

**DEPAUL UNIVERSITY**  
**EMERGENCY OPERATIONS PLAN**

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**LOOP AND LINCOLN PARK CAMPUSES**

**Last updated:**  
**December 5, 2019**



## **An Emergency Preparedness Message from the Executive Vice President**

As an institution of higher learning located within an urban environment and serving both students and a large local community, DePaul University (the “University”) has determined that it is imperative to maintain a plan for preparing for, responding to and recovering from campus emergencies.

Given the regrettable campus emergencies making headlines recently, it has become abundantly clear that campus emergencies can happen at any time and anywhere. This Campus Emergency Operations Plan is designed in an effort to facilitate the University’s effort to address any major emergency that may arise.

Through this Plan, the University seeks to minimize the risk and prevent the severity of such emergencies in an effort to ensure the safety of its students, employees and neighbors in the local community.

While the University seeks to avoid all campus emergencies, if such emergencies arise, it is the University’s goal to efficiently, skillfully and safely manage an emergency response in collaboration with local authorities.

Sincerely,

Jeff Bethke  
Executive Vice President

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# EXECUTIVE SUMMARY

**An emergency can occur at any time, suddenly and without warning. Proper planning is essential to minimize the impact of any emergency on the university community, operations, and facilities.**

The Campus Emergency Operations Plan is designed to provide DePaul University with a management tool to facilitate a timely, effective, efficient, and coordinated emergency response to significant events affecting the campus or its population. It is based on integrating DePaul University emergency response resources with those of other government and emergency response agencies.

The Campus Emergency Operations Plan does not replace existing emergency procedures but supplements them by defining the relationships between those and other procedures and organizations to build a unified command structure.



**Emergency management consists of four continuous stages:**

## **Mitigation**

This stage includes activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate the University community on measures they can take to reduce loss and injury.

## **Preparedness**

Preparedness is a continuous process. Preparedness involves efforts at all levels to identify threats, determine vulnerabilities, educate and train the community and identify required resources. Preparedness is operationally focused on establishing guidelines, plans, procedures, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

## **Response**

Response includes activities that address the short-term and direct effects of an incident. It includes immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; and continuing investigations into the nature and source of the threat.

## **Recovery**

Recovery incorporates the development, coordination, and execution of service- and site-restoration plans; the reconstitution of operations and services; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

# 1

## **BASIC PLAN OVERVIEW**

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- 1.1 General Purpose Statement
- 1.2 List of Assumptions
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## 1.1

### **GENERAL PURPOSE STATEMENT**

The purpose of this Campus Emergency Operations Plan is to provide guidance and direction to University personnel in the event of an emergency or crisis situation in order to effectively respond to any emergency situation on University property that could cause death, injury, disruption of operations, or physical or environmental damage.

An “emergency” is any situation creating imminent danger to: lives, health, or safety; public and private property; or the ability of the University to reasonably carry on normal operations.

Since not every emergency scenario can be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. This plan, therefore, designates areas of responsibility and defines a framework to respond to emergency situations.

The University will employ the following guidelines to assess the level of emergency and direct an appropriate response at both its Loop and Lincoln Park campuses.



## 1.2

### **LIST OF ASSUMPTIONS**

The following assumptions are applied throughout this plan:

- Campus emergencies may occur at any time of year, any day and at any time with no warning;
- Campus emergencies can be caused by an accident, a natural disaster, or criminal behavior by an individual or group;
- The University's campuses and suburban facilities are located in cities with well-trained, responsive police and fire departments equipped to handle all emergencies;
- The University relies upon the Chicago Police Department for assistance in formulating crime prevention techniques and in planning emergency response procedures, protocols and strategies;
- If a major or serious crime occurs at any University campus, the police in that jurisdiction, will, once on the scene, take control of the situation as provided by law.

## 1.3

# CONCEPT OF OPERATIONS

By virtue of this Campus Emergency Operations Plan, the University intends to prepare for and adequately respond to any campus emergency. This Plan will be activated once a level 3 emergency has been declared. The Campus Emergency Operations Plan will then be utilized as a decision-making tool and general framework for intelligence collection, information dissemination and a programmed response.

All University emergency operations will be implemented and conducted in accordance with the concepts and procedures recognized by the National Incident Management System (NIMS) model and the Incident Command System (ICS).

NIMS defines several important roles including, but not limited to:

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. Depending on the situation, law enforcement may establish their own on-site IC. DePaul's IC will coordinate and comply with all directives. DePaul Command Staff and General Staff report directly to the DePaul Incident Commander. These positions are established to assign responsibility for key activities. The DePaul Incident Commander and Command Staff operate out of one or more Emergency Operations Centers (EOC).

**Public Information Officer:** The Public Information Officer communicates up-to-date and accurate information on the status of the situation to the university community, media, general public, and key agencies.

**Liaison Officer(s):** The liaison officer(s) are the point(s) of contact for government representatives, nongovernment, and private entities.

**Safety Officer:** The safety officer monitors and evaluates all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel.

**Additional Incident Command Staff:** Based on the nature of the emergency, university personnel may be called to operate out of the EOC and report to the Incident Commander.

Since the University's Public Safety Office is staffed 24 hours per day, the first officer upon the scene of such an emergency has initial responsibility as Incident Commander and will promptly contact the Director of Public Safety or the VP for Facility Operations. The Director of Public Safety or the VP for Facility Operations shall immediately notify the Executive Emergency Response Team (EERT), in order to initiate this Campus

Emergency Operations Plan. Until such time as the Director of Public Safety or the Vice President for Facility Operations of the University can be contacted, or the Public Safety on-duty supervisor is otherwise relieved by higher authority or local authorities, the on-duty supervisor will direct all available University resources to provide priority protection for life, safety and preservation of property.

The Emergency Operations Center (EOC) will be managed by the Incident Commander (or his designee if the Incident Commander is on the scene of the emergency) and will coordinate with the University's EERT.

The University's Public Information Officer is the Vice President for Public Relations and Communications. The Public Information Officer will coordinate with the Executive Emergency Response Team, Incident Commander, and external media outlets to ensure accurate and timely dissemination of information. As necessary, the Public Information Officer will coordinate with local authorities, federal agencies, and technical specialists, e.g., the National Weather Service or Centers for Disease Control and Prevention, to provide information imperative to resolving a campus emergency.

It is the policy of the University to involve local authorities when it is determined that a particular campus emergency exceeds the capabilities of University personnel. The University will, therefore, seek the assistance of the City of Chicago Police Department, City of Chicago Fire Department and other local agencies on an as needed basis. The University will then coordinate with such local agencies and comply with their directives.

The Campus Emergency Operations Plan contains various Functional Annexes and Situational Protocols that assign responsibilities for specific emergency functions and delineate procedures to combat known potential dangers. These Functional Annexes and Situational Protocols contain summary reference and/or guidance to the University Community, with detailed procedural documents, university policies, and/or university websites cited as reference. These detailed procedural documents, policies, and websites are continually maintained and updated by their respective organization owners and will be utilized as guides in emergency response.

The Annexes and Protocols along with this Campus Emergency Operations Plan will be continually reviewed and revised to achieve an optimal emergency response.

## 1.4

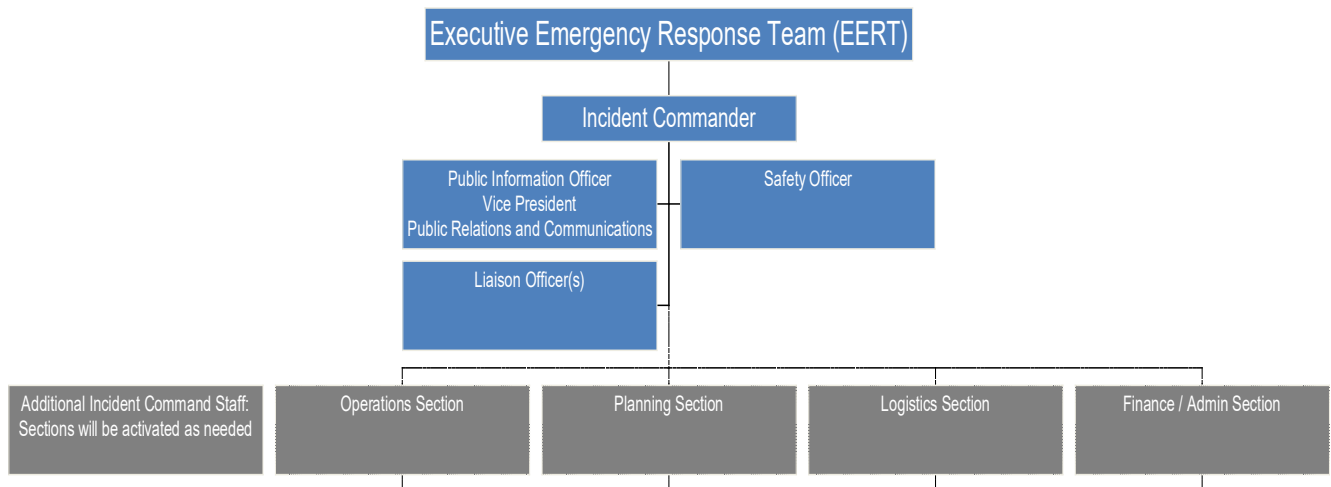
# DEPAUL UNIVERSITY INCIDENT COMMAND STRUCTURE

The Executive Emergency Response Team (EERT) consists of the following individuals listed in order of rank:

- ***President***
- ***Provost***
- ***Executive Vice President***
- ***Chief of Staff***
- ***Vice President, Facility Operations***

The highest-ranking available member of the EERT shall have the authority to declare a Level 3 University emergency. In such a case, the President, or the highest ranking available EERT member, will immediately initiate University evacuation and closure procedures and will coordinate with the Incident Commander, Public Safety and Facilities Operations Offices, and notify the University's Public Information Officer to implement the Emergency Communication procedures outlined further in the Communications Annex (2.2), **after contacting 9-1-1.**

The chart below shows how the Incident Commander and Command staff report up to the EERT:



## 1.5

### **ADDITIONAL INCIDENT COMMAND STAFF**

As an emergency evolves, University resources in addition to the EERT and Incident Command Officers may be employed as necessary depending on the nature and duration of the emergency. These additional incident command staff will be aligned into one of four NIMS compliant team structures and will report directly to the Incident Commander or indirectly via a team leader for the duration of the emergency. These teams include Operations, Planning, Logistics, and Finance/Administration.

Listed below are the positions by team likely to be called into action by the Incident Commander and a list of their potential responsibilities depending on the nature of the emergency:

#### Operations:

##### Associate Director of Emergency Management

- Ensures emergency communication channels are operational. Helps to coordinate necessary resources and maintains event logs.

##### Vice President for Student Affairs

- Coordinate counseling, student health services, and assist Public Information Officer with student and parent messaging.

##### Vice President for Information Services

- Advise Incident Command and EERT on any impacted telecommunications and information services infrastructure and invoke information services disaster recovery plans in the event of services disruption.

#### Planning:

##### Associate and Assistant Director of Emergency Management

- Assist with invoking business continuity plans
- Activities are focused on mitigation and preparedness and involve policies, procedures, training, and exercises. Gathers input and seeks review from key university staff in the regular review of this campus emergency operations plan.

##### Department Planners

- Invoke business continuity plans

#### Logistics:

#### Directors of Lincoln Park and Loop Facility Operations

- Coordinate all facility evacuations, closure, cleaning, repair, and restoration.
- Coordinate receipt of supplies and management of contracted labor.
- Coordinate relocation plans for affected units.

#### Finance / Administration:

##### Controller

- Provide timekeeping, payroll, and budgeting guidance to affected faculty and staff.

##### Treasurer

- Provide financing, procurement, and insurance claim instructions. Will also handle resource management including tracking/distributing donations received after a major emergency.

##### AVP, Office of the Provost

- Provide budgeting and staffing input to the process.

##### Vice President for Human Resources

- Provide compensation and benefits claims input as necessary.

##### General Counsel

- Provide legal advice on contracts and liability matters associated with the emergency and response.

In addition to these central roles, officers, staff and/or faculty from the college or business unit affected by the emergency situation may be called to participate as part of the Incident Command staff.

## 1.6

# ASSIGNMENT OF FUNCTIONS & RESPONSIBILITIES

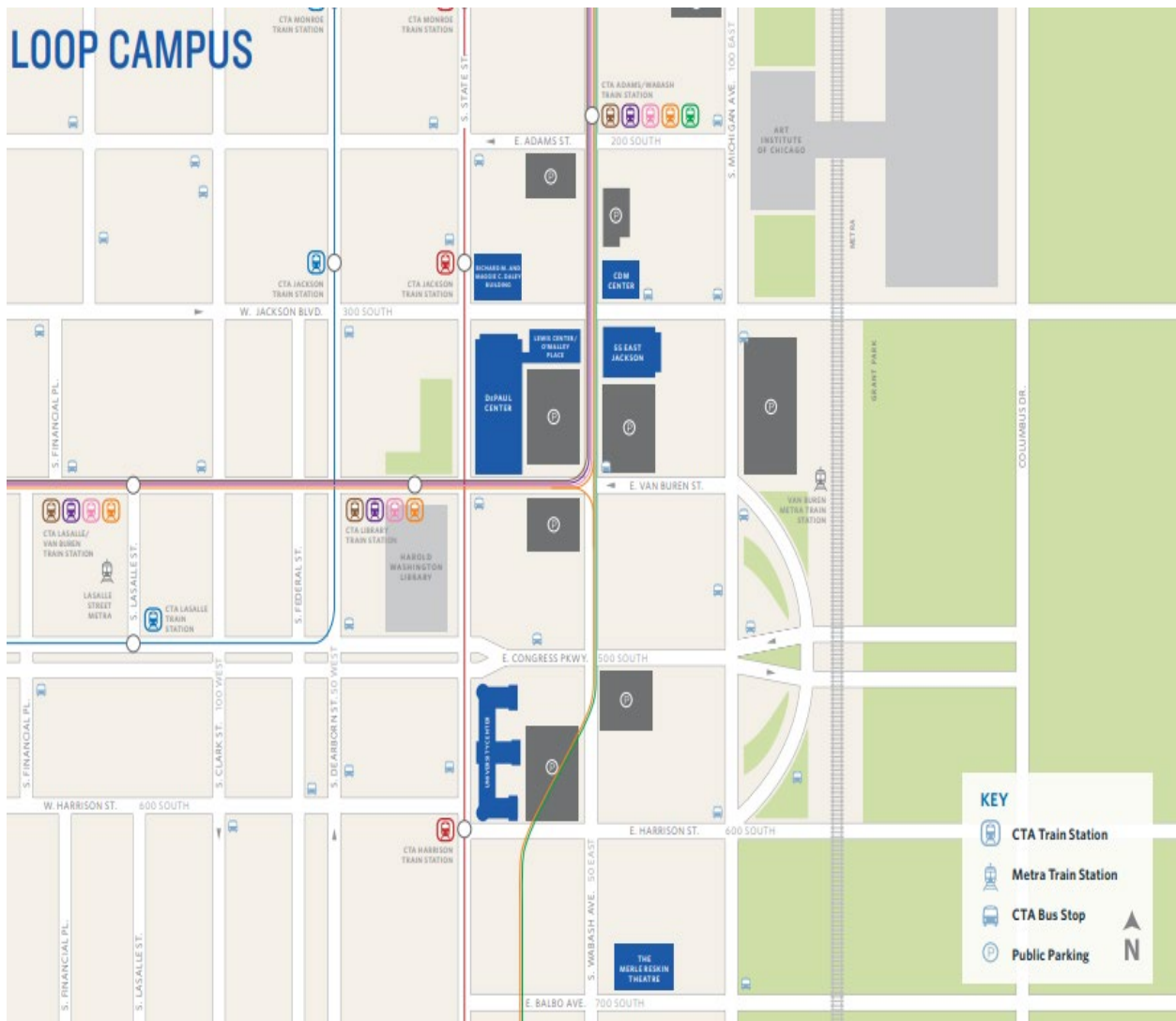
Following NIMS guidelines, the University has adopted the following general guidelines to assess the severity of emergencies affecting the University and to coordinate an appropriate response. In the event of an unanticipated emergency, these are the guidelines for the University's default response.

LEVEL	TYPE OF EMERGENCY	RESPONSE	EXAMPLES
1	A minor department or building problem that can be resolved using internal resources.	A Level 1 incident should be reported to the appropriate University academic or business unit and will be resolved internally by following established policies and procedures. Public Safety may be contacted when such incidents occur outside of regular business hours.	Broken water pipes, faulty locks, problems with telephone service, etc. Such issues should be reported to Facility Operations or the Help Desk (TCC).
2	A facilities-focused emergency having little impact on members of the campus community, other than those using the specific area where it occurred. Such emergencies can typically be resolved with internal resources or with limited assistance from outside agencies.	Generally, Level 2 events should be reported to the appropriate University academic or business unit and resolved internally by following established policies and procedures, unless the situation poses danger to persons or property. If that is the case, persons aware of the emergency should also notify Public Safety.	Minor chemical spills, loss of heat or electricity for several hours, a minor fire confined to a single room, etc.
3	A major, potentially catastrophic emergency or imminent threat of such an emergency, impacting a sizeable portion of a campus and/or its surrounding community, which requires a response involving significant assistance from external emergency response agencies. May also be an emergency situation focused on a person or persons (as opposed to only University facilities), that can be resolved with internal resources or with limited assistance from local authorities.	In a Level 3 emergency, call 9-1-1, and then contact Public Safety immediately. Public Safety will then contact the appropriate external agencies for assistance and promptly notify the Director of Public Safety and/or the VP for Facility Operations. The Director of Public Safety or the VP for Facility Operations shall immediately notify the EERT. Prior to assembling the EERT, on-scene emergency responders are authorized to make critical operational decisions and to commit resources to mitigate and control the emergency.  Appropriate departments (Student Affairs, Human Resources, etc.) may then be contacted, as appropriate. If the University's response requires resources from a variety of areas within the University, the EERT may be notified to provide direction and coordination.	Major criminal activity, Earthquakes, tornados, significant act of violence, including but not limited to an active shooter situation, terrorism, flood, major fire, extended power outage, or a contagious disease outbreak.

# 1.7

## MAPS

Maps of Loop and Lincoln Park campuses for all University owned buildings are available at: <http://www.depaul.edu/campus-maps/Pages/default.aspx> and included in the following pages:







## 1.8

### **CITATIONS TO LEGAL AUTHORITY**

This Campus Emergency Operations Plan was prepared in accordance with the NIMS and the Campus Security Enhancement Act of 2008, 110 ILCS 12 *et seq.*

## 1.9

### **REVIEWING, EXERCISING, AND UPDATING THE PLAN**

The Associate Director of Emergency Management shall review as needed and consider revisions to this Campus Emergency Operations Plan. All changes shall be made with the advice and counsel of the EERT, Office of General Counsel, Public Safety Office, Facility Operations, Student Affairs, and upon consultation with local authorities.

A portion of the plan will be exercised every 12 to 18 months and can include table-top exercise or drill. The EERT will be provided with a written summary of results and suggested changes to the plan, if any.

# 2

## CAMPUS FUNCTIONAL ANNEXES

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- 2.1 Incident Command Annex
- 2.2 Communications Annex
- 2.3 Evacuation and Reverse Evacuation Annex
- 2.4 Mass Care Annex
- 2.5 Health and Medical Annex
- 2.6 Mortuary Services Annex
- 2.7 Resource Management Annex

## 2.1

### **INCIDENT COMMAND ANNEX**

The purpose of the Incident Command Annex is to manage, direct and control the University's response to a major emergency.

In the unlikely event of a Level 3 campus emergency, certain emergency protocols shall be initiated to protect students, staff and members of the community. University personnel shall be prepared to contact local authorities, coordinate with local authorities and, as needed, provide support to local authorities in order to safely respond to and resolve the emergency. The University's Public Safety Office, Facilities Operations Office and Office of Public Relations and Communications Departments shall initially be primarily responsible for assisting local authorities.

Since the University's Public Safety Office is staffed 24 hours per day, the on-duty supervisor at the time of a major campus emergency has initial responsibility for contacting the appropriate external agencies for assistance and promptly notify the Director of Public Safety and/or the VP for Facility Operations. The Director of Public Safety or the VP for Facility Operations shall immediately notify the EERT.

The on-duty supervisor will assume the role of Campus Incident Commander until such time as the on-duty supervisor is relieved by higher authority. Until relieved, the on-duty supervisor will direct all available University resources to provide priority protection for life, safety and preservation of property.

Two possible areas have been identified to serve as official Emergency Operations Centers (EOC):

**Loop Campus**  
**6th floor Conference Room**  
14 E. Jackson Boulevard  
*In communication with Public Safety Dispatch Center*

**Lincoln Park Campus**  
**Public Safety/Housing Office**  
Located on the third floor of Centennial Hall  
2345 N. Sheffield Avenue

In the event that these EOCs are inaccessible or otherwise unavailable for use, an alternate location will be established and the location will be communicated to all parties.

The Incident Commander will inform the EERT and other key administrators as to which location they need to go to or if there is another alternate location they need to meet at.

Emergency supplies and equipment are available at each EOC.

The Incident Commander shall update and inform the EERT at their designated location as circumstances change.

As set forth in the Communications Annex (2.2), both phone and data networks may be unavailable on campus. In such a circumstance, staff will be dispatched from one or more of the University's designated Command Centers to alert key leaders in each University facility. Those alerted will then be expected to alert others in their facility.

The Communications Annex also dictates that the Public Information Officer is charged with responsibility for distribution of information to the public and will act as a liaison between the EERT, Incident Command Staff, local authorities and public media outlets. The Public Information Officer will also designate a public information center.

The University's Public Safety Office and Facilities Operations Office shall be charged with the responsibility of maintaining significant events logs as well as ensuring the removal of dangerous debris, assuming the local authorities have authorized removal of such materials.

## 2.2

### COMMUNICATIONS ANNEX

The purpose of the Communications Annex is to manage, direct and control the dissemination of timely and accurate information regarding a campus emergency.

Timely and accurate communication with the campus population during a campus emergency is critical. The Public Information Officer is responsible for coordinating all emergency communications.

Depending upon the nature and time of the emergency, the University community will be alerted as soon as possible through a combination of electronic message boards, interior and exterior emergency speaker announcements, and the DPU Alert system, which has the capability of broadcasting thousands of voicemails, e-mails, and text messages to registered users within a matter of minutes. A banner on the University's homepage may also be activated along with the use of the University's social media channels to provide initial emergency information and updates.

The Public Information Officer will then, as necessary, report to local TV news and radio stations, including:

- *WBBM-TV CBS Chicago (Channel 2)*
- *WMAQ-TV NBC Chicago (Channel 5)*
- *WLS-TV ABC Chicago (Channel 7)*
- *WGN-TV (Channel 9)*
- *WFLD-TV Fox Chicago (Channel 32)*
- *WSNS Telemundo (Channel 44)*
- *WGBO Univision (Channel 66)*
- *WBEZ-FM (91.5 FM)*
- *WGN-AM radio (720 AM)*
- *WBBM news radio (780 AM)*

and all appropriate media outlets to ensure timely, accurate and useful information and instructions are transmitted to the public.

Should both the phone and data networks be unavailable, staff will be dispatched from the EOCs to alert key leaders in each building, who will be expected to alert others in their buildings. When appropriate, the local media will also be advised. Emergency/update information will be recorded on the main University number (312-362-8000).

## 2.3

# **EVACUATION AND REVERSE EVACUATION ANNEX**

The purpose of the Evacuation and Reverse Evacuation Annex is to manage, direct and control an orderly campus evacuation in the event of a campus emergency. If an emergency situation arises and the University must evacuate any of its facilities, our goal will be to keep unaffected campuses open and operating on a normal class and business schedule. The University is prepared to evacuate any campus, and will do so if it becomes aware of potential danger.

The evacuation of any campus building requires the teamwork of many departments, professional and student staff and residents.

The evacuation of any housing building will be conducted in coordination with Housing Services, Public Safety Office and Facility Operations. All other evacuations shall be conducted in coordination with Public Safety and Facility Operations.

This procedure is coupled with the Long Term Emergency Evacuation procedure. In addition to the procedures set forth below, Public Safety and Facility Operations staff will further respond as directed in the Housing Services and Facility Operations procedure manuals.

### ***GENERAL EVACUATION PROCEDURE***

In the event of an emergency situation requiring evacuation, students, faculty, staff, and visitors will be alerted via electronic message boards and interior/exterior emergency speaker announcements. Everyone will be instructed to leave personal belongings and evacuate the building quickly and will be allowed back in the building as soon as the appropriate authorities issue an "all-clear." In all evacuations, all are advised to refrain from using phones while exiting to allow for a quick evacuation.

In the event of an emergency other than fire, for example criminal activity, the Facility Operation and Public Safety Offices shall determine whether evacuation is necessary, and communicate with appropriate staff to ensure swift and efficient evacuation of students, staff and guests. In the event of a building evacuation, one of the closest non-affected University buildings will serve as the reassembly area, unless outdoor assembly is deemed necessary.

Unless otherwise communicated, the primary outdoor assembly areas are:

- Loop Campus: Grant Park (Southeast corner of Jackson and Michigan Ave.) and Pritzker Park (Northwest corner of State and Van Buren)
- Lincoln Park Campus: The Quad and Wish Field



## ***REVERSE EVACUATION/LOCKDOWN***

If it appears dangerous for the community to remain outside, then all students, staff, faculty and guests may be directed to move into a building(s), for example, in the event of a tornado, armed aggressor, or any other major event near the campus. A complete lockdown of the building(s) may be required. The general purpose of a lockdown is to convert a building into a large “Safe Room” and will be made only if there is a serious risk of danger to staff, faculty and students. The decision to initiate building lockdown procedures may be at the discretion of University officials or in response to a request by local law enforcement officials.

### **In the event of a lockdown:**

- In a classroom: close doors, use door barricade device and lock doors if possible. Turn off lights, silence phones, and stay away from windows.
- In office area: remain in office, or secure area, with the door locked. Turn off lights, silence phones, and stay away from windows.
- In common area: move to a lockable room (nearby classroom, office, etc.) as soon as possible.
- Remain in your secure area until further instructions are provided.

## ***RESIDENCE HALL EVACUATION PROCEDURE***

Upon hearing a building alarm, students must leave the residence halls immediately. Exits are clearly marked in each housing facility. Students should leave using the most direct and safe route. Evacuation procedures are posted near the entrances of University buildings and affixed to the back door of each residence hall or apartment unit.

After a fire alarm, or other emergency necessitating the evacuation, if a housing building has been deemed uninhabitable, the Long Term Evacuation procedure will take effect.

## ***UNINHABITABLE HOUSING BUILDING***

If a residence hall is deemed uninhabitable the information will be communicated to the Director of Housing Services, who will inform the following individuals:

- Vice President for Facility Operations
- Director of Residential Education
- Office of Public Relations and Communications
- Public Safety
- Vice President for Student Affairs, Chair of the Student Affairs Response Team

Once the building is evacuated and deemed uninhabitable Housing Services or Information Services will remove all student and student staff access to the building.

Dependent upon the length of time, the following contingency plans will be enacted:

- The Ray Meyer Recreation Center can be used for temporary housing as needed until permanent accommodations can be identified. Up to 380 students can be housed in the Rec Center on a temporary basis. Housing Services will manage access in cooperation with Rec Center staff.
- Students will be placed in all vacant housing spaces across campus until filled, to include lounges that can be converted to living quarters.
- University Center will be consulted and any available spaces in these locations will be reserved for Lincoln Park residents.
- Other area universities may be contacted to ascertain potential vacant beds for use of DePaul students.
- Area hotels will be contacted as a last resort to put students up as needed.

### ***OTHER UNINHABITABLE UNIVERSITY BUILDING***

In the event of an emergency situation requiring evacuation of a non-housing University owned building, everyone will be instructed to leave personal belongings and evacuate the building quickly. Students, faculty, staff, and visitors will be allowed back in the building as soon as the appropriate authorities issue an “all-clear.”

### ***PERSONS REQUIRING ASSISTANCE WITH EVACUATION PROCEDURES***

Students, faculty and staff who have disabilities are encouraged to self-report their status to the Assistant Director of Emergency Management at 773-325-4414, so appropriate action can be planned for or taken on their behalf in the event of an emergency situation.

Upon contacting Public Safety the following information will be requested:

- Name
- Office phone #
- Cell phone #
- Building
- Office room/classroom #
- Class schedule information-if student
- Hours in building
- Days of the week
- E-Mail address
- Type of assistance needed

**Note:** At the beginning of each academic quarter students must update their information due to class and location changes. All others are encouraged to update their information as needed.

When alarms sound, all requiring assistance should proceed to a safe area away from the danger, see below evacuation options. Emergency personnel/first responders upon

arrival will begin a search of all floors. If an individual finds themselves in a serious situation, they should immediately call 9-1-1 then DePaul Public Safety, and report their location.

In the event of an emergency building or campus evacuation, City of Chicago emergency personnel are the only personnel formally trained and authorized to provide physical evacuation assistance. In the event danger is imminent and there is no time to wait for City of Chicago personnel, the University suggests the following evacuation options for students, faculty, and staff with special needs:

- **“Buddy System” Evacuation Option**—Inform a student, staff and/or faculty acquaintance (a “Buddy”) of the need for special assistance in the event of a fire alarm. When the fire alarm sounds, the “Buddy” should make sure of the individual’s location, then go outside and inform emergency personnel of a person in a specific location who needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.
- **Horizontal Evacuation Option**—Move a safe distance away from the area of imminent danger to another wing of the building or opposite end of the corridor.
- **Vertical (Stairway) Evacuation Option**—Those who are able to evacuate with or without minor assistance may evacuate via stairways.
- **Stay in Place Evacuation Option**—Unless danger is imminent, remain in a room with an exterior window, closing the door if possible. If possible, dial 9-1-1. The individual should be prepared to tell the 9-1-1 operator his or her name, location and the nature of the emergency.

Most buildings on campus are equipped with fire alarm horns/strobes that sound an alarm and flash strobe lights. However, persons with hearing and/or vision impairments may not immediately notice or hear emergency alarms and may need to be alerted of emergency situations. Some persons may need to be alerted to the situation by gestures or by turning the light switch off and on. Emergency instructions can be given by verbalizing, mouthing or by a short, explicit written note. University faculty and staff are encouraged to offer such assistance, as appropriate.

The purpose of the Mass Care Annex is to manage, direct and control University resources to facilitate the provision of essential life support needs of students and personnel in the event of a major campus emergency.

## 2.4

### **MASS CARE ANNEX**

In the event of a mass care event, Housing Services and Student Affairs shall assume primary control for the purpose of ensuring that the essential life support needs of residents displaced from their homes are met, as set forth in the Evacuation and Reverse Evacuation Annex (2.3) and Health and Medical Annex (2.5). In addition, the University will coordinate with local authorities and follow the directives of emergency medical providers to ensure that essential medical care is available.

Upon the declaration of a major campus emergency, the Incident Commander shall assign an employee of the Public Safety Office to act as the mass care representative to report to the EOC. The mass care representative will also coordinate with the Public Information Officer to ensure timely and accurate press releases.

## 2.5

### HEALTH AND MEDICAL ANNEX

The purpose of the Health and Medical Annex is to manage, direct and control the provision of medical and counseling services in the event of a major campus emergency.

In the event of a major campus emergency, Student Affairs shall assume primary control for the purpose of making medical care and crisis counseling services available to students and Human Resources will be responsible for staff and members of the University community. Upon the declaration of a major emergency, the EERT and/or the Incident Commander may assign an employee of Student Affairs and Human Resources to report to the EOC.

At the Chicago campuses, Public Safety supervisors and officers will assist in the transportation of seriously injured or suddenly ill students and staff members to the nearest hospital utilizing the following:

- Paramedics
- Private ambulance
- Public Safety vehicle
- Taxi

The University will coordinate with local authorities and emergency medical providers and follow their directives as to the provision of essential medical care and sanitation services. Note: There are several Automated External Defibrillators (AED)s located in various locations at Lincoln Park and Loop campuses marked with an AED sign. AEDs are used to treat sudden conditions that cause the heart to stop by delivering a shock across the heart if it is needed. 9-1-1 should be called as soon as possible when using an AED.

DePaul Student Health Services, run by Amita SAGE Medical Group, is located at 1150 W. Fullerton Ave., 2nd Floor. Students who pay the DePaul Health Services fee are treated like current patients, so office visits and basic lab work are covered by the fee. If students use primary insurance instead of paying DePaul Health Services fee, they will be treated as new patients. Like any doctor's office, during busy times, they are not able to accommodate new patients. Appropriate referrals to other providers will be given.

University Counseling Services (UCS) offers psychological counseling services, including crisis assessment and crisis counseling services during regular business hours Monday-Friday. In case of a life-threatening mental health emergency, UCS staff members are available after hours and on weekends, 24/7 for consultation.

**Source:**

- ***Student Affairs Webpage (Health Services & Counseling Services)***

## 2.6

### **MORTUARY SERVICES ANNEX**

The purpose of the Mortuary Services Annex is to assist family of University students and personnel in the event of a major campus emergency resulting in casualties.

In the event that mortuary services are necessary, Public Safety and Student Affairs will coordinate with local authorities, including but not limited to the City of Chicago Police Department and City of Chicago Fire Department.

## 2.7

### **RESOURCE MANAGEMENT ANNEX**

The purpose of this annex is to coordinate University resources in an effort to: (a) catalogue emergency supplies and equipment maintained for the campus community to use during an emergency and (b) distribute donations of money, goods and labor received from individual citizens and volunteer groups during a campus emergency. This function is triggered upon a major campus emergency calling for implementation of the Long Term Evacuation Plan discussed in the Evacuation and Reverse Evacuation Annex (2.3).

The EERT shall be responsible for Resource Management. Upon the declaration of a major campus emergency, the EERT and/or the Incident Commander shall assign this responsibility to the Finance/Admin section of the additional Incident Command staff.

# 3

## SPECIFIC EMERGENCY PROTOCOLS

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- 3.1 Active Shooter
- 3.2 Bomb Threat
- 3.3 Civil Disturbance
- 3.4 Communicable Illness/Pandemic Outbreak
- 3.5 Criminal Activity
- 3.6 Earthquakes
- 3.7 Elevator Emergency
- 3.8 Emergency School Closure
- 3.9 Fire Alarm
- 3.10 Flooding
- 3.11 Hazardous Materials Incident
- 3.12 Hostage Situation
- 3.13 Lockdown
- 3.14 Mass Casualty Event
- 3.15 Medical Emergency
- 3.16 Mental Health Crisis
- 3.17 Severe Weather
- 3.18 Sexual and Relationship Violence
- 3.19 Structural Failure
- 3.20 Suspicious Mail or Packages
- 3.21 Threats of Violence
- 3.22 Utility Failure
- 3.23 Animal Welfare Situation



## 3.1

# ACTIVE SHOOTER

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people, or injuring people, most often in populated areas. In most cases, active shooters use firearm(s). In some cases, active shooters use improvised explosive devices to cause additional victimization. Active shooter situations evolve rapidly, demanding immediate response by local authorities.

All active shooter events are to be reported to **9-1-1 immediately** and then to the Public Safety Office at the Loop Campus (312-362-8400) or the Lincoln Park Campus (773-325-7777). Thereafter, the Public Safety dispatcher will notify their officers immediately.

In addition, the following actions are recommended:

**Run from the threat:** If you have a clear path of escape

- Don't gather belongings first
- Know all emergency exits wherever you are
- If you're in an open area and there's distance between you and the shooter, run in a zig-zag pattern
- Prevent others from entering the area where shooter may be
- Keep your hands visible
- **Call 911** when you are safe

**Hide:** Barricade or secure your area to delay the attacker if you do not have a clear path of escape

- When in doubt, seek a secure location
- Lock room/office, stay quiet, turn lights off, hide under desk, in closet, cell phone on silent (not just vibrate)
- If room does not lock: barricade door with whatever is available-chairs, tables, desk, etc. In classrooms, use door barricade device if available.
- Stay in place until instructed to leave the building by public safety or law enforcement (Don't open the door unless you can confirm it's the authorities)

**Fight:** As a last resort, attempt to incapacitate the shooter, improvise weapons or throw items

- Attack as a team if possible, from multiple angles
- Use items such as chairs, fire extinguishers, coffee mugs, etc.

**If you are not immediately impacted by the incident, please take the following action:**

- Stay away from the building/area;

- Notify everyone around you to stay away from the area;
- Obey all verbal direction given by law enforcement/public safety officers;
- Take protective action and stay away from door and windows.

**When law enforcement arrives, remain calm and follow officers' instructions.  
Keep hands visible at all times.**

**Source:**

- ***Active Shooter Emergency Plan***

## 3.2

### **BOMB THREAT**

All bomb threats are to be reported to the Public Safety Office at the Loop Campus (312-362-8400) or the Lincoln Park Campus (773-325-7777). Upon receipt of a bomb threat, the Public Safety dispatcher will notify their officers immediately **after calling 9-1-1**.

#### **If a bomb threat is received by phone:**

- Remain calm and write down the exact wording of the threat. If possible, write down the number where call is coming (as shown on Caller ID) and ask:
  - When is the bomb going to explode?
  - Where is it right now?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your address?
  - What is your name?

#### ***The Public Safety Dispatcher shall:***

- Notify the Chicago Police Department of the situation and request that they stand by to notify the Bomb and Arson Unit in the event an object is found;
- Notify Public Safety supervisors at both Loop and Lincoln Park Campuses;
- Deploy appropriate personnel to conduct a search of the relevant areas; and
- Instruct all personnel engaged in the search not to use radios in the affected area.

***The supervising Public Safety officer of the threatened campus will:***

- Obtain the assistance of personnel familiar with working in the affected area in the search;
- Coordinate the search by Public Safety and other personnel;
- Consult the non-public safety administrative person in charge of the affected area about feasibility of evacuation; and
- Notify the Director of Public Safety or the appropriate administrative command person, in conformance with the departmental notification, of the situation and advise on the feasibility of evacuation.

The Director of Public Safety or the appropriate administrative command person will notify the Public Relations and Communications Department, in a bonafide situation.

***In the event that an object is found:***

- The Chicago Police Department will be notified in person or by telephone that the Bomb and Arson Unit is required;
- The evacuation of the affected area will be ordered, jointly, by the ranking Public Safety person and the non-Public Safety person on the scene;
- The deployed Public Safety personnel will isolate the affected area, assist in the evacuation, and open all windows in the affected area; and
- The evacuees will be sent to a site that is sufficiently distant from the area.

***Source:***

- ***Lincoln Park/Loop Emergency Response Procedures***

## 3.3

### **CIVIL DISTURBANCE**

**In the event of a civil disturbance demonstration:**

- Notify Public Safety if access in or out of university buildings are blocked, or if it appears campus safety may be endangered.
- Avoid disturbance as much as possible. Avoid provoking or obstructing demonstrators.
- If the disturbance is outside, stay indoors and away from doors or windows.
- Evacuate the building or other areas as directed by law enforcement or Public Safety.

## 3.4

# COMMUNICABLE ILLNESS/PANDEMIC OUTBREAK

Upon learning that a member of the University community has contracted a severe communicable disease, or wide reaching food borne illness, the University will inform local Public Health Officials and comply with any corresponding directives from those Health Officials. The Incident Commander in conjunction with the Executive Emergency Response Team will have absolute authority over the campus in the event of a communicable illness outbreak.

The Director of Public Safety will be responsible for all security related issues and will report directly to the Incident Commander during a communicable illness outbreak. If an order is given to evacuate the campus, the Director of Public Safety will have authority over the campus evacuation activities.

The Dean of Students and the VP of Student Affairs will work with Presence Sage Medical Group and will be responsible for managing the health facet of the communicable illness response plan. They will be in charge of providing timely ongoing safety and health information to the Incident Commander. The Dean of Students, the VP of Student Affairs and Presence Sage Medical Group will work with the city and state authorities and help develop education and training materials for use by staff and students.

Timely and accurate communication with the campus population during a communicable illness/pandemic outbreak is critical.

The University community will be alerted through the e-mail systems and possibly University message boards as described in Communications Annex 2.2. The Vice President for Public Relations and Communications or his/her designee is responsible for coordinating all emergency communications.

### **For Managers:**

If you are informed that an employee has a communicable illness, please notify the Associate Director of Emergency Management at 312-362-7078 or [chover@depaul.edu](mailto:chover@depaul.edu)

### **For Resident Hall Students:**

Typically, the Dean of Students office will inform the Department of Housing Services or the Department of Residential Education when they have received information from Presence Sage Medical or any other health services provider regarding a resident that may be a public health concern.

When a Housing Services or Residential Education staff member learns of a student potentially infected with a contagious disease, the staff member will follow their approved University and/or departmental protocol. The Departments of Housing

Services and Residential Education will then communicate with others in their areas of the University, to include the Dean of Students, Student Affairs, Facility Operations, Student Centers, Public Safety, etc.

The most ideal scenario for a resident who has been infected with a contagious disease is for the resident to return to his/her primary off-campus residence or assume residence off campus for an appropriate time period, if possible. If returning to a primary off-campus residence or assuming residence off-campus is not an option, the Department of Housing Services has identified spaces where contagious resident(s), or roommates of contagious residents could be temporarily housed for the duration of the contagious period. Only residents with the same illness will be housed together in the isolated housing space. There are a very limited number of vacant spaces on campus that can be used to house students who are ill and if the number of contagious students is higher than the number of spaces available, other housing provisions will need to be considered. The University will follow the recommendations of the Centers for Disease Control and Prevention wherever possible. For less severe contagious disease cases, the University is recommending self-isolation. Many spaces on campus already have a private or semi-private bathroom and as a result, a student staying in their own room until they are symptom free might be the best option. Potential alternate housing options may also exist for seemingly healthy students who may want to be relocated away from a contagious roommate for a short period of time.

Other plans to isolate contagious persons will be enacted based on factors including the number of other cases of contagious persons with the same disease and recommendations or orders from local public health officials.

Housing Services and Residential Education will partner with Student Centers to provide meals and fluids to students who have reported their contagious disease. The Department of Housing Services and Facility Operations will work with any displaced residents to thoroughly clean and sanitize their living quarters when necessary.

**Source:**

- ***Communicable Illness/Pandemic Plan***
- ***Housing Services Plan - Contagious Disease Procedure and Checklist***

## 3.5

### CRIMINAL ACTIVITY

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, through its Public Safety Office, the University will report all felonies and serious misdemeanors, which are reported to them or they observe or view, to the Chicago Police Department via 9-1-1 as soon as possible, regardless of whether the victim/complainant refuses to cooperate in the investigation or has a change of mind about reporting the crime and provide statistics on these crimes in its annual security report.

For lesser misdemeanors against the University, *e.g.* minor damage to property, the Public Safety officer will check with his/her supervisor about reporting to the Chicago Police Department.

For lesser misdemeanors perpetrated against a person (student, faculty, staff or visitor), victims will be encouraged and assisted by Public Safety to report the crime to the Chicago Police Department. If the victim refuses to notify the police, Public Safety will indicate "victim refuses" in its report of the incident, but will proceed to report the alleged crime to the police if warranted or deemed advisable by the Director of Public Safety.

The Jeanne Clery Disclosure for Campus Security and Campus Crime Act identifies and defines Campus Security Authorities (CSAs) as university faculty and staff members with "significant responsibility" for student and campus activities. Some examples of CSAs could include Public Safety officers, deans, directors, department heads, athletic coaches, student organization advisors, residence hall staff and student affairs staff. A letter is sent annually to individuals identified as CSAs reminding them of their responsibilities. Detailed information about the positions at DePaul that are designated as CSAs is available from Public Safety upon request.

Once informed of a crime, the University is committed to assisting the victim to feel safe, secure, and free from further harm. The University will make all attempts to provide a calm and supportive environment for the victim. All crimes reported to CSAs will be reported to Public Safety in a timely manner. **If a crime reported to a CSA is a threat to the community, the CSA must promptly report this information to Public Safety as soon as possible.**

The University's campuses and suburban facilities are located in cities with well-trained, responsive police and fire departments equipped to handle all emergencies. If a major or serious crime occurs at any University campus, the police in that jurisdiction, will, once on the scene, take control of the situation as provided by law. The Public Safety Office relies on the Chicago Police Department for assistance in formulating crime prevention techniques and planning for the future.



The following is a listing of some of the crime prevention programs and projects implemented by DePaul University at its Chicago campuses:

- House Telephones and Emergency Call Boxes—Both interior and exterior emergency communications linked to the Public Safety Office are located throughout the Chicago campuses;
- Closed Circuit Television Surveillance—CCTV is used in the buildings at the Loop Campus and to a limited extent in buildings, residence halls and parking garages at the Lincoln Park Campus;
- Electronic Alarm Systems—An electronic monitoring system located at both Chicago campuses monitors a network of intrusion detection, fire alarms and duress alarm systems;
- University Photo Identification Card—Each DePaul University faculty, staff and student is issued a DePaul University photo identification card. This card is needed to gain access to eleven of the residence buildings and parking garages, to purchase food in the cafeterias, to attend University functions and for security purposes;
- DPU Alert—DPU Alert allows the University to send emergency notifications via voice, text, and email. The University will send DPU Alerts in major, life threatening emergencies and will follow all appropriate security and privacy procedures in maintaining information in our system. The University also tests the system on a regular basis; and
- PA and Message Board Emergency Notification—In the fall of 2008, additional resources were put in place to alert the University community of an emergency. At the Chicago campuses, a message board and speaker have been placed in each classroom, along with additional speakers situated in hallways. In an emergency, the message boards and speakers will detail the emergency taking place. The system is tested multiple times a year.

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems. These efforts include the following:

- Timely Warnings—If circumstances warrant, special printed crime alerts called “Safety Alerts” are prepared, distributed either selectively or throughout the campus, and usually emailed to the University community. They are also posted on the Public Safety website [https://publicsafety.depaul.edu/safety\\_alert/index.asp](https://publicsafety.depaul.edu/safety_alert/index.asp).
- Weekly Report—During the school year, crime statistics are published in the school newspaper, "The DePaulia" and posted on the Public Safety web site [https://publicsafety.depaul.edu/crime\\_activity/index.asp](https://publicsafety.depaul.edu/crime_activity/index.asp).

**Source:**

- ***Crime Reporting and Clery Act Compliance Policy***

## 3.6

# EARTHQUAKES

In the event of a major earthquake posing a serious risk to the University community, the University will rely upon local authorities and, as necessary, follow policies outlined in the Evacuation and Reverse Evacuation (2.3), Fire Alarm (3.8), and Structural Failure (3.17) Annexes.

## 3.7

### ELEVATOR EMERGENCY

When an emergency alarm from an elevator is sounded, the following procedures shall be followed. The Public Safety dispatcher shall determine which car is in trouble, and its building/floor location. By way of the intercom systems (if elevator is equipped with one), or in person by Public Safety personnel, contact the car, and ask if the passengers are all right, and if the emergency buttons are in the out position.

The passengers should be informed that service is on the way. If the car remains stalled, the passengers should be advised:

- Not to Panic;
- That emergency elevator service has been called;
- Not to attempt to open the doors;
- To stay clear of the doors; and
- Not to exit until told to do so.

During regular office hours, the Facility Operations Office should be contacted so it can call the elevator service company and send additional building personnel to assist if necessary. During off-hours, service personnel should be called immediately. The engineer on duty should be dispatched and informed that a car is down with passengers trapped. If the engineer on duty is unable to resolve the situation, a request for service should then be made.

If service response time exceeds 30 minutes, the Fire Department should be called to report the entrapment first, then call the respective Facility Operations Manager.

All information should be logged in the Public Safety Dispatcher's radio log and complete Public Safety report.

**Source:**

- *Lincoln Park Emergency Response Procedure*
- *Loop Emergency Response Procedure*

## 3.8

### EMERGENCY SCHOOL CLOSURE

The decision to cancel classes or close the offices of the entire University due to inclement weather (or any other reason) is the responsibility of the President of the University or, in his absence, the highest ranking available member of the EERT.

The entire University or any campus should be considered for closure when 1) there is significant physical threat of injury or harm to employees and/or students; 2) there is widespread inaccessibility or malfunctioning of transportation systems; 3) the City of Chicago advises businesses to cease operations; or 4) a physical disaster has occurred and the buildings are uninhabitable. The senior-ranking EERT member should consider for each campus whether classes should be cancelled and whether business operations should close. The decision to close the University or any campus will be made for a period of one business day unless there is physical destruction of a building. Each day a new decision will be made regarding the need to remain closed.

In the event of a large-scale class cancellation or closure, the DPU Alert system will be activated or a University-wide email will be issued. A voicemail message will also be posted on the University's general announcement line at 312-362-6226 or main telephone number at 312-362-8000. Additionally, a banner on the University's homepage with closure information may be activated. The University may also post information on the University's social media channels to provide initial closure information and updates.

The University will report campus closures or class cancellations to all appropriate media outlets and to the Emergency Closing Center, a communal source of information used by local television and radio stations, including:

- *WBBM-TV CBS Chicago (Channel 2)*
- *WMAQ-TV NBC Chicago (Channel 5)*
- *WLS-TV ABC Chicago (Channel 7)*
- *WGN-TV (Channel 9)*
- *WFLD-TV Fox Chicago (Channel 32)*
- *WSNS Telemundo (Channel 44)*
- *WGBO Univision (Channel 66)*
- *WBEZ-FM (91.5 FM)*
- *WGN-AM radio (720 AM)*
- *WBBM news radio (780 AM)*

Isolated class cancellations will be handled more personally on a smaller scale, as required by the situation.

#### **Sources:**

- ***Office of the President and Office of Public Relations and Communications***

## 3.9

# FIRE ALARM

### *Fire Alarms*

Any fire alarm calls for an immediate and full building evacuation. In the event of an actual fire-related emergency, **9-1-1 should be called immediately**. Additionally, evacuation procedures as set forth in the Evacuation and Reverse Evacuation Annex (2.3) should be followed.

Upon the triggering of a fire alarm, residents and guests should be directed to leave the building, and the Public Safety Office should be contacted and provided with as much information as possible, including the building's location, the name of building and location of the alarm. This evacuation can only be halted by the Fire Department giving the "all clear." During an evacuation only the stairways should be used; elevators should never be used. If one stairway is impassible, the one at the opposite side of the building should be used. The fire escapes should be used as a last resort.

### *False Alarms*

False alarms are serious pranks that have the potential for creating panic situations, as well as being the cause of unintentional injury. Anyone apprehended in the act of triggering a false alarm or reported to have been the cause of a false alarm should be turned in to the proper authorities for disciplinary action and/or criminal prosecution.

### *Fire Prevention*

In the interest of fire prevention and safety, faculty and staff must maintain an awareness of various potential building hazards in their respective areas. Always remove clutter; properly dispose of old papers, books, boxes, printouts, etc; keep halls and doorways clear; and properly store volatile or flammable substances in approved containers.

All University personnel should also make an effort to familiarize themselves with the locations of stairwells, fire escapes, and emergency equipment, such as fire extinguishers and hoses, in and around the areas of the University they frequent.

#### **Sources:**

- ***Fire Alarm Response Policy***
- ***Fire Prevention/Electrical Services Policy***
- ***Lincoln Park Emergency Response Procedure***
- ***Loop Emergency Response Procedure***

## 3.10

### FLOODING

In the event of severe flooding, the Public Safety and Facility Operations Offices should be notified. Broken water pipes, water leaks and overflowing or clogged drains that do not present an emergency situation should only be reported to Facility Operations. If flooding occurs in a residence facility, Facility Operations will notify Housing Services. If residential areas are rendered uninhabitable, Housing Services will relocate residents to other areas on campus or secure alternative temporary housing arrangements as needed.

Upon learning of severe flooding, the Public Safety Dispatcher shall dispatch personnel to investigate the problem area, in off-hour situations, before paging Facility Operations personnel. The Dispatcher shall notify Facility Operations office or staff on duty, during regular hours (7:30 a.m.–4:30 p.m.), of the flood condition via radio on the Facility Operations channel or phone.

Upon receiving notice from the dispatcher, Facility Operations personnel shall notify building engineers and electricians via radio/phone/or pager of the flood condition and the specific area of concern. Facility Operations personnel shall then:

- Post signage as needed to prevent pedestrian traffic in this potentially hazardous area;
- Ensure that any elevators in the area are relocated above the flood floor if possible;
- Direct appropriate Facility Operations staff for clean-up once engineers/electricians have the problem under control; and
- Remove signage from area upon completion of clean up.

**Source:**

- *Lincoln Park Emergency Response Procedure*
- *Loop Emergency Response Procedure*

## 3.11

### **HAZARDOUS MATERIALS INCIDENT**

In the event of a chemical spill or any other accident or emergency involving hazardous materials, individuals should be advised to:

- Call Public Safety and/or 9-1-1 from the nearest telephone;
- Evacuate the area immediately and alert others nearby;
- Only trained personnel should handle minor or incidental spills and should follow the documented procedures for cleaning up the spill;
- Do not expose yourself to a dangerous situation;
- Personnel should not attempt to clean large spills or spills of extremely hazardous substances. The area should be evacuated and the Campus Emergency Operations Plan should immediately be implemented;
- Do not re-enter the contaminated area until given the all-clear by Public Safety personnel.

If possible, personnel should be prepared to provide the following information when coordinating with emergency personnel:

- Name and quantity of the chemical/material spilled;
- Location of the spill (building name and room number);
- Information regarding anyone injured or otherwise contacted by the material; and
- A description of any fire or explosion caused by or occurring nearby the spill.

In addition to Public Safety, Environmental Health & Safety should be promptly notified of all chemical and other toxic substance incidents, even if no injury or damage of facilities has occurred or is apparent at the time.

Emergency showers/eye wash stations are located at:



**McGowan North:** Emergency showers and eyewash stations are located in the hallway by rooms:

- First floor: 103, 109, 125, 151, 161, 175
- Second floor: 203, 209, 215, 236, 243, 256

**McGowan South:** Emergency showers and eyewash stations are located in each teaching and research labs. Also, 1st floor loading dock area: located by the chemical waste room and chemical storage room.

**Art Department:** Emergency shower and eyewash station is located on the 3<sup>rd</sup> floor by the entrance of room 336 photo lab.

**Theatre Building:** Emergency shower and eyewash station is located on the 1<sup>st</sup> floor in the Prop room.

All showers and eyewash stations are checked monthly by Facilities Operations.

In the event that a mass decontamination is necessary, the University will work with proper authorities to secure necessary supplies, etc.

The following areas may be used for the mass decontamination:

Lincoln Park Campus:

- The Quad
- Wish Field

**Sources:**

- *Environmental Health & Safety Chemical Hygiene Plan*
- *Lincoln Park Emergency Response Procedure*
- *Loop Emergency Response Procedure*

## 3.12

### **HOSTAGE SITUATION**

In the event of a hostage situation, University personnel shall **call 9-1-1** and then contact Public Safety. Public Safety will then coordinate with and take direction from local authorities.

## 3.13

### **LOCKDOWN**

A “lockdown” is a temporary sheltering technique utilized to limit civilian exposure to imminent threat of violence. A lockdown will be made only if there is a serious risk of danger to staff, faculty and students. The general purpose of a lockdown is to convert a building into a large “Safe Room.” The decision to initiate building lockdown procedures may be at the discretion of University officials or in response to a request by local law enforcement officials.

#### ***Responsibilities of Public Safety***

In the event of a situation requiring the initiation of building lockdown procedures, Public Safety Officers will perform the following tasks to the extent possible:

- Declare and initiate the lockdown directive;
- Activate appropriate emergency notification systems;
- Immediately respond to the scene;
- Contact and coordinate with the Chicago Police Department;
- Provide security for the scene;
- Advise Facility Operations staff to switch to the Public Safety radio channel;
- Lock and secure perimeter building doors with assistance from Facility Operations staff, custodians and maintenance personnel as needed;
- Post pre-printed signs on all lobby doors if safe to do so; and
- Attempt to discourage building occupants from exiting the building.

### ***Lockdown involving a Traditional Residence Halls***

Once notified of a lockdown in a traditional residence hall, all Housing Services and Resident Education staff physically present in the locked down building are to move directly to a safe location and communicate with staff outside of locked down facilities as is safe to do so via phone calls, texts, instant message, etc. Specific responsibilities during a lock down (as safety allows) are as follows:

- Get in an interior location, office or room, preferably one that has the ability to be locked. Turn off lights and stay away from windows. For the staff working the front desk (if applicable), evacuate the lobby desk and seek shelter wherever possible (not in the open);
- Notify Public Safety, supervisors, and possibly the main offices of Housing Services and Residential Education, if possible. Do not jeopardize safety to make any such notifications. If notification can be made, staff should describe their location in the building and any other pertinent info they may have;
- Discourage students from exiting the building, if possible.

Once the lockdown has concluded and the building has been re-opened, staff should follow these steps:

- For staff working at the front desk, they should immediately return to this location to ensure swipe readers are back online so residents can enter the building;
- Inform supervisors and Housing Services/Residential Education that the lockdown has been lifted and normal operations have resumed;
- For Resident Advisor staff – do a walk of the building checking in on students to ensure everyone is ok.

#### ***Source:***

- ***Public Safety***
- ***Housing Services***

## 3.14

### **MASS CASUALTY EVENT**

In the event of a mass casualty event, the University shall coordinate with and will follow directives of the local authorities.

**Source:**

- *Public Safety*

## 3.15

### **MEDICAL EMERGENCY**

If a student, employee or visitor experiences a medical emergency while on campus, University staff and faculty are advised to **call 9-1-1** immediately, and then contact Public Safety. All accidents or injuries that occur on University property, whether life threatening or not, must be promptly reported to Public Safety so that an accident report can be issued.

**Sources:**

- *Public Safety*

## 3.16

### **MENTAL HEALTH CRISIS**

If there is reason to believe that a University student or employee is experiencing a mental health emergency and may present a danger to him/herself or others, Public Safety should be contacted immediately.

If there are general concerns regarding the mental health or well being of a University student, the Dean of Students Office should be contacted. The Dean of Students Office has a wide variety of resources available and is prepared to provide assistance to troubled students through counseling, interventions and referrals.

If there is general concern regarding the mental health or well being of a University faculty or staff member, the Employee Relations Office of Human Resources should be contacted.

#### ***Counseling Services Available for Students***

University Counseling Services offers individual group, and couples counseling to currently enrolled students. University Counseling Services (UCS) also can provide assessments and referrals to other appropriate health care providers and services. In addition, UCS staff members are available for consultation in urgent or emergent situations. In case of an after-hours mental health emergency, the UCS staff member on call may be paged via Public Safety.

#### ***Counseling Services Available for Faculty and Staff***

The Employee Assistance Program is available to provide assistance to University faculty and staff who may be experiencing difficult personal problems. Employee Assistance Program services include individual and family counseling, psychological evaluations and referrals, substance abuse treatment and similar services.

If there is a significant decline in an employee's work performance or a specific on-the-job incident indicating that an employee may benefit from the Employee Assistance Program's services, the employee's supervisor, in consultation with Employee Relations, may make a formal referral that requires the employee's participation.

#### ***Sources:***

- ***Dean of Students Office***
- ***University Counseling Services***
- ***Employee Relations***
- ***Public Safety***

## 3.17

### **SEVERE WEATHER**

In the event of a tornado or other severe weather, University personnel should advise students, other staff and guests to:

- Close all windows, drapes, blinds and shades;
- Move away from the outside perimeter of the building and toward a safe area on your floor, such as an interior washroom, stairwell, basement or any other interior room avoiding first floor lobby areas and any other areas with large, glass windows. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows;
- Do not attempt to leave the building;
- Do not get on an elevator;
- If you are outside with no shelter: Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries and;
- Remain calm and follow the directions of Public Safety personnel.
- Note the City of Chicago will activate outdoor warning sirens if they get firsthand accounts of sightings. When activated, anyone outside in the storm should seek shelter. The sirens are designed to be heard outside, not inside a building and are only used for weather events.

#### ***Closure of the University - Cancellation of Classes***

Further information regarding class cancellation or campus evacuation is set forth in Emergency School Closure (3.7).



## 3.18

# SEXUAL AND RELATIONSHIP VIOLENCE

Individuals of any sex, sexual orientation, or gender identity may experience sexual or relationship violence. There is nothing a person can do to deserve or provoke sexual or relationship violence.

Reports of sexual and relationship violence should be made to DePaul's Title IX Coordinator, by phone (312) 362-8970 or email: [titleixcoordinator@depaul.edu](mailto:titleixcoordinator@depaul.edu). The Title IX Coordinator is located in the Office of Institutional Diversity and Equity at 14 E. Jackson, Ste. 800.

If the matter is an emergency, the report should be made to DePaul Public Safety (Lincoln Park: 773-325-7777, Loop: 312-362-8400). The Public Safety Office is open 24 hours a day, 7 days a week.

Sexual and relationship violence is defined at DePaul as follows:

**Sex Offense (including Sexual Assault):** Sex Offense means any sexual act directed against another person without consent, including instances where the individual is incapable of giving consent as defined below. Sexual Offenses include, but are not limited to, rape, forcible sodomy, sexual assault with an object, fondling or kissing without consent, incest, statutory rape, the threat of sexual assault, sexual abuse, or any unwanted physical contact of a sexual nature, that occurs without consent by all the individuals involved. Many sex offenses are also sometimes collectively referred to as sexual assault.

**Sexual Misconduct:** Sexual Misconduct means taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to

- sexual voyeurism or permitting others to observe the intimate activity of another person;
- indecent or lewd exposure;
- recording any person engaged in sexual or intimate activity in a private space;
- distributing sexual or intimate information, images or recordings about another person; or
- inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

**Domestic Violence.** Domestic Violence means violence committed by a family or household member. A family or household member includes parents, children, current or former spouses, a person with whom the reporting/affected individual shares a child in common, a person who is cohabitating with or has cohabitated with the reporting/affected individual, and others as defined by Illinois law.

**Dating Violence.** Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting/affected individual (i.e., a relationship which is characterized by the expectation of affection or sexual involvement between the parties); and where the existence of such a relationship shall be determined based on a consideration of factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic and dating violence can be a single event or a pattern of behavior. The following are examples:

- Physical violence or assault;
- Sexual violence;
- Emotional violence;
- Economic abuse;
- Threats;
- Property damage; and
- Violence or threat of violence to one's self, one's sexual or romantic partner, and/or to the family members or friends of the sexual or romantic partner.

**Stalking.** Stalking means a course of conduct (i.e. two or more acts) directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or to suffer substantial emotional distress.

At DePaul, consent is defined as unambiguous and freely given agreement to move forward with a specific sexual request, act, or experience. Consent cannot be obtained from individuals who are unable to understand the nature of the activity or give consent due to being asleep, unconscious, underage, or due to having a temporary or permanent mental or physical incapacity, including as a result of drug or alcohol use. Consent is an affirmative act, not a lack of action. Lack of verbal or physical resistance or submission as the result of force, coercion, duress, or threat thereof does not constitute consent. The absence of "no" or "stop" should never be interpreted as implicit consent, if consent is otherwise unclear. An individual's manner of dress does not constitute consent. Consent to past sexual activity or a past sexual relationship does not constitute consent. Consent to engage in sexual activity with one individual does not constitute consent to engage in sexual activity with another individual. Resistance is not required to demonstrate lack of consent. Consent can be withdrawn at any time

### **Reporting:**

Federal laws, including Title IX, the federal civil rights law that prohibits sex discrimination in education, require that university employees, including faculty, respond with specific steps when an individual discloses issues related to sexual or relationship violence. These steps are detailed below.

If a student or another faculty or staff member discloses to you that they:

- Have experienced sexual or relationship violence
- Have witnessed or learned about sexual or relationship violence

- Are facing potential consequences in, or are otherwise involved in, an issue related to sexual or relationship violence

Follow these steps:

**1. DISCLOSE YOUR ROLE.** As soon as the individual appears to be disclosing an issue related to sexual or relationship violence, inform the individual of your obligation to report any information shared. If the individual wishes to speak to someone confidentially, offer to connect the individual with a confidential reporting resource. The following offices at DePaul have been designated as confidential reporting resources for students and employees:

- Office of Health Promotion & Wellness (773-325-7129) - Ask to be transferred to a Survivor Support Advocate
- Ordained individuals or otherwise recognized religious leaders engaging in pastoral care in University Ministry (773-325-7902)

For students only:

- University Counseling Services (Lincoln Park: 773-325-7779 Loop: 312-362-6923)
- Student Legal Services (773-325-1588 or [sls@depaul.edu](mailto:sls@depaul.edu))

For employees only: University Ombudsperson (312-362-8707 or [ombuds@depaul.edu](mailto:ombuds@depaul.edu))

**2. CARE.** Ensure that the person is safe. Show empathy. Give non-judgmental support.

**3. CONNECT.** Connect the person with resources. Provide the individual with a Survivor Information Sheet found on a dedicated page on the DePaul Public Safety website (<https://publicsafety.depaul.edu/relationshipviolence/index.asp>).

**4. REPORT.** Regardless of whether the individual will report the incident, you are required to promptly report the incident to DePaul's Title IX Coordinator. This report can be made directly to the Title IX Coordinator or through Public Safety or the Office of Health Promotion and Wellness.

- Title IX Coordinator (312-362-8970, [titleixcoordinator@depaul.edu](mailto:titleixcoordinator@depaul.edu))
- DePaul Public Safety (Lincoln Park: 773-325-7777; Loop: 312-362-8400)(open 24 hours/7 days a week).
- Office of Health Promotion & Wellness (773-325-7129)

You can also report the information through

[https://cm.maxient.com/reportingform.php?DePaulUniv&layout\\_id=0](https://cm.maxient.com/reportingform.php?DePaulUniv&layout_id=0)

More information about these other reporting responsibilities can be found in the Crime Reporting and Clery Act Compliance policy or on the Public Safety website.

**Source:**

- ***Sexual & Relationship Violence Prevention and Response Policy***

## 3.19

### **STRUCTURAL FAILURE**

In the event of structural damage to a University-owned building, the entrances to the floor/area containing the damage are to be blocked off to prevent any pedestrian traffic, and the area should be secured to prevent theft of University or personal property.

Facility Operations will coordinate a structural inspection of the damaged building. Because of the unknown condition of many structural elements, no one shall be allowed in the damaged area for any reason until the facility is deemed safe by all appropriate authorities.

In the event of injury or entrapment, Public Safety will contact local authorities and call them to the scene, as appropriate.

Facility Operations will coordinate the assessment of how to proceed with the reconstruction process as soon as possible.

#### **Sources:**

- *Lincoln Park Emergency Response Procedure*
- *Loop Emergency Response Procedure*

## 3.20

### **SUSPICIOUS MAIL OR PACKAGES**

Distribution Services is responsible for processing all official University mail sent and received by faculty and staff based at the Loop and Lincoln Park Campuses. However, business and academic units occasionally receive mail and/or packages directly, particularly by courier. They are advised to be wary of envelopes or packages delivered to their office that display one or more of the following characteristics:

- No return address;
- Misspelled words;
- Envelopes or packages sealed with excessive tape;
- Poor type or illegible/unusual handwriting;
- Incorrect name, address or title;
- Powder or other substance seeping through packaging;
- Excessive postage;
- Protruding wires;
- Strange odors emanating from the item;
- Oily stains, crystallization or other discolorations on packaging material.

Should a piece of mail or a package that displays the above-listed characteristics be received and there is suspicion the item may contain an explosive, chemical, biological or radiological threat:

- Isolate the item immediately;
- Do not open, move, smell or taste the suspicious item;
- Leave the immediate area and warn others in the area to do the same;
- Call Public Safety for further instructions and assistance.

#### **Sources:**

- ***Distribution Services***
- ***United States Postal Service***

## 3.21

# THREATS OF VIOLENCE

The University strives to maintain an environment free from intimidation, threats (direct or implied) or violent acts. The University will not tolerate intimidating, threatening or hostile behavior of any kind. This includes threats, physical abuse, stalking, vandalism, arson, sabotage, possession or use of weapons of any kind on University property, or any other act that is dangerous in the workplace. Any object, regardless of its nature, is considered to be a weapon when used in a threatening or violent manner.

### *Emergency*

If a threat seems imminent or if violent behavior is in progress, 9-1-1 should be called immediately for police assistance. At campuses where Public Safety is available, they should be called **after 9-1-1**.

### *Non-Emergency*

Upon learning of a threat of violence, faculty and staff should notify their manager, Vice President or Dean, Public Safety and/or Human Resources as soon as possible, and provide assistance with the investigation as necessary. Incidents may be reported anonymously if a victim feels that it is in his/her best interest to do so.

Employees who believe that they have been subject to any of the behaviors listed above or who observe or have knowledge of a violation of the Human Resource policies and procedures shall immediately report the incident to their manager, Vice President or Dean and to Public Safety and/or Human Resources. Complaints will be promptly investigated. When the results of an investigation indicate the necessity to do so, disciplinary action up to and including discharge of individuals engaging in intimidating, threatening or hostile behavior will be taken.

Public Safety will work with Human Resources as well as outside police agencies, as necessary, to investigate complaints or incidents and initiate appropriate follow-up action.

### **Sources:**

- ***Threat Assessment and Reporting Policy***
- ***Public Safety***

## 3.22

# UTILITY FAILURE

### *Utility and Facility Related Emergencies*

Utility failure emergencies should be reported immediately to the respective campus Facility Operations office. Public Safety should also be notified if the utility failure is potentially threatening to the safety of persons or facilities. The following list provides examples of utility and facility-related emergencies:

- Widespread power outages
- Water leaks
- Broken pipes
- Broken windows
- Elevator/escalator malfunction
- Heating or air conditioning problems
- Bathroom clogs or overflows (sinks/toilets)
- Gas leaks or odors
- Broken locks

### *Work Orders - Non-Emergency Issues*

Utility issues that do not constitute an actual emergency should be reported to Facility Operations via the online work order system. The following list provides examples of non-emergency utility and facility related issues:

- Excess trash
- Minor clogs or slow-moving drains
- Limited power outages or burned-out light bulbs in non-critical areas
- A need or desire to change locks

#### **Sources:**

- *Lincoln Park Emergency Response Procedure*
- *Loop Emergency Response Procedure*
- *Work Orders/Facility Operations Policy*

## 3.23

### **ANIMAL WELFARE SITUATION**

When conducting research, particularly research involving the use of animals, there is the potential for unexpected conditions to occur. These unexpected conditions could severely impact the ability to provide daily care to the animals and may also impact their well-being. In the event that the animal research facilities have a disaster, an emergency response plan (Research Support Facility Plan) has been developed to address the disasters that could result in an inability to maintain normal conditions in DePaul's Research Support Facility (RSF) or an inability of personnel to reach the RSF. Such events could ultimately affect the health and well-being of the humans and animals that are part of the animal care and use program at DePaul. The plan offers guidelines for personnel on how to respond to likely emergencies and disasters with the goal of protecting and minimizing the effects of emergencies or disasters on the health and well-being of the humans and animals that are part of the animal care and use program at DePaul.

#### **The plan is designed to:**

- Prepare animal users and the staff of the Research Support Facility (RSF) for potential emergencies
- Provide guidelines for animal users and RSF staff for responding to potential emergencies or disasters
- Assist animal users and RSF staff in avoiding and anticipating dangerous situations
- Describe responsibilities of key personnel in responding to emergencies and disasters
- Identify personnel who should be trained in order to effectively implement this plan.

#### **Sources:**

- **Research Support Facility Plan**



# 4

## MISCELLANEOUS

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### 4.1 Emergency Contact Information

## 4.1

### EMERGENCY CONTACT INFORMATION

#### *Lincoln Park and Loop Campuses:*

Lincoln Park Campus Public Safety	(773) 325-7777	(x5-7777)
Loop Campus Public Safety	(312) 362-8400	(x2-8400)
City of Chicago Police/Fire Emergency	9-1-1	

#### *Rosalind Franklin Campus:*

Rosalind Franklin Campus Security	(847) 578-3288	
North Chicago Police/Fire Emergency	9-1-1	
Non-emergency Police	(847) 596-8774	
Non-emergency Fire	(847) 596-8780	

<b>Change</b>	<b>Date</b>	<b>Initials</b>
Minor edits to Communication area and new team member for CMT	01/10/10	EG
Minor Edits to STWF	01/22/10	EG
Minor Edits to TOC & Exhibits	02/08/10	MM
Minor Edits to Doc for Public Relations	06/10/2010	EG
Minor Edits	11/18/10	EG
Minor Edits, made changes to CMT and to section 3.11.	06/01/11	EG
Minor Edits to CMT	08/01/11	EG
Minor Edits to EOC Locations	08/10/11	EG
Minor Edits to Severe Weather Section	10/05/2011	EG
Minor Changes to CMT	01/04/2012	EG
Minor Changes to CMT and Communication Sections	05/04/2012	EG
Minor Changes to evacuation procedures	06/06/2012	EG
Minor changes to EERT and CMT Teams	03/15/2013	EG
Minor updates to some of the protocols and added new section 3.22 for Animal Welfare	07/30/2013	EG
Minor Updates to Source Documents	8/14/2013	EG
Major change to align with NIMS	11/7/2013	MCT
Minor edits	12/19/13	MCT
Updates to evacuation procedure	2/4/14	MCT
Minor format updates	2/18/14	MCT
Oak Forest Contact # update	2/27/14	MCT
Additional Incident Command roles and BCPT membership updates	5/1/14	MCT
Minor edits	5/8/14	MCT
Edits to various sections (clarified procedures, updated job titles, etc.) and added sections on Sexual & Relationship Violence and Civil Disturbance.	10/29/15	CMH
Minor updates; added AED information, removed Naperville campus, etc.	06/13/2017	CMH
Minor updates; removed O'Hare campus, etc.	12/5/2019	CMH