

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) have 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:

<b>HAZARD</b>	<b>RESPONSIBLE DEPARTMENT</b>	<b>METHOD OF WARNING</b>
<b><i>NATURAL:</i></b>		
Severe Weather	Campus Safety	Municipal siren; University lightning detection horn; University Mass Notification and Warning protocol.
Fire	Campus Safety; Facilities Management.	Fire alarm; University Notification and Warning protocol.
Earthquake	Campus Safety	University Mass Notification and Warning protocol.
<b><i>MAN-MADE:</i></b>		
Structural Failure or loss of utility	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	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	Campus Safety	Clery Act, Timely Warning, Mass Notification and Warning protocol.
Use of weapons/hostage situation/active shooter	Campus Safety; Local law enforcement agencies.	Clery Act, Timely Warning, University Mass Notification and Warning protocol.
Mass casualty event	Campus Safety; Local EMS and Fire Department.	Clery Act, Timely Warning, University Mass Notification and Warning protocol.
<b>TECHNOLOGICAL:</b>		
Bomb Threats or the discovery of suspicious items	Campus Safety; Local Law enforcement agencies.	Clery Act, Timely Warning, University Mass Notification and Warning protocol.
Release of hazardous materials (indoor/outdoor)	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, 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. AlertWave™ Emergency Notification System – wireless public address/emergency communication/mass notification system located in common areas of all campus buildings

that includes speakers, horns, strobe lights and all University phones equipped with speaker phone capability.

2. BenAlert Emergency Notification System.
3. Fire alarms in all campus buildings. The University adheres to all fire code regulations as established by State law.
4. Broadcast e-mail to #All Main Campus, #All Main Campus Students, #All Mesa Campus and #All Mesa Campus Students with details sent by the Director of Campus Safety.
5. 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.
6. Lightning Detection horn which is manually activated by Campus Safety after being notified of severe weather conditions by NWS.
7. The University website notice (<http://www.ben.edu>) and Emergency Information Web page (<https://ben.edu/emergency-preparedness/>) posted by the Web Marketing and Services Manager.
8. The University's Emergency Notification Phone Tree by Department.
9. 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.
10. Posters/notices on campus buildings.
11. 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.
12. CERT members and their designees assume roles and responsibilities.
13. The electronic sign and campus TV network operated by the Marketing Office.
14. 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.
15. Student campus leaders – SGA, Candor and other student groups.
16. 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).
17. 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 [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)).
18. Cancellations.com, similar to the ECC, above.
19. Statement/Press Release e-mailed and faxed to Chicago area media outlets – television and radio.
20. Press conference for Chicago media outlets, if needed, to be arranged by the Marketing Office.
21. The PIO to personally speak with all media inquiries via phone or on camera/in person.
22. The PIO will respond to internal and external comments and questions.
23. The President may write an opinion editorial story for publication in the media, specifically the Daily Herald and Voices.
24. 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.
25. Updates to be posted to Facebook and X by the Marketing Office.

26. 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](http://www.cdc.gov) or [www.pandemicflu.gov](http://www.pandemicflu.gov) (health-related incidents).
27. The Marketing Office 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.

### **Roles of Students, Faculty and Staff During an Emergency**

Every Benedictine University employee and student can potentially play a role in the recovery of an emergency situation. Perhaps the most critical aspect is communication; accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of evolving incidents.

#### **A. Role of the Students**

Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings they live in or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel. The Emergency Preparedness Manager/Safety Specialist provides information and training to help students know what to do in emergencies and how they can prepare ahead of time.

#### **B. Role of Faculty and Staff**

Every member of the faculty and staff should read and understand the Emergency Procedures document, localized department emergency plans, and familiarize themselves with campus emergency procedures and building evacuation routes. Employees should be prepared to assess situations quickly and thoroughly, and use common sense in determining a course of action. They should follow Emergency Procedures to report fire or other emergencies that require immediate attention, establish contact with their Building Captain, and evacuate the building to the evacuation assembly areas in an orderly manner. Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.