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Emergency Response Manual

It is the intent of Dawson Technical Institute to prepare for and respond appropriately to emergencies that may arise during the course of daily activities on the campus. The paramount consideration prior to, during and after an emergency is the safety of all students, staff, faculty, visitors and neighboring public. The emergency procedures described in this manual are designed to protect life and property through the effective and efficient use of campus and community resources. Based on the following assumptions, the guidelines in this manual have been formulated:

- Emergencies may occur any time of the day or night, weekend or holiday, with little to 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 and may result in the use of local and/or federal emergency services.

I. SOURCES OF ASSISTANCE DURING EMERGENCIES

1. Campus Security Office – Ext. 4-3615 or 4-3652
   Campus Security Officers are on duty 24 hours a day, 7
days a week. The Campus Security Office extension can be accessed by calling 4-3615 or 4-3652 from any campus phone or by calling 1 (773) 451-3615 from outside the campus. Campus Security must be notified immediately of any emergency.

2. Engineering Department – Ext. 2027 or 2026
Engineering staff can arrange for the emergency procurement of materials and services.

3. Chicago Police Department – 911 If you are using a campus phone, dial 9 to access an outside line, and then call 911.

II. GENERAL RESPONSIBILITIES OF EMERGENCY STAFF

A. President of Kennedy-King College/Dawson Technical Institute or designee

1. Responsible for the overall direction of the College emergency response.
2. Works with applicable departments in assessing the emergency and preparing the College’s specific response.
3. Notifies and conducts liaison activities with the College administration, governmental agencies, key emergency response personnel and others as necessary.
4. Evaluates the extent of damage and determines where essential services and functions will be relocated.
5. Declares and ends the campus state of emergency.

B. **Campus Security** – Director of Security, Assistant Director of Security or the Lead Supervisor on duty.

1. Dispatches Security Officers to determine the extent and nature of all emergencies.
2. Notifies immediate supervisor and Chief Engineer of emergency.
3. Takes immediate and appropriate action to protect life, property and safeguard records as necessary.
4. Obtains assistance from local and or Federal Government as needed. Coordinate the activities of assisting agencies on behalf of Kennedy-King College/Dawson Technical Institute during emergency or until relieved of duty by College President or higher ranking personnel.
5. Announces campus emergency warnings and evacuations via the public address system to supplement alarm system.
6. Coordinates traffic control, access control, perimeter and internal security patrols, and fire prevention services.
7. Maintains the Emergency Command Center in a state of readiness.
8. Maintains telecommunications support as necessary.
9. If necessary, will select an alternate location for the Emergency Control Center.
10. Responsible for the overall coordination of the College Emergency Response.
11. Evaluates the extent of damage and determines where essential services and functions will be relocated.
12. Provides for storage of vital records at a secure location.
13. Prepares and submits a report to the College President detailing the outcome of the emergency response.

C. **Chief Engineer** or Assistant Engineer

1. Provides equipment and personnel to shutdown utilities and elevators. Sets up barricades. 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. Initiates communication with utility companies and other applicable agencies.
5. Helps to determine the type and magnitude of the emergency.
6. Notifies key members of the Emergency Response Team and advises them of the nature of the emergency.
7. Survey damage and relocate essential services and functions.
8. When necessary, select an alternate location for the Emergency Control Center.
9. Responsible for the overall coordination of the College emergency response.
10. Evaluates the extent of damage and determines where essential services and functions will be relocated.
11. Provides storage for vital records at a secure location.
12. Preparés and submits a report to the College President detailing the outcome of the emergency response.

D. Child Care Evacuation

Special Evacuation procedure for the Child Care Center

1. Children will be evacuated first in all emergencies that require evacuation from the campus or Child Care area.
2. The evacuation will follow the normal procedures as described in this manual.
3. If evacuation from the Child Care area is deemed necessary, Child Care staff and Security personnel will escort children to the Cafeteria.
4. If evacuation from the campus proper is deemed necessary, Child Care staff and the children will be bussed to the Kennedy-King College Gymnasium, 1 (773) 602-5148.
5. Campus Security will notify the Child Care Director when it is safe and secure for the children to return to the Dawson Technical Institute campus.
6. A KKC/DTI Security Officer will remain with the children until the all clear is given and the children are safely returned to the campus.

IMPORTANT! IMPORTANT! IMPORTANT!
Elevators will not be used during fire drills or evacuations at any time and should be brought down to the 1st floor when the Chicago Fire Department arrives.

III. GENERAL RESPONSIBILITIES AND EVACUATION PROCEDURES FOR ALL PERSONNEL

A. ADMINISTRATORS AND CHAIRPERSONS

1. Emergency Preparedness
   a) Know two means of exit from your work area. Know the location of the stairways.
   b) Know the location of the fire alarm pull stations.
   c) Know the location of the fire extinguishers and how to use them. Security officers and building engineers can provide information and assistance 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 Security or the Engineering Department.

2. Emergency Situations
a) Upon receiving notification of a campus emergency, pass the same information along to employees in the department or office.

b) Initiate emergency procedures as outlined in this manual.

c) During the evacuation, direct all faculty, staff and students in the department or office to exit the floor using the nearest stairway (*if it is passable*), not the elevators.

d) Security Officers at each location will help facilitate an orderly evacuation.

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B. FACULTY, LECTURERS AND INSTRUCTIONAL STAFF

1. Emergency Preparedness

   a) Know two means of exit from your work area. Know the location of the stairways.

   b) Know the location of the fire alarm pull stations.

   c) Know the location of the fire extinguishers and how to use them. Security officers and building engineers can provide information and assistance if needed.

   d) Evaluate the classroom area and report all potential safety hazards to Security or the Engineering Department.

   e) Familiarize students with the locations of stairways and exit doors so they will know which route to follow in an emergency.

   f) *Read* Evacuation Procedures for Students to all classes at the beginning
of each semester (Appendix A). Make sure these procedures are posted in each classroom.

g) At the beginning of each semester, assist students with disabilities in designating students to assist them during an evacuation. The disabled students will need to inform the classmates about specific assistance needed. Be familiar with section III-D in this manual on Additional Instructions for People with Disabilities.

2. Emergency Situations
   a) Inform students of the emergency situation and initiate emergency procedures as outlined in this manual.
   b) In laboratories, turn off all appliances and utilities. Pay special attention to ensure that all gas valves are off.
   c) Make sure disabled students are being assisted. Some crutch or cane users may be able to use the stairs and some may not. Please ask them. **If possible assist the student down the stairs.**
   d) In certain situations judgment will need to be exercised. For example, badly hurt individuals should not normally be moved, but there may be a greater danger to the individual if they are not relocated, as in the case of a fire. If there is no immediate danger it may be best to allow a disabled individual to remain in their current location. If this is the case, depress the red emergency button located in all classrooms or notify
the nearest Security Officer and assistance will be dispatched immediately.

e) Inform students to exit using the nearest stairs *(if it is passable)*, and that elevators cannot be used.

f) Exit the building with the class and move far enough away from the door so that classes behind will be able to do the same. If aware of anyone who did not leave the classroom or floor, notify Security or Fire Department personnel immediately.

g) Do not return to the building unless told to do so by College officials.

C. STAFF

1. Emergency Preparedness
   a) Know two means of exit from your work area. Know the location of the stairways.
   b) Know the location of the fire alarm pull stations.
   c) Know the location of the fire extinguishers and how to use them. Security officers and building engineers can provide information and assistance if needed.

2. Emergency Situations- *Upon hearing the building alarm*
   a) 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. Some crutch or cane users may be able to use the stairs and some may not. Please ask them. **If possible assist the student down the stairs.**

c) In certain situations judgment will need to be exercised. For example, badly hurt individuals should not normally be moved, but there may be a greater danger to the individual if they are not relocated, as in the case of a fire. If there is no immediate danger it may be best to allow a disabled individual to remain in their current location. If this is the case depress the red emergency button located in all classrooms or notify the nearest Security Officer and assistance will be dispatched immediately.

d) Do not use the elevators.

e) Take the nearest stairway (if it is passable) to the first floor and exit the building immediately.

f) Do not walk on the sidewalk adjacent to any affected building. Cross the street.

g) Do not return to the building unless instructed to do so by College officials.

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**D. ADDITIONAL INSTRUCTIONS FOR PEOPLE WITH DISABILITIES**

1. **Emergency preparedness**

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

a) Submit a copy of your schedule to the Assistant Director of Security, D. Pascua, located in the Security Office room 244. Your classroom/office locations will be included on the Kennedy-King College/Dawson Technical Institute list of locations of people with disabilities. That list will be given to the Security Office. In the event of an evacuation, Security will give the Fire Department personnel the list to help them locate disabled individuals who were unable to use the stairs to exit the building.

b) Know the location of the Designated Stairway Doors on each floor. 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) Designate and ask at least 2 classmates from each of your classes, or co-workers if you are a staff member, to assist you if there is an emergency. Tell them the type of assistance you will need during an evacuation. In the event of an evacuation, one of your assistants can help you to the nearest stairway.

2. Emergency Situations

a) If needed, ask for assistance from fellow classmates/staff members. Inform them
of the specific assistance needed. If possible, exit using the stairs. If you need to be lifted, wait for trained Fire Department personnel to lift you.

b) If unable to use the stairs to exit the building from your designated area, move to a Designated Stairway Door. Fire Department personnel will go to those areas first and then search the rest of the floor to locate and transport people who are unable to evacuate.

c) Once you are out of the building, inform a Security Officer.

IV. EMERGENCY COMMAND CENTER

A. The Security Office located in room 244 will serve as the Emergency Control Center. If this site is unsuitable or unsafe the alternate location for the Emergency Control Center will be in room 103. In the event that both of these locations are unusable, the Security Director or designee will chose a suitable location to establish an Emergency Control Center.

B. At least one Security Officer is to staff the Emergency Command Center at all times during an emergency.

C. The Emergency Command Center should be equipped with the following items. When not in use, these items will be stored in a secured locker within room 244:

- Portable two-way radios
- Portable public address system (bullhorns)
- First aid kit
- Campus and local telephone directories
- Two flashlights
- Two blankets
- Battery or crank operated radio
- Barricades, barrier tape, portable stop signs
- Safety reflective vests
- Hard hat

V. Specific Emergency Procedures

A. FIRE

1. If the fire appears small and you have been trained in the use of the fire extinguishers, grab the nearest fire extinguisher and directly spray 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 alarm and follow evacuation procedures. Inform Security 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 building alarm.
   c) Follow the evacuation procedures in this manual.
   d) Provide any information you have about the specific location of the fire to Security personnel.

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 of your location. If at all possible, place an article of clothing out a window where it can be seen by rescue teams.
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 of your skin under cool water as soon as possible. Get help without delay.

B. **INJURY OR ILLNESS**

1. Immediately notify Security. 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 should do the following:
   a) Check breathing and pulse if applicable and administer CPR.
   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. on the victim, gather information from witnesses and give all information to Security.

C. **DISTURBANCES OR DEMONSTRATIONS** – Most campus demonstrations are peaceful and staff should attempt to carry on business as usual. However, Security should be notified if demonstrations:

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

If demonstrations are disruptive or potentially violent, Security will be responsible for informing the College President and Deans. The Dean of Student Services will ask the demonstrators to terminate the disruptive activity. If the demonstrators persist, the Dean of Student Services will consult with the President and Director of Security. If it appears there is the potential for injury to people or damage to property, the President will determine if the Chicago Police Department should be contacted. If the disruptive or potentially violent demonstration takes place after business hours, Security will notify available administrators and may contact the Chicago Police Department without counsel from others if it is deemed necessary for the safety of persons and College facilities.

D. VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to Security. If you observe an individual who is threatening harm to himself/herself or to others, immediately inform Security. Do not try to handle situations that are potentially dangerous. If you are a victim or a witness to any offense, promptly notify Security, providing as much of the following information as possible:
• Nature of the incident
• Location of the incident
• Description of the person(s) involved
• Description of the property involved
• Be available to provide officers with any additional information they request.

E. EXPLOSION

Immediately take cover under tables, desks or other sturdy objects that will provide protection from flying glass or debris. After the effects of the explosion and/or fire have subsided, notify Security. Give your name and describe the location and nature of the emergency. If necessary to evacuate the building, follow the evacuation procedures in this manual.

F. HAZARDOUS MATERIAL OR CHEMICAL SPILL

1. Stay clear of all spills, vapors, fumes, smoke and suspicious sources.
2. Report spillage of any chemical material to Security immediately. Be specific about the exact location and nature of the spilled material. Security personnel will contact the appropriate College officials and medical personnel.
3. The individuals at the site should vacate the area at once. If an evacuation is deemed
necessary, follow the evacuation procedures in this manual.

4. If your eyes have been contaminated, they should be flushed immediately. Remove all contaminated clothes, and wash chemicals from affected areas. First aid procedures should be started at once by trained personnel.

G. BOMB THREAT

Take any bomb threat seriously and report it immediately to Security. Security will inform the President, who will decide if the building should be evacuated or if other action should be taken.

1. Written bomb threat: Do not physically handle the written threat any more than necessary, but place it in an envelope to preserve any possible evidence 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, any distinct speech patterns, accent, tone of voice, emotional state (agitated, calm, nervous, etc.), and 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 with no name, excessive weight, rigid envelope, uneven envelope, excessive securing material, foreign mail, air mail or special delivery.
4. If you observe an object you suspect to be a bomb, immediately contact Security. 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. Leave the area and notify Security immediately.

H. ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency call button located to the right of the doors. You can also activate the emergency alarm by pressing and holding the alarm button.

I. UTILITY FAILURE

In the event of a utility failure, contact the Engineering Department at extension 2026 or 2027. If Engineering is not available, contact Security at extension 2058 or 2059. In the event of
a major utility failure, Engineering or Security will notify the President and the Director of Business and Operations.

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 can 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 could 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.

J. **ACTIVE SHOOTER**

If possible to do so, safely exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:
• If you see or know a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting a firearm, protect yourself first and move to a safe location.

• Evacuate to a safe area away from the danger, and take protective cover. Stay there until emergency responders arrive.

• Call 911 and the Kennedy-King College/Dawson Technical Institute Security Department at extension 4-3615 or 4-3652, providing the following information: Your name, location (be as specific as possible), number of shooters if known, identification or description of shooter(s), number of persons who may be involved, and the shooter’s exact location.

• If you are not in a room, go to the nearest room or office.

• Close and lock the door.

• Turn the lights off.

• Stay away from windows and doors with glass openings.

• Keep quiet and act as if no one is in the room.

• Do not answer the door.

• Officers from the Kennedy-King College/Dawson Technical Institute Security and the Chicago Police Department will likely be the first to respond to the scene. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life and safety.

• If you or someone you are with is wounded, these officers will search for the shooter and stop the attack. Rescue teams will follow shortly to aid you and others.

• To assist the officers, please be calm and patient during this time, and do not interfere
with the officers’ operations. If you know where the shooter is and know the description of the shooter, tell the police.

- When you encounter the officers, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry noting that could be mistaken as a weapon.

- If you suspect the shooter is near your location, turn off all lights, close and lock all doors. If you cannot lock your doors, block the door with a desk or chairs. If you can do so safely, get all occupants to the floor immediately and out of the line of fire. Do not answer the door or respond to any commands unless you are certain they are from the Police or a rescue team.

- If the shooter enters your classroom or office, there is no set procedure in this situation. If possible call Security or 911 and talk with an Officer. If you cannot speak, keep the phone line open so the police can hear any conversation taking place.

- Use common sense. If you are hiding and escape is impossible, attempt to negotiate with the suspect to gain your release. Playing dead may also be a consideration.

- Attempting to overcome the suspect is a last resort and should only be considered in extreme circumstances. Remember there may be more than one shooter.

- If the shooter exits your area, and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding officers.

- While escaping, as soon as you see a police officer, place your hands over you head and immediately comply with the officer’s instructions.
The Office of Safety and Security has provided a training video on surviving an active shooter situation and urges you to take a few minutes to view the contents. You can find the video at the following link:  
www.youtube.com/watch?v=5VcSwejU2D0
BE PREPARED FOR AN EMERGENCY

- Know the locations of the fire alarm pull stations
- Know the locations of all exit doors and stairways
- If you have a disability and need assistance evacuating the building, use the “buddy system” by recruiting, at least two classmates at the beginning of each semester from each class to assist you if there is a need to evacuate. Explain the type of assistance you will need. Also give a copy of your schedule to the Assistant Director of Security D. Pascua, located in the Security Office room 244 at Ext.4-3615 or 4-3652.

WHAT TO DO IF YOU HEAR THE BUILDING ALARM

- Exit the classroom in a quiet and orderly manner so you can hear any announcements over the public address system.
- Make sure anyone with a disability is being assisted. If not, offer your assistance. Ask the person what kind of help he/she needs.
- Do not use the elevator during an evacuation, including a fire drill.
- Exit the building immediately and cross the street. 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.

The Office of Safety and Security has provided a training video on surviving an active shooter situation and urges you to take a few minutes to view the contents. You can find the video at the following link: [www.youtube.com/watch?v=5VcSwejU2D0](http://www.youtube.com/watch?v=5VcSwejU2D0)