





## Letter of Promulgation

This plan, which details Malcolm X College's All Hazards Campus Emergency Plan and Violence Prevention Plan is approved and adopted by City Colleges of Chicago, District No. 508.

This plan shall govern all emergency preparedness and planning, violence prevention policies, procedures and outreach in accordance with applicable federal and state laws.

Sincerely,

A handwritten signature in black ink, appearing to read "Juan Salgado". The signature is written in a cursive style with a large initial "J" and "S".

Juan Salgado  
Chancellor  
City Colleges of Chicago

Malcolm X College All Hazards Campus Emergency Plan and Violence Prevention Plan

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## **Distribution List of Complete Plans**

### **Malcolm X College All Hazards Campus Emergency Plan and Violence Prevention Plan**

This plan is available electronically to all faculty, staff and students on the Malcolm X College web site at:  
<http://www.ccc.edu/colleges/malcolm-x/departments/Pages/Safety-Security.aspx>

In addition, copies have been distributed as indicated below:

- College President
- College Vice President
- Executive Director of Business Operations
- College Director of Security
- Chief Engineer
- Dean of Student Services
- Dean of Academic Instructions
- Director of Wellness Center
- Associate Vice Chancellor of Strategic Communications
- Director of Risk Management
- Associate Vice Chancellor of Administrative Services
- Chief Financial Officer

## Overview

### Malcolm X College

Malcolm X College strives to deliver quality, affordable educational opportunities that prepare students to pursue further college or a career in a rapidly changing and diverse global economy. Malcolm X College and its satellite site, the West Side Learning Center, offer associate degrees, short-term certificate programs, professional and personal development courses, and GED and ESL programs. Located near the Illinois Medical District, Malcolm X College is City Colleges' center for excellence in healthcare education, and partners with industry and university leaders to ensure students build relevant skills in this fast-growing field.

### Philosophy

The philosophy of Malcolm X College, derived from the philosophy of the City Colleges of Chicago as defined by the Illinois Master Plan for Higher Education and the Illinois Public Community College Act, is to accept all eligible students and to provide them with an education appropriate to their needs, that will allow them to achieve the kind of economic, cultural, and social life they desire.

### Planning Approach

As part of the development of the *Malcolm X College All Hazards Campus Emergency Plan*, the City Colleges of Chicago engaged in a Security and Risk Assessment process. The objective of the Security and Risk Assessment process is to assess the current state of preparedness for dealing with terrorist and criminal threats, to identify gaps where activities fall short, and to propose measures to improve preparedness and abilities to thwart harmful acts targeting their premises.

### Purpose of the Plan

The purpose of the *Malcolm X College All Hazards Campus Emergency Plan* is to describe the coordinated response and recovery to a range of natural and man-made occurrences with the potential to disrupt normal operations of the College and threaten the safety of Malcolm X College students, faculty, and staff. This plan contains four short and long-term strategies for implementing all hazards integrated management:

- Identify opportunities for enhancing coordination and communication within the Malcolm X College system, with the CCC system at large, as well as with state/local agencies and other industry partners.
- Provide training, education, and outreach to enhance core competencies for safety, security, and emergency preparedness throughout the College and assess the need for integrated training.
- Promote continuous improvement in safety, security, and emergency preparedness throughout the Malcolm X College system. Assess and target resources toward the

most frequent types of accidents and security incidents and the most catastrophic risks to students, faculty and staff, and community members.

- Develop and implement continuous improvement and innovation goals for the management of existing and future programs and projects through data collection and analysis and coordinated program reviews.

These strategies are grounded in the all hazards management approach to safety and security throughout the CCC system. In this approach, programs, projects, and activities are not just related but integrated. Integration means regular communication and coordination of common concerns, strategies, and effective practices for all safety, security, and emergency management activities to ensure that improvements in one area do not duplicate or diminish functionalities in another area.



### **All Hazards Approach to Safety and Security Management**

In addition to an integrated approach to planning, this all hazards plan is based on the framework of the four interconnected phases of emergency management: prevention-mitigation, preparedness, response, and recovery. Each phase influences the other three phases. This plan addresses emergency preparedness activities that take place during all four phases of emergency management.

#### **1. Mitigation**

As part of the City Colleges of Chicago, Malcolm X College will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

#### **2. Preparedness**

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Malcolm X College departments and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:



- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, its annexes, and appropriate Standard Operating Procedures (SOP)
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
- Conducting periodic drills and exercises to test emergency plans and training

### **3. Response**

Malcolm X College will respond to emergency situations effectively and efficiently. The focus of most of this plan is on responding to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, Emergency Public Information, search and rescue, as well as other associated functions.

### **4. Recovery**

If a disaster occurs, City Colleges of Chicago will carry out a recovery program that involves both short-term and long-term efforts. Malcolm X College will be part of those efforts. Short-term operations seek to restore vital services to the district community and provide for the basic needs of the public. Long-term recovery focuses on restoring the district to its normal state. The federal government, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and government and other public institutions. Examples of recovery programs include temporary housing, restoration of district services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

## **Assumptions in the Development of the All Hazards Safety and Security Plan**

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. It is standard practice to base planning on potential worst-case conditions. For Malcolm X College, severe weather hazards pose the most probable threat of emergency conditions. Using this as a basis for planning, the following assumptions were incorporated into this plan:

- The majority of students, faculty and staff have cell phones that can be used for emergency notification.
- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- Campus emergencies can be caused by an accident, a natural disaster, or criminal behavior by an individual or group. This can include cyber threats to the college.



**Public Information System:** Includes the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations.

**CCC Emergency Command Center:** Certain incidents may require activation of the District's Emergency Command Center operations. This group of district officials will meet at a specified emergency command center (ECC) designated by the Incident Commander and exercise command and control of the incident. Several emergency operation centers (EOCs) may be established during an emergency. These EOCs are special facilities that will allow campus officials to direct and coordinate necessary resources and personnel.

**Emergency Public Information:** Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

**Hazardous Material (Hazmat):** A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence.

**Inter-local Agreements:** Arrangements, including mutual aid agreements, between the City Colleges of Chicago and governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

**Standard Operating Procedures (SOP):** Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

**Emergency Situation:** As used in this plan, this term is intended to describe a range of situations, from a minor emergency to a major disaster.

## Acronyms

The following is a representative list of acronyms for titles, organizations, functions, teams, committees, and materials that may be encountered during an incident or in responding to an incident at Malcolm X College.

**AHCEP&VPP:** All Hazards Campus Emergency Plan and Violence Prevention Plan

**BEM:** Building Emergency Manager

**CFR:** Code of Federal Regulations

**AVC/DDC:** Associate Vice Chancellor of Communications/District Director of Communications

**ECC:** Emergency Command Center

**EOC:** Emergency Operations Center

**FEMA:** Federal Emergency Management Administration

**GC:** General Counsel

**Hazmat:** Hazardous Material

**IC:** Incident Commander

**NIMS:** National Incident Management System

**OEMC:** Office of Emergency Management and Communications

**PIO:** Public Information Officer



## Objectives and Goals

The goals of the *Malcolm X College All Hazards Campus Emergency Plan* are as follows:

- To provide maximum safety and protection for students, visitors, faculty, and staff.
- To ensure that all individuals requiring medical attention in an emergency situation are attended to promptly and efficiently.
- To provide a chain of command to enable maximum use of resources, both within the Malcolm X College system and with district, community, and jurisdictional partners.
- To maintain or restore essential services as quickly as possible following an emergency incident or disaster.
- To protect property, facilities, and equipment.

## Community Profile

A number of local and regional authorities, community partners, and first responders help to make up the Malcolm X College emergency response team. These include CCC district officials and staff, the Chicago Office of Emergency Management and Communications, the Chicago Police Department, the Chicago Fire Department, and local hospitals.

## Concept of Operations

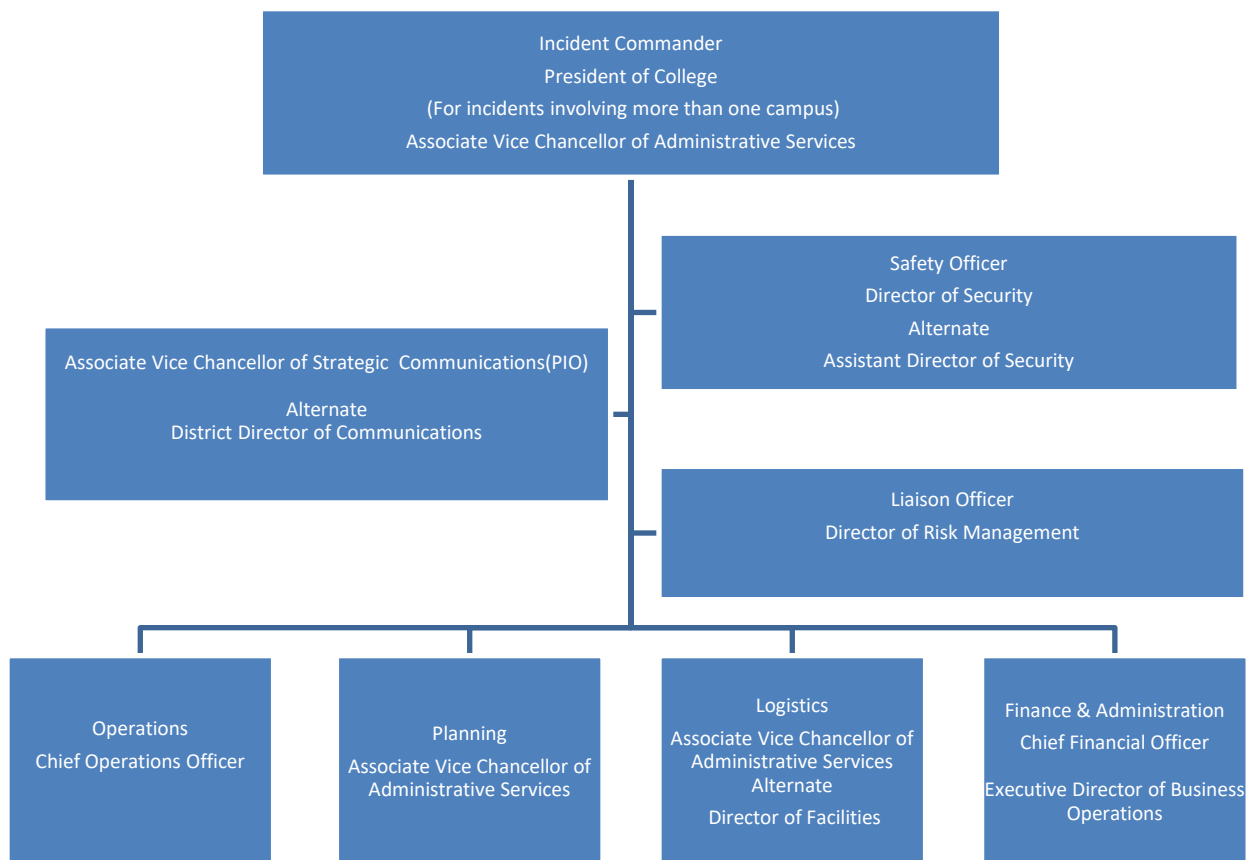
The *Malcolm X College All Hazards Campus Emergency Plan* is designed to provide a framework and guidance for coordinated response to minor emergencies, major emergencies, and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the College. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate focus on response operations and an early transition to recovery operations.

The *Malcolm X College All Hazards Campus Emergency Plan* is an “all-hazards” document. In other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework within which emergency operations staff and other relevant department and agency personnel work together.

Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Although it is based on a worst-case scenario and provides for the critical functions and roles of Malcolm X College during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

The planning in this manual is based on the Incident Command System, a management structure adopted throughout the U.S. and international communities. It also stems from the National Incident Management System and various U.S. Department of Homeland Security Presidential Decision Directives. Accordingly, this plan’s approach to emergency management is rooted in a four-phase structure: mitigation, preparedness, response, and recovery. Each of the phases contains a critical district or college procedure for emergencies. This provides for a smooth transition to restoring normal services and implementing recovery programs.

The City Colleges of Chicago has established an incident command system. In an emergency, the CCC would initiate the incident command system. The CCC incident command system is consistent with National Incident Management System requirements. The CCC incident command system is composed of the Incident Command, command staff, and general staff as shown below.



In an emergency, Malcolm X College staff will participate in the CCC District incident command system as directed and appropriate, in alignment with the *Malcolm X College All Hazards Campus Emergency Plan and Violence Prevention Plan*. In the event of an emergency, the Malcolm X College internal incident command system will become operational.

### Line of Communication and Succession

For emergencies requiring localized response within the Malcolm X College system itself, staff members will follow NIMS Incident Command protocol. The Malcolm X College Incident Commander is in charge

of the response and staff report to the Incident Commander for the duration of the response. The Incident Commander will be the Director of Safety and Security when the incident only impacts the Malcolm X College campus. For incidents involving more than one campus in the CCC system or the scope of the emergency is such that additional external resources are required, the Associate Vice Chancellor of Administrative Services will be the Incident Commander.

When incidents require first responders, a unified command structure led by the first responders will be in place. When first responders become involved, the CCC Incident Commander will transfer command to the Unified Command. When the incident response is concluded, command will be transferred back to the CCC Incident Commander, who depending on the nature of the incident and response, may or may not transfer command to the Malcolm X College Incident Commander.

The line of succession for Malcolm X College is as follows:

- President
- Vice President
- Dean of Student Services

The line of succession for the Malcolm X College Director of Security is as follows:

- Assistant Director of Security
- Lead Supervisor on Duty

The lines of succession for each department will be in accordance with the SOPs established by those departments.

## **Plan Development, Review, and Maintenance**

The *Malcolm X College All Campus Emergency Plan* will be reviewed annually and revised as appropriate and necessary. The Associate Vice Chancellor of Administrative Services is responsible for plan changes, updates, and revisions and will ensure that plan changes are communicated and distributed appropriately.

Interim revisions will be made when one of the following occurs:

- A change in a college site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan.
- A material change in response resources.
- An incident occurs that requires a review.
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan.
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan or other changes deemed significant.







The following will trigger implementation of this emergency operations plan:

- Notification of a campus emergency to the President, senior staff, and/or other appropriate individuals by the Director of Security or designee.
- Notification of a campus emergency by a reliable source of information.
- A routine outage response that escalates and is deemed major by the Engineering Department.
- Severe weather-related problems that threaten campus operations.
- A major crisis, either man-made or natural.

Should an emergency occur requiring the activation of this emergency plan, an Emergency Operations Center (EOC) may need to be established. The President of Malcolm X College or designee will establish the EOC and assume the role of Incident Commander (IC). Should the emergency require the implementation of an Emergency Command Center, the Associate Vice Chancellor of Administrative Services or designee will establish the ECC and assume the role of IC.

Communication concerning the activation of the emergency plan, the establishment of the EOC or ECC, and pertinent ongoing messages concerning the emergency will be sent through the CCC Alert system to inform employees, students, and visitors in the affected areas. The communication will include instructions for action. Emergency notifications are prepared and maintained by the Associate Vice Chancellor of Strategic Communications to facilitate prompt and thorough communication.

Should the incident affect telephone and computer systems, communication will take place through the Security personnel and Floor Leaders in the affected area via verbal communication, bullhorns and radios.

## **Authorities and References**

The following laws and other source documents establish the legal basis for the all-hazards emergency responsibilities for the City Colleges of Chicago.

### **Federal**

- Robert T. Stafford Disaster Relief & Emergency Assistance Act (as amended), 42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act 2002
- Homeland Security Presidential Directive, *HSPD-5*, Management of Domestic Incidents
- Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
- National Incident Management System, FEMA

















## Emergency Public Information

Primary responsibility for these functions is assigned to the Associate Vice Chancellor of Strategic Communications who will prepare and maintain the Communications Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- Identify the external communications systems available within the local area and determine the connectivity of these systems.
- Develop plans and procedures for coordinated use of the various communications systems available outside and within the district.
- Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

## Evacuation

Primary responsibility for these functions is assigned to the campus Director of Security, who will maintain the *College and Campus Emergency Plans* and supporting SOPs. Emergency tasks to be performed include the following:

- ***Building Emergency Manager (BEM) Responsibilities:*** The Malcolm X College Director of Security will serve as the Building Emergency Manager, and alternate managers should be assigned to perform BEM functions when the primary manager is not available. The BEM is responsible for the following planning activities:
  - Developing an evacuation plan for her/his building.
  - Assigning personnel to perform various evacuation functions.
  - Maintaining a written copy of the evacuation plan.
  - Training building occupants in the evacuation plan.
  - Conducting periodic evacuation drills.
  - Revising the evacuation plan as necessary.
  - Assigning and training floor managers (FM).
  - Assigning and training sector coordinators (SC) when necessary.
- ***Faculty Responsibilities:*** Faculty members are responsible for notifying their floor/department leader of students who require evacuation assistance. Faculty members are responsible for ensuring that students who require evacuation assistance





- Declare and initiate the lockdown.
- Activate appropriate emergency notification systems.
- Immediately respond to the scene.
- Contact and coordinate with the Chicago Police Department.
- Provide security for the scene, lock and secure perimeter building doors with assistance from facility staff as needed.
- Attempt to discourage building occupants from exiting the building.

## **Health Emergency**

The City Colleges of Chicago has formulated a Health Emergency Response Plan to address the multiple levels of public safety and college operations should a health emergency occur. The primary concern of this plan is the health and welfare of the entire CCC community. This plan provides general and specific guidelines that will inform the college's response to a health emergency. This plan summarizes key considerations provided by numerous governmental, medical and emergency response agencies including the Chicago Department of Public Health (CDPH) and the Cook County Department of Public Health (CCDPH).

The City Colleges of Chicago will promote the daily practice of everyday preventive actions at all times and will use messages and materials developed by credible public health sources, such as the CPDH, CCDPH, or the Centers for Disease Control and Prevention (CDC). Public Health officials recommend everyone get a flu shot and follow basic prevention guidelines:

- Wash your hands with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze into your elbow or sleeve. When you use a tissue, immediately put it in the trash. Clean and disinfect frequently touched objects and surfaces.

The City Colleges will implement all officially recommended public health measures to limit the spread of illness and remove obstacles to student, faculty, staff and employee compliance with these recommendations whenever possible.













- College Vice President
- Executive Director of Business Operations
- College Director of Security
- Chief Engineer
- Dean of Student Services
- Dean of Academic Instructions
- Dean of Careers and Health Programs
- Associate Vice Chancellor of Strategic Communications or designee
- Associate Vice Chancellor of Administrative Services or designee

#### **4. Regional Task Force –Violence on Illinois Campuses Elimination Strategies (VOICES) Program**

Member of the Cook County State’s Attorney Task Force meeting quarterly to address concerns about Prosecutorial practices, promote collaboration with law enforcement as well as educate community Stakeholders at large on current practices that ae occurring in the county. Also convened is the Cook County Sexual Assault Advisory Group targeting college administrators and Title IX coordinators.

The Title IX District Director is a member of the regional Cook County Violence on Illinois Campuses Elimination Strategy (VOICES) Program to include the combined Cook County Domestic Violence and Sexual Assault Unit into the Special Division on Sexual Assault and Domestic Violence. In developing the plan, Malcolm X College followed the policies, guidelines, and statutes listed below.

### **Prohibited Conduct and Sanctions**

As part of the City Colleges of Chicago, Malcolm X College prohibits the possession of weapons, including carrying, maintaining, or storing firearms, on any college or campus facility when not required by the individual’s job or in accordance with relevant district policies or state statutes. Appropriate disciplinary action, including arrest and prosecution, will be enacted for any person discovered to possess a firearm or weapon on district property.

Prohibited conduct considered unacceptable by the district and which will subject the individual(s) to disciplinary action in alignment with district policy includes, but is not limited to, the following:

- Threat of or actual physical injury to others.
- Physical or verbal behavior that creates a reasonable fear of injury.

















- Leaves little or no time for proper planning and requires law enforcement to take immediate action.
- These situations can and often develop into hostage situations upon the arrival of law enforcement. For additional information:
- [https://www.youtube.com/watch?v=jvwna1DaV\\_g](https://www.youtube.com/watch?v=jvwna1DaV_g)

### **How to respond when an active shooter is in your vicinity:**

Quickly determine the most reasonable way to protect your own life. Remember that staff, students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

Evacuate-If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

Hide Out- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Remain calm.
- Dial 911 if possible to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

Take action against the active shooter as a last resort. If your life is in imminent danger, attempt to disrupt and or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions.
- Put down any items in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
- Do not restrict your options for movement

**FIRE**

If the fire appears to be small, and you have been trained to use the fire extinguishers, get a fire extinguisher and directly spray at the base of the fire. Do not take any unnecessary risk in doing this. If a fire extinguisher is not readily available, activate the building emergency fire alarm and follow evacuation procedures. Inform the College Safety and Security Officer at: **312-850-7168** of the location of the fire.

If you observe a fire that does not appear controllable:

- Close, but do not lock, all doors to confine the fire.
- Activate the emergency fire alarm.
- Follow the evacuation procedures relayed by Safety and Security and staff.
- Inform the College Safety and Security Officer of any information you have about the location of the fire.

If you become trapped in the building during a fire, remain near the floor where the air will be less toxic:

- Shout at regular intervals to alert Emergency Crews and/or Chicago Fire Department Responders of your location.
- If at all possible, place an article of clothing out of the window where it can be seen by Rescue Crews and/or Chicago Fire Department Responders.
- If your clothing catches fire, STOP DROP and ROLL! Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect it from the flames.
- Get burned areas under cool water as soon as possible. Get help without delay.

### **DISTURBANCE OR DEMONSTRATION**

Most College or Campus demonstrations are peaceful. Students, faculty and staff should attempt to carry on business as normally as possible. However, College Safety and Security Officers should be notified at: **312-850-7168** if demonstrations:

- Interfere with normal operations of the College.
- Prevent access to offices and other College facilities.
- Threaten physical harm to building occupants.
- Damage College equipment and facilities.

If demonstrations are disruptive or potentially violent, College Safety and Security Officers will be responsible for informing the President of the College. The Dean of Student Services will ask the demonstrators to terminate the disruptive activity. If the demonstration persists, the Dean of Student Services will consult with the College President and Director of Safety and Security. If it appears there is the potential for injury to building occupants or damage to College equipment and facilities, the College President or his designee will determine if the Chicago Police Department is to be contacted. If the disruptive or potentially violent demonstration takes place after business hours, College Safety and Security Officer(s) will notify the Night or Weekend Administrator on duty and may contact the Chicago Police Department without counsel from others if it is immediately determined necessary to maintain the safety of building occupants and/or College equipment and facilities.

### **VIOLENT OR CRIMINAL BEHAVIOR**

Everyone is asked to assist in making the College Campus a safe place to study, learn, work and attend. All building occupants must be alert to suspicious situations and promptly reporting them to the College Safety and Security Officers, **312-850-7168**. If any building occupant observes an individual who is threatening harm to himself/herself or to others, immediately inform a College Safety and Security Officer. Do not try to handle the situations that are potentially dangerous. As a building occupant, if you are a victim or a witness to any offense, promptly notify a College Safety and Security Officer and provide as much information as possible, such as:

- Nature of the incident.
- Location of the incident.
- Description of the person(s) involved.
- Description of the property involved.
- Be available to provide College Safety and Security Officers with any additional information they request.

### **BOMB THREAT and SUSPICIOUS ITEMS**

Building occupants must take any bomb threat seriously and report it immediately to the College Safety and Security Officers **312-850-7168**. College Safety and Security Officers will contact the College President or designee, who will determine if the building must be evacuated, or if other action must be taken.

- Written bomb threat: Do not handle it any more than necessary; place it in an envelope to preserve possible DNA or finger prints.
- Telephone bomb threat: Try to obtain as much information from the caller as possible. Note the exact time of the call and attempt to write down the words of the caller. Ask when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Note the estimated age and gender of the caller, speech patterns, accent, tone of voice, emotional state (agitated, calm, etc.), and background noises near the caller. Ask the caller why the bomb was set. Immediately contact the College Safety and Security Officers and give them all the information you obtained.
- Suspicious package or letter: Inform College Safety and Security Officers immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize

are: No return address, insufficient or excessive postage, restrictive markings, such as Confidential, wrapped in brown paper, discoloration on wrapping paper, hand-written or poorly typed/written address, incorrect title, title but no name, excessive weight, rigid envelope, uneven envelope, excessive securing material (masking tape, string, etc.), foreign mail, air mail or special delivery.

- If you observe an object you suspect to be a bomb, immediately contact College Safety and Security Officers. Do not handle any object you suspect to be a bomb. If you have information that leads you to believe a bomb is in your immediate area, do not touch anything! Notify College Safety and Security Officers at once!

### **WHAT CONSTITUTES A SUSPICIOUS LETTER OR PARCEL?**

Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.

### **UTILITY FAILURE**

In the event of a utility failure, contact College Safety and Security Officers Office **312-850-7168**.

Inform them to contact College Engineering Staff of your location and reporting of utility failure. College Safety and Security Officers will notify College Engineering Staff by two-way radio. In the event of a major utility failure, College Safety and Security Officers will also notify the President of the College or his designee and the Director of Auxiliary Services. College Safety and Security Officers will notify the building occupants to evacuate the building, if safe and necessary.

**Additional information and instructions are listed regarding specific utility failures:**

- Electrical/Light Failure – The College has a secondary source of electricity that is automatically activated when the primary source is interrupted. If both of these systems fail, College Safety and Security Officers will inform the building occupants to evacuate the building. Consider keeping a flashlight located where it can be easily found in the dark to assist in evacuation.

- Plumbing Failure causing Flooding – Do not use any electrical equipment! Notify the College Safety and Security Officers. Inform them to contact College Engineering Staff of your location and report the location of the plumbing failure, immediately.
- Gas Leak – Do not switch on lights or electrical equipment because electrical arching can trigger an explosion! If you smell gas, vacate the area and contact College Safety and Security Officers immediately. Inform them of your location and report the location of the gas leak failure.
- Ventilation Problems – If smoke or other odors come from the ventilation system, vacate the area and contact College Safety and Security Officers. Inform them of your location and report the location of the ventilation problem area and the type of problem occurring, immediately.

### **SPILLAGE OF HAZARDOUS CHEMICALS**

- Eyes, if contaminated, should be flushed immediately, contaminated clothes removed, and chemicals washed from the victim. First aid procedures should be started at once by trained personnel.
- Report spillage of a hazardous chemical or radioactive material immediately by calling **911** and Security at **312-850-7168**. Be specific about the exact location and nature of the spilled material.
- Try to vacate the area at once and seal it off to prevent further contamination of other areas. If necessary to evacuate the building, follow the evacuation procedures in this manual.

### **BIOLOGICAL AND CHEMICAL THREATS**

Federal Criminal Code defines weapons of mass destruction as:

- Any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; such as mustard gas, nerve agents, and sarin gas.
- Any weapon involving a disease organism; such as small pox outline toxin, and anthrax.
- Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.



Building occupants will be notified by Security personnel using the PA system, CCC Alert or verbally to shelter-in-Place or evacuate the building. After the incident is concluded occupants will be given notification to resume normal activities when it is safe.

## **EARTHQUAKE**

In the unlikely event of an earthquake, please immediately react as follows during an earthquake:

- If you are indoors, remain there. Do not run outside. Falling debris may cause injury.
- Take cover underneath a desk or table, or stand in a doorway or corner. Protect your head and neck.
- Stay away from windows, glass dividers and objects that could fall on you.
- Stay away from outside walls.
- Do not use elevators.
- If outdoors, stay in an open area away from power lines, buildings and trees. Do not enter the building.

After the earthquake:

- Be prepared for aftershocks. Do not return to your classroom or work area until directed to do so.
- Give First Aid to injured individuals.
- Do not move victims unless absolutely necessary.
- Replace telephone headsets, but do not use the telephone equipment except to report fires or medical emergencies.
- Go to the interior of the building, staying away from the exterior walls.
- Follow instructions of Emergency Crews.
- Be prepared to evacuate the area if necessary.

## Malcolm X College All Hazards Campus Emergency Plan and Violence Prevention Plan

Building occupants will be notified by Security personnel using the PA system, CCC Alert or verbally to shelter-in-Place or evacuate the building. After the incident is concluded occupants will be given notification to resume normal activities when it is safe.