tr>
<tr>
<td></td>
<td>Logistics Section</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supply Unit</td>
<td></td>
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<tr>
<td></td>
<td>Communications Unit</td>
<td></td>
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<td></td>
<td>Facilities Unit</td>
<td></td>
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<tr>
<td></td>
<td>Ground Support Unit Leader</td>
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</tr>
<tr>
<td></td>
<td>Planning Section</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documentation Unit</td>
<td></td>
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<td></td>
<td>Finance Section</td>
<td></td>
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<tr>
<td></td>
<td>Time Unit</td>
<td></td>
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<tr>
<td></td>
<td>Other</td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td><strong>12. Remarks</strong></td>
<td><strong>13. Prepared by (include Date and Time)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Instructions for completing the Demobilization Checkout (ICS form 221)**

Prior to actual Demobilization Planning Section (Demobilization Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to Demobilization and release. If any, add to line Number 11.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Title</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Incident Name/Number</td>
<td>Enter Name and/or Number of Incident.</td>
</tr>
<tr>
<td>2.</td>
<td>Date &amp; Time</td>
<td>Enter Date and Time prepared.</td>
</tr>
<tr>
<td>3.</td>
<td>Demobilization Number</td>
<td>Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable.</td>
</tr>
<tr>
<td>4.</td>
<td>Unit/Personnel Released</td>
<td>Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader’s name or individual overhead or staff personnel being released.</td>
</tr>
<tr>
<td>5.</td>
<td>Transportation</td>
<td>Enter Method and vehicle ID number for transportation back to home unit. Enter N/A if own transportation is provided. Additional specific details should be included in Remarks, block # 12.</td>
</tr>
<tr>
<td>6.</td>
<td>Actual Release Date/Time</td>
<td>To be completed at conclusion of Demobilization at time of actual release from incident. <em>Would normally be last item of form to be completed.</em></td>
</tr>
<tr>
<td>7.</td>
<td>Manifest</td>
<td>Mark appropriate box. If yes, enter manifest number. <em>Some agencies require a manifest for air travel.</em></td>
</tr>
<tr>
<td>8.</td>
<td>Destination</td>
<td>Enter the location to which Unit or personnel have been released. i.e. <em>Area, Region, Home Base, Airport, Mobilization Center, etc.</em></td>
</tr>
<tr>
<td>9.</td>
<td>Area/Agency/Region Notified</td>
<td>Identify the Area, Agency, or Region notified and enter date and time of notification.</td>
</tr>
<tr>
<td>10.</td>
<td>Unit Leader Responsible for Collecting Performance Ratings</td>
<td>Self-explanatory. <em>Not all agencies require these ratings.</em></td>
</tr>
<tr>
<td>11.</td>
<td>Resource Supervision</td>
<td>Demobilization Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check, (unit requirements as needed), i.e. <em>Safety Officer, Agency Rep., etc.</em></td>
</tr>
<tr>
<td>12.</td>
<td>Remarks</td>
<td>Any additional information pertaining to Demobilization or release.</td>
</tr>
<tr>
<td>13.</td>
<td>Prepared by</td>
<td>Enter the name of the person who prepared this Demobilization Checkout, including the Date and Time.</td>
</tr>
</tbody>
</table>
Attachment 3 – Checklists

This section consists of common National Incident Management System (NIMS)-compliant Incident Command System (ICS) checklists used within the Emergency Operations Center (CEOC) during an emergency or incident. For additional ICS forms available through FEMA, go to:

http://training.fema.gov/EMIWeb/IS/ICSResource/PositionChecklists.htm

- ICS Position Checklists
- Sample Planning Meeting Agenda
ICS Position Checklists
(Extracted from http://training.fema.gov/EMIWeb/IS/ICSResource/PositionChecklists.htm)

CEOC Manager

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

☑ TASK

1. Ensure welfare and safety of incident personnel.

2. Supervise Command and General Staff.

3. Obtain initial briefing from current CEOC Manager and agency administrator.

4. Assess incident situation:
   - Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.

5. Determine need for, establish, and participate in Unified Command.

6. Authorize protective action statements, as necessary.

7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents:
   - Confirm dispatch and arrival times of activated resources.
   - Confirm work assignments.

8. Brief staff:
   - Identify incident objectives and any policy directives for the management of the incident.
   - Provide a summary of current organization.
   - Provide a review of current incident activities.
   - Determine the time and location of first Planning Meeting.

9. Determine information needs and inform staff of requirements.

10. Determine status of disaster declaration and delegation of authority.

11. Establish parameters for resource requests and releases:
- Review requests for critical resources.
- Confirm who has ordering authority within the organization.
- Confirm those orders that require Command authorization.

12. Authorize release of information to the media:
   - If operating within a Unified Command, ensure all CEOC Managers approve release.

13. Establish level of planning to be accomplished:
   - Written Incident Action Plan (IAP).
   - Contingency planning.
   - Formal Planning Meeting.

14. Ensure Planning Meetings are conducted as indicated:

15. Approve and authorize implementation of the IAP:
   - Review IAP for completeness and accuracy.
   - Verify that objectives are incorporated and prioritized.
   - Sign ICS Form 202.

16. Ensure Command and General Staff coordination:
   - Periodically check progress on assigned tasks of Command and General Staff personnel.
   - Approve necessary changes to strategic goals and IAP.
   - Ensure that Liaison Officer is making periodic contact with participating agencies.

17. Work with agency staff to declare state of emergency according to agency protocol.

18. Keep agency administrator informed on incident-related problems and progress.
Public Information Officer

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

**TASK**

1. Obtain briefing from CEOC Manager:
   - Determine current status of Incident (ICS Form 209 or equivalent).
   - Identify current organization (ICS Forms 201 and 203, resource lists, etc.).
   - Determine point of contact for media (scene or Command Post).
   - Determine current media presence.

2. Participate in Administrative Officer’s briefing:
   - Determine constraints on information process.
   - Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.

3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.

4. Coordinate the development of door-to-door protective action statements with Operations.

5. Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

   **Sample Initial Information Summary**

   We are aware that an [accident/incident] involving [type of incident] occurred at approximately [time], in the vicinity of [general location]. [Agency personnel] are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at [location], and will notify the press at least one-half hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

6. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:
   - Joint Information Center (JIC).
   - Field (scene) Information.
   - Internal Information.

7. Establish contact with local and national media representatives, as appropriate.
8. Establish schedule for news briefings.

9. Coordinate, with Logistics, the activation and staffing of message center “rumor control” lines to receive requests and answer questions from the public. Provide statement to operators.

10. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.

11. Observe constraints on the release of information imposed by the CEOC Manager and according to agency guidance.

12. Obtain approval for information release from CEOC Manager:
   - Confirm details to ensure no conflicting information is released.
   - Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.

13. Release news to media, and post information in Command Post and other appropriate locations.

14. Record all interviews and copy all news releases:
   - Contact media to correct erroneous or misleading information being provided to the public via the media.

15. Update off-incident agency personnel on a regular basis:
   - Utilize electronic mail for agency updates.
   - Establish phone line in the Command Post dedicated to internal communications to update agency personnel.
   - Provide standard statement which can be given to general requests for information.

16. Coordinate information releases with information staff from other impacted agencies and jurisdictions:
   - Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

17. Attend Planning Meetings

18. Respond to special requests for information.

19. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.

20. Confirm the process for the release of information concerning incident-related injuries or deaths.

21. Document all activity on Unit Log (ICS Form 214).
**Safety Officer**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- **TASK**

  1. Obtain briefing from CEOC Manager and/or from initial on-scene Safety Officer.
  2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.
  3. Staff and organize function, as appropriate:
     - In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
     - Multiple high-risk operations may require an Assistant Safety Officer at each site.
     - Request additional staff through incident chain of command.
  4. Identify potentially unsafe acts.
  5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.
  6. Ensure adequate sanitation and safety in food preparation.
  7. Debrief Assistant Safety Officers prior to Planning Meetings.
  9. Participate in Planning and Tactics Meetings:
     - Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
     - Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
  10. Attend Planning meetings
11. Participate in the development of Incident Action Plan (IAP):
   - Review and approve Medical Plan (ICS Form 206).
   - Provide Safety Message (ICS Form 202) and/or approved document.
   - Assist in the development of the “Special Instructions” block of ICS Form 204, as requested by the Planning Section.

12. Investigate accidents that have occurred within incident areas:
   - Ensure accident scene is preserved for investigation.
   - Ensure accident is properly documented.
   - Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).
   - Prepare accident report as per agency policy, procedures, and direction.

13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

14. Document all activity on Unit Log (ICS Form 214).
Liaison Officer

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

**TASK**

1. Obtain briefing from CEOC Manager:
   - Obtain summary of incident organization (ICS Forms 201 and 203).
   - Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

2. Obtain cooperating and assisting agency information, including:
   - Contact person(s).
   - Radio frequencies.
   - Phone numbers.
   - Cooperative agreements.
   - Resource type.
   - Number of personnel.
   - Condition of personnel and equipment.
   - Agency constraints/limitations.

3. Establish workspace for Liaison function and notify agency representatives of location.

4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.

5. Interview agency representatives concerning resources and capabilities, and restrictions on use—provide this information at planning meetings.

6. Work with Public Information Officer and CEOC Manager to coordinate media releases associated with inter-governmental cooperation issues.
7. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:
   - Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

8. Participate in Planning Meetings

9. Document all activity on Unit Log (ICS Form 214).
Operations Section Chief

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

**TASK**

1. Obtain briefing from CEOC Manager:
   - Determine incident objectives and recommended strategies.
   - Determine status of current tactical assignments.
   - Identify current organization, location of resources, and assignments.
   - Confirm resource ordering process.
   - Determine location of current Staging Areas and resources assigned there.

2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.

3. Establish operational period.

4. Establish and demobilize Staging Areas.

5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):
   - Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.
   - Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

6. Develop and manage tactical operations to meet incident objectives.

7. Assess life safety:
   - Adjust perimeters, as necessary, to ensure scene security.
   - Evaluate and enforce use of appropriate protective clothing and equipment.
   - Implement and enforce appropriate safety precautions.

8. Evaluate situation and provide update to Planning Section:
   - Location, status, and assignment of resources.
   - Effectiveness of tactics.
   - Desired contingency plans.

9. Determine need and request additional resources.

10. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.
11. Keep Resources Unit up to date on changes in resource status.

12. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the CEOC Manager:
   - Identify assignments by Division or Group.
   - Identify specific tactical assignments.
   - Identify resources needed to accomplish assignments.

13. Ensure coordination of the Operations Section with other Command and General Staff:
   - Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
   - Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
   - Notify Logistics of communications problems.
   - Keep Planning up to date on resource and situation status.
   - Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
   - Keep Safety Officer involved in tactical decision-making.
   - Keep CEOC Manager apprised of status of operational efforts.
   - Coordinate media field visits with the Public Information Officer.

14. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and CEOC Manager prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

15. Attend Planning Meetings

16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.
Planning Section Chief

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

☑️ TASK

1. Obtain briefing from CEOC Manager:
   - Determine current resource status (ICS Form 201).
   - Determine current situation status/intelligence (ICS Form 201).
   - Determine current incident objectives and strategy.
   - Determine whether CEOC Manager requires a written Incident Action Plan (IAP).
   - Determine time and location of first Planning Meeting.
   - Determine desired contingency plans.

2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

3. Establish and maintain resource tracking system.

4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):
   - Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
   - Provide copy to Public Information Officer.

7. Obtain/develop incident maps.

8. Establish information requirements and reporting schedules for ICP and field staff.

9. Prepare contingency plans:
   - Review current and projected incident and resource status.
   - Develop alternative strategies.
   - Identify resources required to implement contingency plan.
   - Document alternatives for presentation to CEOC Manager and Operations, and for inclusion in the written IAP.

10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

11. Conduct Planning Meetings according to following agenda:
12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:
   - Establish information requirements and reporting schedules for use in preparing the IAP.
   - Ensure that detailed contingency plan information is available for consideration by Operations and Command.
   - Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.
   - Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.
   - Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.


15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

16. Instruct Planning Section Units in distribution of incident information.

17. Provide periodic predictions on incident potential.

18. Establish a weather data collection system, when necessary.

19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.

20. Ensure Section has adequate coverage and relief.

21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.

22. Ensure preparation of demobilization plan, if appropriate.

23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.

24. Provide briefing to relief on current and unusual situations.

25. Ensure that all staff observe established level of operational security.

26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).

27. Submit all Section documentation to Documentation Unit.
**Logistics Section Chief**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

<table>
<thead>
<tr>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Obtain briefing from CEOC Manager:</td>
</tr>
<tr>
<td>- Review situation and resource status for number of personnel assigned to incident.</td>
</tr>
<tr>
<td>- Review current organization.</td>
</tr>
<tr>
<td>- Determine which incident facilities have been/should be activated.</td>
</tr>
<tr>
<td>2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.</td>
</tr>
<tr>
<td>3. Confirm resource ordering process.</td>
</tr>
<tr>
<td>4. Assess adequacy of current Incident Communications Plan (ICS Form 205).</td>
</tr>
<tr>
<td>5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.</td>
</tr>
<tr>
<td>6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:</td>
</tr>
<tr>
<td>- Provide summary of emergency situation.</td>
</tr>
<tr>
<td>- Provide summary of the kind and extent of Logistics support the Section may be asked to provide.</td>
</tr>
<tr>
<td>7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.</td>
</tr>
<tr>
<td>8. Attend Planning Meetings</td>
</tr>
</tbody>
</table>
   - Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.
   - Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
   - Ensure Incident Communications Plan (ICS Form 205) is prepared.
   - Ensure Medical Plan (ICS Form 206) is prepared.
   - Assist in the preparation of Transportation Plan.

10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

11. Research availability of additional resources.

12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

13. Ensure coordination between Logistics and other Command and General Staff.

14. Ensure general welfare and safety of Section personnel.

15. Provide briefing to relief on current activities and unusual situations.

16. Ensure that all personnel observe established level of operational security.

17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.
**Finance/Administration Section Chief**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

1. **Task**
   - Obtain briefing from CEOC Manager:
     - Incident objectives.
     - Participating/coordinating agencies.
     - Anticipated duration/complexity of incident.
     - Determine any political considerations.
     - Obtain the names of any agency contacts the CEOC Manager knows about.
     - Possibility of cost sharing.
     - Work with CEOC Manager and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.

2. Obtain briefing from agency administrator:
   - Determine level of fiscal process required.
   - Delegation of authority to CEOC Manager, as well as for financial processes, particularly procurement.
   - Assess potential for legal claims arising out of incident activities.
   - Identify applicable financial guidelines and policies, constraints and limitations.

3. Obtain briefing from agency Finance/Administration representative:
   - Identify financial requirements for planned and expected operations.
   - Determine agreements are in place for land use, facilities, equipment, and utilities.
   - Confirm/establish procurement guidelines.
   - Determine procedure for establishing charge codes.
   - Important local contacts.
   - Agency/local guidelines, processes.
   - Copies of all incident-related agreements, activated or not.
   - Determine potential for rental or contract services.
   - Is an Incident Business Advisor (IBA) available, or the contact information for an agency Financial/Administration representative?
   - Coordinate with Command and General Staff and agency Business Office staff to determine the need for temporary employees.
   - Ensure that proper tax documentation is completed.
   - Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.

4. Ensure all Sections and the Supply Unit are aware of charge code.

5. Attend Planning Meeting:
   - Provide financial and cost-analysis input.
   - Provide financial summary on labor, materials, and services.
6. Gather continuing information:

- Equipment time—Ground Support Unit Leader and Operations Section.
- Personnel time—Crew Leaders, Unit Leaders, and individual personnel.
- Accident reports—Safety Officer, Ground Support Unit Leader, and Operations Section.
- Potential and existing claims—Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.
- Arrival and demobilization of personnel and equipment—Planning Section.
- Daily incident status—Planning Section.
- Injury reports—Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.
- Status of supplies—Supply Unit Leader and Procurement Unit Leader.
- Guidelines of responsible agency—Incident Business Advisor, local administrative personnel.
- Use agreements—Procurement Unit Leader and local administrative personnel.
- What has been ordered?—Supply Unit Leader.
- Unassigned resources—Resource Unit Leader and Cost Unit Leader.

7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.

8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.

9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:

- Labor—with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
- Equipment—with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
- Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.

10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:

- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
- Distribute time-keeping forms to all Sections—ensure forms are being completed correctly.

12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.
13. Assist Logistics in resource procurement:
   - Identify vendors for which open purchase orders or contracts must be established.
   - Negotiate ad hoc contracts.

14. Ensure coordination between Finance/Administration and other Command and General Staff.

15. Coordinate Finance/Administration demobilization.
## Sample Planning Meeting Agenda

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Briefing on situation/resource status.</td>
<td>Planning/Operations Section Chiefs</td>
</tr>
<tr>
<td>2. Discuss safety issues.</td>
<td>Safety Officer</td>
</tr>
<tr>
<td>3. Set/confirm incident objectives.</td>
<td>CEOC Manager</td>
</tr>
<tr>
<td>4. Plot control lines &amp; Division boundaries.</td>
<td>Operations Section Chief</td>
</tr>
<tr>
<td>5. Specify tactics for each Division/Group.</td>
<td>Operations Section Chief</td>
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<tr>
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Attachment 4 - Plan View of Campus
### Attachment 5 – Risk Assessment

**SAIC HAZARD RISK ASSESSMENT**  
**09/29/11**

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### Attachment 7 – Resource Lists

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Attachment 8 – Training Schedule

July 27, 2012
Annex E, (Disaster Intelligence/Damage Assessment/Recovery)
Annex F, (Emergency Response Strategies)
Annex I, (Mortuary Services)
Annex K, (Active Threat/Active Shooter on Campus)
Annex O, (Hazardous Materials)

August 1, 2012
Annex B (Campus Communications)
Annex C (Campus Warning/Disaster/Emergency Information)
Annex D (Campus Public Information)
Annex L (Bomb/Weapon of Mass Destruction)
Annex N (Weather Related Emergency)
Annex Q (Earthquake)
Attachment 1 (CEOC Setup and Security Plan)

August 15, 2012
Annex G (Mass Care/Shelter)
Annex H (Campus Health and Medical)
Annex J (Resource Management)
Annex M (Civil Unrest on Campus)
Annex P (Continuity of Operations Plan)

October 17, 2013
Annex C (Campus Warning / Disaster / Emergency Information)
Annex D (Campus Public Information)
Annex F (Emergency Response Strategies)
Annex K (Active Threat / Active Shooter on Campus)

July 29, 2014
The focus of the CEOP training was to test the effectiveness of the Campus Emergency Operations Center, located in Room 1603 of the 116 S. Michigan Avenue Building. Using Annex L (Bomb/Weapon of Mass Destruction), a systematic tabletop drill was utilized testing the supplies and equipment of the room, the personnel involved, and the readiness of the activation team. A minute by minute time log was kept to assist in the evaluation of the drill. The possible conclusions and findings were discussed and shared with all who attend. Those involved in the drill were as follows: The Executive Director of campus Security, the VP of Campus Operations, the Executive Director of Facilities Services, The Director of Campus Security, A Security Manager, and Assistant Security Manager, The Public Relations Associate Director, two Assistant Directors of Facilities Services, IRFM’s Associate Director of Administration, The Assistant Director of Campus Services, CRIT staff, IRFM’s Administrative Coordinator, and IRFM’s Special Events and Projects Manager.

December 17, 2015
The CEOP training involved a page-turn of the entire document, with instruction on each Annex. Annex A (Continuity of Operations Plan) was a major focus. The tabletop drill involved Annex M (Civil Unrest on Campus), and included the Campus Security’s response to a student’s artwork, which evoked some opposition, a local outcry of support, and significant media coverage.