SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

EMERGENCY OPERATIONS PLAN

March 31, 2023

Alton Campus

Wyvetter H. Younge Higher Education Campus (Formerly the East St. Louis Higher Education Campus)

Head Start and Early Head Start Centers

Belleville Satellite

Edwardsville Campus

Plan Approval

As the Chancellor of this University, I direct that this Plan shall be in full force and effect as of 12:01 a.m. on the first day of the month next following the date of the last signing of this instrument, as evidenced by the signatures affixed below. The Plan is reviewed and approved annually by the Chancellor, Provost/Vice Chancellor of Academic Affairs, Vice Chancellor of Administration, and Chief of Police.

This document shall be reviewed by the Emergency Preparedness Planning Group, Environmental Health and Safety (EHS), Facilities Management, and SIUE Police Department at least annually and modified as changes occur. The entities listed above share authority for emergency response-including coordination, planning, communications, drills, and community liaison with assistance from local agencies as necessary.

To supplement the Emergency Action Plan, the University Safety and Emergency Procedures Manual is designed to help faculty, staff, and students respond to on-campus emergencies.

James T. Minor
Chancellor

P. Denise Cobb
Provost and Vice Chancellor of Academic Affairs

Joseph Latalle
Vice Chancellor of Fiscal Affairs and Administration

David Goodwin
Chief of Police

Purpose

The EOP has been designed as a strategic plan to provide the administrative procedures necessary to cope with most campus emergencies. Any University's overall ability to respond to an emergency will rely upon tactical plans and business continuity plans developed by individual departments.

The plan is intended to establish policies, procedures, and organizational structure for response to emergencies that are sufficient to cause a significant disruption of the functions of all or portions of the university. This plan describes the roles and responsibilities of departments, schools, and personnel during emergencies. The basic procedures are designed to protect lives and property through the effective use of university and community resources. Since an emergency may come suddenly without warning, the procedures are designed to be flexible to accommodate contingencies of various types and magnitudes.

The purpose of any plan is to enable emergency responders and staff to perform essential emergency planning and response functions that will save lives; establish responsibilities necessary to performing these functions; and to prevent, minimize, and repair damage; and to ensure continuity of operations so that essential services may continue to be provided to the University and its clients.

Scope

Numerous natural and man-made disasters and hazards can affect the University and pose an actual or potential threat to public health and safety on the university campus. A comprehensive emergency plan is needed to ensure the protection of students, faculty, staff and guests from the effects of critical incidents and emergencies.

This Emergency Operations Plan (EOP) may be activated in response to a regional or national crisis that affects the University. Any emergency that affects our students, faculty, staff or guests is considered a university emergency.

This plan is designed to enable administrators, faculty, staff, and students to successfully cope with campus critical incidents and emergencies. The overall ability of university personnel to respond to any incident will rely primarily upon preplanned procedures, continuity of operations plans, building emergency plans and existing or newly promulgated SOPs and directives.

This plan, while primarily local in scope, is intended to be able to support a comprehensive, national, all-hazards approach to domestic incident management across a spectrum of activities including mitigation, preparedness, response, and recovery as required by the National Incident Management System.

This EOP currently includes the basic plan, emergency support annexes, building and facility plans, and other approved instruments and inclusions intended to augment, assist, support, or amend the EOP during emergency operations conducted in response to a critical incident, crisis, or disaster.

Assumptions

The University EOP can provide a realistic approach to the problems likely to be encountered on campus during a critical incident, crisis, or disaster. Therefore, the general assumptions outlined below can be made and the standard practice is to base planning on the worst-case conditions.

- An emergency may occur at any time and with little or no warning.
- Most incidents are handled locally, but some may require the support and resources of local, county, state, federal governments, and/or private entities.

- Incident plans must remain flexible as the succession of events in any incident are not fully predictable. The EOP will serve primarily as a guide or checklist and may require modifications in the field to mitigate injuries, damages, and/or to recover from the incident.
- An emergency or disaster may affect residents within close proximity to the University; therefore city, county, state and federal emergency services or resources may not be immediately available.
- An emergency or disaster may affect employees' abilities to support the emergency operations plans. Contingency plans shall be made to mitigate impact of unavailable responsible roles, and modifications should be made to continue emergency operations.
- Media events must be properly addressed. The Executive Director of Marketing and Communications shall be notified promptly. The accurate assessment of received information and its accurate reporting to all will negate the spread of unfounded rumors, panic, and the effects of misinformation.
- Operational requirements must be sustainable. During any incident which is perceived to require operations for longer than twenty-four hours, at the discretion of the University Chancellor, impacted personnel shall be assigned to 12-hour shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.
- Communications are likely to be disrupted or compromised due to damage to related infrastructure or by the burdens placed on communication due to high levels of usage. Flexibility in utilization of varied communication channels may be required.
- Exceptions to the plan policies and procedures may only be conducted after the approval from the Incident commander or designee is obtained.
- Requests for procedural changes and other recommendations should be submitted in writing to POSITION for review and recommendation. All changes recommended by POSITION will be submitted to the Chancellor's Council for evaluation and final approval and inclusion in the EOP.
- The EOP is the primary source for guiding University administrators, faculty, students, and staff whenever an emergency or disaster occurs on campus. There are functional and geographic areas of campus that have specific procedures in place that are to be followed first in a developing emergency. These additional procedures-including SOPs, checklists, Building Emergency Plans and other similar guidelines-shall remain in effect as long as they do not conflict with the provisions of this plan.
- The EOP supersedes all previously developed administrative policies and procedures that address campus emergency operations. Conflicts with existing plans shall be reconciled with this Plan or shall be immediately brought first to the attention of the POSITION as soon as possible for resolution.
- All personnel who are defined and tasked as emergency responders or emergency management personnel are required to train and/or be certified to minimum levels of competency as required by various federal, state, and local standards. For most personnel, at a minimum, this means completed training courses such as the NIMS introductory course IS-700, NIMS IS-100.HE (Incident Command System for Higher Education) or higher. http://training.fema.gov/is/courseoverview.aspx?code=IS-100.He

Campus Operations and Organizational Structure

Under Homeland Security Presidential Directive 5, SIUE's operations are guided by the National Incident Management System (NIMS). NIMS provides a national framework enabling federal, state, local and private sector non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to and recover from emergencies regardless of cause, size, and complexity.

Administrative Chain of Authority and Succession of Leadership

In the event the university's senior management personnel are unable to perform their duties and responsibilities during an emergency the delegation of authority and succession of leadership is as follows:

1. Chancellor
2. Provost and Vice Chancellor, Academic Affairs

3. Vice Chancellor, Administration
4. Vice Chancellor, Student Affairs
5. Vice Chancellor, Anti-Racism, Equity, Diversity, and Inclusion
6. Vice Chancellor, Advancement

University Operating Status

Use/refer to Policy 2C1 https://www.siue.edu/policies/2c1.shtml

Declaration of a State of Emergency at SIUE

The decision to make a Declaration of a State of Emergency at SIUE rests solely with the Chancellor or their designee.

Situation Level Determination and Activation of Emergency Operations Plan

Pre-Event Mitigation Activities
In advance of a pending emergency, a planned event, or a known event likely to escalate at SIUE, the Incident Commander may convene an Incident Command-Situation Briefing call to assess readiness and response, prior to formally activating the SIUE Emergency Response Plan and SIUE Emergency Operations Center/Emergency Response Team. The call may include stakeholders and subject matter experts, and may discuss the following, as information is available:

- Historical context for the threat or hazard
- Situation Briefing
- Scenarios which would exacerbate a possible emergency
- Resource needs and tracking/campus support update and tasks
- Protective measures to be issued for responders and/or SIUE community
- Communication to campus/public information update
- Next Steps

A briefing call will state the Situation Level and triggers to convene the SIUE EOC/ERT or schedule a date/time to convene virtually or in-person. If activated, an organization chart consistent with the Incident Command System would be established.

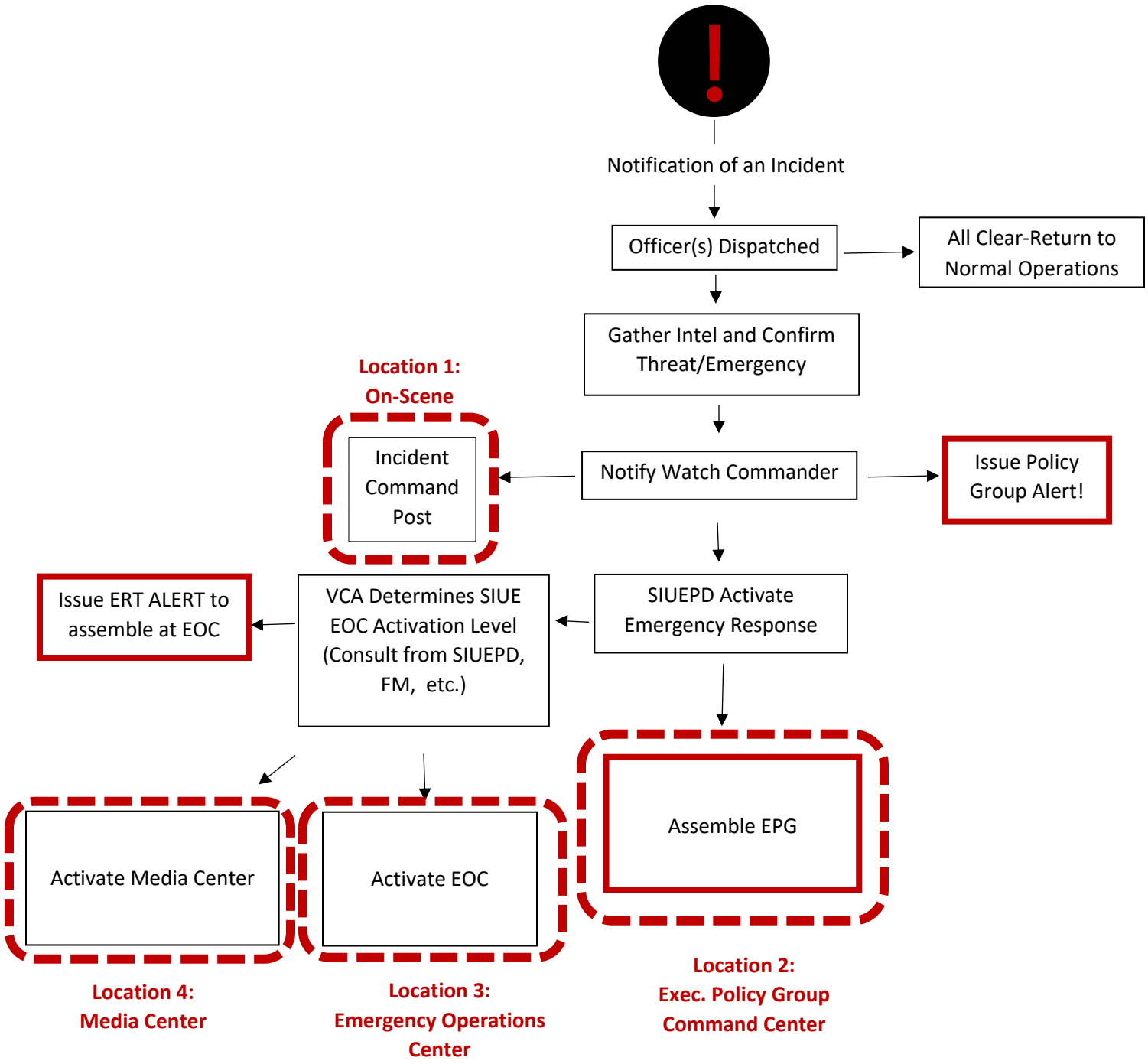
In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation and outside emergency services and resources will be essential. In all cases of a disaster, an ICP and an EOC will be activated, and appropriate support and operational plans will be executed.

Internal Notification

The Office of the Vice Chancellor for Administration (SIUE Police, local law enforcement, Facilities Management, Environmental Health and Safety, etc.) will likely be the first to receive notification of an emergency. Some minor incidents can be resolved with normal response capabilities while other emergencies may require additional resources or coordination.

Summary of General Response

The flow chart below denotes an example activation process for determination of Situation Level activation



Incident Command System

A standardized on-scene emergency management construct is specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. The Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small, as well as large and complex, incidents. The Incident Command System is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Consistent with NIMS, SIUE incorporates the basic structure of the Incident Command System. The system is used nationwide for on-scene management of an emergency. It allows for necessary adjustments and incorporation of university support functions to meet the unique needs of the university. NIMS is the model tool for response command, control, and coordination, and it provides a means to coordinate the efforts of the university and external partners as they work toward the common goal of stabilizing an incident and protecting life, property, and the environment. SIUE uses NIMS during incident management, some of which include:

- Modular Organization: The structure is flexible and scalable. Only personnel and resources required for the incident objectives are used and are demobilized to maximize productivity and minimize cost and duplication of effort.
- Incident Action Planning: A verbal or written plan for achieving incident objectives, by leadership, provides a common operating picture.
- Span of Control: One individual oversees between 3-7 personnel to provide adequate control, communication, and resource management.
- Chain of Command and Unity of Command: An orderly line of authority/communication. Staff report to one supervisor to eliminate confusion.

Single Command

When an incident occurs within a single jurisdiction and there is no jurisdictional and functional agency overlap, a single command IC should be designated with overall incident management responsibility assumed by the appropriate jurisdictional authority.

The designated incident commander will develop the incident objectives on which subsequent incident action planning will be based. The incident commander will approve the Incident Action Plan and all requests pertaining to the ordering and release of incident resources.

Unified Command

When no one jurisdiction, agency or organization has primary authority and/or the resources to manage an incident on its own, Unified Command may be established. In Unified Command, there is no one “commander.” Instead, the Unified Command manages the incident by jointly approved objectives. A Unified Command allows these participating organizations to set aside issues such as overlapping and competing authorities, jurisdictional boundaries, and resource ownership to focus on setting clear priorities and objectives for the incident. The resulting unity of effort allows the Unified Command to allocate resources regardless of ownership or location. Unified Command does not affect individual agency authority, responsibility, or accountability.

Activating the Campus Emergency Response Team

The Incident Commander or designee is responsible for activating the Campus Emergency Response Team to support the incident on-scene at the incident location and off-site at the Campus Emergency Operations Center.

Situation Level Definitions

Normal Campus Conditions (No Emergency)

When normal campus conditions exist, no unusual response or planning activities are necessary.

Minor Incident (Level 1)

A critical incident or minor emergency is any event whose initial impact is limited to a specific segment or subgroup of the Alton, Wyvetter H. Younge Higher Education Campus, or Edwardsville campus. A critical incident causes significant disruption to the subgroups which they affect but does not disrupt overall campus operations. During a critical incident or minor emergency an Incident Command Post (ICP) may be established as determined necessary by the POSITION or designee.

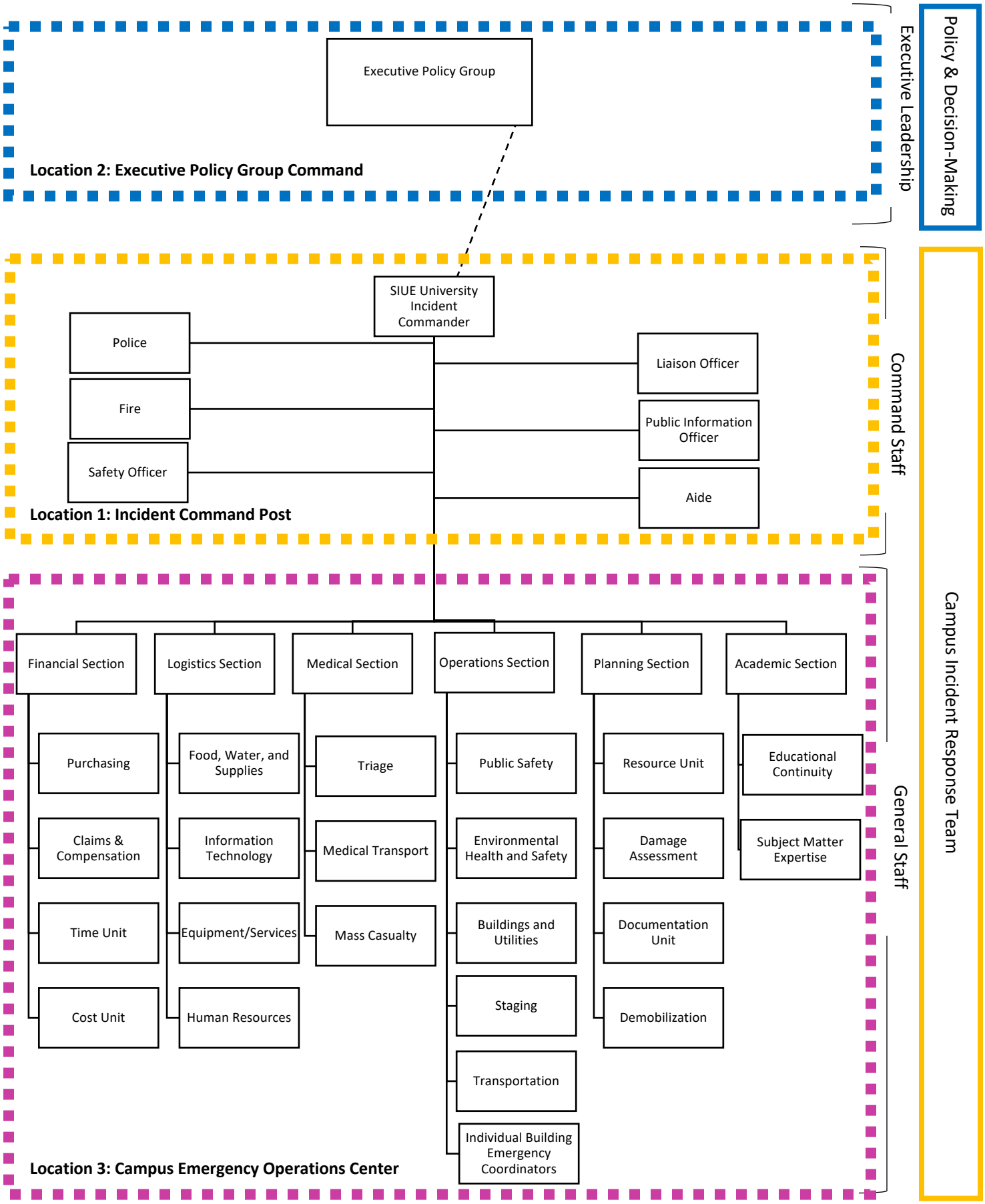
Major Incident (Level 2)

A crisis or major emergency is an event which disrupts the orderly operations of the Alton, Wyvetter H. Younge Higher Education Campus, or Edwardsville campus(es) or its institutional missions. A crisis affects all facets of the campus(es) and often raises questions or concerns over closing or shutting down the campus(es) for any period of time. Outside emergency resources will probably be required, as well as a major effect from available campus resources. A crisis on campus will require establishment of an ICP and may require an Emergency Operations Center (EOC). Major policy considerations and decisions will usually be considered by the Executive Policy Group during a crisis.

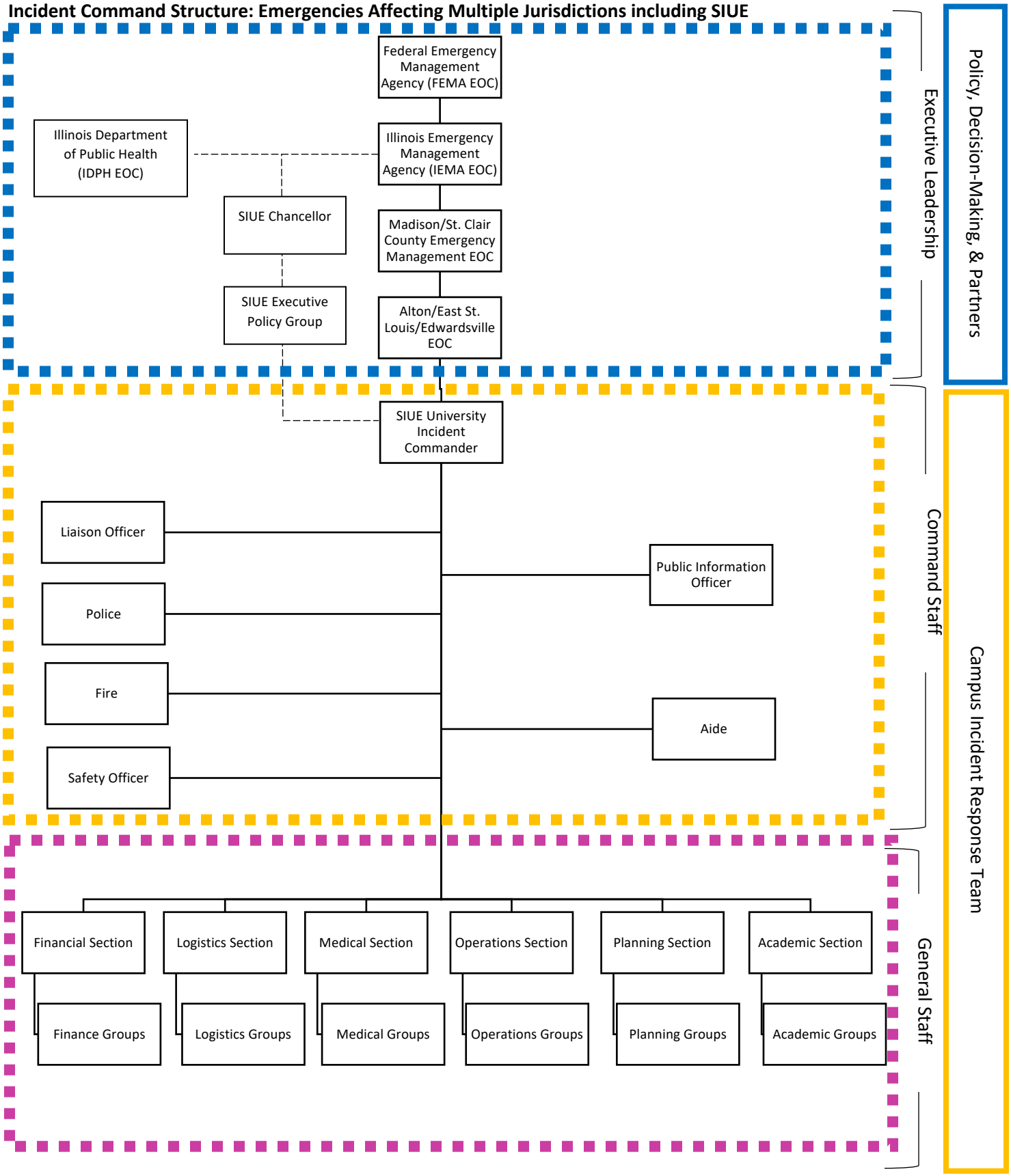
Disaster (Level 3)

A disaster is an event whose nature and impact extends beyond the University and disrupts not only operations and functions of the campus(es), but also those of surrounding communities. During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community.

Incident Command Structure: Emergencies Affecting SIUE Only



Incident Command Structure: Emergencies Affecting Multiple Jurisdictions including SIUE



The Executive Policy Group

The Executive Policy Group (EPG) provides SIUE-wide leadership, policy decisions, and strategic direction for any emergency that impacts the university's ability to perform its mission. The EPG is activated when a significant emergency affects the campus(es), to elevate the situation and consider the high-level policy issues.

The scope of responsibilities of the EPG includes: policy-level decisions (curfew, evacuation order authorization), evaluation of institutional effects, authorizing suspension of classes and/or programs, addressing legal issues, approving temporary policies, fiscal authorizations, guidance on policy direction when requested by the EOC, responding to request from the Media Center, waiver of university policies, advising the Chancellor, President, and other executive authorities on policy issues, and reallocation of resources across conventional boundaries.

The Executive Policy Group DOES NOT direct emergency response and field operations, make tactical decisions, or manage response departments. EPG decisions may include canceling or delaying classes and university operations, canceling planned leaves and vacations for designated emergency responders and support, determining how students will be supported.

The Executive Policy Group will work with the Media Center and Public Information Office to draft a unified message for release to the community, and the media and external public when needed.

The Emergency Operations Center

The Emergency Operations Center is the central coordinating point for obtaining, analyzing, reporting and retaining emergency response related information (event logs, casualty information, property damage, fire status); for strategic decision-making requirement; and for information dissemination to senior leadership.

The Emergency Operations Center (EOC) is staffed by Emergency Response Team members from departments and units under Vice Chancellor units as appropriate. The EOC allows the team to work closely together to support the incident, without duplication of effort, and make recovery more efficient for the university community.

A declaration of a State of Emergency or Major Disaster Situation Level at the university is not required to necessitate activation of the SIUE Emergency Operations Plan or the Emergency Operations Center. The decision to activate the plan or whether it is a partial or full activation is based on the Level of Emergency. The decision to activate the EOC is based on demands of the emergency and how extensively the coordination of resources is needed to assist the Incident Commander.

The Media Center

The Public Information Officer (PIO) is responsible for direct communication regarding the emergency. The PIO leads the set-up, use, and breakdown of the Media Center. All press releases must be approved by the Incident Commander. Members of the news media will be escorted by any and all members of the university to the Media Center.

Incident Response Locations

Following the nationally-recognized Incident Command System for managing a response, the structure at SIUE consists of 3 or more primary roles, in different locations. The table offers a description of the locations.

Location	Responsibility	Role	Description
Incident Command Post (On-Scene)	Tactical Response	Campus Emergency Response Team: Command Staff	The Incident Commander directs emergency response in the field and oversees all incident-related operations (CEOC, Media Center, Family Reunification, etc.)
Campus Emergency Operations Center (Off-Site)	Coordination and Support	Campus Emergency Response Team: General Staff	The CEOC is offsite coordinating support for the on-scene response and any other sites (Media Center, Family Reunification, etc.)
Executive Policy Group Command Center (Off-Site)	Policy-Level Decisions	Emergency Operations Executive Policy Group	Often co-located next to the Campus Emergency Operations Center, but may be virtual, the EPG makes strategic university-wide decisions and coordinates with executive officials at the University-level and outside officials.
Media Center	Media Management	Public Information	Led by PIO. Central information source. News briefings, interviews, social media monitoring, and rumor control.

Emergency Response Locations

	Alton	Wyvetter H. Younge Higher Education Campus	Edwardsville	Satellite Sites	Off-site programs and activities
Primary	**Bldg 283 and 282 lower level**	**Multipurpose Room, Bldg D**	**Supporting Services: Purchasing/Facilities Conference Rooms**		
Secondary	**Bldg 273 Conference Room**	**Cafeteria, Bldg B**	**Birger Hall**		
Alternate	**Remote (ESL)**	**Remote (Alton)**	**NCERC**		
Alternate	**Remote (Edwardsville)**	**Remote (Edwardsville)**	**Remote (virtual CEOC)**		

Responsible Positions

Command Staff	Title	Alternate	Brief Duties
SIUE University Incident Commander	Chief of Police	Captain, Police Services	• Keeps Executive Policy Group Updated • Set-up and administer the EOC facility • Establish and oversee EOC communication flow • Overall command and control of the incident
Liaison Officer	Director, Facilities Management	Associate Director, Facilities Management	• Notifies significant area agencies affecting or potentially affected • Ensures inter-agency coordination • Provides briefings and answers questions for agencies.
Safety Officer	Manager, Environmental Health and Safety	TBD	• Monitors and assesses safety hazards/unsafe situations • Exercise emergency authority to prevent unsafe acts when immediate action is required
Public Information Officer	Director, Media Relations	Assistant to the Director for Marketing and Communications	• Coordinates information with ICS, EPG, Media • Designates a staging area for media release • Ensures accurate and timely information
Fire	Edwardsville, Alton, East St. Louis Fire Dept	Edwardsville, Alton, East St. Louis Fire Dept	• Ensure responder safety • Reports to SIUE UIC on campus safety issues • Minimize student, faculty, staff, guest risk • Liaison to City of Edwardsville Fire
Police	Captain, Police Dept	Lieutenant, Police Services	• Support evacuation plans • Coordinate Traffic Control • Communication areas and patrol • Establish assembly areas and shelters
Aide	Associate Vice Chancellor for Student Affairs	Associate Vice Chancellor/Dean of Students	• Assist in communication and information sharing between Executive Policy Group • Serves as recorder of information

Executive Policy Group		
Chancellor	Vice Chancellor for AEDI	Executive Director, University Marketing and Communications
Provost and Vice Chancellor for Academic Affairs	Vice Chancellor for Advancement	Director, Athletics
Vice Chancellor for Administration	Budget Director	Executive Director in the Office of the Chancellor
Vice Chancellor for Student Affairs	General Counsel	

General Staff	Title	Alternate
Finance Section		
Finance Section Head	Director, Financial Affairs	Financial Specialist
Purchasing	Director, Purchasing	Procurement Officer Specialist
Claims and Compensation	Associate Dean, Executive Director for Administration, Finance and Operations, School of Dental Medicine	Senior Director of Financial Affairs, Foundation
Time Unit	Assistant Director of Benefits, Payroll and HRIS	HR Systems Manager
Cost Unit	Senior Budget Analyst, Budget Office	Director of Business Affairs, Provost Office
Logistics Section		
Logistics Section Head	Director, Parking Services	Assistant Coordinator of Parking and Traffic
Food, Water, Supplies	Catering Manager, Dining Services	Director of Dining Services
Information Technology	Director and Deputy CIO	Associate Vice Chancellor for IT/CIO
Equipment/Services	Associate Athletic Director for Internal Operations and Fan Engagement	Assistant Director, Campus Recreation
Human Resources	Director, Human Resources	Assistant Director of Labor and Employee Relations
Medical Section		
Medical Section Head	Director, Health Service	Nurse Administrator, Health Service
Triage	Doctor of Nurse Practitioner, Health Services	Physician, Health Service
Medical Transport	Director, We CARE Clinic	Staff RN II, Health Service
Mass Casualty	Instructor, School of Nursing	Professor of Military Science
Operations Section		
Operations Section Head	Lieutenant, Police Services	Sergeant, Police Services
Public Safety	Lieutenant, Police Services	Sergeant, Police Services
Environmental Health and Safety	Safety/Environmental Compliance Specialist	Safety/Environmental Compliance Associate
Buildings and Utilities	Assistant Director, Physical Plant	Assistant Director Alton and East St. Louis Operations
Staging	Superintendent Grounds	Assistant Director Building Maintenance
Transportation	Manager, Transportation	Business Administrative Associate
Individual Building Emergency Coordinators		
Planning Section		
Planning Section Head	Director, Housing	Associate VC Enrollment Management
Resource Unit	Director, Planning and Budget, VCA	Director, ACCESS
Situation Unit	Director, Campus Recreation	Director, Morris University Center
Documentation Unit	Records Management Officer	Professor, Library Archives
Demobilization Unit		
Academic Section		
Academic Section Head	Associate Provost, Academic Affairs	Assistant Provost
Educational Continuity	Coordinator for Policy	Registrar
Subject Matter Expertise		
Epidemiologist	Huaibo Xin	
Behavioral Health Specialist	Jeremy Jewell	

Access and functional needs advisor	Dominic Dorsey	
Cybersecurity	Tim Jacks	Jeff Laughlin