

Bradley University
Campus Emergency Operations Plan

June 13, 2016

Foreword

- A. Plan Approval
- B. Register of plan changes
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- D. Plan review and update responsibility

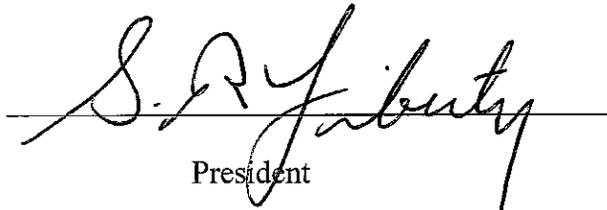
A. Plan Approval

Bradley University has developed a Campus Emergency Operations Plan that is interdisciplinary and multi-jurisdictional and that is dedicated to ensuring that every known behavioral or mental health issue or violent incident is addressed adequately following established University policies.

The goal of the Bradley University Campus Emergency Operations Plan is to prepare and coordinate actions to promote continuity of operations and to minimize loss of life and property damage caused by natural and man-made disasters.

The Bradley Campus Emergency Operations Plan as adopted and approved by the President on December 15, 2015 shall be the controlling authority in regard to Bradley campus emergency operations management, planning, policies and procedures. It shall supersede any policy or procedure that conflicts with its provisions.

APPROVED:



President



Date

B. Record of Changes

Change/Topic	Pages	Date of Change	Date of Entry	Signature
IV. A. Emergency Response & Recovery Team - contact information - update	15, 16	8/10/12	8/10/12	K. Conver
Appendix B. Emergency Notification System – grammatical and typographical	17, 18, 19, 20	8/10/12	8/10/12	K. Conver
Policy Group list update; meeting place update	9	7/17/13	7/17/13	K. Conver
Logistics & Support Group defined	10	7/17/13	7/17/13	K. Conver
Key Roles updated	11	7/17/13	7/17/13	K. Conver
Appendix A. Emergency Response Team - contact information – update	14, 15	7/17/13	7/17/13	K. Conver
Positions with capability to activate public address	17	7/17/13	7/17/13	K. Conver
Decision maker – Tornado and Snow storm - Policy Group substituted for Police	21, 22	7/17/13	7/17/13	K. Conver
Infrastructure Failure- point of contact changed to Police	24	7/17/13	7/17/13	K. Conver
Hazmat instructions updated and point of contact updated	25	7/17/13	7/17/13	K. Conver
Earthquake decision maker – first responders notify Policy Group	27	7/17/13	7/17/13	K. Conver
Appendix E. Emergency Coordination Center – alternate location changed.	32	7/17/13	7/17/13	K. Conver
Appendix F. Eliminated Power Outage Procedure and IRT contact procedure	33	7/26/13	7/26/13	K. Conver
Appendix B. Added Executive Director of Public Relations to protocols	16, 17, 18	7/26/13	7/26/13	K. Conver

Appendix B. Added Social Media protocol	18	10/11/13	10/11/13	K.Conver
I. B. Emergency Management Team Policy Group meeting place changed. Secondary location to be Morgan Hall 106	9	12/2/13	12/2/13	K.Conver
I.B. Emergency Management Team Membership Operations Group meeting place added. Morgan Hall 108.	10	12/2/13	12/2/13	K.Conver

The following changes were made July 2014 by K. Conver.

Distribution of Plan –

Plan Review -

Meeting Place -

Appendix A. List update.

Email Message distribution by various offices

Appendix E. Operations Center location

Added Media/Crisis Information Plan – Appendix H

The following changes were made July 14, 2015 by K. Conver.

Appendix A. List update

Added list of buildings with Emergency Notification System (public address) installed – Appendix I

Added Campus Emergency Response Call Center (Sisson Hall) information – Appendix J

Added Emergency Response Call Center Log – Appendix K

VII. Social Media –use and frequency of messages

The following changes were made October 15, 2015 by K. Conver.

Meeting places for Policy and Operations Groups removed from pages 10 and 11 to Appendix E.

Appendix C updated with columns 5 and 6 reversed to reflect Public Address system is activated first.

The following changes were made December 14, 2015 by B. Joschko.

Added text to Appendix H.

Under Chapter II, Section C (Key Roles) added Counseling academic program.

The following changes were made June 13, 2016 by B. Joschko:

- Reordered and corrected various titles for Section C “plan distribution list”.
- Revised Appendix G to incorporate new BUPD/DHS bomb threat checklist.
- Revised table of contents to indicate sections removed for online publishing.
- Corrected names, titles and telephone numbers in Appendix A.

C. Campus Emergency Operations Plan Distribution

The following individuals are issued a complete Campus Emergency Operations Plan by the Chief of Police. The plan also will be available to the campus community at <http://www.emergency.bradley.edu>. These individuals will distribute the Plan to their appropriate staff members responsible for parts of the plan.

1. President
2. Provost & Senior Vice President for Academic Affairs
3. Senior Vice President for Business Affairs
4. Vice President for Student Affairs
5. Vice President for Advancement
6. Vice President for Enrollment Management
7. Director of Athletics
8. Associate Vice President for Marketing
9. Chief of Police
10. Captain of Police
11. Lieutenants, Police Department
12. Command Staff, Police Department
13. Central Communications
14. Director of Plant Administration & Planning
15. Safety Supervisor
16. General Services Supervisor
17. Director for Residential Living
18. Executive Director of Public Relations
19. Senior Director of Public Relations
20. Director of Web Marketing/Communication
21. Associate Provost for Information Resources & Technology
22. Academic Deans

D. Plan review and update responsibility

The Chief of Bradley Police will hold responsibility for annually initiating a review of the plan by persons listed on the plan distribution list found in item C., page 6, of this document. The Senior Director of Public Relations will be responsible for updating electronic and print copies of the plan according to information received in the annual review.

Bradley University Campus Emergency Operations Plan

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* intentionally removed from online document

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I. Introduction

A. Overview

One measure of an organization's strength is its ability to respond well in an emergency. Since every scenario cannot be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. The following plan designates areas of responsibility and defines for Bradley University the administrative framework necessary to respond to emergency situations. This plan is designed to respond to campus emergencies. It is divided into two sections – administrative framework and response framework. It is imperative that individual departments develop response plans for situations that may develop under their purview. The University response needs to be quick, professional, supportive, and meet the emerging demands of any emergency or crisis situation.

B. List of Assumptions/Levels of Emergency Response

LEVEL 1 - A minor incident that is quickly resolved with internal resources or limited external assistance. This may result in calling in personnel and notifying the department where the problem occurred. Examples: broken water pipe (or other issues where documentation of potential loss is required), theft vandalism, false fire alarms, etc.)

LEVEL 2 - An emergency that impacts a sizable portion of the campus and that may affect mission-critical functions of life safety. Issues would be resolved using both internal and external resources while requiring considerable coordination of those external agencies as well as students and staff. Examples: infrastructure issues, loss of significant power (more than one building), IT emergencies (hacker attack, denial of service attack, infrastructure failure with operational outages, etc.), incident in which Bradley Police interact with external agencies and/or internal agencies including the Counseling Center, Residential Life, IRT, or Facilities Management.

LEVEL 3 - A disaster or situation that involves the entire campus and surrounding community. Conditions that may lead to a Level 3 incident include severe weather (floods, tornado, blizzard, etc.), criminal acts against university persons or property (bomb threats, explosions, hostage situations, violent incidents, terrorism related actions, weapons on campus) or urban disruption/city-wide incident (civil protests, fires, hazardous materials incidents, infrastructure failures, infectious disease, etc.).

II. Administrative Framework

A. Emergency Management Team Functions

EMT Policy Group:

- Approve overall priorities and strategies
- Issues public information reports and instructions
- Liaison with Board of Trustees
- Liaison with governments and external organizations

EMT Operations Group:

- Gathers, confirms and evaluates incident information

- Defines and implements tactics/actions to resolve specific priority situations
- Identifies resource needs and shortfalls
- Reassign/deploy individuals in support of critical needs

EMT Logistic/Support Group:

- Provides administrative support for Operations and Policy Groups
- Documents situation status and tracks resource use
- Coordinates equipment and special installations

B. Emergency Management Team Membership

EMT Policy Group:

- President (Group Leader – convenes and facilitates meeting)
- Provost and Vice President for Academic Affairs (back-up Group Leader)
- Vice President for Advancement
- Vice President for Student Affairs
- General Counsel
- Associate Vice President for Marketing
- Vice President for Business Affairs (Link to Operations Group)
- Chief of Police (Back-up Link to Operations Group)
- Director of Athletics
- Vice President for Enrollment Management

Notification Protocol

After Central Communication staff has activated emergency notification at the direction of the police shift commander or Chief of Police, the Chief of Police will notify the President. (alternate is the Provost). The President or designated alternate will notify the Vice President for Business Affairs and the Vice President for Student Affairs. The President will notify the Associate Vice President for Marketing and Executive Director of Public Relations. The Associate Vice President and Director of Public Relations will activate their staff departmental call trees.

Meeting Place: (see appendix E)

EMT Operations Group:

- Vice President for Business Affairs (Group Leader – convenes and facilitates meeting)
- Vice President for Student Affairs
- Chief of Police (back-up Group Leader)
- Director of Physical Plant
- Executive Director of Residential Life
- Executive Director of Public Relations
- Senior Director of Public Relations
- Director of Web Marketing/Communication
- Director of Center for Wellness and Counseling

Individuals from the following units may be asked to join the Operations Group as situations dictate:

- Academic deans and directors
- Residential Life
- Athletics
- Dining Services
- Computing Services
- Telecommunications
- Human Resources
- Central Communications

Notification Protocol

The President or designated alternate will notify the Vice President for Business Affairs. The Vice President for Business Affairs will notify the members of the Operations Group.

Meeting Place: (see appendix E)

EMT Logistics & Support Group:

Individuals from the following units may be deployed to assist with logistics and support.

- Facilities Management
- Dining Services
- Health Services
- Campus Recreation
- Controller's Office
- Wellness and Counseling

See Appendix A for Emergency Management Team member contact information.

C. Key Roles

The following University offices are expected to assume various roles, as outlined, in an effort to provide a coordinated response to an emergency. In some circumstances, it may be necessary to request faculty or staff to assume temporary roles outside the normal scope of their duties, taking into consideration their ability to carry out those temporary roles. It is understood that if any department does not have specific roles for their personnel to carry out, those personnel will automatically become part of a "pool" of reserve personnel to assist as assigned by those coordinating the specific emergency.

Academic Deans & Chairs - Identify and resolve instruction and research issues. Coordinate necessary faculty resources.

Campus Recreation – Coordinate use of the Markin Center as temporary shelter. Coordinate use of Renaissance Coliseum as staging area, temporary shelter, and/or temporary morgue.

Central Communications – Activate emergency notification system. Coordinate radio and pager support.
Center for Wellness and Counseling - Assist employees and students in coping with trauma.

Communications & Engineering Support - Coordinate temporary telephone, fax. Provide "broadcast" capability for Audix. Arrange phone bank for necessary student call-outs to family. Activate "800" numbers, if necessary for in-coming calls from families of students, faculty and staff.

Computing Services - Provide computing and network support for emergency notification system.

Dining Services - Coordinate dining services for dislocated personnel and emergency workers.

Duplicating - Provide printed material as directed.

Facilities Management - Provide site and building information. Mitigate facility and grounds damages and restore to functional levels. Assist Police Department with creating a safety perimeter at the site of the emergency. Provide structural evaluations and repair estimates. Provide transportation services as required. Assist police with perimeter control and related functions. Coordinate delivery of emergency goods to site of emergency.

Student Health Center; Nursing and Counseling academic programs - Provide medical support and back-up. Assist in providing services to those with minor injuries and provide trauma support. Coordinate with first aid services. May be asked to assist/provide on-site medical triage.

Mailroom - Provide courier service to policy and operational groups. Post signs and notices.

Police - Law enforcement, crowd control, evacuation, site security, and mobile communications. Liaison with on-site fire and medical command personnel. Liaison with city, county, state law enforcement in coordination with Safety Supervisor.

Public Relations - News media coordination and spokesperson. Activate subsequent emergency notification systems. Create messages for public dissemination.

Purchasing - Obtain emergency goods and services.

Registrar - Reschedule classes

Residential Life - Coordinate housing operations including any temporary shelters.

Safety - Liaison with city, county, state law enforcement in coordination with Bradley Police. Link with State environmental authorities when necessary.

Student Affairs - Coordinate student notification and response. Liaison with parents, hospitals and health department. Staff "800" numbers, if necessary for in-coming calls from families of students, faculty and staff.

III. Response Framework

Prior to the assembling of the EMT Operations Group, on-scene responders are authorized to make necessary operational decisions and to commit resources to mitigate and control the crisis. The Police Department may also request help from other departments on an emergency basis, including asking staff be pulled off less critical assignments to assist their officers. Refer to Appendix B of this document for Emergency Notification System (foreWarn) protocols.

A. Direction and Coordination of an Unpredicted Emergency

When an unpredicted emergency occurs or condition exists, it will be reported immediately to the Bradley Police Department at 677-2000 or Peoria Police at 9-1-1.

The police dispatcher will follow a defined sequence of responses. The sequence, defined below, will be followed for nearly all emergency situations. Some situations might require a deviation from this sequence, but in all situations full and complete communication with University officials is required. The usual sequence to be followed is:

1. Dispatch Bradley police officers and/or additional emergency personnel (police, fire, EMS).
2. Notify the Chief of Police, or designee, who will determine whether to activate the emergency notification system (forewarn). The Chief or designee will notify the President and consult to determine whether the Operations Group Leader should be deployed. **See Appendix B for Emergency Notification System (forewarn) protocols.**
3. If deployed, the Operations Group Leader will determine the appropriate level of emergency response and to what extent the Operations Group and/or the Policy Group will become involved.
4. If a Level 2 or 3 emergency is declared, the Operations Group will open an Emergency Operations Center (EOC).

B. Declaration of an Emergency Condition

The President, Provost and Vice President for Academic Affairs, Vice President for Business Affairs, or Vice President for Student Affairs, depending upon availability, shall declare a Level 2 or 3 emergency when, upon recommendation of the Operations Group Leader, he/she deems it necessary to place into immediate effect emergency procedures and/or to close all or part of the University. This individual will also convene the Policy Group as the situation dictates. The President or Provost and Vice President for Academic Affairs shall declare an end to the state of emergency when appropriate.

C. Direction and Coordination of a Predicted Emergency

When conditions permit and the impending emergency situation provides ample time (example: major snow or ice storm), the Provost and Vice President for Academic Affairs or Vice President for Business Affairs will assemble the operations committee to formulate a plan of action for recommendation to the Policy Group, or, if time is of the essence, to the most senior executive officer available on campus.

Response to Level 2 or 3 Situation

The Policy Group is a critical group that may evaluate Level 2 or 3 situations. This group may be convened by the President. The key element in this process is the notification of these individuals or their representatives so they can evaluate all facets and potential ramifications of a Level 2 or 3 situation. Certain situations that emerge as minor have the potential to evolve into a major crisis if not appropriately handled. An example would be a simple assault that is later determined to be racially motivated. The University could suffer significant personal and institutional consequences if a situation such as this was not dealt with appropriately. A variety of issues can become quite complex because of the varied institutional, student, and community responses that must be coordinated. Examples of situations that have the potential to become of a magnitude that the University and its community will suffer include assaults, sexual assaults, building/office occupation, hate crimes, meningitis outbreak, bomb threats, controversial speakers, symbolic structures, and bias related crimes. This list is not all inclusive. Therefore, if there is ever any question, appropriate senior administrative individuals must be informed. **Refer to Appendix D of this document for a guide for the most common critical incidents and response strategies.**

When a Level 2 or 3 emergency has been declared, the Vice President for Business Affairs or Chief of Police shall notify the Operations Group and assemble them, as appropriate, to address the emergency. In the absence of the VPBA or the Chief of Police, the Provost and Vice President for Academic Affairs will automatically assume this role. In the absence of all these individuals, the Vice President for Student Affairs shall assume the role.

Appendix D

Most Common Critical Incidents and Response Strategies

- A. Tornado
- B. Hail
- C. Snow or Ice Storm
- D. Fire
- E. Bomb Threat
- F. Infrastructure Failure
- G. Hazardous Materials Incident e
- H. Active Shooter/Dangerous Intruder/Violent Incident
- I. Mass Casualty
- J. Earthquake
- K. Civil Protest
- L. Explosion
- M. Flood

A. TORNADO

A tornado watch means conditions are right for a tornado. During a tornado watch, staff should be alert to weather conditions. A tornado warning means that a tornado has been sighted. The City of Peoria will initiate a siren, or steady tone, for a period of 3 to 5 minutes. When you hear this siren, take cover immediately - danger is imminent. The University will activate the emergency notification system as discussed in Appendix B. The tornado season for the City of Peoria is primarily April through June, but March through October are also “popular” tornado months.

IMMEDIATE ACTION

1. Remain calm and avoid panic.
2. Go to an area of safety.
3. AREAS OF SAFETY - rooms and corridors in the innermost part of a building.
4. AREAS TO AVOID - stay clear of windows, corridors with windows, or large free-standing expanses.
5. There is no guaranteed safe place during a tornado. However, it is important to seek shelter in the best location to help minimize your exposure.

6. DO NOT use elevators during a tornado warning. Persons with mobility concerns should go to an area of safety at the time of a tornado watch; DO NOT wait for a tornado warning.
7. Close all doors, including main corridors, making sure they latch.
8. Crouch near the floor or under heavy, well-supported objects and cover your head.
9. Be alert for fire. In the event, of a fire, the Bradley fire plan should be utilized.

B. HAIL

When the National Weather Service issues a damaging hail alert the campus may be notified according to emergency notification protocols. See Appendix B.

IMMEDIATE ACTION

1. Stay inside a building.
2. Go to an area of safety - rooms and corridors in the innermost part of a building.
3. Stay clear of windows, corridors with windows, or large free-standing expanses.
4. Wait for an all-clear message.

C. SNOW OR ICE STORM

In circumstances involving snow or ice, the Policy Group in consultation with Facilities Management will determine the condition of roads and walkways.

IMMEDIATE ACTION

Facilities personnel will respond to all snow or ice storms to remove snow and spread sand and salt if ice is present.

D. FIRE

A fire may include visible flames or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911.

IMMEDIATE ACTION

1. For the person discovering the fire:
 - a. Immediately call for the fire department by Dialing 911.
 - b. Extinguish only if you can do so safely and quickly.
 - c. If the fire cannot be extinguished:
 - Confine the fire by closing the doors.
 - Pull the nearest fire alarm.
 - Call 911.
 - Alert others.
 - Meet the Fire Department or Bradley Police when they arrive.
2. For occupants of the building:
 - a. Close the doors to your immediate area.
 - b. Evacuate the building via the nearest exit. Assist others in exiting the building.
 - c. Do not use elevators.
 - d. Avoid smoke filled areas.
3. For persons evacuating from the immediate fire area:
 - a. Feel door from top to bottom. If it is hot do not proceed; go back.
 - b. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.

- c. If no smoke is present, exit the building via the nearest stairwell or exit.
- d. If you encounter heavy smoke in a stairwell, go back and try another stairwell.

E. BOMB THREAT

A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please do not attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Please keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible as this is evidence that should be turned over to the Bradley University Police. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions will be provided with that assumption.

IMMEDIATE ACTION

1. Remain calm and immediately refer to the attached Appendix G. If applicable, pay attention to your telephone display and record the information shown in the display window.
2. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
3. While engaging the caller, pay attention to any background noise and distinctive sounds machinery, traffic, other voices, music, television, etc.
4. Note any characteristics of the caller's voice gender, age, education, accent, etc.
5. Attempt to obtain information on the location of a device building, floor, room, etc.
6. Attempt to obtain information on the time of detonation and type of detonator.
7. Immediately after the caller has ended the call, notify Bradley Police at 677-2000.
8. If the threat was left on your voice mail, do not erase.
9. Notify the immediate supervisor within your work area.

F. INFRASTRUCTURE FAILURE

It is understood that from time to time on the Bradley University campus we may experience infrastructure problems, which could render the work site unsafe or uninhabitable such as electricity, computer, steam, water, or telephone failures.

IMMEDIATE ACTION

1. If a critical incident is experienced relating to water, electricity, or steam, call Bradley Police at 677-2000.
2. If a critical incident is experienced relating to telephone systems, call Telecommunications at 677-2964.
3. If a critical incident is experienced relating to computer systems, call the Computer Help Desk at 677-2950.

G. HAZARDOUS MATERIALS INCIDENT

HAZMAT incidents may be:

- Indoor and outdoor fuel spills;
- Solvent or other chemical spills in shops;
- Chemical or biological spills in buildings and laboratories;
- Chemical odors in buildings;

Natural gas smells and leaks;

Fires in laboratory or other facility involving highly toxic chemicals, infectious substances or radioactive materials.

If you witness a hazardous material spill, evacuate the spill site and warn others to stay away.

If you are the HAZMAT user:

1. Leave the area of the spill first and go to a safe location nearby.
2. Determine if you or someone in your Unit have the proper training and protective gear to clean up the spill.
3. If you or your Unit is able to safely clean up the spill, follow proper cleanup procedures and use proper personal protection.
4. Manage the generated waste appropriately.
5. Consult your supervisor as necessary.
6. Isolate the spill area to keep everyone away post signs as necessary.

Individuals recognizing HAZMAT spills that require additional (the unit is unable to safely clean up the spill) notifications and resources will:

1. Alert all individuals who might be harmed to evacuate the immediate area and to go to a location that will not impede emergency personnel.
2. If safe and appropriate to do so, limit the spread of the material by applying absorbent material and shutting the doors.
3. In a safe area away from the spill, call the Bradley Police at 677-2000 to notify them of the hazard:

Explain the nature of the incident, and name the chemicals, if known.

Give the exact location.

Notify them of any injuries.

Describe symptoms of exposed individuals.

Give any other details that would assist in preparing the response.

If you suspect or witness a release of hazardous material to the environment (air, water, ground) call University Police. Central Communications will notify the University Safety Supervisor when the University Police are notified of an event.

H. ACTIVE SHOOTER/VIOLENT INCIDENT

Violent incidents including but not limited to acts of terrorism, assaults, and incidents of workplace violence can occur on the University campus with little or no warning. It should be noted that the following instructions are intended for incidents that are of an emergency nature i.e., imminent or having just occurred.

IMMEDIATE ACTION

1. Emergency situations should be reported to law enforcement by dialing 911.
2. When 911 is dialed, the Peoria Police Department will receive the call and contact the Bradley Police Department if the incident is located on University property.
3. When calling 911, be prepared to provide as much information as possible, such as the following:
 - a. Description of what is happening.
 - b. Location.
 - c. Who is involved.
 - d. Type of weapons involved, if any.
 - e. Your name and address.

4. Taking the time to provide such information will not delay law enforcement response. Complete information may allow them to handle the matter more effectively.

I. MEDICAL EMERGENCY INVOLVING MULTIPLE PATIENTS

These medical emergencies are derived from communicable diseases which could be life threatening. They include but are not limited to meningitis, hepatitis, and chicken pox.

BEFORE A MEDICAL EMERGENCY

1. Develop a comprehensive prevention program
2. Educate all incoming students and their parents about the risk of meningitis, hepatitis, and chickenpox and the preventive measures to take before coming to campus.
3. Conduct immunization clinics for meningitis and hepatitis for all students who have not yet been immunized.
4. Educate health center staff on a regular basis about appropriate triage of student symptoms especially those suggestive of a potentially life-threatening or contagious disease.

IMMEDIATE ACTION

1. Triage by nursing staff and appointment given in timely manner with appropriate health care provider or referral to local emergency room, if necessary.
2. Diagnosis established.
3. Treatment rendered.

J. EARTHQUAKE

In Illinois and neighboring states, earthquakes with the epicenter in the New Madrid Fault Zone pose the greatest “single hazard” natural disaster with the potential for massive destruction and injury within the Central Mississippi Valley. Seismologists concur that there is the probability that a Richter Scale Magnitude 6.0 to 6.5 quake, could occur there at any time, or that a moderate-to-severe quake could occur sometime during the next 15 to 50 years.

IMMEDIATE ACTION

During an earthquake, remain calm and quickly do the following:

Indoor Procedures:

1. Seek protection in a doorway without doors (doors may swing back and forth violently), under a desk or table or in a corner.
2. Stay away from glass, windows, shelves, heavy equipment and outdoor walls.
3. Do not use elevators.
4. Be prepared for aftershocks.
5. If telephones are working, call 911 if emergency help is needed after the initial shock.
6. Report physical damage to Facilities Management.
7. If there is a related emergency, such as a fire or gas leak, activate any available building alarm.
8. After the shaking subsides, evacuate the building in the following manner:
 - a. Assist persons with disabilities in exiting the building.
 - b. Walk to the nearest exit and ask others to do the same.
 - c. Do not use elevators; do not panic.
 - d. Once outside, watch for falling debris and move to a clear area at least 500 feet away from the affected buildings. Stay away from power lines, utility poles and trees.
 - e. Keep roadways, fire lanes, hydrants and walkways clear for emergency crews.

- f. If you are asked and if you wish to do so, assist emergency crews.
- g. Keep clear of any emergency command posts unless you have official business.
- h. Do not re-enter an evacuated site unless directed to do so by Bradley Police.

Outdoor Procedures:

1. Move away from buildings, trees and utility poles. Remain at least 500 feet away from such structures.
2. Avoid power or utility lines.
3. Lie or sit down to avoid being thrown about.
4. If you are in an automobile, pull over to the side of the road and stop, avoid power lines, trees, overpasses and masonry or high-rise buildings. Stay in the vehicle for the shelter it offers.
5. Keep roadways, fire lanes, hydrants and walkways clear for emergency crews.
6. If you are asked and if you wish to do so, assist emergency crews.
7. Keep clear of any emergency command posts unless you have official business.
8. Do not re-enter an evacuated site unless directed to do so by Bradley University Police.

K. CIVIL PROTEST

A civil protest will usually take the form of an organized public demonstration of disapproval or display disagreement with an idea or course of action. It should be noted that in many cases campus protests such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. A protest should not be considered disruptive unless one or more of the following conditions exists as a result of the demonstration:

- Disruption of the normal operations of the University.
- Obstructing access to offices, buildings, or other University facilities.
- Threat of physical harm to persons or damage to University facilities.
- Willful demonstrations within the interior of any University building or structure, except as specifically authorized and subject to reasonable conditions imposed to protect the rights and safety of other persons and to prevent damage to property.
- Unauthorized entry into or occupation of any University room, building, or area of the campus, including such entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment, or facilities.

L. EXPLOSION

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

IMMEDIATE ACTION

1. Get out of the building as quickly and calmly as possible. Call 911.
2. If items are falling from bookshelves or from the ceiling, get under a sturdy table or desk.
3. If there is a fire, stay low to the floor and exit the building as quickly as possible.
4. If you are trapped in debris, tap on a pipe or wall so rescuers can hear where you are.
5. Assist others in exiting the building and move to evacuation areas.
6. Keep streets and walkways clear for emergency vehicles and crews.
7. Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

DECISION

The responding emergency unit will respond and make decisions regarding the control and abatement of the explosion incident, and issuing or not issuing the all clear for safe building re-entry and occupancy.

M. FLOOD

Floods may be caused by domestic water systems or by rivers and/or streams overflowing their banks. Floods caused by domestic systems do not endanger people but can cause extensive damage to the building and equipment. Floods caused by overflow of rivers and streams are extremely dangerous and may require the evacuation of buildings.

IMMEDIATE ACTION

For floods caused by a domestic water system failure:

- a. Call 677-2915 (Central Communications) to report the building and room number.
- b. Protect University property from damage where possible.
- c. Facilities personnel will remove the water and perform building repairs.

For floods caused by streams/storm water systems overflowing the curbs:

- a. Facilities personnel will manage protective measures when flood damage is present.
- b. Facilities personnel will keep occupants informed regarding the river level.
- c. If flood is imminent, occupants will be asked to move property for its protection.
- d. Facilities personnel will assist in moving property if needed.
- e. Occupants should be prepared to evacuate, if advised to do so by Facilities personnel.

Appendix G
Telephone Bomb Threat Checklist

(SEE NEXT PAGE)

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call BUPD at (309) 677-2000
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call Call BUPD at (309) 677-2000
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

WHO TO CONTACT (Select One)

- 911
- Call BUPD at (309) 677-2000

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

BRADLEY University