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ILLINOIS EMERGENCY MANAGEMENT AGENCY

NOTICE OF PROPOSED RULES

- 1) Heading of the Part: All Hazards Campus Emergency Plan and Campus Violence Prevention Plan
- 2) Code Citation: 29 Ill. Adm. Code 305
- 3)

<u>Section Number:</u>	<u>Proposed Action:</u>
305.10	New Section
305.20	New Section
305.30	New Section
305.40	New Section
305.50	New Section
305.60	New Section
305.70	New Section
305.80	New Section
305.90	New Section
305.100	New Section
305.110	New Section
- 4) Statutory Authority: Implementing the Campus Security Enhancement Act of 2008 [P.A. 095-0881].
- 5) A Complete Description of the Subjects and Issues Involved:

This Part establishes the standards and guidelines for the creation and review of each higher education institution's Campus All-Hazards Emergency Response and Violence Prevention Plan pursuant to the Campus Security Enhancement Act of 2008 [P.A. 095-0881]. It also provides for training and exercises to be performed in accordance with the plan and the creation of a campus violence prevention committee and campus threat assessment team.
- 6) Any published studies or reports, along with the sources of underlying data, that were used when composing this rulemaking, in accordance with 1 Ill. Adm. Code 100.335: No
- 7) Will this rulemaking replace an emergency rulemaking currently in effect? No
- 8) Does this rulemaking contain an automatic repeal date? No

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9) Does this rulemaking contain incorporations by reference? No

10) Are there any other proposed amendments pending on this Part? No

11) Statement of Statewide Policy Objective:

The requirements imposed by the proposed rulemaking are not expected to require local governments to establish, expand, or modify their activities in such a way as to necessitate additional expenditures from local revenues.

12) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Comments on this proposed rulemaking may be submitted in writing for a period of 45 days following publication of this notice. The Agency will consider fully all written comments on this proposed rulemaking submitted during the 45 day comment period. Comments should be submitted to:

Kevin McClain
Chief Legal Counsel
Illinois Emergency Management Agency
1035 Outer Park Drive
Springfield, Illinois 62704
(217) 524-0770 (voice)

13) Initial Regulatory Flexibility Analysis:

A) Types of small businesses, small municipalities or not for profit corporations affected: The Agency believes that this rulemaking will have no direct impact on small businesses or not-for-profit corporations.

B) Reporting, bookkeeping or other procedures required for compliance:

Pursuant to Section 305.90, upon completion of the Campus Emergency Operations Plan and Campus Violence Prevention Plan or any amendments by the higher education institution, a copy of each shall be provided to the local Emergency Services Disaster Agency, Illinois Emergency Management Agency Regional Office, and either the Illinois Board of Higher Education or the Illinois Community College Board, as appropriate.

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- C) Types of professional skills necessary for compliance: No
- 14) Regulatory Agenda on which this rulemaking was summarized: This rulemaking was not on a regulatory agenda. The Agency was unsure when or if this rulemaking would be filed.

The full text of the Proposed Amendments begins on the next page.

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TITLE 29: EMERGENCY SERVICES, DISASTERS, AND CIVIL DEFENSE
CHAPTER I: ILLINOIS EMERGENCY MANAGEMENT AGENCY

PART 305

ALL HAZARDS CAMPUS EMERGENCY PLAN AND VIOLENCE PREVENTION PLAN

Section 305.10 Purpose

Section 305.20 Definitions

SUBPART A: Requirements of Campus Emergency Operations Plan

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Section 305.40 Basic Plan Requirements

Section 305.50 Functional Annex Requirements

SUBPART B: Requirements for Campus Violence Prevention Plan

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SUBPART C: Coordination, Submission and Review Requirements for Campus Emergency
Operations Plan and Campus Violence Prevention Plan

Section 305.90 Coordination, Submission and Review

SUBPART D: Training and Exercise Requirements

Section 305.100 Training

Section 305.110 Exercise Requirements for the Campus Emergency Operations Plan and
Campus Violence Prevention Plan

AUTHORITY: Implementing the Campus Security Enhancement Act of 2008 [P.A. 095-0881].

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Section 305.10 Purpose

This Part establishes the standards and guidelines for the creation and review of each higher education institution's Campus All-Hazards Emergency Response and Violence Prevention Plan pursuant to the Campus Security Enhancement Act of 2008 [P.A. 095-0881]. It also provides for training and exercises to be performed in accordance with the plan and the creation of a campus violence prevention committee and campus threat assessment team.

Section 305.20 Definitions

"Act" means the Campus Security Enhancement Act of 2008 [110 ILCS 12/20].

"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.

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"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 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

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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.

"IEMA" means the Illinois Emergency Management Agency.

“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 an individual(s), 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

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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 where both the perpetrator and target(s) are identified or identifiable prior to the incident.

SUBPART A: Requirements of Campus Emergency Operations Plan

Section 305.30 Initial Analysis and Assessment

To begin the planning process and in conjunction with the annual review and updates, as provided in Subpart B, the higher education institution shall perform all of the following tasks:

- a) Conduct an all hazard analysis for the higher education institution
 - 1) Identify all hazards, including natural, man-made and technological, the following of which shall be included:
 - A) Severe weather
 - B) Fire
 - C) Bomb threats or the discovery of suspicious items
 - D) Structural failure or loss of utility service
 - E) Mass casualty event
 - F) Release of hazardous materials (indoor/outdoor)
 - G) Use of weapons/hostage situations/active shooter
 - H) Public health emergency
 - I) Earthquakes
 - J) Nuclear power plant accidents where applicable, and
 - K) Cyberthreat.
 - 2) Profile hazards, considering frequency, magnitude, intensity, location, spatial extent, duration, seasonal patter, speed of onset and availability of warning, using historical data, scientific methods or other sources; and
 - 3) Compare and prioritize risks of the hazards identified.
- b) Assess vulnerabilities within the higher education institution

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- 1) Collect demographic data (such as daily population patterns, traffic patterns, seasonal population changes, special needs populations) to determine potential consequences of identified hazards on people and community functions.
- 2) Collect structural inventory data (including data on critical facilities, residential, commercial, and industrial structures, lifelines, and transportation) to determine potential consequences of identified hazards on community functions, property and sites of potential secondary hazards.
- c) Assess response capabilities of the higher education institution, identify shortfalls in response capabilities and develop strategies to alleviate shortfalls, such as memorandums of understanding, mutual aid agreements or good Samaritan agreements.
- d) In analyzing and assessing the CEOP, higher education institutions may include, but not be limited to, the designated campus public safety officer, the campus emergency planning team, the campus emergency management director, local mental health community providers, local first responder agencies and ESDAs, county or major municipal emergency managers, or other persons deemed appropriate.

Section 305.40 Basic Plan Requirements

- a) The CEOP shall have a foreword that includes:
 - 1) A document signed and dated by the president or most senior level administrator of the higher education institution approving the plan.
 - 2) A register for recording changes and entering change dates.
 - 3) A distribution list of the plan recipients, indicating whether complete plans or specific portions were distributed. Specifically this item should address the method of providing the CEOP to the campus community.

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- 4) A table of contents listing all Sections of the plan.
- b) The CEOP shall have a Basic Plan Overview detailing the higher education institution's approach to emergency operations, including:
 - 1) A general purpose statement of the CEOP.
 - 2) A list of assumptions used in developing the plan.
 - 3) A concept of operations Section, including, but not limited to, how the higher education institution 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 in the higher education institution. This information may also be exhibited in a chart or matrix designating who has primary and support responsibilities.
 - 6) Maps, or references to maps pertinent to emergency operations planning for the higher education institution and including, but not limited to, locating fixed hazards.
 - 7) An attachment, if applicable, containing written mutual aid agreements, memorandums of understanding (MOUs), and other written agreements affecting the emergency response and recovery functions of the higher education institution.
 - 8) Procedures detailing how the higher education institution will request outside assistance in a disaster, such as assistance from the ESDA or IEMA, or both.

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- 9) Citations to the legal authorities for emergency operations, including, but not limited to, ordinances.
- 10) Assignment of responsibility for plan maintenance, review, evaluation and updating.

Section 305.50 Campus Functional Annex Requirements

- a) The CEOP shall include an annex addressing how the higher education institution will perform each of the following functions:
 - 1) Direction and Control – What means the higher education institution will use to direct and control activities during and following disaster/emergency situations including:
 - 2) Communications – How information will be exchanged among responders, administrative officials, teachers and students and other interested persons during and after a disaster/emergency situation.
 - 3) Warning/Disaster/Emergency Information – How the public and campus community will be warned and instructed regarding actual or threatened hazards through the public media or other means.
 - 4) Public Information – The means, organization and process by which a higher education institution will provide timely, accurate, and useful information and instructions to the community throughout a disaster/emergency. It includes information disseminated to the public through the media and other information sources on what is happening, what the response organization is doing, and what the public should do for its safety. The higher education institution shall address the circumstances of special needs populations, including limited English proficiency populations.
 - 5) Disaster Intelligence/Damage Assessment/Recovery Planning – The means the higher education institution will use to identify, collect, analyze and disseminate information on the extent and impact of the disaster and those plans for recovery and restoration of operations.

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- 6) Evacuation/Shelter-in-Place/Lockdown – The movement of people to a safe area from an area believed to be at risk, when disaster/emergency situations necessitate such action.
 - 7) Mass Care – Actions taken to ensure appropriate services are provided at a mass care facility, including, but not limited to, providing temporary shelter, food, medical care, clothing and other essential life support needs to people displaced from their homes because of a disaster situation.
 - 8) Health and Medical – The activities associated with providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health, environmental health, and mental health services.
 - 9) Mortuary Services – Activities including the collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin.
 - 10) Resource Management – The process of managing people, equipment, facilities, supplies and other resources to satisfy the needs generated by a disaster. This includes the management of volunteer response teams and spontaneously responding volunteers.
- b) Each campus functional annex required by subsection (a) shall individually address:
- 1) The purpose of the function.
 - 2) A description of situations that trigger implementation of the function.
 - 3) A description of assumptions that apply to the function.
 - 4) The concept of operations for the function.
 - 5) Assignment of responsibility for annex maintenance, review and updating.

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- c) In addition to addressing the requirements of subsection (b), the Campus Direction and Control annex shall also:
- 1) Describe the direction and control relationship of tasked organizations, including:
 - A) The command structure – specifically who will be in charge during disaster/emergency response operations.
 - B) The authorities of, and limitations on, key response personnel such as the on-scene Campus Incident Commander.
 - C) How disaster/emergency response organizations will be notified when it is necessary to respond.
 - D) The means that will be used to obtain, analyze, and disseminate information (for decision making, requesting assistance, reporting, etc.).
 - E) The relationship between the CEOC and the Campus Incident Command Post.
 - 2) List the organizations that are tasked with specific direction and control responsibilities and describe those responsibilities. Include the assignment of responsibility for:
 - A) Reporting to the CEOC when activated.
 - B) Coordinating press releases among response organizations.
 - C) Managing the primary and alternate CEOCs.
 - D) Maintaining a significant events log.
 - E) Removing debris.

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- d) In addition to addressing the requirements of subsection (b), the Campus Communications annex shall also:
- 1) Describe the total emergency communications system used for communication among all groups and individuals involved in the higher education institution's response to a disaster/emergency.
 - 2) Describe the primary and backup communication methods and personnel.
 - 3) Identify the organization assigned to coordinate all communication activities.
 - 4) List the organizations that are tasked with specific communications responsibilities and describe those responsibilities.
 - 5) Identify the representative from each tasked organization who will report to the CEOC when activated.
 - 6) Describe plans for notification of next-of-kin and the establishment, on or in the vicinity of campus, of a Family Assistance Center to address the needs of next-of-kin of deceased or seriously injured students, faculty, or staff.
- e) In addition to addressing the requirements of subsection (b), the Campus Warning/Disaster/Emergency Information annex shall also:
- 1) Identify the methods used to provide warning/disaster/emergency information for the public and special populations, including limited English proficiency populations.
 - 2) Identify the locations of outdoor warning/disaster/emergency information devices and define the geographical areas covered.
 - 3) Describe the specific warning/disaster/emergency information responsibilities assigned to the tasked organizations.

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- 4) Identify the department or agency responsible for activating public warning/disaster/emergency information systems.
- f) In addition to addressing the requirements of subsection (b), the Campus Public Information annex shall also:
- 1) Assign a person to be the Campus Public Information Officer (CPIO) responsible for coordinating information gathering and production, rumor control, public inquiries, and media relations.
 - 2) Designate a facility or site as the public information center.
 - 3) List the organizations that are tasked with specific public information responsibilities and describe those responsibilities.
 - 4) Assign a public information representative to report to the CEOC when activated.
 - 5) Identify a facility or site for the Joint Information Center during major incidents on campus.
- g) In addition to addressing the requirements of subsection (b), the Campus Disaster Intelligence/Damage Assessment/Recovery Planning annex shall also:
- 1) List the organizations that are tasked with specific disaster intelligence/damage assessment/recovery planning responsibilities and describe those responsibilities.
 - 2) Assign a disaster intelligence/damage assessment/recovery planning representative to report to the CEOC when activated.
- h) In addition to addressing the requirements of subsection (b), the Campus Evacuation/Shelter-in-Place/Lockdown annex shall also:
- 1) List the organizations that are tasked with specific evacuation/shelter-in-place/lockdown responsibilities and describe those responsibilities.

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- 2) Identify the department, agency or organization responsible for coordinating all transportation resources planned for use in an evacuation.
- i) In addition to addressing the requirements of subsection (b), the Campus Mass Care annex shall also:
 - 1) List the organizations that are tasked with specific mass care responsibilities and describe those responsibilities, including:
 - A) Identification of the department, agency, or organization responsible for determining the need to open shelter.
 - B) Identification of the department, agency, or organization responsible for disaster/emergency mass feeding operations.
 - C) Identification of the department, agency, or organization responsible for providing health and/or medical care, including mental health services, at shelter and/or congregate care facilities.
 - 2) Assign a mass care representative to report to the CEOC when activated.
 - 3) Identify the mass care representative who will coordinate press releases with the CPIO.
- j) In addition to addressing the requirements of subsection (b), the Campus Health and Medical Services annex shall also:
 - 1) List the organizations and individuals that are tasked with responsibilities for providing disaster/emergency health and medical services and describe those responsibilities, including:
 - A) Identification of the department, agency, or organization responsible for arranging crisis counseling for emergency workers.
 - B) Identification of the department, agency, or organization responsible for sanitation services.

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- 2) Assign a health and medical services representative to report to the CEOC when activated.
 - 3) Identify the department, agency, or organization responsible for providing post-incident mental healthcare.
- k) In addition to addressing the requirements of subsection (b), the Campus Mortuary Services annex shall also:
- 1) List the organizations and individuals that are tasked with mortuary services responsibilities and describe those responsibilities.
 - 2) Describe how mortuary services will be expanded during a mass casualty incident, if necessary.
- l) In addition to addressing the requirements of subsection (b), the Campus Resource Management annex shall also:
- 1) List the organizations and individuals that are tasked with resource management responsibilities and describe those responsibilities. Include identification of who will organize, manage, coordinate, and distribute the donations of money, goods, and labor received from individual citizens and volunteer groups during a disaster/emergency.
 - 2) Inventory the resources available such as emergency supplies and equipment maintained for the campus community to use during a disaster/emergency.
 - 3) Assign a resource management representative to report to the CEOC when activated.
- m) The higher education institution may include additional functional annexes in the CEOC as determined by the higher education institution to be necessary for the emergency management efforts of the higher education institution in the event of a disaster, including, but not limited to, the following functions: search and rescue, law enforcement, public works, transportation, energy management, animal welfare, legislative relations, aviation operations and/or others.

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SUBPART B: Requirements for Campus Violence Prevention Plan

Section 305.60 Campus Violence Prevention Plan

- a) Pursuant to the Act, each higher education institution shall develop an inter-disciplinary and multi-jurisdictional Campus Violence Prevention Plan (CVPP).
- b) The CVPP shall have a foreword that includes:
 - 1) A document signed and dated by the president or most senior level administrator of the higher education institution approving the plan.
 - 2) A register for recording changes and entering change dates.
 - 3) A distribution list of the plan recipients, indicating whether complete plans or specific portions were distributed. Specifically this item should address the method of providing the CVPP to the campus community.
 - 4) A table of contents listing all Sections of the plan.
- c) The body of the CVPP shall include:
 - 1) Integration of existing campus programs and policies that deal with associated issues (e.g., workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention);
 - 2) Incorporation of violence prevention strategies into related policies and/or procedures;
 - 3) Encouragement of zero tolerance policy statements that reaffirm violence prevention strategies; and
 - 4) Development and implementation of a Campus Violence Prevention Committee and Campus Threat Assessment Team.

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Section 305.70 Campus Violence Prevention Committee

- a) Each higher education institution shall develop and implement a Campus Violence Prevention Committee (CVPC) tasked with implementing the CVPP.
- b) The CVPC shall determine the committee structure and the individuals responsible for education and prevention of violence on campus.
- c) Participants from faculty, campus administration, student affairs, law enforcement, human resources, counseling services, residence life, county or major municipal emergency managers and others deemed appropriate are recommended for the CVPC.

Section 305.80 Campus Threat Assessment Team

- a) Each higher education institution shall develop and implement a Campus Threat Assessment Team for the purpose of creating a campus-wide threat assessment policy. The team shall conduct threat assessments, address aberrant, dangerous, or threatening behavior on campus and provide guidance and best practices for preventing violence and providing supportive services.
- b) The team shall consist of faculty, law enforcement, human resources, legal counsel, and mental health professionals. It may also include other persons and organizations deemed appropriate to a particular circumstance.
- c) The team shall create a written threat assessment policy that provides:
 - 1) Guidance to students, faculty, and staff about how to recognize, address, and report aberrant and threatening behavior;
 - 2) Identify individuals that will have access to information;
 - 3) Use a fact-based assessment process to investigate threats, actions, or conduct that may lead to targeted violence and determine situation specific response action plans; and

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- 4) Access a range of support services for students, faculty, and staff that includes mental health services, crisis management, and comprehensive services for victims whether provided on campus or by accessing community resources.
- 5) Requirements for protecting the privacy of persons providing information to and subject to scrutiny by the threat assessment team.
- d) All areas of the campus community shall be required to cooperate with requests from the threat assessment team relative to successfully monitoring any threatening behavior.
- e) The team shall meet regularly to provide post-incident assessments and evaluate the effectiveness and response to incidents on a case or aggregate basis.

SUBPART B: Coordination, Submission and Review Requirements for CEOP and CVPP

Section 305.90 Coordination, Submission and Review

- a) CEOPs and CVPPs are to be completed on or before July 15, 2009.
- b) The CEOP and CVPP shall be reviewed by the local ESDA to ensure that plan requirements in Subpart A and B of this Part are addressed and included in the CEOP and CVPP and are coordinated with ESDA response capabilities. Where the CEOP and/or CVPP cannot be coordinated with ESDA capabilities, the IEMA Regional Office shall provide technical advice and guidance to help identify resources to meet requirements. Upon completion of the CEOP and CVPP by the higher education institution, a copy of each shall be provided to the local ESDA, IEMA Regional Office, and either the IBHE or the ICCB, as appropriate. Copies shall include a written attestation from the local ESDA that the CEOP and CVPP have been reviewed and they address the components in Subpart A and B of this Part.
- c) Each higher education institution shall conduct an annual review and update. The review and update shall include the requirements provided for in Subpart A and B of this Part.

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- d) The campus administrator(s) responsible for the execution of the CEOP and CVPP shall participate in the review. Participation by the director of campus public safety, campus emergency planning team, local mental health provider, local first responder agency, county or major municipal emergency manager, and other persons deemed appropriate by the higher education institution is recommended.
- e) If amendments are deemed appropriate by the higher education institution, then such amendments shall be reviewed by the local ESDA to ensure that plan requirements in Subpart A and B of this Part are addressed in the CEOP and CVPP and are coordinated with ESDA response capabilities. A copy of the amendments shall be provided to the local ESDA, IEMA Regional Office, and either the IBHE or the ICCB, as appropriate. Copies of the amendments shall include a written attestation from the local ESDA that the amendment and CEOP and CVPP have been reviewed and they address the components in Subpart A and B of this Part. If there are no amendments to the CEOP and/or CVPP, then the higher education institution shall report such to the local ESDA, IEMA Regional Office, and either the IBHE or the ICCB, as appropriate, in writing, signed and dated by the president or most senior level administrator of the higher education institution.
- f) The IBHE and the ICCB shall compile a list of higher education institutions that have completed a CEOP and CVPP and the annual review and update.

SUBPART C: Training and Exercise Requirements

Section 305.100 Training

Each higher education institution shall conduct training on its CEOP and CVPP at least once annually. Training shall ensure that all administrators, faculty, staff, students and any other members of the campus community are familiar with key components of the CEOP and CVPP.

Section 305.110 Exercise Requirements for the CEOP and CVPP

- a) Each higher education institution, in coordination with the local ESDA, shall conduct an annual exercise of its CEOP and CVPP. This requirement can be satisfied with a full scale, functional or tabletop exercise.

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- b) The CEOP and CVPP exercise or exercises shall be conducted to examine the objectives identified in this Part.
- c) The higher education institution shall submit to the local ESDA, IEMA Regional Office, and either the IBHE or the ICCB, as appropriate, a description of:
- 1) Type of exercise and exercise date;
 - 2) Exercise scenario;
 - 3) Scope of participation;
 - 4) Exercise objectives; and
 - 5) CEOP and CVPP functional areas being tested.