City Colleges of Chicago District Office
All Hazards Safety and Security Plan

March 2012
## Contents

Record of Changes ........................................................................................................................................ 3

Overview ....................................................................................................................................................... 4

City Colleges of Chicago District Office ..................................................................................................... 4
  Philosophy ............................................................................................................................................. 4
  Planning Approach .................................................................................................................................... 4
  Purpose of the Plan ................................................................................................................................... 4
Assumptions in the Development of the All Hazards Safety and Security Plan ....................................... 6
Explanation of Terms ................................................................................................................................... 8
  Acronyms .............................................................................................................................................. 9
Objectives and Goals ................................................................................................................................ 10
Community Profile ...................................................................................................................................... 10
Concept of Operations ................................................................................................................................ 10
  Line of Communication and Succession ................................................................................................. 12
Plan Development, Review, and Maintenance ........................................................................................... 13
Levels of Emergency and Response ........................................................................................................ 14
Emergency Plan Activation ....................................................................................................................... 16
Authorities and References ............................................................................................................................ 17
  Federal ................................................................................................................................................ 17
  State of Illinois ..................................................................................................................................... 17
  Local .................................................................................................................................................... 17
  References .......................................................................................................................................... 17
Hazard Profile and Vulnerability Assessment ............................................................................................. 18
  CCC District Office Facilities .................................................................................................................... 18
  Hazard Identification .............................................................................................................................. 18
  Hazards Profile and Assessment ............................................................................................................. 18
  Preventive and Mitigation Measures ....................................................................................................... 18
Core Functional Annexes ............................................................................................................................ 19
  Direction and Control .............................................................................................................................. 19
  Communications ................................................................................................................................... 22
  Warning ............................................................................................................................................... 24
Emergency Public Information .......................................................................................................................................................... 24
Evacuation ......................................................................................................................................................................................... 25
  Special Populations ........................................................................................................................................................................ 26
Mass Care ........................................................................................................................................................................................... 26
Health and Medical Services ............................................................................................................................................................. 26
Resource Management ......................................................................................................................................................................... 26
Campus Violence Prevention Plans, Violence Prevention Committees, and Threat Assessment Teams .................................. 27
  Related Policies, Statutes, and Laws .................................................................................................................................................... 27
  Prohibited Conduct and Sanctions .................................................................................................................................................. 27
  Members and Structure .................................................................................................................................................................... 28
  Integration of Policies ..................................................................................................................................................................... 31
Activities .............................................................................................................................................................................................. 31
Appendices .......................................................................................................................................................................................... 32
  CCC District Office Map ................................................................................................................................................................. 32
  CCC District Office Emergency Response Manual ...................................................................................................................... 33
  Incident Communications Matrix .................................................................................................................................................... 53
  AHSSP Training Matrix ................................................................................................................................................................. 54
## Record of Changes

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Overview

City Colleges of Chicago District Office

The City Colleges of Chicago (CCC) District Office is the administrative control center for the CCC. The CCC District Office provides oversight regarding the City Colleges System, which includes Daley College, Harold Washington College, Kennedy-King College, Malcolm X College, Olive-Harvey College, Truman College, Wright College, and the various satellite campuses distributed throughout the Chicagoland area. The CCC District Office is housed in one 15-story building situated in the Chicago Loop, the second-largest central business district in the United States. The CCC District Office is next door to the 110-story Willis Tower, one of the most recognizable landmarks and tourist attractions in the area. The District Office also contains a City Colleges satellite campus for Kennedy-King College, the French Pastry School.

Philosophy

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 CCC District Office 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 CCC District Office 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 District Office and threaten the safety of CCC 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 District Office, 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 District Office. Assess the need for integrated training.
- Promote continuous improvement in safety, security, and emergency preparedness throughout the District Office. 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, the District Office 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. The District Office 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

The CCC District Office 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. The CCC District Office 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 the CCC District Office, 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 and employees 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 the CCC District Office will likely affect other CCC facilities and the surrounding community, including the city of Chicago and Cook County proper. Therefore, city, county, and federal emergency services may not be available.

• 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 CCC District Office Emergency Command Center (ECC)/Emergency Operations Center (EOC).

• In the event of an emergency, communications between colleges and campuses may be impaired or lost. The CCC District Office 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 the CCC District Office.

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

The goals of the CCC District Office 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 CCC District Office 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 CCC District Office emergency response team. These include 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 CCC District Office 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 District Office. 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 CCC District Office 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 the District Office during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

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

The City Colleges of Chicago has established an incident command system. In an emergency, the CCC would initiate the incident command system. The CCC incident command system is consistent with National Incident Management System (NIMS) requirements. The CCC incident command system is composed of the Incident Commander, command staff, and general staff as shown below.
In an emergency, CCC District Office 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 CCC District Office internal incident command system will become operational.

**Line of Communication and Succession**

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

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 District Office Incident Commander.
The line of succession for the CCC District Office is as follows:

- Vice Chancellor for Safety and Security
- District Director of Safety and Security
- Chancellor

The line of succession for the District Office Director of Security is as follows:

- Assistant Director of Safety and 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 *CCC District Office 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 CCC’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 Chancellor, senior staff, and/or other appropriate individuals by the Vice Chancellor of Safety and Security, the District 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 Vice Chancellor for Safety and Security 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 Vice Chancellor of Institutional Advancement 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
- Homeland Security Act 2002
- National Incident Management System
- National Response Framework
- 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 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
- National Response Team (NRT) 1 and 1A, 1988
- Illinois Hazard Analysis
- P&K-8, "Shelter Management Handbook"
Hazard Profile and Vulnerability Assessment

CCC District Office Facilities

The CCC District office is housed in one 15-story building situated in the Chicago Loop, the second-largest central business district in the United States. The CCC District Office is next door to the 110-story Willis Tower, one of the most recognizable landmarks and tourist attractions in the area. The District Office also contains a satellite campus for Kennedy-King College, the French Pastry School. In the event of an emergency or incident involving the French Pastry School, the District Office Incident Commander will take charge of the incident and will work with command staff to keep the President of Kennedy-King College or designee informed as the response to the incident progresses.

Hazard Identification

As part of the Security and Risk Assessment Process, the CCC District Office has identified potential hazards that may pose a threat to students, faculty and staff, and visitors. 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 CCC District Office is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying CCC, public, and/or private property. The District Office 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 District Office and the CCC system staff will identify preventive and mitigation measures deemed necessary to reduce the possibility of threat on the District Office premises. In addition, following any crisis, the 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 CCC 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 (EOCs). 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 CCC District Office Emergency Command and Control System**
   - ECC: The Security Office on the ground floor of the CCC District Office
   - Alternate ECC: To be identified by the Incident Commander as needed.

2. **The District Office Threat Response Team**
   The following are the members of the CCC District Office Response Team:
   - Chancellor
   - Chief Operating Officer
   - Vice Chancellor - Safety and Security
   - District Director of Safety and Security
3. **General Campus Response Team Responsibilities**

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

- The chairperson will oversee the implementation and completion of the action plan and will communicate progress to committee members and others as needed.

- The committee will conduct a final review and evaluation of each case, with follow-up assignments to monitor the progress of the case as appropriate.

- The chairperson will be responsible for overseeing the preparation and proper maintenance of case records. Case records will be maintained as follows:
  - For students and faculty, in the Office of the Vice Chancellor for Academic Affairs.
  - For staff and members of the public, in the Office of the Vice Chancellor for 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. **ECC Activation**

The following individuals are authorized to activate the ECC:

- The Vice Chancellor for Safety and Security or designee

The Vice Chancellor 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 community as appropriate. The IC will utilize appropriate and applicable communications methods as outlined in the Communications Annex of this document.

- The Vice Chancellor for Safety and Security 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, Chief Operations Officer, and Vice Chancellor of Administrative Services and Procurement 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 Vice Chancellor of Institutional Advancement 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.

Malcolm X College will serve as the alternate location for the ECC in the event of a crisis at the District Office. More information is provided in the Emergency Response Manual included in the Appendix.
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 CCC District Office 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 Vice Chancellor of Institutional Advancement at the CCC District Office or by the following officials: the Chancellor, the Vice Chancellor for Safety and Security, or the District 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 or 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.

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 CCC 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 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 Vice Chancellor of Institutional Advancement, Vice Chancellor for Safety and Security, or the Chancellor. 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 Vice Chancellor for Safety and Security 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 Vice Chancellor of Institutional Advancement, 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 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 District 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 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

The City Colleges of Chicago is committed to a safe, secure, non-violent environment for all students, faculty, staff, and visitors. This plan represents the CCC’s policy on the prevention and reduction of violence. The CCC District Office 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, the CCC District Office has developed a comprehensive Campus Violence Prevention Plan. In developing the plan, the CCC District Office 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, the District Office 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 CCC District Office 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 CCC District Office 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 CCC District Office Campus Violence Prevention Committee members include representatives from the following departments:

- Safety and Security
- Administrative Services & Procurement
- Institutional Advancement
- Offices of Human Resources
- Engineering
- Information Technology Services

2. Campus Threat Assessment Team

The District Office Campus Threat Assessment Team is chaired by the Vice Chancellor of Safety and Security, and members of the team are appointed by the Chancellor. 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 District Office’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 CCC District Office Threat Assessment Team:

- Chancellor
- Vice Chancellor of Safety and Security
- District Director of Safety and Security
- Director of Security
- Inspector General
- General Counsel
- Director of Risk Management
- Vice Chancellor of Admin Services
- Vice Chancellor of Human Relations
- Associate Vice Chancellor of Student Services

3. **Campus Response Team**

The Campus Response Team at the CCC District Office is chaired by the Vice Chancellor for Safety and Security. Members of the team are appointed by the Vice Chancellor for Safety and Security. 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 CCC District Office Campus Response Team is responsible for the following:

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

- The chairperson will oversee the implementation and completion of the action plan and will communicate progress to committee members and others as needed.

- The committee will conduct a final review and evaluation of each case, with follow-up assignments to monitor the progress of the case as appropriate.

- The chairperson will be responsible for overseeing the preparation and proper maintenance of case records. Case records will be maintained as follows:
  - For students, in the Office of the Dean of Students.
  - For faculty, in the Office of Academic Affairs.
  - For staff and members of the public, in the Department of Human Resources.
The members of the CCC District Office Campus Response Team are as follows:

- Vice Chancellor - Safety and Security
- Chief Operating Officer
- District Director of Safety and Security
- Director of Security
- Vice Chancellor – Administrative and Procurement Services
- Inspector General
- General Counsel
- Director of Risk Management
- Chief Engineer
- Chief Financial Officer
- Vice Chancellor - Institutional Advancement
- Vice Chancellor – Academic Affairs
- Vice Chancellor – Information Technology
- Vice Chancellor – Human Resources
- Treasurer

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, the CCC District Office 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

The CCC District Office Campus Violence Prevention Committee will be responsible for evaluating current initiatives designed to address these four factors as well as advising District Office 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

CCC District Office Map
CCC District Office 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. 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 or *911
   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
   If using an office phone, dial 9 to get an outside line and call 911. If using a pay phone, no money is needed to dial 911.

II. EMERGENCY TEAM MEMBERS

A. EMERGENCY DIRECTOR
   Vice Chancellor, Safety and Security – Joseph De Lopez, ext. 2960

B. DISTRICT OFFICE SECURITY
   Director of Security Michael Ross or Security Supervisor on Duty, ext. 2575 or *911

C. DAMAGE CONTROL
   Chief Engineer – Kevin Nolan, ext. 2571

D. FLOOR LEADER COORDINATOR
   Building Services Supervisor – Alejandro Perez, ext. 2580
E. TRAFFIC COORDINATORS
Joseph L. Scheurich, ext. 2586, and Luis Martinez, ext. 2561

F. FLOOR LEADERS
See Attachment A for a 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 – Michael Ross (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 the building floor plan (located in the Emergency Response Manual) available to responding Chicago Fire personnel upon request.
4. The Security Supervisor will assign sworn police officer, on duty as a CCC Security Officer, as a first responder to any armed offender incident.
5. Unarmed CCC Security Officers will assist Chicago Police as they arrive on scene.


7. Takes immediate and appropriate action to protect life and property and to safeguard records as necessary.

8. Maintains the Emergency Control Center in a state of constant readiness.

9. Monitors District Office emergency warning systems and communicates with each floor by the emergency two-way radio issued to each Floor Leader. Evacuation or shelter in place instructions may be issued via two-way radio.

10. Maintains telecommunications/radio support as necessary.

11. Security Officers will provide traffic control, access control, and perimeter and internal security patrols.

12. Security Officers will perform first aid and CPR or use the AED as needed.

13. In the absence of the Emergency Director, operational control of the emergency will be assumed by the Supervising Security Officer on duty.

14. In cases involving a non-fire alarm building activation, the Security Director or his designee will seek the approval for building evacuation from the security administration. If approved, the order to evacuate the building will be issued via security and floor leader radios. One officer will be dispatched to sweep floors 1 to 7, with the second officer being dispatched to sweep floors 8 to 14. Both officers will be required to report via security radio once his/her assigned floors are secure.

C. DAMAGE CONTROL – Chief Engineer Kevin Nolan or designee

1. Provides equipment and personnel to shut down utilities and elevators.

2. Sets up barricades.

3. Assists Emergency Coordinator and Security with building evacuation and damage assessment.

4. Clears debris and makes emergency repairs.

5. Provides vehicles, equipment, and operators for movement of personnel and supplies.

6. Furnishes emergency power and lighting systems.

7. Surveys damage and relocates essential services and functions.
D. FLOOR LEADER COORDINATOR – Building Services Supervisor Alejandro Perez or designee

1. Receives status reports from Floor Leaders while stationed at the information desk in the lobby. If the information desk area is determined to be unsafe, the Floor Leader Coordinator will be stationed across Jackson Blvd, on the southeast corner of Jackson and Franklin.

2. Records status reports from Floor Leaders.

3. 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 major responsibility for the evacuation of their area.

1. When the alarm is activated or the official word for an evacuation is given, immediately go to designated floor.

2. If unable to reach your designated floor (for example, if you would have to climb the stairs while people are trying to descend), serve as a floor leader on the floor where you are located.

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 areas status. Then report to the floor coordinator on the southeast corner of Jackson and Franklin. If there is no immediate threat to your safety, floor leaders are encouraged to wait by the middle set of stairs with individuals with disabilities who cannot use the stairs. Inform them 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.

7. If the area becomes unsafe, exit the building and instruct everyone to cross to the opposite side of Jackson Blvd. and head south on Franklin, away from the District Office.

8. Assist in directing personnel to the meeting location.
F. TRAFFIC COORDINATOR – Joseph L. Scheurich and Luis Martinez, or designees

1. Immediately proceed to main entrance and begin to stop traffic on Jackson Blvd.

2. Stop traffic until all persons cross to the south side of Jackson Blvd.

3. The traffic coordinator will relinquish these duties when Chicago Police arrive 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. Know the location of the fire alarm pull stations.
   
   c. Know the locations of the 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 a disability that does not allow them to utilize the stairs.

2. Emergency Situations

   a. Upon receiving notification of a district office emergency, pass the same information along to employees in the department or office.
   
   b. Initiate emergency procedures as outlined in this manual.
   
   c. During an evacuation, direct all staff in the department or office to exit the floor using the nearest stairs, not the elevators, and to immediately leave the building and cross Jackson Blvd.
   
   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. Know the locations of fire alarm pull stations.
   
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 hearing the building alarm or the call for evacuation:**
   
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.
   
c. **Do not use the elevators.**
   
d. Take the nearest stairs to the first floor. Exit the building immediately and cross Jackson Blvd.
   
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. Inform your Manager/Supervisor that you will need assistance exiting the building if there is an evacuation. Ask your Manager/Supervisor to help you recruit one or two co-workers from your area to assist you if there is an emergency. Inform your Manager/Supervisor and your assistants of 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 or to the middle staircase if you cannot use the stairs.

2. Emergency Situations
   a. If needed, ask for assistance from your Manager/Supervisor and co-workers. Inform them of the specific assistance needed. If possible, exit using the stairs.
   b. If unable to exit using the stairs, go to the middle staircase (located near the restrooms in the center corridor north of the elevators). 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.
   c. 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.
   d. Once you are out of the building, inform Security Officers.
   e. Move across the street. Do not wait on the sidewalk outside the building.

V. EMERGENCY CONTROL CENTER
   A. LOCATION
   The first floor information desk will serve as the Emergency Control Center. If this site is unsuitable or unsafe, the Emergency Coordinator will select an alternate location for the Emergency Control Center.

   B. STAFFING
   At least one Security Officer is to staff the Emergency Control 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. EQUIPMENT
   The Emergency Control Center should be equipped with the following items. When not in use, these items will be stored in the Security Office:
   
   - Portable two-way radios
• Bullhorns
• First aid kit
• Campus and local telephone directories
• Two flashlights
• Two blankets
• Battery-operated radio
• Barricades, barrier tape, signs
• AED

D. OUTSIDE AGENCY ASSISTANCE

An area for outside agency assistance will be established by the Security staff. 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 small and you have been trained in the use of fire extinguishers, get a 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 location of the fire to Security.

3. When you hear a fire alarm, listen for instructions from your Floor Leader. You may be instructed to begin relocation, evacuation, or shelter-in place procedures.

4. 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 crews.

5. 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.

6. **DO NOT USE THE ELEVATORS TO EVACUATE THE BUILDING!**

**B. ILLNESS AND INJURY**

1. Immediately call 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 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. on the victim, gather information from witnesses, and give all information to Security.

e. Know the location of Automatic Electronic Defibrillators (AEDs).

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 AND DEMONSTRATIONS**

Most demonstrations are peaceful and staff should attempt to carry on business as normally as possible. However, Security should be notified if demonstrations:

- Interfere with 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 Administrative Services and the Chancellor. The Vice Chancellor of Administrative Services will ask the demonstrators to terminate the disruptive activity. If the demonstrators persist, the Vice Chancellor of Administrative Services will consult with the Chancellor and Director of Security. If it appears there is the potential for injury to people or damage to property, the Chancellor or the Vice Chancellor of Administrative Services 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 Administrative Services. The Vice Chancellor of Administrative
Services, 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 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 and to others or who displays a weapon (i.e., a gun or knife), immediately inform Security at *911. 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 information as possible, and go to a safe location.

When you notify Security, relay the following details:

- 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. 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 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. 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 to Security immediately. Be specific about the exact location and nature of the spilled material. Security will contact appropriate District Office officials and medical personnel.

3. The individuals at the site should 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.

G. 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 saran 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.

1. **HOW LIKELY IS IT THAT SOMEONE WOULD RECEIVE A HARMFUL BIOLOGICAL OR CHEMICAL AGENT IN THE MAIL?**

   The Postal Service delivers approximately 208 billion pieces of mail per year. Presently, there have been a relatively small number of suspected incidents of anthrax bacteria being sent through the mail.

2. **HOW OFTEN DO THESE THREATS AND HOAXES OCCUR?**

   During FY 1999 and FY 2000, there were approximately 178 anthrax threats received at courthouses, reproductive health service providers (clinics offering abortion services or counseling), churches, schools, and post offices. During FY 2001, we had only approximately 60 threats or hoaxes, which included anthrax, hoof and mouth disease, the Klingerman virus hoax, and others.

   Chemical and biological weapons are sometimes referred to as the "poor man's nuclear weapons" and pose a significant threat in the post-Cold War environment. The relative low cost and simplicity of design and technology make them weapons of choice for a variety of rogue states and terrorist and non-state organizations. Although acts of chemical and biological terrorism have not been prevalent in the U.S. up to now, use of these weapons or the threat of their use are disruptive forces.

   The Federal Bureau of Investigation (FBI) has been designated as the lead Federal Agency for crisis management in all acts of terrorism and uses or threats of harmful biological or chemical weapons.

3. **WHAT IS ANTHRAX?**

   Anthrax is an acute bacterial infection of the skin, lungs, or gastrointestinal tract. Infection occurs most commonly via the skin.

   The cutaneous or skin form of the infection occurs most frequently on the hands and forearms of persons working with infected livestock or contaminated animal products and represents 95% of cases of human anthrax. It is initially characterized by a small
solid elevation of the skin, which progresses to a fluid-filled blister with swelling at the site of infection. The scabs that typically form over the lesion can be black as coal, hence the name anthrax—Greek for coal. With treatment, the case fatality rate is less than 1% among people who get the skin form of the disease. The fatality rate for untreated inhaled or intestinal anthrax is over 90%.

The inhaled form of anthrax is contracted by inhalation of the spores, and occurs mainly among workers handling infected animal hides, wool, and furs. Under natural conditions, inhaled anthrax is exceedingly rare, with only 18 cases reported in the United States in the 20th century.

4. WHAT IS THE TREATMENT FOR ANTHRAX?

Treatment with antibiotics beginning one day after exposure has been shown to provide significant protection against death in tests with monkeys, especially when combined with active immunization. Penicillin, doxycycline, and ciprofloxin are all effective against most strains of the disease. Penicillin is the drug of choice for naturally occurring anthrax. If untreated, inhaled anthrax is fatal.

A vaccine is available and consists of a series of 6 doses over 18 months with yearly boosters. This vaccine, while known to protect against anthrax acquired through the skin, is also believed to be effective against inhaled spores.

Effective decontamination can be accomplished by boiling contaminated articles in water for 30 minutes or longer and using some of the common disinfectants. Chlorine is effective in destroying spores and vegetative cells. Remember, anthrax spores are stable, able to resist sunlight for several hours, and able to remain alive in soil and water for years.

5. WHAT CONSTITUTES A SUSPICIOUS LETTER OR PARCEL?

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

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

H. 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 Administrative Services, who will, in consultation with the Chancellor, decide if the building should be evacuated or if other action should be taken. The Chancellor and the Vice Chancellor of Administrative Services are the only people authorized to evacuate the District Office.

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, speech patterns, accent, tone of voice, emotional state (agitated, calm, 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**
   a. Inform Security immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize are the following: 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.

   b. If you observe an object you suspect to be a bomb, immediately contact Security.

   c. 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 that 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.

I. 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).

J. 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.

K. UTILITY FAILURE

In the event of a utility failure, contact Engineering at extension 2571. If Engineering is not available, contact Security at extension 2575. In the event of a major utility failure, Engineering or Security will notify the Chancellor and the Vice Chancellor of Administrative Services 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 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.

L. **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.
   f. 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

<table>
<thead>
<tr>
<th>Name of Floor Leader</th>
<th>Phone Number</th>
<th>Floor</th>
<th>Room Number</th>
<th>Designated Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Johnson</td>
<td>312-726-2419</td>
<td>1st Floor</td>
<td>106</td>
<td>North side</td>
</tr>
<tr>
<td>Aurelio Cabrales</td>
<td>312-553-2581</td>
<td>1st Floor</td>
<td>103</td>
<td>West side</td>
</tr>
<tr>
<td>Alejandro Perez</td>
<td>312-553-2580</td>
<td>1st Floor</td>
<td>103</td>
<td>South side</td>
</tr>
<tr>
<td>Kristen Ryan</td>
<td>312-726-2419</td>
<td>2nd Floor</td>
<td>205</td>
<td>North side</td>
</tr>
<tr>
<td>Helen Henry</td>
<td>312-553-2744</td>
<td>3rd Floor</td>
<td>319</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>Lindsay Koriath</td>
<td>312-726-2419</td>
<td>4th Floor</td>
<td>420-D</td>
<td>West side</td>
</tr>
<tr>
<td>Gretel Garcia</td>
<td>312-553-2826</td>
<td>5th Floor</td>
<td>544</td>
<td>North side</td>
</tr>
<tr>
<td>Holly Urban</td>
<td>312-920-9688</td>
<td>5th Floor</td>
<td>553</td>
<td>Northwest side</td>
</tr>
<tr>
<td>Sharon Todd</td>
<td>312-553-2646</td>
<td>5th Floor</td>
<td>553</td>
<td>Southwest side</td>
</tr>
<tr>
<td>Tawa M. Jogunosimi</td>
<td>312-553-2602</td>
<td>6th Floor</td>
<td>647</td>
<td>North side</td>
</tr>
<tr>
<td>Maria Martinez</td>
<td>312-553-3449</td>
<td>6th Floor</td>
<td>600-A</td>
<td>West side</td>
</tr>
<tr>
<td>Zhong Chen</td>
<td>312-553-2844</td>
<td>7th Floor</td>
<td>742-C</td>
<td>North side</td>
</tr>
<tr>
<td>Adolfo Caballero</td>
<td>312-553-2584</td>
<td>7th Floor</td>
<td>720-A</td>
<td>West side</td>
</tr>
<tr>
<td>Greg Tingle</td>
<td>312-553-2504</td>
<td>7th Floor</td>
<td>705-F</td>
<td>South side</td>
</tr>
<tr>
<td>Ralph Crosby</td>
<td>312-553-2615</td>
<td>8th Floor</td>
<td>842-A</td>
<td>North side</td>
</tr>
<tr>
<td>Preston Dunham</td>
<td>312-553-3279</td>
<td>8th Floor</td>
<td>820-F</td>
<td>West side</td>
</tr>
<tr>
<td>Frank Jamora</td>
<td>312-553-3352</td>
<td>8th Floor</td>
<td>820-D</td>
<td>South side</td>
</tr>
<tr>
<td>Empty Section</td>
<td></td>
<td>9th Floor</td>
<td></td>
<td>North side</td>
</tr>
<tr>
<td>Empty Section</td>
<td></td>
<td>9th Floor</td>
<td></td>
<td>West side</td>
</tr>
<tr>
<td>Empty Section</td>
<td></td>
<td>9th Floor</td>
<td></td>
<td>South side</td>
</tr>
<tr>
<td>Anna Morales</td>
<td>312-553-2553</td>
<td>10th Floor</td>
<td>1020-F1</td>
<td>North side</td>
</tr>
<tr>
<td>Harriet Neely</td>
<td>312-553-3232</td>
<td>10th Floor</td>
<td>1020-D1</td>
<td>West side</td>
</tr>
<tr>
<td>Shuana Horn</td>
<td>312-553-3355</td>
<td>10th Floor</td>
<td>1003-C1</td>
<td>South side</td>
</tr>
<tr>
<td>May Watts</td>
<td>312-553-2836</td>
<td>11th Floor</td>
<td>1142-C1</td>
<td>North side</td>
</tr>
<tr>
<td>Eduardo Santos</td>
<td>312-553-2929</td>
<td>11th Floor</td>
<td>1120-C1</td>
<td>West side</td>
</tr>
<tr>
<td>Seannica Spencer</td>
<td>312-553-2852</td>
<td>11th Floor</td>
<td>1105-A1</td>
<td>South side</td>
</tr>
<tr>
<td>Phyllis Mallett</td>
<td>312-553-2866</td>
<td>12th Floor</td>
<td>1244-B2</td>
<td>North side</td>
</tr>
<tr>
<td>Farley Dukes</td>
<td>312-553-3486</td>
<td>12th Floor</td>
<td>1220-G5</td>
<td>West side</td>
</tr>
<tr>
<td>Eugenia Krzyzanski</td>
<td>312-553-2898</td>
<td>12th Floor</td>
<td>1203-A</td>
<td>South side</td>
</tr>
<tr>
<td>Hector Molina</td>
<td>312-553-2734</td>
<td>13th Floor</td>
<td>1320-E</td>
<td>West side</td>
</tr>
<tr>
<td>Erica Farris</td>
<td>312-553-2976</td>
<td>13th Floor</td>
<td>1342-D</td>
<td>North side</td>
</tr>
<tr>
<td>Chris Sayre</td>
<td>312-553-3403</td>
<td>13th Floor</td>
<td>1304</td>
<td>South side</td>
</tr>
<tr>
<td>Leah Heinecke Krumhus</td>
<td>312-553-3307</td>
<td>14th Floor</td>
<td>1443</td>
<td>North side</td>
</tr>
<tr>
<td>Lolita Parram</td>
<td>312-553-2187</td>
<td>14th Floor</td>
<td>1420-A2</td>
<td>West side</td>
</tr>
<tr>
<td>Mary Ann Corona</td>
<td>312-553-3354</td>
<td>14th Floor</td>
<td>1405-A1</td>
<td>South side</td>
</tr>
<tr>
<td>Evelyn Appleton</td>
<td>312-553-2516</td>
<td>14th Floor</td>
<td>1403</td>
<td>South side</td>
</tr>
</tbody>
</table>
### CCC District Office All Hazards Safety and Security Plan

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph L. Scheurich</td>
<td>312-553-2586</td>
<td></td>
<td>1026</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BUILDING EVACUATION PROCEDURES

**Be prepared for an emergency:**

- Know the locations of fire alarm pull stations.
- 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 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.

**What to do if you hear the building alarm:**

- Listen for instructions from the Floor Leader or designee. Exit the floor in a quiet and orderly manner so you can hear any announcements.
- Exit the floor using the nearest stairway unless advised by the floor leader to use an alternate stairwell.
- **Do not use the elevators during an evacuation, including a fire drill.**
- **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 south of Jackson Blvd.** 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.
BOMB THREAT CHECKLIST

Keep the caller on the line as long as possible!

Exact time and date of call: ___________________________________________
Exact words of caller: ________________________________________________

<table>
<thead>
<tr>
<th>Voice</th>
<th>Accent</th>
<th>Manner</th>
<th>Background Noise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loud</td>
<td>Local</td>
<td>Calm</td>
<td>Factory Machines</td>
</tr>
<tr>
<td>High-Pitched</td>
<td>Foreign</td>
<td>Rational</td>
<td>Bedlam Raspy</td>
</tr>
<tr>
<td>Intoxicated</td>
<td>Race</td>
<td>Coherent</td>
<td>Music</td>
</tr>
<tr>
<td>Soft</td>
<td>Not Local</td>
<td>Deliberate</td>
<td>Office Machines</td>
</tr>
<tr>
<td>Deep</td>
<td>Region</td>
<td>Righteous</td>
<td>Mixed</td>
</tr>
<tr>
<td>Pleasant</td>
<td></td>
<td>Angry</td>
<td>Street Traffic</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Irrational</td>
<td>Trains</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rational</td>
<td>Animals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coherent</td>
<td>Quiet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Incoherent</td>
<td>Voices</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Emotional</td>
<td>Airplanes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Laughing</td>
<td>Party Atmosphere</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language</th>
<th>Speech</th>
<th>Familiarity with Threatened Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Fast</td>
<td>Much</td>
</tr>
<tr>
<td>Fair</td>
<td>Distinct</td>
<td>Some</td>
</tr>
<tr>
<td>Foul</td>
<td>Stutter</td>
<td>None</td>
</tr>
<tr>
<td>Good</td>
<td>Slurred</td>
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</tr>
<tr>
<td>Poor</td>
<td>Slow</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Distorted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nasal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lisp</td>
<td></td>
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<tr>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Questions to ask the caller</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. When is the bomb going to explode? ______________________________________</td>
</tr>
<tr>
<td>2. Where is the bomb? ______________________________________________________</td>
</tr>
<tr>
<td>3. What does it look like? ________________________________________________</td>
</tr>
<tr>
<td>4. What kind of bomb is it? ______________________________________________</td>
</tr>
<tr>
<td>5. What will cause it to explode? __________________________________________</td>
</tr>
<tr>
<td>6. Did you place the bomb? ______________________________________________</td>
</tr>
<tr>
<td>7. Why did you place the bomb? ____________________________________________</td>
</tr>
<tr>
<td>8. Where are you calling from? ____________________________________________</td>
</tr>
<tr>
<td>9. What is your address? _________________________________________________</td>
</tr>
<tr>
<td>10. What is your name? __________________________________________________</td>
</tr>
</tbody>
</table>

If the 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
## CCC District Office All Hazards Safety and Security Plan

### Incident Communications Matrix

<table>
<thead>
<tr>
<th>Incidents</th>
<th>CPD</th>
<th>CEO</th>
<th>Safety Officer/ Director of Security</th>
<th>College President</th>
<th>Building Engineer</th>
<th>VCS&amp;S</th>
<th>Chancellor's Office</th>
<th>ED, Marketing &amp; Communications</th>
<th>Director of Risk Management</th>
<th>Chief Operations Officer</th>
<th>VCAS&amp;P</th>
<th>Chief Financial Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Fire</td>
<td>I A</td>
<td>I A</td>
<td>A</td>
<td>B</td>
<td>B</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Fire</td>
<td>I A</td>
<td>I A</td>
<td>A</td>
<td>B</td>
<td>B</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explosion</td>
<td>I A</td>
<td>I A</td>
<td>A</td>
<td>B</td>
<td>B</td>
<td>C</td>
<td>C</td>
<td>C</td>
<td>C</td>
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### Medical Emergencies

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<th>Building Engineer</th>
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<th>ED, Marketing &amp; Communications</th>
<th>Director of Risk Management</th>
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<th>VCAS&amp;P</th>
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### Hazardous Material

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### Transportation Accidents

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<td>Aircraft Collision with Building</td>
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<td>Pedestrian/Cyclist</td>
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### Evacuation

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### Weather Emergencies

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<td>Ice/Snow Storm</td>
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<td>Tornado/Hurricane/ Severe or Inclement Weather</td>
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### Building Systems

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### Threat of Violence

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### Terrorism

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### Interpersonal Emergencies

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### Notification

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<tr>
<td>A*</td>
<td>Require Immediate Notification of the Incident</td>
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<tr>
<td>B*</td>
<td>Require Immediate Notification at the Direction of the VCS&amp;S</td>
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<tr>
<td>C</td>
<td>Notify at the Direction of the Emergency Incident Command</td>
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<tr>
<td>All Hazards Safety and Security Plan</td>
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<tr>
<td>Campus Violence Prevention Plan</td>
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<tr>
<td>Tabletop Exercises</td>
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<tr>
<td>Fire Response (Drill)</td>
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<tr>
<td>Tornado/Severe Weather/Shelter-in-Place (Drill)</td>
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<tr>
<td>Lockdown Response (Drill)</td>
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<td>Overall Emergency Response Exercise</td>
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Key:  
A = Annually  
B = Biannually  
S = Once per Semester/Summer Session  
M = Monthly  
T = Once Every Three Years  
O = One-Time Training