

Campus Emergency Operations Plan Campus Violence Prevention Plan Reference and Worksheet

This worksheet facilitates the inclusion of sections found in the All Hazards Campus Emergency Plan and Campus Violence Prevention Plan as set forth in the Campus Security Enhancement Act of 2008. 29 Ill. Adm. Code 305

SUBPART B: REQUIREMENTS OF CAMPUS EMERGENCY OPERATIONS PLAN

Initial Analysis and Assessment: Section 305.30

To begin the planning process and in conjunction with the annual review and updates, as provided in Subpart B, the higher education institution shall perform all of the following tasks:

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.30a	Conduct an all hazard analysis for the higher education institution.				
305.30a1	Hazard Analysis - Identify all Hazards, including natural, man-made and technological. The following shall be included: Severe Weather, Fire, Bomb threats or the discovery of suspicious items, Structural failure or loss of utility service, Mass casualty event, Release of hazardous materials (indoor/outdoor), Use of weapons/hostage situations/active shooter, Public health, Emergency, Earth quakes.				
305.30a2	Hazard Analysis - Profile hazards, considering frequency, magnitude, intensity, location, spatial extent, duration, seasonal pattern, speed of onset and availability of warning, using historical data, scientific methods or other sources; and				
305.30a3	Hazard Analysis – Compare and prioritize risks of the hazards identified.				

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.30b	The CEOP shall assess vulnerabilities within the higher education institution:				
305.30b1	Assess Vulnerabilities – Collect demographic data (such as daily population patterns, traffic patterns, seasonal population changes, special needs populations) to determine potential consequences of identified hazards on people and community functions.				
305.30b2	Assess Vulnerabilities - Collect structural inventory data (including data on critical facilities, residential, commercial and industrial structures, lifelines, and transportation) to determine consequences of identified hazards on community functions, property and sites of potential secondary hazards.				
305.30c	Assess response capabilities of the higher education institution, identify shortfalls in response capabilities and develop strategies to alleviate shortfalls, such as memorandums of understanding, mutual aid agreements or Good Samaritan agreements.				
305.30d	In analyzing and assessing the CEOP, higher education institutions may include, but not be limited to, the designated campus public safety officer, the campus emergency planning team, the campus emergency management director, local mental health community providers, local first responder agencies and ESDAs, county or major municipal emergency managers, or other persons deemed appropriate.				

Basic Plan Requirements: Section 305.40

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.40a	The CEOP shall have a foreword that includes:				
305.40a1	Forward – A document signed and dated by the president or most senior level administrator of the higher education institution approving the plan.				
305.40a2	Forward - A register for recording changes and entering change dates.				
305.40a3	Forward – A distribution list of the recipients, indicating whether complete plans or specific portions were distributed.				
305.40a4	Forward – A table of contents listing all sections of the plan.				
305.40b	The CEOP shall have a Basic Plan Overview detailing the higher education institution’s approach to emergency operations, including:				
305.40b1	Basic Plan - A general-purpose statement of the CEOP.				
305.40b2	Basic Plan - A list of assumptions used in developing the plan.				
305.40b3	Basic Plan – 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).				
305.40b4	Basic Plan – 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 continuous leadership, authority and responsibility.				
305.40b5	Basic Plan – 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 the primary and support responsibilities.				

RULE REF	Requirement	Notes	CEOP Referenced on		
			Page #	Page #	Page #
305.40b6	Basic Plan – Maps, or references to maps, pertinent to emergency operations planning for the higher education institution and including, but not limited to, locating fixed hazards.				
305.40b7	Basic Plan – An attachment 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.				
305.40b8	Basic Plan - Procedures detailing how the higher education institution will request outside assistance in a disaster, such as assistance from the ESDA or IEMA, or both.				
305.40b9	Basic Plan – Citations to the legal authorities for emergency operations, including, but not limited to, ordinances.				
305.40b10	Basic Plan – Assignment of responsibility for plan maintenance, review, evaluation and updating.				

Functional Annex Requirements – Basic Document: Section 305.50

The CEOP shall include an annex addressing how the higher education institution will perform each of the following functions: (305.50a)

1. **Direction and Control** - What means the higher education institution will use to direct and control activities during and following emergency situations? These activities are outlined in subsections (a)(2) through (a)(10).
2. **Communications** - How information will be exchanged among responder's administrative officials, teachers and students and other interested persons during and after a disaster/emergency situation.
3. **Warning/Disaster/Emergency Information** – How the public and campus community will be warned and instructed regarding actual or threatened hazards through the public media or other means.
4. **Public Information** – The means, organization and process by which a higher education institution will provide timely, accurate, and useful information and instructions to the community throughout a disaster/emergency. It includes information disseminated to the public through the media and other information sources on what is happening, what the response organization is doing, and what the public should do for its safety. The higher education institution shall address the circumstances of special needs populations, including limited English proficiency populations.
5. **Disaster Intelligence/Damage Assessment** – The means the political subdivision will use to identify, collect, analyze and disseminate information on the extent and impact of the disaster.
6. **Evacuation/Shelter-in-Place/Lockdown** – The movement of people to a safe area from an area believed to be at risk, when emergency situations necessitate that action.
7. **Mass Care** – Actions taken to ensure appropriate services are provided at a mass care facility, including, but not limited to, providing temporary shelter, food, medical care, clothing and other essential life support needs to people displaced from their homes because of a disaster situation.
8. **Health and Medical** - The activities associated with providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health environmental health, mental health services.
9. **Mortuary Services** – Activities including the collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin.
10. **Resource Management** – The process of managing people, equipment, facilities, supplies and other resources to satisfy the needs generated by a disaster. This includes the management of volunteer response teams and spontaneously responding volunteers.

Annex A1- Direction and Control: Section 305.50a1

What means the higher education institution will use to direct and control activities during and following emergency situations.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page#
305.50b	Each campus functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex – A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50c	In addition to addressing the requirements of subsection (b), the Campus Direction and Control annex shall also:				
305.50c1	Campus Describe the direction and control relationship of tasked organizations, including:				
305.50c1A	Campus Direction and Control Annex – The command structure, who specifically will be in charge during emergency response operations.				
305.50c1B	Campus Direction and Control Annex – The authorities of, and limitations on, key response personnel such as the on-scene Campus Incident Commander.				
305.50c1C	Campus Direction and Control Annex – How disaster/emergency response organizations will be notified when it is necessary to respond.				
305.50c1D	Campus Direction and Control Annex – The means that will be used to obtain, analyze, and disseminate information (for decision making, requesting assistance, reporting, etc.).				

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50c1E	Campus Direction and Control Annex – The relationship between the CEOC and the Campus Incident Command post.				
305.50c2	Campus Direction and Control Annex – List the organizations that are tasked with the specific direction and control responsibilities and describe those responsibilities. <u>Include the assignment of responsibility for:</u>				
305.50c2A	Campus Direction and Control Annex – Reporting to the CEOC when activated.				
305.50c2B	Campus Direction and Control Annex – Coordinating press releases among response organizations.				
305.50c2C	Campus Direction and Control Annex – Managing the primary and alternate CEOCs.				
305.50c2D	Campus Direction and Control Annex – Maintaining a significant events log.				
305.50c2E	Campus Direction and Control Annex – Removing debris.				

Annex A2 - Communications: Section 305.50a2

How information will be exchanged among responders, administrative officials, teachers and students and other interested persona during and after a disaster/emergency situation.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50d	In addition to addressing the requirements of subsection (b), the Campus Communications annex shall also:				
305.50d1	Campus Communications Annex - Describe the total emergency communications systems used for communication among all groups and individuals involved in the political subdivision’s response to an emergency.				
305.50d2	Campus Communications Annex – Describe the primary and backup communication methods and personnel.				
305.50d3	Campus Communications Annex – Identify the organizations assigned to coordinate all communication activities.				
305.50d4	Campus Communications Annex – List the organizations that are tasked with specific communications responsibilities and describe those responsibilities.				
305.50d5	Campus Communications Annex – Identify the representative from each tasked organization who will report to the EOC when activated.				

Annex A3 – Warning/Disaster/Emergency Information: Section 305.50a3

How the public and campus community will be warned and instructed regarding actual or threatened hazards through the public media or other means.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50e	In addition to addressing the requirements of subsection (b), the Campus Warning/Disaster/Emergency Information annex shall also:				
305.50e1	Campus Warning/Disaster/Emergency Information – Identify the methods used to provide warning/disaster/emergency information for the public and special populations, including limited English proficiency populations				
305.50e2	Campus Warning/Disaster/Emergency Information – Identify the locations of outdoor warning/disaster/emergency information devices and define the geographical areas covered.				
305.50e3	Campus Warning/Disaster/Emergency Information – Describe the specific warning/disaster/emergency information responsibilities assigned to the tasked organizations.				
305.50e4	Campus Warning/Disaster/Emergency Information – Identify the department or agency responsible for activating public warning/disaster/emergency information systems.				

Annex A4 – Campus Public Information: Section 305.50a4

The means, organization and process by which a higher education institution will provide timely, accurate, and useful information and instructions to the community throughout a disaster/emergency. It includes information disseminated to the public through the media and other information sources on what is happening, what the response organization is doing, and what the public should do for its safety. The higher education institution shall address the circumstances of special needs populations, including limited English proficiency populations.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50f	In addition to addressing the requirements of subsection (b), the Campus Public Information annex shall also:				
305.50f1	Campus Public Information Annex – Assign a person to be the Campus Public Information Officer (CPIO) responsible for coordinating information gathering and production, rumor control, public inquires, and media relations.				
305.50f2	Campus Public Information Annex – Designate a facility or site as the public information center.				
305.50f3	Campus Public Information Annex – List organizations that are tasked with specific public information responsibilities and describe those responsibilities.				
305.50f4	Campus Public Information Annex – Assign a public information representative to report to the CEOC when activated.				
305.50f5	Campus Public Information Annex – Identify a facility or site for the Joint Information Center during major incidents on campus.				

Annex A5 – Disaster Intelligence/Damage Assessment Recovery Planning: Section 305.50a5

The means the higher education institution will use to identify, collect, analyze and disseminate information on the extent and impact of the disaster and those plans for recovery and restoration of operations.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.5b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50g	In addition to addressing the requirements of subsection (b), the Campus Disaster Intelligence/Damage Assessment/Recovery Planning annex shall also:				
305.50g1	Campus Disaster Intelligence/Damage Assessment/Recovery Planning Annex – List the organizations that are tasked with specific disaster intelligence/damage assessment/recovery planning responsibilities and describe those activities.				
305.50g2	Campus Disaster Intelligence/Damage Assessment/Recovery Planning Annex - Assign a disaster intelligence/damage assessment/recovery-planning representative to report to the CEOC when activated.				

Annex A6 – Evacuation/Shelter-in-Place/Lockdown: Section 305.50a6

The movement of people to a safe area from an area believed to be at risk, when disaster/emergency situations necessitate that action.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50h	In addition to addressing the requirements of subsection (b), the Campus Evacuation/Shelter-in-Place/Lockdown annex shall also:				
305.50h1	Campus Evacuation/Shelter-in-Place/Lockdown Annex - List the organizations that are tasked with specific evacuation/shelter-in-place/lockdown responsibilities and describe those responsibilities.				
305.50h2	Campus Evacuation/Shelter-in-Place/Lockdown Annex – Identify the department, agency or organization responsible for coordinating all transportation resources planned for use in an evacuation.				

Annex A7 – Campus Mass Care: Section 305.50a7

Actions taken to ensure appropriate services are provided at a mass care facility, including, but not limited to, providing temporary shelter, food, medical care, clothing and other essential life support needs to people displaced from their homes because of a disaster situation.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50i	In addition to addressing the requirements of subsection (b), the Campus Mass Care annex shall also:				
305.50i1	Campus Mass Care Annex – List the organizations that are tasked with specific mass care responsibilities and describe those responsibilities, including:				
305.50i1A	Campus Mass Care Annex – Identification of the department, agency, or organization responsible for determining the need to open shelter.				
305.50i1B	Campus Mass Care Annex – Identification of the department, agency, or organization responsible for disaster/emergency mass feeding operations.				
305.50i1C	Campus Mass Care Annex – Identification of the department, agency, or organization responsible for providing health and, or medical care including mental health services at shelter and /or congregate care facilities.				
305.50i2	Campus Mass Care Annex – Assign a mass care representative to report to the CEOC when activated.				
305.50i3	Campus Mass Care Annex – Identify the mass care representative who will coordinate press releases with the CPIO.				

Annex A8 – Campus Health and Medical Services: Section 305.50a8

The activities associated with providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health, environmental health and mental health services.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50j	In addition to addressing the requirements of subsection (b), the Campus Health and Medical Services annex shall also:				
305.50j1	Campus Health and Medical Service Annex – List the organizations and individuals that are tasked with responsibilities for providing disaster/emergency health and medical services and describe those responsibilities, including:				
305.50j1A	Campus Health and Medical Service Annex – Identification of the department, agency, or organization responsible for arranging crisis counseling for emergency workers.				
305.50j1B	Campus Health and Medical Service Annex – Identification of the department, agency or organization responsible for sanitation services.				
305.50j2	Campus Health and Medical Service Annex – Assign a health and medical services representative to report to the EOC when activated.				
305.50j3	Campus Health and Medical Services Annex – Identify the Department, agency or organization responsible for providing post-incident mental health care.				

Annex A9 – Campus Mortuary Services: Section 305.50a9

Activities including the collection, identification, and care of human remains; determining the cause of death; inventorying and protecting deceased’s personal effects; and locating and notifying the next of kin.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50k	In addition to addressing the requirements of subsection (b), the Campus Mortuary Services annex shall also:				
305.50k1	Campus Mortuary Services Annex – List the organizations and individuals that are tasked with mortuary services responsibilities and describe those responsibilities.				
305.50k2	Campus Mortuary Services Annex – Describe how mortuary services will be expanded during a mass casualty incident, if necessary.				

Annex A10 – Campus Resource Management: Section 305.50a10

The process of managing people, equipment, facilities, supplies and other resources to satisfy the needs generated by a disaster. This includes the management of volunteer response teams and spontaneously responding volunteers.

RULE REF	Requirement	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.50b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
305.50l	In addition to addressing the requirements of subsection (b), the Campus Resource Management annex shall also:				
305.50l1	Campus Resource Management Annex – List the organizations and individuals that are tasked with resource management responsibilities and describe those responsibilities. Include identification of who will organize, manage, coordinate, and distribute the donations of money, goods, and labor received from individual citizens and volunteer groups during an emergency.				
305.50l2	Campus Resource Management Annex – Inventory the resources available, such as emergency supplies and equipment maintained for the campus community to use during a disaster/emergency.				
305.50l3	Campus Resource Management Annex – Assign a resource management representative to report to the CEOC when activated.				

Additional Annexes (Optional): Section 305.50m

The higher education institution may include additional functional annexes in the CEOP as determined by the higher education institution to be necessary for the emergency management efforts of the higher education institution in the event of a disaster, including, but not limited to, the following functions: search and rescue, law enforcement, public works, transportation, energy management, energy management, animal welfare, legislative relations, aviation operations and/or others.

RULE REF	Requirement (Optional)	Notes	CEOP Reference on		
			Page #	Page #	Page #
305.50b	Each Functional annex required by subsection (a) shall individually address:				
305.50b1	Functional Annex - The purpose of the function.				
305.50b2	Functional Annex - A description of situations that trigger implementation of the function.				
305.50b3	Functional Annex - A description of assumptions that apply to the function.				
305.50b4	Functional Annex – The concept of operations for the function.				
305.5b5	Functional Annex – Assignment of responsibility for annex maintenance, review and updating.				
3015.5m	The higher education institution may include additional functional annexes in the CEOP as determined by the higher education institution to be necessary for the emergency management efforts of the higher education institution in the event of a disaster, including, but not limited to, the following functions: search and rescue, law enforcement, public works, transportation, energy management, energy management, animal welfare, legislative relations, aviation operations and/or others.	(OPTIONAL)			



Campus Violence Prevention Plan

SUBPART C: REQUIREMENTS FOR CAMPUS VIOLENCE PREVENTION PLAN

Campus Violence Prevention Plan: Section 305.60

RULE REF	Requirement	Notes	CVPP Reference on		
			Page #	Page #	Page #
305.60a	Pursuant to the Act, each higher education institution shall develop an inter-disciplinary and multi-jurisdictional Campus Violence Prevention Plan (CVPP).				
305.60b	The CVPP shall have a foreword that includes:				
305.60b1	Foreword – A document signed and dated by the president or most senior level administrator of the higher education institution approving the plan				
305.60b2	Foreword – A register for recording changes and entering change dates.				
305.60b3	Foreword – 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 cvpp to campus community.				
305.60b4	Foreword – A table of contents.				
305.60c	The body of the CVPP shall include:				
305.60c1	Basic Plan - Integration of existing campus programs and policies that deal with associated issues (e.g., workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention);				
305.60c2	Basic Plan - Incorporation of violence prevention strategies into related policies and/or procedures;				
305.60c3	Basic Plan – Encouragement of zero tolerance policy statements that reaffirm violence prevention strategies; and				
305.60c4	Basic Plan – Development and implementation of a Campus Violence Prevention Committee and Campus Threat Assessment Team.				

Campus Violence Prevention Committee: Section 305.70

RULE REF	Requirement	Notes	CVPP Reference on		
			Page #	Page #	Page #

305.70a	Each higher education institution shall develop and implement a Campus Violence Prevention Committee (CVPP) tasked with implementing the CVPP.			
305.70b	The CVPC shall determine the committee structure and the individuals responsible for education and prevention of violence on campus.			
305.70c	Participants from faculty, campus administration, student affairs, law enforcement, human resources, counseling services, residence life, county or major municipal emergency managers and others deemed appropriate are recommended for the CVPC.			

Campus Threat Assessment Team; Section 305.80

RULE REF	Requirement	Notes	CVPP Reference on		
			Page #	Page #	Page #
305.80a	Each higher education institution shall develop and implement a Campus Threat Assessment Team for the purpose of creating a campus-wide threat assessment policy. The team shall conduct threat assessments, address aberrant, dangerous, or threatening behavior on campus and provide guidance and best practices for preventing violence and providing supportive services.				

305.80b	The team shall consist of faculty, law enforcement, human resources, legal counsel, and mental health professionals. It may also include other persons and organizations deemed appropriate to a particular circumstance.			
305.80c	The team shall create a written Threat Assessment Policy that provides:			
305.80c1	Campus Threat Assessment Team -Guidance to students, faculty and staff about how to recognize, address and report aberrant behavior;			
305.80c2	Campus Threat Assessment Team – Identify individuals that will have access to information;			
305.80c3	Campus Threat Assessment Team – Use a fact-based assessment process to investigate threats, actions or conduct that may lead to targeted violence and determine situation specific response action plans;			
305.80c4	Campus Threat Assessment Team – Access a range of support services for students, faculty and staff that includes mental health services, crisis management and comprehensive services for victims, whether provided on campus or by accessing community resources; and			
305.80c5	Campus Threat Assessment Team – Requirements for protecting the privacy of persons providing information to and subject to scrutiny by the threat assessment team.			
305.80d	All areas of the campus community shall be required to cooperate with requests from the threat assessment team relative to successfully monitoring any threatening behavior.			
305.80e	The team shall meet regularly to provide post-incident assessments and evaluate the effectiveness and response to incidents on a case or aggregate basis.			

SUBPART D: COORDINATION, SUBMISSION AND REVIEW REQUIREMENTS FOR CAMPUS EMERGENCY OPERATIONS PLAN AND CAMPUS VIOLENCE PREVENTION PLAN

Coordination, Submission and Review: Section 305.90

RULE REF	Requirement	Notes	CEOP/CVPP Reference on		
			Page #	Page #	Page #
305.90a	Coordination, Submission, Review – CEOPs and CVPPs are to be completed on or before July 15, 2009.				

305.90b	<p>Coordination, Submission, Review – The CEOP and CVPP shall be reviewed by the local ESDA to ensure that plan requirements in subparts B and C of this Part are addressed and included in the CEOP and CVPP and are coordinated with ESDA response capabilities. Where the CEOP and/or CVPP cannot be coordinated with ESDA capabilities, the IEMA Regional Office shall provide technical advice and guidance to help identify resources to meet requirements. Upon completion of the CEOP and CVPP by the higher education institution, a copy of each shall be provided to the local ESDA, IEMA Regional Office, and either IBHE or ICCB, as appropriate. Copies shall include a written attestation from the local ESDA that the CEOP and CVPP have been reviewed and they address the components in Subparts B and C.</p> <p>Note a copy should also be sent to the County ESDA for inclusion into county plans.</p>			
305.90c	<p>Coordination, Submission, Review –Each higher education institution shall conduct an annual review and update. The review and update shall include the requirements provided for in Subparts B and C.</p>			
305.90d	<p>Coordination, Submission, Review – The campus administrators responsible for the execution of the CEOP and CVPP shall participate in the review. Participation by the director of campus public safety, campus emergency planning team, local mental health provider, local first responder agency, county or major municipal emergency manager, and other persons deemed appropriate by the higher education institution is recommended.</p>			
305.90e	<p>Coordination, Submission, Review – If amendments are deemed appropriate by the higher education institution, then those amendments shall be reviewed by the local ESDA to ensure that plan requirements in Subparts B and C are addressed in the CEOP and CVPP and are coordinated with the ESDA response capabilities. A copy of the amendments shall be provided to the local ESDA (including County Coordinators Office), IEMA Regional Office, and IBHE/ICCB. Copies of the amendments shall include a written attestation from the local ESDA that the amendment and CEOP and CVPP have been reviewed and they address the components in Subparts B and C. If there are no amendments CEOP and /or CVPP, then the higher education institution shall so report to the local ESDA, IEMA Regional Office, and IBHE/ICCB, in writing, signed and dated by the higher education institution.</p>			
305.90f	<p>The IBHE and the ICCB shall compile a list of higher education institutions that have completed a CEOP and CVPP and the annual review and update.</p>			

SUBPART E: TRAINING AND EXERCISE REQUIREMENTS

Training - Section 305.100

Each higher education institution shall conduct training on its CEOP and CVPP at least once annually. Training shall ensure that all administrators, faculty, staff, students and any other members of the campus community are familiar with key components of the CEOP and CVPP.

RULE REF	Requirement	Notes
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305.100	Each higher education institution shall conduct training on its CEOP and CVPP at least once annually. Training shall ensure that all administrators, faculty, staff, students and any other members of the campus community are familiar with key components of the CEOP and CVPP.	
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Exercise Requirements for the Campus Emergency Operations Plan
and Campus Violence Prevention Plan – Section: 305.110

RULE REF	Requirement	Notes
305.110a	Each higher education institution, in coordination with the local ESDA, shall conduct an annual exercise of its CEOP and CVPP. This requirement can be satisfied with a full scale, functional or tabletop exercise.	
305.110b	CEOP and CVPP exercises shall be conducted to examine the objectives identified in this part.	
305.110c	The higher education institution shall submit to the local ESDA, County Coordinators Office, IEMA Regional Office, and either the IBHE or the ICCB, as appropriate, a description of:	
305.110c1	Exercise – Type of exercise and exercise date;	
305.110c2	Exercise – Exercise scenario;	
305.110c3	Exercise – Scope of participation;	
305.110c4	Exercise –Exercise objectives; and	
305.110c5	Exercise –CEOP and CVPP functional areas being tested.	