

Preventing Sexual Violence in Higher Education Act Annual Report Template

Instructions

As a higher education institution in Illinois, your school must provide an annual report with data and information related to the implementation of the Preventing Sexual Violence in Higher Education Act (Act). The 2019 report covers data and information concerning the preceding calendar year (January 1 – December 31, 2018). Your report is due to the Illinois Department of Human Rights and the Illinois Attorney General's Office by November 1, 2019. See 110 ILCS 205/9.21(b).

This form provides guidance for reporting to the Illinois Attorney General's Office. Schools may, but are not required to, use this form for their report. A complete report must include the documents identified in Part A and the data requested in Part B. Part C provides space, if desired, for your school to include information to explain, contextualize or clarify data or information provided in Parts A and B. Your school may submit its Annual Security & Fire Safety Report (i.e., Clery Act Report) and, if necessary, supplement it with additional data and information to fulfill the Preventing Sexual Violence in Higher Education Act's reporting requirements.

If your institution fails to submit a report, or submits an incomplete report, it will be listed on the Illinois Attorney General's website as an institution that is not in compliance with the Act.

For more information regarding the reporting requirements, please read the Frequently Asked Questions Regarding the Act's Reporting Requirements, which you can find on the Illinois Attorney General's website at http://www.illinoisattorneygeneral.gov/rights/civilrights.html.

Preventing Sexual Violence in Higher Education Act Annual Report

Form

Name of Higher Education Institution: University of Saint Mary of the Lake

Campus (if applicable): N/A

Completed By/Primary Contact: Sandra Hessler/Tad Geiger

Address: 1000 E. Maple Ave., Mundelein IL 60060

Phone Number: 847-566-6401 Email Address: tgeiger@usml.edu

PART A

Provide one copy of the most recent version of each of the following documents:

✓ The higher education institution's comprehensive policy (see 110 ILCS 155/10); and

✓ The higher education institution's concise, written notification of a survivor's rights and options under its comprehensive policy (see 110 ILCS 155/15).

PART B

I. Campus Training, Education and Awareness

A. Student Primary Prevention Programming

Identify any and all institutional actions and strategies intended to prevent sexual violence before it occurs by means of changing social norms and other approaches, including, without limitation, training programs, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions that occurred during the 2018 calendar year. See 110 ILCS 155/30(b). If necessary, append additional pages.

Program name	Type/description	Date(s)	Location(s)	Target audience	Number of attendees
Virtus Training	Protection of Children/Youths	Various	Mundelein Seminary/Various	154	154
Mandated Reporter Training	Protection of Children/Youth	Various	Mundelein Seminary/Various	154	154
Code of Conduct	Policies of the Archdiocese of Chicagoe	Various	Online	154	154
Criminal Background Check	Criminal Record Check	Various	Online	154	154
NTS - Authorization for Background Che	DCFS Check for Child Abuse and Neglect	Various	Printed Form	154	154

B. Employee Training (optional)

Identify any and all training provided to higher education institution employees who, with respect to reports of sexual violence, domestic violence, dating violence or stalking: (1) receive student reports, (2) refer or provide services to survivors or (3) participate in the complaint resolution procedure. See 110 ILCS 155/30(c). If necessary, append additional pages.

Program name	Type/description	Date(s)	Location(s)	Target audience	Number of attendees
Virtus Training	Protection of Children/ Youths	Various	Mundelein Seminary/Various	4	4
Mandated Reporter Training	Protection of Children/ Youths	Various	Mundelein Seminary/Various	4	4
Code of Conduct	Policies of the Archdiocese	Various	Online	4	. 4
Criminal Background Check	Criminal Record Check	Various	Online	4	4
CANTS-Authorization for Background Check	DCFS Check for Child Abuse and Neglect	Various	Printed Form	4	4

II. Reports

Identify the total number of reports made to the following groups of individuals in the 2018 calendar year. If a higher education institution is aware that a student reported an incident more than once, it may provide an explanation for this or any other additional information regarding its reports in Part C below. See 110 ILCS 155/25 and 110 ILCS 205/9.21(b).

	Reports to the Title IX coordinator/responsible employees	Reports to confidential and anonymous resources
Sexual violence	0	0
Domestic violence	0	0
Dating violence	0	0
Stalking	0	0

A. Responses to Reports to the Title IX Coordinator or Responsible Employees

Of the total number of reports or disclosures made to the Title IX coordinator or responsible employees at the higher education institution (identified in Part B, Section II), please report the number of times the following occurred:

	Survivor requested not to proceed with the complaint resolution procedure	HEI investigated allegation	HEI referred allegation to local or State law enforcement	HEI resolved allegation through complaint resolution procedure
Sexual violence	0	0	0	0
Domestic violence	0	0	0	0
Dating violence	0	0	0	0
Stalking	0	0	0	0

B. Complaint Resolution Procedure Outcomes

Of the total number of reports reviewed through the complaint resolution procedure, identify the number of students who received the following outcomes. Please provide a description of the other types of discipline students received for violating the comprehensive policy in Part C of this report.

	Found not responsible for violation of comprehensive policy	Dismissed/ expelled	Suspended	Otherwise disciplined
Sexual violence	0	0	0	0
Domestic violence	0	0	0	0
Dating violence	0	0	0	0
Stalking	0	0	0	0

PART C
Use this space to provide any explanations or clarifications for information and data provided a part of the report. (Append additional pages as necessary.)
All employees and new students must complete all compliance items upon entry.

Submit completed reports via mail or email to the addresses below by November 1, 2019:

- Office of the Illinois Attorney General Civil Rights Bureau
 100 W. Randolph Street, 11th Floor Chicago, IL 60601 civilrights@atg.state.il.us
- Illinois Department of Human Rights 100 W. Randolph Street, 10th Floor Chicago, IL 60601

Missing Student Notification

Mundelein Seminary is a small community with 205 seminarians. Each seminarian is required to be in chapel every morning and attendance is also taken in each class. If a student is absent from these or other activities without required permission as specified in the Mundelein Seminary Academic Catalog (Academic Regulations, page 49), an internal inquiry will be made. If it is determined that the student is indeed missing, the Mundelein police will be notified.

Fire Safety Report

The entire facility (including storage and attics) is covered by a sprinkler system that activates the alarm if a drop-in pressure is detected.

Portable electrical appliances such as computers, radios, stereos, hair dryers, and clocks, are allowed. Refrigerators, coffee pots, popcorn poppers, etc., are discouraged. Hot plates, toaster ovens, toasters, etc., are not allowed.

Anything with an open flame is prohibited, including candles.

The University of Saint Mary of the Lake/Mundelein Seminary has a no-smoking policy in all seminary buildings. This includes student rooms.

At least one fire drill is conducted per year.

In the event of a fire, please exit the building from the closest and safest exit and make your way to your rally point. You should not leave the area until the "all clear" has been given by authorized emergency personnel:

- For those who reside in the Conference Center Residence, your rally point will be in the Purple Parking Lot (behind the Conference Center Residence Building).
- For those who reside in the Theology Residence Hall, your rally point will be the Red Parking Lot (behind the Theology Residence Hall).
- For those who reside in the Faculty Building, your rally point will be the Blue Parking Lot.

Please do not stand in the driveway and keep within these areas until notified otherwise by authorized emergency personnel. Standing too close to the building may be dangerous in the event of explosions, debris, gas fumes, etc.

In case of a network crash during which time the Archdiocesan phone systems are down, please report emergencies to the following staff members by cell phone:

John Huinker (primary)	Director of Public Safety	847-561-9397
Jim Heinen (secondary)	Chief Operating Officer	847-970-4809

The Uni	versity of St.	Mary of t	the Lake Fi	re Log
	2015	2016	2017	2018
Fires	0	0	0	0
Injuries	0	0	0	0
Deaths	0	0	0	0

Mundelein Seminary Code of Conduct

Preface from the PPF (5th Edition)

258. Priestly formation occurs in the context of a community whether as a seminary or a house of formation. It is "a continuation in the Church of the apostolic community gathered about Jesus" in which men called to share in a unique way in the priesthood of Christ relive today the formation offered to the Twelve by the Lord.161 What follows also applies to religious seminarians mutatis mutandis.

259. The seminary's life in community mirrors ecclesial communion, which itself is rooted in the Blessed Trinity. This ecclesiology of communion lived out in seminary community is "decisive for understanding the identity of the priest, his essential dignity, and his vocation and mission among the People of God and in the world" (Pastores dabo vobis, no. 12). Viewed in this way, the seminary community is the essential formational matrix for those preparing for ordained ministry, which itself "has a radical 'communitarian form' and can only be carried out as a 'collective work'" (Pastores dabo vobis, no. 17). The seminary community, then, is committed 161 Pastores dabo vobis, nos. 60-61. 86 | Program of Priestly formation to fostering the human, spiritual, intellectual, and pastoral formation of future priests.162

260. The essential work of the seminary takes place in the context of community. Personal growth and character development should progress together harmoniously within a deepening spiritual life. The seminary is a school of human virtue, of growth in honesty, integrity, intellectual rigor, hard work, and tolerance, where the common good is built with solidarity and discipline—all leavened by humor and healthy enjoyment. The seminary also must be a school of spiritual growth in which seminarians are formed into men of prayer, imbued with those virtues that only grace can bring: faith, hope, and charity. The seminary should help the seminarians develop the relationship and dialogue skills necessary for healthy interpersonal relationships as priests.

261. Seminary programs of formation have two focal points: the seminary community and its public life as an environment for growth and development that includes many different kinds of relationships, and individual seminarians as they strive to interiorize the values of the spiritual life and integrate the lessons of human, spiritual, intellectual, and pastoral formation. The interplay between individual and community lies at the heart of formation.

262. The experience of seminary community plays a significant role in the personal and spiritual growth of seminarians. Each level of seminary from high school through the theologate will shape community in a particular way. Still, at every level, community is formative in similar ways. The give-and-take between those who share the priesthood as a common vocation sets the right context for formation. Such interaction provides mutual support, promotes tolerance and fraternal correction, and gives an opportunity for the development of leadership and talent among seminarians. It also can motivate seminarians to develop a sense of self-sacrifice and a spirit of collaboration.

Community also should provide the context in which those qualities necessary for ministerial leadership can be nurtured and demonstrated: "emotional maturity, personal faith, moral integrity, and social concern."163 The seminarians and faculty form the heart of 162 See Pastores dabo vobis, no. 61. 163 ATS 4.2.1.1. THE FORMATION OF CANDIDATES FOR PRIESTHOOD | 87 the seminary community, and this reality needs careful cultivation so that the distinctive aims of seminary formation can be achieved.

Code of Conduct for Church Personnel

As someone who ministers to young people and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults.

to achieve this, a will not:
□ Touch a minor or vulnerable adult in a sexual way or other inappropriate manner.
$\ensuremath{\square}$ Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any other closed room.
Share a bed with a minor or vulnerable adult.
□ Take an overnight trip alone with a minor or vulnerable adult.
□ Acquire, possess or distribute pornographic images of minors under the age of 18.
ntroduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult.
□ Provide alcohol, cigarettes or controlled substances to a minor or vulnerable adult.
□ Use, possess, or be under the influence of illegal drugs.
□ Use alcohol when engaged in ministering to a minor or vulnerable adult.
□ Engage in physical discipline for behavior management of minors or vulnerable adults.
□ Humiliate, ridicule, bully, or degrade another person.

Measures to Aid Observance of the Code of Conduct

To help me keep the promises in the Code, I WILL:

- □ Report any suspected child abuse or abuse of a vulnerable adult to the proper authorities.
- ☐ Avoid physical contact when alone with a minor or vulnerable adult. Physical contact with minors or vulnerable adults can be misconstrued, especially in private settings.

in a supervisory role.
☐ Avoid providing overnight accommodations for minors or vulnerable adults in private residences or rectories.
□ Avoid driving alone in a vehicle with a minor or vulnerable adult.
☐ Have more than 1 child and at least 2 adults present when using one's own home for youth work.
☐ Assume the full burden for setting and maintaining clear, appropriate physical and emotional boundaries in all ministerial relationships.
☐ Refrain from giving expensive or inappropriate gifts to a minor or vulnerable adult.
□ Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door cannot remain open. If one-on-one pastoral care of a minor or vulnerable adult is needed (e.g. Sacrament of Reconciliation) avoid meeting in isolated locations.
Exercise caution in communicating through e-mails or the internet. Only share work/ministry related e-mail addresses with minors and vulnerable adults. Do not participate in chat rooms with minors or vulnerable adults.
 Ensure that all activities (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which you are responsible have been approved in advance by the appropriate administrator.
☐ Have an adequate number of adults present at events. A minimum of 2 adults in supervisory roles must always be present during activities for minors and vulnerable adults.
☐ Release young people only to parents or guardians, unless the parent or guardian has provided permission allowing release to another adult.
Avoid taking minors and vulnerable adults away from the parish, school, or agency for field trips, etc. without another adult present in a supervisory role. Obtain written parental/guardian permission before such activities. Permission slips should include the type, locations, dates, and times of the activity and emergency contact numbers.

Practical Suggestions

These are some practical suggestions for identifying permissible and impermissible conduct.

Conduct that May Be Permissible

Appropriate affection between Church personnel and minors and vulnerable adults constitutes a positive part of Church life and ministry. Nonetheless, any touching can be misunderstood and must be considered with great discretion. Depending on the circumstances, the following forms of affection are customarily (but not always) regarded as appropriate.

- · Verbal praise
- Handshakes
- "High-fives"
- · Pats on the shoulder or back
- Hugs (brief)
- · Holding hands while walking with small children
- · Sitting beside small children
- Kneeling or bending down for hugs from small children
- · Holding hands during prayer
- Pats on the head when culturally appropriate

Conduct that is Not Permissible

Some forms of physical affection have been used by adults to initiate inappropriate contact with minors. In order to maintain the safest possible environment for minors and vulnerable adults, the following are examples of affection that are **NOT** TO BE USED:

- · Inappropriate or lengthy embraces
- Kisses on the mouth

- Holding minors over four years old on the lap
- Touching buttocks, chest, legs or genital areas
- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
- Wrestling or tickling minors or vulnerable adults
- Piggyback rides
- · Any type of massage given by minor to adult, or by adult to minor.
- Any form of unwanted affection
- Compliments that relate to physique or body development

Code of Conduct Acknowledgement Form Employees and Volunteers

Parish/School/Agency
Date
I have received a copy of the Code of Conduct for Church Personnel. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.
Signature
Print Name
Position
The signed Code of Conduct Acknowledgement Form shall be kept in employee personnel files at the agency/parish/school or in a general volunteer file at the agency/parish/school.
Please return this completed form to the site where you are an employee or volunteer.

Code of Conduct Acknowledgement Form PRIESTS - Archdiocesan, Religious and Extern

	n/School/Agency
Date	·
have have of Co obse	e received a copy of the Code of Conduct for Church Personnel. I read and understand this Code of Conduct, and I agree to abide by it. I also read and understand the "Measures to Aid Observance of the Code induct" and the "Practical Suggestions" and will employ them to help me we the code of conduct. A violation of this code can result in disciplinary in, up to and including termination and/or removal from ministry:
Signa	ture
	Name
Print	
Positi	
Positi П	on

Archdiocesan Priests Religious/Extern Priests

Office of the Chancellor Archdiocese of Chicago P. O. Box 1979 P. O. Chicago, IL 60690-1979

Rev. Robert J. Heidenreich Archdiocese of Chicago Box 1979 Chicago, IL 60690-1979

Code of Conduct Acknowledgement Form Deacons

Parish/School/Agency
Date
I have received a copy of the Code of Conduct for Church Personnel. I have read and understand this Code of Conduct, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Code of Conduct" and the "Practical Suggestions" and will employ them to help me observe the code of conduct. A violation of this code can result in disciplinary action, up to and including termination and/or removal from ministry.
Signature
Print Name
Position

The signed Code of Conduct Acknowledgement Form shall be kept in personnel files at the Diaconate Office. Please return the acknowledgement form to:

Deacon Richard F. Hudzik Office of the Diaconate 816 Marengo Avenue Forest Park, IL. 60130

VII. SEXUAL HARASSMENT

Sexual Harrassment

The Archdiocese of Chicago is committed to maintaining a work environment free of sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature shall be considered harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; OR
- such conduct has the purpose or effect of unreasonably interfering with an individual's work
 performance or creating an intimidating, hostile or offensive working environment.

All instances of alleged sexual harassment are to be reported to the immediate supervisor, or pastor, parochial administrator, principal or agency director. If any employee believes that he or she has been subjected to conduct which may constitute sexual harassment, that employee is to immediately report the offensive conduct to his or her immediate supervisor. The supervisor will then report the allegation to the pastor, principal or director, who will then report the allegation to the Office of Human Resources and/or the Office of Legal Services.

If a complaint arises because of the action of the employee's supervisor or manager, the aggrieved employee is to contact a higher level of management locally, or the Director of Human Resources who, in turn, will advise the employee and consult with the appropriate level of management to resolve the complaint.

After an immediate and confidential investigation of the employee's complaint has been concluded, the employee will be advised of the results of that investigation. Based on a finding of reasonable evidence that sexual harassment has occurred, necessary and appropriate disciplinary action, up to and including discharge, will be taken against the offending party.

Retaliation in any form against an employee who exercises his or her right to make a complaint under this section is strictly prohibited and will itself be cause for appropriate disciplinary action, up to and including discharge. Reporting sexual harassment will not affect the individual's future employment, evaluations or work assignments.

Anyone who knowingly makes false charges against an employee in an attempt to demean, harass, abuse or embarrass that individual will be subject to disciplinary action up to and including discharge. All parties involved in a sexual harassment complaint are to maintain strict confidentiality while the complaint is being investigated and evaluated.

FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES

The University of Saint Mary of the Lake/Mundelein Seminary was renovated in	in
full compliance with the 1991 Americans with Disabilities Act (ADA) Standards for Accessible	Design
(see http://www.ada.gov/ and http://www.ada.gov/1991standards/1991standards-archive.htm	ml) and
with the International Code Council and American National Standards Institute, ICC/ANSI A1	17.1-
2003 Accessible and Usable Buildings and Facilities (see	
http://publicecodes.cyberregs.com/icc/ansi/2003/a117p1/index.htm).	

Handicap access at USML complies with the Sections 501 and 504 of the Rehabilitation Act (see http://transition.fcc.gov/cgb/dro/504/disability-primer-1.html).

USML does not offer a Comprehensive Transition and Postsecondary (CTP) program for students with intellectual disabilities.

Students with speech impairments of fluency and articulation are encouraged to seek professional assistance to maximize their confidence and communication effectiveness.

Counseling is available for seminarians in the school of theology through an on-site full-time licensed counselor (who also serves as Professor of Pastoral Counseling). We have three part-time counselors available on site on a weekly basis. The seminary also provides referral to outside counseling services as needed.

Alcohol and Drug Policy

Alcohol Policy

Mundelein Seminary permits a seminarian to have a small amount of alcohol in his room or to share an occasional drink in his room with one or two friends. At the same time, any extensive collection of alcohol or any repeated use of alcohol that betrays his avowed purpose for being here renders him liable to a specific review of his suitability for orders.

- No seminarian room should be considered a regular gathering place for seminarian drinking, nor should any meeting of seminarian there be for the said or implied purpose of simply drinking alcohol.
- Regular or habitual drinking alone in one's room is cause for concern.
- Cam rooms (before 10:00 p.m.) and Recreation Halls are the most appropriate places for the
 use of alcohol in moderation. The use of these spaces must also reflect the rights of others
 on the Cam and in the building. "Drinking parties" are not acceptable.
- Any off-campus drinking must be considered in light of the seminarian's purpose at
 Mundelein and the change of lifestyle which his formation asks him to undertake. Visiting any
 bar is prohibited when the purpose intended or accidental is to drink to excess. Visiting
 any "singles" bar heterosexual or homosexual is without exception not approved and
 violates the impending commitment of his life. Seminarians are not to go to bars after 8
 p.m. Any seminarian who does so is liable to expulsion.
- All seminarians must agree with, adhere to, and sign the Mundelein Seminary Alcohol and Internet policy forms.

Protocol

Whenever this policy is violated, the following actions will be taken by seminary personnel. The principles guiding this protocol are Christian Charity and cognizance of the Common Good. A seminarian is preparing to become a priest. No priest may be a practicing alcoholic. Any regular abuse of alcohol or drunkenness cripples his ministry and diminishes the degree of his personal credibility.

- Seminarians who observe excessive alcohol use or drunkenness are <u>obliged</u> to notify the Dean of Formation and are encouraged to speak with the person himself.
- The Dean will investigate the report and take the appropriate steps.
 - a. He will speak with the identified seminarian
 - b. If needed, he will gather additional information
 - c. In the case of a warranted concern:

- o the Dean of Formation will then notify the Rector
- o the Rector will notify the diocese of the concern
- the Dean of Formation and the Rector will require a psychological evaluation to assess use and abuse of alcohol and related issues
- o the seminarian will be required to follow the recommendation of the Dean of Formation, based on his reading of this evaluation
- o violation of the recommendation may be cause for dismissal
- If a seminarian violates any part of the Policy Section, he will be warned, and in serious cases, will be placed on probation.
- In the case of a seminarian having an extensive collection of alcohol, the collection will be confiscated.
- In the case of any seminarian receiving a DWI or DUI, the Dean of Formation will take any action listed above.
- A note chronicling any of these events will be placed in the seminarian's file.

Consequences

After reviewing this policy, all seminarians, will sign a statement of understanding and compliance indicating their willingness to be bound by this document. Should they violate this promise, punitive action will result.

- If the seminarian consistently violates this document, he must declare himself to his spiritual
 director and, if judged appropriate, to his advisor in order to provide him the help needed to
 resume acceptable use of the service.
- Should he not make this declaration, and he is detected—through Mundelein Seminary monitoring or observation by another seminarian—the following protocol will be engaged:
 - o The observing person will notify the Dean of Formation who will investigate the charge in the manner he deems fit. This investigation is at his initiative and will include all or some of the following or any part of all or some of the following:
 - o Calling the offending person in his office
 - Arranging a meeting, at his discretion, with himself, the seminarian, the observing party, the cam priest, and/or the seminarian's advisor and with his spiritual director who can be invited by the Dean or the man to serve the man as a silent presence of support.
 - Notifying the Rector and possibly the Diocese
 - Arranging for treatment or dismissal

User ID: C1488851

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

	Tota	l occurrences On ca	ampus
Criminal offense	2016	2017	2018
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. Statutory rape	0	0	0
g. <u>Rabbery</u>	0	0	0
h. Aggravated assault	0	0	0
i. <u>Burglary</u>	0	1	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0
Caveat: If you have changed prior years' data, you must add a caveat explaining Line (X) was changed from (A) to (B) because (REASON)."	the change. Use the	e following format: "f	For (YEAR),

User ID: C1488851

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred <u>On Campus</u>, enter the number that occurred in <u>On-campus</u> <u>Student Housing Facilities</u>.

		occurrences in On-C ident Housing Facili	
Criminal offense	2016	2017	2018
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. <u>Rape</u>	0	0	0
d. Fondling	0	0	0
e. <u>Incest</u>	0	0	0
f. Statutory rape	0	0	0
g. <u>Robbery</u>	0	0	0
h. Aggravated assault	0	0	0
i. <u>Burglary</u>	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	o	0	0
k. <u>Arson</u>	0	0	0
Caveat: If you have changed prior years' data, you must add a caveat explaining Line (X) was changed from (A) to (B) because (REASON)."	the change. Use the	following format: "F	or (YEAR),

User ID: C1488851

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on <u>Public Property</u>.

Total o	ccurrences on Public	Property
2016	2017	2018
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
the change. Use t	he following format: '	For (YEAR),
	2016 0 0 0 0 0 0 0 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

User ID: C1488851

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of <u>Hate Crimes</u> that were reported to have occurred <u>On campus</u>. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

	2018 Category of Bias for crimes reported in 2018								
Criminal offense	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-</u> <u>negligent</u> manslaughter	0	O Property	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
î. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
 j. Motor vehicle theft (Do not include theft from a motor vehicle) 	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/</u> vandalism of property	0	0	0	0	0	0	0	0	0

	2017	Category of Bias for crimes reported in 2017							
Criminal offense	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-</u> negligent manslaughter	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0		0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	O	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
 Destruction/damage/ vandalism of property 	0	0	0	0	0	0	0	0	0

Caveat:

	2016			Category	y of Bias for cr	imes reported	in 2016		
Criminal offense	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-</u> negligent manslaughter	O	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
I. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/</u> vandalism of property	0	o	0	0	0	0	a	0	0

Line (X) was changed from (A)	explaining the change. Use the following	format: "For (YEAR)
AND THE PROPERTY OF THE PROPER		
name of the state		

User ID: C1488851

Hate Crimes - On-campus Student Housing Facilities

For the criminal offenses listed below, first enter the total number of <u>Hate Crimes</u> that were reported to have occurred in <u>On-Campus Student Housing Facilities</u>. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

	2018	Category of Bias for crimes reported in 2018							
Criminal offense	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-</u> negligent manslaughter	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/</u> vandalism of property	0	0	0	0	0	0	0	0	0

	2017	Category of Bias for crimes reported in 2017							
Criminal offense	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-</u> <u>negligent</u> <u>manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	[0]	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
 j. Motor vehicle theft (Do not include theft from a motor vehicle) 	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
I. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0]	0	0	0	0	0
o. <u>Destruction/damage/</u> vandalism of property	0	0	0	0	0	0	0	0	0

	2016			Catego	ory of Bias for o	rimes reporte	d in 2016		
Criminal offense	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-</u> <u>negligent</u> manslaughter	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	O
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	Q	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	. 0	0
i. <u>Burglary</u>	0	. 0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
I. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
п. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
 Destruction/damage/ vandalism of property 	0	0	0	0	0	0	0	0	0

Caveat: If you have changed prior years' data, you must add a caveat explaining the change. Use the Line (X) was changed from (A) to (B) because (REASON)."	e following format: "For (YEAR),
	The state of the s

User ID: C1488851

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of <u>Hate Crimes</u> that were reported to have occurred on <u>Public Property</u>. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

	2018			Categ	ory of Bias for	crimes reporte	d in 2018		
Criminal offense	Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-</u> negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/		0						0	

Category	of Bias	for crimes	reported is	2017
----------	---------	------------	-------------	------

	2017			Catego	ory of Blas for	сrimes геропе	a in 2017		
Criminal offense	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-</u> <u>negligent</u> manslaughter	0	0	0		0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0		0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
 j. Motor vehicle theft (Do not include theft from a motor vehicle) 	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
I. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/</u> vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:

	2016			Catego	ory of Bias for o	rimes reporte	d in 2016		
Criminal offense	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-</u> negligent manslaughter	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
I. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/</u> vandalism of property	0	0	o	0	O	0	0	0	0

If you have changed prior years' data, you must add a caveat explaining the change. Use the Line (X) was changed from (A) to (B) because (REASON)."	e following format: "For (YEAR),

User ID: C1488851

VAWA Offenses - On Campus

For each of the following crimes, enter t	he number reported to have	occurred On Campus.	
		Total occurences On Campus	
Crime	2016	2017	2018
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
Caveat: If you have changed prior years' data, you in Line (X) was changed from (A) to (B) because		the change. Use the following for	ormat: "For (YEAR),

User ID: C1488851

VAWA Offenses - On-campus Student Housing Facilities

Facilities.			
	Total occ	urences in On-campus Studen	t Housing Facilities
Crime	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
If you have changed prior years' Line (X) was changed from (A) to		explaining the change. Use the	ionowing Ionnat. Ful (TEAK),
		1	

User ID: C1488851

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

	10	otal occurences on Public Proper	y .
Crime	2016	2017	2018
a. <u>Domestic violence</u>	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0
Caveat: If you have changed prior years' data, yo	ou must add a caveat explaining	the change. Use the following for	rmat: "For (YEAR).

Caveat: If you have changed prior years' data, you must add a caveat explaining the change. Use the Line (X) was changed from (A) to (B) because (REASON)."

User ID: C1488851

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus. Do NOT include drunkenness or driving under the influence in Liquor law violations.

Number of Arrests Crima

Chille	2010	2017	2016
a. Weapons: carrying, possessing, etc.	0	0	0
b. <u>Drug abuse violations</u>	0	1	0
c. Liquor law violations	1	1	0
Caveat: If you have changed prior years' data, you must add a Line (X) was changed from (A) to (B) because (REASC		e. Use the following form	at: "For (YEAR),

User ID: C1488851

Arrests - On-campus Student Housing Facilities

Of those <u>Arrests</u> for crimes that occurred <u>On Campus</u>, enter the number of crimes that occurred in <u>On-campus Student</u> Housing Facilities for each of the following categories.

Do NOT include dru				
			Number of Arrests	
	Crime	2016	2017	2018
a. Weapons: carrying	possessing, etc.	0	0	0
. Drug abuse violatio	<u>ns</u>	0	0	0
. Liquor law violation	_	•		
Caveat:	-	0	O Lise the following form	0
Caveat: If you have changed p	rior years' data, you must add a from (A) to (B) because (REAS	a caveat explaining the chan	<u> </u>	!
aveat: you have changed p	- nior years' data, you must add a	a caveat explaining the chan	<u> </u>	!
Caveat: f you have changed p	- nior years' data, you must add a	a caveat explaining the chan	<u> </u>	!

User ID: C1488851

Arrests - Public Property

Enter the number of Arrests for each of the following cri	imes that occurred on	Public Property.	
Do NOT include drunkenness or driving under the influe	ence in Liquor law viol	lations.	
		Number of Arrests	
Crime	2016	2017	2018
a. Weapons: carrying, possessing, etc.	0	0	0
b. <u>Drug abuse violations</u>	0 .	1	1]
c. <u>Liquor law violations</u>	0	1	0
Caveat: If you have changed prior years' data, you must add a cavea Line (X) was changed from (A) to (B) because (REASON)."	at explaining the change	e. Use the following forma	nt: *For (YEAR),
		Outries and a state of the stat	

User ID: C1488851

Disciplinary Actions - On Campus

Enter the number of persons <u>referred for disciplinary action</u> for crimes that occurred <u>On Campus</u> for each of the following categories.

following categories. Do not include disciplinary actions that were strictly for sch If the disciplinary action is the result of an arrest, please do			arrest.
Do NOT include drunkenness or driving under the influence	in Liquor law vio	lations.	
	N	lumber of persons referred Disciplinary Action	l for
Crime	2016	2017	2018
a. Weapons: carrying, possessing, etc.	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0
Caveat: If you have changed prior years' data, you must add a caveat ex Line (X) was changed from (A) to (B) because (REASON)."	oplaining the chang	e. Use the following forma	it: "For (YEAR),

User ID: C1488851

Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons <u>referred for disciplinary action</u> for crimes that occurred in <u>On-campus Student Housing Facilities</u> for each of the following categories.

		influence in Liquor law violations. Number of persons referred for Disciplinary Action		
Crime	2016	2017	2018	
Weapons: carrying, possessing, etc.	0	0		
. <u>Drug abuse violations</u>	0	0		
Liquor law violations	Ċ	0	r	
Caveat:	ŭ	<u> </u>	<u>L</u>	
caveat: you have changed prior years' data, you must ad	d a caveat explaining the chang		at: "For (YEAR),	
	d a caveat explaining the chang		at "For (YEAR),	

Institution: Main Campus (148885001)

User ID: C1488851

Disciplinary Actions - Public Property

Enter the number of persons <u>referred for disciplinary action</u> for crimes that occurred on <u>Public Property</u> for each of the following categories.

Do not include disciplinary actions that were strictly for If the disciplinary action is the result of an arrest, please			arrest
Do NOT include drunkenness or driving under the influe	ence in Liquor law viol	ations.	
	Nu	imber of persons referred Disciplinary Action	l for
Crime	2016	2017	2018
a. Weapons: carrying, possessing, etc.	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	O	0	0
Caveat: If you have changed prior years' data, you must add a caveatine (X) was changed from (A) to (B) because (REASON)."	at explaining the change	e. Use the following forms	it: "For (YEAR),

Institution: Main Campus (148885001)

User ID: C1488851

Unfounded Crimes

Of those crimes that occurred <u>On Campus</u>, in <u>On-campus Student Housing Facilities</u>, on or in <u>Noncampus</u> property or buildings, and on <u>Public Property</u>, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating

violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which the	hey were originally re	ported.	
		Number	
	2016	2017	2018
a. Total unfounded crimes	0	0	0
Caveat: If you have changed prior years' data, you must ac Line (X) was changed from (A) to (B) because (RE	dd a caveat explaining t ASON)."	he change. Use the follow	ing format: "For (YEAR),
Print Form(s) Get PDF Fil	ie.		Return

		has a comment and comment of the com
Print Form(s) Get PDF File		Return
	The state of the s	·

Institution: University of Saint Mary of the Lake (148885) - Main Campus (001)

User ID: C1488851

Fires - On-campus Student Housing Facilities

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you click "Save," you will see an "Enter Data" button across from each facility that has 1 or more fires. For each of these facilities, click "Enter Data" to complete the fire statistics for

If you use the button below to add a facility, or if you use the "Delete" link to delete a facility, you must return to the Screening Questions to

		Housing Facilities		
	Name of Facility	Street Address	2016	
	Name of Facility	Street Address	Number of Fires	Status
1	South Res. Building	300 Principal Ave.	0	Updated
2	Theo Res. Building	900 Principal Ave.	0	Updated
3	Fac Res. Building	1000 Principal Ave.	0	Updated
		Total	0	
Cave	eat:			
		,	^	
areas (amount of a de la de l				
		N	or	
	Print Form(s) Get P	DF File	Return	

Print Form(s)	Get PDF File	Return	
	<u> </u>		

Institution: University of Saint Mary of the Lake (148885) - Main Campus (001)

User ID: C1488851

Fires - On-campus Student Housing Facilities

Data that If yo	a" button across from each facility the facility.	ires for each On-campus Student Housing Fa at has 1 or more fires. For each of these facil ity, or if you use the "Delete" link to delete a t Housing Facilities.	ities, click "Enter Data" to compl	ete the fire statistics
		Housing Facilities		
	Name of Facility	Street Address	201	7
	Name of Facility	Sileet Address	Number of Fires	Status
1	South Res. Building	300 Principal Ave.	0	Updated
2	Theo Res. Building	900 Principal Ave.	0	Updated
3	Fac Res. Building	1000 Principal Ave.	O	Updated
		Tota!	0	
Cave	eat:			
l) import/propriet		^		
Mark Strategies		ů		
***************************************		~	*	
<u></u>				
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Print Form(s)	Get PDF File	Return	
	:	11012111	

Institution: University of Saint Mary of the Lake (148885) - Main Campus (001)

User ID: C1488851

Fires - On-campus Student Housing Facilities

Data that If you	" button across from each facility that facility.	es for each On-campus Student Housing has 1 or more fires. For each of these fa , or if you use the "Delete" link to delete Housing Facilities.	cilities, click "Enter Data" to complet	e the fire statistics
		Housing Facilities		
	Name of Facility	Street Address	2018	
	reality of Facility	Street Address	Number of Fires	Status
1	South Res. Building	300 Principal Ave.	0	Updated
2	Theo Res. Building	900 Principal Ave.	0	Updated
3	Fac Res. Building	1000 Principal Ave.	0	Updated
		Total	0	
Cave	at:			
			<u></u>	
	Print Form(s) Get PDF	File	Return	
		and a resonance and a resonance of the second of the secon	<u> </u>	

Print Form(s)	Get PDF File
Return	

Institution: Main Campus (148885001)

User ID: C1488851

Fires - Summary

Summary	of	Fires
Juntary	VI.	LHCD

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Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
South Res. Building	0	0	0	0	0	0	0	0	0
Theo Res. Building	0	0	0	0	0	0	0	0	0
Fac Res. Building	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
			attribumahmilanakohtkur sas;			ē	and also hand of the last the last common and		** *** *** *** **** * * ****

Print Form(s) Get PDF File Return



EMERGENCY RESPONSE GUIDE

ACTIVE SHORTER

Evacuate # Pessible

- e Have an escape route and plan in mind. Leave your belongings behind. Keep your hands visible to responding officers.

- Hide Oot
 Hide is an area out of the active phocier's view,
 Plack entry to your hiding place and lock doors
 Stence cell phones

- Take Action

 As a four record and only when your like its in lemninent danger.

 As a four record and only when your like its in lemninent danger.

 Act with physical aggression. Throw items at the classic it possible.
- Entl 918 or Public Salety at \$47,970,4815 when It is sale to do so If you are not immediately impacted by the incident, please take the following

- actions:

 Stay away from the buildingstares;
 Stay away from the buildingstares;
 Alody certyone around you to stay away from the same;
 Obey all webs distraction given by Jave minecommolypublic callety officers;
 Obey all webs distraction given by Jave minecommolypublic callety officers;
 Take productive action and stay away from door and windows.

 Take productive action and stay away from door and windows.

THREATS OF VIOLENCE/CRIMINAL ACTIVITY

I TIMENTO OF WILLEST, CHARLES IN A PROTECTION OF THE MAN AND THE M

or vasual patters.

The University camput is located in a community with well-styled, responsive police and like departments everyped to handle, all emergencies, it is major or stational series continued to the control of the most stational control of the most provided by twen the "table Salety Office roles on the Police Department by a sestionar in a formation in our major performance department and plantage for the most performance of the provided provided in the provided provided in the provided provided in the provided provi

Emergency
If a threat peems imminent or it violent behavior is to progress, 9-1-1 should be called immediately for police assistance. Public Safety should be called after 9-1-1.

Mon-Emergency types fearing of a factor of violence, liquity and staff should neetly their mana, Public Solvey and/or literam Resources as soon as possible, and gravide assis-tions with the investigation as necessary indicates any or experted anonymous it a victim feat half it for in living their best indicated to do so.

If a victim fact that it is in inster best interest to do so. Employees with believe that they have been subject to any of the conarious listed about or who observe on have inconsisting of a vicilities of the Human Recourse, policies and proceders shall immediately perport the installar to the him manager and to Public Stably another inturnal Recourses. Coordinates will be promptly investigated of When the explosit, of an investigation indicate the accessible, do so so, dissipation, action as it and consideration of the individuous seguing in internations.

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

EVACUATION & REVERSE EVACUATION

The benegency elitable or arises and the University must evacuate any oil its facilities, can coul will be to keep unafficited sampuses or postions of the campus open and operating on a normal class and business achedule—

CEMERAL EVACUATION PROCEDURE

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and will be made only if there is a surjour risk of daught to stall, locally and students. The decision to initiate building lockdown procedures may be all the discretion of University administration or in response to a request by local law enforcements obligits.

- be diffice area: sensing is office, or secure area, with the door socked. In rin oblights, stience phone and stay away from windows.

 In common size: move to a bickaste soom (searby classroom, office, etc.) as soon as possible.
- Remain anyour secure area until further instructions are provided. Monitor informaCirst for further instructions.

PREPARING FOR EMERGENCIES

There are several simple steps you can do to be better prepared to handle emergencies. In order to be prepared, you skould.

- Talk about the evacuation plans for your department with your co-workers. Note your evacuation assembly area here:
- Amongs focuse two exists in any building that your keepwork.

 Thirds about how you will commonwhale with trainly and streeds during an emergency when cost passone systems by be overwhetmed lead livel, but's second. Consider existivities; pround of form emergency contact person who bandy and tolends can also be dress in and only metaspace.

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leave the building and control thable. Subjity & \$27,070,4752, p oviding as much information possible, including the buildings because, the bases of the building and feet both properties. The building and buildings because the building and feet both properties of printing and excellent properties of printing to "36 decar." (Design an excellent only tailways show the building "8-railes should never be used. If one stailway is impactible, the one at the opposite state of the building and also be used.

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MENTAL HEALTH CRISIS

If there is ceason to believe that a University student, bookly or employee is experiencing a mental health emergency and may present a danger to him/hersel or others, on that Public Safety at 847, 970, 4875.

If there are precise concerns regarding the mental health or well being of a Uni-versity student, the Vice Rector for formation office should be controlled. The Vice Rector for Formation has resources available and is prepared to provide assistance to boothers students through monociling, interventions and refer tals.

Il tiere is general concern regarding the mental health of well being of a University lateity or staff member, Humon Resources aboute he contact at 847,979,4920;

Copus elling Services Avaitable les Parolly and Stati University faculty and staff who may be experiencing different peru should combet the Director of Human Resources at 847,970,4902

If there is significant decline in an employee's work performance or a specific or the 10 through the common or a specific or the 10 through the employee's supervisor, in corcelation with the Christical Human Resources, may make a formal ordernal that requires the conclover's participation.

PERSONS REQUIRING ASSISTANCE

Students, Incally and stall who have distabilities are encouraged to self-report Bein status to Pablic Salety at 847,978,4815, so appropriate action can be planned for or bare not their behalf in the event of the enemonic valuation.

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EMERGENCY CONTACTS	lo life-futesting emergencies, always call 9-1-1 first and then Public Salety at 847, 170, 4815.	Mundelein Fire & Police (Ernengency); 911 (tron campus phone) Mundelein Polico (Han-Emengency); 847,966,4600 L'Aertyville Polico (Kon-Emengency); 847,882,8310	J: 847.362.2311	Walgreen's Drag Slore 345 N. Lake St. Mundelein, R. 5006p Phone: 847.556.6011	Tarpet Clinle-Vernen Hills 313 E. Townline Road (Route 60) pl. Vernen Hills. IL 60061 Phone: 647.560.0390 ed. 3670		Start Seaf-span Advocate Child @ Watgreens 1770 A. Mikasukes Ave. Libertyville, R. 600/46 Prones & Start Styde Poure & M. F. garn 7/306 Poure M. F. garn 7/306 Sat-Suri. Sam 4/306 Sat-Suri. Sam 4/309m	Welgnen's Drug Slose 470'S, Milwaltes Ave. Ubertyville, IL 80046 Phont: 847;247,6882
EMERGE	lo life-threating emergencies, a Public Salety at 847, 970,4815	Mundelein Fire & Police (Em Mundelein Police (Kon-Emen Litertyille Police (Kon-Eme	Dr. Deanis Grolio (Libertywille): 847.362.2311	Northwestern Medicine Oraystake Emergenty Center 1475 E. Belvidare Road (Route 120) Gravstake II. Storzn2012	Phone: 847.855.8950 Advicate-Condell Energhasy Depl. 801 South Milwavkes Avenue Liberaville, 11, 60048	Phone: 847.990.5300 Advace to -Condell Ammediate Gare Denter 6 Philip Road	Variour international Control of Propres 447,560,0500 Heurs; Barn-Sprin Northwestern Madiolee Immediate Core Venera Hills 870 N. Milvaukee Ave., Suite 100 Venora Hills, IL 80061	Hours, son services of Hours, some University Health Systems Immediate Gara Seater Gurae 7900 Aoliliss Road, Suite 1100 Garnea, IL, 60031

in the error in all an object is found:

- a hay write an early and early a tropol; The police department will be noblied in person or by telephone and that the Somb and Arson Unit may be required:
- The evacuation of the affected area will be ordered, jointly, by the ranking Public.
 Salety person and the non-Public Salety person on the scene;
- The deployed Public Safety porsonnel will isolate the affected area, assist in the evacuation, and open all windows in the attested area; and
- The evacueux will be sent to a site that is sufficiently distant from the area.

CIVIL DISTURBANCE

- in the systal of a chall disturbance demonstration:

 Notify Public Salely if access in or out of enhancity buildings is blacked, or Hit appeals salety may be endangered.
- historical st Emergency Alen System (EAS)
 Avoid disturbance as much as possible, Avoid provising or obstracting demonstrators.
- . noë is outside, stay indoors and away from doors or win r II Die disku b
- Evacuate the building or other areas as directed by law enforcement or Public Salety

SUSPICIOUS MAIL OR PACKAGE

Most Services is responsible for pressing all official Balversity suit sent and toolwest by handly and staff, filtered, processing all official Balversity suit sent and toolwest by handly and staff, filtered, practiculty by double. They are additional be may of envelopes of packages desired to filter office that display one or must be followed to packages desired to filter office that display one or must be followed to the official plant celestrics:

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- Objectaline, crystalkballon or other descensions on packaging material.
 Should a piece of maile or a package that displays the above-healed characteristics to received and the exist suspicions the demoney contains an explanate, phonocal, biological or radiological threat.
- Isolate the tiera immediately
- Do not open, move, sared or tasks the suspicious liters;
 Leave the immediate area and worn others in the area to do the same; and
- Call Public Salety at 847,970,4815 for further lestructions and assistance

SEVERE WEATHER

to the event of a turnedo or other severe weather, the EAS will be activated. Univer-sity personnel should advise students, laculty, stall and guests for

- Close all windows, drapes, blinds and shades;
- ** None-sear Jenn de codifice personnel de la besidio que di lovarida salla anal-on geur Boo, secha sea intellor restrucción, stativest. Boosessel es any other laterior como analong faril Boo sallay mess and any other secar sella sug-glatis windows. Part se many walte se possible behaves you and the voltais. Get under a stationy table and see your arms to problem you had dand sech. Bo not open sindows.
- Do not attempt to leave the building;
 Do not get un an elevator;
- Down you can access the large of the large
- Mon Ros latorras Cast for Torth et àraits cilic ax,

HAZARDÓNS MATERIALS INCUSENT

in the even) of a chemical spit of any other accident or emergency is to tardour materials, individuals should be adulted:

- To call Public Safely at 847.970,4815 and/or 9-1-1 from the nearest telephone:
- To manuals the save sumediately and site offers nearby;
 Only salined personnel should based exist of leddental spills and should lote the documented procedures for cleaning up the spill;

- the documental procedures for desaring up the QPD.

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FLOODING

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Services will relocate residents to other areas on campus or secure alternative temporary housing arrangements as needed.

COMMUNICABLE BLUNESS

The University community will be alerted via a mail.

Managers, Directors or Supervisors: B you are informed that an employee has a mammanicable liness, please coedact Public Saluty at 987,970,4875.

FI EVATOR EMERGENCY

When an emergency alasm from an elevator is sounced, contact Pabile Safety at 347,078,4815.

The Millowing procedures chait has followed: Profile: Station shall element under car is in virtuales and its haidings from incation by one of intercent systems (if elements in customers with end), or lower profile. Station processed with control becar and ask U line pressengers are all right and if the enterpency business are in the other profiles.

The passengers should be informed that service is on the way. If the car rei stated, the bassengers should be advised:

- Not to panin;
 That emergency objection service or 9-1-1 has been called;

- Not to ettempt to open the door
 To stay clear of the doors; and
 Not to exit until told to do so,

UTILITY/PRONERT FAILURE

UTELTY/PHONEST FAIL UNE.
USBly and Facibity Related Energencies
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side. Printic Safety at 64.7 470.4453 should also be notified it the solidy this
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- provides examples of utary ar Walespread power outages Water teaks Broken pipes Broken windows Elevator malternation

Wark Unders - Non-Experiency Issues Stalicy Issues that do not constitute and actual emergency should be reported to Tectios Strumte da. The following list provides examples of non-emergency utility and locally related issues:

- Mixtor clogs or slow-moving drains
 Limited power ordages or human-out light builts to non-critical areas

- Phong & IT Failures

 Call IT at 847,979,3340 to report an outage. If this number is not working, try
 the Public Safety alternate numbers issued below.
- In the event of a compan-wide phone failure, Public Salely's normal phone nor
 bers will not work, including the emergency masses, Public Salely's a Senacia
 phase numbers in a power outage are \$47.561,0397 or \$47.561,0333.

SEXUAL & RELATIONSHIP VIOLENCE

SERVERL & HELPHINMSHIP VILLEHIEL individuals of any per, secural divinisation or pender identity may experience sexual or adultionably biolence. These is nothing a person can do to deserve or provide security or adultionably observed and or adultionably indivines chould be made to USANL'STURE IX Considerate, No. had designed as 87 yillows chould be made to USANL'STURE IX Considerate, No. had designed as 87 yillows.

in the matter of an emergency, the report should be made to USML Public Salety at 847,970,0815. Sexual and relationship violence is defined as lobows:

PATION OF THE CONTROL ACCUSATION CONTROL AND ACCUSATION ACCUSATION AND ACCUSATION ACCUSATION ACCUSATION AND ACCUSATION ACCUSATION AND ACCUSATION ACCUSATION ACCUSATION ACCUSATION ACCUSATI

Sensor Bitteredect: Sexual Misconduct means taking serval advantage of another post of in the feet of another post of in the feet of amende or a filter party when concern is not present. This includes, but is not limited to:

-Sexual involvations or postating others to observe the institute activity of another postox;

- Indistant or level exposure;
- laducing transactization in unather person with the Intent to engage in sexual conduct regardless of whether prohibited sexual conduct occurs.

Sometist Wiseless. Desactic Velorice nease violence committed by a family or basebold membra. A lasting on household membras includes parmits, chicken, careful or larger passes, a person with when the representation of indicates charges of the common, a person who is controlled by which the report which has expected produced indicated, or others accordance by the first burn which has expected produced indicated.

with the reporting pulsected infection, and others as a climate by although level behalp with reason. Disting Violence seasons, whethere commission by a person when is or last been in a coolail relationship of a a resentation primitive entainer with the reporting affected individual (i.e., a relationship which is characterized by the expectation of affected in sexual servicement between the parties); and where the existence of affected in sexual servicement between the parties; and where the existence of sexual a resolution behalf to the resolution of a consideration of parties used in the sexual and a sexual production of the parties of the sexual production of a sexual production of the sexual producti

Domestic and dainy violence can be a single event or a pattern of bet following are examples:

*Physical violence or assault;

*Sexual violence are sexual;

*Consul violence are sexual;

-Employed Voterno.

- Focusing Variety, states,

- Flurity;

- Plurity;

- Velentor of Wind and windows to lend's sell, not's result or romain's partner, and'

- Velentor of Wind and windows or briends of the second or romain's partner;

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consource for the recognization at any care.

Repairiting Federal have, including Figure 8, the federal chall rights that that positions accordant activation in observation, require that surviversity employees, including faculty, responsible only personal process, which are individual discludes the state of the season or relationship violence. These plays are detailed below.

- Il a Student or another faculty or staff member dis-
- Have experienced sexual or retationship violence · Have witnessed or learned about sexual or retabonship violence
- Ave facing potential consequences in, or see otherwise invalved in , an issue related to sexual or relationship violency
- follow these steps:
- Solow Purc 1907.

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- 2. CARE. Ensure that the person is uste. Show empathy, Give non-judgmental
- REPORT. Regardless of whether the individual will report the incident, you are required to promptly report the incident to USAR's True IX Coordination. This report can be made directly to the Title IX Coordinator or through Public Safety
- Title IX Coordinator (847.970.4902, rpeigenthysosledu)
- Public Salety: 847.970.4815





The University of Saint Mary of the Lake Mundelein Seminary

Crisis Management Plan

2/16/18 revision



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Rector (Crisis Management Leader)	
Chief Operating Officer & Vice Rector (Incident Commander)	
Director of Public Safety (Public Safety Officer)	
Archdiocesan Director of Communications and Public Relations (Public Information Office	er)
Senior Vice President of Finance (Liaison Officer)	
Crisis Management Team	
Crisis Support Specialists	
National Incident Management System (NIMS) Emergency Support Function (ESF) Referen	
ESF # 1 - Transportation	
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SECTION 1 - PLAN OVERVIEW & ORGANIZATION

Certificate of Approval

This Crisis Management Plan for the University of Saint Mary of the Lake/Mundelein Seminary shall be in full force from the date of its approval. Should any section, provision, or clause of this plan be deemed invalid, the invalidity shall not affect other provisions of this scheme.

By Canon 238 of the Code of Canon Law, which assigns to the Rector the authority to represent the seminary in all matters, I approve this plan.

The Very Rev. John Kartje	
Rector / President	
Attestation	
The Rector / President approved these policies concerning Crisis Management them to be added to the official policies and procedures of the University of Schundelein Seminary.	
Mr. Jim Heinen Chief Operating Officer	



Overview

The University of Saint Mary of the Lake/Mundelein Seminary (USML) is a campus of over 18 buildings which house four different schools, faculties, institutes, and centers as well as the various departments of the University. All campus buildings are located in the Village of Mundelein, Illinois. The following document provides a framework by which the University can respond to and manage crises, emergencies, and disasters that may occur on its campus or in the surrounding area such as to affect the school.

The Crisis Management Plan is an attempt on the part of the University to prepare for a variety of emergency situations. Its primary/chief goal is to protect students, staff, and faculty, as well as the community and our environment in case of a major emergency or disaster. Another goal of the plan is to ensure business continuity and facilitate a timely return to normal operations following an emergency or disaster. As part of our preparedness, each of the functional departments of the University needs to do two things: 1) become familiar with the university-wide Crisis Management Plan, and 2) develop the action items which each department requires to implement the plan in a crisis. These include, but are not limited to, lists of contact information, "calling trees," and task lists, to be inserted in Section 5.

Organization

The plan guides University leadership in responding to a crisis: i.e., we cannot think of everything in advance, so prudence is required. It offers an organizational structure which can be activated in emergencies, defines terms, and clarifies leadership responsibilities. This plan covers all levels of crisis. On a campus such as ours, a crisis may be an isolated incident or have multiple and complex dimensions. The whole range of possibilities is considered, from complex, campus-wide involvement, to simple, single event emergencies. Not every situation can be foreseen in any scheme, and this one is no exception. While intending to be comprehensive, the best plan is one which recognizes that there is no substitute for prudential judgment on the part of leadership in an emergency. It is the University's hope that the structure provided by this plan also will aid in the exercise of the virtue of prudence.

A second purpose of the project is to coordinate the University's response to an emergency with the response of other agencies such as police, fire, and ambulance services. In extreme situations, this response might involve other municipal, county, state or even federal agencies. Consequently, originality is not a virtue. The University consciously has sought to harmonize its planning with that of the Joint Chiefs of Fire and Police of the Villages of Mundelein and Libertyville, as well as with the plans of other institutions of higher education in Lake County. This approach allows some predictability for the off-campus responders. The project is designed to be consistent with the National Incident Management System (NIMS) established by the Federal Emergency Management Agency (FEMA).



While acknowledging that it is impossible to anticipate every type of crisis, this plan seeks to:

1) Establish "levels of response" based on the severity of each emergency situation; 2) provide decision makers the centralized control needed to direct and coordinate all units of the operation in responding to a crisis or incident; 3) gives decision makers the flexibility to respond promptly to the changing requirements of an emergency, including incidents that escalate to severity; and 4) identify typical actions to be taken during various emergency situations.

Emergency preparedness is the job of every University office, school, institute, and center, as well as their different departments. In addition to this plan, each sub-unit of the University might have specific emergency preparedness plans particular to their responsibilities/ constituencies.

Priorities

In the event of an emergency or crisis, the priorities for the University (in this order) are:

- 1) Safety of students, faculty, staff, guests, visitors, and affected community residents;
- 2) mitigation of damage; 3) communication with University constituencies; and 4) recovery and restoration of residential, academic, and formational operations and infrastructure.

Crisis Response Levels

The Plan identifies three levels of response to match the severity of crises, ranging from Level III (the most severe) to Level I (the least severe). The precise nature of a crisis (scope, magnitude, danger) will define the standard of response and the resources brought to bear on it.

Definitions

Level III - Extreme Crisis

Level III crises are <u>extreme</u> emergencies that require immediate mobilization to protect the security of part or all of the university community. This might include moving people to a safe location away from campus or isolating them on campus. Examples include: hazardous material spills near campus; terrorist attacks, such as a biological weapons attack that has included or might/could include an outbreak of a highly contagious lethal disease; major fires; and natural disasters or severe weather emergencies.

Level II - Serious Crisis

Level II crises are <u>serious</u> crises that have the potential to spin out of control, seriously affect the University's reputation, and involve financial loss, property damage or serious injury/death to individuals. Examples include: lesser fires; explosions; natural disasters (i.e., storms or floods); bomb threats and other emergencies that are expected to continue for extended periods of time (i.e., loss of utility service to residences and/or dining halls for several days); crimes against persons (hate crimes, on campus sexual assaults, or homicides); and acts of suicide.



Level I- Minimal Crisis

Level I crises are incidents that have <u>minimal</u> impact on the University or its academic units, and limited potential to affect the University's reputation, but which might have a significant impact on an individual or small group. This level addresses property crimes, limited attacks against an individual, arrests of or accusations against an individual or small group, and temporary power outages in academic buildings and residence halls.

Level III - Extreme Crisis Action Plan

Authority

- 1. The Rector (Crisis Management Leader) or his designee declares a Level III crisis.
- 2. Rector names a Crisis Incident Commander (IC) and notifies the Archbishop of the Chicago Archdiocese and the Vicar General.
- 3. Rector advises the Chief Operating Officer and Public Information Officer (PIO) who manages internal and external communications.
- 4. Chief Operating Officer notifies the Crisis Management Team (CMT) to convene immediately in the Administration Building (500 Principal Avenue), Doctoral Room, (Room 201) as H.Q. with Institutional Advancement Rooms 205 and 206 serving as the Emergency Operations Center (EOC). In a Level III emergency, representatives of government or law enforcement agencies are likely to serve as CMT members.
- IC and the CMT determine the need for individual actions by Crisis Support Specialists (CSS), drawn from the Archdiocese of Chicago's offices and institutions as well as other support specialists.

Objectives in a Level III Situation

The objectives governing the University's response in these situations are as follows:

- Limit loss of life, or impact on health and property.
- Reduce the incidence of the crisis on individuals.
- · Optimize cooperation with emergency services personnel.
- · Reduce the occurrence of the crisis on the institution.
- · Preserve public trust and confidence in the University.

Special Note on Chain of Command: The order of succession in the chain of command shall be followed if the Rector cannot assume his role due to absence or inability. In that case, the role of CML will pass first to the Vice Rectors, then to the Chief Operating Officer. If none of these administrators can assume the role of CML, then authority passes to the Director of Public Safety. USML's highest priority is to respond as rapidly as possible to a Level III Incident. Consequently, a response may be well under way before the crisis management leadership is in place. However, it is important that early incident responders notify emergency management leadership of any events and actions taken.



When Level III incidents involve students, the early responders are likely to include:

- Vice Rector of Formation
- · Chief Operating Officer
- · Director of Public Safety

These early responders are responsible for ensuring that:

- · The Rector is notified of the incident
- The Chief Operating Officer is informed of the incident, and in turn reports to the Crisis Management Team

Level II - Serious Crisis Action Plan

Authority

- 1. Rector (Crisis Management Leader) or his designee declares a Level II crisis.
- 2. Rector names a Crisis Incident Commander (IC) and notifies the Archbishop of Chicago, moreover, the Vicar General.
- 3. IC advises the Chief Operating Officer and Public Information Officer (PIO) who manages internal, moreover, external communications.
- 4. The Chief Operating Officer notifies the Crisis Management Team (CMT) to convene in the Administration Building (500 Principal Avenue), in the Office of the Rector, Room 100 to plan and implement the crisis response. If the CMT does not convene, communications will be made via email and telephone.
- 5. Under the IC's leadership, the CMT determines the need for special actions by Crisis Specialists (CSS).

Objectives in a Level II Crisis

The objectives governing the university's response in these situations are as follows:

- Preserve life, health, and property
- Minimize the impact of the crisis on individuals
- · Optimize cooperation with emergency services personnel
- · Reduce the crisis impact on the University
- Preserve public trust and confidence in the University



Level I - Incidents Action Plan

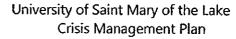
Authority

- 1. Administration or a member of the Crisis Management Team (CMT) notifies the Rector (Crisis Management Leader) of a Level I incident.
- 2. Rector delegates responsibility for initiating and managing a Level I response to a Crisis Incident Commander (IC).
- 3. IC notifies the Chief Operating Officer and Public Information Officer (PIO) who manages internal and external communications.
- 4. In most Level I emergencies, the CMT collaborates by electronic communication and convenes in the Office of the Chief Operating Officer if necessary.
- 5. Depending on the incident, Crisis Support Specialists (CSS) might or might not be called into action.

Objectives in a Level I Crisis

Level I incidents are governed by principles that:

- Safeguard life, health, and property
- Reduce the impact of the crisis on individuals involved
- · Diminish the likelihood the crisis will escalate
- Optimize cooperation with emergency services personnel





SECTION 2 - ASSUMPTIONS & CONCEPT OF OPERATIONS

Assumptions

Officials of the University of Saint Mary of the Lake/Mundelein Seminary can assume:

- 1. The Villages of Mundelein and Libertyville, supported by USML, have capabilities and resources that, if employed, would minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster.
- 2. Through its coordinating agencies, the Lake County Illinois Emergency Management agencies, and the Archdiocese of Chicago, which can provide specialized assistance in public relations, risk management, etc., have resources available to assist USML in emergency or disaster response and recovery efforts.
- 3. Some of the hazards that affect USML might occur after implementation of warning, while others might take place with little or no warning.
- 4. The initial response to any emergency will be made by the reaction offices of USML and/or the Village of Mundelein Police Department, the Village of Mundelein Fire Department, the Village of Libertyville Police Department and the Village of Libertyville Fire Department.
- 5. Depending on the severity and magnitude of the emergency, it might be necessary to request additional assistance to control the situation. This assistance may be provided in the form of trained volunteers. Additional support may be provided from outside governmental mutual aid associations, or the community, or the Archdiocese.
- 6. This plan has been prepared, integrating all operational departments in a comprehensive effort, to prepare for major emergencies and disasters following the 'all hazards' approach. Each department will develop implementing procedures to fulfill their assignments as outlined in this plan.

Identification of Hazards

USML is vulnerable to many different types of natural, technological, industrial, and civic/political hazards capable of creating a major emergency or disaster situation. Specific risks determined to be of primary concern are listed below.

Natural Hazards

Severe Thunderstorm/High Winds/Lightning/Wild Land Fires Winter Storms/Snow/Ice Floods Severe and Excessive Heat or Cold Tornadoes Earthquakes



Technological/Industrial Hazards

Utility Failure (electric, gas, phone, internet/data, sewer, water)
Fire/Explosion
Commercial Transportation Accidents (Air, Rail, Road)
Structural, Tunnel Collapse
Hazardous Material Incident (Fixed Site, Transportation, Nuclear)

Civic/Political Hazards

Violent Behavior (including active shooter)

Hostage Situations

Civil Disturbances

Strikes

Protests

Riots

Sabotage

Extortion

Terrorism

Intruder

Trespassers



Maps

USML is in the central portion of Lake County, which is in the northeastern corner of the State of Illinois. The USML campus consists of 833 acres.

The University is served by various transportation routes and is bordered or intersected by Winchester Road, Butterfield Road, Route 176 and Route 45.

Nearby is the Soo Line and the University is located within the flight patterns of Waukegan Memorial Airport (UGN), O'Hare International Airport (ORD), General Mitchell International (MKE), and Chicago Executive Airport (PWK). USML also is located just outside of the Emergency Planning Zone for the Zion Nuclear Power Plant.



Maps



Primary Staging Areas and Contingencies

- The Refectory (601 University Drive) and the Gymnasium (301 Principal Avenue) may be used to
 house students and guests in prolonged emergency evacuations of the Residence Halls. The Front
 Office Manager of the USML Lodging Center will be responsible for distributing pillows, blankets,
 and other supplies. The Liaison Officer will be responsible for contacting the Red Cross or other relief
 agencies as other needs arise.
- Rooms 201, 205 and 206 of the Administration Building (500 Principal Avenue) will serve as the primary site for the Emergency Operations Center (EOC) for the Incident.
- If the Administration Building is not available for Levels III and II crises, alternate sites include: Jesuit Rec. Hall; and ESL Offices 853, 853A, and 853B, of the Faculty Residence (1000 Principal Avenue).
- The Prist Center (201 Principal Avenue) Room 103 will be used as the Media Briefing Center (MBC).

Note: If the phone system is compromised, cell phones will be the primary contact mechanism. "Runners" may be assigned from various departments not involved directly in the crisis response. The USML Public Safety Public Address System and electronic communication will be used as needed.

Hazard Vulnerability Listing

The following is a listing of known hazardous materials, as defined by the U.S. Environmental Protection Agency under the Superfund Amendment and Reauthorization Act of 1986 which are stored and located on the campus:

Gasoline – Grounds
Fuel Oil – Grounds
Herbicides – Grounds
Insecticides – Grounds
Paint Remover – Paint Shop
Bleach – Laundry

There are no underground storage tanks on campus.



The Concept of Operations

The difference between normal day-to-day operations and emergency operations must be understood if emergency management is to be effective. During non-emergency periods, offices and program units go about their daily business under the direction of a supervisor. During a time of emergency or disaster, the Rector ultimately is responsible for the preservation of life and protection of property. Supervisors who previously provided direction to their staff will continue to do so in a time of emergency but only with the specific authority assigned by this plan. During a major emergency or disaster situation, however, supervisor's functions are coordinated from the Emergency Operating Center located in the Administration Building (500 Principal Avenue), Rooms 201, 205, and 206.

Officers tasked with response and recovery responsibilities under this plan make up the Crisis Management Team (CMT). The CMT, functioning from the EOC, is responsible for making strategic and tactical decisions necessary to support the National Incident Management System (NIMS) and to ensure the overall safety of the university community. A comprehensive emergency management program is concerned with all types of hazards that might occur at USML. Before an emergency occurs, the following strategies are applied:

PRE-INCIDENT

Mitigation activities are those that eliminate or reduce the probability of a major emergency or disaster's occurrence. Also included are those long-term activities that lessen the undesirable effects of certain hazards.

PREPAREDNESS

Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, training, exercising, and development of public information and warning systems are among activities conducted under this phase.

RESPONSE

During the phase of reply, emergency services necessary to reduce injury and death and protect property are provided. These activities help to reduce casualties and damage, and to speed recovery. Response activities include a warning, evacuation, firefighting and rescue, emergency medical services, and other similar operations addressed in this plan.

RECOVERY

Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or an improved. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent disaster. Examples of recovery actions include temporary housing, restoration of services, and reconstruction of damaged areas.



POST INCIDENT MITIGATION

Post-incident mitigation activities are those that eliminate or reduce the probability of future events or damage by altering or permanently changing the area that was affected by an incident.

Incident Management System

Response to major emergencies and disasters is based on an integrated incident management system, which includes municipal and county involvement and may require support and assistance from the state and the federal government. Operations conducted under this plan will be culminate with the Village of Mundelein assuming Emergency Management responsibility to enter the NIMS model.

Most major emergencies and disasters occur with little warning. The first notification usually comes from a call to law enforcement or visual manifestation of the disaster, as in the case of a devastating tornado, a massive explosion, or an airline accident. In each instance, the first to respond to the event are the USML Public Safety Officers.

Step 1 • Arrival and establishment of command

Upon arrival at a scene, an Incident Commander will be identified and the Incident Command System initiated. A formal command post will be established and clearly defined; staff officers from each responding discipline (Public Safety, Police, and Fire) will report to that site.

• Step 2 • Assessment of the situation

The Incident Commander and his/her staff will begin a rapid assessment of the situation to determine whether first responders can handle the incident or if additional assistance is needed. If the situation requires resources above those typical resources at the disposal of the Incident Commander, then the Rector of USML will be notified.

Step 3 • Activation of the affected jurisdiction's emergency management system

If the situation appears to exceed ordinary resources, the Rector will notify the Crisis

Management Team and Village Officials will be informed, and the Emergency Operations

Center activated. The Village of Mundelein/Libertyville officials will be responsible for

communicating the County Emergency Management Agency. Once the EOC is activated, joint

communications will be maintained between the Incident Command Post, campus EOC, and the

Villages of Mundelein and Libertyville officials who will follow their Standard Operation Procedures

(SOP). The County Emergency Management Agency will notify the State Emergency Management

Agency of the potential Emergency. The County Emergency Management will follow the SOP.



SECTION 3 - ORGANIZATION & RESPONSIBILITIES

Organization

Many departments have emergency functions in addition to their regular day-to-day duties. However, these emergency functions usually parallel or complement daily responsibilities. Each office and program unit are responsible for the development of specific Standard Operation Procedures (SOP) detailing how they will function in support of the responsibilities outlined in this plan. The purpose of this section is to identify areas of significant concern in the emergency management program, and further identify which department is responsible for managing that particular function. Additional information can be found in the corresponding "Emergency Support Function" (ESF) section.

Roles & Responsibilities

Below is the list of common crisis management positions:

- The Rector serves as the Crisis Management Leader
 In the absence of the Rector, the Vice Rectors assume this role
 In the absence of the Vice Rectors, the Chief Operating Officer assumes the role
- The Vice Rector is the first crisis support specialist to the CMT
- · The Chief Operating Officer serves as the Incident Commander
- The Director of Public Safety acts as the Public Safety Officer
- The Director of Public Relations and Communication of the Archdiocese of Chicago serves as the Public Information Officer
- Senior Vice President of Finance acts as the Liaison Officer.
- Crisis Response Team (listed below)

Contact information for these individuals can be found in "Appendix 1 - Crisis Management Team Contact Information."

Rector (Crisis Management Leader)

The Rector (or his designee) has the following responsibilities:

- Declaring crisis level
- Names (typically) the Chief Operating Officer to the role of Incident Commander to activate the Crisis Management Plan, and notifies the Archbishop of Chicago, moreover, others as appropriate
- Directs activation of the Emergency Operations Center (EOC) through Public Safety
- Provides consultation to, and receives continuous updates on the situation from, Chief Operating
 Officer or Director of Public Safety
- Approves all action plans and communications
- Announces suspension of the State of Emergency
- A Vice Rector shall staff the office of the Rector upon the declaration of an emergency





Chief Operating Officer or Director of Public Safety (Incident Commander)

In consultation with the Rector, the Chief Operating Officer has the following responsibilities:

- Provides overall command leadership and establishes goals and objectives in crisis situations
- · Obtains incident briefing from Public Safety staff or other first responders
- Assesses incident situation, and communicates status to the Crisis Management Team (CMT)
- · Briefs the Rector
- Notifies the Director of Public Relations and Communications (Archdiocese) (who Serves as the Public Information Officer) who manages internal and external communications
- Directs the CMT to plan and implement the Crisis Management Plan
- Oversees development and approved implementation of action plans
- Determines, in tandem with the CMT, the need for actions by Crisis Support Specialists
- · Approves requests for resources
- Appoints staff to maintain the Emergency Operations Center (EOC)

Director of Public Safety

The Director of Public Safety has the following responsibilities:

- Monitors unsafe conditions to ensure personal safety and preserve life at all costs; protects the security of the university community and its property before, during, and after an emergency
- Provides incident briefing and continual updates to the Chief Operating Officer or Vice Rector
- Provides continuous assessment of incidents and determines the need for additional resources and communications
- Identifies and fixes hazardous or unsafe conditions associated with the incident
- · Exercises emergency authority to stop and prevent unsafe acts
- Investigates accidents that occur within event areas
- Provides liaison to local law enforcement services

Archdiocesan Director of Communications and Public Relations (Public Information Officer)

The Director of Communications has the following responsibilities:

 Works with the Chief Operating Officer to provide information to internal and external parties; develops and releases information to media, the public, and others; coordinates dissemination of information within the Crisis Management Team (CMT) and to the campus community; and maintains emergency-information hotlines



- Obtains incident information from Public Safety staff, emergency response personnel, or the Chief Operating Officer
- Assesses the situation and confers with the Chief Operating Officer to develop strategy
- Mobilizes other communication staff as needed and directs USML's response to the news media
- Implements internal and external communications programs, and directs initiation of the Media Briefing Center, as necessary
- Counsels the Rector and the Chief Operating Officer concerning communication issues
- Observes established restraints on the release of information
- Works in close cooperation with the CMT to secure information and develop communication recommendations
- Prepares post-accident releases and/or summary information for use by media and internal audiences

Senior Vice President for Finance (Liaison Officer)

The Senior Vice President of Finance has the following responsibilities:

- Initiates and maintains contact with public and private agencies, community groups, and government organizations
- Coordinates communication between the CMT and external agencies, excluding fire and police responders
- Assesses incident and determines the need to contact external agencies regarding the event
- Acts as campus liaison to assisting and cooperative agencies
- Coordinates with other organizations to provide evacuee shelter and related evacuee support, including food, bedding, first aid, and counseling
- Makes or directs notification to insurance carriers

Crisis Management Team

- Rector
- Chief Operating Officer
- Director of Human Resources
- Senior Vice President Financial Operations
- Director of Public Safety
- Vice Rector of Academic Affairs
- Vice Rector of Formation
- Director of Information Technology
- · Director of Nutrition and Food Services
- Front Office Manager of USML Lodging
- Superintendent of Environmental Services and Projects



The Crisis Management Team has the following responsibilities:

- Serves as an advisory body to the Rector and Chief Operating Officer
- Always convenes in the Emergency Operations Center (EOC) in the Administration Building (500 Principal Avenue), Rooms 201, 205 and 206
- Collaborates by e-mail and phone with other members of Crisis Management Team during incidents and may convene in EOC if necessary.
- Works collaboratively with the Chief Operating Officer to develop & implement Crisis Response
 Plans and to determine the need for individual actions by Crisis Specialists.

Crisis Support Specialists

Emergency Support Specialists (CSS) serve as members of a resource pool for the Rector, the Chief Operating Officer and the Crisis Management Team (EMT). CSS rarely would meet as a functioning group. Instead, individual specialists:

- Are called upon as needed to provide counsel and advice in their specialized area of expertise, depending on the type of crisis
- Assume responsibilities for specialized functions during a crisis, as assigned by the Chief Operating
 Officer or the CMT
- Work collaboratively with the CMT in responding to particular Crises

CSS include the following internal Departments or identified individuals:

- · The Vice Rectors
- · Chief Operating Officer
- · Associate Deans of Formation
- · Business Office
- · Office of Institutional Advancement
- · Counseling Services
- Facilities Staff (maintenance, grounds and housekeeping)
- Dining (food services)
- Library
- · Registrar's Office
- Formation Department Staff
- Switchboard
- Front Office USML Lodging
- · Information Technology Office
- · Human Resources

CSS may include offices of the Archdiocese Pastoral Center:

- Office of the Episcopal Vicar for Lake & Northwest Cook County
- · Office of the Chancellor
- Department of Public Relations and Communications
- · Office of Legal Services
- · Department of Personnel Services
- Office of Risk Management
- · Catholic Charities



National/Incident Management System (NIMS) Emergency Support Function (ESF) Reference

ESF #1 -Transportation

- Aviation/airspace management and control
- Transportation Safety
- Restoration/Recovery of transportation infrastructure
- Movement restrictions
- Damage and impact assessment

ESF #2 -Communications

- · Coordination with telecommunications and information technology industries
- · Restoration and repair of telecommunications infrastructure
- Protection, restoration, and sustainment of national cyber and information technology resources
- Oversight of communications within the Federal incident management and response structures
- · Handheld loudspeaker or bullhorn

ESF #3 -Public Works and Engineering

- · Infrastructure protection and emergency repair
- Infrastructure restoration
- · Engineering services and construction management
- · Emergency contracting support for life-saving and life-sustaining services

ESF #4 -- Firefighting

- · Coordination of Federal firefighting activities
- · Support to wildland, rural, and urban firefighting operations

ESF #5 - Emergency Management

- Coordination of incident management and response efforts
- Issuance of mission assignments
- Resource and human capital
- · Incident action planning
- Financial management

ESF #6 -Mass Care, Emergency Assistance, Housing, and Human Services

- · Mass care
- Emergency assistance
- Disaster housing
- · Human services



ESF #7 -Logistics Management and Resource Support

- Comprehensive national incident logistics planning management, and sustainment capability
- Resource support (facility space, office equipment and supplies, contracting services, etc.

ESF #8 -Public Health and Medical Services

- Public health
- Medical
- · Mental health services
- · Mass fatality management

ESF #9 -Search and Rescue

- · Life-saving assistance
- · Search and rescue operations

ESF #10 -Oil and Hazardous Materials Response

- · Oil and hazardous materials (chemical, biological, radiological, etc.) response
- Environmental short- and long-term cleanup

ESF #11 -Agriculture and Natural Resources

- · Nutrition Assistance
- Animal and plant disease, and pest response
- · Food safety and security
- Natural and cultural resources and historic properties protection and restoration
- · Safety and well-being of household pets

ESF # 12 -Energy

- · Energy infrastructure assessment, repair, and restoration
- · Energy industry utility coordination
- · Energy forecast

ESF #13 -Public Safety and Security

- · Facility and resource security
- · Security planning and technical support assistance
- Public safety and security support
- Support to access traffic, and crowd control



ESF #14 -Long-Term Community Recovery

- Social and economic community impact assessment
- Long-term community recovery assistance to States, local governments, and the private sector
- · Analysis and review of mitigation program implementation

ESF #15 - External Affairs

- · Emergency public information and protective action guidance
- Media and community relations
- · Congressional and international affairs
- · Tribal and Insular Affairs



ESF #1 -Transportation: Public Safety Task

The Director of Public Safety has oversight for these functions:

Operations Checklist

- · Report to EOC or send representative
- Call Public Safety Staff to campus for emergency service
- · Coordinate with response agencies for recommendations
- · Coordinate implementation of evacuation actions
- Recommend appropriate removal options to implement
- Identify assembly areas for people who do not have transportation
- · Identify and contact transportation personnel
- · Identify evacuation routes
- · Ensure maps are up-to-date
- · Select primary routes from risk area
- · Ensure traffic control is enacted
- Assist in re-entry protocols

<u>Purpose</u>

For the purpose of this "Emergency Support Function" and to the extent that its application within this plan is concerned, these actions are defined as measures taken to protect the population from the effects of a hazard. These activities might include sheltering in place or evacuation.

Concept of Operations and Operational Responsibilities

Sheltering in place involves directing the population to remain indoors and closing off sources of outside ventilation. This method may be recommended in the event of a short-term release of hazardous materials, or when the general population would be placed at greater risk of the hazard through attempts to evacuate.

Evacuation is a procedure that involves moving the population from an actual or potential hazard area to one that offers safety. Evacuations can be divided into two specific classifications: "limited evacuation" and "general evacuation."

A limited evacuation can be initiated by USML Public Safety, the Village of Mundelein or Libertyville Police, or the Mundelein or Libertyville Fire in the event of a fire, small hazardous material incident, or hostage situation. This type of evacuation would involve only a limited area.

A general evacuation would include the movement of either a significant portion or the entire population of the university. This may be due to a large hazardous material spill, impending flood, terrorist action or another impending disaster agent.

The Village of Mundelein Police Chief, the Village of Mundelein Fire Chief and/or the Village of Libertyville Police Chief, the Village of Libertyville Fire Chief and the Rector of USML have the authority to order/implement a general evacuation.



If a General Evacuation has been deemed necessary, the campus will be notified using a public-address system, Public Safety vehicles equipped with public address speakers, phone, e-mail, personal electronic devices and instant messages through the emergency alert system.

General Evacuations will be conducted based on the following stages:

- Level 1- Prevent access to those without official business (curious, sightseers, etc.)
- Level 2 Evacuate students, faculty and non-essential support personnel
- · Level 4 Evacuate all but essential emergency workers
- Level 5 Total evacuation

The Village of Mundelein and/or Libertyville Police and Fire Departments will be notified immediately following the issuance of an evacuation order if necessary to assist in manning traffic/access control points to support persons who are evacuating the affected area.

Following the completion of evacuation procedures, traffic/access control posts will be converted into access control posts, manned by the Village of Mundelein/Libertyville Police and/or USML Public Safety personnel. This staff will restrict entry to an affected area by the re-entry levels shown below.

Following a General Evacuation, re-entry to an affected area shall be allowed based on:

- · Level 5 Emergency workers only
- Level 4 Damage assessment personnel and escorted media
- Level 3 Utility employees and escorted media
- Level 2 Staff and Faculty
- Level I Unrestricted re-entry

Direction

The Emergency Operation Center will be the leadership and control point for all the critical decisions concerning evacuation operations. The Rector or his designee will direct a major evacuation effort from this facility.

Authority

The line of succession for the issuance of a General Evacuation in the University will be:

- 1. Rector
- 2. Vice Rectors
- Chief Operating Officer
- 4. Director of Public Safety



ESF #2 - Communications

This ESF is not necessarily applicable for the USML Crisis Management Plan unless there is an interruption of telecommunications services. In such an event, responsibility would be shared with the following departments for resolution:

- Business Office and Computer Services
- · Facilities Department

ESF #3 - Public Works and Engineering

The Chief Operating Officer has oversight for these functions.

Operations Checklist

- Report to EOC
- Notification of Facilities Department personnel as required by the emergency
- Responding personnel will report to the Facilities Department for their assignments
 The Chief Operating Officer will be in the EOC directing operations from there
- Provide CMT of initial situation/damage reports and observations
- Assist with search and rescue
- Assist in debris removal
- Coordinate waste disposal, including hazardous materials
- Coordinate emergency utility support requirements with public and private utilities
- Assume primary responsibility for ensuring the continued supply of drinking water within the campus
- Assume primary responsibility for ensuring the structural soundness of campus streets and roadways
- · Provide generators, fuel, lighting, and sanitation for responders at the scene or EOC
- Assist with the evacuation
- · Coordinate with utility companies
- Assist with damage assessment
- Assist with traffic control, crowd control, barricade placement, and/or any other duty the Incident Commander deems fit
- As soon as possible following the conclusion of the emergency, the Chief Operating Officer
 will submit an inventory of damage and replacement requirements into disaster records for
 possible reimbursement
- If necessary, provide potable water and sanitary services to personnel until normal conditions can be resumed
- Assist the Fire Department in the provision of any clean up that must be made
- Compile complete reports for inclusion into the final report



Purpose

For the purpose of this "Emergency Support Function" and to the extent that its application within this plan is concerned, under normal conditions the Facilities Department performs tasks vital to the operation of the campus.

In times of emergency or disaster, there is a great need for the services provided by Facilities staff. Tasks such as life safety issues; opening streets closed by debris; removal of the rubble; sandbagging; damage assessment; search and rescue operations; providing emergency generator, fuel, lighting and sanitation to emergency responders; coordinating with utility companies; pumping of flooded areas; barricading roadways; maintenance of storm sewers; as well as firefighting and decontamination are support functions with which they might become involved.

Concept of Operations and Organizational Responsibilities

The Rector is responsible for ensuring that disaster response and recovery operations are efficient. Providing effective, continuous, public works capabilities is one of those critical functions overseen by the Rector.

Responsibilities of the Facilities Department in times of major emergency or disaster are the same as in daily operations. However, in addition to the regular public works functions, Department personnel may be asked to perform additional tasks, might have to coordinate their activities with other departments, and will follow their own Standard Operating Procedures (as well as the guidelines set forth in this plan), unless otherwise instructed by the Incident Commander or EOC emergency response personnel. The Facilities Department receives requests for service through direct calls to the Department. During a period of crisis, calls for service would come through the EOC via radio, cellular phone, or in person.

Direction

The Emergency Operating Center (EOC) will be the leadership and control point for all the critical emergency decisions concerning the provision of public works services during a period of primary emergency operations.

The Chief Operating Officer, or his alternate, will be in command of the transactions from the Facilities Department.

Field operations will be coordinated by a designated Facilities representative functioning at or near the disaster site.

Authority

The line of succession for the Facilities Department will be:

- 1. Chief Operating Officer
- 2. Delegate appointed by IC



ESF #4 - Firefighting Public Safety

This ESF is not necessarily applicable for the USML Crisis Management Plan, because these services typically are handled by the Village of Mundelein Fire Department and/or the Village of Libertyville Fire Department. In such an event, the following departments would be tasked with providing additional support:

- Public Safety
- Facilities

ESF #5 - Emergency Management Public Safety & Communication

The Office of the Chief Operating Officer has oversight for these functions.

Operations Checklist

Initial Activation

- Upon receipt of a confirmed/valid warning message or after being made aware of an incident, emergency, or impending event that may necessitate the activation of the Emergency Operations Center - the Office of the Chief Operating Officer will gather as much information about the event as possible and determine whether the circumstances warrant recommending to the Rector activation of the Emergency Operations Center
- Promptly contact all appropriate EOC staff and all persons who should report to the EOC
- Prepare an initial briefing to include but not be limited to:
 - The scope and known specifics of the incident that has caused the EOC to be activated
 - Location of the event(s)
 - Number of personnel currently assigned or dispatched to the incident(s)
 - · Number of currently known injured or dead
 - · Weather conditions
 - Initial personnel who will handle the EOC
 - The expected period of activation
 - Messaging
 - Communications (i.e. telephone number assignments, radio duties)
 - Establish EOC Incident Command
 - Ensure that personnel are assigned to and understand their assignment to one or more of the five following groups:
 - Command
 - · Operations
 - Planning
 - Logistics
 - Finance



- Ensure sufficient workspace and work equipment (pens, paper, forms, other materials) is on hand and in good working condition
- Start an EOC event/incident log (major events)
- · Prepare an Incident Action Plan (IAP)
- Conduct a full briefing once EOC staff have arrived
- If the incident or situation warrants it, the Rector will issue a Proclamation of a State of Emergency
- Continue briefings as often as necessary but at least every two hours to update staff on new information and be apprised of their activity
- Receive and process resource requests
- Establish and maintain communications with:
 - · On scene incident commanders/command posts
 - · State/Federal agencies as appropriate
 - · Archdiocese Department of Public Relations and Communications
- · Maintain the level of EOC activation as appropriate or until the incident is terminated

Closing or deactivating the EOC

- Only close or disable the EOC if the incident or incidents that caused it to open have been terminated or if all actions have been concluded successfully.
- If a Proclamation of a State of Emergency has been issued, ensure that an announcement to terminate the emergency also is issued. It is recommended that such a statement terminating the emergency not be issued until all activity regarding the incident(s)/emergency/disaster have concluded, including debris management.
- When it is determined that closure of the EOC is imminent, prepare and hold a final briefing/debriefing. This debriefing should allow each EOC staff member to make comments or suggestions and offer a "thumbnail" critique of specific actions or inactions.
- · During the debriefing, discuss:
 - · Return of equipment
 - Reports that are due or need to be collected
 - Overall EOC performance
 - Success stories (or not so successful stories)
 - · Lessons learned
 - Date and time of the incident/emergency/disaster response critique
- Make backups or archives of all computer records
- Print copies of reports or other relevant documents that may be necessary to present to County/State/Federal agencies
- Clean or have the EOC cleaned and ready for the next event

The Emergency Operating Center (EOC) is in the Administration Building (500 Principal Avenue). Rooms 201, 205, and 206 will serve as the primary direction and control facility for all emergency operations.



Purpose

For the purpose of this "Emergency Support Function," and to the extent that its application within this plan is concerned, the EOC serves as the strategic direction and control center responsible for supporting tactical decisions made at the Incident Command Post and for issues relating to the campus. The Rector would staff this facility.

Concept of Operations and Operational Responsibilities

The management of resources, and the establishment of response and recovery strategies during periods of major emergency and disaster, require careful coordination and direction. To ensure this coordinated effort, the University's Crisis Management Team (CMT) operates from a facility known as the Emergency Operating Center (EOC). The Crisis Management Team is composed of the following individuals:

- Rector
- Vice Rectors
- · Chief Operating Officer
- Director of Human Resources
- Director of Public Safety
- · Senior Vice President Financial Operations
- · Director of Information Technology
- · Director of Nutrition and Food Services
- Senior Director, University Events and Guest Services
- Superintendent of Environmental Services and Projects

Equipment & Supplies

The Emergency Operations Center will contain or have the following available:

- Crisis Management Plan (which includes contact lists)
- · Floor plans
- Faculty/Staff/Student Emergency Information
- · Basic emergency supplies:
 - Non-perishable food
 - Water
 - First Aid
 - Masks
 - Duct tape
 - Tools
 - Battery/Rechargeable Radio
 - · Battery/Rechargeable Flashlight
 - · Personal hygiene products
 - General office supplies
 - Campus maps
 - Phones (land lines)
 - · Fax machine
 - Public safety radio
 - Facilities hand-held radio
 - Access to commercial radio and television feeds



ESF #6 - Mass Care: Supporting Residence Life & Health Services Task

This ESF is not necessarily applicable for the USML Crisis Management Plan as these services are typically handled by the agencies such as the Red Cross. However, for purposes of internal care of residents during a crisis event, the following departments would be tasked with providing additional support:

- Formation
- Food Service
- Housekeeping
- Nurse and Health Committee

Operations Checklist

- · Report to EOC
- · Coordinate with emergency responders
- Coordinate the implementation or relocation of residents
- · Assess situation and recommend locations to use
- Review listing of facilities
- · Responsibilities for managing facilities:
 - Advise the Rector or Chief Operating Officer of shelter opening
 - Ensure that facilities received supplies
 - · Ensure record-keeping log is maintained
 - · Registration of entrants
 - · Number of people at facility
 - · Status of supplies
 - · Conditions or problem areas of facility
 - · Record of expended supplies and equipment
- Coordinate communications
- Coordinate with Director of Communications for inquiries on health safety issues
- · Upon termination of emergency, coordinate having facilities cleaned

Purpose

For the purpose of this "Emergency Support Function," and to the extent that its application within this plan is concerned, mass care includes the management and coordination of shelter and feeding activities; and provision for bulk collection and distribution of relief supplies.



Concept of Operations and Operations Responsibility

Mass Care encompasses:

Shelter - The provision of emergency shelter for displaced victims includes: the use of pre-identified housing sites in existing structures; creation of temporary facilities such as tent cities, or the temporary construction of shelters; and use of similar facilities outside the disaster-affected area (should evacuation become necessary).

Feeding - The provision for feeding residents and staff as well as emergency workers through a combination of fixed sites, mobile feeding units, and bulk food distribution.

Emergency first aid - Emergency first aid will be provided to any persons requiring it.

Direction

The Emergency Operating Center (EOC) will be the leadership and control point for all the critical emergency decisions concerning relocation and shelter.

Authority

The line of succession shall be:

- 1. Dean of Formation
- 2. Associate Dean(s) of Formation
- 3. Director of the Theology Residence Hall

ESF # 7 - Logistics Management and Resource Support: Business Office Task

The Senior Vice President Financial Operations maintains oversight for these functions:

Operations Checklist

- Report to EOC
- Notify insurance carriers
- Log record-keeping activities of expenses, resources, and personnel
- Coordinate plans and supply sources
- Handle donations of goods and services
- · Match offers to needs
- Determine appropriate means for satisfying requests
- · Locate resources to fill requests through supply channels
- Coordinate with EOC personnel to ensure resource availability
- · Ensure liability, legalities
- · Handle procurement requests and resources
- Necessitate availability of funds
- Provide briefings of financial transactions
- · Establish procedures for acceptance
- · Determine needed and unneeded donations
- Special hires and personnel issue waivers of liability
- · Ensure financial settlement
- Injury/loss claims handling



Purpose

The Senior Vice President Financial Operations is the primary official responsible for the development and administration of a resource management index of suppliers.

Concept of Operations and Operations Responsibility

Access to resources - including personnel and equipment - following the onset of a disaster is critical to effective response and recovery efforts. In like manner, management of resources should be centralized with one department to prevent duplication of requests for the same resource.

Requests for resource support will be generated by the Chief Operating Officer, the commander at the scene of the incident, or members of the Crisis Management Team within the EOC.

Direction and Control

The Senior Vice President of Finance or his designee will ensure that all requests and uses of listed resources are accurately documented in a Disaster Resource Log.

Authority

The line of succession shall be:

- 1. Senior Vice President of Finance
- 2. Senior Vice President of Institutional Advancement

ESF #8 - Public Health and Medical Services: Health Services Task

This ESF is not necessarily applicable for the USML Crisis Management Plan, because these services typically are handled by agencies such as the Village of Mundelein/Libertyville Fire Departments and Lake County Public Health. However, for purposes of internal care of residents during a crisis event, the following individuals would be tasked with providing additional support:

- · Nurse (part-time)
- · Delegate from Health Committee

ESF #9 - Search and Rescue: Public Safety & Facilities Management Task

This ESF is not necessarily applicable for USML Crisis Management Plan, because these services typically are handled by the Village of Mundelein Fire Department and/or the Village of Libertyville Fire Department. In such an event, the following departments would be tasked with providing additional support:

- Public Safety
- Facilities



ESF #10 - Oil and Hazardous Materials Response: Public Safety & Facilities Management TaskThis ESF is not necessarily applicable for the USML Crisis Management Plan because these services typically are handled by the Village of Mundelein Fire Department or the Village of Libertyville Fire Department. In such an event, the following departments would be tasked with providing additional support:

- Public Safety
- Facilities

ESF #11 - Agriculture and Natural Resources

This ESF is not necessarily applicable for the USML Crisis Management Plan because these services typically are handled by the governmental agencies initiated through the Village of Mundelein or the Village of Libertyville.

ESF #12 - Energy

This ESF is not necessarily applicable for USML Crisis Management Plan because these services typically are handled by the Village of Mundelein/Libertyville Public Works and various/related utility agencies. In such an event, the following departments would be tasked with providing additional support:

Facilities

<u>Purpose</u>

For the purpose of this "Emergency Support Function" and to the extent that its application within this plan is concerned, following the onset of a major emergency or disaster, it is essential that the USML community rapidly assess the situation to determine the extent of the impact, initial estimate of damage, and the type and amount of outside assistance that will be required. Accurate information about the harm suffered is essential in planning neat and organized recovery programs. Only by obtaining a complete knowledge of what has happened can the University begin the task of restoring facilities and services in an orderly fashion.

Concept of Operations and Organizational Responsibilities

The Rector is responsible for ensuring that disaster response and recovery operations are efficient. Providing an adequate damage assessment is one of those critical functions.

The task of managing the damage assessment resides with the Facilities Department.

Following the initial impact of a major emergency or disaster, the Facilities staff will respond to the field to conduct a preliminary damage assessment survey. This study is designed to provide a rough estimate of the damage to the campus. It is not intended, however, to produce detailed dollar estimates.



Direction

The Emergency Operating Center will be the first leadership and control facility for emergency operations during a major emergency or disaster. Facilities will direct damage assessment from the field and forward information to the EOC.

Authority

The line of succession for the Damage Assessment System will be:

- 1. Chief Operating Officer
- 2. Housekeeping Supervisor/Administrative Assistant

ESF #13 -Public Safety and Security: Public Safety Task Pre-Emergency Operation Checklist:

- Develop a training program to prepare personnel in the event of an accident, emergency, or alternative disaster
- · Identify individuals who will require special assistance when an emergency or disaster occurs
- Develop plans to safeguard necessary facilities
- · Develop procedures for securing a disaster scene, staffing an EOC, and evacuating residents
- Provide specialized training in use of force policy, etc., for department personnel
- Participate in an annual exercise to ensure that the plans and equipment are working and in good condition.

Response Operations Checklist

- Following the occurrence of a major emergency or disaster situation, the Director of Public Safety (or his alternate):
 - o will initiate the emergency disaster plan
 - o will ensure that adequate workforce is present to handle the situation
 - o will ensure that a Forward Command Post is established near the scene and that communications between all areas of concern are up and running
 - o will report to the EOC, to begin operations
 - if necessary, await assignment to field locations
 - o if necessary, will initiate actions which could include an evacuation of the area
- If appropriate, establish or augment protective gear to personnel
- Establish a security perimeter around the disaster site and admit only authorized personnel.
- Activate a staging area for incoming law enforcement officials
- Receive, analyze, and expedite requests for mobile unit support
- Patrol any evacuated or secured areas
- If appropriate, contact Mundelein/Libertyville Police Departments for the investigation of unexploded but suspicious packages
- If the EOC is evacuated, the Forward Command Post will make periodic status reports detailing the current situation at the scene
- Continue to respond to requests from the community using resources available



Recovery Operations Checklist

- Continue to provide emergency law enforcement services until complete recovery is accomplished
- · Continue to respond to routine calls/requests by the community
- · Assist in damage assessment activities
- · Continue to maintain "secured area" until removal is authorized by the EOC.
- · Prepare reports on the situation for inclusion in the final report.

Purpose

For the purpose of this "Emergency Support Function," and to the extent that its application within this plan is concerned, maintaining order and providing for the protection of life and property through the enforcement of USML rules and policies are functions assigned daily to the Public Safety Department. In times of major emergency or disaster, increased traffic and need for crowd control, security of property, protection of vital facilities, and explosive ordinance reconnaissance will significantly increase the demands for local law enforcement services.

Concept of Operations and Organizational Responsibilities

The Public Safety Department has been identified as the "lead agency" responsible for the provision of Public Safety.

The Director of Public Safety, who is accountable to the Chief Operating Officer, heads the Public Safety Department. The Director of Public Safety is responsible for the day-to-day operations of the department and oversees patrol shifts. The Supervisor of Public Safety assists the Director of Public Safety in this role.

If a new workforce is required, the Director of Public Safety or designee will follow the call-out guidelines outlined in their department Policy and Procedure Manual and the guidance described in this plan, unless otherwise instructed by the Incident Commander.

If the situation warrants additional/supplementary workforce beyond the capabilities of the Department, a request will be made to the Village of Mundelein Police Department, the Village of Libertyville Police Department and the Lake County Sheriff's Department for additional support.

Responsibilities of the local enforcement in times of major emergency or disaster are the same as in daily operations. However, in addition to the regular law enforcement functions, department personnel may be asked to perform additional tasks and may have to coordinate their activities with other departments or agencies.



Direction

The Director of Public Safety, Public Safety Supervisor or an alternate, will command the public safety operations from the EOC in coordination with the Forward Command Post.

Field operations will be coordinated by an officer-in-charge through a Forward Command Post functioning at or near the disaster site.

If an emergency or disaster occurs, the Department will follow the Policy and Procedures issued by the Director of Public Safety and COO and the guidelines outlined in this plan, unless otherwise instructed by the Incident Commander.

Authority

The line of succession for the Department of Public Safety shall be:

- 1. Director of Public Safety
- 2. Public Safety Supervisor
- 3. Officer in Charge

ESF #14 - Long-Term Community Recovery: Facilities Department & Business Office Task

This ESF is not necessarily applicable for the USML Crisis Management Plan as these services typically are handled by the Villages of Mundelein/Libertyville Public Works and utility agencies. In such an event, the following departments would be tasked with providing additional support:

- · Facilities Department
- · Business Office

<u>Purpose</u>

For the purpose of this "Emergency Support Function," and to the extent that its application within this plan is concerned, following the onset of a major emergency or disaster, it is essential that a community rapidly assess the situation to determine the extent of the impact, initial estimate of damage, and the type and amount of outside assistance that will be required. Accurate information about the harm suffered is essential in planning neat and organized recovery programs. Only by having a complete knowledge of what has happened can the University begin the task of restoring facilities and services in an orderly fashion.

Concept of Operations and Organizational Responsibilities

The Rector is responsible for ensuring that disaster response and recovery operations are efficient. Providing an adequate damage assessment is one of those critical functions.

The task of managing the damage assessment resides with the Facilities Department.

Following the initial impact of a major emergency or disaster, the Facilities staff will respond to the field to conduct a preliminary damage assessment survey. This study is designed to provide a rough estimate of the damage to the campus. It is not intended, however, to produce detailed dollar estimates.



Direction

The Emergency Operating Center will be the first leadership and control facility for emergency operations during a major emergency or disaster. Facilities will direct damage assessment from the field and forward information to the EOC.

Authority

The line of succession for the Damage Assessment System will be:

- 1. Chief Operating Officer
- 2. Superintendent of Environmental Services / Administrative Assistant
- 3. Senior Vice President Financial Operations

ESF #15 - Emergency Public Information: Communications & Marketing Task

The Chief Operating Officer, along with the Archdiocesan Director of Public Relations and Communications, have oversight for these functions. The Senior Vice President of Institutional Advancement will assist with this feature.

Concept of Operations and Operational Responsibilities

Following implementation of this plan, a Media Briefing Center will be established to provide consolidated information from the University to the media. The center will be in the Prist Center (200 Principal Avenue) Room 103 or other sites designated by the Chief Operating Officer. Members of the media will be encouraged to report to this facility to receive factual information regarding disaster response operations. The MBC will serve as the "official source" for information about the emergency. Once activated, the Rector will ensure that a media release schedule is established to provide the media with timely information relating to the emergency.

All emergency press releases and official general information should be cleared by the Rector- or at his direction, the Chief Operating Officer-before their release. During large-scale emergencies/crises involving the Village of Mundelein/Libertyville and the County, media releases will be coordinated with all jurisdictions to ensure the release of accurate and timely information. USML also may participate in staffing a Joint Information Center, staffed by representatives of the Village of Mundelein/Libertyville and the County, as well as pertinent/related state and federal agencies.

Statistical data related to the incident will be verified before release. The EOC is responsible for gathering and compiling that statistical data.

It is strongly recommended that only the Lake County Coroner's Office, through their PIO Desk will release publicly the numbers of fatalities and the identification of the deceased.



The Rector - or at his direction, the Chief Operating Officer - should approve all official information being released the media prior to release. Official information will be disseminated at both the Media Briefing Center (MBC) and the Archdiocesan Office of Media Relations.

Direction

The EOC will be the central location for the leadership and control of the Emergency Public Information System. The Rector, or his designee, will coordinate media releases.

All official press releases will be provided to the media through the Media Briefing Center, following approval by the Rector. This facility may be used by the Rector for the purpose of making specific statements relating to the emergency; or it may be utilized by all department heads, with the Rector's approval, in a panel form to discuss emergency operations.

Authority

The line of succession defining the official spokesperson for USML will be:

- 1. Rector
- 2. Chief Operating Officer
- 3. Archdiocesan Director of Public Relations and Communication



ESF #15a - Media Outlets

Resource	Agency	Phone Number 312-705-1771	
Radio	Shadow Traffic		
	WGN Traffic	312-222-4716 312-883-8265	
	WBBM Radio	312-944-7878 312-281-1400	
AND THE RESERVE OF THE PROPERTY OF THE PROPERT	WMAQ Traffic	312-321-0670 312-861-555	
Television	WBBM (CBS) Channel 2	312-944-0526	
	WMAQ (NBC) Channel 5	312-861-5555	
	WLS (ABC) Channel 7	312-750-7070 (Before 7 p.m.) 312-750-7071 (After 7 p.m.)	
	WGN (Indep) Channel 9	312-528-2311	
Newspaper	Chicago Sun-Times	312-682-7702	
	Chicago Tribune	312-222-3232	
	Lakeland News	847-223-8161	
	Daily Herald	847-680-5800	
	Pioneer Press	847-680-6690	



SECTION 4 - PLAN REVIEW & MAINTENANCE Record of Changes

When changes are made to this plan, the following procedures should be followed.

- 1. The Director of Public Safety will issue significant changes on hard copy pages. New pages should be inserted as directed, and the old pages removed and destroyed.
- 2. Pen and ink changes will be promulgated by memorandum and accomplished directly on existing pages.
- 3. When any change is made, an entry should be done in the following log:

Revision Number	Date Entered	Pages or Sections Changed	Entered by
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Certificate of Acceptance

We, the undersigned, have participated in the review of the USML Crisis Management Plan. We accept on behalf of our respective departments or government agency the duties and responsibilities, and acknowledge the relationships, here established. We further agree to provide all resources in both workforce and material to perform the assigned tasks.

*		*		
Chief of Police Village of Mundelein	Date	Fire Chief Village of Mundelein	Date	
*		*		
Chief of Police Village of Libertyville	Date	Fire Chief Village of Libertyville	Date	



Distribution List

A copy of the University of Saint Mary of the Lake Crisis Management Plan will be maintained at each of these external agencies. The Chief Operating Officer possess the master document and will revise as necessary.

COPY#

- 1. Office of the Chief of Police Village of Mundelein
- 2. Office of the Fire Chief Village of Mundelein
- 3. Office of the Chief of Police Village of Libertyville
- 4. Office of the Fire Chief Village of Libertyville
- Signatures on file with original document in Office of the Rector



SECTION 5 – APPENDIX

Appendix 1 – Crisis Management Team Contact Information

Crisis Management Team