Campus Emergency Operations Plan — 2016

UNIVERSITY OF ILLINOIS POLICE DEPARTMENT
EMERGENCY MANAGEMENT
# University of Illinois at Urbana-Champaign
## Campus Emergency Operations Plan

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<table>
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<table>
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<tr>
<td>B.</td>
<td>Overall CEOP Maintenance</td>
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<td>Periodic Review/Evaluation/Update of CEOP</td>
</tr>
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</tr>
<tr>
<td>Appendix B</td>
<td>— Telephone Alert Directory</td>
</tr>
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</table>
Letter of Promulgation

This plan is approved and formally adopted as the University of Illinois at Urbana-Champaign's (also referred to as "the Campus") Campus Emergency Operation Plan (CEOP), which details all comprehensive emergency management efforts. It is designed to comply with all applicable federal and state regulations and to provide the policies and procedures to be followed in dealing with any emergency and/or disaster.

The CEOP identifies the hazards that could affect the campus, sets forth the responsibilities of campus administrative and operational units, local governmental departments and agencies, and outlines a means for local and state resources to be used to assist faculty, staff, students, visitors and various other jurisdictions of Champaign County. The planning authorities and responsibilities conveyed to individual campus units, schools, colleges, departments and agencies of local government are recognized and acknowledged.

This plan supersedes all other University of Illinois at Urbana-Champaign CEOPs. The University of Illinois Division of Public Safety, which includes the University of Illinois Police Department and Emergency Management, located at 1110 W. Springfield Avenue in Urbana, Illinois, (phone number (217) 333-1216), under the direction of the Executive Director of Public Safety or designee, is granted legal authority and responsibility for executing this plan when called upon. All Campus units, schools, colleges and departments under the Campus jurisdiction shall abide by and cooperate fully with the provisions described or referenced herein.

Adopted on the 1st of December 2016

[Signature]
Chancellor, University of Illinois at Urbana-Champaign

[Signature]
Executive Director of Public Safety, University of Illinois at Urbana-Champaign
Privileged Information Notice

The University of Illinois at Urbana-Champaign CEOP is used in conjunction with the Champaign County Emergency Operations Plan and the Illinois Emergency Operations Plan (IEOP), the Illinois Plan for Radiological Accidents (IPRA), local campus building emergency action plans, and any applicable standard operating guidelines.

The University of Illinois at Urbana-Champaign CEOP is the property of University of Illinois at Urbana-Champaign and shall not be reproduced without the express written permission of the Executive Director of Public Safety or designee and the Emergency Management Lieutenant.
Foreword

The University of Illinois at Urbana-Champaign's CEOP is prepared in compliance with the Federal National Response Framework (NRF), the National Incident Management System (NIMS), the Illinois Emergency Management Act, the Higher Education Opportunity Act (Public Law 110-315), the Campus Security Enhancement Act (29 ILL. ADM. CODE 305) and related actions as governed by the Robert T. Stafford Act (P.L. 93-288, as amended by P.L. 100-707). It discusses the mechanism to be used by the University of Illinois at Urbana-Champaign, its faculty, staff, students and visitors to any area of the campus affected by a natural, man-made or technological emergency and/or disaster.

The University of Illinois at Urbana-Champaign's CEOP addresses the management of significant emergencies and/or disasters by administrative and operational campus entities, the local governments of Champaign County and facilitates the receipt of state assistance. The CEOP outlines policies, concepts of operations, organizational structures and federal-state-local interfaces. It is designed to supplement and support the response and recovery efforts of the University of Illinois at Urbana-Champaign.

The CEOP was developed through the cooperation of administrative and operational campus entities as well as local first responder departments and agencies with response and recovery capabilities and assignments. Continuing effort is required to complete sections of the plan and keep it current. Throughout this plan, the use of “he” or “his” is not intended to refer to only one gender. The terms “CEOP” and “the plan” are used synonymously.

Comments and revisions are solicited and should be forwarded to:

Emergency Management
1110 West Springfield Avenue
Urbana, IL 61801
Phone: 217-244-4877
Attn: Emergency Management Lieutenant
Record of Changes

When changes are made to the CEOP, the following procedures should be followed:

1. Emergency Management will issue major changes on copy pages that will be updated in the CEOP. New pages should be inserted as directed. The old pages will be removed and destroyed.

2. Plan-holders will be notified of changes by memorandum and/or e-mail. Plan-holders will be responsible for updating their existing CEOP.

3. When a major change is made, an entry should be noted in the following log:

4. When any change is made, an entry should be noted in the following log:

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<tr>
<td>1</td>
<td>10/29/2009</td>
<td>CEOP Created</td>
<td>Todd Short</td>
</tr>
<tr>
<td>2</td>
<td>12/31/2010</td>
<td>Inclusion of Emergency 24/7 Call Center in Annex B</td>
<td>Todd Short</td>
</tr>
<tr>
<td>3</td>
<td>12/31/2010</td>
<td>Inclusion of new Emergency Notification System definitions in Annex C</td>
<td>Todd Short</td>
</tr>
<tr>
<td>4</td>
<td>12/31/2010</td>
<td>Updated telephone alert directory in Appendix B</td>
<td>Todd Short</td>
</tr>
<tr>
<td>5</td>
<td>12/31/2010</td>
<td>All references to Director of Emergency Planning have been changed to Emergency Planning Lieutenant</td>
<td>Todd Short</td>
</tr>
<tr>
<td>6</td>
<td>12/01/2011</td>
<td>Updated telephone alert directory in Appendix B</td>
<td>Todd Short</td>
</tr>
<tr>
<td>7</td>
<td>12/01/2011</td>
<td>Updated primary and secondary Emergency Operation Center locations for the campus on page #9 (Basic Plan) and page #5 (Annex A)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>8</td>
<td>12/01/2011</td>
<td>Addition of President’s Office in CEOC Group reference on page #13 (Basic Plan) and page #13 (Annex A)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>9</td>
<td>12/01/2011</td>
<td>Updated Special Needs information on page #20 and #21 (Basic Plan)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>10</td>
<td>12/01/2011</td>
<td>Inclusion of new Emergency Notification System definitions/procedures in Annex C</td>
<td>Todd Short</td>
</tr>
<tr>
<td>11</td>
<td>12/01/2011</td>
<td>Update of Crisis Response Plan in Annex D (Joint Information Center)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>12</td>
<td>12/07/2012</td>
<td>Change “Chief of Staff” to “Special Assistant/ President’s Office” on page viii</td>
<td>Todd Short</td>
</tr>
<tr>
<td>13</td>
<td>12/07/2012</td>
<td>Changed “Chief of Staff” to “Special Assistant to the President” on page #13 (Basic Plan)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>14</td>
<td>12/07/2012</td>
<td>Deleted “weekly meeting” reference with Champaign County Emergency Management under “Requesting Outside Assistance” section on page #19 (Basic Plan)</td>
<td>Todd Short</td>
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<tr>
<td>15</td>
<td>12/07/2012</td>
<td>Updated Special Needs information on page #21 (Basic Plan)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>16</td>
<td>12/07/2012</td>
<td>Updated telephone alert directory in Appendix B</td>
<td>Todd Short</td>
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<tr>
<td>Change Number</td>
<td>Date Entered</td>
<td>Page(s) or Section(s) Changed</td>
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<tr>
<td>17</td>
<td>12/07/2012</td>
<td>Updated Campus Alert and Crime Alert procedures in Annex C</td>
<td>Todd Short</td>
</tr>
<tr>
<td>18</td>
<td>12/07/2012</td>
<td>Updated Crisis Response Plan in Annex D</td>
<td>Todd Short</td>
</tr>
<tr>
<td>19</td>
<td>12/07/2012</td>
<td>Updated Evacuation Plan in Annex F</td>
<td>Todd Short</td>
</tr>
<tr>
<td>20</td>
<td>11/04/2013</td>
<td>Updated Annex A to include language advising all functional annexes would be staffed with appropriate C&amp;GS personnel</td>
<td>Todd Short</td>
</tr>
<tr>
<td>21</td>
<td>11/04/2013</td>
<td>Updated Annex A. Added Campus Faculty Staff Assistance Program and Counseling Center with McKinley Health Services</td>
<td>Todd Short</td>
</tr>
<tr>
<td>22</td>
<td>11/04/2013</td>
<td>Updated Annex B by adding STARCOM radios and the use of ITECS trailer for additional radio support for campus ops. Use of runners is listed as a last resort.</td>
<td>Todd Short</td>
</tr>
<tr>
<td>23</td>
<td>11/04/2013</td>
<td>Annex B. Added Illini-Alert system (RAVE as the third party vendor) and documented it's hosted off site. Added UIPD TC's secondary protocol for sending ENS messages.</td>
<td>Todd Short</td>
</tr>
<tr>
<td>24</td>
<td>11/04/2013</td>
<td>Updated Annex C with Illini-Alert system reference with RAVE being third party vendor that supports the service off site</td>
<td>Todd Short</td>
</tr>
<tr>
<td>25</td>
<td>11/04/2013</td>
<td>Annex C. Added language from Disability Resources that advised text, email, facebook and twitter are acceptable means of ENS to those with functional needs</td>
<td>Todd Short</td>
</tr>
<tr>
<td>26</td>
<td>11/04/2013</td>
<td>Annex A. Added major utility outage to situations and added F&amp;S responsibilities</td>
<td>Todd Short</td>
</tr>
<tr>
<td>27</td>
<td>11/04/2013</td>
<td>Annex C. Deleted reference to University Housing posting a Crime Alert flier on the main entrances of each Residence Hall</td>
<td>Todd Short</td>
</tr>
<tr>
<td>28</td>
<td>12/01/2014</td>
<td>Included a reference to the completed Hazard Identification and Risk Assessment completed by UIUC in 2013 (page xvi)</td>
<td>Todd Short</td>
</tr>
<tr>
<td>29</td>
<td>12/01/2014</td>
<td>Added Executive Director of CITES to CEOC (page 14)</td>
<td>Todd Short</td>
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<tr>
<td>30</td>
<td>12/01/2014</td>
<td>Updated CUPHD roles and responsibilities (page 16/17)</td>
<td>Todd Short</td>
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<tr>
<td>31</td>
<td>12/01/2014</td>
<td>Updated Telephone Alert Directory (Appendix B)</td>
<td>Todd Short</td>
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<tr>
<td>32</td>
<td>12/01/2014</td>
<td>Updated Annex D, page 3 (Crisis Response Plan)</td>
<td>Todd Short</td>
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<tr>
<td>33</td>
<td>12/01/2014</td>
<td>Updated Annex E, page 11 (added Facilities Information Resources to the Disaster Intelligence Process)</td>
<td>Todd Short</td>
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<tr>
<td>34</td>
<td>12/01/2014</td>
<td>Updated NIMS/ICS chart in Basic Plan (page 10/11) and in Annex A (page 10/11)</td>
<td>Todd Short</td>
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<td>35</td>
<td>12/01/2014</td>
<td>Updated Family Assistance Center operational protocols (Annex B, page 8)</td>
<td>Todd Short</td>
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<tr>
<td>36</td>
<td>12/01/2015</td>
<td>Updated Annex B ”Notification of Next-of-Kin / Family Assistance Center”.</td>
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<tr>
<td>37</td>
<td>12/01/2015</td>
<td>Updated “Special Needs Population” language.</td>
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<tr>
<td>38</td>
<td>12/01/2015</td>
<td>Updated Annex D for Office of Public Affairs staffing changes.</td>
<td>Todd Short</td>
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<tr>
<td>Change Number</td>
<td>Date Entered</td>
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<tr>
<td>39</td>
<td>12/01/2015</td>
<td>Updated Annex C to reflect policy wording changes.</td>
<td>Todd Short</td>
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<tr>
<td>40</td>
<td>12/01/2015</td>
<td>Basic Plan minor edits throughout updated to reflect current numbers and staff titles.</td>
<td>Todd Short</td>
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<tr>
<td>41</td>
<td>11/18/2016</td>
<td>Updated External Organization Concurrence page xii.</td>
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<tr>
<td>42</td>
<td>11/18/2016</td>
<td>Updated Successors titles on pages 10-11.</td>
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<td>43</td>
<td>11/18/2016</td>
<td>Updated Functional Needs Group student housing information on page 17.</td>
<td>Todd Short</td>
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<tr>
<td>44</td>
<td>11/18/2016</td>
<td>Updated Phone Lists in Appendix B.</td>
<td>Todd Short</td>
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<tr>
<td>45</td>
<td>11/18/2016</td>
<td>Updated METCAD list of participating police and fire departments in Annex B.</td>
<td>Todd Short</td>
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<tr>
<td>46</td>
<td>11/18/2016</td>
<td>Updated Abbot Power radio information in Annex B.</td>
<td>Todd Short</td>
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<tr>
<td>47</td>
<td>11/18/2016</td>
<td>Updated the Public Affairs Crisis Response Plan in Annex D.</td>
<td>Todd Short</td>
</tr>
<tr>
<td>48</td>
<td>11/18/2016</td>
<td>Updated Annex F with new maps and information to be current with Evacuation Sites and the new Evacuation Collection Points.</td>
<td>Todd Short</td>
</tr>
<tr>
<td>49</td>
<td>11/18/2016</td>
<td>Updated “Emergency Planning” with “Emergency Management” throughout the plan and annexes.</td>
<td>Todd Short</td>
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</table>
The CEOP “Basic Plan” will be available on the Division of Public Safety’s web site, which can be found at police.illinois.edu. The CEOP “Basic Plan” and all “Functional Annexes” will be distributed to the following people:

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<th>CEOP Recipient</th>
<th>Date Issued</th>
<th>Issued By</th>
<th>Complete CEOP?</th>
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<td>12/1/2016</td>
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<td>12/1/2016</td>
<td>Todd Short</td>
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<tr>
<td>Senior Associate Director/University Relations</td>
<td>12/1/2016</td>
<td>Todd Short</td>
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</tr>
<tr>
<td>Chancellor</td>
<td>12/1/2016</td>
<td>Todd Short</td>
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</tr>
<tr>
<td>Associate Chancellor</td>
<td>12/1/2016</td>
<td>Todd Short</td>
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<tr>
<td>Associate Chancellor</td>
<td>12/1/2016</td>
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<tr>
<td>Provost</td>
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<tr>
<td>Provost V/C Academic Affairs</td>
<td>12/1/2016</td>
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<td>12/1/2016</td>
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<tr>
<td>V/C for Student Affairs</td>
<td>12/1/2016</td>
<td>Todd Short</td>
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<tr>
<td>Associate V/C Student Affairs</td>
<td>12/1/2016</td>
<td>Todd Short</td>
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<tr>
<td>V/C for Research</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Associate V/C for Research</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Executive Director Public Safety</td>
<td>12/1/2016</td>
<td>Todd Short</td>
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</tr>
<tr>
<td>Deputy Chief of Police</td>
<td>12/1/2016</td>
<td>Todd Short</td>
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<tr>
<td>Emergency Management Lieutenant</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Executive Director of F&amp;S</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Director of Maintenance of F&amp;S</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Director of Public Affairs</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Director of the News Bureau</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Director of Special Projects for Public Affairs</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Director of Marketing and Information Public Affairs</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Chief Privacy and Security Officer for Technology Services</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>CIO for Technology Services</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
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<tr>
<td>Executive Director Technology Services Operations</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
<tr>
<td>Department of Education</td>
<td>12/1/2016</td>
<td>Todd Short</td>
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<tr>
<td>IEMA</td>
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</tr>
<tr>
<td>CCEMA</td>
<td>12/1/2016</td>
<td>Todd Short</td>
<td>Yes</td>
</tr>
</tbody>
</table>
The University of Illinois at Urbana-Champaign CEOP is the basis for providing Campus resources to mitigate local emergencies and/or disasters. The CEOP also provides potential campus resources to other local governments affected by an emergency and/or disaster that require emergency assistance. The CEOP provides for the integration of state and federal resources into local response and recovery efforts when such assistance is necessary.

We, the undersigned, have read the University of Illinois at Urbana-Champaign CEOP. We acknowledge our duties, responsibilities, and relationships as outlined herein and will execute them to the best of our abilities. We further agree to provide resources, both in personnel and material, to the extent of our most current capabilities.

The CEOP is based on the fundamental assumption that a significant emergency and/or disaster could overwhelm the capability of the Campus and local governments to conduct the extensive emergency operations necessary to save lives and protect property. For this contingency, resources of the Campus as well as County departments and agencies, as grouped into the operational annexes of this CEOP, and coordinated through the University of Illinois at Urbana-Champaign Campus Emergency Operation Center (CEOC) and/or Champaign County Emergency Operations Center (EOC), will be used to provide assistance to the affected areas.

The University of Illinois at Urbana-Champaign, located in the cities of Urbana and Champaign, Illinois, now adopts the CEOP for use.

The Campus entities signing the concurrence page are Campus Emergency Operation Center Core Group members:

President's Office
Office of the Chancellor
Office of the Provost
Vice Chancellor for Student Affairs
Vice Chancellor for Research
Division of Public Safety
Facilities & Services
Public Affairs
Technology Services

xi
Signatures on File

Signatures of authorized Campus Emergency Operations Core Group members assigned emergency and/or disaster responsibilities are on file with the Division of Public Safety and Emergency Management.

External Organization Concurrence Page

The CEOP recognizes that emergencies and/or disasters could overwhelm the capability of the Campus and it is necessary to integrate federal, state and local resources into its response and recovery efforts in order to coordinate and utilize available resources to the fullest advantage in rendering emergency and/or disaster relief.

The CEOP provides a description of the functions and responsibilities assigned to each essential organization outside of the Campus. The CEOP will be evaluated periodically and the Campus shall convey any changes in functions and responsibilities to the appropriate organization. These organizations have had the opportunity to review the CEOP and understand their role in supporting the emergency response and recovery operations of the Campus.

With their signature below, the organizations acknowledge that they have reviewed the CEOP and can perform the functions and responsibilities assigned to it. In the event circumstances change and the organization is unable to perform the functions and responsibilities assigned, the organization commits to timely notifying the Campus.

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Abra bottig
The Central Illinois Chapter of the American Red Cross
311 West John H Gwynn Avenue, Peoria, IL 61605
Phone: 309-677-7272 Cell: 217-433-3311

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Susan Gray
United Way of Champaign County
404 West Church Street, Champaign, IL 61820
Phone: 217-352-5151

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Salvation Army
502 North Prospect Avenue, Champaign, IL 61820
Phone: 217-373-7832
Plan Abstract

The Campus Emergency Operations Plan consists of:

1. A general purpose statement of the CEOP.

2. A list of assumptions used in developing the CEOP.

3. A concept of operations Section, including, but limited to, how the University of Illinois at Urbana-Champaign will implement the concepts and procedures of a recognized incident command system (e.g., NIMS).

4. Identification of the line of succession, by title and position (with up to two alternates), of who will implement the plan, direct emergency response and recovery, and provide leadership, authority and responsibility.

5. A description of the functions and responsibilities assigned to each organization, including private and volunteer organizations or groups, in support of emergency response and recovery operations at the University of Illinois at Urbana-Champaign.

6. Maps, or references to maps pertinent to emergency operations planning for the University of Illinois at Urbana-Champaign and including, but not limited to, locating fixed hazards.

7. An attachment containing written mutual aid agreements, memorandums of understanding (MOUs), and other written agreements affecting the emergency response and recovery functions for the University of Illinois at Urbana-Champaign.

8. Procedures for detailing how the University of Illinois at Urbana-Champaign will request outside assistance in an emergency and/or disaster, such as assistance from the Champaign County Emergency Management Agency or the Illinois Emergency Management Agency, or both.

9. Citations to the legal authorities for emergency operations, including, but not limited to, ordinances.

10. Assignment of responsibilities for plan maintenance, review, evaluation and updating.
Hazard Analysis

The following is a summary of the complete 1992 Hazard Analysis (CPG 1-35) that is maintained in the Champaign County Emergency Management Agency office. This is a listing of those hazards most likely to threaten Champaign County (which includes the University of Illinois at Urbana-Champaign), or a portion thereof. This listing is not ranked according to probability.

Natural Hazards:

- Drought
- Extreme heat
- Earthquakes
- Floods: flash, rain, river, and urban
- Landslide
- Lightning
- Public health epidemics
- Severe winds
- Tornados
- Wildfire: brush, grassland, and woodland
- Winter storms (severe): blizzard, extreme cold, ice storm, heavy snow

Technological/Man-made Hazards:

- Civil disorder
- Dam failures
- Energy shortages
- Hazardous Materials: fixed facility incidents
- Hazardous Materials: transportation accidents (air, highway, pipeline, and rail)
- Pollution
- Power failure
- Radiological Incident: fixed facility incidents
- Radiological Incident: transportation accidents
- Radiological Incident: wartime
- Subsidence
- Terrorism
- Transportation crash: air, bus, and rail
- Urban fire
- Water outages

Nuclear Attack Risk Conditions:

- The Nuclear Attack Planning Base (NAPB) does not identify Champaign County as a target area. The fallout risk for Champaign County is low to none, meaning a dosage of less than 150 rads in one week would be expected.

An updated Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan, which includes the University of Illinois at Urbana-Champaign, was completed May 26, 2009. A copy of this completed plan is on file at the University of Illinois Division of Public Safety and Emergency Management. The updated Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan specifically addresses all-hazards
for jurisdictions located within Champaign County, including profile hazards, frequency, magnitude, intensity, location, spatial extent, duration, season patterns, speed of onset and availability of warning based on historical data and other scientific methods. Additionally, the University of Illinois at Urbana-Champaign completed an individual Hazard Identification and Risk Assessment (HIRA) in 2013. A copy of this HIRA is on file at the University of Illinois Division of Public Safety and Emergency Management.

The updated Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan also includes the prioritized risks of the hazards identified. The state of Illinois prepared a statewide Natural Hazard Mitigation Plan in 2004, which was updated in 2007. The Illinois Natural Hazard Mitigation Plan, as referenced in the aforementioned document, contains an analysis of the risk and impact of various natural hazards to each county in Illinois, and provides hazard ratings across counties for each profiled natural hazard. The risk of each hazard identified for Champaign County is ranked in the Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan.

Vulnerabilities directly affecting the University of Illinois at Urbana-Champaign are assessed in the Multi-Jurisdictional Natural Hazard Mitigation Plan, including demographic data for Champaign County and structural inventory data for critical facilities that affect the campus populace.

Response capabilities of the University of Illinois at Urbana-Champaign are sufficient to mitigate, respond to and recover from many types of emergencies and/or disasters. Any shortfalls in response capabilities are decreased and/or alleviated by interagency coordination and memorandums of understanding (MOUs) which exist between first responder agencies within Champaign County. MOUs that affect the Campus's emergency response are detailed in “Section VII” of the CEOP.
Basic Plan

I. Introduction

The University of Illinois at Urbana-Champaign has the capability of, and the primary responsibility for, emergency response and recovery from emergency and/or disasters that affect the Campus. When these capabilities are exceeded, assistance from the Champaign County Emergency Management Agency is available. When Campus and Champaign County capabilities are exceeded, State of Illinois assistance is available through the Illinois Emergency Management Agency.

The University of Illinois at Urbana-Champaign's CEOP is the guide for Campus response and recovery operations and outlines specific actions in support of local and Champaign County response and recovery activities. Champaign County first responders follow the National Incident Management System (NIMS) and the Incident Command System (ICS) when responding to emergencies and/or disasters.

It is the policy of University of Illinois at Urbana-Champaign to be prepared for any emergency and/or disaster. Emergency response personnel, equipment, and services of the University of Illinois at Urbana-Champaign and Champaign County will be maintained in a high state of readiness to save lives, prevent or minimize damage to property, and provide assistance to all people who are threatened or become victims of an emergency and/or disaster. These services shall be coordinated to the maximum extent possible within the Campus as well as comparable activities of other local governments and other counties, the state of Illinois, the federal government, and private agencies and organizations of every type. The Campus Emergency Operations Core Group shall determine the level and duration of the Campus's commitment of resources.

A. Purpose

1. The purpose of this CEOP is to provide operational guidance for the University of Illinois at Urbana-Champaign's mitigation, preparedness, response, and recovery actions to prevent or minimize injury and/or death to people and damage to property resulting from emergencies and/or disasters of natural, manmade or technological origin. It incorporates applicable provisions of the Federal Response Framework and the state of Illinois Emergency Operation Plan.

2. The CEOP considers response actions that may require a significant University of Illinois at Urbana-Champaign and/or Champaign County response and/or a significant state of Illinois presence in support of the University of Illinois at Urbana-Champaign and/or Champaign County. A “significant presence” is defined as a situation that requires the immediate assistance of a county/state agency or agencies other than those that normally respond to day-to-day contingencies under separate authorities.

3. The CEOP contains operational tasks and assignments for Campus response and recovery activities. It also describes the relationships among local government representatives and responding county/state agencies. The CEOP provides information on anticipated actions for Campus units, school, colleges and departments that have emergency responsibilities. Finally, it provides information on the various Campus and Champaign County response and recovery mechanisms, capabilities, and available resources.
4. The CEOP addresses those operational activities necessary for a coordinated Campus and/or Champaign County response to an emergency and/or disaster, regardless of cause. The level of emergency response will be determined by the need and magnitude of the disaster.

B. Scope

The scope of the CEOP includes the complete spectrum of emergencies and situations that range from an event not warranting a Campus emergency and/or disaster proclamation to a catastrophic situation declared by the president of the United States. Several primary hazards have been identified that have the potential to disrupt day-to-day activities, cause extensive property damage, and create casualties within the Campus. Priority for emergency management will be based on the hazards identified in the hazards analysis, outlined on “Page xii” of the CEOP.

II. Situations and Assumptions

A. Situations

1. Environment

   Geography: Champaign County, Illinois is an agricultural county with a large, centrally located industry base and has a variety of communities dispersed throughout the area, including the University of Illinois at Urbana-Champaign. The topography is generally flat to gently rolling.

   Climate: The climate of Champaign County is generally temperate. All four seasons are experienced, with temperatures averaging 25°F in the winter and 71°F in the summer. Seasonal temperature extremes of -22°F in the winter and 106°F in the summer have been recorded. Champaign County is ranked sixth in the state with documented tornado touchdowns since records have been kept. Champaign County is subject to rainfall averaging 37 inches per year, but, has experienced droughts; the most severe being in 1988. Winter storms occur, including ice storms, heavy snows, whiteouts, periods of extreme cold, and blizzards, causing hazardous road conditions. There is an average of 26 inches of snowfall each year. Wind is from the southwest 55% of the time. During the winter months, the wind mainly is from the northwest.

2. Population: The population is 201,081 (2010 Census), with the county seat in Urbana. The major population center for Champaign County is the Champaign, Urbana, and Savoy metro area. The University of Illinois at Urbana-Champaign is populated by about 43,000 students and about 13,000 faculty and staff. Another series of population centers are concentrated along Interstates 72, 74, and 57. The remainder of the population is mostly centered in incorporated towns and villages, with less than 28% of the population in rural, unincorporated areas.

3. Regional: Champaign County and the University of Illinois at Urbana-Champaign Campus are geographically situated in East Central Illinois with Piatt County to the west, Ford County to the north, Vermilion County to the east, and Douglas County to the south. There are 22 incorporated villages and cities, and 28 townships.

4. Critical Infrastructure/Transportation: There are 2,652 miles of streets and highways in
Champaign County. The major transportation routes are:

a) Interstate 72
b) Interstate 74
c) Interstate 57
d) Illinois State Routes 10, 47, 49, 54, 130
e) US Routes 45, 136, 150
f) County Highways
g) Township Roads

5. Transport Activities: Six major pipeline systems are found in Champaign County: CILCO, CHICAP/UNOCAL, Marathon Ashland, Mid-America, Panhandle Eastern, and Trunkline. They transport natural gas, ethylene, propane, diesel fuel, fuel oil, gasoline, kerosene, and crude oil.

6. Airports:

a) Willard Airport is owned by the University of Illinois at Urbana-Champaign and is the County’s only airport with commercial air carrier service. It is just south of Champaign, and consists of 1,799 acres of land. There are three runways; the longest is 8,100 feet, one 6,500 feet and one 5,300 feet. In 1999, there were 140,000 flight operations at the airport. Regional airlines provide service to Chicago and Dallas. Flightstar, the airport’s fixed base operator, operates a flight school and provides charter air service.

b) Two additional airports lie within Champaign County: Frasca Field, just north of Urbana and Rantoul Airpark, situated on the old Chanute Air Force Base, in Rantoul. Both of these facilities cater primarily to private pilots.

7. Rail/Public Transportation:

a) Rail services in Champaign County have increased in recent years and include both freight and regular rail passenger service. Norfolk and Southern Corporation, Illinois Central Gulf Railroad, and Burlington Northern serve the county. A rail yard lies just north of the Champaign-Urbana metro area and often can be found containing hazardous materials rail cars for use by local industries. The networks of rail lines transit many of the cities and villages in the county.

b) The C-U Mass Transit District operates in the Champaign-Urbana area. For emergency evacuations, C-U Mass Transit District buses, as well as school buses, are available to respond throughout Champaign County.

8. Public Water Supplies: The Illinois American Water Company supplies water for Champaign-Urbana, including the University of Illinois at Urbana-Champaign and several surrounding towns through 25 wells. These wells draw water from two separate aquifers. The smaller incorporated communities have wells with water towers holding their daily water supply. Most residents in rural, unincorporated areas obtain water from private wells.

9. Government Facilities: Within Champaign County there are 11 police stations, one Illinois State Police district headquarters, 28 fire stations, 31 public works/township/highway department yards, 28 post offices, one county courthouse, and one federal court house.
10. Recreational Facilities: Recreational opportunities abound in Champaign County and include such diverse facilities as forest preserves and parks, an aviation museum, an early American museum, museums and a major theater on the University of Illinois at Urbana-Champaign campus, as well as the State Farm Center and Memorial Stadium, which house large sporting and entertainment events.

11. Other Facilities: The University of Illinois at Urbana-Champaign, with its multitude of buildings and its own co-generation power and distribution infrastructure, lies within Champaign and Urbana. There are a significant number of financial institutions, primarily centered in the Champaign/Urbana area. The Village of Rantoul also maintains a separate, village-operated power-generation and distribution network.

12. Military Facilities: There are two National Guard Armories and one Army Reserve Center within the Champaign-Urbana area.

13. Hazardous Material Facilities: There are 40 registered hazardous material facilities containing extremely hazardous substances within Champaign County. Details on these facilities can be found in the Hazardous Materials Annex to the Champaign County EOP and the associated Facility Specific Planning developed by the Champaign County LEPC.

B. Assumptions

1. University of Illinois at Urbana-Champaign officials recognize their responsibilities and duties with regard to maintaining the health, safety and welfare of the faculty, staff, students and visitors of the Campus. These Campus officials will assume their respective duties in implementing any section or part of the CEOP.

2. Outdoor warning sirens are capable of alerting 79% of the residents of Champaign County, which include members of the Campus community. Additional emergency notification systems will be used to notify the campus populace in a timely manner if an emergency and/or disaster were to occur.

3. The CEOP relies on the concept that the response to an emergency and/or disaster will always be at the lowest possible level. All departments and resources within the Campus may be utilized during emergency and/or disaster operations. If these resources were inadequate in addressing the needs of the Campus, additional assistance would have to be requested from nearby jurisdictions and/or the Champaign County Emergency Management Agency and/or the state of Illinois to return the Campus to pre-emergency/disaster conditions.

4. The University of Illinois at Urbana-Champaign is exposed to many different hazards, all of which have the potential to threaten the health, safety, and welfare of the population. These hazards may be classified as natural, man-made or technological. They have the potential to cause property damage, injuries, deaths and/or major disruption to the Campus. Evacuation and/or sheltering of faculty, staff, students and visitors from affected areas may be required.

5. In all but the most unusual, severe, or widespread emergency and/or disaster situations, the University of Illinois at Urbana-Champaign and Champaign County have adequate resources and expertise available for response and recovery operations.
III. Concept of Operations

A. Four Phases of Emergency Management

1. Mitigation - Mitigation activities are those designed to either prevent the occurrence of an emergency or long-term activities to minimize the potential adverse effects of an emergency. Flood plain zoning, building code enforcement, and urban drainage improvements are examples of mitigation activities.

2. Preparedness - Preparedness activities, programs and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training and exercising are among the activities conducted under this phase.

3. Response - Response includes activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce casualties and damage and to speed recovery. Response activities include direction and control, warning, evacuation and other similar operations.

4. Recovery - Recovery is both short-term and long-term. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal condition or even to improved conditions. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary food and shelter, restoration of non-vital government services and reconstruction of the damaged areas.

B. Relationships between Response Organizations

1. The Campus Emergency Operations Core Group has overall authority for all emergency response operations. Members of the Campus Emergency Operations Core Group will work collaboratively with those operating within the Campus Incident Command Post to ensure appropriate operational decisions are made. They will assist the emergency response measures of any/all responder agencies, departments or organizations. The decision to implement the CEOP will be based upon the probability or the actual occurrence of an emergency and/or disaster that threatens the health, safety and welfare of the campus populace. In this event, the Executive Director of Public Safety and/or designee will contact the members of the Campus Emergency Operations Core Group and inform them of the situation and receive direction concerning activation and implementation of the CEOP.

2. The critical responsibility for emergency and/or disaster response lies with the local emergency responder community (i.e. police/fire/ems) and the affected area of Campus. If the incident occurs within an area of campus (i.e. a campus facility/building), the Emergency Management Team designated for that facility/building will work directly with any/all emergency responders on scene.

3. It is a basic concept that emergency operations will make use of all normally available resources to combat the effects of an emergency and/or disaster. If the Campus is incapable of fully responding to the emergency, a request for additional resources will be made to the Champaign County Emergency Management Agency who will coordinate assistance as
4. Should the resources of Campus prove insufficient during an emergency and/or disaster, the Champaign County Emergency Management Agency Director will serve as the liaison to the state of Illinois in requesting disaster assistance through the Illinois Emergency Management Agency (IEMA) Region 7 Coordinator, if available, or through the IEMA office in Springfield. The Champaign County Emergency Management Agency Director will provide specific information about the impact of the emergency and/or disaster upon the Campus and/or county to the state of Illinois. Coordination of State of Illinois resources will be the responsibility of IEMA. In addition, Champaign County has a signed MOU with IESMA for aid from other county emergency management agency units.

5. Federal disaster assistance, if necessary, will be requested by the governor of the state of Illinois, to the president of the United States. No matter how many levels of response are involved, Campus and local officials will always maintain ultimate control and responsibility of disaster operations. It is also recognized that government alone cannot respond to all emergencies and/or disasters. Volunteers will be accepted (when doing so will not put them at extreme risk) and utilized to the full extent of their capabilities in accordance with the IEMA Act. This includes enrollment of all volunteers with the Champaign County Emergency Management Agency and compliance with the oath as stated in the IEMA Act.

6. The University of Illinois at Urbana-Champaign will utilize the Incident Command System (ICS) under the guidelines of the National Incident Management System (NIMS) for emergencies and/or disasters. All Command and General Staff functions will be filled with the most qualified individuals available at the time of the incident. Campus Emergency Operations Core Group members, emergency response agencies and major Campus operational units have been trained and certified by the Federal Emergency Management Agency (FEMA) on ICS principles and how those principles would be applied to an emergency and/or disaster that may affect the Campus. Identified personnel from within the Campus Emergency Operations Core Group, emergency response agencies and major Campus operational units with emergency response responsibilities are designated to fulfill Command and General Staff functions within the ICS to ensure a timely and effective response. Emergency Management has created a mobile Campus Emergency Operations Center and Campus Incident Command Post “readiness kit” that will facilitate all necessary and/or required ICS forms for documentation purposes. The ICS forms will be used by members serving in Command and General Staff functions which prioritize objectives and task roles and responsibilities of individuals and other resources who may respond to the emergency and/or disaster. Additional information regarding direction and control are detailed in “Functional Annex A-Direction and Control.”

C. Summary of Overall Operations

1. Response organizations are typically trained to operate within their respective agency incident command structure, but are rarely called upon to perform their duties as part of a unified command structure and integrated multi-organizational response such as that required for a possible emergency and/or disaster situation on the Campus.

2. First responders (i.e., police/fire/ems) will often know first of an impending or actual emergency and/or disaster. They will notify METCAD (9-1-1 Center for Champaign County)
Incidents Affecting Multiple Jurisdictions within Champaign County

**Emergency Operations Center**
EOC deals with impact of incident on the community.

Champaign County Emergency Operations Center
(Regional Emergency Coordination Group)

University of Illinois at Urbana-Champaign
Incident Policy Support
(President’s Office, Chancellor’s Office, Provost’s Office, Vice Chancellor for Student Affairs, Vice Chancellor for Research, Division of Public Safety, Facilities & Services, Office of Public Affairs, CITES)

JIC / PIO

City of Champaign
Incident Policy Support
(Champaign personnel)

City of Urbana
Incident Policy Support
(Urbana personnel)

**Incident Command Post**
ICP deals with the incident itself.

Incident Command / Unified Command
(Lead operations representatives from all affected jurisdictions)

Joint Information Officer (PIO)

Liaison Officer (TBD)

Safety Officer (TBD)

Operations Section Chief
Planning Section Chief
Logistics Section Chief
Finance Section Chief

Operations Groups
Planning Groups
Logistics Groups
Finance Groups

*Incident Driven*
of the impending or actual emergency and/or disaster. The University of Illinois Police
Department telecommunicator (dispatcher) monitors the same radio frequencies as
METCAD and will contact the Executive Director of Public Safety and/or designee to advise
them of the situation. The Executive Director of Public Safety and/or designee will then decide
what level the Campus Emergency Operations Center and/or Campus Incident Command
Post should be activated to and what personnel need to be notified.

3. The activation and implementation of the CEOP calls for the Campus Emergency Operations
Center Core Group, or their designated representatives, to assemble in a central facility named
the Campus Emergency Operations Center. The primary Campus Emergency Operations
Center for Campus is located in the basement of 11 Gerty Drive, Champaign, Illinois (Illinois
Fire Service Learning Resource and Research Center). The secondary Campus Emergency
Operations Center is located at 1905 East Main Street, Urbana, Illinois (Champaign County
Emergency Operations Center). The secondary location will be used if the primary site is
unusable. The Champaign County Mobile Command unit can serve as a tertiary Campus
Emergency Operations Center. The Campus Emergency Operations Center will be staffed
with Campus Emergency Operations Core Group personnel, or their designees, as long as
there is a need. Campus Emergency Operations Center operations will be terminated when
activities have returned to near pre-emergency conditions.

4. A Campus Incident Command Post (ICP) will initially be established at or near the
emergency and/or disaster site. The ICP can also function as the Campus Emergency
Operations Center for smaller-scale emergencies and/or disasters. Field personnel will
communicate with the ICP, which will, in turn, communicate with personnel in the Campus
Emergency Operations Center to ensure overall coordination. A preliminary disaster
intelligence report will be made and forwarded to the Campus Emergency Operations Center
as soon as possible.

IV. Line of Succession

A. Implementing the Plan

1. Overall authority for implementing the CEOP pursuant to an emergency and/or disaster is the
responsibility of the Chancellor or designee. In most cases, the Chancellor or designee will
coordinate/collaborate with the Executive Director of Public Safety or designee to determine
when the CEOP should be implemented. In almost all cases, the Executive Director of Public
Safety's designee or alternate is the Deputy Chief of Police and the Emergency Management
Lieutenant. If the Executive Director of Public Safety, Deputy Chief of Police and the
Emergency Management Lieutenant are unavailable, any member of the Campus Emergency
Operations Center Core group is authorized to activate and/or implement the CEOP. All
Campus Emergency Operations Center Core Group members may support emergency
response and recovery efforts in collaboration with on-scene emergency response personnel
and provide necessary leadership, authority and responsibility. The decision to implement the
CEOP will be based upon the probability or actual occurrence of an emergency and/or
disaster that threatens the health, safety and/or welfare of the faculty, staff, students and
visitors of the Campus. In this event, in most cases, the Executive Director of Public Safety or
designee will contact the Campus Emergency Operations Core Group in order to inform them
of the situation and receive direction concerning implementation of the plan.
2. Command of the individual Campus Building Emergency Management Teams as identified in individual Building Emergency Action Plans will be held within the Campus Incident Command Post and/or the Campus Emergency Operations Center if they are activated. The Executive Director of Public Safety and/or designee will facilitate overall coordination of all Campus Building Emergency Action Plans with the Campus Incident Command Post and/or Campus Emergency Operations Center. Additional resources may be sought from county, state and federal officials, but the Campus Emergency Operations Core Group will remain in control, providing policy direction and any necessary assistance for emergency operations.

3. A Champaign County declaration will not be continued or renewed for a period in excess of seven days except with the consent of the Champaign County Board. Any proclamation declaring, continuing, or terminating a local disaster-emergency will be given prompt and general publicity and will be filed with the County Clerk. The effect of a declaration of a local emergency and/or disaster is to activate the response and recovery aspects of any and all applicable local, state or federal emergency and/or disaster Emergency Operation Plans and to authorize the furnishing of aid and assistance.

B. Successors

The following Campus Emergency Operations Core Group members and their respective lines of succession are listed below:

**President’s Office**
- Special Assistant to the President
- Executive Director for University Relations
- Associate Director for University Relations

**Office of the Chancellor**
- Chancellor
- Associate Chancellor
- Associate Chancellor

**Office of the Provost**
- Provost
- Provost and Vice Chancellor for Academic Affairs
- Provost and Vice Chancellor for Academic Affairs

**Vice Chancellor for Student Affairs**
- Vice Chancellor for Student Affairs
- Associate Vice Chancellor for Student Affairs
- Associate Vice Chancellor for Student Affairs
- Dean of Students

**Vice Chancellor for Research**
- Vice Chancellor for Research
- Executive Associate Vice Chancellor for Research
- Associate Vice Chancellor for Research
C. Activation & Termination of Successors’ Emergency Authorities

1. Designated successors to individuals who are responsible for emergency response functions may assume their assigned emergency authorities in the absence of the original responsible person, in case of their injury or other inability to serve, or while the original person is off duty. Emergency authorities will be transferred back to the original person upon their arrival (if so requested), to another designated successor as part of a shift change, or, in extreme situations relating to safety, to another designated successor at the direction of the responsible individual.

2. The person being relieved of emergency response functions will brief the person assuming emergency authorities, indicating at least: (1) the general situation status, (2) the deployment and assignments of personnel, and (3) appraisals of the need for additional resources.

D. Notifying Other Response Elements of Succession

As soon as someone assumes responsibility for a particular emergency function, other response elements will be notified. If someone else subsequently assumes responsibility, the change will be immediately passed on to the other response units. Notification will be done through an announcement in the Campus Incident Command Post and/or the Campus Emergency Operations Center and/or the Champaign County Emergency Operations Center to be relayed to any applicable Campus units, emergency response agencies, etc. METCAD will also be notified and will make a general announcement to the appropriate field personnel.
V. Functions/Assignment of Responsibilities

A. Responsibilities

1. Campus Emergency Center Core Group
   - Report to CEOC when activated
   - Policy directives
   - Overall direction and control
   - Public information (coordinate press releases among response organizations)
   - Legislation
   - Declaration of a local disaster emergency as required (with assistance from the Champaign County EMA)
   - Assist with additional resource acquisition if necessary

2. Emergency Management
   - Maintain the primary and alternate CEOCs
   - Maintaining a significant events log
   - Coordination of all phases of emergency management
   - Coordination of emergency services and disaster operations
   - Coordination of mutual aid
   - Communications support
   - Public education
   - Resource management
   - Maintain Campus Incident Command Post Staff and Facility
   - Development/maintain/update CEOP
   - Emergency management staff training
   - Recovery, response support of (Recovery–Response area)

3. University of Illinois Police Department
   - Maintain law and order
   - Traffic control
   - Control restricted areas
   - Protection of vital facilities
   - Public warning
   - Communications
   - Initial damage assessment
   - Liaison with other law enforcement agencies
   - Support to and security for the Campus Incident Command Post
   - Support to and security for the Campus Emergency Operations Center
   - Conduct search operations
   - Conduct criminal investigations

4. Fire Service (Urbana and Champaign Fire Departments)
   - Fire suppression
   - Communications support
• Emergency medical services where applicable
• Hazardous materials decontamination
• Provide support to the Campus Incident Command Post
• Provide support to the Campus Emergency Operations Center
• Provide pumps to drain flooded areas
• Fire prevention
• Fire inspection
• Fire investigation
• Conduct rescue operations
• Assist in warning
• Conduct radiological monitoring
• Radiological decontamination
• Initial damage assessment

5. Facilities & Services

• Maintain roads, bridges, and storm sewers
• Debris removal
• Repair damaged roads/bridges
• Repair damaged buildings (electrical/ plumbing/ heating/ air/ elevators)
• Conduct detailed damage assessment for damaged property
• Provide support to the Campus Incident Command Post
• Provide support to the Campus Emergency Operations Center
• Determine the safety of roadways
• Assist with perimeter control (barricades)
• Assist with acquisition of any/all needed resources

6. McKinley Health Center

• Provide medical care for faculty/staff/students
• Assist with medicine distribution
• Provide support to the Campus Incident Command Post
• Provide support to the Campus Emergency Operations Center
• Provide public health education

7. Emergency Medical Services (Ambulance)

• Treat, triage, transport victims
• Provide emergency medical care

8. Champaign-Urbana Public Health District

• Assure safe, potable water supplies
• Inspect private sewage disposal systems
• Investigate any health outbreaks, epidemics and/or pandemics
• Prevent, to the greatest extent possible, the transmission of disease organisms and environmental contamination.
• Assure case management for functional needs populations
• Support the Campus Incident Command Post
• Support the Campus Emergency Operations Center
9. Central Illinois Chapter American Red Cross

- Provide shelter & food
- Transportation of elderly
- Assist with registration at critical facilities

10. Champaign County Coroner

- Identify temporary morgue facility
- Identification of deceased victims
- Release of information regarding deceased victims
- Family notification of deceased

11. Salvation Army

- Provide food for workers/victims
- Provide clothing
- Provide support for donations of money and other goods and labor received from individual citizens

12. United Way

- Coordinate and manage volunteer resources

B. Planning Responsibilities of Response Organizations

Each organization/agency identified elsewhere in the plan, as a lead agency for one or more emergency functions, is responsible for developing their respective Standard Operating Guidelines (SOG), checklists and resource lists that outline how they will perform their responsibilities. These SOGs must be distributed to all applicable agencies, and a copy will be provided to Emergency Management.

C. Crisis Debriefing for Emergency Workers

1. The University of Illinois at Urbana-Champaign will utilize the Faculty Staff Assistance Program and the Counseling Center for crisis debriefing services to emergency workers in an emergency and/or disaster.

2. Additionally, the Champaign County mental health organizations have cooperated in developing a community crisis plan to provide coordinated crisis debriefing services to emergency workers in a disaster situation. See the Health and Medical-Annex H for more information.

3. Critical Incident Stress Debriefing (CISD) teams are also available through police and fire department organizations. A list of CISD teams available for deployment throughout the state is also available from IEMA. See the Health and Medical-Annex H for more information.
VI. Maps & Other References

The University of Illinois Division of Public Safety and the Emergency Management has a detailed, high resolution aerial campus map provided by Facilities and Services that has been laminated and placed in the Campus Incident Command Post “readiness kit” to be utilized during all incidents that require the activation of the Campus Incident Command Post and/or Campus Emergency Operation Center. Additionally, Champaign County Emergency Management has reference maps located in the Champaign County Emergency Operations Center that can be accessed during an emergency and/or disaster. The detailed resolution of all the aforementioned maps, while accessible for use, cannot be manipulated and placed into the CEOP with any realistic clarity.

VII. Memorandums of Understanding

Emergency management, response agencies and organizations within the University of Illinois at Urbana-Champaign and Champaign County have entered into numerous mutual aid agreements. These Memorandums of Understanding include governmental bodies and private volunteer organizations. A non-inclusive list of such agreements are listed below. Copies of agreements are maintained by the Executive Director of Public Safety and the Emergency Management Lieutenant.

A. Champaign County Regional Emergency Coordination Group MOU
B. East Central Illinois Mutual Aid
C. FBI-Champaign County EOD
D. MABAS
E. ILEAS
F. IESMA-MST
G. BMS-CAT
H. Campus Recreation (Activities and Recreation Center)
I. Carle Hospital (Huff Hall)
J. Carle Hospital (West Great Hall of Memorial Stadium)
K. Joint Terrorism Task Force/University of Illinois Police
L. METCAD
M. Metropolitan Emergency Tactical Response Operations
N. MOCIC/University of Illinois Police Department

VIII. Requesting Outside Assistance

In the event an emergency and/or disaster is such that the University of Illinois at Urbana-Champaign requires additional assistance, such as personnel and/or other resources not available within the Campus, the Campus Emergency Operations Center Core Group, working collaboratively within an established NIMS compliant ICS (Campus Emergency Operations Center and/or Campus Incident Command Post), will request assistance from the Champaign County Emergency Management Agency.

Depending on the emergency and/or disaster, some or all members of the Campus Emergency Operations Core Group may be assigned to work in the Champaign County Emergency Operations Center in lieu of the Campus Emergency Operations Center. Members of the Campus Emergency Operations Core Group may be requested directly by the Champaign County Director of Emergency Management to work with outside jurisdictional entities as a part of a unified Champaign County Emergency Operations Center to ensure consistency of operations on a large scale emergency and/or disaster affecting multiple jurisdictions. The decision for any or all Campus Emergency Operations Center Core group members to
convene and work with the Champaign County Emergency Operations Center staff will be made at the
time of the emergency and/or disaster.

The University of Illinois at Urbana-Champaign, specifically the Division of Public Safety and Emergency
Management, has established a working relationship with the Champaign County Emergency
Management Agency, its Director and other emergency response agencies (i.e., local police/fire/ems/public
health/public works) located adjacent to campus which may be required to mitigate the effects of an
emergency and/or disaster that impacts the Campus.

IX. Citations to Legal Authorities

A. Legal Basis for Planning and Conducting All-Hazards Emergency
Operations

The following laws and other source documents establish the legal basis for planning and carrying
out all-hazards emergency responsibilities for the University of Illinois at Urbana-Champaign:

1. Campus Security Enhancement Act (29 ILL. ADM. CODE 305)
2. Higher Education Opportunity Act (Public Law 110-315)
3. Robert T. Stafford Disaster and Emergency Assistance Act, as amended
5. Illinois Administrative Code Title 29, as amended
6. Champaign County EMA Ordinance
7. IEMA Administrative Rule on Local Emergency Operations Plans
8. “Good Samaritan Laws” Chapter 225, Illinois Compiled Statutes Act 60/30, 65/5.1 and
   Chapter 210, Illinois Compiled Statutes Act 50/17

B. Legal Basis for Delegation of Emergency Authority

The legal basis for the delegation of emergency authorities, i.e., enabling measures sufficient to
ensure that specific emergency legal authorities can be exercised by elected or appointed leaders or
their appointed leaders or their designated successors is found in the following:

1. Illinois Emergency Interim Executive Succession Act
2. Champaign County EMA Ordinance

C. References

1. Federal Response Plan (FRP), April 1992
2. Illinois Plan for Radiological Accidents (IPRA), 1995
3. Illinois Plan for Radiological Accidents - Clinton
5. National Response Team (NRT) 1 and 1A, 1988
6. Illinois Hazard Analysis
7. FEMA CPG 1-35, Champaign County Hazard Analysis, 1992
X. Functional Needs Populations

A. Definition

“Functional needs population,” according to the National Response Framework, is defined as “populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to:

- Maintaining Independence
- Communication
- Transportation
- Supervision
- Medical Care”

This definition seeks to establish a flexible framework that addresses a broad set of common function-based needs irrespective of specific diagnosis, statuses, or labels.

B. Acknowledgment

The University of Illinois at Urbana-Champaign acknowledges there are populations within the Campus with special requirements that must be considered in an emergency and/or disaster response. These groups include individuals with mobility, hearing, visual, psychological, and developmental disabilities and children in any day care, after-school care or high school at the University of Illinois at Urbana-Champaign.

C. Functional Needs Groups

1. Disability Resources & Education Services (DRES) generally serves more than 1,700 University of Illinois at Urbana-Champaign students with disabilities, including but not limited to, physical, sensory, psychological, and learning impairments.

2. Students with physical disabilities live in a variety of residential environments on campus.

   a) Nugent Hall houses the Beckwith Residential Support Services program (operated by DRES) that supports up to 26 residents with severe physical disabilities who require assistance in the performance of daily activities (1st Floor East/Rooms 1000-1024 & 1026). There are 6 residents in the Transition Rooms Above Nugent (2nd Floor East/Rooms 2027/2029/2031/2032/2034/2036). There are also 8 residents in the Transition Rooms Nugent (1-5 Floors South/Rooms 1207/2207/2134/3207/3134/4207/4134/5134) in Nugent Hall. Some of the transition spaces may hold students with special needs other than disability or mobility depending on the demand each year.

   b) Wassaja Hall has Room 1203 with an accessible bath next to room, Room 1326 single with private bath and sure hands, Room 2326 single with private bath and permanent strobe,
Room 3242 accessible next to room, Room 3326 single with private path and permanent strobe, Room 4326 single with private bath and permanent strobe.

c) Other residence halls with a larger number of people with severe physical disabilities include Daniels Hall, Newman Hall, Bousfield Hall and Orchard Downs.

3. There are about 750-800 children, juveniles and young adults, ranging in age from 6 weeks to 18 years old, enrolled in various day-care, after-school care or high school laboratory settings across the Campus. These facilities include:

- University Laboratory High School (1212 W. Springfield Avenue, Urbana)
- Child Development Laboratory (1105 W. Nevada Street, Urbana)
- Early Child Development Lab (1005 W. Nevada Street, Urbana)
- Children's Research Center (51 E. Gerty Drive, Champaign)
- Orchard Downs Community Center (509 W. George Huff Drive, Urbana)
- Chesterbrook Academy (2001 S. Oak Street, Champaign)

D. Emergency Considerations

In the event an emergency and/or disaster affects an area of Campus that contains known special needs populations, all reasonable operational considerations will be made to accommodate the unique requirements of the individual(s) with special needs. These considerations include but are not limited to, emergency communications in coordination with the Campus Division of Public Safety and Office of Public Affairs, evacuation/shelter-in-place/lockdown procedures in coordination with Building Emergency Management Action Plan protocols and other first responders (police/fire/ems), mass care in coordination with the American Red Cross, health and medical in coordination with local hospitals, emergency medical service agencies and the Campus McKinley Health Center, and any other applicable resources which will be coordinated through the Campus Incident Command Post and/or Campus Emergency Operations Center and/or the Champaign County Emergency Operations Center at the time of the emergency and/or disaster.

E. Champaign County Functional Needs Populations

1. The 2010 Census figures indicate that 20,319 Champaign County residents are classified as being disabled, and 22,320 Champaign County residents are over 65 years of age.

2. The Champaign County association for the developmentally disabled, the Visiting Nurses Association (VNA), Ameren IP Company storm assistance committee, and the Champaign County senior center identify these segments of the population and ensure that disaster services will be available for these individuals. Coordination has been made with the facilities where large numbers of these citizens live to ensure that adequate procedures have been developed. Every attempt will be made to find these residents an equivalent facility or to provide the support they require in times of emergency or disaster.

3. The Champaign County Emergency Management Agency and the Ameren IP Company storm assistance committee have coordinated with agencies and individuals who own vehicles that can safely transport these residents for use in the event of an evacuation. The Red Cross, Champaign County Health Department, and the two local hospitals have arranged for appropriate medical care.
XI. Plan Maintenance, Review, Evaluation, and Updating

A. Planning Process

Emergency Management, with assistance from the Champaign County Emergency Management Agency, developed this CEOP. The CEOP is consistent with the requirements of the Campus Security Enhancement Act and the Higher Education Opportunity Act. The CEOP is also consistent with FEMA SLG-101 and the Illinois Emergency Operation Plan.

B. Overall CEOP Maintenance

The Emergency Management Lieutenant has the primary responsibility to maintain the CEOP. This includes collecting new information and making changes in: chain of command, communications/emergency notifications, phone numbers, personnel, resources, and emergency operating procedures. Each agency/organization assigned disaster-related duties by the CEOP shall ensure the Emergency Management Lieutenant is advised of any/all respective changes to the CEOP.

C. Periodic Review/Evaluation/Update of CEOP

1. A standardized method for reviewing, evaluating and updating the CEOP will be performed by the Emergency Management Lieutenant as follows:

   a) The EOP and all annexes/supporting documents will be reviewed annually in or by December.
   b) Review, evaluate and update as changes occur in personnel, equipment, resources, reporting methods and operating procedures.
   c) Review, evaluate and update after conducting an exercise of the plan, followed by a formal after-action review. The after-action review shall prompt a corrective action plan if necessary.
   d) Review, evaluate and update as new emergency management services become available or are established.
   e) Review, evaluate and update as new information and techniques are discovered that improve the efficiency and overall effectiveness of the CEOP.
   f) Review, evaluate and update after an actual emergency and/or disaster has occurred and each responding agency critiques the disaster response through the after-action review process.

D. CEOP Plan Submission

The CEOP is coordinated and submitted to the Champaign County Emergency Management Agency, the Illinois Emergency Management Agency Regional Office and the Illinois Board of Higher Education pursuant to the requirements of the Illinois Campus Security Enhancement Act (29 ILL. ADM. CODE 305). Any amendments deemed appropriate by the University of Illinois at Urbana-Champaign for the CEOP will be coordinated with the Champaign County Emergency Management Agency. A copy of the amendments will be provided to the Champaign County Emergency Management Agency, the Illinois Emergency Management Agency Regional Office
and the Illinois Board of Higher Education.
Appendix A — Definitions

Definitions (as used within the Campus Security Enhancement Act and the University of Illinois at Urbana-Champaign Campus Emergency Operation Plan)

“Act” means the Campus Security Enhancement Act of 2008 [110 ILCS 12].

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

“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 and for violence prevention.

“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 responsible for the management of all campus incident command operations as provided for by law.

“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.

“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” means a sudden unforeseen crisis (usually involving danger) that requires immediate action.

“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]

“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.

“ICCB” means the Illinois Community College Board.


“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.

“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.
Appendix B — Telephone Alert Directory

[REDACTED]