

Campus Security Enhancement Act

Draft Administrative Rules Reporting & Compliance Procedures



**Illinois Campus Security Task Force
Illinois Terrorism Task Force**



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Campus Emergency Operations Plan

Requirements

Draft Administrative Rules

Conduct an All-Hazards Analysis

- Identify hazards including:
 - Natural hazards
 - Technological hazards
 - Manmade hazards



Analysis & Assessment

- The following hazards shall be included:
 - Severe Weather
 - Fire
 - Structural failure
 - Mass casualty event
 - Hazardous material release (indoor & outdoor)
 - Use of weapons, active shooter, hostage
 - Public health emergency
 - Earthquake
 - Nuclear power accident (where applicable)

Analysis & Assessment

- Assess vulnerabilities within the institution
 - Collect demographic data
 - Collect structural inventory data
 - Determine potential consequences of hazards on people, community functions, property, and sites of secondary hazards
- Assess response capabilities of higher ed institutions, identify shortfalls, and develop strategies (e.g. MOU's, Mutual Aid Agreements, etc.)

Analysis & Assessment

- To conduct these tasks, HEI's may include:
 - Designated Campus Public Safety Official
 - Campus Emergency Planning Team
 - Local Mental Health Community Providers
 - Local first responder agencies
 - ESDA's, county or major municipal Emergency Manager
 - Other persons deemed appropriate

Basic Plan Requirements

- A foreword including:
 - *Signature page for campus President or senior campus administrator (date signed)*
 - *Register for changes & dates changed*
 - *Signature page for high ranking officials of cooperating first responders & private sector organizations with assigned emergency responsibilities*
 - *Distribution listing*
 - *Table of contents*

Basic Plan Requirements

A Concept of Operations Section including:

- **How the HEI will implement ICS**
- A statement about when and how the emergency plan will be implemented
- A definition of “action levels” and their implementation
- The general sequence of actions before, during, and after the emergency
- Designation of who will coordinate directly with local and state responders and how the coordination will take place

Basic Plan Requirements

- Leadership and Command
 - Identify who will implement the plan & direct emergency response and recovery
 - Who will provide leadership, authority and responsibility
 - Identify the line of succession by title & position (with up to two alternates)

Basic Plan Requirements

- Emergency Response & Recovery
 - Description of functions/responsibilities assigned to each organization
 - Including private and volunteer organizations or groups

Basic Plan Requirements

- Maps pertinent to emergency planning
- Attachment containing written:
 - Memorandums of Understanding
 - Mutual Aid Agreements
 - Other written agreements affecting the emergency response and recovery functions

Basic Plan Requirements

- Procedures detailing how HEI will request outside assistance
- Citations to legal authorities for emergency operations including, *but not limited to*, ordinances
- Assignment of responsibility for plan maintenance, review, evaluation and updates

Campus Functional Annex Requirements

- Describe how the HEI will direct and control activities during and following disaster/emergency including:
 - Communications
 - Warning/Disaster/Emergency Information
 - Public Information
 - Disaster Intelligence/Damage Assessment
 - Evacuation

Campus Functional Annex Requirements

Direction & Control (continued)

- Mass Care
- Health & Medical (includes mental health services)
- Mortuary Services
- Resource Management
- Recovery

Campus Functional Annex Requirements

- Each functional annex shall individually address:
 - The purpose of the function
 - Description of situations that trigger implementation of the function
 - Description of assumptions that apply
 - Concept of operations for the function
 - Assignment of responsibility for annex maintenance, review and updating

Campus Direction and Control Annex

- Describe direction & control of tasked organizations including:
 - *Command structure*
 - *Authority of key response staff (e.g. IC)*
 - *How the campus ICS team will be notified*
 - *Identify the means to obtain, analyze and disseminate information*
 - *Describe relationship between the CEOC and Campus Command Post*



Campus Direction and Control Annex

- List the organizations tasked with specific direction & control including:
 - *Reporting to CEOC when activated*
 - *Coordinating press releases among response organizations*
 - *Managing primary & alternate CEOC's*
 - *Maintaining a significant events log*
 - *Removing debris*

Campus Communication Annex

- Describe the emergency communications systems among all responders
- Describe primary and backup communication and personnel
- Identify organization assigned to coordinate all communications
- List organizations tasked with specific emergency communications & describe responsibilities

Campus Communications Annex

- Identify a representative from each tasked organization who will report to the CEOC when activated
- Describe plans for notification of next-of-kin and establishment of a Family Assistance Center to address:
 - The needs of next-of-kin of deceased or seriously injured students, faculty and staff

Warning/Disaster/Emergency Information Annex

- Identify methods to provide warning/disaster/emergency information to:
 - The public and special needs populations
 - Limited English proficiency populations
- Identify locations of outdoor warning & information devices
- Identify the dept. or agency responsible for activating public warning information systems

Campus Public Information Annex

- Assign someone as Campus Public Information Officer (CPIO)
- Designate a facility or site as a public information center
- List organizations tasked with specific public information responsibilities
- Assign a public information rep. to the CEOC
- Stand up a Joint Information Center during major incidents on campus

Campus Evacuation Annex

- List organizations tasked with evacuation responsibilities
- Identify the dept., agency or entity responsible for coordinating all transportation resources in evacuation

Campus Mass Care Annex

- List organizations tasked with mass care responsibilities including:
 - Who will determine need to open shelter
 - Who is responsible for mass feeding operations
 - Who will provide health, and/or medical care, mental health services, at shelter or congregate care facilities

Campus Mass Care Annex

- Assign a mass care rep. to the CEOC
- Identify a mass care rep. to coordinate press releases with CPIO

Campus Health & Medical Services Annex

- List organizations/individuals tasked with disaster/emergency health and medical services
- Describe responsibilities including:
 - Who will arrange crisis counseling for emergency workers and the campus community
 - Who is responsible for sanitation services
 - Identification of mutual aid in all areas of crisis response and victim services
- Assign health & medical rep. to CEOC

Campus Mortuary Services Annex

- Identify who is tasked with mortuary services and describe responsibilities
- Describe how mortuary services will be expanded during a mass casualty incident, if necessary

Campus Resource Management Annex

- Identify who is tasked with resource mgt. and describe responsibilities
 - *Include who will organize, manage, coordinate and distribute donations of money, goods, and labor from citizen donations and volunteer groups during disaster/emergency*
- Inventory the emergency supplies & resources available for use during a disaster/emergency
- Assign a resource management rep. to the CEOC

Additional Functional Annexes

- The HEI may include additional functional annexes deemed necessary including:
 - Search & Rescue
 - Law Enforcement
 - Transportation
 - Energy Management
 - Animal Welfare
 - Or others

Violence Prevention Plan

Minimal Components

Draft Administrative Rules

Campus Violence Prevention Plan

- Implement a Campus Violence Prevention Committee (CVPC)
 - Create inter-disciplinary and multi-jurisdictional Campus Violence Prevention Plan (CVPP)
 - CVPC to determine committee structure

Recommended:

Participants from faculty, campus admin, student affairs, law enforcement, counseling services, residence life, county/local major municipal EM & others deemed appropriate

Violence Prevention Committee

- Create a multi-disciplinary and multi-jurisdictional campus violence prevention plan including:
 - Determine committee structure of persons charged with education and prevention of violence on campus
 - Integrating existing campus programs dealing with associated issues into the violence prevention plan
(e.g., suicide prevention, anti-bullying, sexual assault prevention, workplace violence etc.)

Violence Prevention Committee

- Incorporate violence prevention strategies into related policies and/or procedures
- Encourage Zero Tolerance policy statements that reaffirm violence prevention strategies
- Develop Memorandums of Understanding with local/area mental health community providers
- Conduct annual training and exercises of the violence prevention plan

Campus Violence Prevention Plan

- Components:
 - Integration of existing violence prevention programs & policies
 - Incorporate violence prevention strategies into related policies or procedures
 - Encourage zero tolerance policy statements that affirm violence prevention
 - **The HEI shall provide training & exercise for the CVPP**

Threat Assessment Team

- Develop campus-wide threat assessment policy that provides:
 - Guidance to students, faculty and staff on recognizing & reporting threatening behavior
 - Reporting procedure detailing to whom to report threatening behavior
 - When and what information may be shared
 - A fact-based assessment process to investigate threats and determines situation-specific response action plan
 - Access to a range of support services for students, staff and faculty
 - Procedures for addressing disruptive behavior

Threat Assessment Team

- Appointed by the governing body of the higher education institution
- Includes but not limited to:
 - Faculty
 - Law enforcement
 - Human resources
 - Legal counsel
 - Mental health professionals
 - Others deemed appropriate to particular circumstance

Threat Assessment Team

- Each Threat Assessment Team shall create a written threat assessment policy that provides:
 - Guidance to student's faculty & staff about how to recognize, address and report threatening behavior
 - Identify who will have access to information
 - Use fact-based assessment process to investigate threats, actions or conduct that may lead to targeted violence

Threat Assessment Team

- Policy continued:
 - Requirements for protecting privacy of persons providing information
 - Access a range of support services for students, faculty, and staff that includes:
 - Mental health services
 - Crisis management
 - Comprehensive victim services

Threat Assessment Team

- All areas of campus community shall be required to cooperate with requests from Threat Assessment Team
 - To successfully monitor threatening behavior
- The Team will meet regularly to:
 - Provide post-incident assessments
 - Evaluate effectiveness and response
(On a case or aggregate basis)

Coordination, Submission and Review

- The CEOP will be reviewed with the ESDA to ensure coordination with response capabilities
- If the CEOP cannot be coordinated with ESDA capabilities:
 - The IEMA Regional Office shall provide technical advice and guidance to help identify resources to meet requirements

Coordination, Submission and Review

- The HEI files copy of CEOP with local ESDA
- Local ESDA to review to ensure:
 - Plan requirements are coordinated with ESDA response capabilities
- If plan cannot be coordinated with ESDA capabilities:
 - IEMA Regional Office shall provide T/A and guidance

Coordination, Submission and Review

- Each HEI will conduct annual review and update
- Campus Administrator responsible for execution of CEOP will participate.
- Participation recommended:
 - Director, Campus Safety
 - Campus emergency planning team
 - Local mental health provider
 - Local first responder agencies
 - County or major municipal emergency mgr.
 - Others deemed appropriate

Coordination, Submission and Review

- Annual Review-
 - Provide any amendments to local ESDA and IEMA Regional Coordinator
 - If no changes, the HEI will submit a one page report signed by President or most senior level administrator
- CEOP's are due on or before 7/15/09 and annually by July 15th thereafter

Training Requirements

- Each HEI shall conduct training on its CEOP at least once annually
- Training shall ensure that all administrators, faculty, staff, students and any other members of campus community are familiar with key components of CEOP
- Description of actions taken to ensure administrators, staff and students understand warning signals and response to emergencies

Exercise Requirements

- Each HEI in coordination with local ESDA shall conduct annual exercise:
 - Can be full-scale, functional or table-top
- The HEI shall submit to local ESDA:
 - Description of exercise and date
 - Exercise scenario
 - Scope of participation
 - Exercise objectives
 - CEOP functional areas being tested

What's Next?

- JCAR filing and public comment of proposed Administrative Rules
- Training Initiatives

Summary

Questions?