



Richard J. Daley College

All Hazards Safety and Security Plan

Contents

Record of Changes	3
Overview	4
Richard J. Daley College	4
Philosophy	4
Planning Approach	4
Purpose of the Plan	4
Assumptions in the Development of the All Hazards Safety and Security Plan	6
Explanation of Terms	8
Acronyms	9
Objectives and Goals	10
Community Profile	10
Concept of Operations	10
Line of Communication and Succession	12
Plan Development, Review, and Maintenance	13
Levels of Emergency and Response	14
Emergency Plan Activation	16
Authorities and References	16
Federal	16
State of Illinois	17
Local	17
References	17
Hazard Profile and Vulnerability Assessment	18
Daley College Facilities	18
Hazard Identification	18
Hazards Profile and Assessment	18
Preventive and Mitigation Measures	18
Core Functional Annexes	18
Direction and Control	18
Communications	21
Warning	23

Richard J. Daley College All Hazards Safety and Security Plan

Emergency Public Information..... 24

Evacuation 24

 Special Populations 25

Mass Care 26

Health and Medical Services 26

Resource Management..... 26

Campus Violence Prevention Plans, Violence Prevention Committees, and Threat Assessment Teams .. 27

 Related Policies, Statutes, and Laws 27

 Prohibited Conduct and Sanctions..... 27

 Members and Structure..... 28

 Integration of Policies 31

 Activities 31

Appendices 32

 Campus Map 32

 Richard J. Daley College Emergency Response Manual 33

 Incident Communications Matrix..... 42

 AHSSP Training Matrix 43

Overview

Richard J. Daley College

Richard J. Daley College offers high quality instruction via credit programs with 55 full-time faculty members and over 5,000 enrolled students. Daley College's total population is 18,615 in all programs (Foundational Courses Pre-Credit, Credit, Career and Technical Education, Continuing Education, Special Interest, Adult Education, and Vocational Skills). Daley College offers university-bound students a solid Liberal Arts education in their own neighborhoods at a cost that working people can afford. Moreover, it continues to respond to the changing needs of Chicago and its people by infusing traditional studies with the technical, career, and occupational curricula. Daley College also provides an important community service by offering free literacy and English as a Second Language classes to more than 5,000 students in its Adult Education Program.

Philosophy

The philosophy of Daley 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 *Daley College All Hazards Safety and Security 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 *Daley College All Hazards Safety and Security 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 Daley 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 Daley 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. Assess the need for integrated training.

- Promote continuous improvement in safety, security, and emergency preparedness throughout the Daley 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, Daley 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. Daley 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 SOPs
- 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

Daley College will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response 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, EPI, search and rescue, as well as other associated functions.

4. Recovery

If a disaster occurs, the City Colleges of Chicago will carry out a recovery program that involves both short-term and long-term efforts. Daley 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 Stafford 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 Daley 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 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.
- The succession of events in an emergency is not predictable. Therefore, this manual will serve as a guide and may require modifications in order to meet the requirements of the emergency.

Richard J. Daley College All Hazards Safety and Security Plan

- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.
- Regional and local services may not be available.
- Major roads, overpasses, bridges, rapid transit and commuter rail transit, and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Structural damage may cause injuries and displacement of people.
- Suppliers may not be able to deliver materials.
- Contact with families and households of the CCC community may be interrupted.
- People may become stranded at the Colleges, and conditions may be unsafe to travel.
- A disaster that affects Daley College will likely affect the district and the surrounding community, including the city of Chicago and Cook County proper. Therefore, city, county, and federal emergency services may not be available.
- Daley College and the CCC will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations in the district while emergency conditions exist.
- Communication and exchange of information will be one of the highest priorities for the Daley Emergency Command Center (ECC)/Emergency Operations Center (EOC).
- In the event of an emergency, communications between colleges and campuses may be impaired or lost. Daley College will establish a designated emergency operations center and emergency response plan.

Explanation of Terms

The Incident Command System (ICS): Defines the operating characteristics, management components, and structure of emergency management organizations throughout the life cycle of an incident.

Multi-Agency Coordination Systems: Defines the operating characteristics, management components, and organizational structure of supporting entities.

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

CCC Emergency Command and Operations System: Certain incidents may require activation of the chancellor's Core Crisis Management team. This group of district officials will meet at a designated emergency command center (ECC), the front lobby desk at 226 W. Jackson, and exercise command and control of the district during an incident. Several emergency operation centers (EOCs) may be established during an emergency. These EOCs are special facilities that will allow district officials to direct and coordinate necessary resources and personnel. EOCs include the campus ECCs.

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

Hazard Analysis: A document published separately from this plan that identifies the local hazards that have caused adverse effects or possess the potential to adversely affect public health and safety, public or private property, or the environment.

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 Daley College.

ARC American Red Cross
AVC Associate Vice Chancellor
BAT Behavior Assessment Team
BEM Building Emergency Manager
CCMT Core Crisis Management Team
CERT College or Campus Emergency Response Team
CFR Code of Federal Regulations
CFO Chief Financial Officer
COO Chief Operations Officer
DDF District Director of Facilities
DOEP Director of Emergency Preparedness
DOS Director of Security
DRM Director of Risk Management
ECC Emergency Command Center
EDM&C Executive Director of Marketing and Communications
EHS Environmental Health and Safety
EMC Emergency Management Coordinator
EMS Emergency Medical Services
EOC Emergency Operations Center
EPI Emergency Public information
FBI Federal Bureau of Investigation
FL Floor Leaders
FSFM Facilities Services and Facilities Maintenance
FEMA Federal Emergency Management Administration
FRERP Federal Radiological Emergency Response Plan
GC General Counsel
Hazmat Hazardous Material
IC Incident Commander
IC / QI Incident Commander / Qualified Individual
ICS Incident Command System
ICT Incident Command Team
LEPC Local Emergency Planning Committee
LLEA Local Law Enforcement Agency
NIMS National Incident Management System
NRC National Response Center
NRT National Response Team
NWS National Weather Service
OEMC Office of Emergency Management and Communications
OSHA Occupational Health and Safety Administration
OSIC On-Scene Incident Commander
PIO Public Information Officer
QI Qualified Individual

RACES Radio Amateur Civil Emergency Service
RRT Regional Response Team (Federal)
SERC State Emergency Response Center
SOPs Standard Operating Procedures
SOSC State On-Scene Coordinator
TAT Threat Assessment Team
TC Traffic Coordinators
SA The Salvation Army
VCAS&P Vice Chancellor for Administrative Services and Procurement
VCHR&SD Vice Chancellor for Human Resources and Staff Development
VCS&S Vice Chancellor for Safety and Security

Objectives and Goals

The goals of the *Daley College All Hazards Safety and Security 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 Daley 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 Daley 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

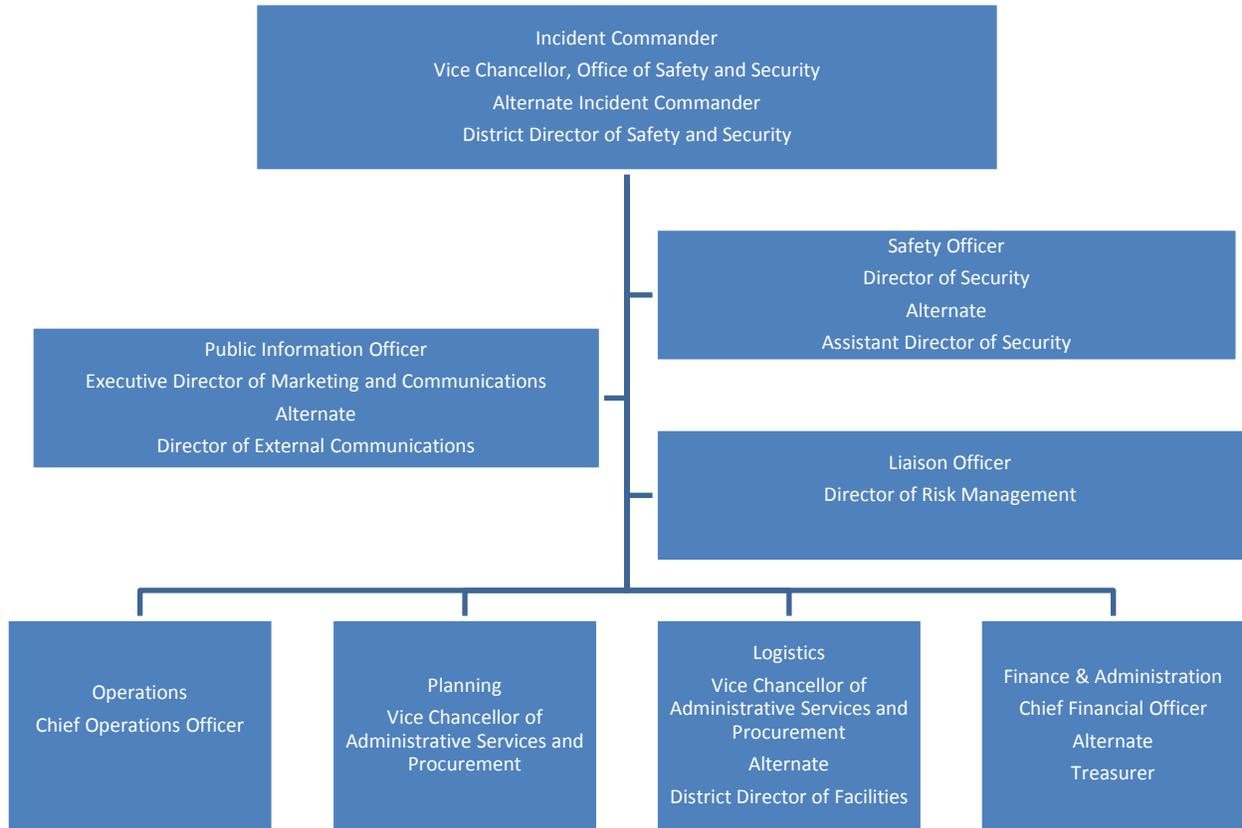
The *Daley All Hazards Safety and Security Plan* is designed to provide a framework and guidance for coordinated response to minor emergencies, major emergencies, and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established 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 *Daley All Hazards Safety and Security 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 to develop and maintain hazard-specific annexes.

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 Daley 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 (ICS), a management structure adopted throughout the U.S. and international communities. It also stems from the National Incident Management System (NIMS) 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 (NIMS) requirements. The CCC incident command system is composed of the Incident Command, command staff, and general staff as shown below.



In an emergency, Daley College staff will participate in the CCC incident command system as directed and appropriate, in alignment with the *City Colleges of Chicago All Hazards Safety and Security Plan*. In the event of an emergency, the Daley College internal incident command system will become operational.

Line of Communication and Succession

For emergencies requiring localized response within the Daley College system itself, staff members will follow NIMS Incident Command protocol. The Daley 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 College President when the incident impacts the Daley College campus. For incidents involving more than one campus in the CCC system, the Vice Chancellor for Safety and Security 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 Daley College Incident Commander.

The line of succession for Daley College is as follows:

- President
- Vice President
- Dean of Student Services

The line of succession for the Daley 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 *Daley College All Hazards Safety and Security Plan* will be reviewed annually and revised as appropriate and necessary. The Vice Chancellor for Safety and Security 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.

Levels of Emergency and Response

The City Colleges of Chicago defines and classifies emergencies using a three-level system. Each classification or level of emergency has a corresponding level of response, according to increasing severity. The severity of an incident will be identified by the incident commander (IC) or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the District community and property, as well as the ability of the CCC to handle the incident.

- **Level 1 Emergency:** A minor emergency situation that is limited in scope and potential effects, which involve:
 - A limited area and/or limited population
 - An evacuation or in-place sheltering, typically limited to the immediate area of the incident
 - The provision of warnings and public instructions in the immediate area, not district-wide
 - Incident management by one or two local response agencies or departments acting under the IC, with requests for resource support being handled through agency and/or departmental channels and limited external assistance from other local response agencies or contractors.
- **Level 1 Response:** Level 1 incidents/events are the least severe of the three levels of emergencies. Normal district response services will be able to deal with the incident/emergency without activation of an EOC. The incident may result in minor injury to members of a college or campus community and minor damage to district facilities, and will affect a single localized area of a campus.
- **Level 2 Emergency:** A major emergency situation that is larger in scope and more severe in terms of actual or potential effects than a Level 1 Emergency. Characteristics of a Level 2 Emergency include:
 - A large area, significant population, or important facilities
 - The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
 - District-wide warning and public instructions
 - A multi-agency response operating under the IC
 - External assistance from other local response agencies, contractors, and limited assistance from state or federal agencies
 - Activation of the ECC and one of the EOCs to provide general guidance and direction, coordinate external support, and provide resource support for the incident

- **Level 2 Response:** Level 2 incidents/events require activation of one or more EOCs, with the possibility of activating the ECC. Coordination between several district departments will be required for an effective response to the incident. The incident may result in major damage to district facilities or severe injury to members of the campus community. A Level 2 incident may affect one or more areas of the district campuses.
- **Level 3 Emergency:** A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the district and local government to handle with its organic resources. A Level 3 Emergency involves:
 - A large area, sizable population, and/or important facilities
 - The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
 - Community-wide warning and public instructions
 - Response by multiple local response agencies operating under one or more IC(s)
 - Significant external assistance from other local response agencies, contractors, and extensive state or federal assistance
 - Activation of the ECC and EOCs to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations
- **Level 3 Response:** Level 3 incidents/events are those in which disaster conditions are present. Response will require activation of numerous EOCs and activation of the ECC. A Level 3 incident may result in major damage to several district facilities, mass casualties, and severe injury to members of the CCC community. The incident will not be localized to a single area and may affect the entire district. The district may need to request assistance from several external support teams at the local, state, and federal level in order to properly respond to the incident.

Emergency Plan Activation

An emergency is an unplanned event or incident that can shut down operations, cause physical or environmental damage, cause significant injury or death to employees, students, visitors, or the public, or threaten Daley College's public image. Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. The *All Hazards Safety and Security Plan* is the cornerstone of this process and provides for a coordinated response and a clear line of command.

The following will trigger implementation of this emergency operations plan:

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

Should an emergency occur requiring the activation of this emergency plan, an Emergency Command Center (ECC) may need to be established. The President of Daley College or designee will establish the ECC and assume the role of Incident Commander (IC).

Communication concerning the activation of the emergency plan, the establishment of the 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 Director of Public Relations to facilitate prompt and thorough communication.

Should the incident affect telephone and computer systems, communication will take place through the Building Emergency Managers (BEMs) in the affected area via verbal communication 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
- National Response Framework
- National Strategy for Homeland Security, July 2002
- Nuclear/Radiological Incident Annex of the National Response Plan
- Higher Education Opportunity Act (Public Law 110-315)
- Dear Colleague Letter, USDE Title IX

State of Illinois

- Campus Security Enhancement Act (29 ILL. ADM. CODE 305)
- Illinois Emergency Management Agency Act, 20 ILCS 5/3305
- Illinois Administrative Code Title 29, as amended
- IEMA Administrative Rule on Local Emergency Operations Plans
- "Good Samaritan Laws" Chapter 225, Illinois Compiled Statutes Act
- 60/30, 65/5.1 and Chapter 210, Illinois Compiled Statutes Act 50/17
- Illinois Emergency Interim Executive Succession Act

Local

- Chicago Office of Emergency Management and Communications

References

- Federal Response Plan (FRP), April 1992
- Illinois Plan for Radiological Accidents (IPRA), 1995
- Illinois Plan for Radiological Accidents - Clinton
- FEMA SLG 101, "State and Local Guide for All-Hazard Emergency Operations Planning"
- National Response Team (NRT) 1 and 1A, 1988
- Illinois Hazard Analysis
- P&K-8, "Shelter Management Handbook"
- TR-87, "Standards for Fallout Shelters"
- Guide for the Design and Development of a Local Radiological Defense Support System
- FEMA 10, A Planning Guide and Checklist for Hazardous Materials Contingency Plans
- Handbook of Chemical Hazard Analysis Procedures
- Illinois Emergency Operations Plan (IEOP)
- Action Guide for Emergency Management at Institutions of Higher Education, 2010

Hazard Profile and Vulnerability Assessment

Daley College Facilities

The Richard J. Daley College campus consists of one main campus building, seven modular buildings that provide additional classroom space, and a former bank building. Daley College is an open environment for students and the public. The campus participates in a number of community-focused activities that bring large numbers of non-students to the campus on a regular basis.

Hazard Identification

As part of the Security and Risk Assessment Process, Daley College has identified potential hazards that may pose a threat to the students, faculty and staff, and visitors of the College. These potential hazards have been identified through a process of survey and information gathering as well as on-site observation and analysis.

Hazards Profile and Assessment

The Daley College campus is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying CCC, public, and/or private property. Daley College has identified the potential hazards and, for each hazard, identified the probability of occurrence, the estimated impact on public health and safety, and the estimated impact on property and environment.

Preventive and Mitigation Measures

As part of the district Security and Risk Assessment process, the College and the CCC system staff will identify preventive and mitigation measures deemed necessary to reduce the possibility of threat on the Daley College campus. In addition, following any crisis, Daley College and CCC will evaluate the incident and response to determine if additional preventive and mitigation measures need to be implemented.

Core Functional Annexes

Direction and Control

Every Daley College employee and student plays a role in a campus emergency. All students, staff, and faculty are expected to be familiar with emergency procedures required by the *All Hazards Safety and Security Plan*. This will be accomplished through training and exercises as mandated by the Campus Safety Enhancement Act.

The City Colleges of Chicago maintains the district emergency command center (ECC) and the emergency operations centers. During district-wide emergencies, the ECC serves as the command center for the CCC's response and recovery operations. A variety of communications tools are employed by the ECC and EOCs to aid in the receipt and release of vital information. The EOC brings together decision makers

to coordinate the flow of information and strategy development. A variety of organizations and government agencies may be represented during an ECC or EOC activation, depending on the type and severity of emergency.

Campus emergencies are typically reported to the Campus Office of Safety and Security first. This could be through the Chicago Office of Emergency Management and Communications, on-campus emergency phones, local phones, weather radios, weather sirens, or other means. The Safety and Security staff on duty will contact the Director of Safety and Security or the assigned lead officer immediately when the reported incident is expected to have campus-wide impact or involve many resources or multiple hours of time to mitigate.

When the director or lead officer determines that the incident falls into the category of major emergency as defined in the *All Hazards Safety and Security Plan*, he or she will immediately contact members of the Campus Threat Response Team. If the director or designee determines that the threat to the campus is imminent, any one member of the Campus Threat Response Team thus contacted has the authority to activate this plan.

The district's emergency facilities involve the following aspects:

1. The Daley College Emergency Command and Control System

The ECC will be housed at the information desk in the lobby. Other locations will be determined by the IC, if necessary.

2. The Daley College Campus Threat Response Team

The following are the members of the Daley College Campus Response Team:

- College President
- College Vice President
- College Director of Security
- College Director of Security PT
- Chief Engineer
- Executive Business Manager
- Dean of Student Services
- Dean of Instruction
- District Director of Public Relations

3. General Campus Response Team Responsibilities

- The committee will assess the nature and severity of the threat and develop an appropriate plan of response. Committee members will be assigned specific responsibilities related to the plan of response. The response plan may include, at a minimum, description of the identified warning signs, establishment of a potential threat risk level, additional investigation as necessary, provision of support services if appropriate, case preparation for hearings as appropriate, and dissemination of warning information.

- The chairperson will oversee the implementation and completion of the action plan and will communicate progress to committee members and others as needed.
- The committee will conduct a final review and evaluation of each case, with follow-up assignments to monitor the progress of the case as appropriate.
- The chairperson will be responsible for overseeing the preparation and proper maintenance of case records. Case records will be maintained as follows:
 - For students, in the Office of the Dean of Students.
 - For faculty, in the Office of Academic Affairs.
 - For staff and members of the public, in the Department of Human Resources.

4. Emergency Command Center

Upon the occurrence of an incident, an incident command post, referred to in this plan as an Emergency Command Center (ECC), will be established in the vicinity of the incident site(s). The IC will be responsible for directing the emergency response and managing the resources at the incident scene. The IC will also determine if any EOCs need to be established.

5. EOC Activation

The following individuals are authorized to activate the ECC:

- The President of Daley College or designee

The President or designee will serve as the Incident Commander (IC). The IC is responsible for determining, prioritizing, and coordinating all response actions and providing emergency information and communications to CCC district staff and the campus community as appropriate. The IC will utilize appropriate and applicable communications methods as outlined in the Communications Annex of this document.

- The Vice President of Daley College or designee will implement the response actions and will work with the Director of Security to alert and direct the Building Emergency Managers (BEMs).
- The Building Emergency Managers will direct faculty, staff, and students during an emergency response, including an evacuation, shelter-in-place, or lockdown. The BEMs will report status and activities to the Director of Security during an emergency response.
- The Director of Security will provide direction, assistance, and communication to BEMs during an emergency response. The Director of Security will also assist first responders, should they be involved in the emergency response.
- The Chief Engineer, Executive Business Manager, and Dean of Student Services will provide information about available resources and incident status, as well as assist in developing strategies for response.

The IC and ECC will utilize the CCC Alert system to inform students, faculty, and staff in an affected area about the emergency situation and the response, including instructions for action. The District Director of Public Relations maintains prepared emergency notifications to help facilitate prompt and effective communication during an emergency response.

In the event that telephone and communications systems are down, communication will take place through the BEMs. Contact will be made with those in the affected area through radio and verbal communication.

6. General ECC/EOC Responsibilities

The general responsibilities of all ECC/EOCs are to:

- Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
- Determine and prioritize required response actions and coordinate their implementation, working with representatives of emergency services.
- Provide resource support for emergency operations.
- Suspend or curtail services, or recommend the closure of schools and the cancellation of public events.
- Organize and activate large-scale evacuation and mass care operations.
- Provide emergency information to CCC district staff.

7. ECC/EOC Staffing

Representatives of those departments and agencies assigned emergency functions in the Daley College Emergency Response Manual will staff the ECC and appropriate EOCs.

Communications

Rapid and timely communication of information to the CCC District Office during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents. The City Colleges of Chicago utilizes several means of communication in managing varying levels of incidents. The CCC Alert system is the primary means of communication to all members of the CCC community in the event of an emergency. This system can be activated by the public information officer at the CCC District Office or by the following Daley College officials: the President, Vice President, Dean of Student Services, or Director of Security.

Through CCC Alert, students, faculty, and staff can receive emergency alerts via CCC and personal e-mail accounts, mobile and home phone numbers, and text messages. The CCC Alert system will be tested for proper functionality three times per year at the beginning of each semester and summer session in accordance with the Office of Safety and Security. It is the responsibility of each member of district Colleges and departments involved in emergency management to be familiar with these means of

communication. Individuals must also ensure that their personal contact information and the contact information of their subordinates is up to date and accurate in order for proper communication. Discrepancies in contact information will be addressed as soon as possible.

Link System

The Link System allows individuals to send an SMS text or instant message to security via computer in the event of an emergency.

District and Campus Web Page

Up-to-date information regarding the status of the district is always available on the district and campus Web pages. During and following emergency situations, information as it applies to the district public will be posted on these Web pages as it becomes available, including information about such things as district closure, etc. Other information will be posted as deemed appropriate.

Public Address System

Outdoor speakers are located in several places on the Daley College campus in order to alert students, faculty, staff, and visitors on College grounds of an emergency. Both warning tones and voice messages will be used to direct those who are in audible range of the outdoor speaker system. The audible tones and voice messages will direct all personnel to seek shelter inside. Additional information will be provided through the campus emergency alert system (EAS), which distributes messages to campus e-mail and cell phones.

District Group E-mail

As part of the CCC Emergency Alert System, mass e-mails will be used to provide students, faculty, and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty, and staff of emergency situations and keep them updated on the situation. The district employs the following types of e-mails:

- **Informational:** Any communication that increases the awareness of campus activities, events, or services (e.g., parking disruptions); district employees and students may unsubscribe from receiving informational messages via the district group e-mail system.
- **Operational:** Communication that requires some action on the recipient's part or a required notification by the district (e.g., a message about benefits eligible information).
- **Official:** A non-urgent communication from an executive officer (e.g., a message from the district chancellor).
- **Urgent:** An urgent announcement from an executive officer regarding an imminent event, such as the school closing.

Local Media

The City Colleges of Chicago sends press releases and makes calls to contacts on a local media list. Because of the transient nature of our population, the district depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.

Text Messaging

CCC emergency officials have the ability to disseminate important information via text message directly to the cell phones of users subscribed to the service. This provides emergency officials with another option to communicate with Daley College faculty, staff, and students during a crisis.

Voicemail to Office, Home, and Mobile Telephones

This tool leaves a voice message on every faculty and staff member's office phone on campus as well as voice messages to home and mobile phone numbers as provided through CCC Alert.

Telephone Tree

Certain Daley College offices implement a telephone tree of departmental contacts that is initiated during an emergency.

Warning

Primary responsibility for these functions is assigned to the campus emergency communications center as supervised by the Director of Security and/or the President. Emergency tasks to be performed include the following:

- Receive information on emergency situations.
- Alert key district officials of emergency situations.
- Disseminate warning information and instructions to the district through available warning systems.
- Disseminate warnings and instructions to special facilities.
- Provide updates to the campus community as directed.

In the event of an incident or emergency, the President of Daley College or designee is responsible for notifying CCC district staff so that warnings can be communicated throughout the CCC system as appropriate. The Director of Security announces campus emergency warnings and evacuations via the campus public address system.

Emergency Public Information

Primary responsibility for these functions is assigned to the director of 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 Annex* of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- **Building Emergency Manager (BEM) Responsibilities:** The Daley 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 report to their designated staging area. Faculty members should ensure disabled students are being assisted and notify Security if students requiring assistance are at the staging area. It is the responsibility of all district faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

- **Staff Responsibilities:** Upon activation of the building alarm, designated staff members are responsible for ensuring that occupants with special evacuation needs are aware of the alarm condition and respond to their designated staging area. The floor or department leader is responsible for assigning personnel to perform this function.
- **District Evacuation Functions:** Primary responsibility for these functions is assigned to the District Director of Security—in coordination with the local officials—who will prepare and maintain the Evacuation Annex of this plan and supporting SOPs. To ensure safe evacuation during a high-level emergency or disaster, the District Director of Security shall:
 - Identify areas where evacuation has already taken place or where it is necessary, and determine at-risk population.
 - Perform evacuation planning for known risk areas, including route selection and determination of traffic control requirements.
 - Develop simplified planning procedures for ad hoc evacuations.
 - Determine emergency public information requirements, coordinated with Public Information Officer (PIO/EDM&C).

Special Populations

Child Care Center

For the Daley College Child Care Center, unannounced evacuation drills are conducted monthly. Two emergency exit routes are designated for each location in the building. These evacuation routes are posted. In addition, the Child Care Center conducts two shelter-in-place drills per year. Children will be evacuated first in all emergencies that require evacuation from the campus or Child Care Center area.

Students and Staff with Disabilities

Students, faculty, and staff with disabilities who need assistance exiting the building are asked to provide a copy of their schedule and/or office location to the head of the Disability Access Center. The Disability Access Center provides a list of locations of people with disabilities to the Daley College Security Office. Faculty and staff are to ensure that people with disabilities are being assisted during an emergency or evacuation.

Mass Care

Primary responsibility for these functions is assigned to the Vice Chancellor for Safety and Security who will prepare and maintain the Shelter and Mass Care Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- Performing emergency shelter and mass care planning
- Coordinating and conducting shelter and mass care operations with other departments, relief agencies, and volunteer groups

Health and Medical Services

Primary responsibility for health and medical services functions is assigned to the Chicago Department of Public Health.

Resource Management

Primary responsibility for these functions is assigned to the Vice Chancellor for Safety and Security and Vice Chancellor for Administrative Services and Procurement, who will prepare and maintain the Resource Management Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- Maintaining an inventory of emergency resources
- Locating supplies, equipment, and personnel to meet specific needs during emergency operations
- Maintaining a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency
- Establishing emergency purchasing procedures and coordinating emergency procurements
- Establishing and maintaining a personnel reserve, and coordinating assignment of reserve personnel to departments and agencies that require augmentation
- Coordinating transportation, sorting, temporary storage, and distribution of resources during emergency situations
- Establishing staging areas for resources if required
- Identifying to the Donations Management Coordinator those goods, services, and personnel that are needed during emergency operations
- Maintaining records of emergency-related expenditures for purchases and personnel

Campus Violence Prevention Plans, Violence Prevention Committees, and Threat Assessment Teams

Daley College is committed to a safe, secure, non-violent environment for all students, faculty, staff, and visitors. This plan represents the college's policy on the prevention and reduction of violence. The Daley College Campus Violence Prevention Plan (CVPP) is based on principles of early intervention and engagement to prevent violence.

In order to help ensure a safe, secure, non-violent environment, Daley College has developed a comprehensive Campus Violence Prevention Plan. In developing the plan, Daley College followed the policies, guidelines, and statutes listed below.

Related Policies, Statutes, and Laws

- Conduct and Discipline and Illinois Criminal Code (720 ILCS 5/1-1.et.seq)
- Sexual Assault—Illinois Criminal Code
- State of Illinois Campus Security Enhancement Act (CSEA-110 ILCS 1/1.et.seq)
- Illinois Mental Health and Developmental Disabilities Mental Health Code (405 ILCS 5/1-100.et.seq)
- Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1.et.seq)
- Clery Campus Security Act
- Campus Sex Crimes Prevention Act of 2000 (CSCPA)
- Title IX
- CCC Student Disciplinary Policy
- CCC Sexual Harassment Policy
- CCC Faculty Grievance Procedures

Prohibited Conduct and Sanctions

As part of the City Colleges of Chicago, Daley 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;
- Physical or verbal behavior that results in significant emotional distress to an individual(s);
- Physical or verbal behavior or threatening violent behavior, whether actual or perceived, based on race, ethnicity, gender, sexual orientation, or other protected status;
- Threat of or actual defacement and/or damage of property;

- Sexual assault or harassment, including stalking and dating or domestic violence;
- Brandishing a weapon or firearm; or
- Retaliation against any individual(s) who reports a violation of these guidelines.

In addition to prohibited conduct, the Daley College CVPP has identified thresholds of conduct that the district deems to be unacceptable as well as indicators of possible future violent action. These include the following:

- Significant violent ideations or the expression of violent ideas or the intent to harm others;
- Suicidal threat, attempt, or significant suicidal ideation;
- Pattern of physical or emotional bullying;
- Attempting to control processes, outcomes, or decisions that are inappropriate given the person's standing or position;
- Delusional ideations or behavior;
- Excessive, inappropriate, and/or illegal alcohol or drug use.

Members and Structure

As part of the Daley College CVPP, a designated Campus Violence Prevention Committee, Campus Threat Assessment Team, and a Campus Response Team have been formed. The Committee members and structure are outlined below.

1. Campus Violence Prevention Committee

The Campus Violence Prevention Committee serves as a resource to provide support, assistance, research, and policy review in regard to violence prevention on campus. As a part of this plan, the Campus Violence Prevention Committee shall be responsible for the following:

- Incorporating violence prevention strategies into related policies and/or procedures;
- Encouraging zero tolerance policy statements that reaffirm violence prevention strategies;
- Integrating existing campus programs and policies that deal with associated issues (e.g., workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention); and
- Evaluating physical facilities and grounds and making recommendations to improve safety and further the goal of violence prevention.

The committee shall develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education of the college community with regard to violence prevention, safety measures, and environmental security enhancement of college and district property. The committee shall create bylaws and policies under which it shall operate in order to fulfill its purpose.

The Daley College Campus Violence Prevention Committee members include representatives from the following departments:

- Safety and Security
- Student Affairs
- Dean of Students
- Counseling Center Service
- Offices of Human Resources
- Engineering
- Information Technology Services
- Faculty Council
- Wellness Center
- Student Representative

2. Campus Threat Assessment Team

The Campus Threat Assessment Team is chaired by the College President, and members of the team are appointed by the President. The Campus Threat Assessment Team is responsible for the following:

- Conducting a review of the Campus Violence Prevention Plan (CVPP) annually or as required by circumstance. This review will include:
 - Evaluation of the effectiveness of the plan and the College's violence prevention programs.
 - Identification of potential or existing risks, including analyzing reports and data to identify high-risk departments, programs, activities, or locations.
- Implementing crisis management plans in response to credible threats and acts of violence.
- Delegating responsible departments to participate in emergency response tabletop exercises.
- Coordinating the development of educational outreach activities for students and employees to increase awareness.
- Providing training on campus/workplace violence as appropriate.
- Reviewing and assisting with the development of threat response and assessment policies and procedures.
- Communicating internally with students and employees as necessary regarding issues related to campus violence prevention.

The following individuals are members of the Daley College Campus Threat Assessment Team:

- College President
- College Vice President
- College Director of Security
- College Director of Security PT
- Executive Business Manager
- Dean of Student Services
- Dean of Instruction

3. Campus Response Team

The Campus Response Team at Daley College is chaired by the College President. Members of the team are appointed by the College President. The Campus Response Team provides response and coordinates support services in the event of a crisis or emergency. The Campus Response Team will meet once a semester or whenever appropriate to review issues related to crisis or emergency response.

The Daley College Campus Response Team is responsible for the following:

- The committee will assess the nature and severity of the threat and develop an appropriate plan of response. Committee members will be assigned specific responsibilities related to the plan of response. The response plan may include, at a minimum, description of the identified warning signs, establishment of a potential threat risk level, additional investigation as necessary, provision of support services if appropriate, case preparation for hearings as appropriate, and dissemination of warning information.
- The chairperson will oversee the implementation and completion of the action plan and will communicate progress to committee members and others as needed.
- The committee will conduct a final review and evaluation of each case, with follow-up assignments to monitor the progress of the case as appropriate.
- The chairperson will be responsible for overseeing the preparation and proper maintenance of case records. Case records will be maintained as follows:
 - For students, in the Office of the Dean of Students.
 - For faculty, in the Office of Academic Affairs.
 - For staff and members of the public, in the Department of Human Resources.

The members of the Daley College Campus Response Team are as follows:

- College President
- College Vice President
- College Director of Security

- College Director of Security PT
- Chief Engineer
- Executive Business Manager
- Dean of Student Services
- Dean of Instruction
- District Director of Public Relations

Integration of Policies

The CCC CVPP is incorporated as part of the *CCC All Hazards Safety and Security Plan*. The activities of the CVPP fall under the oversight of the Vice Chancellor for Safety and Security and are in alignment with the overall district emergency management plan as defined in the AHSSP. Crisis management will be conducted in accordance with the overall policies and procedures outlined in the AHSSP.

Activities

Based on research in violence prevention, Daley College acknowledges the following factors to be key in reducing violence:

1. A strong sense of community and connection;
2. An increased sense of security with security/police presence;
3. Enhanced social skills; and
4. Bystander interventions.

The Daley College Campus Violence Prevention Committee will be responsible for evaluating current college/campus initiatives designed to address these four factors as well as advising college and district staff on new activities or initiatives to increase these four factors. Information concerning these initiatives will be distributed through the CCC Security home web page.

Appendices

Campus Map



Richard J. Daley College Emergency Response Manual

I. EMERGENCY RESPONSE OVERVIEW

The purpose of an emergency response plan is to establish the proper response to a variety of emergencies that any major public institution could face. These emergencies include, but are not limited to fires, bomb threats, power outages, and weather-related occurrences. This plan will allow the faculty and staff of Richard J. Daley College to:

- Train for the orderly evacuation of the campus in the event that an emergency would make it necessary.
- Establish primary and contingency escape routes from all areas of the campus.
- Establish procedures to reduce the risk of violent crimes taking place on the campus. Security will work with local law enforcement authorities to maximize the effectiveness of patrol activities around the campus.
- Ensure that we gather and preserve all of the available information and evidence related to any reported incident. An alert and organized campus is less inviting to potential offenders.

This plan will be reviewed annually by both the Daley College Administration and the District Office of the City Colleges of Chicago and will be updated as circumstances dictate.

II. CITY COLLEGES OF CHICAGO ALERT SYSTEM

In the event that a situation arises either on or off campus that in the judgment of the Administration constitutes an immediate threat to the Daley College or CCC community, a CCC Alert will be issued. These CCC Alerts will be as narrowly targeted as possible so as not to create unnecessary stress for community members who would not be affected by the alert. The alerts will be issued electronically to all of the emergency contact sources that faculty, staff, or students have provided. These will include the following:

- Voice calls to home and cell phones
- Text messages to listed cell phones
- Emails to the provided email addresses

Anyone having information that may affect community safety should notify Campus Security as soon as possible. The security of the Daley College community is everyone's responsibility.

III. **CAMPUS CRIME ALERT BULLETINS**

The Security Department has a close relationship with the Chicago Police Department, and they are informed whenever serious crimes are reported that could have an adverse effect on the college community. If the Security Department is notified by the Chicago Police Department of a serious incident or one is reported to them by a member of the campus community, a Campus Crime Alert Bulletin will be created and distributed by the Security Department. These bulletins will be posted throughout the campus, in offices, cafeteria, lounges, and on available bulletin boards.

The Security Department strives to stay aware of crime conditions around the campuses in an effort to provide the safest possible environment for our community. A well informed community is better able to protect itself and creates conditions that are likely to make the criminal element look elsewhere for potential victims.

IV. **SOURCES OF ASSISTANCE DURING EMERGENCIES**

- **Campus Security Office (Ext. 7608 & 7944):** Campus Security officers are on duty 24 hours per day, seven days per week. Campus Security must be notified immediately of any emergency.
- **Engineers/Maintenance Office (Ext. 7526):** Engineering and Maintenance staff can arrange for the emergency procurement of materials and services.
- **Chicago Police Department (911):** If using an office phone, dial 9 to get an outside line and call 911. If using a pay phone, no money is needed to dial 911.

V. **PEOPLE WITH DISABILITIES**

Students, faculty, and staff with disabilities who need assistance exiting the building during an evacuation are instructed to do the following at the beginning of each semester:

- Give a copy of your schedule to the Director of the Disability Access Center (Room 1301, ext. 7578). Your classroom/office locations will be included on the Daley College List of Locations of People with Disabilities. That list will be given to the Security Office. In the event of an evacuation, Security will give Fire Department personnel the list to help them locate disabled individuals who are unable to use the stairs to exit the building.
- Know the location of stairwells **A** and **D** on each floor. These stairwells will provide additional protection from smoke and fire when the doors are closed. Fire Department personnel will be directed to check these two stairwells first to locate individuals who need to be transported to the ground floor. **Stairwell A** is the stairwell in the northwest corner of the building. **Stairwell D** is the center stairwell on the south side of the building in line with the second floor bridge and the center of the front lobby.

VI. SPECIFIC EMERGENCY PROCEDURES

A. FIRE

Fire extinguishers are located throughout the building and can be used to extinguish a small fire. To operate a fire extinguisher, pull the pin and aim the spray directly at the base of the fire. Close, but do not lock, all doors to confine the fire. Do not take any unnecessary risks. If a fire extinguisher is not readily available, activate the building alarm and follow evacuation procedures and inform Security of the location of the fire.

Remain near the floor where the air will be less toxic if you become trapped in the building during a fire, cover your mouth with cloth to help filter the air. Shout out at regular intervals to alert emergency crews of your location.

If your clothing catches fire, STOP, DROP, and ROLL. Immediately **stop** walking or running, **drop** to the floor, and **roll** repeatedly to extinguish the flames. Cover your face with your hands to protect it from the flames. Flush the burned area with cool water as soon as possible.

B. ARMED SUSPECTS ON CAMPUS

1. Armed Persons Observed But Not Acting in a Violent or Erratic Manner

- a. If any member of the Daley College Community observes a person on campus whom they do not believe to be a law enforcement officer or someone authorized to be armed, he or she should immediately contact the nearest security officer. Do not confront the individual, but provide Security with as much information about the subject as possible, including the location, physical description, clothing description, type of weapon that was observed, how the weapon was being carried.
- b. The security officer who is notified of the possible armed subject will contact his supervisor and provide the information that he has received. When possible, the supervisor will assign armed officers to locate the subject and verify his status. Unarmed officers may be used to help locate the individual, but they should not approach the subject unless assisting an armed officer.
- c. When Chicago Police Officers arrive on the scene, Security will provide them with all of the available information and assist them as they request. Once the Chicago Police Department is on the scene, they are in control of the incident.
- d. As soon as circumstances permit, Security will notify the President or on-duty Administrator and provide all available information. They will be kept informed as the situation progresses.
- e. No one on campus should talk to the media other than the President or Vice President. In the event that the President and Vice President are unavailable, all inquiries should be directed to the District Office for the Chancellor or his designee. When the situation has been resolved, Security will prepare a detailed report of the incident for distribution as directed by the College's Administration.

2. Armed Persons Observed Acting in a Violent or Erratic Manner

- a. Any member of the Daley College Community who observes an armed person on campus who is acting in a violent or erratic manner should immediately contact the nearest security officer. Do not confront the individual, but provide Security with as much information about the subject as possible, including the location, physical description, clothing description, type of weapon that was observed, and how the weapon was being carried.
- b. The security officer who is notified of the possible armed subject will contact his supervisor and provide the information that he has received. When possible, the supervisor will assign armed officers to locate the subject and verify his status. The security desk will immediately contact the Chicago Police Department. The security desk will remain on line with the dispatcher and provide updated information on the subject's location and conduct as it becomes available.
- c. While waiting for the arrival of the Chicago Police Department, Security will attempt to evacuate the surrounding areas without exposing themselves to any unreasonable risks. In the event that the subject has begun shooting, the on-duty armed officers will not approach him, but will act as a barrier in an attempt to contain the situation and prevent him from following the fleeing victims.
- d. When Chicago Police Officers arrive on the scene, Security will provide them with all of the available information and assist them as they request. Once the Chicago Police Department is on the scene, they are in control of the incident.
- e. As soon as circumstances permit, Security will notify the President or on duty Administrator and provide all of the available information. They will be kept informed at the situation progresses.

C. INJURY OR ILLNESS

1. Immediately call Security. Give your name; describe the nature of the medical problem and the location of the victim.
2. Keep the victim still and comfortable.
3. Do not move the victim.
4. Remain with the victim until help arrives.
5. Check breathing and give artificial respiration if necessary.
6. Control serious bleeding by direct pressure on the wound.
7. Look for an emergency Medical ID bracelet and gather information from witnesses. Give this information to the responding security personnel and Fire Department paramedics.

D. DISTURBANCES OR DEMONSTRATIONS

Most campus demonstrations are peaceful, and the staff should continue with normal business if possible. Demonstrations should be reported to security as soon as possible. Security will then notify the President and the Dean of Student Services. When a demonstration becomes disruptive or potentially violent, the Dean of Student Services will request that the demonstrators terminate the disruptive activity. If the demonstrators persist, the President will determine if the Chicago Police Department should be contacted.

Security will notify the available administrators and will contact the Chicago Police Department if a disruptive or potentially violent demonstration takes place after business hours and it is deemed necessary to ensure public safety and the college's facilities.

E. EXPLOSIONS

Take cover immediately under tables, desks, or other objects that will give protection against flying glass or debris. When safe, notify Security. Give your name and describe the location and nature of the emergency. If necessary, follow the evacuation procedures in this manual.

F. HAZARDOUS CHEMICAL SPILLS

Eyes, if contaminated, should be flushed immediately with water. Contaminated clothing should be removed. Water should be used to flush chemicals from victim's skin. Trained personnel should start first aid procedures immediately if they are available.

Vacate the area at once. The area should be sealed to prevent contamination of other areas. Follow the evacuation procedures in this manual if it becomes necessary to evacuate the building.

Report spills of a hazardous chemical or radioactive material to Security immediately. Be specific about the exact location and nature of the spilled material. Security will contact appropriate officials and medical personnel.

G. BOMB THREATS / SUSPICIOUS PACKAGES OR LETTERS

Take all bomb threats seriously and report them to Security immediately. Contact Security at once if you observe any suspicious object that you suspect could be a bomb. Security will inform the President. The President will be responsible for making decisions relative to the evacuation of the building prior to emergency services arriving on the scene.

1. Written Bomb Threat

- a. Do not handle it any more than necessary.
- b. Place the written threat in an envelope to preserve possible fingerprints.

2. Telephoned Bomb Threat

- a. Try to obtain as much information from the caller as possible. Use the CPD Bomb Threat Card (CPD-23-255) as a guide.
- b. Note the time of the call.
- c. Write down the words used by the caller.
- d. Ask when the bomb will explode.
- e. Note the caller's voice. Does he or she sound young or old? Can you detect signs of ethnicity? Is there anything unique about the voice?
- f. Do you hear background noises?
- g. Call Security immediately.

3. Suspicious Package or Letter

Inform the Security Department immediately if you observe a suspicious package or letter. Do not open it, and **be wary** of the following:

- a. Packages with no return address.
- b. Insufficient or excessive postage.
- c. Packages with markings such as Confidential or Personal.
- d. Packages wrapped in brown paper or discolored wrapping paper with hand-written or poorly typed addresses.
- e. Incorrect titles or titles but no name.
- f. Excessive weight; rigid or uneven envelopes.
- g. Excessive securing material (masking tape, string, etc.).
- h. Unexpected packages with foreign postage, airmail, or special delivery.

H. TORNADO

1. Go to the lowest floor possible.
2. Go to interior small rooms (bathrooms, closets, etc.) or halls. Avoid large open interior spaces.
3. Stay away from outside walls and large windows or other glass that might collapse.
4. Take cover under heavy tables or sturdy furniture if possible.
5. Assume protective posture facing interior wall (crouch on elbows and knees, hands over back of head).

I. EARTHQUAKE

Though extremely rare in this area, earthquakes may still pose a serious problem.

1. Get under a desk, table, or other heavy furniture. Hold on and move with it.
2. Brace yourself in a doorway in a position where a swinging door cannot hit you.
3. Move against an interior wall away from windows or objects like filing cabinets, and kneel or sit covering yourself.

J. ELEVATOR FAILURES

Contact Engineering at extension 7526 if there is a failure. Contact Security at extension 7608 if the Engineering Department cannot be reached. If there is a major utility failure, the Engineering Department or the Security Department will notify the President and Facilities Coordinator. The President and Facilities Coordinator will determine if the building should be evacuated. Additional information and instructions are outlined below:

1. **Electrical/Light Failure:** The engineers will determine the cause, and Security will assist the buildings occupants to evacuate.
2. **Plumbing Failure/Flooding:** Do not use any electrical equipment. Notify Engineering and/or Security immediately.
3. **Gas Leak:** Do not operate electrical switches or electrical equipment. Activation of electrical devices may cause arcing, which could in turn trigger an explosion. If you smell gas, vacate the area and immediately contact Engineering and/or Security.
4. **Ventilation Problems:** If smoke or other odors come from the ventilation system, immediately notify Engineering or Security. Vacate the area until you are informed by Engineering or Security that it is safe to return.

VII. CAMPUS DESCRIPTION AND EMERGENCY EVACUATION ROUTES

The Richard J. Daley College campus is composed of eight buildings. The main structure consists of four floors, three at or above ground level. All four floors of this building are used as educational, administrative, or general public access space such as the Beattie Theater. The seven modular buildings are single-story units that are separated from the main building by the faculty parking lot. The modular buildings provide class and office space for Daley College as well as the Illinois Employment Training Center and the Chicago Park District.

A. Exit Routes by Floor

- **1st Floor:** Exit through the four entrances located on the north and south sides of the building.
- **2nd Floor:** The pedestrian bridge located on the south side of the building leads to the student parking lot and the bridge stairwell also leading to the patio. The six building stairwells also lead to the 1st floor exits.
- **3rd Floor:** Use the stairwells to the 2nd floor and exit via the bridge or continue to the 1st floor exits.
- **Lower Level:** Use stairwells A through F and exit through the 1st floor. Those who cannot use stairwells should proceed to stairwells A or D (depending on the location of the emergency) and then wait for either Security or Fire Department personnel to respond for assistance. When the fire doors are closed, the stairwells provide substantial protection from smoke and fire for approximately one hour.

B. Stairwell Locations

- A: Northwest corner of the main building
- B: Southwest corner of the main building
- C: North/center of the main building
- D: South/center of the main building
- E: Northeast corner of the main building
- F: Southeast corner of the main building

VIII. EVACUATION OF THE CHILD DEVELOPMENT CENTER

The Director of the Child Development Center will ensure that the staff's first concern is for the safety of the children in their care. A list of all children attending classes will be available daily.

The following is designed to expedite the evacuation of the children in an emergency:

- The Director will conduct a fire drill with the children each month to familiarize the children with evacuating the building.

- The playground gates will be kept unlocked while children are on campus in the event of an emergency.
- When the alarm is sounded, the staff will instruct the children to line up at the door and immediately exit the classrooms.
- When exiting the classroom, one staff member will lead the children and a second staff member will follow behind the last child to assure that they do not become separated from the group.
- If the children are on the playground when an alarm is sounded, the teacher will ensure that the children are taken out through the gate and down the ramp to a designated area.
- Immediately notify the Fire Department or Security if any children are unaccounted for.
- The children should be moved to the conference room in building 200, where they can be secured and their families notified if necessary.
- Observers using Room 1104 and 1201 will exit into the corridor and leave the building by the closest doors to the north lot.

IX. BUILDING EVACUATION PROCEDURES

A. Be Prepared for an Emergency

- Know the locations of the fire alarm pull stations.
- Know the locations of all exit doors and stairways. Stairwells A and D are designated as staging areas for people with disabilities who would need Fire Department assistance coming down the stairs.

B. What to Do if You Hear the Building Alarm

- Exit the classroom in a quiet and orderly manner. Listen for announcements being made over the public address system.
- Make sure anyone with a disability is being assisted. Find out what help they may need. If you can help, please help.
- Exit the floor using the nearest stairway.
- Exit the building and move away from the building. Do not remain on the sidewalks near the building; move toward the modular buildings or the grass near Pulaski.
- **DO NOT USE ELEVATORS DURING AN EVACUATION!**

Incident Communications Matrix

City Colleges of Chicago Incident Communications Matrix

Incidents	Persons/Offices To Be Notified											
	CPD	CFD	Safety Officer/ Director of Security	College President	Building Engineer	VCS&S	Chancellor's Office	ED, Marketing & Communications	Director of Risk Management	Chief Operations Officer	VCS&P	Chief Financial Officer
Fire Emergencies												
Minor Fire			I	A	I	A	B	B	C	C	C	C
Major Fire		I	I	A	I	A	B	B	C	C	C	C
Explosion		I	I	A	I	A	B	B	C	C	C	C
Medical Emergencies												
Homicide	I		I	A	C	A	B	B	C	C	C	C
Injury			I	A	C	A	B	B	C	C	C	C
Food Poisoning			I	A	C	A	B	B	C	C	C	C
Mass Casualties	I		I	A	C	A	B	B	C	C	C	C
Communicable Disease Exposure and/or Outbreak			I	A	A	A	B	B	C	C	C	C
Hazardous Material												
Hazardous Material Release (Toxic/Cloud)		I	I	A	I	A	B	B	C	C	C	C
White Powder / Chem / Bio / Rad / Spill / Exposure		I	I	A	I	A	B	B	C	C	C	C
Radiation Exposure		I	I	A	I	A	B	B	C	C	C	C
Asbestos Release		I	I	A	I	A	B	B	C	C	C	C
Transportation Accidents												
Automobile Accident	I		I	A	C	A	B	B	C	C	C	C
Aircraft Collision with Building	I		I	A	I	A	B	B	C	C	C	C
Pedestrian/Cyclist	I		I	A	C	A	B	B	C	C	C	C
Evacuation												
High Profile Landmarks	I		I	A	C	A	B	B	C	C	C	C
Building/Area			I	A	A	A	B	B	C	C	C	C
Evacuation of Campus			I	A	A	A	B	B	C	C	C	C
Shelter-in-Place			I	A	A	A	B	B	C	C	C	C
Weather Emergencies												
District Closure			I	A	I	A	B	C	C	C	C	C
Flooding			I	A	I	A	B	C	C	C	C	C
Ice/Snow Storm			I	A	I	A	B	C	C	C	C	C
Tornado/Hurricane/ Severe or Inclement Weather			I	A	I	A	B	C	C	C	C	C
Earthquake			I	A	I	A	B	C	C	C	C	C
Building Systems												
Telephone/Telecomm Failure			I	A	I	A	B	B	C	C	C	C
District-wide Utility Failure			I	A	I	A	B	B	C	C	C	C
Limited Utility Failure			I	A	I	A	B	B	C	C	C	C
District-wide IT Failure (Attack)			I	A	I	A	B	B	C	C	C	C
Limited IT Failure			I	A	I	A	B	B	C	C	C	C
Structural Failure			I	A	I	A	B	B	C	C	C	C
Threat of Violence												
Bomb Threat	I		I	A	C	A	B	B	C	C	C	C
Campus Violence	I		I	A	C	A	B	B	C	C	C	C
Weapons	I		I	A	C	A	B	B	C	C	C	C
Vandalism			I	A	C	A	B	B	C	C	C	C
Hostage Situation	I		I	A	C	A	B	B	C	C	C	C
Terrorism												
National/State-level Terrorism	I		I	A	C	A	B	B	C	C	C	C
Local-level Terrorism	I		I	A	C	A	B	B	C	C	C	C
Interpersonal Emergencies												
Sexual Assault	I		I	A	C	A	B	B	C	C	C	C
Stalking	I		I	A	C	A	B	B	C	C	C	C
Relationship Violence	I		I	A	C	A	B	B	C	C	C	C
Missing Student/Staff	I		I	A	C	A	B	B	C	C	C	C
Suicide	I		I	A	C	A	B	B	C	C	C	C

Notification

- I Initial Notification
- I* Initial Notification
- A Require Immediate Notification of the Incident
- B Require Immediate Notification at the Direction of the VCS&S
- C Notify at the Direction of the Emergency Incident Command

AHSSP Training Matrix

City Colleges of Chicago All Hazards Safety and Security Plan Training Matrix					
TRAINING	POSITION				
	District/College Administration	Faculty	Staff	Students	Security Staff
All Hazards Safety and Security Plan	A	A	A	A	A
Campus Violence Prevention Plan	A	A	A	A	A
Tabletop Exercises	B				B
Fire Response (Drill)	M	M	M	M	M
Tornado/Severe Weather/Shelter-in-Place (Drill)	S	S	S	S	S
Lockdown Response (Drill)	S	S	S	S	S
Overall Emergency Response Exercise	T				T
Key:					
A = Annually					
B = Biannually					
S = Once per Semester/Summer Session					
M = Monthly					
T = Once Every Three Years					
O = One-Time Training					