

# DePaul University Emergency Response Plan Summary



The purpose of this emergency response plan is to designate areas of responsibility and defines a framework necessary to respond to emergency situations.

For purposes of this document, an emergency is defined as 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

An emergency could be caused by a natural disaster, man-made catastrophe, civil disturbance, or other violent or threatening behavior by an individual or group. Because it is impossible to write detailed plans covering every possible contingency, this document provides broad guidelines, rather than specific procedures.

DePaul employs the following guidelines to assess the level of emergency and hence an appropriate response. Note that these guidelines are applicable for the Loop and Lincoln Park campuses; location-specific emergency guidelines have been developed for DePaul's suburban campuses and international locations incorporating the terms and conditions of leased space agreements.

## Executive Emergency Response Team (EERT)

EERT consists of the following individuals:

- President
- Provost
- Executive Vice President
- Senior Executive for Presidential Operations
- Vice President, Facility Operations

The highest-ranking member available of the Executive Emergency Response Team shall declare a state of University **LEVEL 4** emergency. He/she will then place into immediate action University evacuation and closure procedures, contact the crisis management representative to initiate the overall university business continuity plan and commence emergency communication protocol (see below).

## Crisis Management Team (CMT)

CMT is responsible for providing overall coordination during a **LEVEL 4** event.

CMT consists of the following individuals:

- Director of Business Continuity Planning (Team Lead)
- Associate Vice President of Treasury Operations (Alternate Team Lead)
- Director of Public Safety
- Assistant Director of Public Safety
- Director of Facility Operations Lincoln Park
- Director of Facility Operations Loop
- Assistant Vice President of Enrollment Management
- Associate Vice President for Public Relations
- Associate Vice President for Student Advocacy
- Manager of HRIS/Operations Human Resources
- Manager of Benefits Human Resources
- Associate Provost
- Associate Vice President Office of the Provost
- Director of Institutional Compliance

**Note: For all levels, Media Relations will coordinate all internal and external communications when necessary.**

LEVEL	EMERGENCY DESCRIPTION	EMERGENCY RESPONSE GUIDELINES
1	A minor department or building incident that can be resolved by the responding service unit. (Examples: Facility Operations is called in to respond to a broken water pipe. Information Services responds to a telephone service outage.)	<p>Level 1 incidents are reported through normal channels and are handled based upon established departmental practices. For example, Facility Operations is contacted regarding a broken water pipe and problems with telephone service are reported to the Help Desk. If a maintenance issue occurs after normal university working hours, contact the Public Safety Office.</p> <p><b>When conditions permit and the impending emergency situation provides ample time (example: anticipated major snowstorm), the AVP for Public Relations or the Vice President for Facility Operations commences communication with the EERT to formulate a plan of action.</b></p>
2	A building incident that can be resolved with existing University resources or with limited outside help. A Level 2 incident is generally of limited duration and has little impact on the University community beyond those using the space/building in which it occurred. (Examples: Minor chemical spills, building loss of heat or electricity for several hours, or a minor fire confined to a room and not involving hazardous chemicals.)	<p>Level 2 events are generally reported through normal channels and are handled based upon established departmental practices. If the situation is potentially dangerous, life or property threatening, it should be reported directly to Public Safety (Loop – extension 28400, Lincoln Park Campus – extension 57777).</p>
3	Situations that are primarily people, rather than infrastructure focused. In particular, many student issues can become quite complex because of varied institutional and student support responses that must be coordinated. (Examples: assaults, building/office occupation, hate crimes, and bomb threats.) In these situations, specific departmental/incident plans may be implemented.	<p>Level 3 situations vary in nature, scope and severity. Some Level 3 emergencies can be handled by relatively routine procedures, although many Level 3 situations that emerge as minor have the potential to evolve into major crises if not appropriately handled. A variety of issues can become quite complex because of the varied institutional, student, and community responses that must be coordinated.</p> <p>Level 3 emergencies should be reported to the Public Safety office. The appropriate departments (such as Student Affairs, Human Resources, Office of the University Ombudsman, Legal Affairs, Risk Management) are then consulted so that they can evaluate all facets and potential ramifications of a Level 3 situation. If deemed necessary and the emergency requires resources from a variety of areas within the University, the Executive Emergency Response Team (EERT) may be notified to provide direction and coordination.</p>
4	A major or catastrophic emergency that impacts a sizeable portion of a campus or its surrounding 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 threatening events on campus or in the general community that may develop into a major crisis or disaster. (Examples: earthquake, tornado, act of terrorism, flood, major fire, extended power outage, or contagious disease outbreak)	<p>When a severe unpredicted emergency occurs or condition exists, it should be reported immediately to the Public Safety office (Loop – extension 28400, Lincoln Park Campus – extension 57777).</p> <p>Public Safety will follow a defined sequence of responses for emergency situations, including but not limited to the following steps:</p> <ol style="list-style-type: none"> <li>1. Dispatch security and make appropriate calls to fire, medical, and/or Chicago Police Department.</li> <li>2. Assess severity of the situation and determine the estimated level of emergency.</li> <li>3. If a potential Level 4 situation exists, the Director of Public Safety or the Vice President for Facility Operations is notified.</li> </ol> <p>When a potential Level 4 emergency has been assessed, the Director of Public Safety or the Vice President for Facility Operations shall immediately notify the Executive Emergency Response Team (EERT) and the Crisis Management Committee Team leads. The CMT will assemble, as appropriate, to address the emergency. Prior to assembling EERT, on-scene security officers are authorized to make necessary operational decisions and to commit resources to mitigate and control the crisis.</p>

## Critical Business Unit Contacts

The CMT lead or alternate is responsible for notifying the following people, or designee if unavailable, IMMEDIATELY so that they can commence their respective Business Continuity/Emergency plans.

- Director, Information Services
- VP, Student Affairs
- VP, Human Resources
- VP, Finance
- VP, Enrollment Management
- Secretary of the University
- Executive Director of Suburban Campuses
- Deans

## Evacuation/Closure Procedures

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 building 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.

## Emergency Communication Protocol

Timely and accurate communication with the campus population during a **LEVEL 4** emergency is critical. The university community will be alerted during working hours through a combination of intercom announcements and use of the broadcast capabilities of the voice mail and e-mail systems. Media Relations will coordinate updating the “Alert” section of DePaul’s home page with relevant information, or if the situation merits, the home page will be replaced with a special DePaul Emergency home page. Periodic updates will be provided through the same means. When appropriate, the local media will also be advised. If the emergency occurs after regular working hours, the DePaul community should monitor local television and radio channels, check the DePaul home web page, and if established within their department, participate in calling tree communications. The AVP for Public Relations or his/her designee is responsible for coordinating all emergency communications.

Emergency/update information will be recorded on the main university number (312-362-8000). When the nature of the emergency suggests there will be an influx of telephone inquiries concerning the well-being of students, faculty and staff, an off-site “hotline” phone service will be employed to handle the volume of in-coming calls and ensure that phones are answered by a human operator.

## Command Centers

Two Command Centers will be available: (1) the Loop Campus Facility Operations Dispatch Center, located in the basement of Lewis Center; and (2) the Lincoln Park Campus Public Safety office, located on the third floor of Centennial Hall. In the event that their regular offices are unavailable, EERT members, crisis management committee members and Public Relations’ staff, should report to the designated Command Center. Supplies and equipment will be available at the Command Center sites including: Telephones, Television with cable access, fax machine, High-volume copier machine, Two-Way Radios, Public Relations’ supplies (local media directories, News Release paper, disks with pre-drafted copy), Whiteboard, flashlights, and basic office supplies.

Iteration #	Edits made by:	Description	Date Completed
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