



# **Illinois Central College Campus Emergency Operations Plan**



**September 2025**

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## **Introduction and Purpose**

- A. This Illinois Central College (ICC) Campus Emergency Operations Plan (C-EOP) will outline actions to be taken by designated ICC officials in conjunction with local, state, and federal governmental officials, and cooperating private or volunteer organizations to:
  - 1. Prevent avoidable emergencies and disasters and reduce the vulnerability of persons associated with ICC to emergencies and disasters that may occur
  - 2. Establish capabilities for protecting students, employees, and others from the negative effects of emergencies and disasters
  - 3. Respond effectively and efficiently to the occurrence of emergencies and disasters
  - 4. Provide for recovery in the aftermath of any emergency or disaster affecting the college
- B. This C-EOP is a multi-hazard, multi-functional plan, broken down into three components:
  - 1. A basic plan that serves as an overview of the college's approach to emergency management
  - 2. Annexes that address specific activities critical to emergency response and recovery
  - 3. Attachments that contain forms, methods, details, and technical information for use in specific emergency operations
- C. Illinois Central College (ICC) emergency operations shall be managed in accordance with federal National Incident Management System (NIMS) principles.
- D. It is not the intent of this plan to attempt to deal with those events which happen on a daily or frequent basis, do not cause widespread problems, or are handled routinely by the administration and staff. It will, however, attempt to deal with emergency or disaster events which create needs victims cannot handle without assistance, and which may require an extraordinary commitment of college and/or other resources.
- E. This Campus Emergency Operations Plan is developed and compiled by the ICC Police Department and members of the ICC Executive Cabinet. During the C-EOP development, appropriate college personnel and various other resources are consulted to discuss their roles, responsibilities, and capabilities in an emergency or disaster. This plan includes their input.
- F. The basic plan is for use primarily by the administrators and assigned staff of the college who should understand their roles and responsibilities under this plan. However, all appropriate involved staff should also be familiar with it. The annexes and attachments are guides specific to functional areas and specific staff. New administrators and staff will be briefed as they assume their duties.
- G. The ICC Police Chief or a designee will facilitate training exercises to increase competency in emergency management. Employees shall complete emergency preparedness training and exercises as required by the ICC administration.
- H. Staff with specific assigned tasks will be responsible for the development and maintenance of their respective segments of the plan. They may be directed to update their segments based on experience gained during emergencies, deficiencies identified through drills and exercises, and changes in college structure and procedures.
- I. The compilation, publication, and submission of the C-EOP, annexes, and attachments is the responsibility of the ICC Police Chief.

## Promulgation

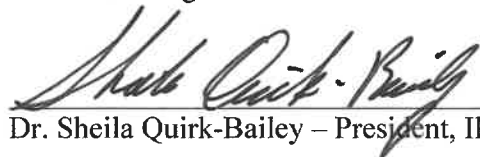
Officials of Illinois Central College, in conjunction with other appropriate resources, have developed this Campus Emergency Operations Plan (C-EOP) to enhance ICC's response to emergencies and disasters which could occur on Illinois Central College's campuses. This plan will assist the college administration in accomplishing one of its primary responsibilities: protecting the lives and property of students, faculty, staff, administrators, and others.

This Campus Emergency Operations Plan complies with the State of Illinois Campus Security Enhancement Act of 2008 (110 ILCS 12/1) and is consistent with the National Incident Management System (NIMS) as implemented in the National Response Framework adopted January 2008. If any section, clause, or provision of this plan shall be held invalid, such invalidity shall not affect any other provisions of this plan.

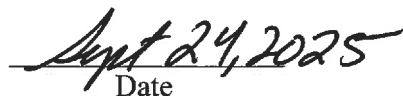
Authorized administrative officials of Illinois Central College are hereby authorized to activate all or any appropriate part of the Plan as needed, in accordance with the Campus Emergency Operations Plan Activation section of this C-EOP, in order to direct and control the college's emergency response operations. The ICC Administration official authorizing the activation shall notify the chairperson of the Board of Trustees of the actions taken.

This plan and its provisions replace all previous Campus Emergency Operations Plans and becomes official when signed below by the by the college president.

Authorized Signature:



Dr. Sheila Quirk-Bailey – President, Illinois Central College



Date

## **Distribution List**

### **ICC Campus Community**

Public version via college website <https://icc.edu/campuspolice>

### **Illinois Central College (for additional distribution to subordinates, as appropriate)**

Members of Emergency Response Group and Emergency Management Leadership Group

### **Cities of East Peoria, Peoria, Pekin**

Police Chief, Fire Chief

### **Counties of Tazewell and Peoria**

Emergency Management Agency, Department of Public Health, Sheriff's Department

### **State of Illinois**

Community College Board, State Police – District 8

## **Situations and Assumptions**

### **Situations**

- A. ICC has three separate campuses in different cities within Tazewell and Peoria Counties in Central Illinois.
  - 1. The East Peoria Campus (1 College Dr. East Peoria, IL 61635) is located on approximately 400 acres on the northern edge of the city of East Peoria. The campus property is comprised of eleven separate buildings, multiple roadways, parking lots, athletics fields, agricultural and horticultural fields, and some densely wooded areas. The Campus is slightly isolated from the rest of the city, but is a common thoroughway for area residents.
  - 2. The Peoria Campus (5407 N. University St. Peoria, IL 61635) is located inside the city of Peoria off a major roadway. It has only one roadway in and out, multiple parking lots on the outer ring of campus, and is surrounded on most sides by residential and open grassy areas. The campus has 9 buildings, many of them with connecting hallways.
  - 3. The Pekin Campus (225 Hanna Dr. Pekin, IL 61635) is located on the southern side of Pekin in an industrial park area. It has one main building with 9 classrooms/labs, and one outbuilding for program storage.
- B. ICC serves all or parts of ten Central Illinois counties: Peoria, Tazewell, Woodford, Bureau, Logan, Marshall, Livingston, McLean, Stark and Mason. It is the seventh largest community college district in Illinois in terms of square miles (2,322 square miles).
- C. ICC generally has approximately 7,000 to 9,000 students each semester and approximately 800 regular employees. Offices are open and classes are held mainly Monday through Friday, with varied events and classes held on the weekends.
- D. The climate of Tazewell and Peoria Counties is generally temperate and all four seasons are experienced. Seasonal extremes are seen at times, and severe weather can be seen at various times throughout the year.
- E. Major transportation routes nearby include State Routes 24, 150, and 116, and Interstate 74 and 474. The Peoria River also runs through the area.

### **Assumptions**

- A. Initial ICC actions and emergency response will be in accordance with ICC policies and procedures published separately as:
  - 1. ICC Emergency Response Guide
  - 2. ICC Standard Operating Procedures
  - 3. ICC Police General Orders and Operational Procedures
- B. ICC assumes that the appropriate Authority Having Jurisdiction (AHJ) over the affected campus location(s) may assume operational command or be part of unified command of any large-scale emergency or disaster.
- C. Resources immediately available to ICC will be deployed in support of the AHJ.
- D. ICC may have limited resources on hand or in reserve; therefore, ICC will rely on the AHJ or other local, regional, state and federal emergency management agencies for additional assistance and material support.
- E. ICC assumes the AHJ will notify and request additional resources in accordance with existing mutual aid agreements with local, regional, state and federal agencies, such as the Illinois Emergency Management Agency (IEMA), Federal Emergency Management Agency (FEMA), and the American Red Cross.

## **Preparedness, Mitigation, and Emergency Management Phases**

While preparedness and mitigation are not technically part of the critical incident cycle, they serve a valuable purpose in readying the institution for an incident. Preparedness and mitigation are related, but different types of activities occur. Both are critical to ICC's safety program efforts. Unlike mitigation activities, which are aimed at preventing a disaster from occurring, preparedness focuses on preparing personnel, equipment, policies, and procedures for when an emergency or disaster occurs.

### **Preparedness**

Preparedness is characterized by a variety of activities in the areas of awareness, collaborative planning, training, education, focused exercises, and drills. This preparedness is ongoing and may include times of heightened awareness due to specific warnings, as well as the ordinary periods of normal functioning during which the campus community engages in preparedness efforts.

### **Mitigation**

Mitigation describes programs and activities designed to diminish the effects of emergencies by eliminating the risk, minimizing their number and severity, and improving the likelihood of rapid recovery. These mitigation efforts may involve capital expenditures and proactive policy formulation.

## **Emergency Management Phases**

### **Initial Response Phase**

The initial phase of an incident is usually manifested by the absence of a substantive command presence at the scene. Consequently, there may be a lack of coordinated control and management of personnel and resources. Typically, this phase occurs during the first few minutes or hours of the incident when the incident is most dynamic. This phase may be complicated by confusion and a lack of accurate information needed for decision making.

To address this, the Campus Incident Commander must initiate assessments to ascertain the scope and breadth of the incident. In many cases, information may be conflicting, quickly outdated, and may not represent a completely accurate picture of the incident as it is occurring. Initial campus emergency response activities are primarily managed at the field level. Emphasis is placed on minimizing the effects of the emergency or disaster. Responders will initiate the Incident Command System (ICS) to organize the response. Initial response activities may include, but are not limited to:

- Containing or neutralizing existing threats
- Disseminating warnings and emergency public information to the campus community and to the surrounding area
- Conducting life safety and/or rescue operations
- Requesting assistance to enhance response efforts
- Triaging, treating, and transporting injured victims
- Clearing buildings and conducting evacuation operations
- Restricting the movement of traffic or people and unnecessary access to affected areas
- Coordinating with other emergency response agencies at the scene
- Implementing Unified Command, as needed
- Assessing the need for mutual aid assistance
- Implementing the Campus Emergency Operations Plan (C-EOP)

## **Stabilization Phase**

During this phase, the responders begin to gain control over the incident by managing the scene, gathering information, and enhancing communication between the responders. This phase begins at the end of the initial phase and may last for several hours or for days, depending on the incident.

As the immediate threat to life, property, and the environment subsides, efforts are initiated to ensure that the needs of the incident are addressed. Stabilization activities are directed at the field level by the ICC Emergency Response Group and are supported by the Emergency Management Leadership Group. Stabilization activities involve the coordination and management of personnel and resources to facilitate the transition to maintenance and recovery operations. Response personnel will continue to use the ICS to manage field operations. Stabilization activities may include, but are not limited to:

- Evaluation of any further threat facing the campus
- Continuing containment measures to restrict access to the scene
- Disseminating follow-up emergency public information
- Conducting initial damage assessments and surveys
- Operating mass care facilities
- Restoring vital utility services
- Procuring required items to sustain operations
- Prioritizing and tracking resource allocation
- Documenting expenditures
- Maintaining interagency coordination
- Conducting advance planning activities

## **Maintenance Phase**

This is typically the longest phase of the *active response* effort. During this phase, the Incident Command / Unified Command's focus is on what needs to be done to sustain the operations. This phase may last for several days to several weeks, depending on the nature of the incident.

As the immediate threat to life, property, and the environment subsides, maintenance of the ongoing mission will begin through various activities. Maintenance activities involve continuing the response effort to the campus and the affected area(s). These activities may be both short-term and long-term activities and may include, but are not limited to:

- Dissemination of follow-up public information to the campus community
- Continued containment measures to restrict access to the scene
- Restoration of all utility services
- Development and implementation of action plans for extended operations
- Development and implementation of business continuity plans

## **Recovery Phase**

The recovery phase is typically the longest and costliest phase of the *overall* response effort. Recovery occurs when the college community turns its focus to returning to a "new normal" and this phase can last from days to months and even years, depending on the severity of an incident. Recovery includes but is not limited to:

- Establishing communication avenues, such as an incident information webpage or a call center to manage inquiries to facilitate the communication process

- Restoration of the academic-learning environment
- Psychological and emotional recovery
- Physical and structural assessments and recovery

### **Termination Phase**

This phase is when the incident is officially concluded. All of the response and recovery issues have been completed. All administrative and financial issues have been satisfied, critiques and After-Action Reviews or Debriefs have been written. An Improvement Plan should be created that will include broad recommendations and corrective actions. Improvement Plan guidelines include:

- The corrective actions included in the Improvement Plan should be measurable
- The actions included in the Improvement Plan should designate a projected start date and completion date
- Corrective actions should be continually monitored and reviewed as part of an organizational process to enhance future responses

## **Operations Groups / Chains-of-Command**

Two key Emergency Operations Groups have primary responsibility during an ICC emergency or disaster, the Emergency Management Leadership Group and the Emergency Response Group. Certain group members may have specific designees in place, in case a group member is unavailable to fill their role during an incident.

**Emergency Management Leadership Group (EMLG):** The EMLG Director is the ICC President. Members of the EMLG may be called upon as needed by the EMLG Director to report to a virtual or in-person Campus Emergency Operations Center (C-EOC) to provide support to the Emergency Response Group in terms of policy guidance and resource coordination. The C-EOC will also handle public communications and plan for the recovery phase of the incident.

The Executive Vice President of Administration and Finance or a designee will be the primary liaison between the C-ICP and the C-EOC, unless designated otherwise by the EMLG Director. In the absence of the President, the EMLG Director will be the Executive Vice President of Academic Affairs, unless specifically designated otherwise by the President.

**Emergency Response Group (ERG):** The Executive Vice President of Administration and Finance is the ERG Leader and Campus Incident Commander. Members of the ICC Emergency Response Group may be called upon as needed by the ERG Leader to provide oversight and management of the immediate and ongoing response to any ICC emergency or disaster. The Emergency Response Group will be the primary group tasked to coordinate interagency response, provide resources and information to emergency responders, participate in Unified Command, and offer ICC-specific expertise.

The ICC Police Chief may generally begin oversight of tactical response from a temporary Incident Command Post (ICP). Initial response activities will be coordinated at this location, transitioning to an established ICP with a Unified Command Team for large scale incidents. The ICC Police Chief or designee will work as part of the Unified Command Team and liaison to establish communication between the ICP and any internal Campus Incident Command Post (C-ICP).

Members of the ERG may be called upon to work with a Unified Command Team, or be based in a C-ICP in a virtual or physical location.

In the absence of the Executive Vice President of Administration and Finance, the Emergency Response Group Leader will be the Senior Director of Facilities Services, unless specifically designated otherwise by the Executive Vice President of Administration and Finance or the President.

## **Emergency Operations Plan Activation**

Campus emergencies are usually reported first to Campus Police and may evolve very rapidly. The initial responding police supervisor will establish initial command. Campus Police staff will contact the ICC Police Chief immediately whenever an incident may have facility-wide impact, may require multiple resources, or take an extended period of time to address.

When the ICC Police Chief (or a designee) determines that the incident falls into the category of a major emergency or disaster as defined in this Campus Emergency Operations Plan (C-EOP), they will immediately contact the Executive Vice President of Administration and Finance, the head of the Emergency Response Group (ERG), who will contact the President. The Executive Vice President of Administration and Finance and the President will then determine activation of the Emergency Response and Emergency Management Leadership Groups. In the event of their absence, any member of the Emergency Management Leadership Group (EMLG) has the authority to activate this plan.

### **Levels of Emergency Response**

In responding to any emergency, it is important to identify and classify the severity of the incident to ensure the appropriate resources are allocated and the appropriate organizational structure is implemented in a timely fashion. There are three basic levels of emergency response, with higher numbers indicating higher severity of the incident and indicating more resources and coordination are required to manage it.

#### **Level 1 Incident - Minor Emergency**

A “Level 1 Incident” is classified as a Minor Emergency and defined as an incident with little or no threat to life/safety and little or no impact on normal college operations. Response to a Level 1 Incident is managed with little or no support from outside resources.

This EOP is not usually activated for a Level 1 Incident, but certain sections of the EOP can be used as standard operating procedures to guide the response to the situation. The Emergency Management Leadership Group and the Emergency Response Group are usually not activated.

The ICC Police Chief or Executive Vice President of Administration and Finance assesses the incident to determine if the Level of Emergency should be increased or if additional actions need to be taken. Updates will be provided through the chain-of-command to the ICC President.

#### **Level 2 Incident - Major Emergency**

A “Level 2 Incident” is classified as a Major Emergency and defined as an incident that threatens life or public safety and/or significantly impacts normal college operations. Response to a Level 2 Incident may require significant internal and external resources.

ICC Police will notify and/or request assistance from appropriate community partner agencies.

This C-EOP will be partially or fully activated. Members of the ERG will be activated to respond to a campus or unified Incident Command Post. Members of the EMLG will be activated to respond to a campus or unified Emergency Operations Center.

If the incident will significantly interrupt normal business at ICC and requires emergency policies, operations, and expenses, the ICC President may issue a Declaration of Emergency at the appropriate time.

### **Level 3 Incident – Disaster**

A “Level 3 Incident” is classified as a Disaster and defined as an incident that involves catastrophic damage or loss of life and requires closure of one or more campuses for an extended period of time. Response to a Level 3 Incident requires extensive internal and external resources. Some Level 3 Incidents may impact a widespread area beyond the college or an entire community, straining available outside resources.

ICC Police will notify and/or request assistance from appropriate community partner agencies.

This C-EOP will be fully activated. Members of the ERG will be activated to respond to a campus or unified Incident Command Post. Members of the EMLG will be activated to respond to a campus or unified Emergency Operations Center.

The ICC President shall issue a Declaration of Emergency at the appropriate time.

### **Citations to Legal Authorities**

The following laws and other source documents establish the legal basis for planning and carrying out all-hazards emergency responsibilities for Illinois Central College:

- Campus Security Enhancement Act (29 ILL. ADM. CODE 305)
- Higher Education Opportunity Act (Public Law 110-315)
- Illinois Emergency Management Agency Act, 20 ILCS 5/3305
- Illinois Administrative Code Title 29, as amended
- IEMA Administrative Rule on Local Emergency Operations Plans

## **Functional Needs Groups**

A “functional needs population,” according to the National Response Framework, is defined as populations whose members may have additional needs before, during, and after an incident in functional areas such as communication, transportation, supervision, and medical care. The following groups may need special consideration in an emergency or disaster response:

- A Children’s Center is present on the East Peoria Campus, Academic Building rooms 128A, 128B, and 129B. The Center is open 6:45 am – 5:00 pm Monday to Friday. The average number of children present at a time is 30 (aged 2-5), with an average number of 8 employees.
- Corporate and Community Education oversees a College for Kids program during a portion of the summer months. Up to 300 or so children aged 8 to 15 may be on campus at varying times Monday to Friday when this program is in session.
- Access Services serves many students with disabilities, including but not limited to, physical, sensory, psychological, cognitive, and learning disabilities.
- ICC serves a growing population of students who speak English as a second language, including several international students.

## Hazard Impact / Probability Analysis

Illinois Central College could be affected by a variety of emergencies or disasters. Although each incident may have unpredicted variables, the following tables provide an overview of the analysis of the potential impact on college operations and the anticipated probability of occurrence.

### Hazard Impact / Probability Chart (listed by impact on college operations)

Potential Hazard	Impact on College Operations	Probability
Cyber Attack	High	Medium
Power Outage	High	Medium
Network Outage	High	Low
Active Assailant / Hostage Situation	High	Low
Plane Crash	High	Low
Winter Storm - Severe	Medium	High
Bomb Threat / Violence Threat	Medium	Medium
Fire / Explosion	Medium	Medium
Public Health Emergency	Medium	Medium
Tornado	Medium	Medium
Hazardous Materials Release	Medium	Low
Biological Event	Medium	Low
Earthquake	Medium	Low
Major Criminal Incident	Medium	Low
Water Outage	Medium	Low
Structural Damage / Collapse	Medium	Low
Medical Emergency	Low	High
Death on Campus	Low	Low
Civil Disorder / Riot	Low	Low

### **Hazard Impact / Probability Chart (listed by probability of occurrence)**

<b>Potential Hazard</b>	<b>Impact on College Operations</b>	<b>Probability</b>
Winter Storm - Severe	Medium	High
Medical Emergency	Low	High
Power Outage	High	Medium
Cyber Attack	High	Medium
Bomb Threat / Violence Threat	Medium	Medium
Fire / Explosion	Medium	Medium
Public Health Emergency	Medium	Medium
Tornado	Medium	Medium
Network Outage	High	Low
Active Assailant / Hostage Situation	High	Low
Plane Crash	High	Low
Water Outage	Medium	Low
Major Criminal Incident	Medium	Low
Hazardous Materials Release	Medium	Low
Biological Event	Medium	Low
Earthquake	Medium	Low
Structural Damage / Collapse	Medium	Low
Death on Campus	Low	Low
Civil Disorder / Riot	Low	Low

## Appendix A: Change Register

When changes are made to this C-EOP, the following procedures shall be followed:

1. The Campus Police Department is ultimately responsible for maintaining, reviewing, and updating this plan. A review and necessary updates will be done annually at a minimum by the ERG and EMLG, or as needed when:
  - a. changes occur in personnel, resources, or operating procedures
  - b. after conducting an exercise of the plan or an actual emergency occurs, followed by an after-action review that finds a need for changes
  - c. new information or techniques are discovered that improve effectiveness
2. Plan-holders will be notified of changes by email, and the most up to date documents shall be maintained in Teams files.
3. When substantive changes are made, an entry should be noted in the following log:

<b>Date</b>	<b>Page(s) or Section(s) Changed</b>	<b>Entered By</b>
July 2016	Revised Emergency Operations Plan adopted	T. Larson
May 2019	Organization charts and personnel titles updated	T. Larson
September 2020	Page 5. Distribution list changes	T. Larson
	Pages 10-11. ERG and EMLG text changes and title changes	T. Larson
	Pages 14-15. Text changes to Level 1 incidents	T. Larson
	Pages 17-18. Public Health Emergency status change	T. Larson
September 2021	Pages 10-13. Changes to acronyms, position titles, and charts	T. Larson
September 2022	Addition of Situations in main body	E. Schwiderski
	Move declaration form and maps to Attachments A & B	E. Schwiderski
	Addition of Citations to Legal Authorities	E. Schwiderski
	Addition of Functional Needs Group section	E. Schwiderski
	Updates to Hazard Impact and Probability Chart	E. Schwiderski
	Creation of Annex A: Direction and Control. Moved organizational charts and responsibilities to this section. Includes C-ICP and C-EOC suggested locations, with new room features.	E. Schwiderski
	Creation of Annex B: Communications	E. Schwiderski
	Creation of Annex C: Warning and Notifications	E. Schwiderski
	Move Crisis Communication Plan to Annex D: Public Information	E. Schwiderski
	Separate CVPP to Attachment C	E. Schwiderski
February 2023	Addition of Attachment D: Campus Locations of Concern	E. Schwiderski
June 2023	Addition of Annex I: Fire-Explosion	E. Schwiderski
	Updates to Attachment D: Campus Locations of Concern	E. Schwiderski
September 2023	Updates to Main Body and Annex A: designees for the ERG	E. Schwiderski
	Updates to Annex A: Leadership Group Chart	E. Schwiderski

September 2023	Updates to Annex B: Group Communications - contact names and information	E. Schwiderski
	Updates to Annex C: warning templates, Peoria fire system, addition of Workforce Sustainability Center	E. Schwiderski
	Updates to Annex D: Reorganize into Crisis Communications Plan Annex and Crisis Communications Workbook; addition of communication tools table and threat specific attachments	E. Schwiderski K. Armstrong
	Updates to Attachment B: Addition of Workforce Sustainability Center Maps	E. Schwiderski
	Updates to Attachment C: new link to Student of Concern forms and updated priority levels for threat cases information	E. Schwiderski
	Addition of Attachment E: Law Enforcement Mutual Aid Agreements	E. Schwiderski
	Addition of Annex J: Bomb or Active Violence Threat	E. Schwiderski
September 2024	Updates to Main Body: Reflected campus facility changes in Situations section; Added Functional Needs groups	E. Schwiderski
	Updates to Annex B: MyAlert and LiveSafe app changes; Changes to Names and Phone Numbers	E. Schwiderski
	Updates to Annexes C and D: Title changes, MyAlert changes, and template text changes	E. Schwiderski
	Updates to Attachment B Maps: camera location changes and addition of Agriculture Storage Building	E. Schwiderski
	Updates to Attachment C CVPP: Changes to reflect Emergency Response Guide text updates and LiveSafe app changes	E. Schwiderski
September 2025	Updates to Main Body: Removal of housing references	E. Schwiderski
	Updates to Annexes A and B: inclusion of Chief of Staff position, changes to names and phone numbers, creation of separate Contact List document, inclusion of checklists	E. Schwiderski
	Updates to Annexes C and D: removal of housing references, edits to messaging templates	E. Schwiderski
	Updates to Annex I and J: modifications to checklists	E. Schwiderski
	Addition of Annex L Lockdown, Annex M Evacuation, Annex N Active Assailant, and Annex R Reunification – Other School	E. Schwiderski
	Updates to Attachment B: Updates maps and camera locations	E. Schwiderski
	Updates to Attachment D: Added Campus Locations of Concern	E. Schwiderski