



## **Preventing Sexual Violence in Higher Education Act Annual Report Template**

### *Instructions*

As a higher education institution in Illinois, your school must provide an annual report with data and information related to the implementation of the Preventing Sexual Violence in Higher Education Act (Act). Your report is due to the Illinois Department of Human Rights and the Illinois Attorney General's Office by November 1<sup>st</sup> of each year. *See* 110 ILCS 205/9.21(b). The annual report covers data and information concerning the preceding calendar year (e.g. the 2020 annual report covers data from January 1 – December 31, 2019).

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

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

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

# Preventing Sexual Violence in Higher Education Act Annual Report

## Form

Name of Higher Education Institution: University Of Saint Mary Of the Lake  
Campus (if applicable): Mundelein Seminary  
Completed By/Primary Contact: Elizabeth Santilli Vice President of Human Resources  
Address: 1000 E. Maple Ave Mundelein, IL 60060  
Phone Number: (847)970-4902 Email Address: esantilli@usml.edu

### PART A

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

- ☒ The higher education institution's comprehensive policy (*see* 110 ILCS 155/10); and
- ☒ The higher education institution's concise, written notification of a survivor's rights and options under its comprehensive policy (*see* 110 ILCS 155/15).

### PART B

#### I. Campus Training, Education and Awareness

##### A. Student Primary Prevention Programming

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

Program name	Type/description	Date(s)	Location(s)	Target audience	Number of attendees
Virtus Training	Training for the protection	Various	Mundelein Seminary	120	120
Mandated Reporter	State of Illinois Protection	Various	Mundelein Seminary	120	120
Criminal Background	Criminal Record Check	Various	Online	120	120
CANTS 689	DCFS Check for Child Abuse	Various	Printed Form	120	120
Standards for Behavior	Policy Standards of the	Various	Online	120	120
Sexual Harassment	Illinois Mandated Education	Various	Online	120	120

## B. Employee Training (*optional*)

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

Program name	Type/description	Date(s)	Location(s)	Target audience	Number of attendees
Virtus Training	Training for the Protection	Various	Mundelein/ Seminar	130	130
CANTS 22	Mandated Reporter for C	Various	Printed Form	130	130
CANTS 689	DCFS Check for Child A	Various	Printed Form	130	130
Standards for Beh	Policy Standards of the	Various	online	130	130
Sexual Harassment	Illinois Mandated educa	Various	online	130	130
Criminal Backgrou	Criminal Record Check	Various	online	130	130

## II. Reports

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

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

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

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

	<b>Survivor requested not to proceed with the complaint resolution procedure</b>	<b>HEI investigated allegation</b>	<b>HEI referred allegation to local or State law enforcement</b>	<b>HEI resolved allegation through complaint resolution procedure</b>
<b>Sexual violence</b>	0	0	0	0
<b>Domestic violence</b>	00	0	0	0
<b>Dating violence</b>	0	0	0	0
<b>Stalking</b>	0	0	0	0

**B. Complaint Resolution Procedure Outcomes**

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

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

## **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.



## SEXUAL HARASSMENT

### Sexual Harassment

It is the policy of the Archdiocese to maintain a work environment that is free from sexual harassment. Because the Archdiocese expects all individuals to treat each other with respect, dignity, and decency in accordance with its religious tenets, moral teachings, and Catholic faith, the Archdiocese does not tolerate sexual harassment of any kind.

For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature 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.

Further, in Archdiocesan parishes, schools, or agencies located within the boundaries of the City of Chicago, the term sexual harassment means any: (i) unwelcome sexual advances or unwelcome conduct of a sexual nature; or (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (iii) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position.

Sexual harassment can occur in many ways. It may involve unwelcome sexual advances, requests for sexual favors and/or physical contact of a sexual nature. Examples of sexual harassment include, but are not limited to:

- demands for sexual favors in exchange for employment benefits;
- a tangible employment decision made because of an individual's compliance with or refusal to comply with sexual demands;
- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature;
- Non-verbal: suggestive or insulting sounds, leering, or sexually suggestive bodily gestures;
- Visual: posters, signs, pin-ups or slogans of a sexual nature, pornographic material;
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault;
- Virtual: using any forms of electronic communication (e-mail, text/picture/video messages/apps, intranet/on-line postings, blogs, instant messages and social network websites like Facebook, Twitter, Snapchat) to engage in any of the verbal, non-verbal or visual conduct listed above.

The harasser or victim could be an employee (e.g., co-worker, manager/supervisor, intern, or temporary worker), vendor, volunteer, or recipient of our services (e.g., member of school or parish community).

If you feel that you are being or have been subjected to inappropriate sexual behavior or other inappropriate behavior prohibited by this policy, you are encouraged to ask the offender to cease the objectionable behavior as this sometimes a successful approach in stopping the behavior.

However, if you do not wish to address the offending individual directly, you should immediately report the behavior to your direct supervisor. The supervisor shall then report the behavior to the Pastor, Principal, or Director, who shall then report the behavior to the Archdiocesan Human Resources Department, who will then consult with the Office of Legal Services as needed.

If your supervisor or manager is the offender, or you are uncomfortable reporting the behavior to your supervisor, you should report the behavior to a higher level of management locally, or your Human Resources Manager who, in turn, will advise you and consult with the appropriate level of management to investigate and resolve the complaint.

Further, any employee or agent who witnesses or has reason to believe that another employee has been or is being sexually harassed or otherwise treated in a manner inconsistent with this policy, or simply has questions or concerns about what constitutes sexual harassment or other inappropriate behavior under this policy, should use the complaint procedure above to report such questions or concerns.

The Archdiocese encourages all employees and agents to report inappropriate behavior promptly and before the behavior escalates or becomes severe or pervasive. Prompt reporting can help to prevent the behavior from escalating and, also take corrective action to stop such behaviors.

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the complaining employee's or agent's desire for confidentiality will be considered in the context of the Archdiocese's legal obligation to investigate and resolve the complaint. In most cases, however, confidentiality will be strictly maintained by those involved in the investigation and material obtained during the investigation will be kept confidential to the extent possible and in accordance with any existing applicable state or federal law.

Upon receipt of a complaint, the Archdiocese will take prompt, appropriate formal or informal action to address and, where necessary, remediate a violation of this policy. After an investigation of the employee's or agent's complaint has been concluded, the employee or agent shall be advised of the results of that investigation.

Based on a finding of reasonable evidence that a violation of this policy has occurred, necessary and appropriate disciplinary action, up to and including termination, will be taken against the offending party.

Retaliation in any form against an employee or agent 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 termination. Submission of a good faith complaint or report of sexual harassment will not affect the employee's or agent's future employment, evaluations, or work assignments.

Any employee or agent who knowingly makes false complaints or reports of sexual harassment against an employee or agent will likewise be subject to disciplinary action up to and including discharge.

Any of the above conduct violates this policy whether it occurs during the workday at the assigned work location, while on work related travel, or outside of scheduled work hours at a social event. In addition to constituting a violation of this policy, such conduct may also constitute illegal sexual harassment or retaliation.

In addition to internal reporting methods, employees/agents have the right to file charges of sexual harassment with the federal, state, and local governmental agencies listed below. All external charges of discrimination received should be immediately directed to Department of Human Resources and the Office of Legal Services.

**Chicago Commission on Human Relations**

740 N. Sedgwick, 4<sup>th</sup> Floor  
Chicago, IL 60654  
312-744-4111  
[cchr@cityofchicago.org](mailto:cchr@cityofchicago.org)

**U.S. Equal Employment Opportunity Commission (EEOC)**

Chicago District Office  
230 South Dearborn St., Suite 1866  
Chicago, Illinois 60604  
321-872-9744  
866-740-3953 (TTY)  
<https://publicportal.eeoc.gov/Portal/Login.aspx>

**Illinois Department of Human Rights**

555 W. Monroe Street, Suite 700  
Chicago, IL 60601  
312-814-6200  
312-740-3953 (TTY)

Pastors, Principals, Directors have a responsibility to: (i) disseminate this policy to all employees and agents; (ii) ensure compliance with this policy in their area of responsibility; and (iii) ensure that sexual harassment prevention training is provided to employees and agents on an annual basis. Specifically, all employees shall participate in a minimum of one hour of sexual harassment prevention training. In Archdiocesan agencies located within the boundaries of the City of Chicago, employees shall participate in an additional hour of bystander training annually, and employees who supervise or manage employees shall participate in an additional hour of sexual harassment prevention training geared towards managers annually.



# EMPLOYEES HAVE THE RIGHT TO BE FREE FROM SEXUAL HARASSMENT IN THE WORKPLACE

The City of Chicago has a strict zero tolerance policy against all forms of sexual harassment. Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision; or (3) such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; or (4) behavior of a sexual nature which involves coercion, abuse of authority, or misuse of an individual's employment position.

## **RETALIATION**

It is also unlawful for employers to retaliate against an employee because the employee complained about sexual harassment, filed a complaint regarding sexual harassment or participated in an investigation into a sexual harassment complaint.

## **REPORT SEXUAL HARASSMENT**

To report sexual harassment:

- Notify your immediate supervisor, or if the harasser is your supervisor, another manager.
- Contact your employer's human resources or personnel department.
- Contact the Chicago Commission on Human Relations to file a complaint.

### **Chicago Commission on Human Relations**

740 N. Sedgwick, 4<sup>th</sup> Floor

Chicago, IL 60654

(312) 744-4111

(312) 744-1081 (fax)

(312) 744-1088 (TTY)

[www.Chicago.gov/CCHR](http://www.Chicago.gov/CCHR)

[cchr@cityofchicago.org](mailto:cchr@cityofchicago.org)

[PLACE ON LOCATION'S LETTERHEAD]

Updated Sexual Harassment Policy Acknowledgement Form

I \_\_\_\_\_ hereby confirm that I have received, read and understand the updated sexual harassment policy which is attached hereto. This policy replaces the sexual harassment policy contained in the Archdiocesan employee handbook effective July 1, 2022. I further understand that it is my responsibility to comply with this updated policy as a condition of my employment with \_\_\_\_\_.

Employee Name Printed: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Office for the Protection of Children and Youth

# STANDARDS OF BEHAVIOR FOR CHURCH PERSONNEL WHO WORK WITH MINORS AND VULNERABLE ADULTS

Healthy relationships among people are a foundation of Christian ministry and are central to Catholic life. Church personnel in particular must be worthy of public trust and confidence. It is fundamental to the mission of the Archdiocese of Chicago that Church personnel conduct themselves in a moral and ethical manner consistent with Catholic principles.<sup>1</sup>

Church personnel are expected to read, understand and comply with archdiocesan policies and procedures addressing the protection of children and youth including but not limited to those requiring the immediate reporting of all concerns about suspicious inappropriate behavior (whether physical, emotional, psychological or sexual) and boundary violations to their pastor, principal, the chancellor (312.534.8283) or the Vicar General (312.534.8271) and those mandated reporting laws pertaining to the abuse and/or neglect of minors. Clergy conduct applies to both on and off church grounds in both church and non-church sponsored activities.

Therefore, as someone who ministers to minors 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. I will not engage in any form of inappropriate conduct with a minor or a vulnerable adult, regardless of who initiates such conduct. Any violation of these Standards of Behavior will result in consequences up to and including dismissal or withdrawal from ministry.

For purposes of these Standards of Behavior, "minor" is any person under the age of 18. "Vulnerable adult" is any adult in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offense.<sup>2</sup>

To achieve this, **I WILL NOT:**

- Have a personal relationship with any minor or vulnerable adult with whom I also have a professional relationship through my work/ministry/service, even if the minor or vulnerable adult initiates such personal relationship.
- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner such as pinching, brushing the body, pushing, patting, feeling, tickling, rubbing, or massaging.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any closed room.
- Share any sleeping arrangements such as bed, sleeping bag or small tent with a minor or vulnerable adult.

<sup>1</sup>This language is taken from Policy Book Two, § 605.1.

<sup>2</sup>These definitions come from Policy Book Two

- Take an overnight trip alone with a minor or vulnerable adult.
- Acquire, possess or distribute any form of sexual material to a minor or vulnerable adult.
- Introduce sexually oriented topics, vocabulary, music, jokes, propositions, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult unless it has been approved by the Office of Protection of Children and Youth and the agency or department responsible for developing the educational content.
- Provide alcohol, cigarettes, marijuana or controlled substances to a minor or vulnerable adult.
- Use, possess, or be under the influence of illegal drugs, or be under the influence of prescription or over-the-counter medication due to misuse.
- 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, threaten, harass (verbally or physically), or degrade another person.
- Use profanity or vulgarities in the presence of minors or vulnerable adults.
- Be nude (partially or full) in the presence of minors or vulnerable adults.
- Photograph minors or vulnerable adults without a written consent in the form of a release from a parent or legal guardian.
- Communicate with a minor or vulnerable adult through the use of electronic means, except when delivering information regarding a program, event, or school function. Any such communications shall follow the Archdiocese Electronic Communications Guidelines Applicable to All Groups and the Special Rules for Use of Group Messaging Apps.

## MEASURES TO AID OBSERVANCE OF THE STANDARDS OF BEHAVIOR

To help me keep the promises in the Standards, **I WILL:**

- Report any suspected child abuse or abuse of a vulnerable adult, including child pornography, to the proper authorities.
- Avoid gratuitous physical contact with a minor or vulnerable adult. Gratuitous physical contact with minors or vulnerable adults can be misconstrued, especially in private settings. See “Conduct that Is Not Permissible” for examples of prohibited gratuitous physical contact.
- 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 one child and at least one other adult 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 gifts to a minor or vulnerable adult without advance knowledge and approval of the parent, guardian or caregiver.

- Avoid meeting privately with minors or vulnerable adults in rooms, offices, or similar areas where there is no window or where the door does not 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 or closed rooms.
- Adhere to the Archdiocese Electronic Communications Guidelines Applicable to All Groups and the Special Rules for Use of Group Messaging Apps when communicating with minors and/or vulnerable adults via email or other electronic means.
- Ensure that all activities involving minors or vulnerable adults (extra-curricular, catechetical, youth ministry, scouting, athletics etc.) for which I am responsible have been approved in advance by my supervisor or administrator.
- Have an adequate number of adults present at events. A minimum of two adults in supervisory roles must always be present during activities for minors and vulnerable adults.
- Ensure no minors or vulnerable adults are left unattended after program/activity concludes.
- 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 must include the type, locations, dates, and times of the activity, and emergency contact numbers of minor's or vulnerable adult's parent, guardian, or caregiver.

## 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 and applicable when initiated by the minor or vulnerable adult:

- Verbal praise
- Handshakes
- "High-fives," hand slapping and "fist bumps"
- Brief pats on the shoulder or back
- Hugs (brief)
- Holding hands while walking
- Sitting beside
- 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
- Holding minors over four years old on the lap
- Touching buttocks, chest, knees, legs or genital areas
- Being with minors or vulnerable adults in isolated areas such as bedrooms, closets, staff-only areas or other private and closed rooms
- Inappropriate physical affection in all places, non-public as well as public
- Being reclined with a minor or vulnerable adult
- Wrestling or tickling minors or vulnerable adults
- Piggyback rides
- Any type of massage given by minor or vulnerable adult to adult, or by adult to minor or vulnerable adult
- Any form of unwanted affection
- Compliments that relate to physique or body development
- Gratuitous application of sunscreen or any other topical salves, ointments etc.



## STANDARDS OF BEHAVIOR ACKNOWLEDGEMENT FORM

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Parish/School/Agency

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Date

I have received a copy of the **Archdiocese of Chicago Standards of Behavior for Church Personnel**. I have read and understand these Standards of Behavior, and I agree to abide by it. I have also read and understand the "Measures to Aid Observance of the Standards of Behavior" and the "Practical Suggestions" and will employ them to help me observe the Standards of Behavior.

A violation of these standards can result in disciplinary action, up to and including termination of employment/volunteer service.

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Signature

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Print Name

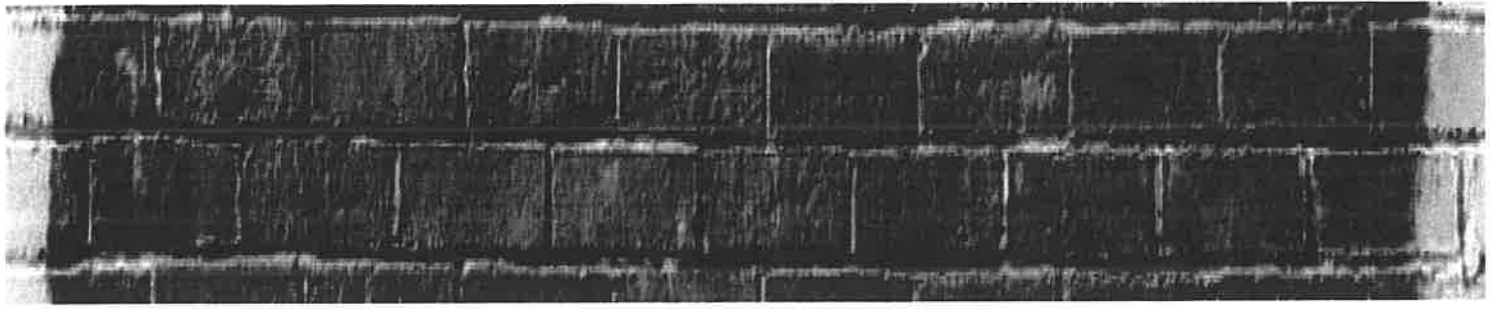
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Position

The signed Archdiocese of Chicago Standards of Behavior 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 the signed acknowledgement form to:

- If **employee** or **volunteer**: the site where you work or volunteer
- If **archdiocesan priest**: Office of the Chancellor, PO Box 1979, Chicago IL 60690
- If **extern priest**: Office of Extern/International, PO Box 1979, Chicago, IL 60690
- If **religious order**: Office for Religious, PO Box 1979, Chicago, IL 60690
- If **permanent deacon**: Office of the Diaconate, 816 Marengo Ave., Forest Park, IL, 60130
- If **aspirant** or **candidate for the diaconate**: Institute for Diaconal Studies (IDS) or Instituto de Liderazgo Pastoral (ILP), University of Saint Mary of the Lake, 1000 East Maple Ave., Mundelein, IL 60060
- If **seminarian**: Rector, University of Saint Mary of the Lake, 1000 East Maple Ave., Mundelein, IL 60060



# Annual Sexual Harassment Prevention Training & Compliance Acknowledgements



Human Resources

All employees and staff, including priests, seminarians and religious men and women, at the Archdiocese of Chicago are required to complete Sexual Harassment Prevention Training (SHPT) annually. Failure to complete the training will result in corrective action. Specific workplace locations that are found not compliant with the legally mandated SHPT requirement may incur financial penalties from the state.

Employees must complete an annual review and acknowledgement of the Archdiocese of Chicago:

- [Code of Conduct \(Polish and Spanish\)](#)
- The [Archdiocese's Sexual Harassment Policy \(Polish and Spanish\)](#)

Annual review and acknowledgement confirmations will be assigned, as appropriate, through VIRTUS at the same time as the SHPT. Priests who supervise employees will be asked to review the Employee Handbook.

## Parishes, Schools and Offices in the City of Chicago

On April 27, 2022, the City of Chicago announced amendments to the sexual harassment provisions of the Chicago Commission of Human Rights Ordinance, which require employers with facilities located within the City of Chicago to take certain steps to achieve compliance by July 1, 2022.

1. Display all three versions ([English](#), [Spanish](#), and [Polish](#)) of the attached City of Chicago Sexual Harassment posters in at least one area where employees regularly gather (breakroom, lunchroom etc.).



2. Provide a copy of the Archdiocesan Sexual Harassment policy to your employees and require them to sign the appropriate form (English | Polish | Spanish) acknowledging their receipt of the revised policy.
3. Employees working within the City of Chicago will be required to undergo *additional* sexual harassment training (information regarding this requirement is forthcoming).

**If an Archdiocese of Chicago employee feels he or she is the victim of sexual harassment, he or she can report it to his or her supervisor or supervisor's supervisor. Pastoral Center employees can also contact the Director of Employee Relations at 312.534.2022. Parish and school employees, can contact their Vicariate Human Resources Manager.**

Sexual harassment complaints can also be filed with the Illinois Department of Human Rights. Information provided to this call center is confidential and is not subject to disclosure through the Freedom of Information Act.

To contact the Illinois Sexual Harassment and Discrimination Helpline, call 877.236.7703. TTY users can call the Helpline via 711 Monday through Friday, 8:30 a.m. to 5 p.m.

## VIRTUS FAQs

ARCHDIOCESE OF CHICAGO

### PREGUNTAS FRECUENTES SOBRE

Intranet - OPCY

VIRTUS FAQs Spanish



Michael MacKenzie  
Edited May 12, 2020



## PART C

Use this space to provide any explanations or clarifications for information and data provided as part of the report. (Append additional pages as necessary.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.

Submit completed reports via mail or email to the addresses below by **November 1<sup>st</sup>**:

- Office of the Illinois Attorney General  
Civil Rights Bureau  
100 W. Randolph Street, 11th Floor  
Chicago, IL 60601  
[civilrights\[at\]atg.state.il.us](mailto:civilrights[at]atg.state.il.us)
- Illinois Department of Human Rights  
100 W. Randolph Street, 10th Floor  
Chicago, IL 60601  
[IDHR.LiaisonUnit@illinois.gov](mailto:IDHR.LiaisonUnit@illinois.gov)

Use this space to provide any explanations or clarifications for information and data provided as part of the report. (Append additional pages as necessary.)

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- Office of the Illinois Attorney General  
Civil Rights Bureau  
100 W. Randolph Street, 11th Floor  
Chicago, IL 60601  
[civilrights@atg.state.il.us](mailto:civilrights@atg.state.il.us)
- Illinois Department of Human Rights  
100 W. Randolph Street, 10th Floor  
Chicago, IL 60601  
[IDHR.LiaisonUnit@illinois.gov](mailto:IDHR.LiaisonUnit@illinois.gov)

# 2022 Campus Safety and Security Survey

Institution: (148885001)

User ID: C1488851

## Fires - Summary

		2019			2020			2021		
S/N	Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
1	South Res. Buildin	0			0			0		
2	Theo Res. Buildin	0			0			0		
3	Fac Res. Building	0			0			0		
Total		0	0	0	0	0	0	0	0	0

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

Criminal offense	Total occurrences On campus		
	2019	2020	2021
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**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)."

## Criminal Offenses - On-campus Student Housing Facilities

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

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2019	2020	2021
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

i. Burglary

0

0

0

j. Motor vehicle theft

(Do not include theft from a motor vehicle)

0

0

0

k. Arson

0

0

0

**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

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).

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0

f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2020

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2019

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Murder/ Non-negligent  
manslaughter

c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**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 down each total by category of bias (e.g., race, religion).

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2020

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

YEAR 2019

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**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 - 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).

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)
------------------	-------	--

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

 o. Destruction/damage/  
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the 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.

Crime

Total occurrences On Campus

	2019	2020	2021
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

**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.

Crime	Total occurrences in On-campus Student Housing Facilities		
	2019	2020	2021
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

### 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 - Public Property

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

Crime	Total occurrences on Public Property
-------	--------------------------------------



	2019	2020	2021
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**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)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**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)."

## 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.

Crime	Number of Arrests		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

### 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)."

## Arrests - Public Property

b. Drug abuse violations

0

0

0

c. Liquor law violations

0

0

0

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

**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)."

## 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.

Crime

Number of persons referred for  
Disciplinary Action

2019

2020

2021

a. Weapons: carrying, possessing, etc.

0

0

0

b. Drug abuse violations

0

0

0

c. Liquor law violations

0

0

0

**Please Note:** Do NOT include drunkenness or driving under the influence in liquor law violations.

## **FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES**

The University of Saint Mary of the Lake/Mundelein Seminary was renovated in \_\_\_\_\_ in full compliance with the 1991 Americans with Disabilities Act (ADA) Standards for Accessible Design (see <http://www.ada.gov/> and <http://www.ada.gov/1991standards/1991standards-archive.html>) and with the International Code Council and American National Standards Institute, ICC/ANSI A117.1-2003 Accessible and Usable Buildings and Facilities (see <http://publicecodes.cyberregs.com/icc/ansi/2003/a117p1/index.htm>).

Handicap access at USML complies with the Sections 501 and 504 of the Rehabilitation Act (see [http://transition.fcc.gov/cgb/dro/504/disability\\_primer\\_1.html](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.

**Some important points to remember when using a USML/seminary vehicle:**

- All that borrow USML fleet vehicles should be proactive on maintenance. Oil change mileage due dates are on the upper left-hand side of all USML fleet vehicle windshields.
- It is important to return the vehicle to facilities when an oil change is required in order to check the overall condition and safety of the vehicle.
- And, if the car needs oil maintenance and is out of state, it should be brought to an oil change facility. The seminarian should keep the receipt and apply for reimbursement.
- Any type of dashboard check engine, high temperature, low coolant or warning lights, low tires, brakes grinding or any out of the norm noises coming from the vehicle should be reported right away.
- Basically, see something. Say something.

**5.6.10 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 in formation renders him liable to a specific review of his suitability for orders.

- A. No seminarian room should be considered a regular gathering place for seminarian drinking.
- B. No basement is a social gathering space or for seminarians to drink. Violation of this rule of life brings with it serious consequences. Fr. Kartje please verify this
- C. *Regular or habitual* drinking alone in one's room is cause for concern.
- D. Cam rooms (before 9:30 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.

- E. 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 celibate commitment of his life. Seminarians are not to go to bars after 8 p.m. Any seminarian who does so is liable to expulsion.
- F. 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. 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.

- a. 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.
- b. The Dean will investigate the report and take the appropriate steps
- c. He will speak with the identified seminarian
- d. If needed, he will gather additional information
- e. In the case of a warranted concern:
  - a. The Rector is notified
  - b. The Rector will notify the diocese of the concern
  - c. The seminarian will be assessed, by a seminary counselor, for alcohol related issues
  - d. The seminarian will be required to follow the recommendations of the Dean, who will consult the formation advisor, formation team and evaluation of the counselor.
  - e. Violation of the recommendation may be cause for dismissal
- f. If a seminarian violates any part of the Policy Section, he will be warned, and in serious cases, will be placed on formation probation
- g. In the case of a seminarian having an extensive collection of alcohol, the collection will be confiscated.
- h. In the case of any seminarian receiving a DWI or DUI, the Vice-Rector and the Dean Formation will take any action listed above.
- i. A note chronicling any of these events will be placed in the seminarian s file.



# EMERGENCY RESPONSE GUIDE

## ACTIVE SHOOTER

Quickly determine the best way to protect your life.

Evacuate if possible.

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

Hide Out

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence cell phones.

Take Action

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter if possible.
- Call 911 or Public Safety at 847.970.4915 when it is safe to do so.

If you are not immediately evacuated by the incident, please take the following actions:

- Stay away from the building's entrance.
- Notify everyone around you to stay away from the area.
- Obey all law enforcement officers and follow all safety instructions.
- Take protective action and stay away from doors and windows.
- When law enforcement arrives, remain calm and follow officers' instructions. Repeat hands visible at all times.

## THREATS OF VIOLENCE/CRIMINAL ACTIVITY

The University is committed to maintaining an environment free from intimidation, threats (direct or implied) or violent acts. The University will not tolerate intimidation, threatening or hostile behavior of any kind. This includes threats, physical assault, stalking, harassment, sexual assault, sexual harassment, possession or use of weapons of any kind on University property, or any other act that is dangerous to the workplace. Any threat, regardless of its source, is considered to be a weapon when used in a threatening or violent manner.

The University campus is located in a community with well-trained, responsive police and law enforcement agencies to handle all emergencies. If a crime or serious offense occurs, the police will, once on the scene, take control of the situation as provided by law. The Public Safety Officer relies on the Police Department for assistance in implementing crime prevention techniques and planning for the future.

Emergency

If a threat occurs, immediate or violent behavior is in progress, 9-1-1 should be called immediately for police assistance. Public Safety should be called after 9-1-1.

Non-Emergency

In the event of a threat of violence, assault and/or other threat, notify your manager. Public Safety will then respond as soon as possible, and provide assistance. Once on the scene, law enforcement will take control of the situation as provided by law. It is in your best interest to do so.

Employees who believe that they have been subjected to any of the behaviors listed above or who observe or have knowledge of a violation of the University's policies and procedures shall immediately report the incident to their manager and to Public Safety and/or Human Resources. Complaints will be promptly investigated. If the results of the investigation indicate the necessity to take disciplinary action up to and including discharge of individuals engaging in threatening, harassing or hostile behavior will be taken.

Public Safety will work with Human Resources as well as outside police agencies, as necessary, to investigate complaints of students and/or staff regarding harassment or other violations.

## EVACUATION & REVERSE EVACUATION

In an emergency situation where the University must evacuate any of its facilities, our goal will be to keep unaffected employees or visitors of the campus open and operating on a normal basis and business schedule.

## GENERAL EVACUATION PROCEDURES

In the event of an emergency situation requiring evacuation, students, faculty, staff and visitors will be alerted. Everyone will be instructed to leave personal belongings and evacuate the building quickly and will be allowed back in the building as soon as the appropriate authorities issue a "all clear." Please keep using phones while evacuating to allow for a quick evacuation.

In the event of an emergency other than fire, for example criminal activity, Public Safety will determine whether evacuation is necessary and communicate with appropriate staff to ensure well and efficient evacuation of students, staff, faculty and guests. In the event of a building evacuation, one of the closest non-affected University buildings will serve as the assembly area. Follow exit signs from the entrance or university personnel for the location of the assembly area.

REVERSE CRIMINAL ACTIVITY

If it appears a danger exists for the community to remain outside, then all students, staff, faculty and guests may be directed to move into a building(s), for example, in the event of a natural, man-made, or other emergency. The general purpose of a lockdown is to convert a building into a large "safe room" and will be made only if there is a serious risk of danger to staff, faculty and students. The decision to initiate building lockdown procedures may be at the discretion of University administration or in response to a request for local law enforcement assistance.

In the event of a lockdown:

- In a classroom: close doors and lock them if possible. Turn off lights, silence phones and stay away from windows.
  - In an office: remain in office, or secure area with the door locked. Turn off lights, silence phones and stay away from windows.
  - In common areas: remain in a locked room (library classroom, office, etc.) as long as possible.
- Remain in your secure area until further instructions are provided. Monitor information for further instructions.

## PREPARING FOR EMERGENCIES

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

- Talk about the evacuation plans for your department with your co-workers. Note your evacuation assembly area.
- Always locate two exits in any building that you frequent.
- Think about how you will communicate with family and friends during an emergency when cell phone options for the best service - landline, cell, or internet. Consider establishing means of communication with family and friends and inform them of the plan in case of an emergency.
- Keep a printed list of phone numbers for family, friends and other contacts in case your cell phone is inoperable.
- Have an emergency kit in your car and/or residence with a flashlight, whistle, small first aid kit, battery-powered or hand crank radio, and other items to sustain you for three days (visit [www.ready.gov](http://www.ready.gov) for more information on recommended supplies).

## FIRE

Any fire alarm calls for an immediate and full building evacuation. In the event of an actual fire, evacuate immediately. 9-1-1 should be called immediately. Additionally, evacuation procedures as set forth in the Evacuation Section should be followed. Upon the blowing of a fire alarm, residents and guests should be directed to leave the building and contact Public Safety at 847.970.4915, providing as much information as possible, including the building location, the nature of the building and location of the alarm. This section may only be used by the Fire Department during the "all clear." During an evacuation, only stairways should be used; elevators should never be used. If one stairway is inoperable, the use of the opposite side of the building should be used.

Leave the building and contact Public Safety at 847.970.4915, providing as much information as possible, including the building location, the nature of the building and location of the alarm. This section may only be used by the Fire Department during the "all clear." During an evacuation, only stairways should be used; elevators should never be used. If one stairway is inoperable, the use of the opposite side of the building should be used.

## FIRE ALARMS

Fire alarms are critical to the safety of the University. Anytime an alarm sounds, as well as being the cause of an emergency. Anyone apprehended in the act of blowing a false alarm or reported to have been the cause of a false alarm should be held in the proper authorities for disciplinary action and criminal prosecution.

## FIRE PREVENTION

In the interest of fire prevention and safety, faculty and staff must maintain an awareness of various potential building hazards in their respective areas. Always maintain clear, properly dispose of all papers, books, boxes, printers, etc.; clean hallways and stairways; clean and properly store volatile or flammable substances in approved containers.

All University personnel should make an effort to familiarize themselves with the locations of fire exits and emergency equipment, such as fire extinguishers and hoses, in and around the building of the University they frequent.

## EMERGENCY NOTIFICATION

Depending on the nature and scope of the emergency, the University community will be alerted as soon as possible through a combination of:

- IntraCampus Emergency Alert System (EAS)
- Crisis phone system
- Public Safety Vehicle Public Address System
- E-mail

## MEDICAL EMERGENCIES

In a medical emergency or other emergency, a student, employee or visitor should call 9-1-1 immediately, but also contact Public Safety at 847.970.4915. All students or visitors that occur on University property, whether on the campus or not, must be properly reported to Public Safety so that a report can be filed.

The Public Safety supervisor and officers can assist in the transportation of the student, employee or visitor to the nearest hospital. Faculty and staff members should be prepared to assist in the transport of the student, employee or visitor to the nearest hospital.

- Paramedics
- Public Safety vehicle
- Private ambulance
- Taxi

In addition, the University should coordinate with local medical and emergency medical providers and follow their directions as to the provision of medical care and transportation services.

Note: There are several Automated External Defibrillators (AEDs) located in various locations on campus with an AED sign. AEDs are used to treat heart-related conditions that cause the heart to stop by delivering a shock across the heart if it is needed.

9-1-1 should be called as soon as possible when using an AED.

## MENTAL HEALTH CRISIS

If there is reason to believe that a University student, faculty or employee is experiencing a mental health emergency and may pose a danger to himself or herself, contact Public Safety at 847.970.4915.

In the event of a mental health crisis, the University will provide assistance and support. The University will provide assistance and support to the individual in need of assistance.

In the event of a mental health crisis, the University will provide assistance and support. The University will provide assistance and support to the individual in need of assistance.

Continuing Services Available for Faculty and Staff

University faculty and staff who may be experiencing difficult personal problems should contact the Office of Human Resources at 847.970.4915.

In the event of a significant decline in an employee's work performance or a specific on-the-job incident, the employee's supervisor, in consultation with the Director of Human Resources, may initiate a formal referral that requires the employee's participation.

## PERSONS REQUIRING ASSISTANCE

Students, faculty and staff who have disabilities are encouraged to self-report their status to Public Safety at 847.970.4915. An appropriate action plan can be developed in the event of an emergency situation.

Upon contacting Public Safety, the following will be requested:

- Name
- Room in building
- Office phone #
- Days of the week
- Cell phone #
- E-mail address
- Building
- Type of assistance needed

Note: At the beginning of each academic semester students must update their information due to class and location changes. All those who are required to update their information are encouraged. When status is updated, all required assistance should be provided to a safe area away from the danger. See the evacuation and reverse evacuation section. If emergency personnel are dispatched upon arrival will begin a search of all floors, if individuals and procedures in a serious situation, they should immediately call 9-1-1, then Public Safety at 847.970.4915, and report their location.

In the event of an emergency building or campus evacuation, emergency personnel are the only trained personnel authorized to provide physical evacuation assistance. In the event of a disaster, there is no time to wait for formal evacuation procedures. The University suggests the following evacuation options for students, faculty and staff with special needs:

- "Ready System" Evacuation Option - Inform a student, staff member faculty member or "Ready System" of the need for special assistance in the event of a fire alarm. When the fire alarm sounds, the "Ready System" should make sure of the individual's location, then go outside and inform emergency personnel of a person in a specific location who needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.
- "Horizontal Evacuation Option" - Move a safe distance away from the area of immediate danger to another wing of the building or opposite end of the corridor.
- "Vertical Evacuation Option" - Those who are able to evacuate with or without some assistance may evacuate via stairways.
- "Stay in Place Evacuation Option" - Unless danger is imminent, remain in a room with an outside window, closing the door if possible. If possible, call 9-1-1. The individual should be prepared to tell the 9-1-1 operator his or her name, location and the nature of the emergency.

Residential buildings are equipped with fire alarm horns/whistles that sound an alarm and flash strobe lights. However, persons with hearing and/or vision impairments may not be immediately notified of their emergency alarm and may need to be alerted of emergency situations. Some persons may need to be alerted to the situation by gestures or by having the light strobe and on. Emergency instructions can be given by verbalizing, shouting or by a short, explicit, written note. University faculty and staff are encouraged to make such assistance as appropriate.

## BOMB THREAT

All bomb threats are to be reported to the Public Safety Office at 847.970.4915. Upon receipt of a bomb threat, Public Safety will call 9-1-1.

If a bomb threat is received by phone:

- Remain calm and write down the exact wording of the threat. If possible, ask:
  - o When is the bomb going to explode?
  - o Where is it right now?
  - o What kind of bomb is it?
  - o What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your address?
- What is your name?

In life-threatening emergencies, always call 9-1-1 first and then phone Sunday at 847-347-0816.

**Handicap Fire & Police Emergency:** 311 (from campus phone)  
**Muskegon Police Non-Emergency:** 847-955-4500  
**Literbury Police (Non-Emergency):** 847-342-8310

**Dr. Dennis Grobe (Literbury):** 847-382-2311

**Northwestern Medicine**  
**Optical Emergency Center**  
1000 Northwestern Ridge  
Suite 1200  
Gresham, IL 60020-2012  
Phone: 847-835-8550

**Adams-Kendall Emergency Bldg.**  
307 South Milwaukee Avenue  
Libertyville, IL 60068  
Phone: 847-950-5500

**Asbestos-Caselli Immediate  
Care Center**  
6 Philip Road  
Vernon Hills, IL 60051 Phone:  
847-680-0500  
Hours: Sun-4pm

**Northwestern Medicine  
Muskegon Medical Center**  
100 N. Milwaukee Ave., Suite  
100  
Vernon Hills, IL 60051  
Phone: 847-275-2273  
Hours: Sun-4pm

**Northwestern University Health  
System's Immediate Care  
Center (Dunes)**  
1000 N. Milwaukee Ave., Suite  
100  
Vernon Hills, IL 60051  
Phone: 224-364-2271  
Hours: Sun-4pm

**Walgreens Drug Store**  
305 E. Lake St. Mundelein,  
IL 60060  
Phone: 847-568-0011  
Target Clinic: Vernon Hills  
3111 Tunwille Road, Suite 50  
Vernon Hills, IL 60051  
Phone: 847-560-0330 ext. 3570  
Hours: Sun-4pm

**Target Clinic: Mundelein**  
1700 W. Illinois Road 60  
Mundelein, IL 60060  
Phone: 847-567-9050  
Hours: M-F: Sun-7:30pm Sat-  
Sun: Sun-4pm

**Aesthetic Clinic @ Walgreens**  
1700 W. Milwaukee Ave.  
Libertyville, IL 60068  
Phone: 847-287-9705  
Hours: M-F: Sun-4pm Sat-  
Sun: Sun-4:30pm

**Walgreens Drug Store**  
1000 S. Milwaukee Ave.  
Libertyville, IL 60068  
Phone: 847-247-0692

- The police dispatch system will be notified in person or by telephone and that the Bomb and Arson Unit may be required.
- The evacuation of the affected area will be ordered, jointly, by the ranking Public Safety person and the non-Public Safety person on the scene.
- The deployed Public Safety personnel will isolate the affected area, assist in the evacuation, and open all windows in the affected area.
- The evacuees will be sent to a site that is sufficiently distant from the area.

- In the event of a school or district emergency alert:
  - **Mostly Public Safety:** If access to an out of university buildings is blocked, or if it appears safety may be compromised.
  - **Indiana Civil Emergency Alert System (EAS)**
  - **Avoid disturbance** as much as possible. Avoid providing or obstructing information.
  - **If the disturbance is outside, stay indoors and away from doors or windows.**
  - **Evacuate the building or other areas as directed by law enforcement or Public Safety.**

Mail Services is responsible for processing all official University mail sent and received by faculty and staff. However, business and academic units occasionally receive mail and/or packages directly, particularly by courier. They are advised to be wary of envelopes or packages delivered to their office that display one or more of the following characteristics:

- No red ink additions
- Misspelled words
- Any omissions or packages sealed with excessive tape
- Poor type or illegible/unintelligible handwriting
- Incomplete address, address or date
- Powder or other substance seeping through packaging
- Excessive postage
- Prohibited items
- Strange odors emanating from the item; liquid
- City studies, crystallized or other materials not packaging materials
- Should be place of mail or a package that displays the above listed characteristics (to meet and follow it is a package that the items are non-hazardous, explosive, chemical, flammable or radioactive)
- Includes the item description
- Do not open, move, smell or taste the suspicious item
- Leave the item alone and call the police to the scene to do the work, and
- Call Public Safety at 912.275.4375 for further instructions and assistance

In the event of a tornado or other severe weather, the EAS will be activated. University personnel should advise students, faculty, staff and guests for:

- Close all windows, doors, blinds and shades;

- Move away from the outside perimeter of the building and your intended safe area on your floor, such as an interior stairwell, window, balcony or any other interior room beyond the first lobby area and any other space with large windows. Do not remain within the perimeter between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
- Do not attempt to leave the building;
- Do not get on an elevator;
- If you are outside with no shelter, do not get under overpasses or bridges. If you are in a car, do not get out. If you are on a bicycle, do not get on or attempt to get on your car or bicycle. Instead, leave the vehicle immediately for a safe space. Watch out for flying debris. Flying debris can cause serious injuries and fatalities.
- Remember and follow the directions of Public Safety personnel and the National Incident Management System (NIMS) team.

In the event of a chemical spill or any other accident or emergency involving hazardous materials, individuals should be alerted.

- To call Police at 947.471.4818 and/or 9-1-1 to the nearest telephone;  
To ensure the area immediately and fully returns to normal;  
Only injured persons should leave the spill or incident's spot and should follow the documented procedure for leaving the spill;  
Do not expose yourself to a dangerous situation;  
Do not remove and do not allow for these large spills or spills of extremely hazardous substances to be removed by anyone other than the Emergency Action System & the Crisis Management Plan. Spill should immediately be implemented, and  
Do not enter the contaminated area with given the risk due to Toxicity Spills, especially, if spillable, can should should be prepared to provide the following information:  
Name and quantity of the chemical(s) leaked/spilled;  
Location of the spill (building name and room number);  
Information regarding any injury or otherwise caused by the material; and  
A description of any fire or explosion caused by or occurring near the spill.  
In addition to Public Safety, Environmental Services should be notified immediately if chemicals and/or other toxic substances involved, even if no injury is sustained or if the chemical is not in a spill or spillage as determined by the EAP.  
Remember: Chemicals are in many places, everywhere.

In the event of severe flooding, contact Public Safety at 817.570.6815. Broken water pipes, water leaks and overflowing or clogged drains that do not present an emergency situation should only be reported at facilities at 817.570.6815. If flooding occurs in a residence facility, facilities will notify Environmental Services. If residential areas are reported as uninhabitable, Environmental Services will relocate residents to other facilities on campus or to secure alternative temporary housing arrangements as needed.

Upon learning that a member of the University community has contracted a severe communicable disease, or wide-spreading food borne illness, the University will inform local Public Health Officials and comply with any corresponding directives from those Health Officials.

targeted. Directors or Supervisors: If you are informed that an employee has a communicable disease, please email notification to the University of Wyo. at [WYU@uwyo.edu](mailto:WYU@uwyo.edu).

**ELEVATOR EMERGENCY**  
 In an emergency alarm from an elevator is sounded, contact Public Safety  
 847-878-4815.

- The following procedure shall be followed: Public Safety shall determine which location it is to locate and its towing/tow location by way of nearest city streets (if major or equipped with GPS), or, in person; Public Safety personnel will contact the car and ask the passengers if it's right and if the emergency business is the best option.
- The tow problem
- If passengers should be informed that service is on the way, if the car remains stalled, the passengers should be advised:
- Initial point:
- Call emergency towing service or 9-1-1 has been called:

- Not to attempt to open the doors;
- To stay clear of the doors; and
- Not to rush until told to do so.

**Utility and Facility Related Emergencies**

Utility failure emergencies should be reported immediately to facilities management. Public Safety at 847.870.4435 should also be notified if the utility failure is potentially threatening to the safety of personnel or facilities. The following list provides examples of utility and facility related emergencies:

- What are the common causes of fire?
    - Heating or air conditioning problems
    - Water leaks
    - Broken pipes
    - Broken or old wiring
    - Gas leaks or odors
    - Window locks
    - Electrical malfunction
- What factors make a fire more likely to spread?
- What factors that do not contribute to actual emergency should be reported to the fire department? The following list provides examples of non-emergency and facility-related factors:
- Minor clogs or slow-moving drains
  - Limited or no access to exits
  - Limited or no access to exits

• Call us at 847.370.3040 to report an outage. If you're unable to call, visit our website.

- In the event of a company-wide phone failure, Public Safety's normal phone numbers will not work, including the emergency numbers. Public Safety's a backup phone numbers. In a worst case scenario call 847.553.1292 or 847.551.0235.

Individuals of any sex, sexual orientation or gender identity may experience sexual or relationship violence. There is nothing a person can do to deserve or prevent sexual or relationship violence. Reports of sexual and relationship violence should be made to UConn's Title IX Coordinator, Ms. Ted Strick at 861.879.5902.

In the matter of an emergency, the report should be made to UTMIL. Please, Sate

**847.310 8915.** *Sexual and relationship violence is defined as follows:*

**Sex Offense (Including Sexual Assault):** Sex Offense means any sexual act directed against another person without consent, including instances where the individual is incapable of giving consent as defined below. Sexual Offenses include but are not limited to, rape, forcible sodomy, sexual assault with an object, rape or sexual assault without consent, incest, statutory rape, the threat of sexual assault, or abuse, or any unwanted physical contact of a sexual nature that occurs without consent by all the individuals involved. Many sex offenses are also sometimes collectively referred to as sexual assault.

**Sexual Harassment: Sexual Misconduct** means taking sexual advantage of another person for the benefit of himself or a third party when consent is not present. The location, but is not limited by:

- Sexual voyeurism or permitting others to observe the intimate activity of another person;
- Indecent or lewd exposure;
- Placing any person engaged in sexual or intimate activity in a private space
- Disclosing sexual or intimate information, images or videos about another person; or
- Inducing participation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct occurs.

**Domestic Violence, Domestic Violence** means violence committed by a family household member. A family or household member includes parents, the current or former spouses, a person with whom the respondent has had sexual contact in a child in common, a person who is cohabitating with or has cohabitated with the respondent in the past, and others as defined by statute law.

Malley-Welers, *Staying Violence* creates violence committed by a person who has been in a social relationship of a romantic or intimate nature with the perpetrator (individual) (e.g., a relationship which is characterized by the expectation of affection or sexual involvement between the parties), and where the violence occurs in a relationship that is determined based on a consideration of factors such as the length of the relationship, the type of relationship, and the intimacy of the interaction between the persons involved in the relationship.

Domestic and dating violence can be a single event or a pattern of behavior. The following are examples:

- Physical violence or assault;
- Sexual violence;
- Emotional violence;
- Economic abuse;
- Threats;
- Property damage; and
- Violence of verbal or violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.

**Stalking.** Stalking means a course of conduct (i.e., two or more acts) directed at a specific person that would cause a reasonable person to fear for their basic safety or the safety of others, or to suffer substantial emotional distress.

UAGL consent is defined as informed and freely given consent to one or more very specific research requests, and, as experience, consent cannot be obtained from individuals who are unable to understand the nature of the research project, cannot understand the nature of the research project, or are unable to understand the nature of the research project, or are unable to understand the nature of the research project.

In passing federal laws, including Title IX, the federal civil rights law that prohibits discrimination in education, require that university employers, including faculty, respond with specific steps when an individual discloses a sexual assault or relationship violence. These steps are detailed below.

- Are you or someone you know facing any of the following issues related to sexual or relationship violence?

**कृष्ण विष्णु शंकर**

**REPORTING YOUR HIDE.** As soon as the individual appears to be disclosing a behavior related to sexual or relationship violence, inform the individual of your obligation to report any information shared. If the individual wishes to speak to someone confidentially, refer to connect the individual with a confidential reporting resource. The following notices at UICAR have been designed as confidential reporting resources for students and employees:

- For students only:  
Dr. Carlos Rodriguez, 847.570.4648, carlosr202@gmail.com  
For staff only:  
Director of Public Safety, Worcester, MA, Tel 508.845.7122,  
tpr@wps.state.ma.us
- CARE. Ensure that the person is safe. Show empathy. Give non-judgmental support.
- ALERT. Regardless of whether the individual will report the incident, you are required to report the incident to the WPSMA. The Coordinator of Public Safety will report the incident to the State UI Coordinator or through Public Safety Officer of Coordinator (847.570.4922, tpr@wpsma.state.ma.us)
- Public Safety: 847.570.4815



06/01/2020



**The University of Saint Mary of the Lake  
Mundelein Seminary**

**1000 E. Maple Ave,  
Mundelein, IL 60060**

**Emergency Operations Plan**



University of Saint Mary of the Lake  
Emergency Operations Plan

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*This document is considered FOR OFFICIAL USE ONLY (FOUO) to protect the information contain within these pages. It is to be controlled, stored, handled, transmitted, distributed, and disposed as such and is not be released to the public or personnel who do not have a valid need-to-know without prior approval of Parish leadership or the Archdiocese of Chicago. At a minimum, this document will be disseminated only on a need-to know basis, and when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure. When no longer needed, destroy this material by shredding, pulping, or burning to assure destruction beyond recognition. Requests for use or further dissemination of any material contained herein should be made to Parish or School leadership.*



Dear University Leaders and Staff,

The Archdiocese of Chicago takes emergency preparedness very seriously thus it has assisted the University of Saint Mary of the Lake in creating this Emergency Operations Plan (EOP). This EOP outlines our campus' actions that will be taken following a threat or emergency that impacts our community.

Each day we welcome our students, guests, and staff through our doors and we must do our part to protect them from threats and disasters. The materials supplied in this plan will help empower you to take the necessary steps to protect yourself and our campus community should an unexpected disaster occur.

Our communities are subject to numerous disasters every year, so the "Preparedness" message is relevant to our campus, as well as the safety and security of our students and communities we serve. Together, through awareness, education, and action we can minimize vulnerabilities and ensure the protection of our campus.

It is our intent that this document will give you guidance during these unlikely events.

Sincerely,

The Very Rev. John Kartje



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**SECTION 1 - PROMULGATIONS, OVERVIEW & ORGANIZATION****PROMULGATIONS**

The University's mission is to protect the safety and security of students, guests, and staff as well as the facilities and assets. To accomplish the mission, the University must strive to provide a safe and secure place for all, as well as a safe environment for students and others participating in activities that occur on the campus. The EOP provides an overview of how to address a disaster or emergency that may interrupt the day to day campus activities and extends the available resources.

The EOP has been developed in accordance with guidance provided in:

- Cook or Lake County/Chicago Local Emergency Operations Plan (LEOP)
- The Illinois Emergency Operations Plan
- Federal Emergency Management Agency (FEMA) guide: "Comprehensive Preparedness Guide 101," version 2.0
- FEMA guide: "Developing Emergency Operations Plans for Houses of Worship" guide

The EOP will be reviewed and updated annually by the Emergency Planning Committee.

This EOP 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 Emergency Operations Plan (EOP) 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



## GLOSSARY OF TERMS

**Concept of Operations (CONOPS)**

A document describing the characteristics of a proposed system from the viewpoint of an individual who will use that system. It is used to communicate the quantitative and qualitative system characteristics to all stakeholders.

**Emergency Coordinator**

The person or persons designated to direct emergency response actions for the Campus. This includes actions taken in preparation for, during, and after a threat or emergency that affects the Campus.

**Building Point of Contact**

The person or persons designated to coordinate emergency activities in a particular area or building. This includes providing guidance to occupants and giving situational awareness reports back to the Emergency Coordinator or their designee.

**Emergency Operations Plan (EOP)**

A description of how a facility will prepare for, respond to and recover from all hazards.

**Emergency Response Team**

A group of people who prepare for and respond to an emergency or threat, such as a natural disaster or an interruption of business operations.

**National Oceanic and Atmospheric Administration (NOAA)**

The lead federal agency for implementing a national Integrated Ocean Observing System that will be part of the greater Global Earth Observation System of Systems. NOAA protects, preserves, manages, and enhances the resources found in 3.5 million square miles of coastal and deep ocean waters.

**Public Information Officer (PIO)**

Provides clear and accurate information to the news media, social media, and other interfaces with the non-facility community.

**Threat Assessment Team (TAT)**

A team that evaluates the risks posed by one person or another, typically as a response to an actual or perceived threat or concerning behavior.





**Table 1. Emergency Operations Planning Process****1.1.1 University Overview**

The University of Saint Mary of the Lake/Mundelein Seminary (USML) is located at 1000 E. Maple Ave, Mundelein, Illinois. 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 Canadian National 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 (decommissioned).

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

The Emergency Operations 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 Emergency Operations 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 Archdiocese of Chicago, Joint Chiefs of Fire and Police of the Villages of Mundelein and Libertyville, as well as with the plans of other institutions of higher education in Lake County. This approach allows some predictability for the off-campus responders. The project is designed to be consistent with the National Incident Management System (NIMS) established by the Federal Emergency Management Agency (FEMA).

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

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

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

### **Priorities**

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

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

## **SECTION 2 - ASSUMPTIONS & CONCEPT OF OPERATIONS**

### **Assumptions**

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

1. The Villages of Mundelein and Libertyville, supported by USML, have capabilities and resources that, if employed, would minimize or eliminate the loss of life and damage to property in the event of a major emergency or disaster.
2. Through its coordinating agencies, the Lake County & Illinois Emergency Management agencies, and the Archdiocese of Chicago, which can provide specialized assistance in public relations, risk management, etc., have resources available to assist USML in emergency or disaster response and recovery efforts.
3. Some of the hazards that affect USML might occur after implementation of warning,



while others might take place with little or no warning.

4. The initial response to any emergency will be made by the reaction offices of USML and/or the Village of Mundelein Police Department, the Village of Mundelein Fire Department, the Village of Libertyville Police Department and the Village of Libertyville Fire Department.
5. Depending on the severity and magnitude of the emergency, it might be necessary to request additional assistance to control the situation. This assistance may be provided in the form of trained volunteers. Additional support may be provided from outside governmental mutual aid associations, or the community, or the Archdiocese.
6. This plan has been prepared, integrating all operational departments in a comprehensive effort, to prepare for major emergencies and disasters following the 'all hazards' approach. Each department will develop implementing procedures to fulfill their assignments as outlined in this plan.

### Identification of Hazards

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

#### Natural Hazards

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

#### Technological/Industrial Hazards

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

#### Civic/Political Hazards

Violent Behavior (including violent intruder)  
Hostage Situations  
Civil Disturbances  
Strikes  
Protests  
Riots



Sabotage  
Extortion  
Terrorism  
Intruder  
Trespassers

### **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 impact (false information, onlookers, self-deployed volunteers, etc.) of the crisis on the institution.
- Preserve public trust and confidence in the University.

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

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

- Vice Rector/Dean of Formation
  - Chief Operating Officer
  - Director of Public Safety

These early responders are responsible for ensuring that:

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

### Level II - Serious Crisis Action Plan

#### Authority



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

### Objectives in a Level II Crisis

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

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

### Level I - Incidents Action Plan

#### Authority

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

### Objectives in a Level I Crisis

Level I incidents are governed by principles that:

- Safeguard life, health, and property
- Reduce the impact of the crisis on individuals involved
- Diminish the likelihood the crisis will escalate



- Optimize cooperation with emergency services personnel

## 1.2 RELEVANT POLICIES

The following procedures for the Parish should be implemented as needed following a disturbance or emergency.

- **Campus Closing:** In the event that the Campus must be closed because of an emergency, the USML Emergency Coordinator will issue the notice of the closing to parishioners and staff through contact information provided, using technology systems and direct communication, as available. When appropriate, the emergency closing will appear on the USML website. The USML Emergency Response Team will assist the Parish Emergency Coordinator in accomplishing these tasks.
- **Institutes Closing:** In the event that the Institutes must be closed because of an emergency, the USML Emergency Coordinator will issue the notice of the closing. A Message, an automated system, will send out emails, texts, and telephone calls to contact.
- **Functions during Non-Operating Hours:** Some functions occur before or after normal operating hours of the Parish. These events typically involve fewer individuals; however, safety of the Parish and of the participants is still important to the Parish Emergency Response Team. All applicable safety procedures as outlined during normal operating hours are effective during non-operational hours.
- **Threat Assessment Team:** The Threat Assessment Team (TAT) is a multidisciplinary group composed of members of various campus departments who meet regularly (and as needed in crisis situations) to recognize and respond to various types of concerns, emerging concerns, and threats that may pose a significant disruption to the campus environment and thus the institution's academic mission.



## 2.0 CONCEPT OF OPERATIONS

The Concept of Operations (CONOPS) section provides, in broad terms, the leaderships' intent for the planned emergency response. It describes how the University will accomplish its mission to return the campus to pre-disaster condition.

### 2.1 INCIDENT COMMANDER(S)

It is critical that at least one or more staff member be appointed as the lead person for directing emergency procedures before, during, and after emergencies affecting the University. When emergencies are anticipated to affect the University, or in the event of sudden incidents with no notice, the University will switch from normal operations (regular day-to-day activities) to emergency operations and activate procedures provided in the University EOP. When the University switches from normal operations to emergency operations, it must be understood that the persons designated as the Incident Commander(s) have authority to make decisions necessary to prepare for, manage, and recover from emergencies.

#### 2.1.1 Appointment and Position Responsibilities

The Rector is the primary authority for directing Emergency Management efforts. At the onset of a spontaneous emergency event or one that is capable of causing a deviation from the normal operations, the Rector will appoint a person or persons to direct operations and implement emergency procedure. That person will be designated as the **Incident Commander**. The Incident Commander will have the authority to designate Deputy Incident Commander(s) as the situation dictates. The Incident Commander will be responsible for the direction of the Crisis Management Team.

Incident Commanders are responsible for carrying out the following emergency procedures:

- Emergency Notifications
- Shelter Operations
- Building Evacuations
- Emergency Lockdowns
- Damage Reporting
- Resource Management





## UNIVERSITY BUILDINGS

### 2.2 BUILDING INFORMATION

Table 2 contains sensitive information for all university buildings, including; phone numbers for Building Points of Contacts, building floor plans, physical protective measures and other sensitive information. Table 2 is not subject to basic plan access and is password protected.

#### Building Points of Contact

Even though security is the responsibility of all staff, the **Building Point of Contact or their designee may perform specific activities to enhance the security of the University by monitoring basic security measures.**

- **Unusual items or situations:** A vehicle is parked in an odd location, a package/luggage is unattended, a window/door is open that is usually closed, or other out-of-the-ordinary situations;
- **Eliciting information:** A person questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc;
- **Observation/surveillance:** Someone pays unusual attention to facilities or buildings beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera); taking notes or measurements; counting paces; sketching floor plans, etc.
- **Facility security:** Maintain an accurate account of guests attending the University for official purpose. i.e. the use of sign in logs, visitor badges and/or escorts to maintain a health and safety protocol and emergency notifications.
  - Maintenance staff conduct regular checks of doors, stairwells and the property for any issues that could impact security and/or safety. Report all concerns to the on duty security personnel.
  - **Communication:** Before, during and after a potential threatening time maintain contact between the building point of contact and Emergency Operations by way of two way radio and/or phone.

#### 2.2.1 Emergency Shelter Areas

There are several buildings on campus that maintain viable shelter areas in the basement of the facility. Each shelter area is designated based on certain criteria for selecting the safest locations to shelter during storms that may produce high winds. Each building on campus should be designated with signage to visibly indicate the location of the most viable shelter area.

Designated shelter areas along with descriptions are listed in Table 6.

Table 2. Emergency Shelter Areas





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Building (Associated Numbers and/or Name)	<u>Assembly Points Location</u>	Shelter Location
400P Conference Center	301 P 600 P ADA 601 U	301 P 600 P ADA 601 U
201P Prist Center	301 P ADA 702 P	301 P ADA 702 P
601U - Refectory	Basement of 601 U 600 P	Basement
901P - Auditorium	Basement or 600 P ADA 702 P	Basement
1000P - Faculty Building	901 P	Basement
300U - Powerhouse	601 U	Basement
Building (Associated Numbers and/or Name)	<u>Assembly Points Location</u>	Shelter Location
600U - Laundry	601 U	601 U
1201 U 1101 U Villa and Coach house	Basement	Basement of Villa
900P - Theology Building	600 P ADA 702 P	Basement
301P Gymnasium	Basement or 601 U	Basement or Sub Basement
701U Greenhouse - Garage	601 U	Basement
700P Feehan Memorial Library	Basement 600 P or ADA 702 P	Basement
702 P McEssy Library	Basement 600 P or ADA 702 P	Basement
800P Aula Classroom	Basement or 600 P ADA 702 P	Basement
300P South Residence Hall	301 P or 600 P ADA 601 U	301 P or 600 P ADA 601 U
500P Administration Building	Basement or 600 P ADA 702 P or 601 U	Basement
600P Main Chapel	Basement or 601 U ADA 702 P	Basement
500U Warehouse	601 U	601 U
101 P Liturgical Institute	Basement or 301P ADA 601 U	Basement or 301P ADA 601 U

## Shelter Operations

Emergency sheltering procedures will be taken when a thunderstorm warning (thunderstorms with capability of producing winds in excess of 60 miles per hour, lightning, hail, or tornados), or a tornado warning (a tornado has been sighted) has been issued for Cook or Lake County in City.

**Incident Commander** consult with the Archdiocese of Chicago, Local City Police and Fire Department, and or senior leadership to assess the level of severity based on:



- Projected forecasts
- Radar readings
- Visual weather patterns
- Activation of National Oceanic and Atmospheric Administration (NOAA) Weather Radio
- Severe weather watches that escalate into warnings.

### 2.2.2 Initial Notification Procedures

Emergency Coordinators will alert all staff members and (students, guest, and members) of the impending emergency and initiate sheltering procedures through the mass notification system. Additional information about the mass notification system is provided in Section 3.3.

Once the order to shelter has been given, Building Points of Contact(s) will lead all individuals in their areas of responsibility within the building. It should be communicated that any individuals who choose not to follow the instructions of staff and leave the site put themselves at risk, and any injury or loss of life will not be at the fault of the University.

#### MAPS AND DIAGRAMS UPDATE AT FRONT DOOR AND HALLS

Building Points of Contact will ensure all individuals in their assigned areas have vacated (such as the main sanctuary) in a line toward the (south stairwell) to take shelter in the (lower level main hall designated shelter area). Building Points of Contact will conduct a final sweep of their assigned areas of responsibility and ensure no person is remaining.

### 2.2.3 Access and Functional Needs Planning for Shelter Areas

If any individuals request assistance while moving to a shelter area, the Emergency Coordinator responsible will notify other staff when possible, such as face to face or cell phone or direct nearby persons to assist individuals with access and functional needs to relocate to the shelter area.

Elevators are reserved for individuals with access and functional needs during evacuation and shelter operations. All other individuals will be directed to use stairs, where necessary, to access shelter areas.

### 2.2.4 Shelter Areas

Once all persons present at each relevant building have reached a shelter area the **Emergency Coordinator(s)** will continue to direct individuals to the safest possible locations of the shelter area (away from windows, overhead lights, and overhead objects). Emergency Coordinators should make every effort to reduce stress during an emergency, continuously monitor for changes to the emergency event, and maintain necessary communication with staff. **Emergency Coordinator(s)** should complete accountability checks to ensure all persons safely arrived to the shelter area. **Emergency Coordinator(s)** should advise all persons in shelter areas to remain in shelter until the "All Clear" is ordered.

Evacuation and alternative routes are designated for use during shelter operations or evacuations. All routes have been selected based on safety, efficiency, availability, and ease of access. Evacuation and



**alternative routes are provided below:** Maps should be designed and positioned at each entry point of a facility and the primary entrance of each floor.

## 2.3 BUILDING EVACUATION

Several incident types may require evacuations of the Campus, including but not limited to fires, active shooter or bomb threats, electrical hazards, and hazardous materials spills.

If an emergency or threat is observed in the building and the fire or smoke alarm system is not operational during a fire, staff members should quickly make an announcement for all persons in the immediate area to vacate the building using designated evacuation routes. The announcement can be made using **the sound system at the** University or through the announcement system or hand-held radios. The University On-Duty Security Public Safety Officer will be immediately notified, and all persons will be instructed to evacuate the building immediately using the designated evacuation routes. After each area of responsibility has been evacuated, the On-Duty Public Safety Officer should conduct a final walk-through as quickly as possible to ensure no persons are remaining on site.

Once they are outside of the building, the On-Duty Public Safety Officer or the designee will direct all persons to the designated assembly points, which should be located a safe distance from the existing building.

### 2.3.1 Assembly Points

Assembly points are predetermined locations designated for safe assembly after the building has been evacuated. **As soon as the threat from any incident has ceased, and the Emergency Coordinator or local law enforcement have confirmed the safe exit of occupants, members of the University will be escorted to the designated assembly point for reunification.**

Supervisors at the assembly point should inquire of every person's access to transportation from friends and relatives to decide what methods of transportation will need to be provided. Every person at the assembly point should be accounted for, to ensure that no individual has been left in danger. Overall, the assembly point should be a secure and controlled environment. Emergency Coordinators will be responsible for reunification efforts for unaccompanied minors and individuals with access or functional needs.

The University Assembly Point refer to Table 6 and the map below;



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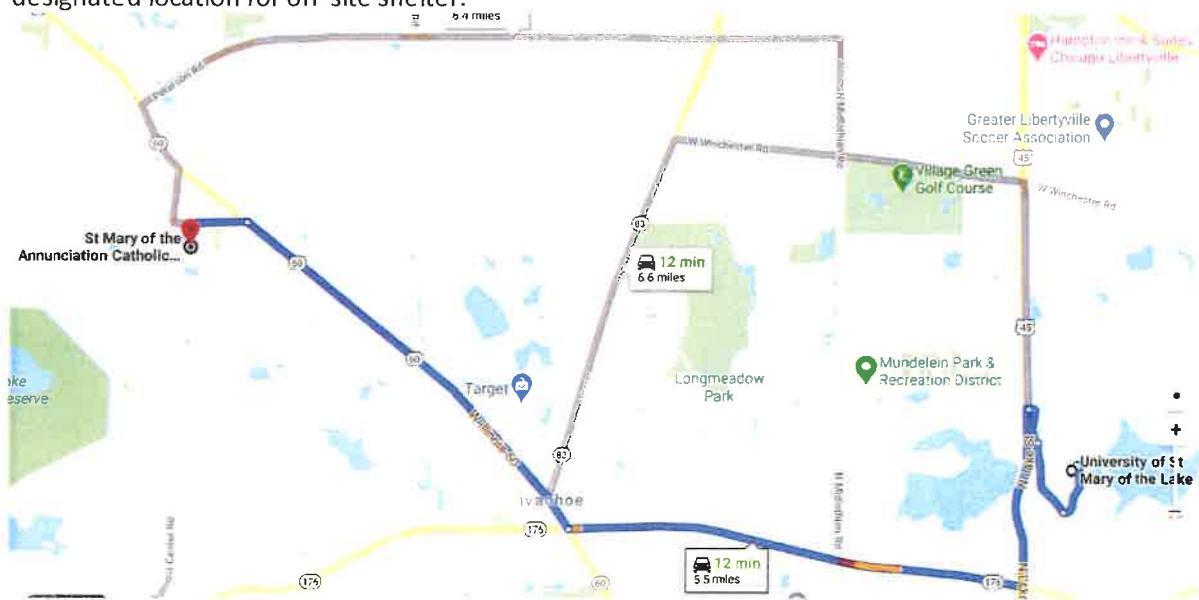
## EVACUATION TO OFF-SITE LOCATION:



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In the event there is a need to evacuate the campus the Incident Commander will allocate transportation to move all personnel at the assembly points to the predetermined off-site location. On a yearly basis the Emergency Coordinator shall work with administration to verify any Memorandums of Understanding with transportation companies and a facility where refugees of the event will be temporarily sheltered. Currently St. Mary of the Annunciation Catholic Church (22333 W Erhart Rd, Mundelein, IL 60060) is the designated location for off-site shelter.



## 2.4 EMERGENCY LOCKDOWN PROCEDURES

### 2.4.1 University Lockdown

Emergency lockdown procedures are required if unauthorized persons enter the building, whether an active threat is witnessed or not. As soon as it is realized that an unauthorized person has entered the building, the University will initiate emergency lockdown procedures. Any member can notify the on-duty campus security of the situation or dial 911. Upon investigating the report, the on-duty campus Public Safety Officer may initiate a Lockdown. After notification University employees will then lock their doors and have their students hide out of the view of the windows and doors. They are to remain in their place until the "all clear signal is sounded."

In addition, the University will cause a message to be sent through the emergency notification system (InformaCast). {See Emergency Alert Policy (March 2018)}. At the conclusion of the emergency





that caused the mass notification, the Director of Public Safety will ensure that another broadcast is sent advising that the event has concluded.

Emergency Coordinators will be responsible for reunification efforts for unaccompanied minors and individuals with access or functional needs.

#### **2.4.2 Incident Management**

During an emergency, it may become necessary for key leadership of the University to come together in an organized manner to exchange information, deliberate current issues, make critical decisions, meet with response agency officials, and perform overall management functions to control the incident. In that event the 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)

There may be situations in when it is not advisable for persons to assemble at the incident management location as a result of logistical or other deterrent circumstances. If these circumstances arise, the Emergency Coordinators will designate an alternative location based on the resources necessary to manage the incident. The meeting location should be a safe distance away from any existing hazards created by the antecedent emergency, with readily available telephone and Internet access.

#### **2.4.3 Incident Management Description of Activities**

In the event of an impending emergency or possible threat, such as severe weather, primary incident management objectives are to maintain situational awareness and to increase organizational readiness. The following activities may be necessary to prepare for a possible emergency, such as:

- Accountability checks of personnel by building
- Situational awareness reporting
- Completion of initial checklist action items that will need to occur in the beginning of an incident such as accountability and communications checks
- Emergency warnings and notifications

Completing the activities above may assist the Campus to achieve a raised state of readiness for the organization, and raised levels of confidence for stakeholders, parents, members, or others as needed.

In the event that an emergency has affected the University, the primary incident management objective for the emergency coordinator will be to manage and coordinate all activities required to respond to the incident. Activities beyond those completed during the pre-emergency phase may include:

- Communication with and coordination among staff to control the incident
- Coordination and communication with parishioners or external agencies to control the incident
- Public information dissemination.



### 3.0 COMMUNICATIONS

#### 3.1 911 CALL COMMUNICATION

When an emergency occurs, any member of staff will contact local law enforcement or the fire department by calling “911” on the nearest accessible communication system. 911 dispatch may inquire any of the following before providing caller instruction:

- The nature of the emergency
- The address of the emergency
- The caller name and phone number
- Description of the emergency, including specifics based on emergency type:
  - Condition of patient if a medical emergency
  - Location of fire or hazardous materials spill.

The caller should follow the guidance provided by the 911 dispatcher and forward any pertinent direction.

#### 3.2 INTERNAL COMMUNICATION SYSTEMS

Emergency Coordinator(s) members may communicate with each other cell phone. Following a threat or emergency, Emergency Coordinators may communicate to the internal community (staff, students, faculty, members, and guests) by information listed in [Table 7](#). Emergency Coordinator contacts in the table should have access to the communication systems listed by postings in workspaces.

See [Attachment D](#) for the Parish Emergency Contacts.

Table 3. Internal Communication Systems

Building	System Type	Contacts
Parish Office		
Parish Rectory		
Parish School		

#### MASS NOTIFICATION SYSTEM

The sharing of clear, accurate, and timely information to the internal campus community is essential to support efficient and effective response and recovery efforts. Communications within the University will ensure a clear understanding of the issues faced and the strategy and tactics that have been identified to address them. Communications may include regular status updates to



provide greater clarity as the incident evolves, as well as provide guidance on recommended protective actions, such as evacuation or sheltering-in-place.

Notification to all members of the University will occur through the InformaCast portal in accordance with the Emergency Notification Policy (March 2018)

#### EXTERNAL COMMUNICATION SYSTEMS

The **Emergency Coordinator(s)** designated members of the Parish Emergency Response Team may need to communicate to family members or legal guardians outside of the campus. After a threat or emergency, the Parish Emergency Response Team may support the **Emergency Coordinator(s)** in communicating to families or legal guardians by accessing the systems in [Table 8](#).

**Table 4. External Communication Systems**

Building	System Type	Contacts
	USML Website	•
	Automated E-mail	•
	Automated Phone Call	•
	Automated Text Message	•
	Facility Contact List	•
	USML Intranet	•

### 3.3 PUBLIC INFORMATION

The Archdiocesan Department of Communications and Public Relations supports the University in its communication to the news media. Depending on the type and scope of the emergency, the University or the Archdiocese may manage news media relations.

The Emergency Coordinators will be available to receive and respond to news media inquiries unless they are requested to be managed by the local Police Department. The information below lists recommended best practices for managing the news media. More information can be viewed in [Attachment F](#) and includes public information tips, dos and don'ts and best practices.

The Archdiocese Office of Media Relations contact information below can be used when the Emergency Coordinators request assistance in managing the news media, or direct assistance in managing news media relations based on the type or scope of the emergency. The Office of Media Relations is responsible for providing clear and accurate information to the news media, social media and other interfaces with the non-Parish community. Contact information details can be viewed in [Attachment D](#):





When an emergency occurs, news media may also reach out to any individual associated with the Parish to gather information about the situation. The Emergency Coordinators or designated member of the Parish Emergency Response Team is responsible for providing clear and accurate information to the news media, social media, and other interfaces with the non-Parish community. All media interface should be directed through the facility spokesperson. **Parish members and staff are requested not to provide details to any media outlet, including on social media, as this information may impede the overall response.** The Parish community will be encouraged to refer any news media inquiries to the designated spokesperson or Parish leadership. Electronic and hard-copy versions of the media inquiry form on page F-2 will be available to the Parish community who may receive contact from the news media.

#### 4.0 RESOURCE MANAGEMENT

##### 4.1 EMERGENCY FUNDING PROCESS

The Emergency Coordinator is the main point of contact to spend funds during an emergency. Life safety is the primary priority, followed by steps to protect the buildings from damage.

The University buildings are insured for most emergencies. The Emergency Coordinator or designated member of the University Emergency Response Team will collaborate with the insurance company to recover from an emergency. If the insurance company is unavailable, the Emergency Coordinator or designated member of the Emergency Response Team may contact the Risk Manager.

##### 4.2 VENDOR RESOURCES

The University may need to contact various contractors and suppliers during an emergency, preferably those with existing relationships with the University. The University will maintain a list of vendors with current contracts with the University. The Archdiocese has several stand-by contractors through insurance company agreements. If the University contacts the vendor immediately, the University may be eligible for funding support.

**A list of contractors/vendors should be included in the template Attachment E provided at the end of this document.**



## **5.0 PLAN REVIEW AND MAINTENANCE**

This section addresses various administrative functions, including development and maintenance of the Parish EOP.

### **5.1 EMERGENCY OPERATIONS PLAN DEVELOPMENT AND MAINTENANCE**

The USML EOP was developed by members of the USML in collaboration with the Cook County DHSEM. The USML EOP should be reviewed annually or when major changes occur to assure continuity and accuracy of the information included in the document, including contact information and changes in the University and or in procedures.

Additionally, the USML EOP should be reviewed immediately after an emergency and after exercises are concluded to identify modifications that would enhance its planned response to better address University needs. Before and after an emergency, the USML EOP components and response should be reviewed to generate findings that can be documented and written into a revised version of the USML EOP.

The Plan Review and Maintenance Section is used to ensure review and update of the USML EOP on the following basis:

- Annually, in September during National Preparedness Month
- During and after every EOP Training
- During and after every emergency event triggering activation of the Parish EOP
- Following any annual drill

Each time the EOP is updated, the table below should be completed by writing in the date of the update or revision, the change that was made, the name and or position title of the person making the changes, and the person's signature.

**Table 5. Plan Revisions**

<b>Revision Date</b>	<b>Revision Type/Page Number</b>	<b>Name/Position</b>	<b>Signature</b>

#### **5.1.1 Plan Review and Training**

Emergency Coordinators must receive training in each emergency procedure, first when they are appointed, and then on a reoccurring annual basis for the duration of the position.



## **6.0 EOP TRAINING**

### **6.1 EMERGENCY OPERATIONS PLAN TRAINING**

The members of University of Saint Mary of the Lake will receive an initial training course to adequately carry out their assigned roles and responsibilities during an emergency or threat of an emergency. Training will provide University staff an opportunity to become familiar with the Universities EOP before an actual emergency occurs.

Members of the Emergency Management Team are recommended to complete relevant on-line emergency management courses. These courses are free of charge to the public and are accessible at <https://training.fema.gov/is/> and <https://training.fema.gov/emiweb/is/icsresource/trainingmaterials.htm> for additional information, contact the DHSEM Security to develop a curriculum.



7.0 Campus Maps

Campus



University NORTH VIEW





MAPS

University SOUTH VIEW



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University EAST VIEW



## MAPS

University WEST VIEW



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## ATTACHMENT A.1 – PARISH CHURCH (Only) PROFILE

Criteria	Yes, No, or NA	Description/Comments
Building Capacity		
Building Type		
Type of Building Materials		
Total Number of Buildings		
Names of Each Building		
Total Number of Floors		
Approximate Total Square Footage		
Year of Construction		
Number of Rooms of Each Building		
Number of Exits		
Type of Surrounding Community		
Are the following pieces of equipment and Parish locations checked on a regular basis?	Fire/Life Safety Systems (fire pump, fire panel, alarm system) & Life Systems (AED)	
	HVAC	
	Fire suppression	
	Fire extinguishers	
	Smoke/Heat Detectors	
	Generators	
	Security Alarm	
	Kitchen	
	Playground	
Were mechanical, custodial and electrical rooms found to be locked?		
Were all chemicals properly stored, labeled and in their original containers?		
Total Number of Parishioners		
Number of Adult Parishioners		
Number of Youth Parishioners		
Number of Staff Members		
Number of People with Access and Functional Needs		
Average Number of Visitors During Worship Services		
Average Number of Visitors Daily		
Names & Credentials of Parishioners who work in law enforcement		
Names & Credentials of Parishioners who work in fire services		





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Names & Credentials of Parishioners who  
work in emergency medical services

*\*If available, include a building map with the building Assessment.*

## Section B: Safety Considerations

Criteria	Yes, No, or NA	Description/Comments
What would you consider the #1 risk to congregant safety?		<i>insert applicable day-to-day risks, natural hazards and human caused hazards</i>
What would you consider the #1 risk to staff safety?		<i>insert applicable day-to-day risks, natural hazards and human caused hazards</i>
What types of day-to-day emergencies have occurred at the building within the last 5 years?		<i>i.e. fires, power outages, calls to 911, missing children</i>
What types of natural disasters have occurred within the city, county and surrounding community over the last 10, 15, 20 years?		
What types of technological disasters have occurred within the city, county and surrounding community over the last 10, 15, 20 years?		
What types of human-caused disasters have occurred in the city, county, state or nation over the last 10, 15, 20 years?		

## Section C: Visitor/Volunteer/Contractor Protocol

Criteria	Yes, No, or NA	Description/Comments
Is there a visitor log book or computerized visitor log-in system in the main office?		
Describe the visitor sign-in policy and procedures.		
Are visitors and vendors escorted onsite?		
Do outside contractors/vendors/janitorial personnel check-in before providing services?		





# University of Saint Mary of the Lake Emergency Operations Plan

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## Section D: Emergency Procedures

Criteria	Yes, No, or NA	Description/Comments
Are safety and security plans updated annually?		
Does the Parish have an anonymous hotline number to report incidents to administrators?		
Are emergency phone number stickers attached to all Parish telephones?		
Does the Parish have an automated voice mail system that would be able to relay any messages to parishioners inquiring about activities or incidents going on at the Parish?		test
Has an emergency preparedness kit been established?		<i>Including, but not limited to: emergency contact lists medical considerations list, flashlights, first aid supplies, radios, etc.</i>
Does the Parish have an emergency response team? How often does it meet?		
Have all members of the Parish emergency response team received a copy of the emergency procedures manual?		
Have parishioners been notified of what to do if an emergency occurs while the Parish Church is in session?		

## Section E: Evacuation Procedures

Criteria	Yes, No, or NA	Description/Comments
How many evacuation drills are performed annually?		
Has the fire department participated in any drills at the Parish Church?		



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Have the evacuation assembly points been established, both on and off the Parish Church?		
Have transportation needs been addressed if all occupants needs to be relocated to the offsite assembly point?		
How far from the Parish Church are the primary assembly points?		
How far from the Parish Church are the secondary assembly points?		
Does the Parish Church have an adequate system to track parishioners (especially children) evacuating from the Parish Church?		
Does the Parish have any mutual assistance agreements with other organizations?		
Other:		



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## ATTACHMENT A.2 – PARISH SCHOOL PROFILE

### Section A: Description Information

Criteria	Yes, No, or NA	Description/Comments
Building Capacity		
Building Type		
Type of Building Materials		
Total Number of Buildings		
Names of Each Building		
Total Number of Floors		
Approximate Total Square Footage		
Year of Construction		
Number of Rooms of Each Building		
Number of Exits		
Type of Surrounding Community		
Are the following pieces of equipment in the Parish School checked on a regular basis?	Fire/Life Safety Systems ( fire pump, fire panel, alarm system) & Life Systems (AED)	
	HVAC	
	Fire suppression	
	Fire extinguishers	
	Smoke/Heat Detectors	
	Generators	
	Security Alarm	
	Kitchen	
Playground		
Are mechanical, custodial and electrical rooms found to be locked?		
Are all chemicals properly stored, labeled and in their original containers?		
Total Number of individuals		
Number of Adults		
Number of Youth		
Number of Staff Members		
Number of People with Access and Functional Needs		
Average Number of Visitors During the Day		
<i>*If available, include a building map with the Facility Assessment.</i>		

### Section B: Safety Considerations

Criteria	Yes, No, or NA	Description/Comments
What would you consider the #1 risk to Parish School safety?		



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What types of day-to-day emergencies have occurred at the Parish School within the last 5 years?		
What types of natural disasters have occurred within the city, county and surrounding community over the last 10, 15, 20 years?		
What types of technological disasters have occurred within the city, county and surrounding community over the last 10, 15, 20 years?		
What types of human-caused disasters have occurred in the city, county, state or nation over the last 10, 15, 20 years?		

## Section C: Visitor/Volunteer/Contractor Protocol

Criteria	Yes, No, or NA	Description/Comments
Is there a visitor log book or computerized visitor log-in system in the main office?		
Describe the visitor sign-in policy and procedures.		
Are visitors and vendors escorted onsite?		
Do outside contractors, vendors and janitorial personnel check-in before providing services?		



**Section D: Emergency Procedures**

Criteria	Yes, No, or NA	Description/Comments
Are safety and security plans updated annually?		
Does the Parish School have an anonymous hotline number to report incidents to administrators?		
Are emergency phone number stickers attached to all Parish School telephones?		
Does the Parish School have an automated voice mail system that would be able to relay any messages to family members of the Parish School inquiring about activities or incidents going on at the Parish School?		
Has an emergency preparedness kit been established in every classroom and staff office?		
Does the Parish School have an Emergency Response Team? How often does it meet?		
Have all members of the Parish Emergency Response Team received a copy of the emergency procedures manual?		
Does the Parish School have a Threat Assessment Team? How often does it meet?		
Have all members of the Threat Assessment Team received a copy of the emergency procedures manual?		
Have Parish School staff been notified of what to do if an emergency occurs while the Parish School is in session?		



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## Section E: Evacuation Procedures

Criteria	Yes, No, or NA	Description/Comments
How many evacuation drills are performed annually?		
Has the fire department participated in any drills at the Parish School?		
Have the evacuation assembly points been established, both on and off the Parish School?		
Have transportation needs been addressed if all occupants needs to be relocated to the offsite assembly point?		
How far from the Parish School is the primary assembly points?		
How far from the Parish are the secondary assembly points?		
Does the Parish have an adequate system to track parishioners (especially children) evacuating from the Parish School?		
Does the Parish School have any mutual assistance agreements with other organizations?		
Other:		





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## ATTACHMENT B.1 – PARISH CHURCH SNAPSHOT

Section A: Contact Information	
University of St. Mary of the Lake	Phone: <b>773-555-5555</b> Fax Number: <b>773-555-5555</b>
Address: 1234 ABC Street	Parish Church Coordinator: <b>Rev. Fr. Priest Pastor</b>
Head of Parish: <b>Rev. Fr. Priest Pastor</b>	Website Address: <a href="http://www.alphaomega.org">www.alphaomega.org</a>

Section B: Administrators Names & Positions		
<b>Name:</b> Rev. Fr. Pastor	<b>Name:</b> Rev. Fr. Associate Pastor	<b>Name:</b> Jane Doe
<b>Position:</b> Pastor	<b>Position:</b> Associate Pastor	<b>Position:</b> Parish Secretary
<b>Name:</b> Jane Doe	<b>Name:</b>	<b>Name:</b>
<b>Position:</b> Dir Development/Communications	<b>Position:</b>	<b>Position:</b>

### Section C: Facility Information

UPPER CHURCH					
		Parishioners & Staff		Rooms	
<b>#of Floors</b>	#	# of Adults	##-###	# of Miscellaneous Rooms	#
<b># of Exits</b>	##	# of Staff	#-#	# of Kitchens	#
<b>Type of Structure</b>	Brick	# of Individuals with Access and Functional Needs	#	# of Bathrooms	#
<b>Approximate Square Footage</b>	##,###	# in attendance for largest service of year	###	# of Rooms-Total	#
<b>Maximum Capacity</b>	##	# of public safety personnel	#-##	Chair Lift	#
<b>Safe Haven/Area of Rescue</b>	Lower Church	Capacity	###	Location in the building	Basement
<b>Additional Information</b>		# of parishioners present during the week days (average)	##-###	Is there an AED machine on the campus? If so, are there people trained to use it? Who?	YES/NO



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LOWER CHURCH HALL					
		Parishioners & Staff		Rooms	
#Of buildings:	#	# of Children/Youth		1	#
#Of floors	#	# of Adults	##-###	# of Miscellaneous Rooms	#
# Of exits	#	# of Staff	Varies	# of Kitchens	#
Type of structure	Brick Basement	# of Individuals with Access and Functional Needs	#-##	# of Bathrooms	#
Approximate square footage	##,###	# in attendance for largest service of year	###	# of Rooms-Total	#
Maximum capacity	###	# of public safety personnel	Varies	# of Elevators	Chair lift
Safe haven/area of rescue	YES/NO	Capacity	###	Location in the building	
Additional information		# of parishioners present during the week days (average)	##-##	Is there an AED machine on the campus? If so, are there people trained to use it? Who?	YES/NO

CHURCH OFFICE					
Size & Type Building (per Building)		Parishioners & Staff		Rooms	
		# of Children/Youth	0	# of Interior Rooms	#
#of Floors	#	# of Adults	##-##	# of Miscellaneous Rooms	#
# of Exits	#	# of Staff	##	# of Kitchens	#
Type of Structure	Brick	# of Individuals with Access and Functional Needs	#	# of Bathrooms	#
Approximate Square Footage	##,###	# in attendance for largest service of year	##	# of Rooms-Total	#
Maximum Capacity	###	# of public safety personnel	#	# of Elevators	#





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Safe Haven/Area of Rescue	###	Capacity	###	Location in the building	
Additional Information		# of parishioners present during the week days (average)	#-##	Is there an AED machine on the campus? If so, are there people trained to use it? Who?	YES/NO



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RECTORY					
Size & Type Building (per Building)		Parishioners & Staff		Rooms	
# of Buildings	#	# of Children/Youth	#	# of Interior Rooms	#
# of Floors	#	# of Adults	#	# of Miscellaneous Rooms	#
# of Exits	#	# of Staff	#	# of Kitchens	#
Type of Structure	Brick	# of Individuals with Access and Functional Needs	#	# of Bathrooms	#
Approximate Square Footage	##,###	# in attendance for largest service of year	#	# of Rooms-Total	#
Maximum Capacity	####	# of public safety personnel	0	# of Elevators	#
Safe Haven/Area of Rescue	Location	Capacity	###	Location in the building	Location
Additional Information		# of parishioners present during the week days (average)	0	Is there an AED machine on the campus? If so, are there people trained to use it? Who?	YES/NO

CONVENT					
Size & Type Building (per Building)		Parishioners & Staff		Rooms	
# of Buildings:	#	# of Children/Youth	0	# of Interior Rooms	
# of Floors		# of Adults		# of Miscellaneous Rooms	
# of Exits		# of Staff		# of Kitchens	
Type of Structure		# of Individuals with Access and Functional Needs		# of Bathrooms	
Approximate Square Footage		# in attendance for largest service of year		# of Rooms-Total	
Maximum Capacity		# of public safety personnel		# of Elevators	
Safe Haven/Area of Rescue		Capacity		Location in the building	
Additional Information		# of parishioners present during the week days (average)		Is there an AED machine on the campus? If so, are there people trained to use it? Who?	



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## Additional Considerations

### ATTACHMENT B.2 – PARISH SCHOOL SNAPSHOT

Section A: Contact Information	
University of Saint Mary of the Lake	Phone Number: 773-555-5555 Fax Number: 773-555-5555
Location/Address City, State, Zip	Facility Coordinator: Sr. Jane Doe
Head of Establishment: Rev. Fr. Pastor	Website Address: www. alphaomegaschool.com

Section B: Administrators Names & Positions		
Name: Sr. Jane Doe Position: Principal	Name: Jane Doe Position: Assistant Principal	Name: Position:
Name: Sr. Jane Doe Position: Assistant Principi	Name: Cathy McGill Position: Secretary	Name: Position:

Section C: Facility Information		
Size & Type Building (per Building)	Students & Staff	Rooms
## buildings	###	Alpha & Omega Main School – ##, Alpha & Omega Minim School – #, Music Center – #, Alpha & Omega Convent - ##
## floors	Alpha & Omega Main School has three floors and a basement, Alpha & Omega Minim School has one floor, the Music Center has one floor, and the Alpha & Omega Convent has two floors and a basement.	
## exits	# part-time staff	One kitchen and one room with a oven and refrigerator for FSP.
Type of Structure	Brick	# administrative staff
Approximate Square Footage	No Individuals with Access and Functional Needs	# bathrooms
Maximum Capacity	# of public safety personnel	
Safe Haven/Area of Rescue	Capacity	## Rooms-Total
Additional Information	# of parishioners present during the week days (average)	AED Machines, etc.?

## Additional Considerations

1. Is the building used by organizations outside of the Parish School?



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2. How often is the building used by non-members of the Parish School?
3. Is the building accessible to people with access and functional needs?

## ATTACHMENT C – PARISH PHONE NUMBERS

Crisis Management Team	Name	Contact Information	Extension
Parish Church Emergency Coordinator (Primary)	Rev. Fr. Pastor	Office: 773-555-5555 / Cell: 773-555-5555 E-mail: <a href="mailto:pastorrevfrpastor@archchicago.org">pastorrevfrpastor@archchicago.org</a>	
Parish Church Emergency Coordinator (Alternate)	Rev. Fr. Assoc. Pastor	Office: 773-555-5555 / Cell: 773-555-5555 E-mail:	
Parish School Emergency Coordinator (Primary)	Sr. Jane Doe	Office: 773-555-5555 / Cell: 773-555-5555 E-mail:	
Parish School Emergency Coordinator (Alternate)	Jane Doe	Office: 773-555-5555 / Cell: 773-555-5555 E-mail:	
Parish Emergency Response Team Member	John Doe	Office: 773-555-5555 / Cell: 773-555-5555 E-mail:	
Parish Emergency Response Team Member	John Doe	Office: 773-555-5555 / Cell: 773-555-5555 E-mail:	
Parish Emergency Response Team Member	Jane Doe	Office: 773-555-5555 / Cell: 773-555-5555 E-mail:	
Parish Emergency Response Team Member	Jane Doe	Office: 773-555-5555 / Cell: 773-555-5555 E-mail:	
Parish Emergency Response Team Member		Office: Cell: E-mail:	
Parish Emergency Response Team Member		Office: Cell: E-mail:	



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## ATTACHMENT D – EMERGENCY CONTACT NUMBERS

Organization	Name	Phone Number
Jurisdiction	Jurisdiction Police Department Address:	773-555-5555
	Jurisdiction Fire Department Address:	773-555-5555
Archdiocesan Media Relations Office	On-duty staff	312-534-8227
Archdiocese Risk Manager		312-534-8295
Archdiocese Vicar General		
DHSEM Duty Officer (24-hour Emergency Number)		312-603-8185
Suspicious Activity Reporting		855-777-8274
Poison Control		800-222-1222
Insurance Company	Gallagher Bassett	630-932-3400
Electric Co. (Emergency help)	ComEd: 1-877-4-ComEd-1	877-426-6331
Gas Company (Emergency help)	Peoples Gas	866-556-6002
Water and Sewer	City of Chicago	312.744.4420
Internet	Comcast	800-934-6489
Telephones	AT&T	866-442-2827



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## ATTACHMENT E – CONTRACTOR/VENDOR LIST

Insert contact information for outside vendors or contracted services that are anticipated following an emergency such as plumber, roofer, attorney, electrician, security, clean-up contractor, caterer, etc.

Vendor Name	Address	City	State	Code	Contact #	Contact Person	Trade
4 imprint	101 Commerce Street	Oshkosh	W	54901	877-446-7746	Alysia Ukleja	ID Badge supplies
A1 Security Roofing	P.O. Box 603	Libertyville	IL	60048	847-362-0850	Julie & Greg	Roofing
Ace Hardware	609 East Hawley Street	Mundelein	IL	60060	847-566-1100	Anyone	
Advance Auto Parts	211 South Milwaukee Avenue	Libertyville	IL	60048	847-362-7600	Anyone	
Advertising Flag Co., Inc.	2800 W. 145th Street	Posen	IL	60489	800-352-4776	Anyone	cars
A & J Sewer & Septic	1055 Courtesy Lane	Wheeling	IL	60090	847-537-9090	Anyone	Flag
Alpha Prime Communications	1808 Janke Dr. Suite E	Northbrook	IL	60062	847-412-0686	Anyone	Septic Tank Pumping
AlphCard	P.O. Box 231179	Portland	O	97281	800-717-8080	Kaylee Price	Radios (golf outing)
American Climbers (Flag Pole)	<a href="mailto:Cangus@ameritech.net">Cangus@ameritech.net</a>		W			Charles Angus	ID Badge cards
American Climbers (Flag Pole)	<a href="mailto:Cangus@ameritech.net">Cangus@ameritech.net</a>		W		262-930-0680	Barb (wife)	Flag Pole
American Mattress	555 E. Townline Road	Vernon Hills	IL	60061	847-367-9992	Greg Baird	Flag Pole
Anchor Building Services	3030 W. Chicago Ave., 60622	Chicago	IL	60622	773-533-3030	Bonnie Moschel	Mattresses
Archdiocese-Chicago	P.O. Box 1979	Chicago	IL	60690	312-751-8295	Larry	Cleaning Service
Arlington Power	20175 N. Rand Road	Palatine	IL	60074	847-241-1530	Victor	Car Insurance





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ARQ Construction	2061 Wood St.	Inverness	IL	60010	847-708-6178	Conrad	Floor Refinishing
Auto Part City		Waukegan	IL		847-244-7171	Anyone	Salvage Cars
Barnswallow	Wauconda	Wauconda	IL		847-487-3606	Linda	Bird Rescue
Building Automation Solutions BCS or RMC	22349 Commerce Pkwy	Frankford	IL		224-286-0051 847-456-7320	Blake Bihun 224-& Bob Bihun	A/C & Heating
Belfor	650 Armytrail	Northbrook	IL	60062	847-224-9189	Marty Endre	Emergency # 24/7 4189
BMI					847-395-7110	Julie	Mason things
BP	Rt. 60 & Rt. 45	Mundelein	IL	60060	847-949-7456	Anyone	Car Washes
Buck Bros. Inc.	1080 East Park Avenue	Libertyville	IL	60048	847-367-4100	Rich Wiesner	
Bumper to Bumper (Auto-Wares)	324 Lake Street	Mundelein	IL	60060	847-566-8540	Anyone	
Carpet Corner		Mundelein			847-566-5990	Doug	Carpet
Cav Comm Corp.	8111 North Saint Louis Avenue	Skokie	IL	60076	847-675-4441	Steve Glnensky	Sound System Repairs
Celtic Environmental Co.					312-405-5058	William Smrz	Asbestos Removal/Abatement
Clark Mosquito Control	159 N. Garden Avenue	Roselle	IL	60172	630-894-2000 x3128	Anyone	Mosquito spray
Contractors Material, INC. CMI	2250 North Rand Road	Palatine	IL		847-202-9999	Jim	Materials
Country Casual Teak	7801 Rickenbacker Drive	Gaithersburg	M D	20879	800-284-8325	Libby Jones	Teak benches
Crown Restrooms	1704 Lamb Rod. Unit B	Woodstock	IL	60098	847-970-4812	Kathie	Porta Potties
Custom Design	380 Monaco Drive	Roselle	IL	60172	630-307-0807	Frank or Catherine	Handicap Access Ramps
Daprato Rigali, Inc.	6030 N. Northwest Hwy.	Chicago	IL	60631	773-763-5419	Bob Ragali, SR. Mike Ragali, John Ragali	Marble, Stained Glass, Interic



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Direct Fitness	600 Tower Road	Mundelein	IL	60060	847-680-9300	Steve	Treadmills
EagleBiomass					815-344-8777	Steve Clements	Pipe Removal
Edward Stauber Hardware	2115 Northwestern Ave.	Waukegan	IL	60087	847-623-7740	Phil	Door Hardware & Locks
Electronic Entry Systems (EES)	1056 Gage Street	Winnetka	IL	60093	847-501-3900	Anyone	Electric Gates
Equipment Depot	751 Expressway Drive	Itasca	IL	60143	630-568-4900	Anyone	
F.E. Morgan Group Inc.	2165 Shermer Road	Northbrook	IL	60062	24 hour 498-4870	Jerman Ochoa	Fire Alarms/Inspection
Family Pride	300 W. North Avenue	Lombard	IL	60148	630-620-4700	Jennifer	Washer & Dryer Repair
Fanslau Color & Seal Coating	301 East Street Charles Road	Carol Stream	IL	60188	P-630-665-0888	Gunnar L. Fanslau	Tennis Court Restoration
Fitness express	2325 Wisconsin Ave	Downers Grove	IL	60515	630-487-5100	Service call center	Fitness Equipment
Flooring Connection Inc.	1585 Beverly Court, Suite 126	Aurora	IL	60502	630-585-6969	Jerry Kalita	Carpeting
Franzen Painting	3320 Walnut Lane	McHenry	IL	60050	815-342-2885	Scott Franzen	Painting
FSS	516 W. Campus Drive	Arlington Heights	IL	60004	847-577-1950	John Teebo	Fire Alarms
G&O Thermal Supply Co.	5345 N. Northwest HWY	Chicago	IL	60630	773-763-1300		
Gallagher-Bassett Insurance Services	P.O. Box 4104	Schaumburg	IL	60188	847-273-0100	Trish Pillar (279)	Worker Comp. Claims
Gallagher-Bassett Insurance Services	P.O. Box 23812	Tucson	A	85734	866-324-5585	Larry Perkins	Worker Comp. Claims
Gallagher-Bassett Insurance Services	P.O. Box 4104	Schaumburg	IL	60168		Jason Hayes (203)	<a href="mailto:hayes@GBTPA.com">hayes@GBTPA.com</a>





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Garvey's Office Supply	7500 N. Caldwell Avenue	Niles	IL	60714	800-324-1258	Megan	supplies
Geary Electric, Inc.	3151 Commercial Avenue	Northbrook	IL	60062	847-509-0540	Harry Crawford	Electrical
	20678 W. Maple	Mundelein	IL	60060	847-566-9188	Anyone	Cleaning Solutions for Statue
Grainger	3585 W. Sunset Avenue	Waukegan	IL	60087	800-472-4643	Anyone	
Great Lakes Fire and Safety	3331 W. Elm Street	McHenry	IL	60050	815-578-8660	Sandy	
Groot					847-693-2700	Anyone	Trash Removal
H&H Towing	939 East Park Avenue	Libertyville	IL	60048	847-367-8241	Anyone	
Hallett Movers	7535 W. 59th St.	Summitt	IL	60501	800-645-6683	William Hallett	Book Moving
Halogen Supply Co.	4653 West Lawrence Ave.	Chicago	IL	60630	773-286-6300	Acct #UN6401	Pool Supplies
Heritage Sign					847-549-1942	Cindy	Signs
Home Depot	3200 West Route 60	Mundelein	IL	60060	847-566-6532	Anyone	
Idlewood Electric Supply Co.	114 Skokie Valley Road	Highland Park	IL	60035	847-831-3600	Dave W.	
Independent Consultant	17630 Winnebago Drive	Wildwood	IL	60030	847-875-2554	Paul Cacioppo	Sewer Treatment Plant
International Exterminators	100 Lively Blvd.	Elk Grove	IL	60007	847-439-4488	Wayne McDaniel	Exterminators
International Fire Equipment Corp.	500 Telser Rd.	Lake Zurich	IL	60047	847-438-2343	James Jarzembowski	Fire Alarm System
Interstate all Battery Center	1160 Flex Court	Lake Zurich	IL	60047	847-726-0407	Anyone	
Jay-R's	840 Tower Road	Mundelein	IL	60060	847-949-9353	Roger E. Nally	Steel-Welding Work
JC Licht	518 Hawley Street	Mundelein	IL	60060	847-566-9180	Anyone	
JC Portable Welding	21046 West Sahriley Road	Palatine	IL	60074	847-540-5653	Anyone	Welding



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Ohio Power Tool	999 Goodale Blvd	Columbus	O	43212	614-481-2111	Anyone	tools
Orlerick		Mundelein	IL	60060	847-566-7900	Anyone	Heating
Pauly Honda	1111 S. Milwaukee Ave.	Libertyville	IL	60048	847-362-4300	Anyone	
Peter Baker & Sons	1349 Rockland Rd.	Lake Bluff	IL	60044	847-362-3663	Arthur Baker	Road Paving
Precise Office Furnishings, Ltd.	421 N. Northwest Hwy.	Barrington	IL	60010	847-963-6300	Tim Berger	Office Furnishings
Premier Door Corporation	2436 Wadsworth Road Unit D1	Waukegan	IL		847-625-9999	Steve	Garage Doors/Repairs
Quench	Acct #D076131				888-765-7873	Anyone	Water Filters
R.A. Adams Enterprises, Inc.	2800 West Route 120	McHenry	IL	60651	815-385-2600	Roger Rozell	
Raincoat Roof Maintenance, Inc.	3024 S. 25th Ave.	Broadview	IL	60155	P-708-681-1010	Scott Savage	Roofs-Emergency
Sawwell Tree Service	19738 Martin Drive	Mundelein	IL	60060	847-566-9372	Ray Sawwell	Tree Removal Service
Scott Gothans					847-630-0072	Scott	Brush Cutter
Sec. of State	<a href="http://www.cyberdriveillinois.com">www.cyberdriveillinois.com</a>		IL		800-252-8980	Anyone	License Plates
Shull Plumbing	504 N. First Street	Libertyville	IL	60048	P-847-362-8330	Gary A. Jennrich	Plumbing Contractor
Signs Now	<a href="mailto:signsnowmundelein@tds.net">signsnowmundelein@tds.net</a>				847-566-9020	Greg	
Strictly Ceilings					262-822-6630	Christine for Tim	
Subsurface	P.O. Box 231	Grayslake	IL	60030	847-740-3100	John Cooper	Water & Sewer Lines
T&T Reproductions	511 N. Second Street	Libertyville	IL	60048	847-367-7440	Kirk Thompson	Copies of Blueprints
Teklab					618-344-1004 x14	Kathleen	
TEKLAB, INC.	5445 Horseshoe Lake Road	Collinsville	IL	62234	618-344-1004	Paul Caciopo	NPDES Monitoring



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The Auto Glass Shop	203 N. 5th Street	Libertyville	IL	60048	847-362-4883	Anyone	
The Carpet Corner	907 Diamond Lake Road	Mundelein	IL	60060	847-566-5990	Doug or Greg	Carpet
The Network, Inc.	33 Research Court	Norcross	G	30092	888-256-4921	24/7	
Total Paving			A				
Turks' Greenhouse	22781 West Route 60	Grayslake	IL	60030	847-336-2700	Maria Lozada	Paving
U.S. Electric	470 E. Roosevelt Rd.	Lombard	IL	60148	847-546-1579	Anyone	
Uline	P.O. Box 88741	Chicago	IL	60680	630-495-0021	Fred Castro	T.V. & Cable Repair
Ultimate Rental Service, Inc.	1200 N. Independence Blvd.	Romeoville	IL	60446	800-295-5510	Anyone	
Vacuum Mart	134 Peterson Road	Libertyville	IL	60048	630-468-2800	Allen Deutscher	Convocation
VE Castings & Services	141 W. Althea Dr.	Grafton	W	53024	847-362-5230	Anyone	Vacuum filters/belts
Vulcan Material			I		262-375-9393	Vic Ehley	Misc. Metal Work
Ward Contracting & Building Restoration	8415 W. 45th St.	Lyons	IL	60534	630-955-8541	Lisa	Rocks
WeatherTech	1 MacNeil Court	Bolingbrook	IL	60440	708-447-3434	Mark M. Ward	Masonry
Woody's Tree Removal					630-769-1500	<a href="mailto:Sales@weather-tech.com">Sales@weather-tech.com</a>	
Wrap Guyz	27764 Volo Village Rd Suite C	Lakemoor	IL	60073	844-972-7489	Anyone	Tree Removal Service
							Lettering for vehicles



**Critical Building Information**





**ATTACHMENT F – EMERGENCY COMMUNICATIONS AND MEDIA INQUIRY FORM**

The following information is intended to assist the Parish Leader or Designated Public Information Officer (PIO) in communicating with parish community members or media following an emergency that impacts the parish.

**Be prepared to answer the following questions from parishioners or media:**

- Are my children or is my family safe?
- Who is in charge?
- What can we expect?
- Why did this happen?
- Why wasn't this prevented?
- What else can go wrong?

**Best Practices for Emergency Communications**

- Message consistency is crucial. People will quickly lose trust if mixed messages are presented and question other information even if it is correct.
- Express empathy and caring.
- Show your commitment and dedication to the parish and its parishioners.
- Be truthful and transparent in your responses. Information will get out eventually and trust needs to be maintained during times of crisis and emergency.
- Know and understand your parish operations and policies.

**Common Pitfalls in Emergency Communications**

- Technical jargon hinders communication and implies arrogance.
- Be cautious of humor in the wake of disaster.
- Don't assume your point has already been made.
- Avoid leading with money issues or concerns.
- Avoid clichés and one-liners that may trivialize what those impacted by the emergency have experienced and will weaken credibility.
- Discuss what is known, not your opinion.

**Tips for Success**

- Don't over reassure if there is uncertainty.
- Acknowledge uncertainty.
- Explain the processes and actions that are being taken.
- Acknowledge people's fears.
- Empower people by giving them tasks to complete where possible.



Communications Do's and Don'ts during Emergencies for Parishes and Schools in the  
Archdiocese of Chicago

**Do** place a call to the Media Relations line at (312) 534-8227 should a member of the press contact you or anyone on staff.

**Do** call the Media Relations line at (312) 534-8227 if you know in advance of a *potential* media situation. The Media Relations staff is always available to help work through the logistics regarding media relations.

**Do** ensure you have current photo release forms on file for all children 18 and under. Please ensure that those children without media consent forms are not included in the media coverage.

**Do** accompany the media if you have given permission for media to cover the situation. However, reporters and camerapersons will always need to be escorted at all times by someone in authority when they are on church or school property.

**Do** allow members of the press on any public property adjacent to parish or school grounds. Media are permitted to interview any individual who agrees to speak to them.

**Do** inform your entire staff of these policies. The media will often try to speak with an administrative assistant or other staff member.

**Do not** speak with members of the press unless you have first spoken with someone from the Media Relations Office. The media relations staff will provide direction and help develop talking points, if necessary. A written statement will be provided if the circumstances warrant it.

**Do not** try to answer any media questions without preparation. Members of the press are just doing their jobs and trying to get as much information as quickly as possible. They can be quite persuasive. However, quick does not guarantee accurate. In times of crises, circumstances can change very rapidly – what was correct in the early morning may have changed by late afternoon. You are under no obligation to answer any of their questions. Be courteous, yet firm.

**Do not** let the media onto the Parish or School grounds unless you are comfortable with the situation. Parishes and schools are considered private property and are under no obligation to allow media full access and they must be escorted at all times.

**Do not** treat members of the press disrespectfully. They are doing their jobs and trying to get the correct story on-line or on-air as quickly as possible. The Media Relations Office staff can assist in being the liaison between the Parish/School and the media, especially in delicate situations.







# Media Inquiry Form

This Form is for all **Facility members** to respond to news media inquiries

When a member of the media contacts you, respond by stating:

***"Thank you for calling. The best person to speak with about this is Media Relations representative. \* Let me get some information from you and I will share your contact information with Media Relations representative \*."***

Please fill out the Media Inquiry Form and send it immediately to Media Relations representative.\*

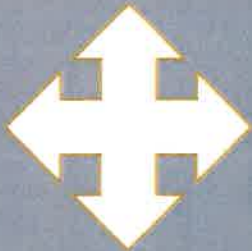
An example is provided below.

Media Company and Type:	
Caller Title:	
Phone Number:	
E-mail Address	
Date and Time of Call:	
Nature of Inquiry:	
Story Deadline:	

Media Organization and Type:	CNN, Television
Caller Title:	Anderson Cooper, News Anchor
Phone Number:	712-423-6005 x42
E-mail Address	acooper@cnnnews.com
Date and Time of Call:	March 4, DATE, 4:03PM CST
Nature of Inquiry:	Requesting interview with the PIO and Exercise Coordinator.
Story Deadline:	March 5, DATE, 10AM CST

Example

- \* Please contact your direct supervisor to find out the contact information for Media Relations representative. Media Relations Number: (312) 534-8227



**ALPHA & OMEGA PARISH**  
Main Number: ###-###-####  
Information Title: Pastor  
Name: Rev. Fr. Pastor  
Phone Number: ###-###-####  
E-mail: [alphaomega@archchicago.org](mailto:alphaomega@archchicago.org)



**ATTACHMENT G – Job Action Sheets**

The following pages contain Job Action sheets for staff that are responsible for carrying out emergency functions at the Parish following a threat or emergency. These forms are intended to assist the Parish Leader or and response staff in having a clear understanding of their intended roles and responsibilities following an emergency that impacts the parish.



## CHURCH EMERGENCY PROCEDURAL STEPS

As of May 2016

### Emergency Response Team RESPONSIBILITY (For all situations)

Members of the Emergency Response Team will:

- Assess the situation and remain calm.
- Attend to minor injuries.
- Ask people to remain quiet.
- Wait for further instructions.
- DO NOT make decisions on your own unless lives are in danger.

### EVACUATION (Tornado, Fire)

#### WHEN THE ANNOUNCEMENT IS MADE

Members of the Emergency Response Team will:

- Remind people to stay calm and move in an orderly fashion.
- Direct people to the nearest and safest location.
- Assist anyone who requires help to move to the safe location, e.g. stairs or chairlift (if operational).
- Check washrooms.
- Go to the designated safe area and wait for further instructions.
- Check for injuries.

### EVACUATION LOCATIONS (Bomb Threat, In-house Catastrophe)

#### EVACUATION OF CHURCH BUILDING:

- Main parking lot: Corner of Sunnyside and Lowell
- School Basement in case of inclement weather.

#### EVACUATION OF PARISH PROPERTY

- Mayfair Park
- Irish American Heritage Center

#### REVERSE EVACUATION

- For outside parish events, move to the lower church hall or school basement.

#### REMEMBER:

Bomb threat - **DO NOT** use cell phones

- Wait for further instructions.



## CHURCH EMERGENCY PROCEDURAL STEPS

### **LOCKDOWN**

(When an Intruder Is Present)

#### **WHEN THE ANNOUNCEMENT IS MADE:**

- Ask people to remain calm and to stay in their seats.
- Members of the Emergency Response Team should check hallways and stairwells.
- Close all windows, lock your doors and do not leave for any reason.
- Place a **BUILDING IS IN LOCKDOWN** sign on the doors.
- Stay away from all doors and windows.
- Shut off lights. **BE QUIET!**
- Wait for instructions.

### **SOFT LOCKDOWN**

(Outside Disruption—i.e. Bank Robbery)

- Bring all children into the building and keep them there until further instructions are given.

### **SHELTER IN PLACE**

(Outside Catastrophe i.e. chemical leak)

#### **WHEN THE ANNOUNCEMENT IS MADE:**

- Ask people to remain in their seats.
- Check washrooms
- Close all windows and doors and seal the gap between bottom of the door and floor with coats.
- Discourage anyone from leaving the building. Emergency bathroom use only.
- Stay away from all doors and windows.
- Wait for instructions.

### **DROP, COVER & HOLD**

(If an earthquake is detected)

#### **IF AN INTENSE SHAKING OCCURS:**

Instruct people to:

- **DROP** to their knees.
- **COVER:** Cover their eyes by leaning their face against their arms.
- **HOLD:** Hold on to any furniture
- Watch for falling objects.
- Stay away from windows.
- **DO NOT** run out of the building, as it may be damaged and the building exterior brick may be falling off
- Wait for end of shaking.
- Exit building in an orderly fashion.
- Gather in the parking lot.
- Wait for instructions.



## SCHOOL EMERGENCY PROCEDURAL STEPS

As of September 2013

### EVACUATION

(Tornado, Fire)

#### WHEN THE ANNOUNCEMENT IS MADE:

- Grab the **EMERGENCY BINDER** on the way out of your room.
- Take the closest and safest way out as posted.
- Do not stop for student/staff belongings.
- Go to the designated area and wait for further Instructions.
- Check for injuries.
- Take attendance. Hold up **"GREEN"** card if all are present. Report missing students to command post by holding up **"RED"** card. A Runner will be sent to you.
- If you have any other questions or problems hold up your **"RED"** card.

### EVACUATION LOCATIONS

(Bomb Threat, In-house Catastrophe)

#### EVACUATION OF SCHOOL BUILDING:

- Main parking lot: Corner of Sunnyside and Lowell
- Rectory or Church in case of inclement weather.

#### EVACUATION OF PARISH PROPERTY

- Mayfair Park
- Irish American Heritage Center
- OLV

#### REVERSE EVACUATION

- (For emergencies requiring shelter that occur during recess or PE class.)

#### WHEN THE ANNOUNCEMENT IS MADE:

- Move students / staff inside as quickly as possible.
- Report to homeroom.
- Take attendance. Report missing students to office voice mail.

#### REMEMBER:

Bomb threat - **DO NOT** use cell phones

- Wait for further Instructions.

### TEACHER RESPONSIBILITY

(For all situations)

- Assess the situation and remain calm.
- Attend to minor injuries.
- Keep students quiet and under control.
- Check in with your "Buddy" teacher.
- Remember to bring your Emergency Folder with you in all situations.
- Follow procedures given here or in your Emergency Binder.
- Always wait for further Instructions.
- **DO NOT** make decisions on your own unless lives are in danger.



## Emergency Coordinator Roles and Responsibilities

**Direct Reports:** Emergency Response Team Members

Parish: Office Staff and Maintenance Staff

School: Secretary, Teachers and Maintenance Staff

### Responsibilities

The *Alpha & Omega* Emergency Coordinator is considered the lead person responsible for managing the overall operations and directing emergency procedures before, during, and following emergency incidents impacting the Parish, with the support of the command and general staff. As the overall manager during an emergency operation, this individual is responsible for ensuring all activities proceed as ordered. Lines of succession should be established for each of these key roles during the planning process. Specifically, the Emergency Coordinator is responsible for:

- Emergency Operation Plan (EOP) activation
- Staff notification
- Evacuation
- Shelter assignment
- Student reunification
- Emergency response team member coordination.

### Concept of Operations

*Note to planners: insert facility operational details, position-specific planning assumptions, diagrams, operation layout, and resources here*

### Position Checklist





# University of Saint Mary of the Lake Emergency Operations Plan

2020

The following checklist provides descriptions of activities for the Emergency Coordinator. Note that some tasks are done only once, while others are ongoing or repetitive for the duration of the emergency operations. Tasks may be delegated to other staff as appropriate.

EMERGENCY COORDINATOR TASK CHECKLIST		Name:		
		Date:		
Task Area		Complete	Initials	Time
Planning Activities	Collaborate with local law enforcement, and emergency management to obtain information related to reports of suspicious activities in the area.			
	Work with local emergency management for assistance with a facility risk assessment.			
	Share plans and procedures with local agencies.			
	Call 911 (if possible).			
Initial Response Actions	Issue alert and initiate lockdown or evacuation procedures.			
	<b>EOP ACTIVATION</b>			
Assign key positions	Ensure key positions of the Emergency Response Team are staffed.	<input type="checkbox"/>		
Hold a briefing session with direct reports:	Review and outline general performance guidelines with staff. Ensure that all personnel understand the intended operations.	<input type="checkbox"/>		
	Work with other staff as outlined in the EOP.	<input type="checkbox"/>		
Request an incident action plan (IAP)	Address issues, respond to questions, resolve problems, and deal with issues as they occur.	<input type="checkbox"/>		
	Confer with command staff and section chiefs to develop an action plan for each defined period to establish priorities.	<input type="checkbox"/>		
Security	Coordinate with staff to establish security for the facility.	<input type="checkbox"/>		
Operations	Coordinate with response staff to coordinate: Facility Evacuation	<input type="checkbox"/>		





# University of Saint Mary of the Lake Emergency Operations Plan

2020

EMERGENCY COORDINATOR TASK CHECKLIST		Name:		
Task Area		Date:		
		Complete	Initials	Time
	<ul style="list-style-type: none"> <li>Shelter/assembly</li> <li>Reunification</li> <li>Communications.</li> </ul>			
Safety	Coordinate with staff to ensure the safety of the facility and staff	<input type="checkbox"/>		
Outside Coordination	Request or establish communication with organizations requiring additional coordination	<input type="checkbox"/>		
Public Information Communications	Coordinate with public affairs staff to devise and implement the communications portion.	<input type="checkbox"/>		
<b>OPERATIONS</b>				
Communication	Maintain communication with the Archdiocese or other relevant agencies	<input type="checkbox"/>		
Resource Authorization	Authorize resources, as needed or requested by section chiefs, through the finance/administration section chief	<input type="checkbox"/>		
Staff Briefings	Schedule routine briefings/staff meetings to receive status reports.	<input type="checkbox"/>		
<b>RECOVERY</b>				
Deactivation Plan	Terminate facility lockdown when necessary. Coordinate with law enforcement for "all clear".	<input type="checkbox"/>		
Rehabilitate Facility	Ensure that facility is returned to its pre-disaster condition (as appropriate). Restore services and reopen to normal operations.	<input type="checkbox"/>		
Administrative documents	Coordinate with administration/finance and the Archdiocese to ensure that all receipts and other financial paperwork are in order.	<input type="checkbox"/>		



# University of Saint Mary of the Lake Emergency Operations Plan

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## Emergency Response Team Members Roles and Responsibilities

**Reports To:** Emergency Coordinator

**Direct Reports:** Support Staff and Volunteers

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### Responsibilities

The Alpha & Omega Emergency Response Team is comprised of staff that are designated to lead and carry out the primary functions of the Emergency Operations Plan (EOP) as directed by the Emergency Coordinator. Additional support staff may be needed to carry out operations at the facility. Specifically, the Emergency Response Team members are responsible for carrying out the following functions:

- Administration
  - Evacuation
  - Communications
  - Student reunification
  - Emergency shelter operations.
- 

### Concept of Operations

*Note to planners: insert facility operational details, position-specific planning assumptions, diagrams, operation layout, and resources here*

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### Position Checklist

The following checklist indicates the functions of Emergency Response Team members. Note that some tasks are done only once while others are ongoing or repetitive for the duration of the emergency operations. Tasks may be delegated to other staff as appropriate.



# University of Saint Mary of the Lake Emergency Operations Plan

2020

EMERGENCY COORDINATOR TASK CHECKLIST		Name:	Complete	Initials	Time
Task Area		Date:			
Pre-planning Activities	Work with Emergency Coordinator and Planning Team to develop a facility risk assessment.				
Initial Response Actions	Call 911 (if possible) to report emergency.				
	Notify Emergency Coordinator.				
EOP ACTIVATION					
Report and Incident Brief	Report to Emergency Coordinator, receive assignment, and obtain briefing.		<input type="checkbox"/>		
	Work with other staff, as outlined in the EOP.		<input type="checkbox"/>		
OPERATIONS					
Security	Secure the facility during, and immediately following, an emergency to ensure the safety and security of building inhabitants.		<input type="checkbox"/>		
	Conduct a walk-through of the facility to ensure all necessary areas are cleared of inhabitants following evacuation orders.		<input type="checkbox"/>		
Internal/External Communications	Coordinate with any media who arrive on site.		<input type="checkbox"/>		
	Coordinate with the Emergency Coordinator and Archdiocese regarding public affairs messaging.		<input type="checkbox"/>		
	Ensure the families of the congregation stay informed.		<input type="checkbox"/>		
Evacuation/Shelter	Contact other on-scene agencies to coordinate release of information.		<input type="checkbox"/>		
	Lead all individuals present to shelter from their respective area of responsibility within the Parish or school.		<input type="checkbox"/>		
	Assist individuals with access and functional needs to relocate to the shelter area		<input type="checkbox"/>		



# University of Saint Mary of the Lake Emergency Operations Plan

2020

EMERGENCY COORDINATOR TASK CHECKLIST		Name:		
		Date:		
Task Area		Complete	Initials	Time
	or to evacuate from the building.			
	Evacuate all individuals present from their respective area of responsibility within the Parish or school.	<input type="checkbox"/>		
	Ensure all individuals in their assigned areas have vacated (e.g. for example, the main sanctuary) to designated shelter areas.	<input type="checkbox"/>		
	Provide supervision at the assembly point so that a manageable ratio is in place between supervisors and individuals/adults versus children.	<input type="checkbox"/>		
Assembly Points	Screen evacuees to identify parents or guardians who are responsible for minors at the assembly point, as well as family members or caretakers of adults and/or individuals with access and functional needs.	<input type="checkbox"/>		
Facility Lockdown	Lock down the facility according to soft or hard lockdown procedures, as directed by the Emergency Coordinator.	<input type="checkbox"/>		
Family Reunification	Supervise the reunification of family members with unaccompanied minors present at the facility.	<input type="checkbox"/>		
	Check photo identification before releasing minors into the custody of family or guardians.	<input type="checkbox"/>		
RECOVERY				
Deactivation Plan	Allow inhabitants back into the facility upon receiving approval from the Emergency Coordinator.	<input type="checkbox"/>		
Rehabilitate Facility	Restore services and reopen to normal operations, as directed by Emergency Coordinator.	<input type="checkbox"/>		



