



*Ready to Respond Campus – Local
Emergency Management Agency
Review Checklist*

Illinois Emergency Management Agency

April 2014

4/3/2014

Introduction

A component of the required criteria for recognition as a ***Ready to Respond Campus*** is the development of a Campus Emergency Plan. The emergency plan is based on requirements of the Campus Security Enhancement Act of 2008 which specifically calls for the involvement of local emergency management in its development and training. College and university campuses are key pieces of critical infrastructure to local communities. The ultimate goal of the program is to encourage preparedness in these institutions as a part of the larger community. Having the involvement and expertise of the local emergency management coordinator connects the institution to the local community and its capabilities and establishes important relationships before an emergency occurs. The requirement in the Ready Campus criteria for the review of the plan by local and regional emergency management demonstrates knowledge and involvement in the planning process and the final product of an emergency response plan. IEMA is looking to the local and regional emergency management staff to review only to the portion of the submission package related specifically to the campus emergency plan.

The following pages are excerpted from the Ready Campus criteria specifically related to Criteria 2: Campus Emergency Plan. There are check boxes next to each required criteria that may be used for your review. *(Please note that the first listed criteria is not applicable to the local emergency management review but, was left in but “grayed” for informational purposes only.)*

Background

Ready to Respond Campus is designed to enhance campus safety, preparedness, and response efforts of colleges and universities across Illinois. The recognition is based on an institution’s acceptance and achievement of criteria developed by the Illinois Emergency Management Agency, in cooperation with a task force of college and university law enforcement and emergency management professionals. The criteria for recognition assures an “all hazards” approach to planning and exercising for potential issues impacting campuses across the state.

The purpose of this program is to motivate higher education institutions to become more involved in preparedness activities by developing a special recognition campaign. Colleges and Universities will submit documentation required for review to meet program criteria for designation as a “**Ready to Respond Campus**”. Once the institution has been awarded their designation, they will receive an award certification and approval to use the Ready Campus logo as a part of their correspondence, advertisements, posters, etc. for a period of three years.

The program establishes standards in 7 requisite areas including:

- Hazard Identification, Risk Assessment and/or Consequence Analysis
- Operational Planning
- Incident Management
- Training
- Exercise, Evaluation and Corrective Actions
- Prevention (Violence Prevention Planning)
- Crisis Communications, Public Education and Information

CRITERIA 2: CAMPUS EMERGENCY PLAN

Standard:

The institution shall have a Campus Emergency Response Plan that meets the requirements of 110 ILCS 12 et seq. and 29 IL Admin Code 305.50, as applicable, with appropriate annexes in place outlining response(s) to potential incidents occurring on campus.

Required Minimum Components of Criteria 2:

Corresponding Location ID for Submission Materials

<p>A. <i>A copy of the educational institution’s CEOP shall be submitted for review to IEMA.</i></p> <p><i>(The plan itself must be tabbed or some way indicate the different sections and annexes, along with having numbered pages for reference.)</i></p>	<p>Tab 2:A – Copy of CEOP</p>
<p><input type="checkbox"/> B. The plan must be reviewed in coordination with the local emergency management officer and/or the IEMA Regional Coordinator for the area where the institution is located.</p>	<p>Tab 2:B – Submission of EMA review checklist (available on Ready Illinois Website) signed by local emergency manager and/or IEMA regional coordinator that reviewed the Campus Emergency Plan.</p>
<p><input type="checkbox"/> C. The CEOP should have a foreword that includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1) A document signed and dated by the president or most senior level administrator of the higher education institution approving the plan. <input type="checkbox"/> 2) A register for recording changes and entering change dates. <input type="checkbox"/> 3) A distribution list of the plan recipients, indicating whether complete plans or specific portions were distributed. Specifically this item should address the method of providing the CEOP to the campus community. <input type="checkbox"/> 4) A table of contents listing all Sections of the plan. 	<p>Tab2:C - CEOP forward</p> <p>Tab 2:C:1 – Signature of senior level administrator approval</p> <p>Tab 2:C:2 – Register of changes and dates</p> <p>Tab 2:C:3 – Distribution list of plan recipients</p> <p>Tab 2:C:4 – Table of contents</p>
<p><input type="checkbox"/> D. The CEOP should have a Basic Plan Overview detailing the higher education institution’s approach to emergency operations, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1) A general purpose statement of the CEOP. <input type="checkbox"/> 2) A list of assumptions used in developing the plan. <input type="checkbox"/> 3) A concept of operations Section, including, but not limited to, how the higher education institution will implement the concepts and procedures of a recognized incident command system (e.g., NIMS). 	<p>Tab 2:D - Basic plan</p> <p>Tab 2:D:1 – Purpose Statement</p> <p>Tab 2:D:2 – Assumptions</p> <p>Tab 2:D:3 – Concept of Operations</p>

<ul style="list-style-type: none"> <input type="checkbox"/> 4) Identification of the line of succession, by title and position (with up to two alternates), of who will implement the plan, direct emergency response and recovery, and provide leadership, authority and responsibility. <input type="checkbox"/> 5) A description of the functions and responsibilities assigned to each organization, including private and volunteer organizations or groups, in support of emergency response and recovery operations in the higher education institution. This information may also be exhibited in a chart or matrix designating who has primary and support responsibilities. <input type="checkbox"/> 6) Maps, or references to maps pertinent to emergency operations planning for the higher education institution and including, but not limited to, locating fixed hazards. <input type="checkbox"/> 7) An attachment, if applicable, containing written mutual aid agreements, memorandums of understanding (MOUs), and other written agreements affecting the emergency response and recovery functions of the higher education institution. <input type="checkbox"/> 8) Procedures detailing how the higher education institution will request outside assistance in a disaster, such as assistance from the ESDA or IEMA, or both. <input type="checkbox"/> 9) Citations to the legal authorities for emergency operations, including, but not limited to, ordinances. <input type="checkbox"/> 10) Assignment of responsibility for plan maintenance, review, evaluation and updating. 	<p>Tab 2:D:4 – Line of succession</p> <p>Tab 2:D:5- Functions assigned to organizations involved in response and recovery.</p> <p>Tab 2:D:6- Maps, reference docs</p> <p>Tab 2:D:7- MOU’s and agreements</p> <p>Tab 2:D:8- Requests for outside assistance.</p> <p>Tab 2:D:9- Legal authorities</p> <p>Tab 2:D:10 – Plan Maintenance and Review</p>
<ul style="list-style-type: none"> <input type="checkbox"/> E) <i>At a minimum, the institution’s plan shall include the following annexes or sections:</i> <ul style="list-style-type: none"> <input type="checkbox"/> 1) <i>Direction and Control</i> <input type="checkbox"/> 2) <i>Communications</i> <input type="checkbox"/> 3) <i>Warnings and Notifications</i> <input type="checkbox"/> 4) <i>Public Information</i> <input type="checkbox"/> 5) <i>Information sharing and Disaster Intelligence</i> <input type="checkbox"/> 6) <i>Evacuation, Shelter-in-Place and Lock-down</i> <input type="checkbox"/> 7) <i>Family Assistance</i> <input type="checkbox"/> 8) <i>Critical Incident Stress Management</i> 	<p>Tab 2:E:1 – Direction and Control</p> <p>Tab 2:E:2 - Communications</p> <p>Tab 2:E:3 – Warning & Notifications</p> <p>Tab 2:E:4 - Public Information</p> <p>Tab 2:E:5 – Information sharing</p> <p>Tab 2:E:6 – Evac., SIP & lock down</p> <p>Tab 2:E:7 – Family Assistance</p> <p>Tab 2:E:8 – Critical Inc. Stress Mgt</p>

<p><input type="checkbox"/> F) For higher education institutions having the capabilities and/or authorities for the following response functions, annexes or sections are required and must be developed for each if applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1) Law Enforcement <input type="checkbox"/> 2) Firefighting/fire protection <input type="checkbox"/> 3) Search and rescue <input type="checkbox"/> 4) Health and medical <input type="checkbox"/> 5) Mass care and sheltering <p><i>(If the institution does NOT have the capability or authority to provide the response functions above, the plan must outline what outside agency will be responsible for these activities.)</i></p>	<p>Tab 2:F:1 – Law Enforcement Tab 2:F:2 - Fire protection Tab 2:F:3 – Search and Rescue Tab 2:F:4 – Health and Medical Tab 2:F:5 – Mass Care & Sheltering</p>
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The following Campus Emergency Plan has been reviewed by the local emergency management officer and/or the IEMA Regional Coordinator for _____ County.

Signature(s) _____ Date _____

_____ Date _____