



Harold Washington College All Hazards Safety and Security Plan

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Overview

Harold Washington College

Harold Washington College (HWC) opened in 1962 as Loop College, and was re-named in 1987 in honor of Chicago's first African-American Mayor, Harold Washington. HWC is a learning-centered urban institution of higher education offering accessible and affordable opportunities for academic advancement, career development, and personal enrichment. The College is committed to upholding high institutional and academic standards and to understanding and improving student learning. There are approximately 9,000 credit and non-credit students attending HWC.

Philosophy

The philosophy of Harold Washington 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 *Harold Washington 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 *Harold Washington 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 Harold Washington 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 Harold Washington 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 Harold Washington 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, Harold Washington 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. Harold Washington 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

Harold Washington 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. Harold Washington 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 Harold Washington 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.
- 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 Harold Washington 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.
- Harold Washington 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 Harold Washington Emergency Command Center (ECC)/Emergency Operations Center (EOC).
- In the event of an emergency, communications between colleges and campuses may be impaired or lost. Harold Washington 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 Harold Washington 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

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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 *Harold Washington 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 Harold Washington 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 Harold Washington 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 *Harold Washington 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 *Harold Washington 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.

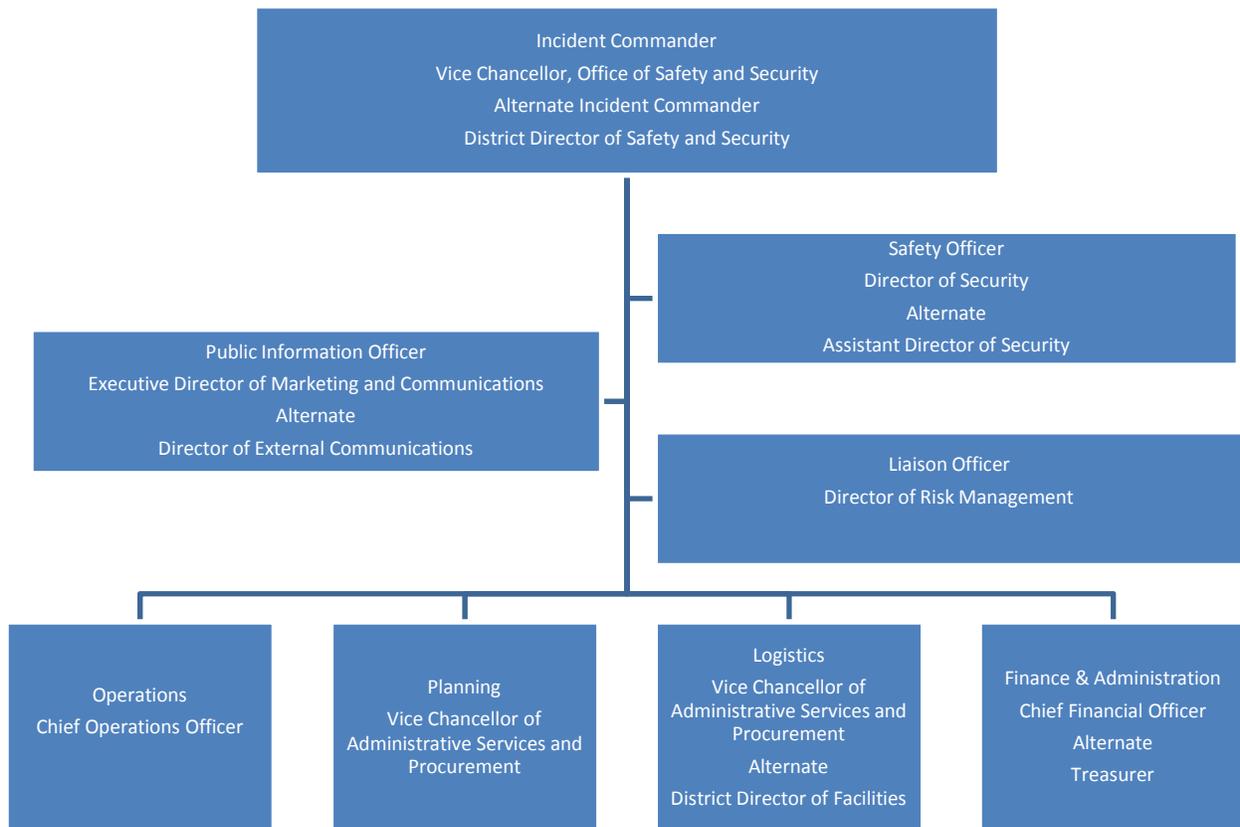
Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Although it is based on a worst-case scenario and provides for the critical functions and roles of Harold Washington College during disaster response, its general procedures for

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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, Harold Washington 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 Harold Washington College internal incident command system will become operational.

Line of Communication and Succession

For emergencies requiring localized response within the Harold Washington College system itself, staff members will follow NIMS Incident Command protocol. The Harold Washington 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 Harold Washington 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 Harold Washington College Incident Commander.

The line of succession for Harold Washington College is as follows:

- President
- Vice President
- Dean of Student Services

The line of succession for the Harold Washington 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 *Harold Washington 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 Harold Washington 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 Harold Washington 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

Harold Washington College Facilities

Harold Washington College is an open campus located in the heart of Chicago's busy Loop. The campus has one twelve-story building.

Hazard Identification

As part of the Security and Risk Assessment Process, Harold Washington 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 Harold Washington College campuses are 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. Harold Washington 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 Harold Washington campus. In addition, following any crisis, Harold Washington 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 Harold Washington 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 Harold Washington Emergency Command and Control System

- The ECC will be located at the Security Desk in the first floor lobby.
- EOCs will be designated by the IC, if necessary.

2. The Harold Washington Campus Threat Response Team

The following are the members of the Harold Washington Campus Response Team:

- College President
- College Vice President
- College Director of Security
- Chief Engineer
- Assistant Chief Engineer
- Executive Director of Business Operations
- Dean of Student Services
- Dean of Instruction
- District Director of Public Relations
- General Counsel

3. General Campus Response Team Responsibilities

- The team will assess the nature and severity of the threat and develop an appropriate plan of response. Team 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 team progress to committee members and others as needed.
- The team 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 Instruction.
 - For staff and members of the public, in the Office 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 Harold Washington 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 Harold Washington 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 Director of Business Operations, 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 Harold Washington 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 Harold Washington 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 Harold Washington campuses 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 Harold Washington 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 Harold Washington 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 Harold Washington 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 Harold Washington 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

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 Harold Washington 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

Harold Washington 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 Harold Washington 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, Harold Washington College has developed a comprehensive Campus Violence Prevention Plan. In developing the plan, Harold Washington 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, Harold Washington 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 Harold Washington 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 Harold Washington 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 Harold Washington Campus Violence Prevention Committee Members include representatives from the following departments:

- Safety and Security
- Student Affairs
- Dean of Students
- 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 Harold Washington College Campus Threat Assessment Team:

- College President
- College Vice President
- College Director of Security
- Assistant Chief Engineer
- Executive Director of Business Operations
- Dean of Student Services
- Dean of Instruction
- Associate Dean of Instruction

3. Campus Response Team

The Campus Response Team at Harold Washington 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 Harold Washington 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 Instruction.
- For staff and members of the public, in the Office of Human Resources.

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

- College President
- College Vice President
- College Director of Security
- Chief Engineer
- Assistant Chief Engineer
- Executive Director of Business Operations
- Dean of Student Services
- Dean of Instruction
- Associate Dean of Instruction
- District Director of Public Relations
- General Counsel

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, Harold Washington 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 Harold Washington 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



Harold Washington College Emergency Response Manual

This Emergency Response Manual is a guide designed to provide students, faculty, staff, administrators, and public occupants of the building emergency procedures to use in the event of an emergency in the building. The emergency procedures described in this manual are designed to protect lives and property through effective use of College Campus and Community Resources. The procedures in this manual are based on the following assumptions:

- 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.
- A disaster may affect the surrounding geographical area, and City, County, State, and/or Federal emergency resources may not be immediately available.

If any emergency occurs, contact Security at 312-553-5643/5644/5646!

I. SOURCES OF ASSISTANCE DURING EMERGENCIES

A. COLLEGE/CAMPUS SECURITY OFFICERS – EXT. 5643/5644/5646

College/Campus Security Officers are on duty 24 hours per day, seven days a week. College/Campus Security Officers must be notified immediately of **any** emergency!

B. ENGINEERING/MAINTENANCE STAFF – EXT. 5641

Engineering and Maintenance staff can arrange for the emergency procurement of materials and services.

C. CHICAGO 911 – EMERGENCY CENTER (CHICAGO POLICE & FIRE DEPARTMENT) – 911

If you are using an office telephone, dial 9 for an outside line, and once a dial tone is heard, dial 911 and provide the dispatcher with details of the emergency. If you are using a pay phone, no money is required to dial 911. If you are using a cellular phone, dial 911.

II. EMERGENCY TEAM MEMBERS

- **Emergency Director** – President of Harold Washington College, Donald J. Laackman, Extension 5900
- **College/Campus Security** – Director of Security, David Rozell, Extension 5643
- **Traffic Coordinators** – College Security Officers at Lobby Front Desk, Extensions 5643/5644/5646
- **Emergency Coordinators** – Building Manager, Janice Mason, Extension 5901 or 5856 and Building Coordinator, Gideon T. Robbin, Extension 5640
- **Damage Control Officer** – Chief Engineer, Richard Wren, Extension 5641

- **Administrative Coordinator** – Associate Dean of Student Services, Devon Powell, Extension 6029
- **Alternate Administrative Coordinator** – Registrar, Crystal Napier, Extension 6071
- **Floor Leader Coordinator** – Associate Dean George Bickford, Extension 5896
- **Alternate Floor Leader Coordinator** – Associate Dean Courtney O’Brien, Extension 3091
- **Floor Leaders** – (See Attachment A for list of names)
- **Evening and Weekend Floor Leaders** – (See Attachment B for list of names)
- **Escalator Monitors** – Vice President Margaret Martyn, Dean Paul Thompson, Dean Armen Sarrafian, Dean Wendell Blair

III. GENERAL RESPONSIBILITIES OF EMERGENCY TEAM MEMBERS

A. EMERGENCY DIRECTOR – President of Harold Washington College, Donald J. Laackman or his designee

1. Responsible for the overall direction of the College’s emergency response procedures.
2. Works with the other team members in assessing the emergency and preparing for the College’s specific response.
3. Declares and ends the College’s State of Emergency after directed by the Chicago Fire Department, if on site.
4. Notifies and conducts liaison activities with the College Administration, City, County, State, and/or Federal Government Agencies, Key Emergency Team Members, and other personnel as necessary.

B. COLLEGE/CAMPUS SECURITY – Director of Security, David Rozell or his designee

1. Dispatches College/Campus Security Officers to determine the nature and extent of the emergency.
2. Notifies Emergency Director, Emergency Coordinator, and College/Campus Security Officers of the emergency.
3. Takes immediate and appropriate action to protect life and property and to safeguard records as necessary.
4. Obtains assistance from City, County, State, and/or Federal Government Agencies as necessary.
5. Monitors College/Campus Emergency Warning and Evacuation Procedures and Systems, including operation of the public address system, emergency phones, and automated external defibrillators.

6. Ensures immediate access to Building Evacuation List from the Disabilities Access Center (*Harold Washington College List of Locations of People with Disabilities*), to identify disabled students' locations.
7. Ensures immediate access to Emergency Response Manual & Emergency Control Manual for 911 Responders.
8. Provides traffic control, clear access control for emergency responders, access to perimeter and internal security patrols, and fire prevention services.
9. Maintains the Emergency Control Center in a state of constant readiness.
10. Maintains telecommunications support for emergency purposes as necessary.
11. Will assume control of the emergency evacuation of the building in the immediate absence of the Emergency Director and/or the Emergency Coordinator or their designees.
12. Maintains control of the College's freight elevator to be used by disabled occupants of the building until assumed by emergency responders.
13. Reports to the Emergency Director any infractions of the procedures during an evacuation of the building or response to the emergency.

C. DAMAGE CONTROL OFFICER – Chief Engineer, Richard Wren, or his designee

1. Ensures routine maintenance of and clear access to emergency equipment, including fire extinguishers, emergency phones, automated external defibrillators, escalators, emergency stairwells, and freight elevator.
2. Provides equipment and personnel to shut down utilities and elevators as appropriate to emergencies.
3. Ensures in an emergency all elevators are rendered to the first floor and inoperable during the emergency.
4. Ensures that all escalators are rendered inoperable during the emergency but available for use as an option to evacuate the building.
5. Ensures the freight elevator is rendered to the first floor and assumes control by College Security Officers and emergency responders as needed.
6. Sets up barricades as directed by Security Officers and emergency responders.
7. Assists Emergency Coordinators with damage assessment.
8. Clears debris and makes emergency repairs.

9. Furnishes emergency power and lighting systems as necessary.
10. Surveys damage and relocates essential services and functions.
11. Ensures all HVAC and safety controls to ensure the lives, property, and records of the building are protected and safe, and are maintained and repaired as soon as possible.
12. Arranges for procurement and replacement of damaged systems.
13. Reports to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

D. TRAFFIC CONTROL COORDINATORS – College Security Officers at the Front Lobby Desk

1. Proceed immediately to main entrance, collapse all revolving doors, and open single doors and begin to direct/stop traffic on Lake Street and Wabash Streets, if necessary, to evacuate the building.
2. Secure the freight elevator for use only by disabled occupants of the building and other emergency responders.
3. Stop all traffic on Lake Street and Wabash Street, if necessary, until all building occupants are securely across to the opposite side of Lake Street and Wabash Street.
4. Ensure that emergency vehicles (Chicago Fire Department, Chicago Police Department, 911 ambulances, and other emergency responder vehicles and personnel) can access the building.
5. Ensure building occupants remain in a secured location away from the emergency.
6. Ensure building occupants return to the building in an orderly manner when the announcement of all clear to re-enter the building is made by the appropriate authorities.
7. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

E. ADMINISTRATIVE COORDINATOR, Devon Powell (Alternate Administrative Coordinator, Crystal Napier)

1. Proceed immediately to the Front Lobby Security Desk and begin accounting for evacuation of each floor as reported by Floor Leaders.
2. Provide information to appropriate personnel in charge of the emergency on the updated status of each Floor Leader's report.
3. Assist with evacuation of the building when relieved by emergency responders and exit the building to remain with the other evacuated building occupants.

4. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

F. EMERGENCY COORDINATORS, Janice Mason & Gideon T. Robbin

1. Help determine the overall coordination of the College's emergency response procedures.
2. Help determine the type and magnitude of the emergency.
3. Notify key members of the Emergency Team and advise them of the nature of the emergency.
4. Initiate communication with utility agencies and other outside agencies if the emergency renders the communication systems inoperable.
5. Select an alternate location for the Emergency Control Center, if necessary.

G. FLOOR LEADER COORDINATOR, George D. Bickford (Alternate Floor Leader Coordinator, Courtney O'Brien)

1. Select appropriate permanent occupants of the building from administration, staff, and faculty to act as Floor Leaders during regular weekday hours and evening and weekend hours.
2. Ensure all Floor Leaders have appropriate emergency clothing and equipment, including red cap, reflective emergency vests, and operating flashlights.
3. Ensure all Floor Leaders are aware each semester of their responsibilities on how to respond to any and all emergencies and provide assistance in evacuation of the building, if warranted and directed.
4. Ensure all Floor Leaders are trained to respond to use of red phones, emergency stairwells, use of non-working escalators to evacuate the floors, locations of all fire extinguishers and automated external defibrillators, and how to safely and effectively direct all building occupants away from the emergency and evacuate the building and remain across Lake Street and Wabash Street if necessary
5. Remain vigil with evacuees of the building across Lake Street or Wabash Street, if necessary, to ensure that no one is placed in a harmful situation while awaiting re-entry to the building.
6. Assist Traffic Coordinators and all Floor Leaders in maintaining population control while departing the building, remaining outside the building, and re-entering the building, as directed by appropriate authorities.

7. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

H. FLOOR LEADERS (See Attachment A for a list of each Floor Leader for daytime hours, and see Attachment B for a list of each Floor Leader for evening/weekend hours)

1. Ensure knowledge of all emergency procedures and remain calm in reaction to emergency situations.
2. Ensure possession of appropriate Floor Leader emergency clothing and equipment, e.g., red cap, reflective emergency vests, and operating flashlights.
3. Proceed immediately at the sound or visual indications of an emergency alarm to assigned floors and safely evacuate the building occupants from the floor via enclosed stairwells and/or the shut-down escalators to the lobby.
4. Encourage building occupants to remain calm and to exit in an orderly manner during the evacuation of the building via stairwells or the shut-down escalators to the lobby.
5. Direct all building occupants to the enclosed stairwells or the shut-down escalators to the lobby; pedestrian elevators are not to be used in an evacuation.
6. Ensure all rest rooms, offices, classrooms, and laboratories are emptied and evacuated.
7. Render assistance to disabled building occupants by moving them to the freight elevator door on the assigned floor and then notify the Administrative Coordinator via the red phone on the floor or via personal cellular telephone (312-553-5643/5644/5646) the status of the assigned floor, e.g., "Name of Floor Leader & Floor Number is Clear – Proceeding to the Lobby," or "Floor Leader Name & Floor Number is Clear except [Number of] People at the Freight Elevator awaiting Emergency Responders' Assistance to Evacuate," or "Floor Leader Name & Floor Number and [Clearly give brief description of the emergency situation]."
8. Ensure the safety of the area around the freight elevators and move disabled occupants into the stairwells when freight elevator door is not accessible due to the emergency situation.
9. Proceed to the lobby and across Lake Street or Wabash Street if necessary, or remain with the disabled building occupant(s) until the Emergency Responders evacuate via the freight elevators.
10. Remain vigil with evacuees of the building across Lake Street or Wabash Street, if necessary, to ensure that no one is placed in a harmful situation while awaiting re-entry to the building.

11. Assist Traffic Coordinators and all Floor Leaders in maintaining population control while departing the building, remaining outside the building, and re-entering the building, as directed by appropriate authorities.
12. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

I. ESCALATOR MONITORS, Margaret Martyn, Paul Thompson, Armen Sarrafian, & Wendell Blair

1. Ensure knowledge of all emergency procedures and remain calm in reaction to emergency situations.
2. Ensure possession of appropriate Floor Leader emergency clothing and equipment, e.g., red cap, reflective emergency vests, and operating flashlights.
3. Proceed immediately at the sound or visual indications of an emergency alarm to assigned floors and safely evacuate the building occupants of the floor via enclosed stairwells and/or the shut-down escalators to the lobby.
4. Encourage building occupants to remain calm and to exit in an orderly manner during the evacuation of the building via stairwells or the shut-down escalators to the lobby.
5. Direct all building occupants to the enclosed stairwells or the shut-down escalators to the lobby; pedestrian elevators are not to be used in an evacuation.
6. Proceed to the lobby and across Lake Street or Wabash Street if necessary, or remain with the disabled building occupant(s) until the Emergency Responders evacuate via the freight elevators.
7. Remain vigil with evacuees of the building across Lake Street or Wabash Street if necessary, to ensure that no one is placed in a harmful situation while awaiting re-entry to the building.
8. Assist Traffic Coordinators and all Floor Leaders in maintaining population control while departing the building, remaining outside the building, and re-entering the building, as directed by appropriate authorities.
9. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

IV. GENERAL RESPONSIBILITIES OF ALL BUILDING OCCUPANTS, INCLUDING STUDENTS, FACULTY, AND STAFF ON RESPONSE TO AN EMERGENCY OR BUILDING EVACUATION

A. ALL BUILDING OCCUPANTS, INCLUDING STUDENTS, FACULTY, AND STAFF

1. Ensure knowledge of all emergency procedures and remain calm in reaction to emergency situations.

2. Ensure knowledge of at least two means of exiting your immediate space/area.
3. Know the locations of the stairwells.
4. Know the locations of the alarm pulls.
5. Know the locations of the fire extinguishers.
6. Know the locations of the automated external defibrillators.
7. Distribute building evacuation information to your colleagues, if requested to do so by administration.
8. Provide follow-up discussions, if needed in your classrooms, which are led by faculty members.
9. Assist in evacuating the building, if necessary.
10. Assist in helping your fellow building occupants remain calm and orderly when in an emergency situation or evacuating the building, as directed.
11. Assist building occupants with disabilities to the nearest freight elevator door, if it is accessible, and remain with the disabled person if you can until relieved by a Floor Leader or Emergency Responder.
12. Remain attentive to public address system instructions and follow directions provided.
13. Proceed to the lobby and across Lake Street or Wabash Street if necessary, or remain with the disabled building occupant(s) until the Emergency Responders evacuate via the freight elevators.
14. Remain vigil with evacuees of the building across Lake Street or Wabash Street if necessary, to ensure that no one is placed in a harmful situation while awaiting re-entry to the building.
15. Immediately report potential safety hazards to the Building Manager, Janice Mason, Extension 312-553-5901 or 5856.
16. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

B. ADDITIONAL INSTRUCTIONS FOR PERSONS WITH DISABILITIES

1. Preparedness for an Emergency – Students, faculty, and staff with self-identified disabilities who wish to receive assistance exiting the building during an evacuation are instructed to do the following at the beginning of each semester or term:

- a. If you are a student, give a copy of your *Student Study List* to the Director of Disabilities Access Center (Room 107). If you are a faculty or staff member, give a copy of your work location to the Human Resources Office (Room 1107). Your classroom/work locations will be included in a master list of *Harold Washington College List of Locations of People with Disabilities*. This list will be maintained at the Front Security Desk in the lobby, the Disabilities Access Center, and the Human Resources Office, as well as be available to all administrators who perform the duties of Night Administrator and Weekend Administrator. In the event of an evacuation, Security Officers will provide this list to the Chicago Fire Department responders in the building to assist them in locating people with disabilities who may need assistance in exiting the building.
 - b. Know the location of the freight elevator on each floor of the building. The freight elevator is located in the back hallway, which is northwest of the main, pedestrian elevators in the building. Chicago Fire Department responders will go to that area to locate individuals who may need to be transported to the first floor (ground level) of the building and exit the building. The Chicago Fire Department responders will also search all areas of each floor as well as take the information provided them by the Administrative Coordinator on reported location of building occupants awaiting assistance at each floor's freight elevator door.
 - c. Inform your teacher, if you are a student, that you will need assistance if there is a call to evacuate the building. Ask your teacher to help you recruit one or two classmates from each of your classrooms or laboratories to volunteer to assist you if there is a call to evacuate the building. In the event of an evacuation, one of your assistants can help you to the nearest stairwell or to the freight elevator door if you cannot use the stairs to exit the building.
 - d. Inform your co-workers and supervisor, if you are faculty, staff, or administrator, and recruit co-workers to volunteer to assist you if there is a call to evacuate the building. In the event of an evacuation, one of your assistants can help you to the nearest stairwell or to the freight elevator door if you cannot use the stairs to exit the building.
2. Emergency Situations
- a. Ask for assistance from your teacher and classmates or your co-workers.
 - b. If you cannot use the stairwells or the shut-down escalators, go to the nearest freight elevator door on your floor, where the Chicago Fire Department responders will assist you in exiting the building.
 - c. Move into a stairwell if your immediate area is not smoke-free and the stairwell is clear of other personnel exiting the building. Close the door behind you. Continue to

wait in the stairwell for Chicago Fire Department responders to locate you. The building stairwells provide additional protection from smoke and fire. Due to the size of the stairwell landings on each floor, this is not recommended if you use a wheelchair.

- d. Wait for Chicago Fire Department responders and inform College Security Officers when you have exited the building.
- e. Move across Lake Street and Wabash Street, if necessary, and await further instructions on when it is safe to return to the building.
- f. Return to the building and go to the first floor (ground floor) freight elevator door to await your turn to be transported back to your classroom floor or work area floor. Persons with disabilities have priority in using the freight elevator during re-entry of the building.

V. EMERGENCY COMMAND CENTER

A. LOCATION

The Security Desk in the first floor lobby will serve as the Emergency Control Center. If this station is unsuitable or unsafe, the College/Campus Security Director [*Emergency Coordinator*] will select an alternative location for the Emergency Control Center.

B. STAFFING

At least one Security Officer is to staff Emergency Control Center at all times during the emergency. If additional space and telephones are needed, the Security Office in Room 206 may also be used as a secondary Emergency Control Support Center.

C. EQUIPMENT

The Emergency Control Center must be equipped at all times with the following items and checked routinely for their readiness:

- *Emergency Control Manual for 911 Responders*, which will contain...
 - *Emergency Response Manual*, current edition
 - Floor plans for each floor in the building, including the Penthouse (12th floor)
 - *Harold Washington College List of Locations of People with Disabilities*, current semester/term
 - *Harold Washington College Telephone Directory*
- Portable two-way radios
- Portable public address system
- First Aid kit
- Automated external defibrillator

- Two (2) working flashlights
- Two (2) blankets
- Battery-operated radio
- Sirius radio for weather/emergency broadcasts
- Barricades, barrier tape, emergency signs, hand-held stop signs

D. OUTSIDE AGENCY ASSISTANCE

An area for outside agency assistance will be established by the Security Officer. This can be a room with facilities for emergency teams or media crews that can accommodate necessary telephone and electrical appliances.

VI. SPECIFIC EMERGENCY PROCEDURES

A. FIRE

1. 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 Security Officer of the location of the fire.
2. If you observe a fire that does not appear controllable:
 - a. Close but do not lock all doors to confine the fire.
 - b. Activate the emergency fire alarm.
 - c. Follow the evacuation procedures in this manual.
 - d. Inform the College Security Officer of any information you have about the location of the fire.
3. 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.
4. 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 fire. Place burned areas under cool water as soon as possible. Get help without delay.

B. INJURY OR ILLNESS

1. Immediately call the College Security Officers (312-553-5643/5644/5646).

- a. Give your name; describe the nature of the medical problem and the location of the victim.
 - b. Keep the victim still and comfortable.
 - c. Do not move the victim.
 - d. Ask the victim what is wrong.
 - e. Remain with the victim until help arrives.
2. Staff members trained in First Aid should also do the following:
- a. Check breathing and give artificial respiration, if necessary.
 - b. Control serious bleeding by direct pressure on the wound.
 - c. Continue to assist the victim until help arrives.
 - d. Look for an emergency medical I.D. bracelet or necklace.
 - e. Gather information from witnesses.
 - f. Give all information to Security.
3. All offices and departments are encouraged to have staff members who are trained in First Aid and CPR. Training is available through the local American Red Cross.

C. DISTURBANCES OR DEMONSTRATIONS

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

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

If demonstrations are disruptive or potentially violent, College Security Officers will be responsible for informing the President of the College and the College Executive Council. 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 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

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.

D. VIOLENT OR CRIMINAL BEHAVIOR

The College's Violence Prevention Committee is:

- President of Harold Washington College, Donald J. Laackman
- Vice President of the College, Margaret Martyn
- Executive Director of Business & Auxiliary Services, Kent Lusk
- Director of Security, David Rozell
- Dean of College to Careers, Paul Thompson
- Dean of Instruction, Armen Sarrafian
- Dean of Student Services, Wendell Blair
- Associate Dean of Instruction, George Bickford
- Building Manager, Janice Mason

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 report them to the College Security Officers, Extensions 312-553-5643/5644/5646. If any building occupant observes an individual who is threatening harm to himself/herself or to others, immediately inform a College 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 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, and
- Be available to provide College Security Officers with any additional information they request.

E. EXPLOSION

Immediately take cover under tables, desks, or other objects that will give protection against flying glass or debris. After the effects of the explosion and/or fire have subsided, notify College Security Officers, Extensions 312-553-5643/5644/5646. Give your name and

describe the location and nature of the emergency. If necessary to evacuate the building, follow the building evacuation procedures in this manual.

F. SPILLAGE OF HAZARDOUS CHEMICALS

When spillage of hazardous chemicals occurs in the classroom or laboratory, immediately follow the prescribed procedures of the teacher outlined in the orientation of laboratory safety procedures. If spillage of hazardous chemicals occurs in any part of the building, immediately follow these procedures:

1. Eyes, if contaminated, must be flushed immediately, contaminated clothing removed, and chemicals washed from the victim(s). First Aid procedures must be started at once by trained personnel.
2. Report spillage of a hazardous chemical or radioactive material immediately to the College Security Officers, Extensions 312-553-5643/5644/5646. Give specific information about the exact location and nature of the spilled material(s). The College Security Officers will contact the appropriate College officials and 911 Emergency Center for medical assistance. Hazmat officials will also be contacted.
3. The remaining building occupants at the site should vacate the immediate area at once and seal the area off to prevent further contamination of other areas. If necessary to evacuate the building, follow the evacuation procedures outlined in this manual.

G. BOMB THREAT

Building occupants must take any bomb threat seriously and report it immediately to the College Security Officers, Extensions 312-553-5643/5644/5646. College Security Officers will contact the College President or his designee, who will determine if the building must be evacuated or if other action must be taken.

1. **Written bomb threat:** Do not handle it any more than necessary; place it in an envelope to preserve possible DNA or fingerprints.
2. **Telephoned 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 Security Officers, Extensions 312-553-5643/5644/5646, and give them all the information you obtained.
3. **Suspicious package or letter:** Inform College Security Officers, Extensions 312-553-5643/5644/5646, 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.

4. If you observe an object you suspect to be a bomb, immediately contact College Security Officers, Extensions 312-553-5643/5644/5646. 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 Security Officers at once!

H. TORNADO

If a tornado is approaching and/or the warning sirens are heard outside the building, immediately react as follows:

1. Go to the lowest floor possible. Do not use elevators; use the normal evacuation plan to go to the lowest floor possible.
2. Go to interior small rooms (rest rooms, closets, etc.) or hallways away from windows. Avoid large open interior spaces.
3. Stay away from outside walls and large windows or other glass.
4. Take cover, if possible, under heavy tables or sturdy furniture.
5. Assume a protective posture facing interior wall (crouch on elbows and knees, hands over back of head).
6. Return to an area of safety once the tornado has passed and/or the sirens are no longer sounding a warning sound.
7. Carefully avoid downed power lines and unstable structures.
8. Seek assistance of others and the nearest College Security Officer.
9. Follow directions of Emergency Crews on the scene.

I. EARTHQUAKE

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

1. During an earthquake:
 - a. If you are indoors, remain there. Do not run outside. Falling debris may cause injury.
 - b. Take cover underneath a desk or table, or stand in a doorway or corner. Protect your head and neck.

- c. Stay away from windows, glass dividers, and objects that could fall on you.
 - d. Stay away from outside walls.
 - e. Do not use elevators.
 - f. If outdoors, stay in an open area away from power lines, buildings, and trees. Do not enter the building.
2. After an earthquake:
- a. Be prepared for aftershocks. Do not return to your classroom or work area until directed to do so.
 - b. Give First Aid to injured individuals.
 - c. Do not move victims unless absolutely necessary.
 - d. Replace telephone headsets, but do not use the telephone equipment except to report fires or medical emergencies.
 - e. Go to the interior of the building, staying away from the exterior walls.
 - f. Follow instructions of emergency crews.
 - g. Be prepared to evacuate the area if necessary.

J. ELEVATOR FAILURE

If you are trapped in an elevator, you can push the Emergency Phone button located on the elevator floor panel, which rings directly to the College Security Officer Front Desk in the lobby. Wait for the College Security Officer to respond to your call. You can activate the Emergency Alarm button, too. Both buttons will alert the College Security Officer at the Front Desk in the lobby that your elevator is calling. Please speak slowly and clearly to the College Security Officer and state the number of your College elevator, which is posted on the back wall of the elevator, and your approximate location, if known. Remain calm and wait for emergency crews to rescue you.

K. UTILITY FAILURE

In the event of a utility failure, contact College Security Officers, Extensions 312-553-5643/5644/5646. Inform them to contact the College Engineering Staff of your location and reporting of the utility failure. College Security Officers will notify College Engineering Staff by two-way radio. In the event of a major utility failure, College Security Officers will also notify the President of the College or his designee and the Building Manager. College 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:

1. **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 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.
2. **Plumbing Failure Causing Flooding:** Do not use any electrical equipment! Notify the College Security Officers, Extensions 312-553-5643/5644/5646. Inform them to contact College Engineering Staff of your location and report the location of the plumbing failure immediately.
3. **Gas Leak:** Do not switch on lights or electrical equipment because electrical arcing can trigger an explosion! If you smell gas, vacate the area and contact College Security Officers, Extensions 312-553-5643/5644/5646, immediately. Inform them of your location and report the location of the gas leak immediately.
4. **Ventilation Problems:** If smoke or other odors come from the ventilation system, vacate the area and contact College Security Officers, Extensions 312-553-5643/5644/5646. Inform them of your location and report the location of the ventilation problem area and the type of problem occurring immediately.

Daytime Security, Staff Coordinators, & Staff Floor Leaders

Administrative Coordinator: Devon Powell

Alternate Administrative Coordinator: Crystal Napier

Emergency Coordinators: Gideon T. Robbin and Janice Mason

Security Director: David Rozell

Traffic Coordinator: Front Desk Security Officers

Lobby Monitors: Elina Soneca and Baha Awadallah

Stairwell & Escalator Monitors: Wendell Blair (2nd floor), Kent Lusk (4th floor), Armen Sarrafian (6th floor)

Floor Leader Coordinator: George Bickford

Alternate Floor Coordinator: Courtney O'Brien

Daytime Floor Leaders

Lower Level: Security, A. Villafane, C. McSweeney, S. Rihani

1st Floor: Radford, Miles, Goldberg, Y. Townsend-Smith, D. Washington

2nd Floor: N. Carter, J. McManus, L. Thompson, J. Mustard, A. Gaona

3rd Floor: Warren, Levenson, Douglas

4th Floor: D. Kemp, T. Diaz-Lewis, E. Taylor, M. Petrov, Computer Lab Aides

5th Floor: J. Mason, N. Mason, L. Kennard, Heldt, Kieraldo, C. Perez

6th Floor: D. Brown, M. Walker, Webb, Cobb

7th Floor: Covington, Henley, Castaneda, Bowens

8th Floor: Glover, Caldwell, Hall, Michalak, Wolfe

9th Floor: Chapple, W. Thompson, V. Martin, J. Tudadhar

10th Floor: Matos, Buckner, Russell, Porter, Tashiro, Guernica

11th Floor: S. Gaona, Mayfield, Razo, Williamson, Muzzy

Evening & Weekend Security, Administrator* & Faculty Floor Leaders

- Lower Level:** Security
- 1st Floor:** Security
- 2nd Floor:** Security
- 3rd Floor:** All non-disabled Faculty
- 4th Floor:** Computer Lab Aides and All non-disabled Faculty
- 5th Floor:** Weekday & Evening non-disabled Librarians & Staff
- 6th Floor:** All non-disabled Faculty
- 7th Floor:** All non-disabled Faculty
- 8th Floor:** All non-disabled Faculty
- 9th Floor:** All non-disabled Faculty
- 10th Floor:** All non-disabled Faculty
- 11th Floor:** Security & Administrator on Duty*

***Weekday Evening Administrator (5:00 – 10:05 PM CST) and**

***Weekend Administrator on Duty (9:00 AM – 4:30 PM CST)**

BUILDING EVACUATION PROCEDURES FOR STUDENTS

BE PREPARED FOR AN EMERGENCY:

- Know the locations of fire alarm pull stations on each floor.
- Know the locations of all exit doors and stairwells on each floor.
- If you are disabled, give a copy of your Student Study List to the Disabilities Access Center in Room 107.
- If you have a disability and need assistance evacuating the building, inform your teachers about the assistance you will need. Also, use a “buddy-system” by recruiting two or three classmates from each class at the beginning of each semester to assist you if there is an evacuation of the building. Explain the type of assistance you will need.

WHAT TO DO IF YOU HEAR OR SEE THE BUILDING ALARM:

- Exit the classroom or laboratory in a quiet, orderly manner, so you can hear any announcements over the public address system by the College Security Officer.
- Make sure anyone with a disability is being assisted. If not, offer your assistance. Ask the person what kind of assistance he or she needs.
- Exit the floor using the nearest stairwell.
- Do not use the elevators during an evacuation of the building, including a scheduled fire drill.
- Exit the building immediately and cross Lake Street and Wabash Street if necessary. Do not remain on the sidewalk nearest the building.
- Do not return to the building until College officials announce that it is safe to return. Please give priority to people with disabilities on elevators.

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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
Homicide	I	I	A	C	A	B	B	C	C	C	C	C
Injury		I	A	C	A	B	B	C	C	C	C	C
Food Poisoning		I	A	C	A	B	B	C	C	C	C	C
Mass Casualties	I	I	A	C	A	B	B	C	C	C	C	C
Communicable Disease Exposure and/or Outbreak		I	A	A	A	B	B	C	C	C	C	C
Hazardous Material												
Hazardous Material Release (Toxic/Cloud)	I	I	A	I	A	B	B	C	C	C	C	C
White Powder / Chem / Bio / Rad / Spill / Exposure	I	I	A	I	A	B	B	C	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	C
Aircraft Collision with Building	I	I	A	I	A	B	B	C	C	C	C	C
Pedestrian/Cyclist	I	I	A	C	A	B	B	C	C	C	C	C
Evacuation												
High Profile Landmarks	I	I	A	C	A	B	B	C	C	C	C	C
Building/Area		I	A	A	A	B	B	C	C	C	C	C
Evacuation of Campus		I	A	A	A	B	B	C	C	C	C	C
Shelter-in-Place		I	A	A	A	B	B	C	C	C	C	C
Weather Emergencies												
District Closure		I	A	I	A	B	C	C	C	C	C	C
Flooding		I	A	I	A	B	C	C	C	C	C	C
Ice/Snow Storm		I	A	I	A	B	C	C	C	C	C	C
Tornado/Hurricane/ Severe or Inclement Weather		I	A	I	A	B	C	C	C	C	C	C
Earthquake		I	A	I	A	B	C	C	C	C	C	C
Building Systems												
Telephone/Telecomm Failure		I	A	I	A	B	B	C	C	C	C	C
District-wide Utility Failure		I	A	I	A	B	B	C	C	C	C	C
Limited Utility Failure		I	A	I	A	B	B	C	C	C	C	C
District-wide IT Failure (Attack)		I	A	I	A	B	B	C	C	C	C	C
Limited IT Failure		I	A	I	A	B	B	C	C	C	C	C
Structural Failure		I	A	I	A	B	B	C	C	C	C	C
Threat of Violence												
Bomb Threat	I	I	A	C	A	B	B	C	C	C	C	C
Campus Violence	I	I	A	C	A	B	B	C	C	C	C	C
Weapons	I	I	A	C	A	B	B	C	C	C	C	C
Vandalism	I	I	A	C	A	B	B	C	C	C	C	C
Hostage Situation	I	I	A	C	A	B	B	C	C	C	C	C
Terrorism												
National/State-level Terrorism	I	I	A	C	A	B	B	C	C	C	C	C
Local-level Terrorism	I	I	A	C	A	B	B	C	C	C	C	C
Interpersonal Emergencies												
Sexual Assault	I	I	A	C	A	B	B	C	C	C	C	C
Stalking	I	I	A	C	A	B	B	C	C	C	C	C
Relationship Violence	I	I	A	C	A	B	B	C	C	C	C	C
Missing Student/Staff	I	I	A	C	A	B	B	C	C	C	C	C
Suicide	I	I	A	C	A	B	B	C	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					
	POSITION				
	District/College Administration	Faculty	Staff	Students	Security Staff
TRAINING					
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					