

Bradley University EMERGENCY RESPONSE AND RECOVERY PLAN

INTRODUCTION

One measure of an organization's strength is its ability to respond well in an emergency. Since every scenario cannot be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. The following plan designates areas of responsibility and defines for Bradley University the administrative framework necessary to respond to emergency situations. This plan is tailored to respond to campus emergencies. It is divided into two sections – administrative framework and response framework. It is imperative that individual departments develop response plans for situations that may develop under their purview. The University response needs to be quick, professional, supportive, and meet the emerging demands of any emergency or crisis situation.

ADMINISTRATIVE FRAMEWORK

Levels of Emergency Response

LEVEL 1 - A minor department or building incident that can be resolved by the responding service unit. This may result in calling in personnel and notifying the department where the problem occurred. (Example: Physical Plant responds to a broken water pipe.)

LEVEL 2 - A department or building incident that can be resolved with existing University resources or limited outside help. A Level 2 incident is usually a one dimensional event that has a limited duration and little impact to the campus community beyond those using the space/building in which it occurred. (Example: Minor chemical or fuel oil spills, building loss of heat or electricity for several hours, or a minor fire confined to a room and not involving hazardous chemicals.)

LEVEL 3 - Emergencies that are primarily people-focused, rather than infrastructural in nature. In particular, many student issues can become quite complex because of varied institutional and student support responses that must be coordinated. (Example: Assaults, Sexual Assaults, Building/Office Occupation, Hate Crimes, or Bomb Threats, Meningitis). In these situations, specific departmental plans may be implemented.

LEVEL 4 - A major emergency that impacts a sizable portion of the campus and/or outside community. Level 4 emergencies may be single or multi-hazard situations, and often require considerable coordination both within and outside the University. Level 4 emergencies also include imminent events on campus or in the general community that may develop into a major University crisis or a full disaster. (Examples: Heating plant failure, extended power outage, severe storms, major fire, contagious disease outbreak, or domestic water contamination.)

LEVEL 5 - A catastrophic emergency event involving the entire campus and surrounding community. Immediate resolution of the disaster, which is usually multi-hazard, is beyond the emergency response capabilities of campus and local resources. (Example: Earthquake or major hurricane that would require State and Federal assistance.)

Emergency Response & Recovery Team (ERRT) Functions

Policy Group:

- Approve overall priorities & strategies
- Issues public information reports & instructions
- Liaison with governments & external organizations

Operations Group:

- Gathers, confirms & evaluates incident information
- Defines and implements tactics/actions to resolve specific priority situations
- Identifies resource needs & shortfalls
- Reassign/deploy individuals in support of critical needs

Logistic/Support Group:

- Provides administrative support for Operations & Policy Groups
- Documents situation status & tracks resource use
- Coordinates equipment and special installations

Emergency Coordination Center

In cases of general widespread emergencies (Level 4 or 5), the VP for Business Affairs will direct Safety Assistant to activate an Emergency Coordination Center (ECC) which shall serve as the work space for the Operations Group. Normally, it will be located in Macmillan Hall. It can also be setup at other locations where necessary support facilities exist. The first choice of a back-up facility is the Conference Room in the Bradley Police Department. The ECC (regardless of location) shall have easy access to:

6 phone lines (one for each member of the Operations Group)

1 phone line with switch bypass capability

Radio access via a scanning radio for all campus and local municipal frequencies

2 Campus computer network connections

Large scale campus map

Reassignment of telephone pagers as necessary

Radio or cell phone communication for up to 5 people

FAX machine

Emergency Management Team Membership

Policy Group:

President (as required)
Provost and VPAA (and/or Vice Provosts)
VP for Advancement
Associate Provost Student Affairs
General Counsel
Asst. VP for University Relations
Vice President for Business Affairs (Link to Operations Group--Convenes and facilitates meeting)
Chief of Police Department (Back-up Link to Operations Group)

The Policy Group will normally meet in the Swords Hall Conference Room, but if that space is unavailable then it will be relocated to the Founder's Room in the Hartmann Center.

Operations Group:

Vice President for Business Affairs--(Group Leader for level 4 and 5 emergencies)
Associate Provost for Student Affairs (Group Leader for Level 3 Emergency)
Chief of Police (Back-up Group Leader)
Director of Physical Plant (Omit for Level 3 Emergency)
Director of Residential Life
Director of Public Information
Director of Center for Wellness and Counseling

Individuals from the following units may be asked to join the Operations Group as the situations dictate:

Academic Deans & Directors,
Residential Life
Athletics,
University Dining Services,
Computing Services,
Telecommunications,
Human Resources
Central Communications

Logistics & Support Group:

In emergency situations that involve the city of Peoria or other surrounding municipalities, activities of the ERRT must be coordinated with the local emergency preparedness officials.

Key Roles

The following University offices are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carry out, then those personnel will automatically become part of a "pool" of reserve personnel to assist as assigned by those coordinating the specific emergency (e.g. Smith Career Center, Undergraduate Admissions, Financial Aid, Alumni Relations).

Academic Deans & Chairs	Identify and resolve instruction and research issues. Coordinate necessary faculty resources.
Athletics	Coordinate use of Haussler Hall and Robertson Memorial Field House as a staging area, temporary shelter, and/or temporary morgue.
Central Communications	Coordinate radio and pager support. Provide transportation services as required. Assist Police Services with perimeter control and related functions.
Center for Wellness and Counseling	Assist employees and students in coping with trauma.
Duplicating and Mailroom	Provide courier service to policy and operational groups. Post signs and notices. Provide printed material as directed (letters to parents, posters, temporary procedures etc.)
Health Center & Nursing Dept.	Provide medial support and back-up. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first aid services. May be asked to assist/provide onsite medical triage.
Facilities Management	Provide site and building information. Mitigate facility and grounds damages and restore to functional levels. Assist Police Department with creating a safety perimeter at the site of the emergency. Provide structural evaluations and repair estimates.
Police Department	Law enforcement, crowd control, evacuation, site security, and mobile communications. Liaison with on-site fire and medical command personnel.
Purchasing	Obtain emergency goods and services; include pick-up/ delivery to site of emergency.
Registrar	Reschedule classes
Residential Life	Coordinate housing operations (including any temporary shelters).
Rescue	Treat immediate injuries. Establish Medical Command in multi-injury situations and support Emergency Coordination Center. Link with State Environmental Authorities when necessary.
Safety	Coordinate Emergency Operations Center
Student Affairs	Coordinate student notification and response. Liaison with parents Liaison with hospitals and health department
Telecommunications	Coordinate temporary telephone, fax, and computer hookups. Provide "broadcast" capability for Audix. Arrange phone bank for necessary student call-outs to family. Activate "800" numbers if necessary for in-coming calls from families of students, faculty and staff.
University Relations	Media coordination and spokesperson. Provide Web communication and fact sheet.
University Dining Services	Coordinate dining services for dislocated personnel and emergency workers.

RESPONSE FRAMEWORK

Direction and Coordination of an Unpredicted Emergency

When an unpredicted emergency occurs or condition exists, it will be reported immediately to the Bradley Police Department, extension 911 or 677-2000.

The police dispatcher will follow a defined sequence of responses. The sequence, defined below, will be followed for nearly all emergency situations. Some situations might require a deviation from this sequence, but in all situations full and complete communication with University officials is required. The usual sequence to be followed is:

1. Dispatch police officers and make appropriate fire and/or medical rescue calls
2. Notify the Chief of Police, or designee if unavailable, who will determine whether or not to initiate their emergency notification telephone call list (located at Police Department Dispatch) or selectively notify individuals.
3. If the emergency notification list is initiated, the Vice President for Business Affairs (or the Chief of Police), acting as the "Emergency Operations Group Leader" (EOGL), will determine the appropriate level of emergency response and to what extent the Emergency Response and Recovery Team (the Operations Group and/or the Policy Group) will become involved.

Declaration of an Emergency Condition

The President, Provost and Vice President for Academic Affairs, Vice President for Business Affairs, or Vice President for Advancement (depending upon availability) shall declare a state of University Level 4 or 5 emergency when, upon recommendation of the Emergency Operations Group Leader, he/she deems it necessary to place into immediate effect emergency procedures and/or to close all or part of the University. This individual will also activate the Emergency Response and Recovery Team (ERRT) Policy Group as the situation dictates. The President, Provost and Vice President for Academic Affairs, Vice President for Advancement or their designees shall declare an end to the state of emergency when appropriate.

Direction and Coordination of a Predicted Emergency

When conditions permit and the impending emergency situation (example: major snow or ice storm) provides ample time, the Provost and Vice President for Academic Affairs or Chief of Police Services will assemble the ERRT Operations Group to formulate a plan of action for recommendation to the Policy Group, or if time is of the essence, to the most Senior Executive Officer available on campus.

Response to a Level 3 Situation

The President's Cabinet comprises a critical group that must evaluate Level 3 situations. This group needs to be convened by the Provost and VP for Academic Affairs. The key element in this process is the notification of these individuals (or their representatives) so they can evaluate all facets and potential ramifications of a Level 3 situation. Certain situations that emerge as minor have the potential to evolve into a major crisis if not appropriately handled. An example would be a simple assault that is later determined to be racially motivated. The University could suffer significant personal and institutional consequences if a situation such as this was not dealt with appropriately. A variety of issues can become quite complex because of the varied institutional, student, and community responses that must be coordinated. Examples of situations that have the potential to become of a magnitude that the University and its community will suffer include assaults, sexual assaults, building/office occupation, hate crimes, meningitis outbreak, bomb threats, controversial speakers, symbolic structures, and bias related crimes. This list is not all inclusive, therefore if there is ever any question, appropriate senior administrative individuals must be informed. **Refer to Appendix A of this document for a guide for the most common critical incidents and response strategies.**

Response to a Level 4 or 5 Emergency

When a Level 4 or 5 emergency has been declared, the Vice President for Business Affairs or Chief of Police shall notify the ERRT Operations Group and assemble them, as appropriate, to address the emergency. In the absence of the VPBA or the Chief of Police, the Provost and Vice President for Academic Affairs will automatically assume this role. In the absence of all these individuals, the Vice President for Advancement shall assume the role.

Prior to the assembling of the ERRT Operations Group, on scene responders are authorized to make necessary operational decisions and to commit resources to mitigate and control the crisis. The Police Department may also request help from other departments on an emergency basis, including asking staff be pulled off less critical assignments to assist their officers. **Refer to Appendix A of this document for a guide to the most common critical incidents and response strategies.**

Appendix A

MOST COMMON CRITICAL INCIDENTS AND RESPONSE STRATEGIES

Types of crises:	Pages
I. Bomb Threat	8-11
II. Civil Protest	12-14
III. Explosion	15
IV. Fire	16-17
V. Flood	18
VI. Hazardous Materials Incident	19-20
VII. Infrastructure Failure	21
VIII. Snow or Ice Storm	22
IX. Tornado	23
X. Violent Incident	24
XI. Earthquake	25-26
XII. Medical Emergency	17-28

I. BOMB THREAT

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please **DO NOT** attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Department of Public Safety. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

A. IMMEDIATE ACTION

1. Remain calm and immediately refer to the attached bomb threat checklist. If applicable, pay attention to your telephone display and record the information shown in the display window.
2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds (machinery, traffic, other voices, music, television, etc.).
4. Note any characteristics of the caller's voice (gender, age, education, accent, etc.).
5. Attempt to obtain information on the location of a device (building, floor, room, etc.).
6. Attempt to obtain information on the time of detonation and type of detonator.
7. Immediately after the caller has ended the call, notify Bradley Police at (677-2000).
8. If the threat was left on your voice mail, do not erase.
9. Notify the immediate supervisor within your work area.

B. DECISION

1. The decision to evacuate a University facility shall be made after a thorough evaluation of the information available, including but not limited to:
 - a. The nature of the threat.
 - b. The specificity of location and time of detonation.
 - c. Circumstances related to the threat (i.e. political climate, series of events leading to the threat, etc.)
 - d. Discovery of a device or unusual package, luggage, etc.

2. Bradley Police will dispatch a search team and will organize the search. Other emergency units will be alerted to the threat and asked to stand by for further instructions. Any employee who wants to leave the building will be permitted to do so. Persons leaving the building should report to a specified location for further instructions. (See Section XI, Dealing with A Disrupted Work Or Academic Environment).

C. DECISION MAKER(S)

The decision to evacuate will be made by the Director of Public Safety or designee in consultation with the President and/or appropriate individuals in University administration.

D. SUBSEQUENT PROCEDURES/INFORMATION

Staff can be of assistance to the Bradley Police in several ways. Staff will be more familiar with their work area than the BU officers. As the search is conducted, staff may be asked to identify boxes or objects in their work area. The importance of good housekeeping will be very apparent at this time. Throughout the year, it is important to keep areas free of unnecessary debris. If an evacuation is necessary, classes will be dismissed. If a device, package, bag, etc. is discovered, the Bradley Police will notify the City of Peoria Bomb Squad for assistance. The decision to resume normal activities in the building will be made jointly by the Bradley Police Chief or a designee in consultation with the president and/or appropriate individuals in University administration. The Bradley Police Department will want to interview the person who received the threat.

E. TELEPHONE BOMB THREAT CHECKLIST

KEEP CALM: Do not get excited or excite others.

TIME: Call received _____ am/pm Terminated _____ am/pm

EXACT WORDS OF CALLER: _____

F. DELAY: ASK CALLER TO REPEAT.

Questions you should ask:

A. Time bomb is set to explode? _____

B. Where located? Floor _____

C. Area? _____

D. Kind of bomb? _____

E. Description? _____

F. Why kill or injure innocent people? _____

G. Voice description:

___ Female ___ Calm ___ Young ___ Refined

___ Male ___ Nervous ___ Middle-Aged ___ Rough ___ Old

H. Other Descriptors:

Accent ___ Yes ___ No Describe _____

Speech Impediment ___ Yes ___ No Describe _____

Unusual Phrases _____

Recognize Voice? If so, who do you think it was? _____

I. BACKGROUND NOISE

___ Music ___ Running Motor

(Type) _____

___ Traffic ___ Whistles ___ Bells

___ Horns ___ Aircraft ___ Tape Recorder

___ Machinery ___ Other _____

J. ADDITIONAL INFORMATION

1. Did caller indicate knowledge of the facility? If so, how? In what way?

2. What line did call come in on? _____

3. Is number listed? ___ Yes ___ No Private Number? Whose? _____

K. Signature _____ Date _____

II. CIVIL PROTEST

A civil protest will usually take the form of an organized public demonstration of disapproval or display disagreement with an idea or course of action. It should be noted that in many cases campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be considered disruptive unless one or more of the following conditions exists as a result of the demonstration:

- Disruption of the normal operations of the University.
- Obstructing access to offices, buildings, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.
- Willful demonstrations within the interior of any University building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of any University room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment, or facilities.

A. IMMEDIATE ACTION AND DECISION MAKER(S)

If any of the above conditions exist, the Department of Public Safety should be notified and will be responsible for contacting and informing the President and the Vice President for Student Services. Depending on the nature of the protest, the appropriate procedures listed below should be followed:

1. Peaceful, Non-Obstructive Protest.
 - a. Generally, peaceful protests should not be interrupted. Protestors should not be obstructed or provoked and efforts should be made to conduct University business as normally as possible.
 - b. If protesters are asked, at the President's or designee's request, to leave but refuse to leave by regular facility closing time:
 - (1. Arrangements will be made by the Associate Provost for Student Affairs to monitor the situation during non-business hours, or
 - (2. Determination will be made to treat the violation of regular closing hours as a disruptive protest. (See Section 2)

2. Non-Violent, Disruptive Protest

a. In the event that a protest blocks access to university facilities or interferes with the operation of the University:

- (1. The Associate Provost for Student Affairs or his/her designee will go to the area and ask the protesters to leave or to discontinue the disruptive activities.
- (2. If the protesters persist in disruptive activity, the following statement will be read by a selected University administrator as circumstances permit:

“I am _____, speaking on behalf of Bradley University. The Student Handbook's Standards of Conduct forbids at Section 3 and Section 7:

- Unauthorized interference with access, obstruction, or any act causing the disruption of teaching, study, research, administration, disciplinary procedures, athletics, or other University activities, including its public service functions or of other authorized activities on University premises, or inciting others to commit such acts as the foregoing.
- Unauthorized entry to or use of University facilities.

The individuals may also be subject to arrest for criminal trespass, pursuant to the Illinois Criminal Law and Procedure, 720 ILCS Article 21”

- (3. If the protesters persist in disruptive behavior after the above administrative message is read, the following statement shall be read as circumstances permit:

- “The University has requested that law enforcement clear this area.
- The University’s administration will now withdraw from this area to permit law enforcement to do so.”
- Immediately followed by:

“I am _____, of the Bradley University's Police Department. I am asking you to leave these premises and disperse. If you do not now leave, you will be in violation of Criminal Trespass as outlined in the Illinois Criminal Law and Procedure, 720 ILCS Article If you do not immediately disperse, you may be arrested and charged with the violation of this act.”

3. Violent, Disruptive Protests

In the event that a violent protest in which injury to persons or property occurs or appears imminent, the following will occur:

- a. During Business Hours:
 - (1. The Bradley Police Department will be notified immediately.
 - (2. BU Police will in turn contact the Associate Provost for Student Affairs and other key administrators.
 - (3. If advisable, the Associate Provost for Student Affairs will alert the President.
 - (4. The President, in consultation with Associate Provost for Student Affairs and the Bradley Police will determine any further actions.
- b. After Business Hours
 - (1. The Bradley Police Department will be notified immediately of the disturbance.
 - (2. BU Police will investigate the disruption and report and notify the BU Police Chief, who will inform Associate Provost for Student Affairs and other key administrators.
 - (3. The Associate Provost for Student Affairs will report the circumstances to the President.

NOTE: If possible, an attempt should be made to communicate with the protesters to convince them to desist from engaging in violent activities in order to avoid further escalation of possible violent confrontation.

B. SUBSEQUENT PROCEDURES/INFORMATION

If it becomes necessary, the Bradley Police Chief or designee will call for assistance from the City of Peoria Police Department or other law enforcement agencies as needed. If assistance is needed with mass transportation, the BU Police Chief will call for assistance from Bradley University's Department of Parking and Transportation.

Efforts should be made to secure positive identification of protesters in violation to facilitate later testimony, including photographs if deemed advisable. Additionally, efforts should be made to video tape any police action for future reference.

III. EXPLOSION

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

A. IMMEDIATE ACTION

1. Get out of the building as quickly and calmly as possible. Call 911.
2. If items are falling from bookshelves or from the ceiling, get under a sturdy table or desk.
3. If there is a fire, stay low to the floor and exit the building as quickly as possible.
4. If you are trapped in debris, tap on a pipe or wall so rescuers can hear where you are.
5. Assist others in exiting the building and move to evacuation areas.
6. Keep streets and walkways clear for emergency vehicles and crews.
7. Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

B. DECISION

The responding emergency unit will respond and make decisions regarding the control and abatement of the explosion incident, and issuing or not issuing the all clear for safe building re-entry and occupancy.

C. DECISION MAKER(S)

The emergency unit or agency in control will decide when to turn control of the scene back over to the appropriate University entity, e.g., the Bradley Police or facility tenant(s). Depending on the nature of the incident, other public response and law enforcement agencies may be involved in decisions or control of the scene, e.g., criminal actions.

D. SUBSEQUENT PROCEDURES/INFORMATION

Depending on the nature and degree of the explosion incident, other support agencies and University resource units may be brought in for services or assistance.

IV. FIRE

A fire may include visible flames or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911.

A. IMMEDIATE ACTION

1. For the person discovering the fire:
 - a. Immediately call for the fire department by Dialing 911.
 - b. Extinguish only if you can do so safely and quickly.
 - c. If the fire cannot be extinguished:
 - (1. Confine the fire by closing the doors.
 - (2. Pull the nearest fire alarm.
 - (3. Call the Fire Department - DIAL 911.
 - (4. Alert others.
 - (5. Meet the Fire Department or Bradley Police when they arrive.
2. For occupants of the building:
 - a. Close the doors to your immediate area.
 - b. EVACUATE the building via the nearest exit. Assist others in exiting the building.
 - c. DO NOT use elevators.
 - d. Avoid smoke filled areas.
3. For persons evacuating from the immediate fire area:
 - a. Feel door from top to bottom. If it is hot DO NOT proceed; go back.
 - b. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
 - c. If no smoke is present, exit the building via the nearest stairwell or exit.
 - d. If you encounter heavy smoke in a stairwell, go back and try another stairwell.

B. DECISION

The responding Fire Department will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the University Police Department. The University Police Department will decide when to turn control of the scene back to the facility tenant(s).

C. DECISION MAKER(S)

The Fire Department will make decisions regarding the control and abatement of the fire incident, and issuing or not issuing all clear for safe building re-entry and occupancy. At the discretion of the Fire Department Incident Commander, site control will be transferred to the appropriate University entity, e.g. the BU Police Department or the facility tenant(s).

D. SUBSEQUENT PROCEDURES/INFORMATION

Depending on the nature and degree of the fire incident, other support agencies and University resource units, may be brought in for service or assistance.

V. FLOOD

Floods may be caused by domestic water systems or by rivers and/or streams overflowing their banks. Floods caused by domestic systems do not endanger people but can cause extensive damage to the building and equipment. Floods caused by overflow of rivers and streams are extremely dangerous and may require the evacuation of buildings.

A. IMMEDIATE ACTION

1. For floods caused by a domestic water system failure:
 - a. Call 677-2915 (Central Communications) to report the building and room number.
 - b. Protect University property from damage where possible.
 - c. Facilities personnel will remove the water and perform building repairs.
2. For floods caused by streams/storm water systems overflowing the curbs:
 - a. Facilities personnel will manage protective measures when flood damage is present.
 - b. Facilities personnel will keep occupants informed regarding the river level.
 - c. If flood is imminent, occupants will be asked to move property for its protection.
 - d. Facilities personnel will assist in moving property if needed.
 - e. Occupants should be prepared to evacuate if advised to do so by Facilities personnel.

B. DECISION

The responding Facilities personnel will control and make decisions at the flood scene. They will decide when to turn control back over to the building occupants or appropriate university personnel when outdoor areas are involved.

C. DECISION MAKER(S)

The BU Police in consultation with FSG personnel will make decisions regarding control and access to buildings/areas affected by floods, and issuing or not issuing all clear for safe building/area re-entry and continued occupancy.

D. SUBSEQUENT PROCEDURES/INFORMATION

In extreme cases of flooding, it may be necessary to request assistance from local, state or federal agencies. Such requests for assistance will be coordinated by the Operations Group.

VI. HAZARDOUS MATERIALS INCIDENT

Hazardous materials incident may be a spill or release of chemicals, radioactive materials or biological materials inside a building or to the environment. The user may manage simple spills. Major spills or emergencies require emergency assistance from 24-hour emergency agencies, i.e. the city Fire Department or city Hazardous Material (HAZMAT) Team. The University does not have a fire department or HAZMAT Team.

A. Simple Spill Major Spill or Emergency:

Simple Spill	Major Spill or Emergency
1. Does not spread rapidly.	1. Spreads rapidly.
2. Does not endanger people.	2. Endangers people.
3. Does not endanger environment.	3. Endangers environment.
4. Trained individual can clean up.	4. Must call 911.

B. IMMEDIATE ACTION

1. Simple spills should be cleaned up by the person causing the spill.
2. Major spills or emergencies Dial 911.
 - a. Evacuate, assemble at a safe distance.
 - b. Account for individuals.
 - c. Wait for and provide information to responders

C. Notifications and Reporting

1. If the incident involves any radioactive materials, or is a major spill of hazardous materials, notify the BU Police at 677-2000.
2. If the incident involves an oil spill, or a release of hazardous material to the environment or beyond University boundaries, immediately notify the BU Police.
3. Reports to Illinois Environmental Protection Agency must be made as soon as possible and not later than six hours after discovery of the incident.

D. DECISION

1. Determine if emergency responders are needed.
2. Determine if immediate hazards are under control and the situation is stabilized.
3. Determine if the site can be reoccupied or if further repairs are needed.

E. DECISION MAKER(S)

The decision to call for emergency assistance may be made by the user, a person discovering an incident, or the resource or emergency unit receiving a call for assistance.

The decision that an incident is controlled and stabilized is made by the emergency response agency, i.e. the Incident Commander from the Fire Department or City of Peoria HAZMAT Team. After immediate hazards have been controlled and stabilized, the Incident Commander will transfer authority and responsibility for the site to the University Police Department. The University Police Department will transfer responsibility back to the unit, department, or facility tenant, as appropriate for the situation.

Emergency agencies and units may request input for decision-making from University resource units; for example, to determine that re-occupancy is safe.

F. SUBSEQUENT PROCEDURES/INFORMATION

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resource units, or specialized contractors.

VII. INFRASTRUCTURE FAILURE

It is understood that from time to time on the Bradley University campus we may experience infrastructure problems, which could render the work site unsafe or uninhabitable such as electricity, computer, steam, water, or telephone failures.

A. IMMEDIATE ACTION

1. If a critical incident is experienced relating to water, electricity, or steam, call Facilities Central Communications at 677-2915.
2. If a critical incident is experienced relating to telephone systems, call Telecommunications at 677-2964.
3. If a critical incident is experienced relating to computer systems, call the Computer Help Desk at 677-2950.

B. DECISION

1. The first responders, either Facilities or ITS, will determine whether a Level 4 or 5 incident exists, will report to the appropriate department heads, and in the event that a Level 4 or 5 incident does exist, the BU Police Chief or designee will notify the Vice President for Business Affairs who will convene the Operation Group.

VIII. SNOW OR ICE STORM

In circumstances involving snow or ice, the BU Police Department will determine the condition of roads and walkways.

A. IMMEDIATE ACTION

Facilities personnel will respond to all snow or ice storms to remove snow and spread sand and salt if ice is present.

B. DECISION

1. When weather conditions are so extreme that the Policy Group decides it is necessary to postpone or cancel any University activity, the campus will be notified as follows: campus-wide audix alert, web site announcement, calls will be made to deans and all administrative heads. The public will be informed through the local media and through the University web site. The switchboard will also receive information for any inquiries. If cancellations are to be announced, care will be taken to make a public announcement at the earliest possible time.

IX. TORNADO

A tornado watch means conditions are right for a tornado. During a tornado watch, staff should be alert to weather conditions. A tornado warning means that a tornado has been sighted. The City of Peoria will initiate a siren, or steady tone, for a period of 3 to 5 minutes. When you hear this siren, take cover immediately - danger is imminent. The tornado season for the City of Peoria is primarily April through June, but March through October are also “popular” tornado months.

A. IMMEDIATE ACTION

1. Remain calm and avoid panic.
2. Go to an area of safety.
3. AREAS OF SAFETY - rooms and corridors in the innermost part of a building.
4. AREAS TO AVOID - stay clear of windows, corridors with windows, or large free- standing expanses.
5. There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.
6. DO NOT use elevators during a tornado warning. Persons with mobility concerns should go to an area of safety at the time of a tornado watch; DO NOT wait for a tornado warning.
7. Close all doors, including main corridors, making sure they latch.
8. Crouch near the floor or under heavy, well-supported objects and cover your head.
9. Be alert for fire. In the event, of a fire, the Bradley fire plan should be utilized.

B. DECISION

1. If a tornado actually affects any of the Bradley University buildings, the decision to return to your work space or vacate the affected building(s) will be made by the BU Police Chief or designee, in consultation with the Vice President for Business or designee, and Facilities Department.

X. VIOLENT INCIDENT

Violent incidents including but not limited to acts of terrorism, assaults, and incidents of workplace violence can occur on the University campus with little or no warning. It should be noted that the following instructions are intended for incidents that are of an emergency nature (i.e., imminent or having just occurred).

A. IMMEDIATE ACTION

1. Emergency situations should be reported to law enforcement by dialing 911.
2. When 911 is dialed, the Peoria City Police Department will receive the call and contact the BU Police Department if the incident is located on University property.
3. The 911 call will also appear on a computer screen in the DPS dispatch center.
4. When you dial 911, be prepared to provide as much information as possible, such as the following:
 - A. What is happening.
 - B. The location.
 - C. Who is involved.
 - D. Type of weapon(s) involved, if any.
 - E. Your name and address.
5. Taking the time to provide such information will not delay law enforcement response. Complete information may allow them to handle the matter more effectively.

B. DECISION MAKER(S)

1. The decision to call in additional law enforcement agencies will be made by the BU Police Chief or designee, in consultation with appropriate individuals, in University administration. However, in all cases involving homicide the State Division of Criminal Investigation (DCI) will be contacted to conduct the investigation.

C. SUBSEQUENT PROCEDURES/INFORMATION

1. Members of the Bradley University community can enhance the safety of all and be of assistance to the BU Police Department and visiting law enforcement agencies by cooperating fully with instructions given by authorities.

XI. EARTHQUAKE

Illinois and neighboring states, earthquakes with the epicenter in the New Madrid Fault Zone pose the greatest “single hazard” natural disaster with the potential for massive destruction and injury within the Central Mississippi Valley. Seismologists concur that there is the probability that a Richter Scale Magnitude 6.0 to 6.5 quake, could occur there at any time, or that a moderate-to-severe quake could occur sometime during the next 15 to 50 years.

A. IMMEDIATE ACTION

1. During an earthquake, remain calm and quickly do the following:

a. Indoor Procedures:

1. Seek protection in a doorway without doors (doors may swing back and forth violently), under a desk or table or in a corner.
2. Stay away from glass, windows, shelves, heavy equipment and outdoor walls.
3. Do not use elevators.
4. Be prepared for aftershocks.
5. If telephones are working, call University Police at 911 if emergency help is needed after the initial shock.
6. Report physical damage to Facilities Management.
7. If there is a related emergency, such as a fire or gas leak, activate any available building alarm.
8. After the shaking subsides, evacuate the building in the following manner:
 - (a. Assist persons with disabilities in exiting the building.
 - (b. Walk to the nearest exit and ask others to do the same.
 - (c. Do not use elevators; do not panic.
 - (d. Once outside, watch for falling debris and move to a clear area at least 500 feet away from the affected building(s). Stay away from power lines, utility poles and trees.
 - (e. Keep roadways, fire lanes, hydrants and walkways clear for emergency crews.
 - (f. If you are asked and if you wish to do so, assist emergency crews.
 - (g. Keep clear of any emergency command posts unless you have official business.
 - (h. Do not re-enter an evacuated site unless directed to do so by Bradley University Police.

b. Outdoor Procedures:

1. Move away from buildings, trees and utility poles. Remain at least 500 feet away from such structures.
2. Avoid power or utility lines.
3. Lie or sit down to avoid being thrown about the quake.
4. If you are in an automobile, pull over to the side of the road and stop, avoid power lines, trees, overpasses and masonry or high-rise buildings. Stay in the vehicle for the shelter it offers.
5. Keep roadways, fire lanes, hydrants and walkways clear for emergency crews.
6. If you are asked and if you wish to do so, assist emergency crews.
7. Keep clear of any emergency command posts unless you have official business.
8. Do not re-enter an evacuated site unless directed to do so by Bradley University Police.

C. DECISION MAKER(S)

The first responders, either Facilities or ITS, will determine whether a Level 4 or 5 incident exists, will report to the appropriate department heads, and in the event that a Level 4 or 5 incident does exist, the BU Police Chief or designee will notify the Vice President for Business Affairs who will convene the Operation Group. The Bradley University Police and the Fire Department will make decisions and issuing or not issuing all clear for safe building re-entry and occupancy. At the discretion of the Fire Department Incident Commander, site control will be transferred to the appropriate University entity, e.g. the BU Police Department or the facility tenant(s).

D. SUBSEQUENT PROCEDURES/INFORMATION

Depending on the nature and degree of the earthquake, other support agencies and University resource units, may be brought in for service or assistance.

XII. MEDICAL EMERGENCY INVOLVING MULTIPLE PATIENTS OR CONTACTS

These medical emergency are derived from communicable diseases which could be life threatening. They include but are not limited to meningitis, hepatitis, and chicken pox.

A. BEFORE A MEDICAL EMERGENCY

1. Develop a comprehensive prevention program
 - a. Educate all incoming students and their parents about the risk of meningitis, hepatitis, and chickenpox and the preventative measures to take before coming to campus.
 - b. Conduct immunization clinics for meningitis and hepatitis for all students who have not yet been immunized.
 - c. Educate health center staff on a regular basis about appropriate triage of student symptoms especially those suggestive of a potentially life-threatening or contagious disease.

B. IMMEDIATE ACTION

1. Triage by nursing staff and appointment given in timely manor with appropriate health care provider or referral to local emergency room if necessary.
2. Diagnosis established.
3. Treatment rendered.

C. SUBSEQUENT PROCEDURES/INFORMATION

1. Treatment of contacts
 - a. List of persons compiled who were in direct contact with the patient and each one contacted and informed of risk and recommendation for treatment.
 - b. Appropriate treatment of contacts rendered after consultation with local infectious disease doctors if necessary.
 - c. If secondary cases arise prepare for mass immunization if deemed necessary.
2. Public notification of potential risk of contracting the disease and education regarding the signs and symptoms of the disease.

3. Provide university Relations representative with appropriate information for release
4. Be available to answer questions from students, administration and media.