EMERGENCY OPERATIONSPLAN

Public Version
Revised March, 2023

Emergency Response Team

Dr. Guiyou Huang.....University President
Dr. Manoochehr Zoghi.....

SECTION SUBJECT **PAGE NO.**

200.00

SECTION SUBJECT **PAGE NO.**

220.91 **Duties of Building Emergency Coordinators (EC)**
220.92 Coordinate the Development of Emergency Action Plans
220.93 Review Emergency Action Plans (EAPS) 27
220.94

SECTION	SUBJECT	PAGE NO.
500.00	**Annual Training**	
500.10	Exercises and Evaluations	34
600.00	**Infrastructure Protection**	
610.00	Threat Assessment and Evaluation Program	
610.10	Purpose	
610.20		

Plan Authority

The Western Illinois University Emergency Operations Plan has been reviewed and endorsed by the University President and all members of the Cabinet. The following is a public version of the plan that has been made available to members of our campus communities. All official versions of plan are maintained by Executive Director of Risk Management and are formally reviewed on a regular basis.

Preface

Most critical incidents and emergencies will be handled by personnel and resources that are located within close proximity to the incident site. Still, a small percentage (less than one percent) of incidents will overwhelm local resources and require a coordinated response on the part of campus officials and other emergency responders.

Campus emergency responders should anticipate and plan for all foreseeable events that can negatively affect campus populations or infrastructure. Given the limited availability of planning resources, special attention is given to prior planning, extensive training, and operational exercises, including the use of cost-effective tabletop exercises. Consideration is also given to the pre-positioning and storage of food, water, other critical supplies, and equipment. The primary purpose of a campus emergency response effort is to protect lives and the physical integrity of the campus and to ensure the continued operation of the institution.

Not every incident will be manageable to the degree intended to affect all desired outcomes.

neutralize the impact of an emergency or disaster.

Emergency response personnel and institutions, from the federal government to local levels, including private sector agencies, must be able to effectively communicate and operate during an emergency or disaster. The federal Incident Command System (ICS) has been implemented and is thoroughly practiced at all levels before, during and after an emergency or disaster.

This plan is not intended to include the tactical and operational considerations necessary to

for responding to emergencies at a strategic level.

In 2006, a federal mandate was instituted requiring all public agencies that depend on federal training funds and/or federal emergency incident management support to become compliant with the principles prescribed in the National Incident Management System (NIMS). It is the intent of the WIU administration to meet these mandates.

emergency response, exceptions may only be carried out after obtaining approval from the Incident Commander (IC) or their designee.

100.06 Plan Changes and Recommendations

Requests for procedural changes and other recommendations must be submitted in writing to the Planning Section Chief (Executive Director of Risk Management) for review and finalization before being integrated into the WIU EOP.

100.07 Exceptions to Plan as Primary Source Instrument

This University EOP shall be used as the primary source for guiding University administrators, students, faculty, and staff whenever an emergency or a disaster occurs on campus.

It is recognized that, in addition to the procedures outlined in this plan, there are functions and departments that have specific procedures in place to be followed in an emergency. These additional procedures, including standard operating procedures (SOP), checklists, Field Operations Guides, and other similar guidelines, shall remain in effect as long as they do not conflict with the provisions of the WIU EOP.

100.08 Plan Conflicts

This EOP supersedes all previously developed administrative policies and procedures that address campus emergency operations. Conflicts with existing plans, including SOPs and similar directives shall be reconciled with this plan or shall be immediately brought first to the attention of the Planning Section Chief (Executive Director of Risk Management) as soon as possible for resolution.

100.09 Training and Certification Standards

All personnel who are defined as emergency responders or emergency management personnel

mitigation efforts or risk-based preparedness measures directed at specific hazards. This plan, however, is flexible enough for use in all emergencies (all-hazards).

Jurisdictional and/or functional area representatives for the Incident Commander (IC) or Unified Commander (UC), have been identified where possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, this Plan also contemplates pre-incident and post-incident public awareness, education, and communications plans and protocols.

100.20 General Response Guidelines to Campus Conditions [1]

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5131,

During a disaster, resources that the University might typically rely on may be delayed or unavailable because they are being employed within the broader community. In some instances, mass casualties or severe property damage may have been sustained. A coordinated effort of all campus-

12 hour shifts with cancellation of vacations, holidays, or regular time off from work shift assignments, as appropriate.

110.70 Communications are likely to be disrupted or compromised

During an emergency or disaster, there is a likelihood of the disruption of communications due to damage to related infrastructure or due to high volume. This is especially true of cellular telephones. Agreements with cellular companies are in place through the Government Emergency Telecommunications Service/Wireless Priority Service (GETS/WPS) to secure operating channels useable by first responders or University officials during any emergency.

The University will ensure its integrated communications capability through the development and use of a common communications plan, which will include interoperable communications processes and architectures. The Communications Plan addresses equipment, systems and protocols necessary to achieve integrated voice and data incident management communications among assisting agencies. Both hi-tech (electric or battery powered devices) and lo-tech (non-electric or battery powered) solutions are considered in all strategies contemplated in the Communications Plan.

120.00 Declaration of a Campus State of Emergency (CSOE)

The decision to declare a Campus State of Emergency rests solely with the University President or their designee.

Upon notification of a critical incident or emergency by the Executive Director of Risk Management or Director of OPS, if the President decides that a Campus State of Emergency (CSOE) is necessary, the President shall so inform the Director of OPS, who shall in turn direct the OPS Telecommunicator (Dispatcher) to make necessary

It is critical that adjoining jurisdictions be notified whenever an incident has an actual or potential impact on residents, buildings, traffic, or otherwise has an impact on civic health or wellbeing.

Best efforts will be made to ensure that sufficient factual information has first been gathered and evaluated for accuracy to minimize the effects of spreading false rumors and misinformation, prior to disseminating any release of information.

130.80 Mutual Aid Agreements

Safety (OPS) maintains mutual aid assistance agreements with appropriate law enforcement agencies.

WIU is protected by the Macomb Fire Department for all fire, rescue, and hazardous materials response.

McDonough District Hospital (MDH) and Lifeguard Ambulance Services provides primary ambulance services.

In addition, the University supports Western Emergency Medical Services (WEMS), which operates basic life-support and first response services only through scheduled hours and primarily only when school is in session. WEMS will be dispatched by OPS if necessary to aid in the event of a crisis or disaster.

200.00 Incident Command and Incident Management

200.10 The Command Function and NIMS

200.11 Seven Critical Tasks will be performed by the first responding supervisor

According to current Incident Command System (ICS) doctrine, the first responding supervisor in the crisis phase of any initial response must perform the following seven critical tasks as soon as possible:

Secure and Establish Communications and Control

Establish an Inner Perimeter
Establish an Outer Perimeter
Establish an Incident Command Post (ICP)

chemical, radiological, and/or nuclear terrorism represent particular challenges for the traditional ICS structure and will require extraordinary coordination between federal, state, local, tribal, private sector, and nongovernmental organizations. Area command also is used when there are a large number of the same types of incidents in the same area. These represent incidents that may compete for the same resources. When incidents do not have similar resource demands, they are usually handled separately and may be coordinated through an Emergency Operations Center (EOC).

If the incidents under the authority of area command are multi-jurisdictional, then a Unified Area Command should be established. Area command should not be confused with the functions performed by an EOC. An Area Command oversees *management* of incidents, and the EOC coordinates support functions and provides resources. It is important to note that Area Command does not have operational responsibilities. For incidents under its authority, the Area Command:

- Sets overall agency incident-related priorities
- Allocates critical resources according to established priorities
- Ensures that incidents are managed properly o Ensures effective communications
- Ensures that incident management objectives are met and do not conflict with each other

NIMS training is necessary for compliance. Initially, the training curriculum is to be made up of NIMS awareness training and training to support the Incident Command System (ICS). Eventually it will expand to include all NIMS training requirements including training established to meet national credentialing standards.

Minimum requirements to be accomplished initially included the following:

System (NIMS),
Formally recognizing the NIMS and adopting NIMS principles and policies
Establish a NIMS baseline by determining which NIMS requirements are already met
Establish a timeframe and develop a strategy for full NIMS implementation; and
Institutionalize the use of the ICS.

Emergency management and response personnel who have already been trained in ICS do not need retraining if their previous training is consistent with Department of Homeland Security standards.

The ICS is one of three

The Incident Management Team (IMT) is defined by NIMS as the Incident Commander and the appropriate Command and General Staff personnel assigned to manage an incident. Individuals who serve on the WIU Emergency Response Team are trained to serve in the various roles described below based on the circumstances and needs in an emergency situation.

210.30 Incident Commander

The Incident Commander (IC) has overall responsibility and control in the tactical response for any incident. Decisions that reference campus evacuation, closure or restrictions, postponements and resumptions, and special circumstance personnel policies fall within the purview of the University President, Cabinet members and as designated, the Incident Commander. Generally, the Incident Commander will be a senior fire or Public Safety official who has also had incident command system training and incident related experience. The Incident Commander is responsible for managing overall tactical response, for establishing response objectives, and for keeping the President and his/her designees informed regarding emergency operations.

The Incident Commander is also responsible for ordering the establishment of an Emergency Operations Center (EOC) on campus when appropriate. The IC will identify the departments and agencies that should be represented in an EOC and will appoint a coordinator for establishing EOC operations.

210.40 The Command Staff

The Command staff consists of the IC and the special staff positions of Public Information

Communication methods may include, but shall not be limited to, the following:

- E-mail messages to all students and employees or subsets of those groups
- Voice and/or text messages
- Emergency voicemail box to provide a status update for incoming phone inquiries
- Web-based messages (i.e. press release, RSS feeds, home page updates, social media updates, etc.)
- Phone bank with toll-free number that is staffed during emergencies
- Emergency signage
- News releases to the media
- News conferences for the media

The University has two basic guidelines to observe in any emergency incident:

- Only authorized spokespersons such as the University President or the Director of University Communications or their designee(s) will meet or talk with the media
- x Only factual information is to be released; no speculation is to be offered

Additional Guidelines:

xeTf10.00000 0 400912 0 612Íes

The Operations Section is responsible for managing tactical operations at the site that are directed toward the coordination of all emergency response functions and campus emergency response teams.

When the number of resources exceeds the manageable span of control of the Operations Section Chief, such resources will be divided into either divisions or groups. Divisions will be established to divide an incident into physical or geographical areas. Groups will be established to divide an incident into functional areas of operation.

The Operations Section directs tactical operations at the incident site to reduce the immediate hazard, save lives and property, establish situational control, and restore normal campus conditions.

The Operations Section is responsible for implementing the following aspects of the University EOP:

Determine the type and magnitude of the emergency and initiate the appropriate Incident Action Plan (IAP)
In collaboration with the Incident Commander, establish an appropriate Incident Command Post (ICP) or Emergency Operations Center (EOC)
Initiate an immediate liaison with the University President and Cabinet
Notify and use OPS personnel, outside law enforcement agency personnel, or other available resources to maintain safety and order
Notify members of the Command Staff and advise them of the nature of the incident
Liaison with outside organizations such as police, fire, EMS, and other emergency response personnel
Ensure that notifications are made to appropriate staff members
Perform related duties as needed during the campus emergency, and
In conjunction with the Planning Section Chief, prepare and submit an After-Action Report (AAR) directed to the University President informing him or her of the final outcome of the emergency.

The senior fire official at a fire scene is in charge of the actual incident site pursuant to state law. They would likely be named the Incident Commander. The Operations Section Chief would have overall *operational* control of the incident as it relates to site security and other duties, but not necessarily as it relates to fire-fighting operations and/or rescue duties. Suitable working arrangements should be preplanned for these types of instances.

210.62 The Planning Section Chief

Training and planning activities to ensure the preparedness of the campus community in dealing with emergency situations shall be conducted as necessary under the direction of the Executive Director of Risk Management, acting as the Planning Section Chief.

The Planning Section shall collect, evaluate, and disseminate tactical information pertaining to any preplanned or actual incident. This section shall maintain information and intelligence on any current and forecasted situation, as well as prepare for and document the status of all resources assigned to the incident. The Planning Section prepares and documents IAPs and incident maps and gathers and disseminates information and intelligence critical to the incident.

The Planning Section has four primary units: the Resources, Situation, Demobilization, and Documentation Units, and may include technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment. The Documentation Unit devises and distributes all ICS Forms and other forms as necessary.

The Finance/Administration Section Chief may also need to monitor cost expenditures to ensure that statutory rules are met. Close coordination with the Planning Section and Logistics Section is essential so that operational records can be reconciled with financial documents. Note that, in some cases, only one specific function may be required (e.g., cost analysis), which a technical specialist assigned to the Planning Section could provide.

The Finance/Administration Section Chief will determine, given current and anticipated future requirements, the need for establishing specific subordinate units. In some of the functional areas (e.g., procurement), an actual unit does not need to be established if it would consist of only one person. In such a case, a procurement technical specialist would be assigned in the Planning Section. Because of the specialized nature of finance functions, the Section Chief has been assigned from the Administrative Services division. This Section Chief may also have an assigned deputy.

210.70 Incident Action Plans

An Incident Action Plan (IAP) guides preparedness, response, recovery, and mitigation actions and may be activated during any incident.

The Planning Section Chief is responsible for coordinating the planning functions for emergency response. This function includes the development, publishing, and retention of all

The AAR shall detail all facts and circumstances known about incident causation, the quality and nature of the response effort, and the incident resolution. In addition, the AAR shall determine both deficiencies and highlights that occurred during the resolution of the incident and shall make recommendations about planning, training, and operational needs and improvements for consideration to enhance the efficiency and effectiveness of future responses.

Each original AAR shall be retained on file within the office of the Planning Section Chief for a period of 20 years. Copies of the AAR shall be contemporaneously forwarded to all Chiefs of

Coordinates and has oversight of the activities of outside regulatory, investigative or insurance related agencies
Initiates the request for the spending authority necessary to conduct emergency operations
Obtains funding provided for clean-up and recovery expenses

220.90 Written Operational Procedures: Devised and Maintained

A revised and updated EAP for each building/facility shall be submitted to the Executive Director of Risk Man

Business Continuity Plans will be updated at least once every three years, or more often as the need arises, due to the reassignment of Deans and Department Heads, or other critical circumstance that affect the suitability of such plans. A copy of each revised plan will be submitted to the Executive Director of Risk Management within thirty days of such revision for approval and retention.

Additionally, it is the responsibility of every campus employee to become familiar with the EAP for his/her work area(s) and to read the Emergency Reference Guide.

300.00 The Emergency Notification Process (ENP)

300.10 Communications methods used to implement the ENP

During any critical incident or emergency, the University will use several methods of communication with which to disseminate information. The methods to be used may include, but not be limited to, these listed devices:

WIU Homepage (www.wiu.edu)
WIU Emergency Alert System (WEAS)

Building intercoms or public address systems
The University telephone system
Two-way Radios and Pagers
Cellular Telephones
Voice-mail
E-mail
Social Media messages
Web messages
Signage
Fax Machines
Commercial Radio / Television Messages
University Television Public Service Announcements

310.00 The Initial Responses to a Reported Emergency

Each emergency occurring on-campus shall be reported immediately to the OPS at 911 or 298-1949. Upon receiving notification of a reported emergency, the OPS dispatcher shall initiate the following chronology of events:

310.10 Dispatch an OPS Officer to the Scene

One or more police officers shall be dispatched to the scene to confirm the existence of a critical incident, crisis, or disaster.

310.20 Dispatch Appropriate EMS/Fire Services

OPS dispatch shall request appropriate assistance from Fire or Emergency Medical Services personnel when necessary.

310.30 Dispatch Appropriate Facilities Management Staff

OPS dispatch shall request appropriate assistance from Facilities Management if an emergency or disaster has been identified as one that affects University buildings, property or other infrastructure in a manner that requires corrective action.

310.40 Contact the Director of Public Safety

OPS dispatch will immediately contact the Director of Public Safety or designee.

310.50 The Director shall contact the University President

The Director of OPS shall immediately contact one or more of the following persons:

University President
Provost and Academic Vice President
Executive Director of Auxiliary Services and Risk Management
Vice President for Student Success
Assistant Vice President of Facilities Management
Assistant Vice President of University Communications
Associate Vice President for Budget and Finance
Vice President for Quad Cities (when applicable)

310.60 Assignment of Emergency Status

After consulting with the University President or a designee, the OPS Director may assign one of the following three emergency status conditions to the incident and shall activate the Emergency Notification Process (ENP), if appropriate:

310.61 Critical Incident (Minor Emergency)

During a Critical Incident or Minor Emergency, ENP may be activated. Incident Command staff members may not necessarily meet as a group, but will still be advised of conditions. An Incident Command Post (ICP) may be established.

310.62 Crisis (Major Emergency)

During a Crisis or Major Emergency, E

During a Crisis orl sti ort( )- O 221.45 262.0 6( )608.49 15e f* EMC /P <912 0 612 792 re W* n BT /F3 11.04 Tf 1 0 0 1 72.144 210.53 Tm 1976( )000912 0 616(qdj)13(t)-4(j)5(v)11(eJ ET -4(ay)-4(he)14( )-4(j)5(ncj)6(lce)3(ssarct)-7(C)5(om)9(m)-3(a792 re 4 399.0418G)6(t)-4(h)4(n)] TJ ET 86(de)3(nt)-7ssarj)13(ct)6(912 0 612 792 re 4 3

310.70 Deactivation of Emergency Incident Operations

At the close of Incident Operations, the Incident Commander will notify the Operations Section Chief to begin the stand-down phase of operations according to the procedures developed as part of the Incident Action Plan for that incident.

310.80 Incident Documentation

Each participating building EC, department, section, function manager, or supervisor is responsible for documenting all activities and expenditures associated with the discharge of his/her emergency functions. Additionally, each emergency response entity will retain documents associated with its activities during the response. These documents, although local in origin, will be based primarily on the formats and purposes devised for federal ICS forms for the following purposes:

Provide a basis to assess the emergency and evaluate the response
Identify areas where campus preparedness activities work-4(44 492.43 (aredne)19a/F3 11.04 Tf1 0 0 1 69.

Report to the ICP to conduct IC operations
Report to the EOC to perform policy group, resource allocation and critical support functions, or
Remain on stand-by status

320.12 Operations Section Staff

The Operations Section shall serve in a direct support capacity to the Incident Command Staff. The Operations Section shall include representation from, but is not necessarily limited to the following:

Public Safety
Student Success Division (counseling, student development, University Union, etc.. as applicable)
Facilities Management
Business Services (depending on size and nature of incident)
Beu Health Center (depending on size and nature of incident)

Once the EOC has been activated, all Operations Section staff will report to the EOC unless directed otherwise by the Incident Commander or Operations Section Chief. If only an ICP is being staffed, the Operations Section staff will be contacted by the Operations Section Chief and shall either report to the ICP or remain on standby alert, as directed.

330.00 Emergency Facilities

Whenever a critical incident, crisis, or disaster occurs or is imminent, it shall be the responsibility of the on-duty OPS personnel to set up and staff an Incident Command Post (ICP) and/or an Emergency Operations Center (EOC), as appropriate. In addition, OPS facilities are to be appropriately staffed and operational at all times during the incident**.**

330.10 Incident Command Post (ICP)

The ICP is to be located as close to the emergency scene as safely possible to enhance tactical control. An ICP need not necessarily be a building or other structure. For example, an OPS vehicle or other suitable vehicle may be used as an Incident Command Post (ICP). At least one uniformed officer or police dispatcher is to staff the ICP at all times until tactical operations terminate. A small stationary office with a desk, chairs, and a telephone may also be established as near to the scene as may be determined necessary by the IC. The ICP may be maintained in addition to any EOC at the discretion of the IC.

During the selection of any stationary ICP location, an alternate site should also be selected, in the event that relocation of the ICP is required due to safety concerns or other reasons.

330.11 ICP Equipment List

The following types and quantities of equipment suitable for an ICP should be considered for staging as required:

Radios (StarComm 21, if available)

Barricades, barrier tape, and signage for the scene
Portable hand radios (minimum of two) with spare batteries
Portable public address system
First aid kit
Campus telephone directory, a State Government Telephone Directory or list, and a local Telephone Directory to include Yellow Pages sections
Three copies of the University EOP
Flashlights (minimum of 10) with extra batteries
Cellular Telephone(s) and extra batteries and/or charging capabilities
High Visibility Vests (10)
Command Post Location Marker or other suitable means of ICP identification, and
Campus Maps/Area Maps
ICS Forms
Pens and tablets
Laptop computers (with extra batteries)

330.20 Emergency Operations Center (EOC)

If any incident exceeds or is likely to exceed available campus capabilities and resources, an Emergency Operating Center (EOC) will be established. OPS dispatch should be made aware of the exact location of the EOC once established. At least one uniformed police officer is to staff the EOC at all times until the incident is resolved.

During the selection of any stationary EOC location, an alternate site should also be selected, in the event that relocation of the EOC is required due to safety concerns or other reasons. This space is activated at the direction of the Incident Commander and remains so until it can be deactivated. The main EOC and back-up EOC should become operational as soon as practical.

330.21 EOC Equipment List

The following types and quantities of equipment suitable for an EOC should be considered for staging as required:

All equipment contained within an ICP, plus
An emergency power source (gas generator & fuel sufficient for an initial 72-hour period)
Tables, desks and chairs sufficient to accommodate IC Staff and all support staff, to include a refrigerator and coffee maker
Copy machine
Two-way radio base station, battery operated AM/FM radio and a television
Telephone equipment as follows:
Dedicated lines for Incident Commander use (min. of 2)
Dedicated lines for Incident Command Staff use (min. of 2)
Cellular telephones (min. of 3)
Sanitary facilities
Campus maps, drawings/blueprints of buildings, HVAC systems, etc.
Computer work station and printer that has network capabilities
Pads, envelopes, writing implements and other office supplies
A Fax machine with broadcast capabilities
Cots suitable for temporary sleeping areas

700.20 Methodology

The program is designed to maximize the interaction of the campus law enforcement community with the appropriate members of government law enforcement agencies. In order to ensure the timely receipt of threat information, OPS has established a working relationship with:

The FBI field office
The regional Joint Terrorism Task Force (JTTF)
State and local law enforcement officials, and
Others, as appropriate

800.00 Campus Response to National Threat Alert Levels

response to local, state, or national threat alert levels:

Assign officers as liaisons with international student groups on campus in addition to potentially eliciting lifesaving information, liaisons build trust and address the unique needs of such groups
Immediately review the campus EOP and mutual aid agreements with the WIU Emergency Response Team, command staff and jurisdictional partners
Ascertain the need for additional staff training
Assign a campus liaison officer to the local EOC
Review leave policies and SOPs for reassignment of plain clothes officers to uniform duty to enhance visibility and coverage to critical areas
Update the most recent risk assessment inventory
Increase physical checks of critical facilities during periods of increased alert
Establish a single point of access for each critical facility and institute 100% identification checks
Limit public access to critical facilities and consider escort procedures for authorized persons
Increase administrative inspections of persons and their possessions entering critical facilities
Increase administrative inspections of vehicles and their contents
Assess adequacy of video monitoring
Assess adequacy of physical barriers outside sensitive buildings and the proximity of parking areas
Ensure adequacy of emergency alert and communication system for students, faculty, staff and visitors
Review parent communication and reunification plan and educate all stakeholders

900.00 Annual Plan Reviews

900.10 The EOP shall be reviewed at least once each year

On or about January 1 of each year, the President of the University shall cause an annual review of the EOP to be conducted. As a result of this review, any updates and/or changes shall be submitted to the Executive Director of Risk Management who will facilitate appropriate review and approval prior to changes being incorporated into this Plan. Any changes of this plan

shall be documented in the Record of Changes section (full version) and the updated Plan shall be distributed to users as soon as possible.

900.20 Emergency Action Plans

On or about July 1 of each year, each Building Emergency Action Plan review shall commence. Updated Plans shall be submitted to the Executive Director of Risk Management for approval by no later than November 1 of the same year.

900.30 Reporting Status of Plan Revisions

The Executive Director of Risk Management shall manage and track the updating of all campus wide EOP and Building/Facility Plans.

900.40 Emergency Communication Plan

On or about July 1 of each year, the Executive Director of Risk Management shall conduct a review of the campus Emergency Communications Plan. As a result of this review, any updates and/or changes shall be incorporated into this Plan. Any changes of this Plan shall be documented in the Record of Changes section (full version) and the updated Plan shall be distributed to users as soon as possible.

Primary Source Documents

Reference #	Title/Subject
1	**Homeland Security Presidential Directive-5** (HSPD-5)
2	**Homeland Security Presidential Directive-8** (HSPD-8)
3	**IAP Planning Process Synopsis**
4	**IAP Sample** (for Internal Incidents Only) (Posted on WWW. IACLEA.org)
5	**List of Primary Source Materials** (Posted on WWW. IACLEA.org) **Model Responses to Terrorist Alert Information**
6	**Minnesota State Colleges** http://www.firecenter.mnscu.edu/ehs/Terrorism%20Color%20Code%20System9-27-

(Posted on WWW. IACLEA.org)

16 **Anti-Terrorism Training Chart & Active Links**
(Posted on WWW. IACLEA.org)

17 **DHS, Hurricane Katrina: Lessons Learned Synopsis**
(Posted on WWW. IACLEA.org))

Plan Legal Basis and References

Public Laws (PL)

Federal Civil Defense Act, as amended (50 USC 2251 et seq.), 1950
Disaster Relief Act, PL 93-288, as amended (42 USC 5121 et seq.), 1974
Superfund Amendment and Reauthorization Act (also known as the Emergency Planning and Community Right to Know Act), PL 99-499, 1986
Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100

Emergency Operations Plan Appendices

Plan Appendices include logistical details regarding establishment of emergency operations on campus. These appendices have been intentionally omitted from this public version of the Plan. Questions regarding Plan appendices may be directed to the

Check-In
Check-

Emergency Identification Pass (EIP)
Credential, arm band, or other item that identifies an individual as a member of the WIU Emergency Response Team or other essential personnel who may need to be present on campus during times when facilities and/or property are secured.

Emergency Operations Centers (EOCs)
An EOC is the physical location at which the coordination of information and resources to support domestic incident

Incident
An Incident is an occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP)
An IAP is an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP)
An ICP is the field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS)
ICS is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, prourricion

Joint Information Center (JIC)
The JIC is a facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS)
The JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that

Operational Period
Operational Period is the time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section
The Operations Section is the section responsible for all tactical incident operations. In ICS, it normally includes

Response
Response includes activities that address the short-term, direct effects of an incident. Response also includes immediate actions to save lives, protect property, 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; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer (SO)
The Safety

Task Force