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.

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:

<table>
<thead>
<tr>
<th></th>
<th>Security Officer</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>John Huinker</td>
<td>847-970-4815</td>
<td>847-970-4809</td>
<td></td>
</tr>
<tr>
<td>Jim Heinen</td>
<td>Security Officer</td>
<td>847-970-4815</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>The University of St. Mary of the Lake Fire Log</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Fire Log Table" /></td>
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</tbody>
</table>

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<tr>
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</thead>
<tbody>
<tr>
<td>Fires</td>
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<tr>
<td>Injuries</td>
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</tr>
<tr>
<td>Deaths</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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. What follows also applies to religious seminarians.

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 Pastores dabo vobis, nos. 60-61. 86 | Program of Priestly formation to fostering the human, spiritual, intellectual, and pastoral formation of future priests.

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." 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, I WILL NOT:

☐ Touch a minor or vulnerable adult in a sexual way or other inappropriate manner.

☐ 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.

☐ Introduce 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.
☐ Avoid overnight stays with a minor or vulnerable adult unless there is another adult present 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

Revised Feb. 2015
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

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

☐ Archdiocesan

☐ Extern

☐ Religious Community

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

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

Religious/Extern Priests
Rev. Robert J. Hildenreich
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


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 obliged 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:
- the Dean of Formation will then notify the Rector
- 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
- the seminarian will be required to follow the recommendation of the Dean of Formation, based on his reading of this evaluation
- 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:
  - 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:
  - 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
## Criminal Offenses - On campus

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

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Forcible rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>e. Sexual Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>h. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>i. Burglary</td>
<td>0</td>
<td>0</td>
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<tr>
<td>j. Motor vehicle theft (Do not include theft from a motor vehicle)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>k. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>c. Rape</td>
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</tr>
<tr>
<td>d. Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>e. Incest</td>
<td>0</td>
<td>0</td>
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<tr>
<td>f. Statutory rape</td>
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<td>g. Robbery</td>
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<tr>
<td>k. Arson</td>
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</tbody>
</table>

Caveat:
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### Criminal Offenses - Public Property

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

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
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<tr>
<td>c. Rape</td>
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</tr>
<tr>
<td>d. Fondling</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>e. Incest</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>f. Statutory rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>g. Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>h. Aggravated assault</td>
<td>0</td>
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<tr>
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<td>0</td>
</tr>
<tr>
<td>k. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Caveat:**
If you have changed prior year data, you must add a caveat explaining the change. Use the following format: “For (YEAR), Line (A) was changed from (A) to (B) because (REASON).”
# Hate Crimes - On campus

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

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2016 Total</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
<th>Gender</th>
<th>Gender Identity</th>
<th>Disability</th>
<th>Ethnicity</th>
<th>National Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>c. Rape</td>
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<td>0</td>
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<tr>
<td>d. Fondling</td>
<td>0</td>
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<tr>
<td>e. Incest</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>f. Statutory rape</td>
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Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

### Hate Crimes - On-campus Student Housing Facilities

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

#### Occurrences of Hate crimes

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<tr>
<td>b. Rape</td>
<td>0</td>
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</tr>
<tr>
<td>c. Fondling</td>
<td>0</td>
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<tr>
<td>d. Incest</td>
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<tr>
<td>e. Statutory rape</td>
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<tr>
<td>f. Robbery</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>g. Assaulted assault</td>
<td>0</td>
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<td>h. Burglary</td>
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<tr>
<td>i. Motor vehicle theft</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>j. Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>k. Simple assault</td>
<td>0</td>
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<tr>
<td>l. Larceny-theft</td>
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<td>m. Intimidation</td>
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</tr>
<tr>
<td>n. Destruction/vandalism of property</td>
<td>0</td>
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</tbody>
</table>

Caveat:
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# Hate Crimes - Public Property

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

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2016 Total</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
<th>Gender</th>
<th>Gender Identity</th>
<th>Disability</th>
<th>Ethnicity</th>
<th>National origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Fondling</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>e. Incest</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>f. Statutory rape</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>g. Robbery</td>
<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>h. Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>j. Motor vehicle theft (Do not include theft from a motor vehicle)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>k. Arson</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>l. Simple assault</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>m. Larceny-theft</td>
<td>0</td>
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<tr>
<td>o. Destruction/damage/vandalism of property</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Occurrences of Hate crimes</th>
<th>Category of Bias for crimes reported in 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal offense</td>
<td>2016 Total</td>
</tr>
<tr>
<td>------------------</td>
<td>------------</td>
</tr>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>c. Rape</td>
<td>0</td>
</tr>
<tr>
<td>d. Fondling</td>
<td>0</td>
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<tr>
<td>e. Incest</td>
<td>0</td>
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<tr>
<td>j. Motor vehicle theft (Do not include theft from a motor vehicle)</td>
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<tr>
<td>k. Arson</td>
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<td>l. Simple assault</td>
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<tr>
<td>n. Intimidation</td>
<td>0</td>
</tr>
<tr>
<td>o. Destruction/damage/vandalism of property</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2014 Total</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
<th>Gender</th>
<th>Gender identity</th>
<th>Disability</th>
<th>Ethnicity</th>
<th>National origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Rape</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>d. Forcing</td>
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<tr>
<td>e. Incest</td>
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<tr>
<td>f. Statutory rape</td>
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<tr>
<td>g. Robbery</td>
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<tr>
<td>h. Aggravated assault</td>
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<tr>
<td>j. Motor vehicle theft</td>
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<tr>
<td>o. Destruction/damage/vandalism of property</td>
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<td>0</td>
<td>0</td>
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</tbody>
</table>

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

For each of the following crimes, enter the number reported to have occurred **On Campus**.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Domestic violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Dating violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Caveat:**
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
**VAWA Offenses - On-campus Student Housing Facilities**

For each of the following crimes, enter the number reported to have occurred in **On-campus Student Housing Facilities**.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Domestic violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Dating violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Caveat:**
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<table>
<thead>
<tr>
<th>Crimes</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic violence</td>
<td>0</td>
<td>0</td>
<td>85</td>
</tr>
<tr>
<td>Dating violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Caveat:
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# 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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weepass, carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>5</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

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*Alcohol possession, Littering, Reckless Driving and Trespassing on 12/29/17.*
### Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories. Do NOT include drunkenness or driving under the influence in Liquor law violations.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Caveat:**
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## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons, carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
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</table>

**Caveat:**
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## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.
Do NOT include drunkenness or driving under the influence in Liquor law violations.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons, carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
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<td>0</td>
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</table>

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Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.
Do NOT include drunkenness or driving under the influence in Liquor law violations.

<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
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<td>b. Drug abuse violations</td>
<td>0</td>
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Disciplinary Actions - Public Property

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If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.
Do NOT include drunkenness or driving under the influence in Liquor law violations.

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

Of those crimes that occurred **On Campus**, in **On-campus Student Housing Facilities**, on or in **Noncampus** property or buildings, and on **Public Property**, 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 they were originally reported.

<table>
<thead>
<tr>
<th>Year</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
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</thead>
<tbody>
<tr>
<td>Total unfounded crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."
2017 Campus Safety and Security Survey

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 that facility.

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 revise the number of On-campus Student Housing Facilities.

### Housing Facilities

<table>
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<th>Name of Facility</th>
<th>Street Address</th>
<th>Number of Fires</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Res. Building</td>
<td>300 Principal Ave.</td>
<td>0 2016</td>
<td>Updated</td>
</tr>
<tr>
<td>Theo Res. Building</td>
<td>900 Principal Ave.</td>
<td>0 2016</td>
<td>Updated</td>
</tr>
<tr>
<td>Fac Res. Building</td>
<td>1000 Principal Ave.</td>
<td>0 2016</td>
<td>Updated</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>0</strong></td>
<td></td>
</tr>
</tbody>
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Caveat:

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The University of Saint Mary of the Lake
Mundelein Seminary

Crisis Management Plan
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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 on __________ and directed them to be added to the official policies and procedures of the University of Saint Mary of the Lake / Mundelein 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 of the 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 Village of Mundelein, 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 extreme 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 serious 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 minimal 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.
5. 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 Facilities Director. 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
- Chief of Security

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 e-mail and telephone, 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 Village of Mundelein, supported by USML, has 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, the Village of Mundelein Police Department, and the Village of Mundelein 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 Manager of Guest Services of USML Conference 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 campus Loud Speaker System and text messaging 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 Campus Security 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 (Security, 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 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 Village of Mundelein 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 Chief of Security acts as the Public Safety Officer
  In the absence of the Chief, the Facilities Director assumes this role
- 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 or Facilities Director 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 Security
- Provides consultation to, and receives continuous updates on the situation from, Chief Operating Officer or Facilities Director
- 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, Facilities Director
(Incident Commander)
In consultation with the Rector, the Chief Operating Officer has the following responsibilities (or in the absence of the Chief Operating Officer, the Facilities Director):

- Provides overall command leadership and establishes goals and objectives in crisis situations
- Obtains incident briefing from Public Security 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 particular actions by Crisis Support Specialists
- Approves requests for resources
- Appoints staff to maintain the Emergency Operations Center (EOC)

Chief of Security (Public Safety Officer)
The Chief of Security 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 Facilities Director
- 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, the Chief Operating Officer, or the Facilities Director
• Assesses the situation and confers with the Chief Operating Officer and Facilities Director 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, and Facilities Director 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
• Vice Rectors
• Chief Operating Officer
• Facilities Director
• Senior Vice President of Finance
• Chief of Security
• Academic Dean
• Dean of Formation
• Director of Computer Services
• Director of Food Service
• Manager of Guest Services

The Crisis Management Team has the following responsibilities:
University of Saint Mary of the Lake 
Crisis Management Plan

- Serves as an advisory body to the Rector, Chief Operating Officer, and Facilities Director
- 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 Chief Operating Officer and Facilities Director 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, the Facilities Director, 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, Facilities Director, 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, housekeeping, and laundry)
- Dining (food services)
- Library
- Registrar’s Office
- Formation Department Staff
- Switchboard
- Conference Center Staff
- Computer Services Office

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
University of Saint Mary of the Lake
Crisis Management Plan

- 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 Chief of Security has oversight for these functions:

**Operations Checklist**
- Report to EOC or send representative
- Call Security 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

**Purpose**
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 Security, the Village of Mundelein Police, or the Mundelein Fire Chief 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 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 through the use of public address system, Public Safety vehicles equipped with public address speakers, phone, e-mail, cell phones, 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 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 Police and/or USML Security 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 1 - 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 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
3. Chief Operating Officer
4. Facilities Director
5. Chief of Security
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 Facilities Director 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 Facilities Director 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 Facilities Director 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 Facilities Director, 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. Facilities Director
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. In such an event, the following departments would be tasked with providing additional support:
• Security
• 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
- Facilities Director
- Chief of Security
- Senior Vice President of Finance
- Director of Computer Services
- Director of Food Service
- Manager of Guest Services

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 of Finance 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 of Finance 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 Facilities Director, 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 Fire Department 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. In such an event, the following departments would be tasked with providing additional support:
• Security
• Facilities
ESF #10 - Oil and Hazardous Materials Response: Public Safety & Facilities Management Task
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. In such an event, the following departments would be tasked with providing additional support:
- Security
- 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.

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 Public Works and various/related utility agencies. In such an event, the following departments would be tasked with providing additional support:
- Facilities

Purpose
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. Facilities Director
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 search and passive defense measures, 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 Chief of Security (or his alternate):
  - will initiate the emergency disaster plan
  - will ensure that adequate workforce is present to handle the situation
  - will ensure that a Forward Command Post is established near the scene and that communications between all areas of concern are up and running
  - will report to the EOC, to begin operations
  - if necessary, await assignment to field locations
  - 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, take passive defense measures in 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 law and order and providing for the protection of life and property through enforcement are functions assigned on a daily basis to the Security Office. 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 law enforcement services.

Concept of Operations and Organizational Responsibilities
The Security Department has been identified as the "lead agency" responsible for the provision of law enforcement services.

The Chief of Security, who is accountable to the Facilities Director, heads the Security Department. The Chief of Security is responsible for the day-to-day operations of the department and oversees patrol shifts.

If a new workforce is required, the Chief of Security will follow the call-out guidelines outlined in their department Operations 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 for additional support.

Responsibilities of the law enforcement service 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 Chief of Security, or his 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 general orders issued by the Chief of Security 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. Chief of Security
2. Security Officer
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 Village of Mundelein Public Works and utility agencies. In such an event, the following departments would be tasked with providing additional support:
- Facilities Department
- Business Office

Purpose
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. Facilities Director
2. Housekeeping Supervisor / Administrative Assistant
3. Senior Vice President of Finance

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 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 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 to 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

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<th>Resource</th>
<th>Agency</th>
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<tbody>
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<td><strong>Radio</strong></td>
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<td></td>
<td>Shadow Traffic</td>
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<td>WGN Traffic</td>
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<td><strong>Television</strong></td>
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<td>WBBM (CBS) Channel 2</td>
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<td>312-861-5555</td>
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<td></td>
<td>WLS (ABC) Channel 7</td>
<td>312-750-7070 (Before 7 p.m.)</td>
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<td>312-750-7071 (After 7 p.m.)</td>
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<td>WGN (Indep) Channel 9</td>
<td>312-528-2311</td>
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<td></td>
<td>Chicago Sun-Times</td>
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<td>Chicago Tribune</td>
<td>312-222-3232</td>
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<td>Lakeland News</td>
<td>847-223-8161</td>
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<td>Daily Herald</td>
<td>847-680-5800</td>
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<td>Pioneer Press</td>
<td>847-680-6690</td>
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SECTION 4 - PLAN REVIEW & MAINTENANCE

Record of Changes

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

1. The Chief of Security 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:

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<th>Revision Number</th>
<th>Date Entered</th>
<th>Pages or Sections Changed</th>
<th>Entered by</th>
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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  Date  Fire Chief  Date
Village of Mundelein  

Village of Mundelein  

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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 Facilities Director will 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

• Signatures on file with original document in Office of the Rector
SECTION 5 – APPENDIX

Appendix 1 – Crisis Management Team Contact Information

Crisis Management Team
Appendix 2 - Terrorism Threat Advisory System

Contact Information

Homeland Security Advisor Department of Homeland Security
207 State House
Springfield, IL 62706
217.524.1486

Local Information

IEEMA / Illinois Terrorism Task Force
2200 South Dirksen Parkway
Springfield, IL 62703
217.782.2700

Illinois Emergency Management Agency
Illinois Terrorism Task Force
2200 South Dirksen Parkway
Springfield, IL 62703
IEEMA Main Office – 217.782.2700
24-hour Response – 800.782.7860
TTY – 800.614.2381
Appendix 3 – Incident Radio Communication Plan – Tactical Operations

Incident Radio Communication Plan
Tactical Operations

<table>
<thead>
<tr>
<th>1. Incident Name</th>
<th>2. Date/Time Prepare</th>
<th>3. Operational Period</th>
<th>Date/Time:</th>
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<td>Service</td>
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Appendix 4 - Glossary of Terms

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of an Emergency Operations Plan to share an understanding of title words.

**Commonly Used Acronyms**

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<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tr>
<td>ALS</td>
<td>Advanced Life Support (Paramedic)</td>
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<tr>
<td>AOC</td>
<td>Archdiocese of Chicago</td>
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<tr>
<td>BLS</td>
<td>Basic Life Support (EMT)</td>
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<td>CMT</td>
<td>Crisis Management Team Emergency Alert System</td>
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<td>EBS</td>
<td>Emergency Broadcast System</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
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<td>EMT</td>
<td>Emergency Medical Technician</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>ESF</td>
<td>Emergency Support Function</td>
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<td>FCP</td>
<td>Forward Command Post</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>Department of Health &amp; Human Services</td>
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<td>Illinois Department of Nuclear Safety</td>
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<td>IDOT</td>
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<td>Illinois Environmental Protection Agency</td>
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<td>IMS</td>
<td>Incident Management System</td>
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<td>Joint Information Center</td>
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<td>LCEMA</td>
<td>Lake County Emergency Management Agency</td>
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<td>MBC</td>
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<td>NWS</td>
<td>National Weather Service</td>
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<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>USML</td>
<td>University of Saint Mary of the Lake/Mundelein Seminary</td>
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</table>
University of Saint Mary of the Lake
Crisis Management Plan

Appendix 5 - Inserted Department Specific Operations and Checklists