

# CITY COLLEGES OF CHICAGO DISTRICT OFFICE



# **EMERGENCY RESPONSE MANUAL**

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# EMERGENCY RESPONSE MANUAL

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## **EMERGENCY RESPONSE MANUAL**

The emergency procedures described in this guide are designed to protect lives and property through effective use of campus and community resources, and are intended to supplement the District Office All Hazards Safety and Security Plan. The guidelines 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. Therefore, this manual will serve as a guide and may require modifications in order to meet the requirements of the emergency.
- A disaster may also affect the surrounding geographical area. Therefore, city, county and federal emergency services may not be available.

### **I. SOURCES OF ASSISTANCE DURING EMERGENCIES**

- A. **DISTRICT OFFICE SECURITY OFFICE—Ext. 2575.** District Office Security Officers are on duty 24-hours per day, seven days per week. District Office Security must be notified immediately of any emergency.
- B. **ENGINEERS/MAINTENANCE OFFICE—Ext. 2571.** Engineering and Maintenance staff can arrange for the emergency procurement of materials and services.
- C. **CHICAGO POLICE DEPARTMENT—911 or 9-911.**

### **II. EMERGENCY TEAM MEMBERS**

- **EMERGENCY DIRECTOR—** Vice Chancellor of Safety and Security, ext. 1-2960.
- **DISTRICT DIRECTOR-** ext.1-2534
- **DISTRICT OFFICE SECURITY—** Director of Security or Security Supervisor on Duty, ext. 2575 or 911.
- **DAMAGE CONTROL—**Chief Engineer, Kevin Nolan, ext. 2571.
- **FLOOR LEADER COORDINATOR—**Assistant Director, ext. 1-2884.
- **TRAFFIC COORDINATORS—**, Security Officer ext. 2575
- **FLOOR LEADERS—**(see Attachment A for list of names)

### **III. GENERAL RESPONSIBILITIES OF THE EMERGENCY TEAM MEMBERS**

#### **A. EMERGENCY DIRECTOR— Vice Chancellor of Safety and Security, or designee.**

1. Notification to the Chancellor of an emergency situation.
2. Helps to determine the type and magnitude of the emergency.
3. Responsible for the overall direction and coordination of the College emergency response.
4. Works with the other team members in assessing the emergency and preparing the College's specific response.
5. Declares and ends the campus state of emergency.
6. Notifies and conducts liaison activities with the District Office Departments, governmental agencies, key Emergency Team members and others as necessary.
7. Initiates communication with utility companies and other outside agencies.
8. If necessary, will select an alternate location for the Emergency Control Center.
9. Evaluates the extent of damage and determines where essential services and functions will be relocated.
10. Provides for storage of vital records at an alternate site.
11. Prepares and submits a report, to the Chancellor, summarizing the Emergency.

#### **B. DISTRICT OFFICE SECURITY— Director of Security or Security Supervisor**

1. Dispatches Security Officers to determine the nature and extent of the emergency.
2. The Security Supervisor, or designee, will meet and assist the Chicago Fire Department upon arrival on scene for a fire or medical emergencies.
3. The Security Officer on duty at the front desk will make available to responding Chicago Fire personnel, the building floor plan (located in the Emergency Response Manual) upon request.
4. Armed security personnel should respond safely to any incident involving an armed offender, and collect information and intelligence for responding Chicago Police personnel.

5. Notifies Emergency Director, Engineering staff and Security Officers of emergencies.
6. Takes immediate and appropriate action to protect life, property and to safeguard records as necessary.
7. Maintains the Emergency Command Center in a state of constant readiness.
8. Monitors District Office emergency warning systems and communicates Evacuation or shelter in place, instructions may be issued by the PA system or CCC Alert System. If other Campuses need to be alerted the Campus radio emergency alert System will be utilized.
9. Maintains telecommunications/radio support as necessary.
10. Security Officers will provide traffic control, access control, perimeter and internal security patrols. Security Officers will perform first aid, CPR or use the AED as needed.
11. In the absence of the Emergency Director, operational control of the emergency will be assumed by the District-Wide Director or Director of Safety & Security.

C. DAMAGE CONTROL—Chief Engineer (Kevin Nolan) or designee.

1. Provides equipment and personnel to shutdown utilities and elevators. Sets up barricades. Assists Emergency Coordinator and Security with building evacuation and damage assessment. Clears debris and makes emergency repairs.
2. Provides vehicles, equipment and operators for movement of personnel and supplies.
3. Furnishes emergency power and lighting systems.
4. Surveys damage and relocates essential services and functions.

D. FLOOR LEADER COORDINATOR— Assistant Director of Safety & Security or designee.

1. Receives and records status reports from Floor Leaders while stationed at the southwest corner of Franklin and Van Buren (building 311 S. Wacker).
2. Reports to Vice Chancellor of Administrative Services and the Chancellor the names and locations of people who did not vacate their offices, classrooms or floors.

## E. FLOOR LEADERS—(See Attachment A for list of names)

Floors are divided into three sections, the area south of the elevators (bordering Jackson Blvd.), the area west of the elevators (bordering Franklin St.), and the area north of the elevators (bordering Quincy Ave.). Floor leaders have been designated for each area and will have the responsibility for the evacuation of their assigned area.

1. When the strobe light is activated or the official word for an evacuation is given by the Fire Department, do so immediately.
2. Listen to instructions given by the Fire Department.
3. Encourage staff to remain calm and to exit in an orderly manner during the evacuation.
4. Direct all traffic to the stairwells on assigned end of the floor. **Tell people that elevators cannot be used.**
5. Check all washrooms, offices, classrooms and other areas to ensure that the entire area is evacuated.
6. After checking the floor to ensure that it has been evacuated, vacate the floor and advise the security officer posted at the nearest building exit door of your assigned area status. Make sure to report to the Floor Leader Coordinator on the southwest corner of Van Buren and Franklin (building 311 S. Wacker).
7. **If there is no immediate threat to your safety, floor leaders are encouraged to wait by the center stairwell with the Physically Challenged**
8. Inform Physically Challenged staff that Fire Department personnel will be checking the building and will assist individuals with disabilities. The enclosed stairways remain smoke-free for an extended period of time, so you can move into the stairway, letting the door close behind you.
9. If the area becomes unsafe, exit the building and instruct everyone to the staging area, head south on Franklin to Van Buren (building 311 S. Wacker), away from the District Office.
10. Assist in directing personnel to the meeting location.

- F. TRAFFIC COORDINATOR— Security Officer assigned ext. 2575
1. Immediately proceed to main entrance and begins to stop traffic on Jackson Blvd.
  2. Stops traffic until all persons cross to the south side of Jackson Blvd.
  3. The traffic coordinator will relinquish these duties when Chicago Police arrives on scene.

#### **IV. GENERAL RESPONSIBILITIES AND EVACUATION PROCEDURES FOR ALL PERSONNEL**

##### **A. ADMINISTRATORS AND MANAGERS/SUPERVISORS**

##### **1. Emergency preparedness:**

- a) Know all three means of exit from your work area. Know the locations of the stairways.
- b) When strobe lights are activated listen to instructions over the P.A. System.
- c) Know the locations of fire extinguishers and how to use them. Security officers and building engineers can provide information and training if needed.
- d) Distribute building evacuation information to employees in the office or department.
- e) Provide follow-up discussions or training as needed.
- f) Allow time for employees to be trained in emergency techniques such as fire extinguisher usage, first aid, CPR and emergency evacuation procedures.
- g) Evaluate the department or office area and report any potential safety hazards to Administrative Services.
- h) Know where to locate each employee with disabilities that does not allow them to utilize the stairs

## 2. EMERGENCY SITUATIONS:

- a) Upon receiving notification of a district office emergency over the Public Address system, listen and do exactly as you are instructed to do.
- b) Initiate emergency procedures as outlined in this manual.
- c) If the Fire Department calls for an evacuation, listen and follow the instructions given. If instructed to do so direct all staff in the department or office to exit the floor using the nearest stairway, **not the elevators**,
- d) When area is evacuated, exit the building in the same manner.

## B. STAFF AND STUDENTS

### 1. Emergency preparedness:

- a) Know all three means of exit from your work area. Know the locations of the stairways.
- b) Know who your Floor Leaders are and their location on the floor. Be prepared to follow their instructions.
- c) If the Fire Department calls for an evacuation, listen for instructions.
- d) Know the locations of fire extinguishers and how to use them. Security officers and building engineers can provide information and training if needed.

### 2. Emergency situations—upon seeing the strobe light activated on your floor, you must listen to the instructions of the Fire Department:

- a) If instructed to evacuate follow the instructions given over the Public Address System. Follow your floor leaders and exit the office immediately in a quiet and orderly manner so that any announcements can be heard.
- b) If you encounter someone with a disability, offer your assistance and ask what kind of help the person needs so you can relay information to security.
- c) **Do not use the elevators.**

- d) Take the nearest stairs to the first floor. Exit the building immediately and go to staging area at Van Buren and Franklin (building 311 S. Wacker.
- e) Do not wait on the sidewalk adjacent to the building. Do not return to the building unless instructed to do so by District Office officials.

## C. ADDITIONAL INSTRUCTIONS FOR PEOPLE WITH DISABILITIES

1. Emergency preparedness: Staff with disabilities who need assistance exiting the building during an evacuation are instructed to do the following at the beginning of each quarter:
  - a) Notify Administrative Services of your special needs, your office location will be included on the District Office List of Locations of People with Disabilities. That list will be given to the Security Office. In the event of an evacuation, Security gives Fire Department personnel the list to help them locate people with disabilities who need assistance exiting the building.
  - b) Know the location of the middle staircase on each floor. It is next to the restrooms in the center corridor, north of the elevators. Fire Department personnel will go to that area first to locate individuals who need to be transported to the ground floor. They will also search all areas of the floor.
  - c) In the event the Fire Department calls for an evacuation your Floor Leader will direct you to the center staircase. Please listen for instructions from the Fire Department over the Public Address System.
2. Emergency situations:
  - a) Inform your Floor Leader the type of assistance needed. If possible, exit using the stairs.
  - b) If unable to exit using the stairs, your Floor Leader will direct you to the middle staircase (located near the restrooms in the center corridor north of the elevators. Always listen to instructions given by the Fire Department.

- c) The Fire Department personnel will check near the middle staircase and then search the rest of the floor to locate and transport people who are unable to exit using the stairs.
- d) If the area is not smoke-free, move into the stairwell once it is clear of foot traffic and let the door close behind you. You may wait in the stairway for Fire Department personnel. The stairways provide additional protection from smoke and fire. Due to the size of the stairway landings, only the center stairwell is recommended if you use a wheelchair.
- e) Once you are out of the building, inform Security officers.
- f) Move to the staging area Van Buren and Franklin (311 S. Wacker building). Do not wait on the sidewalk outside the building.

## **V. EMERGENCY COMMAND CENTER**

- A. Room 100 will serve as the Emergency Command Center. If this site is unsuitable or unsafe, the Emergency Coordinator will select an alternate location for the Emergency Command Center.
- B. At least one Security Officer is to staff the Emergency Command Center at all times during the emergency. If additional space and telephones are needed, the Security Office in room 102 may also be used.
- C. The Emergency Command Center should be equipped with the following items, and stored in same when not in use.
  - Portable two-way radios
  - Bullhorns
  - First aid kit
  - Campus and local telephone directories
  - Two flashlights
  - Battery-operated radio
- D. An area for outside agency assistance will be established in room 103 the mailroom. 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. Call 911 first because every minute counts. When calling 911 remember to provide accurate information such as address, office number and location of the fire or potential emergency.
2. Alert security after calling 911. Provide building personnel accurate information about the fire or emergency because they will provide that information to the Fire Department when they arrive on the scene.
3. Listen to safety instructions transmitted over the Public Address System. Once the Fire Department arrives on the scene the instructions may change.
4. Move to a safe area or evacuate only if you are in immediate danger. Depending in the location of the fire, you may be asked to move to another floor away from the fire floor; evacuate the building and/or go to the lobby; or you may be told to stay where you are. Being asked to stay where you are can often be the safest thing to do, so remember to stay CALM.
5. 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 of your location.
6. If your clothing catches fire, STOP, DROP, and ROLL. Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect it from the flames. Get burned areas under cool water as soon as possible. Get help without delay.
7. **DO NOT USE THE ELEVATORS TO EVACUATE THE BUILDING!**

### B. INJURY OR ILLNESS

1. Immediately call 911 then contact Security ext. 1- 2575. Give your name; describe the nature of the medical problem and the location of the victim. Keep the victim still and comfortable. Do not move the victim. Ask the victim what is wrong. Remain with the victim until help arrives.

2. Staff members trained in First Aid and CPR 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., gather information from witnesses and give all information to Security.
  - e) Know the location of Automatic Electronic Defibrillators (AED's) on your floors.
  
3. All offices and departments are encouraged to have staff members attend CPR and AED certification classes when available.

C. DISTURBANCES OR DEMONSTRATIONS—most demonstrations are peaceful and staff should attempt to carry on business as normally as possible. Security should be notified if demonstrations:

- Interfere with the normal operations of the District Office.
- Prevent access to offices and District Office facilities.
- Threaten physical harm to people or damage to District Office facilities.

If demonstrations are disruptive or potentially violent, Security will be responsible for informing the Vice Chancellor of Safety and Security and the Chancellor. The Vice Chancellor of Safety and Security will ask the demonstrators to terminate the disruptive activity. If the demonstrators persist, the Vice Chancellor of Safety and Security will consult with the Chancellor and District Director. If it appears there is the potential for injury to people or damage to property, the Chancellor or the Vice Chancellor of Safety and Security will determine if the Police Department should be contacted. If the disruptive or potentially violent demonstration takes place after business hours, Security will notify the Vice Chancellor of Safety and Security. The Vice Chancellor of Safety and Security, in consultation with the Chancellor may contact the Police Department if it is deemed necessary for the safety of persons and District Office facilities.

D. VIOLENT OR CRIMINAL BEHAVIOR—everyone is asked to assist in making the District Office a safer place. Be alert, pay attention to your surroundings. If you see a suspicious person, or vehicle in front of the building for an extended period of time, or packages left behind, report this immediately to Security ext. 1-2575. If you observe an individual who is threatening harm to himself/herself or to others, or displays a weapon (i.e. gun or knife, immediately call 911 then inform Security at ext. 1-2575). Never involve yourself in a dangerous situation, but report it. If you are a victim or a witness to any offense, promptly notify the police 911 and then Security ext. 1-2575. Try to provide as much information as possible but always at a safe distance.

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Type of weapon displayed
- Description of the property involved
- Be available to provide officers with any additional information they request.

#### E. RECOGNIZING POTENTIAL WORKPLACE VIOLENCE:

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and co-workers may notice characteristics of potentially violent behavior.

Indicators of Potential Violence by an Employee;  
Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include on or more of the following ( this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and /or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/ withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies

- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal: comments about “putting things in order”
- Behavior which is suspect of paranoia. (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes.

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY:

Quickly determine the most reasonable way to protect your own life.

Remember that staff, students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate-If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind
  - Evacuate regardless of whether others agree to follow
  - Leave your belongings behind
  - Help others escape, if possible
  - Prevent individuals from entering an area where the active shooter may be
  - Keep your hands visible
  - Follow the instructions of any police officers
  - Do not attempt to move wounded people
  - Call 911 when you are safe
2. Hide Out- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the active shooter’s view
  - Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
  - Not trap you or restrict your options for movement

If evacuating and hiding out are not possible:

- Remain calm
- Dial 911 if possible to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

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

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:

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

F. 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, call 911. If possible notify Security at ext. 1-2575. Give your name and describe the location and nature of the emergency. If all means of communication are down and it's necessary to evacuate the building, follow the evacuation procedures in this manual.

## G. SPILLAGE OF HAZARDOUS CHEMICALS

1. Eyes, if contaminated, should be flushed immediately, contaminated clothes removed, and chemicals washed from the victim. First aid procedures should be started at once by trained personnel.
2. Report spillage of a hazardous chemical or radioactive material immediately by calling 911 and Security at ext. 1-2575. Be specific about the exact location and nature of the spilled material.
3. Try to vacate the area at once and seal it off to prevent further contamination of other areas. If necessary to evacuate the building, follow the evacuation procedures in this manual.

## H. BIOLOGICAL AND CHEMICAL THREATS

Federal Criminal Code defines weapons of mass destruction as:

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

## WHAT CONSTITUTES A SUSPICIOUS LETTER OR PARCEL?

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

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

- Parcels that have unusual weight, given their size, are lopsided or oddly shaped.
- Have an unusual amount of tape on them.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains

I. BOMB THREAT— (See Attachment C Bomb Threat Checklist) Take any bomb threat seriously and report it immediately to Security. Security will inform the Vice Chancellor of Safety and Security, who will, in consultation with the Chancellor, decides if the building should be evacuated or if other action should be taken.

**The Chancellor and the Vice Chancellor of Safety and Security are the only people authorized to evacuate the District Office. In the event that both are unavailable, the chain of command listed in the District Office All Hazards Safety and Security Plan will determine who should make this decision.**

1. Written bomb threat: Do not handle it any more than necessary, but place it in an envelope to preserve possible 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.), background noises. Ask the caller why the bomb was set. Immediately contact Security and give them all of the information you obtained.
3. Suspicious package or letter: Inform Security immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize: 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 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 Security.
5. Handling of Suspicious Packages or Envelopes:
  - Do not shake or empty the contents of any suspicious package or envelope.
  - Do not carry the package or envelope, show it to others or allow others to examine it.
  - Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
  - Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
  - WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
  - If at work, notify a supervisor, a security officer, or a law enforcement official. If at home, contact the local law enforcement agency.
  - If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials

J. TORNADO—If a tornado is approaching:

1. Use the Staircases to go to the lowest floor possible.
2. Go to interior small rooms (bathrooms, closets, etc.) or halls. Avoid large open interior spaces.
3. Stay away from outside walls and large windows or other glass.
4. If possible, take cover under heavy tables or sturdy furniture.

5. Assume protective posture facing interior wall (crouch on elbows and knees, hands over back of head).

K. ELEVATOR FAILURE—If you are trapped in an elevator, you can use the emergency phone located in the elevator to the left of the doors to call Security. You can also activate the emergency elevator alarm using the alarm switch on the elevator control panel below the floor buttons.

L. UTILITY FAILURE—In the event of a utility failure, contact Engineering at Extension 1-2571. If Engineering is not available, contact Security at extension 1-2575.

In the event of a major utility failure, Engineering or Security will notify the Chancellor, the Vice Chancellor of Administrative Services and the Vice Chancellor of Safety and Security and will inform building occupants to exit the building.

Additional information and instructions:

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, Security will inform building occupants to evacuate. Consider keeping a flashlight located where it could be easily found in the dark.
2. Plumbing Failure/Flooding— Do not use any electrical equipment. Notify Engineering or Security 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 immediately contact Engineering or Security.
4. Ventilation Problems— If smoke or other odors come from the ventilation system, immediately notify Engineering or Security. Vacate the area until you are informed by Engineering or Security that it is safe to return.

## M. EARTHQUAKE

1. During an earthquake:
  - a) If you are indoors, stay 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.
  - e) If outdoors, stay in an open area, away from power lines, buildings and trees. Do not enter the building.
2. After an earthquake, if you are still in the building:
  - a) Be prepared for aftershocks. Do not return to your office until directed to do so.
  - b) Give first aid to injured personnel.
  - c) Do not move victims unless absolutely necessary.
  - d) Replace telephone handsets, but do not use the phone except to report fires or medical emergencies.
  - e) Go to the interior of the building, staying away from the exterior walls.
  - f) Follow instructions from Emergency Personnel.
  - g) Be prepared to evacuate if necessary.

**District Office Emergency Response  
Designated Floor Leaders**



**Attachment A** Update 9-15-15

 First Aid kit

	Name of Floor Leader	Phone Number	Floor	Room Number	Designated Area	Supplies
	Michelle Fujiok*	312-726-2419	1 <sup>st</sup> Floor	103	North side	FAK
	 Alejandro Perez	312-553-2580	1 <sup>st</sup> Floor	103	West side	FAK
	Margaret Black*	312-553-2690	1 <sup>st</sup> Floor	101	South side	
	Jonthan Dendauw	312-726-2419	2 <sup>nd</sup> Floor	205	2 <sup>nd</sup> Floor	FLB
	Candace Montgomery*	312-553-2515	3 <sup>rd</sup> Floor	319	3 <sup>rd</sup> Floor	FLB
	 Megan McCarthy*	312-726-2419	4 <sup>th</sup> Floor	420	4 <sup>th</sup> Floor	FLB/FAK
	 Bruce Wong	312-553-3243	5 <sup>th</sup> Floor	544	North side	
	 Katie Dorpinghus	312-920-9605	5 <sup>th</sup> Floor	528	West side	FLB/FAK
	 Farley Duke*	312-553-3486	5 <sup>th</sup> Floor	505-A1	South side	
	Aaron Feinstein	312-553-3309	6 <sup>th</sup> Floor	647-C	North side	FLB
	Maria Martinez*	312-553-3449	6 <sup>th</sup> Floor	600-A	West side	FLB/FAK
	 Mary Loadholt	312-553-3475	6 <sup>th</sup> Floor	605	South side	FLB
	Zhong Chen*	312-553-2844	7 <sup>th</sup> Floor	742-C	North side	FLB
	 Adolfo Caballero	312-553-2584	7 <sup>th</sup> Floor	720-A	West side	FLB/FAK
	 Greg Tingle*	312-553-2504	7 <sup>th</sup> Floor	705-F	South side	FLB/FAK
	Rosanne Rodriguez*	312-553-3356	8 <sup>th</sup> Floor	820-R	North side	FLB
			8 <sup>th</sup> Floor		West side	
	Daniel Keith*	312-553-2731	8 <sup>th</sup> Floor	820	West side	Alternate
	Frank Jamora*	312-553-3252	8 <sup>th</sup> Floor	820-D	South side	FLB
	Jeffery Libersher*	312-553-3365	8 <sup>th</sup> Floor	805	South side	Alternate
	Sara Jordan*	312-553-2622	9 <sup>th</sup> Floor	942-B1	North side	
	Cassandra Kinard*	312-553-2787	9 <sup>th</sup> Floor	905-B-3	South side	FLB
	Christina Hampton*	312-553-2723	9 <sup>th</sup> Floor	905-B	West side	FLB
	Shamil Clay*	312-553-2527	9 <sup>th</sup> Floor	942-A4	North side	FLB
	Broderick Banks*	312-553-3232	10 <sup>th</sup> Floor	1042-C	North side	
	 Anna Morales	312-553-3302	10 <sup>th</sup> Floor	1020F-1	West side	FLB
	Robert Graham*	312-553-2553	10 <sup>th</sup> Floor	1005	South side	Alternate
	Marcus Roebuck*	312-553-3366	10 <sup>th</sup> Floor	1002-A	South side	
	 May Watts*	312-553-2836	11 <sup>th</sup> Floor	1142-C1	North side	FLB
	Latrice Holcomb*	312-553-2792	11 <sup>th</sup> Floor	1120-H	West side	FLB
	 Seannica Spencer	312-553-2852	11 <sup>th</sup> Floor	1105-A1	South side	FLB
	 Jose Bernales*	312-553-2777	11 <sup>th</sup> Floor	1120-G		Alternate
	Roong Wonghansa	312-553-2834	11 <sup>th</sup> Floor	1142-B3		Alternate
	 Ming Geng	312-553-2804	11 <sup>th</sup> Floor	1105-E		Alternate
	Renovation		12 <sup>th</sup> Floor		South side	FLB
	Michelle Lydigsen*	312-553-2939	12 <sup>th</sup> Floor	1203-B	North side	FLB/FAK
	Cyril Nichols	312-553-3382	13 <sup>th</sup> Floor	1342-A1		Alternate
	 Carmen Garth	312-553-2671	13 <sup>th</sup> Floor	1345	North side	FLB
	Aja Jones Morris*	312- 553-3363	13 <sup>th</sup> Floor	1305-D3	South side	FLB
	Chris Sayre*	312-553-3403	13 <sup>th</sup> Floor	1304	West side	No FLB
	Kathy Jones	312-553-2808	13 <sup>th</sup> Floor	1342-B2		Alternate
	 Alexia Heinrich	312-553-3258	13 <sup>th</sup> Floor	1342-A2		Alternate
	George Thomson	312-553-2772	14 <sup>th</sup> Floor	1442	West side	FLB
	Mary Ann Corona *	312-553-3354	14 <sup>th</sup> Floor	1405-A1	North side	FLB
	 Latonya Orange*	312-553-1600	14 <sup>th</sup> Floor	1405-C1	South side	

## **BUILDING EVACUATION PROCEDURES**

### **BE PREPARED FOR AN EMERGENCY:**

- Know the locations of all exit doors and stairways.
- Know the locations of fire extinguishers on each floor of the building.
- If you have a disability and need assistance evacuating the building, notify Administrative Services of your special needs, your office location will be included on the District Office List of Locations of People with Special Needs. That list will be given to the Security Office. In the event of an evacuation, Security gives Fire Department personnel the list to help them locate people with disabilities who need assistance exiting the building.

### **WHAT TO DO IF YOU SEE STROBE LIGHT ACTIVATED ON YOUR FLOOR:**

- Listen for instruction from the Fire Department through the Public Address System. Once the Fire Department arrives on the scene the instruction may change. It's important to listen and follow those instructions.
- Exit the floor using the nearest stairway unless advised to use an alternate stairwell by the Fire Department.
- **Do not use the elevators, during any type of emergency.**
- **The center stairwell, of each floor, is an area of refuge for those persons with disabilities to wait for the Fire Department.**
- If you offer your assistance to a person with a disability ask the person what kind of assistance he/she needs. Only help if it will not impede you or other evacuees using the stairs.
- Exit the building immediately and **cross the street to the staging area southwest corner on Van Buren & Franklin (building 301 S. Wacker).** Do not remain on the sidewalk near the building.
- Do not return to the building until College officials announce that it is safe to do so.

Attachment C



KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE!



EXACT TIME AND DATE OF CALL: \_\_\_\_\_  
 EXACT WORDS OF CALLER: \_\_\_\_\_

Voice	Accent	Manner	Background Noise
<input type="checkbox"/> Loud	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory Machines
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Edlam
<input type="checkbox"/> Raspy	<input type="checkbox"/> Accented	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office Machines
<input type="checkbox"/> Soft	<input type="checkbox"/> Foreign	<input type="checkbox"/> Righteous	<input type="checkbox"/> Fixed
<input type="checkbox"/> Deep		<input type="checkbox"/> Angry	<input type="checkbox"/> Street Traffic
<input type="checkbox"/> Pleasant		<input type="checkbox"/> Irrational	<input type="checkbox"/> Trains
<input type="checkbox"/> Other		<input type="checkbox"/> Incoherent	<input type="checkbox"/> Animals
	<b>Speech</b>		
	<input type="checkbox"/> Fast	<input type="checkbox"/> Emotional	<input type="checkbox"/> Quiet
	<input type="checkbox"/> Distinct	<input type="checkbox"/> Laughing	<input type="checkbox"/> Voices
<b>Language</b>			
<input type="checkbox"/> Excellent	<input type="checkbox"/> Mutter		<input type="checkbox"/> Airplanes
<input type="checkbox"/> Fair	<input type="checkbox"/> Murred	<b>Familiarity With</b>	<input type="checkbox"/> Party Atmosphere
<input type="checkbox"/> Good			
<input type="checkbox"/> Poor	<input type="checkbox"/> Slow	<b>Threatened Facility</b>	
<input type="checkbox"/> Other			
	<input type="checkbox"/> Distorted	<input type="checkbox"/> Luch	
	<input type="checkbox"/> Basal	<input type="checkbox"/> Home	
	<input type="checkbox"/> Disp	<input type="checkbox"/> None	
	<input type="checkbox"/> Other		

**Questions to Ask the Caller**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why did you place the bomb? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

\*\*\*\*\*

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Any Additional remarks: \_\_\_\_\_

**DIAL 911 IMMEDIATELY AND REPORT THREAT**

# IN CASE OF BUILDING EVACUATION

- Do not use elevators
- Use stairways
- Follow arrows on the floor plan

