

In the event of a natural, human-caused or technological disaster affecting the Benedictine University (the “University”) campus or the surrounding area, we must be prepared to implement plans and procedures to protect lives and property.

Statement of Purpose

The University is committed to the safety of all faculty, staff, students and visitors to our campus. The Campus Emergency Response Team (CERT) has developed the Emergency Operations Plan (EOP) as well as the Emergency Response Procedures with the sole purpose of preparing the University community in the event of an emergency or a disaster. Adherence to these guidelines by the University community will result in the saving of lives, reduction of additional injury and property damage, ability to meet human needs, restoration of essential operations and priority services, and the capability of the University to communicate in a timely manner in the event of an emergency or disaster.

Identification of Hazards

The University is exposed to many hazards (emergency or disaster situations), any of which have the potential to disrupt the campus and/or local community operations; cause physical environmental damage; cause deaths or significant injuries to employees, customers or the public; shut down a business; or threaten a facility’s financial standing or public image. Potential hazards for the University are:

HAZARD	RESPONSIBLE DEPARTMENT	METHOD OF WARNING
NATURAL:		
Severe Weather <i>(See Attachment 1)</i>	Campus Safety	Municipal siren; University lightning detection horn; University Mass Notification and Warning protocol.
Fire <i>(See Attachment 2)</i>	Campus Safety; Facilities Management.	Fire alarm; University Notification and Warning protocol.
Earthquake <i>(See Attachment 1)</i>	Campus Safety	University Mass Notification and Warning protocol.
MAN-MADE:		
Structural Failure or loss of utility <i>(See Attachment 4)</i>	Facilities Management; Campus Safety; Local utility company.	University Mass Notification and Warning protocol.
Steam Tunnels	Facilities Management	University Mass Notification and Warning protocol
Public Health <i>(See Attachment 7)</i>	University Health Services; Student Life; Local County or Municipal Health Department; Campus Safety.	University Mass Notification and Warning protocol.
Emergency	Campus Safety	University Mass Notification and Warning protocol.

Assault (<i>See Attachment 5</i>)	Campus Safety	Clery Act, timely notification, Mass Notification and Warning protocol.
Use of weapons/hostage situation/active shooter (<i>See Attachment 5</i>)	Campus Safety; Local law enforcement agencies.	Clery Act, timely notification, University Mass Notification and Warning protocol.
Mass casualty event	Campus Safety; Local EMS and Fire Department.	Clery Act, timely notification, University Mass Notification and Warning protocol.
TECHNOLOGICAL:		
Bomb Threats or the discovery of suspicious items (<i>See Attachment 6</i>)	Campus Safety; Local Law enforcement agencies.	Clery Act, timely notification, University Mass Notification and Warning protocol.
Release of hazardous materials (indoor/outdoor) (<i>See Attachment 3</i>)	Campus Safety; University Health Services; Local EMS and Fire Department.	University Mass Notification and Warning protocol.

Campus-wide Evacuation

In a campus-wide emergency, the decision to implement evacuation procedures rests with the Director of Campus Safety if the EOC is activated. In situations requiring immediate action, Lisle Police and Fire can also order a local area evacuation. When evaluating possible evacuation, consideration will be given to the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of the public safety officials.

Notification and Warning Process

There is no one communication vehicle that will reach everyone. Therefore, CERT, through the coordination of the Emergency Preparedness Manager and Safety Specialist will notify the campus population and the general public of major emergencies through a combination of the following University-wide notification systems:

1. BenAlert Emergency Notification System.
2. Fire alarms in all campus buildings. The University adheres to all fire code regulations as established by State law. (See Appendix Y – Emergency Notification/Fire Extinguisher Equipment)
3. Broadcast e-mail to #All Main Campus and #All Main Campus with details sent by the Director of Campus Safety.
4. Broadcast voicemail - delivers a broadcast voicemail with the “Urgent Deliver” option to all users who have a voicemail account – this includes all faculty and staff with an assigned private telephone number and all main office phones.
5. Boltek lightning detection system is located on top of the Sports Complex. The University utilizes the Boltek audible alarm and message that will activate when the sensor detects electricity in the air. The system will display a yellow lightning bolt at 12-miles out and sound a siren and message. The system will display a red lightning bolt at 8-miles out and sound a siren and message. A green lightning bolt will display when an All Clear is registered and will stay illuminated until the weather changes. Campus Safety utilizes multiple weather apps to confirm

the occurrence of lightning in the area. Examples of apps used are Everbridge Smart Weather, Lightning Tracker, and National Weather Service.

6. The University website notice (<http://www.ben.edu>) and Emergency Information Web page (http://www.ben.edu/campus_resources/emergency_info/index.cfm) posted by the Web Marketing and Services Manager.
7. The University's Emergency Notification Phone Tree by Department. (See Appendix C – University Emergency Calling Tree)
8. Residence Life staff will personally contact each resident student through a variety of means including letters, posters and resident assistants under the supervision of the Office of Residence Life and the Service Branch Director.
9. Posters/notices on campus buildings under the supervision of the Service Branch Director.
10. The President issues an e-mail to the internal community and a letter to current and prospective Benedictine parents, alumni and friends of the University.
11. CERT members and their designees assume roles and responsibilities (See Appendix F – Roles and Responsibilities).
12. The electronic sign and campus TV network operated by the Office of Marketing & Communications.
13. The Kindlon Hall carillon operated by the Director of Facilities or, in his absence, his designee can be turned into a public address system if needed.
14. Student campus leaders – SGA, Candor and other student groups.
15. Via the Emergency Operations Center, CERT members to prepare and have fact sheets distributed with definitions, a plan and steps to be taken, including identifying isolation or quarantine areas (health-related incidents).
16. The Emergency Preparedness Manager to contact the Emergency Closing Center (ECC) (information is then automatically broadcast to all Chicago area radio and TV stations, the ECC web site and e-mail notification system [for those that have signed up to receive this information from the ECC] at <http://www.emergencyclosings.com/complete.html>).
17. Statement/Press Release e-mailed and faxed to Chicago area media outlets – television and radio.
18. Press conference for Chicago media outlets, if needed, to be arranged by the Marketing.
19. The PIO to personally speak with all media inquiries via phone or on camera/in person. The Joint Information Center will be located in the Krasa Presentation Room or an alternate location if needed.
20. The PIO will respond to internal and external comments and questions.
21. The President may write an opinion editorial story for publication in the media, specifically the Daily Herald and Voices.
22. The EOC to work with local authorities, organizations and peer institutions to communicate to the public at large, such as the DuPage County Health Department, FEMA, the Lisle Police, College of DuPage, North Central, etc. (See Appendix D – Important Telephone Numbers)
23. Updates to be posted to Facebook and Twitter by the Office of Marketing and Communications.
24. The Wellness Center to monitor CDC and other health care web-sites and keep updated on information to assist in distribution of medical information (infection control, signs and symptoms, personal protection and numbers to call for assistance) and provide resources to obtain updated information: www.cdc.gov or www.pandemicflu.gov (health-related incidents).
25. The Office of Marketing and Communications to communicate educational information and attempt to ease the anxiety of the community (health-related incidents).
26. The Office of Marketing and Communications to coordinate the release of information with hospitals (health-related incidents).

The above may be updated hourly/daily as needed as additional details develop. Details may include general information; warning/awareness; status of classes/campus/buildings; and specific to health-related incidents, signs/symptoms/protection/prevention, suspected/confirmed cases, isolation/quarantine, etc.