

# SAFETY TIPS

The main goal of the City Colleges of Chicago Safety and Security team is to provide a safe campus atmosphere for our diverse population of students, faculty, and staff. In order to deliver this, we rely on a partnership built upon mutual respect, responsibility, and participation. Here are some tips that can keep us all safe.

## Report Crimes

Please report all criminal activity, suspicious persons, or emergencies you encounter promptly to the following offices:

- Malcolm X College Safety and Security Office - Room 1316: (312) 850-7168
- Chicago Police Department: Dial 911

For confidential reporting of incidents involving domestic violence, dating violence, stalking, or sexual assault, contact the Safety and Security Office or any of the following offices:

- Malcolm X College Dean of Student Services - Room 1406: (312) 850-7121
- Malcolm X College Wellness Center - Room 2211: (312) 850 - 7122
- EEO/Title IX District Director: 180 N. Wabash Ave Chicago, IL 60606 (312) 553-2865 [eeofficer@ccc.edu](mailto:eeofficer@ccc.edu)

## Help Us Keep You Safe

Safety and Security personnel are located across the campus and we regularly conduct foot and mobile patrols. Additionally, security is aided by video surveillance monitoring.

## Like any other public place, you must remain aware and alert.

- Know where emergency blue lights and call boxes are located on campus.
- Program the Malcolm X College Safety and Security phone number into your phone: (312) 850-7168
- If you feel threatened by someone on campus, notify Safety and Security immediately and do not initiate contact with the person.
- Be aware of your surroundings. Avoid isolated areas and walk in groups after dark. Turn headphones off/down.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Tell a friend where you are going and when you will return.
- Do not prop open locked doors.

## Protect Your Property

- Record the serial numbers of your valuables.
- Do not leave personal belongings unattended on campus or in your vehicle, including laptops, purses, and books.
- Secure your bicycle with a lock to the bicycle rack on campus and register the bicycle with the Chicago Police Department.
- Keep your vehicle locked at all times (after parking, before taking off and while you're driving).

## Report Lost or Stolen CCC ID Cards

Lost or stolen CCC ID Cards should be reported to any CCC Safety and Security Office.

## Active Shooter Situation: How to Stay Safe

When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

- Run—Have an escape route or plan in mind. Leave your belongings behind. Keep your hands visible.
- Hide—Hide in an area out of the active shooter's view. Block entry to your hiding place and lock the doors.
- Fight—As a last resort and only when your life is in imminent danger, attempt to incapacitate the active shooter. Act with physical aggression and throw items at the active shooter.
- Call 911 when it is safe to do so.

When law enforcement arrives:

- Remain calm and follow instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Raise hands and spread fingers; keep hands visible at all times.
- Avoid quick movements towards officers, such as holding on to them for safety.
- Avoid pointing, screaming, or yelling.
- Do not stop to ask officers for help or directions when evacuating.

## Information You Should Provide to Law Enforcement or 911 Operator

- Location of the active shooter(s)
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

A copy of the full Annual Security Report and emergency procedures is available at:

<https://www.ccc.edu/colleges/malcolm-x/departments/pages/safety-security.aspx>

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**MALCOLM X COLLEGE**  
**CAMPUS SAFETY & SECURITY**  
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