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MHEC Loss Control Workshop

March 17-18, 2011

Mutual Aid:

A Bridge from Disaster to Recovery

I. SMHEC

- *Background

- *Membership Institutions

(62 miles north to south, Kankakee CC to IIT)

- *Goals/Focus

- *Work Committees

South Metropolitan Higher Education Consortium - Membership

4 year institutions

DeVry University

Governors State University

Illinois Institute of Tech.

Lewis University

Saint Xavier University

University of St. Francis

2 year institutions

Joliet Junior College

Kankakee Com. College

Moraine Valley Com. College

Prairie State College

South Suburban College

Northwestern College

II. Mutual Aid Agreement

- *Motivation

- *Provide a window of time between the initial, immediate response and assessment of damage to allow the institution to continue operations

- *Components of the Agreement

 - Resources

 - No expectation of payment or reimbursement

 - Time commitment(s)

III. Development Process/Timeline

* January 2009

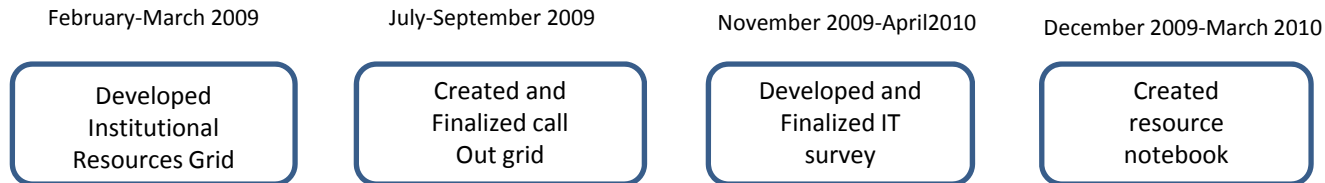
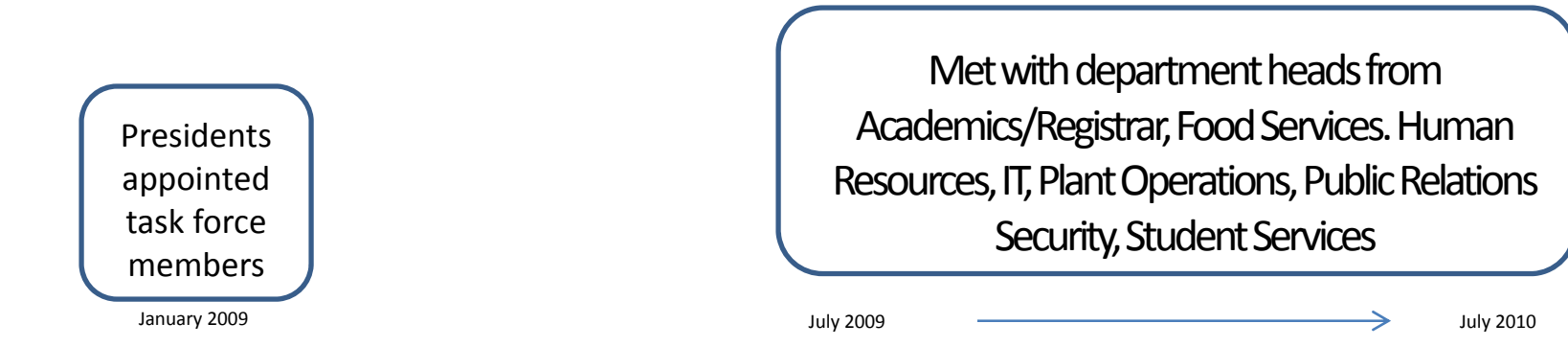
(First meeting of Task Force)

* March 2011

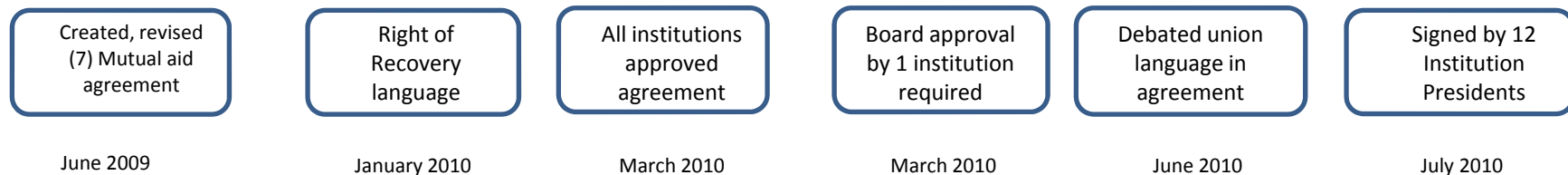
(Test of call-out system)

Development process

Task Force Activities



Mutual Aid Agreement Document:



SMHEC Emergency Call Out Grid

Requesting Institution		Aiding Institutions				
		A	B	C	D	E
LEVEL 1	DeVry University (DU)	MVCC	SXU	JJC	GSU	PSC
	Governors State University (GSU)	JJC	PSC	SSC	MVCC	LU
	Illinois Institute of Technology (IIT)	NC	SSC	PSC	SXU	GSU
	Joliet Junior College (JJC)	GSU	KCC	LU	USF	SXU
	Kankakee Community College (KCC)	SSC	GSU	PSC	LU	MVCC
	Lewis University (LU)	USF	JJC	MVCC	DU	NC
	Moraine Valley Community College (MVCC)	NC	SSC	SXU	GSU	LU
	Northwestern College (NC)	IIT	DU	SXU	MVCC	SSC
	Prairie State College (PSC)	GSU	SSC	DU	JJC	MVCC
	Saint Xavier University (SXU)	MVCC	GSU	IIT	PSC	SSC
	South Suburban College (SSC)	MVCC	PSC	KCC	DEVRY	GSU
University of St. Francis (USF)	KCC	JJC	LU	SXU	PSC	
Level 2	DeVry University (DU)	SSC	LU	IIT	KCC	NC
	Governors State University (GSU)	USF	SXU	KCC	IIT	NC
	Illinois Institute of Technology (IIT)	MVCC	PSC	DU	USF	LU
	Joliet Junior College (JJC)	NC	MVCC	DU	PSC	SSC
	Kankakee Community College (KCC)	JJC	SXU	DU	USF	NC
	Lewis University (LU)	SXU	GSU	KCC	IIT	PSC
	Moraine Valley Community College (MVCC)	JJC	IIT	DU	KCC	PSC
	Northwestern College (NC)	PSC	GSU	USF	KCC	JJC
	Prairie State College (PSC)	SXU	USF	LU	NC	IIT
	Saint Xavier University (SXU)	JJC	LU	DU	KCC	NC
	South Suburban College (SSC)	JJC	LU	IIT	SXU	NC
University of St. Francis (USF)	GSU	SSC	IIT	DU	NC	
Level 3	DeVry University (DU)	USF				
	Governors State University (GSU)	DU				
	Illinois Institute of Technology (IIT)	KCC				
	Joliet Junior College (JJC)	IIT				
	Kankakee Community College (KCC)	IIT				
	Lewis University (LU)	SSC				
	Moraine Valley Community College (MVCC)	USF				
	Northwestern College (NC)	LU				
	Prairie State College (PSC)	DU				
	Saint Xavier University (SXU)	USF				
	South Suburban College (SSC)	USF				
University of St. Francis (USF)	MVCC					

Institutional Resources

Auxiliary Personnel

Institution	Plant Operations	Police/ Security	Maintenance
DeVry University	1		
Governors State University	1	1 auxiliary 2 CPR trained	
Illinois Institute of Technology	2	2 security	
Joliet Junior College	2-8	2 police 2 auxiliary	
Kankakee Community College	1 Grounds staff with heavy duty pick up truck to be used as outdoors general labor, tree, garbage, and snow removal.	Director of Facility and Campus Security, or the Manager of Public Safety will be dispatched to assist in any safety program, crowd control, first aid, triage, or emergency response capacity. Neither administrator is a sworn officer but are CPR/AED and first aid trained and trained in the NIMS emergency management system.	1 building maintenance technician trained in electrical, plumbing, lighting, HVAC, building control automation, general carpentry and demolition.
Lewis University	1	2 officers trained in CPR, AED & basic First Aid	
Moraine Valley Community College	1	1 police 2 auxiliary	
Northwestern College	1		
Prairie State College	1		
South Suburban College	1 HVAC Engineer	1 Police Officer trained n CPR, AED & Basic First Aid.	2 General Maintenance/Grounds
Saint Xavier University	1 manager 1 plumber 1 carpenter 1 painter 1 general	2 police 4 security 10 auxiliary	1 general maintenance/locksmith 3 grounds 1 stationary engineer 5 housekeeping
University of St. Francis	2 Various trades	# security	

Institution	Counseling	Marketing/ Public Relations	Information Technology	Clerical
DeVry University		1	1	1
Governors State University	#		#	
Illinois Institute of Technology	2		1	
Joliet Junior College	2	2 staff members with PIO and media relations experience, and 1 staff member for editing/design experience.	2	
Kankakee Community College	1 staff member with a Masters Degree, trained and practiced in general counseling	1 staff member from the Development/Marketing Dept. with public relations, media, and liaison experience	2 ITS maintenance technicians trained in system operations, software, trouble shooting and restoration, server maintenance and PC components.	2 general office support staff familiar with all computer general office software programs, record keeping, and document management.
Lewis University	1	1 with Web Site experience	1	1
Moraine Valley Community College	2-3	3-5 personnel with media relations, public relations, marketing and Web experience	10	
Northwestern College	2		1	
Prairie State College	1	Personnel as available. Staff member will have Communications/Marketing/Media experience.	1-2	
South Suburban College	2	1 staff member with PIO and media relations experience	2	
Saint Xavier University	2 LCPC 2 LPC	1	2	
University of St. Francis	1		2	

#=specific number not mentioned

Auxiliary Services

Institution	Dining Services*/ Capacity beyond routine campus needs	Bookstore	Online course platform	Star Com radios
DeVry University	None Available	Follett	E-college	0
Governors State University	Food Service Inc	Follett	WebCT	6
Illinois Institute of Technology	Sodexo	Barnes and Noble	Blackboard	6
Joliet Junior College	In-house	Independent wholesaler	Angel	24
Kankakee Community College	Food Service Inc 30-50 box lunches/day	Independent wholesaler	Angel	2
Lewis University	Sodexo 20 staff and 1000 box lunches/ day	Follett	Blackboard	3
Moraine Valley Community College	Sodexo	Independent wholesaler	Blackboard	5 portable 1 mobile 1 portable base
Northwestern College	None	Independent	E-college	0
Prairie State College	Fratellos	Barnes and Noble	Blackboard	4 portable 1 portable base
South Suburban College	Ace Coffee Bar	Independent wholesaler	Blackboard	2
Saint Xavier University	Chartwells	University operated	Blackboard	2
University of St. Francis	Sodexo	Barnes and Noble	WebCT	2

Auxiliary Services

*There will be a three tiered response to dining service emergencies in the following order:

1st response - Food service vendor will follow its own emergency business plan. **If further aid is required...**

2nd response - Institution in need will contact a local catering vendor to supply food. **If neither of those options are appropriate or the campus requires additional staff...**

3rd response - the institution in need will call on an appropriate campus for emergency aid.

Classroom Space

Institution	Resource Scheduling	Smart Classrooms	Multiple or off-Campus sites	General Availability
DeVry University		Classrooms have laptop, VCR/DVD/CD with connectivity to ceiling mounted projectors though a classroom podium	Tinley Addison Chicago	Day and evening classes are in session, but have limited classrooms available
Governors State University	R25	PC, ability to hook-up laptop PC, VCR, DVD, CD, Elmo Doc Cam, Extron control panel, ability to hook-up USB devices, Polycom VC, ceiling mount projector	Main campus Kankakee Naperville	Classrooms available during the day, not after 4:30pm
Illinois Institute of Technology		PC or ability to hook-up laptop, VCR, DVD, CD, Elmo Doc Cam, Crestron control panel, USB device connection, ceiling mount projector and retractable screen	Main campus Downtown Chicago Wheaton	Available on week-ends
Joliet Junior College	Datatel	PC, laptop connection, VCR/DVD, podium, ceiling projector & sound system	Main campus Joliet North Campus Joliet City Center Campus Grundy County Center Weitendorf Agricultural Center-Joliet	
Kankakee Community College	CollegeNet - R25	Infrastructure - Mounted Project, flush mount audio, and SmartPodium which includes: PC, DVD&VHS, Document Camera, and ports for connection of external laptop.	Main campus Iroquois County Center	37 general classrooms, 27 of which are smart capable, six large meeting rooms, five of which are smart capable, nine computer labs, for science and health career labs, and five industrial lab
Lewis University	CollegeNet - R25/S25	Mounted projector with DVD, VCR and Sound with connections to laptop and to internet	Main campus DeLasalle HS-Chicago Hickory Hills Oak Brook Shorewood Tinley Park	
Moraine Valley Community College	Colleague	PC, ability to hook-up laptop PC, VCR, DVD, CD, Elmo Doc Cam, Extron control panel, ability to hook-up USB devices, IPTV, all in a Podium & ceiling mount projector	Main campus Blue Island Tinley Park	Tight due to construction
Northwestern College	Datatel Colleague, Exchange	PCs, CD/DVD, VCR/DVD, USB connections, ceiling mount projectors, Satellite TV, Pull down/power projector screens, Extron control panel	Bridgeview Chicago Naperville	
Prairie State College		PC, ability to hook-up laptop PC, VCR, DVD, CD, Elmo Doc Cam, ability to hook-up USB devices, all in a Podium & ceiling mount projector	Main campus Matteson Area Center	Full day and night, has some Saturday, no Sunday classes
South Suburban College	Datatel	PC, DVD, CD, laptop hookup, smartboard and projector, podium	Main campus Oak Forest	
Saint Xavier University	R25	PC, ability to hook-up laptop PC, VCR, DVD, CD, Elmo Doc Cam, Extron control panel, all in a Rack & ceiling mount projector	Mani campus Orland Park	Full day and night Availability during the day
University of St. Francis	uPortal – in house developed	PC, ability to hook-up laptop PC, VCR, DVD, CD, Elmo Doc Cam, Extron control panel, ability to hook-up USB devices, IPTV, all in a Podium & ceiling mount projector	Main campus Rialto/City Center-Joliet Twin Oaks-Joliet	Available during the day, not night-time hours

IV. Challenges

- *Labor Union Agreements
- *Reviews by legal counsel
- *Approvals by BOT

V. Test of the call-out procedures

- *Three days

(one for each of the dispatch centers)

- * All institutions received call for assistance; three institutions called in for assistance

- * Results of call-out test

How does mutual aid work?

1. Campus in need calls dispatch center; requests assistance and resources
2. Dispatch center alerts first level institutions; identifies aid and resources requested
3. Institutions send requested aid

Additional Task Force Activities

- *Sharing NIMS training
- *Opportunities to participate in drills at member institutions
- *Networking/Discussing best practices
- *Assistance in acquiring emergency radios

- VI. - Summary
- Questions

Contact

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