KENNEDY-KING COLLEGE

CITY COLLEGES OF CHICAGO

Kennedy-King College
All Hazards Campus Emergency Plan and Violence Prevention Plan

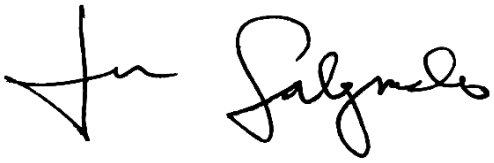
August 24, 2026

Letter of Promulgation

This plan, which details Kennedy-King College's All Hazards Campus Emergency Plan and Violence Prevention Plan is approved and adopted by City Colleges of Chicago, District No. 508.

This plan shall govern all emergency preparedness and planning, violence prevention policies, procedures and outreach in accordance with applicable federal and state laws.

Sincerely,



Juan Salgado
Chancellor
City Colleges of Chicago

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Record of Changes

Change #:	Change:	Date of Change:	Change Entered By:	Date Entered:
1	UPDATE	10-16-2013	V.C. Wheeler	10-20-2013
2	UPDATE VPP	05-23-2017	V.C. O'Donnell	05-23-2017
3	UPDATE	06-18-2018	V.C. O'Donnell	06-30-2018
4	UPDATE	09-18-2019	E.D. Fegan	09-24-2019
5	UPDATE	02-26-2020	E.D. Fegan	03-10-2020
6	UPDATE	09-30-2020	D.D. Estelle	09-30-2020
7	UPDATE	09-30-2021	E.D. Owens	09-30-2021
8	UPDATE	09-20-2022	DOSC Guerrero	09-20-2022
9	UPDATE	09-01-2023	DOSC Guerrero	09-13-2023
10	UPDATE	08-16-2024	DOSC Guerrero	08-16-2024
11	UPDATE	08-25-2025	DOSC Guerrero	08-25-2025
12	UPDATE	08-24-2026	DOSC Guerrero	08-24-2026

Distribution List of Complete Plans

Kennedy-King College All Hazards Campus Emergency Plan and Violence Prevention Plan

This plan is available electronically to all faculty, staff and students on the Kennedy-King College web site at: http://www.ccc.edu/colleges/kennedy/departments/Pages/Safety-Security.aspx

In addition, copies have been distributed as indicated below:

- College President
- College Vice President Student Affairs & College Vice President Academic Affairs
- College Vice President – Finance & Operations Business Office
- College Director of Security
- Chief Engineer
- Dean of Student Services & Dean of Instruction
- Director of Wellness Center
- Associate Vice Chancellor of Strategic Communications
- Director of Risk Management
- Vice Chancellor of Administrative Services
- Chief Financial Officer

Overview

Kennedy-King College

Kennedy-King College embodies the commitment to academic excellence and civic responsibility espoused by its namesakes, slain civil and human rights activists Robert F. Kennedy and Dr. Martin Luther King, Jr. Kennedy-King College includes the Washburne Culinary Institute, City Colleges' culinary and hospitality center of excellence; Dawson Technical Institute, the state's premier site for construction trade education and training; and radio station, WKKC-FM.

Philosophy

The philosophy of Kennedy-King College, derived from the philosophy of the City Colleges of Chicago as defined by the Illinois Master Plans 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 *Kennedy-King College All Hazards Campus Emergency 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 *Kennedy-King College All Hazards Campus Emergency Plan* is to describe the coordinated response and recovery to a range of natural and man-made occurrences with the potential to disrupt normal operations of the College and threaten the safety of Kennedy-King College students, faculty, and staff. This plan contains four short and long-term strategies for implementing all hazards integrated management:

- Identify opportunities for enhancing coordination and communication within the Kennedy-King College system, with the CCC system at large, as well as with state/local agencies and other industry partners.
- Provide training, education, and outreach to enhance core competencies for safety, security, and emergency preparedness throughout the College and assess the need for integrated training.
- Promote continuous improvement in safety, security, and emergency preparedness throughout the Kennedy-King College system. Assess and target resources toward the most frequent types of accidents and security incidents and the most catastrophic risks to students, faculty and staff, and community members.
- Develop and implement continuous improvement and innovation goals for the management of existing and future programs and projects through data collection and analysis and coordinated program reviews.

These strategies are grounded in the All Hazards management approach to safety and security throughout the CCC system. In this approach, programs, projects, and activities are not just related but integrated. Integration means regular communication and coordination of common concerns, strategies, and effective practices for all safety, security, and emergency management activities to ensure that improvements in one area do not duplicate or diminish functionalities in another area.

All Hazards Approach to Safety and Security Management

In addition to an integrated approach to planning, this All Hazards plan is based on the framework of the four interconnected phases of emergency management: prevention-mitigation, preparedness, response, and recovery. Each phase influences the other three phases. This plan addresses emergency preparedness activities that take place during all four phases of emergency management.

1. Mitigation

As part of the City Colleges of Chicago, Kennedy-King College will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Kennedy-King College departments and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, its annexes, and appropriate Standard Operating Procedures (SOP)
- 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

Kennedy-King College will respond to emergency situations effectively and efficiently. The focus of most of this plan is on responding 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, Emergency Public Information, search and rescue, as well as other associated functions.

4. Recovery

If a disaster occurs, City Colleges of Chicago will carry out a recovery program that involves both short-term and long-term efforts. Kennedy-King College will be part of those efforts. Short-term operations seek to restore vital services to the district community and provide for the basic needs of the public. Long-term recovery focuses on restoring the district to its normal state. The federal government, pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, 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 Kennedy-King College, severe weather hazards pose the most probable threat of emergency conditions. Using this as a basis for planning, the following assumptions were incorporated into this plan:

- Most students, faculty and staff 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.
- Campus emergencies can be caused by an accident, a natural disaster, or criminal behavior by an individual or group. This can include cyber threats to the college.
- 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 system, 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.
- 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 Kennedy-King College will likely affect the district and the surrounding community, including the city of Chicago and Cook County proper. Therefore, city, county, and federal emergency services may not be available.
- Kennedy-King College and CCC will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of onsite 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 Kennedy-King College Emergency Operations Center (EOC).
- In the event of an emergency, communications between colleges and campuses may be impaired or lost. Kennedy-King College will establish a designated emergency operations center and emergency response plan.
- If a major incident occurs on the Kennedy-King College campus the Chicago Police Department or the Chicago Fire Department will upon arrival assume control of the situation.

Explanation of Terms

The Incident Command System: 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 Center: Certain incidents may require activation of the District's Emergency Command Center operations. This group of district officials will meet at a specified emergency command center (ECC) designated by the Incident Commander and exercise command and control of the incident. Several emergency operation centers (EOCs) may be established during an emergency. These EOCs are special facilities that will allow campus officials to direct and coordinate necessary resources and personnel.

Emergency Public Information: Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

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 Kennedy-King College.

AHCEP&VPP: All Hazards Campus Emergency Plan and Violence Prevention Plan

BEM: Building Emergency Manager

CFR: Code of Federal Regulations

AVC/DDC: Associate Vice Chancellor of Communications/District Director of Communications

ECC: Emergency Command Center

EOC: Emergency Operations Center

FEMA: Federal Emergency Management Administration

GC: General Counsel

Hazmat: Hazardous Material

IC: Incident Commander

NIMS: National Incident Management System

OEMC: Office of Emergency Management and Communications

PIO: Public Information Officer

SIT: Supportive Intervention Team

SOPs: Standard Operating Procedures

Objectives and Goals

The goals of the *Kennedy-King College All Hazards Campus Emergency 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 are attended to promptly and efficiently.
- To provide a chain of command to enable maximum use of resources, both within the Kennedy-King College system and with district, community, and jurisdictional partners.
- To maintain or restore essential services as quickly as possible following an emergency incident or disaster.
- To protect property, facilities, and equipment.

Community Profile

A number of local and regional authorities, community partners, and first responders help to make up the Kennedy-King College emergency response team. These include CCC district officials and staff, the Chicago Office of Emergency Management and Communications, the Chicago Police Department, the Chicago Fire Department, and local hospitals.

Concept of Operations

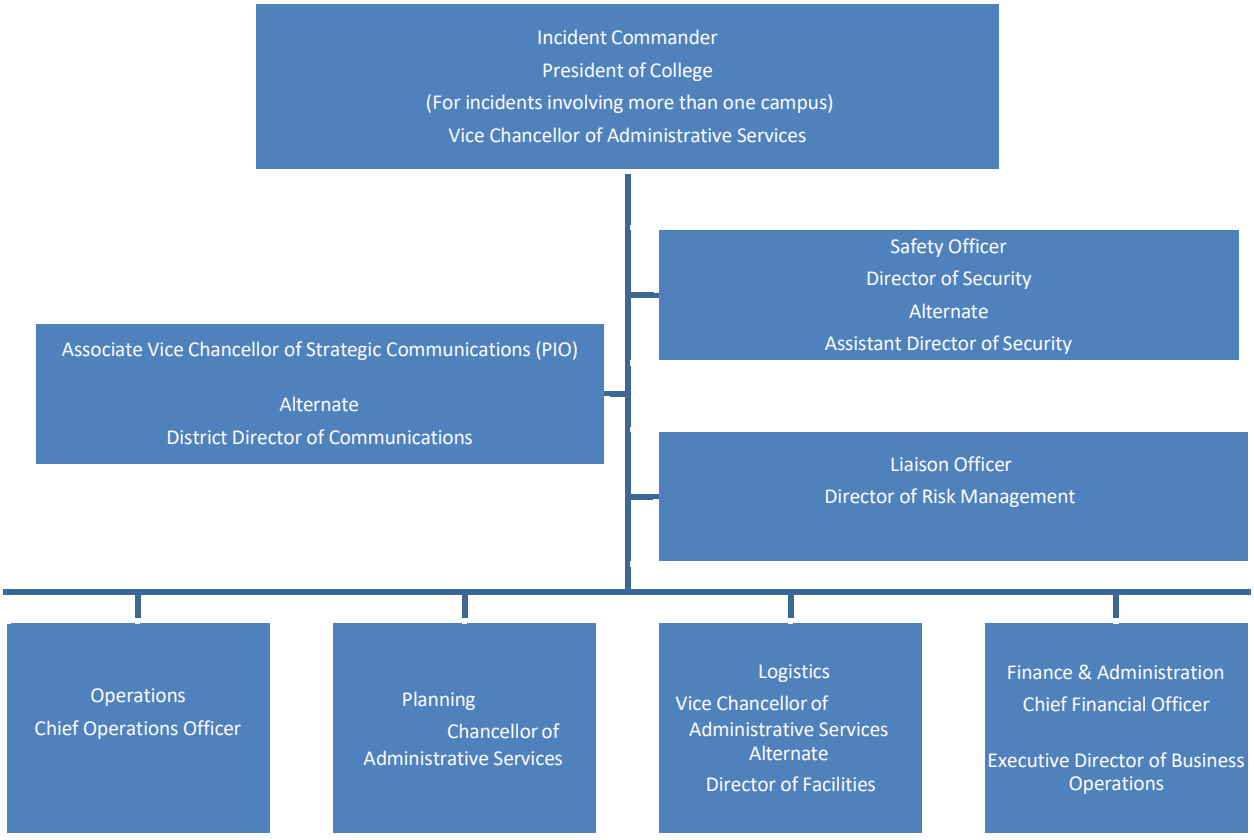
The *Kennedy-King College All Hazards Campus Emergency Plan* is designed to provide a framework and guidance for coordinated response to minor emergencies, major emergencies, and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the College. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate focus on response operations and an early transition to recovery operations.

The *Kennedy-King College All Hazards Campus Emergency 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.

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 Kennedy-King College 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, a management structure adopted throughout the U.S. and international communities. It also stems from the National Incident Management System 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 requirements. The CCC incident command system is composed of the Incident Commander, command staff, and general staff as shown below.



In an emergency, Kennedy-King College staff will participate in the CCC District incident command system as directed and appropriate, in alignment with the *Kennedy-King College All Hazards Campus Emergency Plan*. In the event of an emergency, the Kennedy-King College internal incident command system will become operational.

Line of Communication and Succession

For emergencies requiring localized response within the Kennedy-King College system itself, staff members will follow NIMS Incident Command protocol. The Kennedy-King College Incident Commander is in charge of the response and staff report to the Incident Commander for the duration of the response. The Incident Commander will be the President of Kennedy-King College when the incident only impacts the Kennedy-King College campus. For incidents involving more than one campus in the CCC system or the scope of the emergency is such that additional external resources are required, the Vice Chancellor of Administrative Services will be the Incident Commander.

When incidents require first responders, a unified command structure led by the first responders will be in place. When first responders become involved, the CCC Incident Commander will transfer command to the Unified Command. When the incident response is concluded, command will be transferred back to the CCC Incident Commander, who depending on the nature of the incident and response, may or may not transfer command to the Kennedy-King College Incident Commander.

The line of succession for Kennedy-King College is as follows:

- President
- Vice President
- Dean of Student Services

The line of succession for the Kennedy-King College Security is as follows:

- Director of Security
- Assistant Director of Security
- Lead Security Officer 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 *Kennedy-King College All Campus Emergency Plan* will be reviewed annually and revised as appropriate and necessary. The Vice Chancellor of Administrative Services 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 college or campus 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 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 and cause physical or environmental damage, cause significant injury or death to employees, students, visitors, or the public, or threaten Kennedy-King College's public image. Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. The *All Hazards Campus Emergency 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:

- Notification of a campus emergency to the President, senior staff, and/or other appropriate individuals by the Director of Security or designee.
- Notification of a campus emergency by a reliable source of information.
- A routine outage response that escalates and is deemed major by the Engineering Department.
- Severe weather-related problems that threaten campus operations.
- A major crisis, either man-made or natural.

Should an emergency occur requiring the activation of this emergency plan, an Emergency Operations Center (EOC) may need to be established. The President of Kennedy-King College or designee will establish the EOC and assume the role of Incident Commander (IC). Should the emergency require the implementation of an Emergency Command Center, the Vice Chancellor of Administrative Services or designee will establish the ECC and assume the role of IC.

Communication concerning the activation of the emergency plan, the establishment of the EOC or 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 Associate Vice Chancellor of Strategic Communications to facilitate prompt and thorough communication.

Should the incident affect telephone and computer systems, communication will take place through the Security personnel and Floor Leaders in the affected area via verbal communication, bullhorns 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, Sections 11001-11050
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act 2002
- Homeland Security Presidential Directive, *HSPD-5*, Management of Domestic Incidents
- Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
- National Incident Management System (NIMS), FEMA
- National Response Framework (NRF), FEMA
- National Strategy for Homeland Security, October 2007, Homeland Security
- Nuclear/Radiological Incident Annex of the National Response Plan (NRP), FEMA
- Higher Education Opportunity Act 2008 (Public Law 110-315)
- Dear Colleague Letter on Campus Sexual Misconduct (2017), US Department of Education Title IX

State of Illinois

- Campus Security Enhancement Act 2008 (110 ILCS 12/1)
- Illinois Emergency Management Agency Act, 20 ILCS 5/3305
- Illinois Administrative Code Title 29, as amended
- IEMA Administrative Rule on Local Emergency Operations Plans
- Good Samaritan Act, 745 ILCS Chapter 49
- Illinois Compiled Statutes Act Chapters:
  - 225 ILCS 60/30, Medical Practice Act
  - 225 ILCS 65/50-1, Nurse Practice Act
  - 210 ILCS 50, Emergency Medical Services (EMS) Act
  - 745 ILCS 275, Illinois Emergency Interim Executive Succession Act

Local

- Chicago Office of Emergency Management and Communications (OEMC)
- City of Chicago Emergency Operation Plan (EOP)

References

- Federal Response Plan (FRP), April 1992- Medical and Public Health
- Illinois Plan for Radiological Accidents (IPRA), 1995
- Illinois Plan for Radiological Accidents – Clinton
- FEMA SLG 101, "State and Local Guide for All-Hazard Emergency Operations Planning"
- National Response Team (NRT) 1 and 1A, 1988
- Illinois Hazard Analysis
- P&K-8, "Shelter Management Handbook", FEMA
- TR-87, "Standards for Fallout Shelters", FEMA
- Guide for the Design and Development of a Local Radiological Defense Support System
- FEMA 10, A Planning Guide and Checklist for Hazardous Materials Contingency Plans
- Handbook of Chemical Hazard Analysis Procedures, FEMA
- Illinois Emergency Operations Plan (IEOP)
- Action Guide for Emergency Management at Institutions of Higher Education, 2010, FEMA

Hazard Profile and Vulnerability Assessment

Kennedy-King College Facilities

The Kennedy-King College main campus is located in an urban area and is comprised of six buildings. The "U" building consists of the Washburne Culinary & Hospitality Institute and the WKKC radio station, the "V" building consists of Adult Education and Security Office, the "W" building is Administration Offices, the "X" building is the library, and the "Y" and "Z" buddings are attached consisting of classrooms and a full-day Child Development Laboratory School.

Hazard Identification

As part of the Security and Risk Assessment Process, Kennedy-King College continually identifies potential hazards that may pose a threat to the students, faculty, staff, and visitors of the College. These potential hazards have been identified through a process of survey and information gathering as well as on-site observation and analysis.

Preventive and Mitigation Measures

As part of the district Security and Risk Assessment process, the College and the CCC system staff will identify preventive and mitigation measures deemed necessary to reduce the possibility of threat on the Kennedy-King College campus. In addition, following any crisis, Kennedy-King College and CCC will evaluate the incident and response to determine if additional preventive and mitigation measures need to be implemented.

Kennedy-King College could be affected by natural and man-made hazards which include: tornados and other severe weather, fires, hazardous materials spill, campus violence, contagious diseases, and acts of terrorism. The following table details the risk analysis:

Hazard Type	Risk Level			
	Low	Medium	High	Extreme
Tornado	X			
Severe storm	X			
Bomb Threat or Explosion	X			
Utility failure	X			
Fire	X			
Hazardous materials spill	X			
Violence on campus	X			
Health Emergency	X			
Structural collapse	X			

Core Functional Annexes

Direction and Control

Every Kennedy-King College student, faculty and staff member plays a role in a campus emergency. All students, faculty and staff are expected to be familiar with emergency procedures required by the *All Hazards Campus Emergency Plan*. This will be accomplished through training and exercises as mandated by the Campus Safety Enhancement Act. City Colleges of Chicago maintains the district Emergency Command Center (ECC) and campus 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 ECC/ EOC bring 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 Campus 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 designee 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 designee 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 Response Team. If the director or designee determines that the threat to the campus is imminent, any one member of the Campus Response Team thus contacted has the authority to activate this plan.

The college's emergency facilities involve the following aspects:

1. **The Kennedy-King College Emergency Command Center**

   The ECC will be located in the W Building, in Room 100.

2. **The Kennedy-King College Campus Response Team**

   The following may be members of the Kennedy-King College Campus Response Team:

   - College President
   - Vice President of Academic Affairs
   - Vice President of Student Affairs
   - Vice President of Operations & Finance Business Office
   - Director of Security
   - Chief Engineer
   - Dean of Student Services
   - Dean of Instruction
   - Director of Wellness Center
   - Associate Vice Chancellor of Strategic Communications or designee
   - Vice Chancellor of Administrative Services or designee

General Campus Response Team Responsibilities

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

- The chairperson will oversee the implementation and completion of the action plan and will communicate team progress to committee members and others as needed.
- The team will conduct a final review and evaluation of each case, with follow-up assignments to monitor the progress of the case as appropriate.
- The chairperson will be responsible for overseeing the preparation and proper maintenance of case records. Case records will be maintained as follows:
  - For students, in the Office of the Dean of Students.
  - For faculty, in the Office of Instruction.
  - For staff and members of the public, in the Office of Human Resources.

3. Emergency Operations Center

Upon the occurrence of an incident, an incident command post, referred to in this plan as an Emergency Operations Center (EOC), 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 other EOCs need to be established.

4. ECC Activation

The following individuals are authorized to activate the ECC:

- The Vice Chancellor of Administrative Services or the President of Kennedy- King College or designee.

The President or designee will serve as the Incident Commander (IC) until relieved by the Vice Chancellor of Administrative Services. The IC is responsible for determining, prioritizing, and coordinating all response actions and providing emergency information and communications to CCC district staff and the campus community as appropriate. The IC will utilize appropriate and applicable communications methods as outlined in the Communications Annex of this document.

- The Vice President of Kennedy-King College or designee will implement the response actions and will work with the Director of Security to alert and direct the Building Emergency Managers.

- The Building Emergency Managers will direct faculty, staff, and students during an emergency response, including an evacuation, shelter-in-place, or lockdown. The BEMs will report status and activities to the Director of Security during an emergency response.
- The Director of Security will provide direction, assistance, and communication to BEMs during an emergency response. The Director of Security will also assist first responders, should they be involved in the emergency response.
- The Chief Engineer, Executive Director of Business Operations, and Dean of Student Services will provide information about available resources and incident status, as well as assist in developing strategies for response.

The IC 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 Associate Vice Chancellor of Strategic Communications 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.

5. 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.

6. ECC/EOC Staffing

Representatives of those departments and agencies assigned emergency functions in the Kennedy-King College 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. 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 Associate Vice Chancellor of Strategic Communications at the CCC District Office or by the following Kennedy-King College officials: the President, Vice President, Dean of Student Services, or Director of Security.

Through CCC Alert, students, faculty, and staff can receive emergency alerts via email to CCC and personal e-mail accounts, phone calls to mobile and home phone numbers, and text messages to mobile phone numbers. 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.

Public Address System

Speakers are located on every floor and outside in front of the Kennedy-King College campus in order to alert students, faculty, staff, and visitors on college grounds of an emergency. Both warning tones and voice messages will be used to direct students, faculty, staff, and visitors to take planned actions specific for the emergency.

College Group Email

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 emails:

- ***Informational:*** Any communication that increases the awareness of campus activities, events, or services (e.g., parking disruptions).
- ***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 chancellor).
- ***Urgent:*** An urgent announcement from an executive officer regarding an imminent event, such as the school closing.

Local Media

City Colleges of Chicago send press releases and make calls to contacts on a local media list. Because of the transient nature of our population, the district also leverages the 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 Kennedy-King College faculty, staff, and students during a crisis.

Voicemail to Office, Home, and Mobile Telephones

This tool leaves a voice message on every faculty and staff member's office phone on campus as well as voice messages to home and mobile phone numbers as provided through CCC Alert.

Telephone Tree

Certain Kennedy-King College offices implement a telephone tree of departmental contacts that is initiated during an emergency.

Warning

Primary responsibility for these functions is assigned to the campus emergency communications center as supervised by the Director of Security and/or the Associate Vice Chancellor of Strategic Communications or designee. 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 Director of Security at Kennedy-King College or designee is responsible for notifying CCC district staff so that warnings can be communicated throughout the CCC system as appropriate. The Director of Security or designee announces campus emergency warnings and evacuations via the campus public address system.

Emergency Public Information

Primary responsibility for these functions is assigned to the Associate Vice Chancellor of Strategic Communications who will prepare and maintain the Communications Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- Identify the external communications systems available within the local area and determine the connectivity of these systems.
- Develop plans and procedures for coordinated use of the various communications systems available outside and within the district.
- Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

Evacuation

Primary responsibility for these functions is assigned to the campus Director of Security, who will maintain the *College and Campus Emergency Plans* and supporting SOPs. Emergency tasks to be performed include the following:

- ***Building Emergency Manager (BEM) Responsibilities:*** The Kennedy-King College 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 leader (FL).
  - Assigning and training sector coordinators (SC) when necessary.
- ***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.

- ***Evacuation Functions:*** Primary responsibility for these functions is assigned to the campus Director of Security who will prepare and maintain the Evacuation plan and supporting SOPs. To ensure safe evacuation during a high-level emergency or disaster, the campus 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 District Communications Director.

Special Populations

Students, Faculty 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 Director of the Access Center. The Access Center provides a list of locations of people with disabilities to the Kennedy-King College Safety and Security Office. Faculty and staff are to ensure that people with disabilities are being assisted during an emergency or evacuation. The Director of Security, or designee, will ensure disabled members of the campus community are familiar with emergency procedures.

Shelter-in-Place

A. Purpose: Implemented whenever it is safer inside than outside the building, such as in the case of outdoor fire, explosion, hazardous material spill/emission, or severe weather, and an evacuation or dismissal would place students and staff at risk.

B. Alarm**:** A "Shelter in Place" order is issued via the public address (PA) system, telephones, CCC Alert, email, radio or in person.

- All occupants -- students, faculty, staff, contractors and visitors – in the building must proceed to interior Safe Locations.
- Faculty, staff and students who are outdoors, **MUST RETURN TO THE BUILDING** and proceed to the interior Safe Locations.
- The Interior Safe Locations will be the hallways, classrooms, and offices, which are not exposed to exterior windows or doorways.
- The Building's Elevator **CANNOT BE USED** during an Emergency.
- All Occupants will be notified when it is safe to return to normal activities by the public address (PA) system and/or CCC Alert.

Lockdown

A. Purpose: A "lockdown" is a temporary sheltering technique utilized to limit civilian exposure to the imminent threat of violence. A lockdown will be initiated only if there is a serious risk of danger to staff, faculty and students. The general purpose of a lockdown is to convert a building into a large "Safe Room." The decision to initiate building lockdown procedures may be at the discretion of a designated college official, or in response to a request by local law enforcement officials.

B. Alarm: A "Lockdown" order is issued via the public address (PA) system, telephones, CCC Alert, email, radio or in person.

C. Expectations

- All occupants - students, faculty, staff, contractors and visitors – in the building(s) where emergency conditions exist must remain inside their respective classroom or office.
- Faculty, staff and students- who are outdoors, must remain outside of the building(s) and proceed to the designated Alternative Safe Location.

  -Kershaw Elementary School located at 6420 S. Lowe
  -Kelly Branch Chicago Public Library located at 6151 S. Normal Blvd.
- Faculty, staff and students who are not inside a classroom or office where the emergency conditions exist, must proceed immediately to the nearest classroom or office.
- All Educators and staff lock or block the doors and windows of your respective classroom or office.

D. Responsibilities of Safety and Security

In the event of a situation requiring the initiation of building lockdown procedures Safety and Security personnel will perform the following tasks to the extent possible:

- Declare and initiate the lockdown.
- Activate appropriate emergency notification systems.
- Immediately respond to the scene.
- Contact and coordinate with the Chicago Police Department.
- Provide security for the scene, lock and secure perimeter building doors with assistance from facility staff as needed.
- Attempt to discourage building occupants from exiting the building.

Health Emergency

The City Colleges of Chicago has formulated a Health Emergency Response Plan to address the multiple levels of public safety and college operations should a health emergency occur. The primary concern of this plan is the health and welfare of the entire CCC community. This plan provides general and specific guidelines that will inform the college's response to a health emergency. This plan summarizes key considerations provided by numerous governmental, medical and emergency response agencies including the Chicago Department of Public Health (CDPH) and the Centers for Disease Control and Prevention (CDC).

The City Colleges of Chicago will promote the daily practice of everyday preventive actions at all times and will use messages and materials developed by credible public health sources, such as the CDPH or CDC. Public Health officials recommend everyone who is able be vaccinated against the COVID-19 virus and get an annual flu shot.

Other important public health recommendations include:

- Use precautions to prevent spread, including staying home and away from others (including people you live with who are not sick) if you have respiratory symptoms.
- You may return to the City Colleges campuses/activities when, if for at least 24 hours your symptoms get better overall, **AND** you have not had a fever (without the use of fever reducing medications).
- When you return to the City Colleges campuses/activities, for the next five (5) days you are encouraged to take precautions, such as wearing a face-mask.

The City Colleges will implement officially recommended public health measures as appropriate to limit the spread of illness and remove obstacles to students, faculty, staff and employee compliance with these recommendations, whenever possible. City Colleges encourages all faculty, staff, and students to get vaccinated and will share information on vaccination opportunities when they arise. City Colleges is mask optional (encouraged) in all settings and individuals may choose to wear a face mask at any time.

In the event a student, employee, visitor or staff member states they actually have the related illness, he or she will be informed to return home, seek immediate medical attention, and follow any subsequent guidance provided by their medical provider. If the person is unable to physically return home, the Chicago Fire Department (CFD) will be called to assist. The person would then be escorted into isolation in Room V-133, located next to the Security Office, until the arrival of CFD. The purpose of the isolation and location of the isolation room is to limit the amount of potential exposure to other individuals. The isolation room will be cleaned and disinfected following use for this purpose.

The Chancellor, in collaboration with the Provost, Vice Chancellor of Human Resources, and local and state public health officials will:

- Develop ways for instruction to continue in-person and/or remotely due to a health emergency, wherever possible.
- Suspend face to face or in-person teaching activities and/or other mass gatherings when deemed necessary in accordance with public health guidance.
- In some extreme instances, it may be necessary to close the affected campus temporarily, if directed to do so by the CDPH.
- Develop employee attendance and sick leave policies, identify critical job functions and positions, and plan for alternative coverage, if necessary.

It is the responsibility of the Marketing and Communications Department and Safety and Security to identify and respond to health emergency concerns and issues promptly to communicate proactively, openly, accurately and consistently with the City Colleges' multiple audiences.

Marketing and Communications will:

- Along with the Chancellor's Office, Provost, Student Services, and Safety and Security, deliver public health messages to City Colleges students, faculty and staff.
- Follow the lead of the Chicago Public Health Department and communicate as needed to inform City Colleges students, faculty, and staff of the health emergency and maintain consistent and up-to-date communication.

Mass Care

Primary responsibility for these functions is assigned to the Vice Chancellor of Administrative Services or his designee, who will coordinate efforts with internal and external partners. 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

The purpose of Health and Medical Services is to manage, direct and control the provision of medical and counseling services in the event of a major campus emergency.

In the event of a major campus emergency, the college Wellness Center and Student Affairs shall assume primary control for the purpose of making medical care and crisis counseling services available to students and Human Resources will be responsible for staff and members of the Kennedy-King College community.

Upon the declaration of a major emergency, the President or the Incident Commander may assign an employee of Student Affairs and Human Resources to report to the EOC. Safety and Security officers will assist arriving first responders for the aid of seriously injured or suddenly ill students and staff members to be transported to the nearest hospital by the Chicago Fire Department.

In addition, the College will coordinate with local authorities and emergency medical providers and follow their directives as to the provision of essential medical care and sanitation services.

Mortuary Services

The purpose of the Mortuary Services is to assist families of Kennedy-King College students and employees in the event of a major campus emergency resulting in casualties.

In the event that mortuary services are necessary, Safety and Security, Administrative Services and Student Affairs will coordinate with local authorities, including but not limited to the Chicago Police Department, Chicago Fire Department and Cook County Medical Examiner's Office.

Resource Management

Primary responsibility for these functions is assigned to the Vice Chancellor of Administrative Services. 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 designee, appointed by the Vice Chancellor of Administrative Services, those goods, services, and personnel that are needed during emergency operations.
- Maintaining records of emergency-related expenditures for purchases and personnel.

Campus Violence Prevention Plan

Kennedy-King College is committed to a safe, secure, non-violent environment for all students, faculty, staff, and visitors. This plan represents the college's policy on the prevention and reduction of violence. The Kennedy-King College Violence Prevention Plan (VPP) is based on principles of early intervention and engagement to prevent violence.

In order to help ensure a safe, secure, non-violent environment, Kennedy-King College has developed a comprehensive Campus Violence Prevention Plan. In developing the plan, Kennedy-King College followed the policies, guidelines, and statutes listed below.

Members and Structure

In order to help ensure a safe, secure, non-violent environment, Kennedy-King College has developed a comprehensive Campus Violence Prevention Plan.

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 reaffirms 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).
- 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 Kennedy-King College Violence Prevention Committee Members may include representatives from the following departments:

- Safety and Security
- Student Affairs
- Dean of Students
- Wellness Center
- Human Resources
- Engineering
- Informational Technology Services
- Faculty Council
- Student Representative

2. Supportive Intervention Team

Kennedy-King College SIT conducts behavioral threat assessments for persons who might pose a safety risk to themselves or others. Each college's SIT is a collaboration among key college departments and engages the college's resources to:

- Investigate concerning behavior and assess the level of threat.
- Develop and implement an intervention plan for the safety of all.
- Identify sources of support for the person of concern
- Provide ongoing support and monitoring

The following individuals may be members of the Kennedy-King College Supportive Intervention Team:

- College President
- College Vice President
- College Vice President of Academic Affairs
- College Vice President of Student Affairs
- College Vice President Operations & Finance Business Office
- Director of Security
- Director of Human Resources
- Director of Wellness Center
- Dean of Student Services
- Dean of Instruction
- Dean of Adult Education

3. Campus Response Team

The Campus Response Team at Kennedy-King College is chaired by the College President. Members of the team are appointed by the College President. The Campus Response Team provides response and coordinates support services in the event of a crisis or emergency. The Campus Response Team will meet once a semester or whenever appropriate to review issues related to crisis or emergency response.

The Kennedy-King College 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 members of the Kennedy-King College Campus Response Team may include the following:

- College President
- College Vice President of Academic Affairs
- College Vice President of Student Affairs
- College Vice President of Operations and Business Office
- College Director of Security
- Chief Engineer
- Dean of Student Services
- Dean of Instructions
- Associate Vice Chancellor of Strategic Communications or designee
- Vice Chancellor of Administrative Services or designee

4. Project S.A.F.E. (Securing A Fear-Free Environment)

The Department of Justice, Office on Violence Against Women, funds Project S.A.F.E. Project S.A.F.E. is a district wide initiative across the City Colleges of Chicago whose mission is to collaboratively develop and implement meaningful, engaging programs to prevent and address gender-based violence. Project S.A.F.E. aims to promote equity in education by reducing barriers to educational access for those affected by gender-based violence by centering survivor safety, empowerment, and healing through a compassionate and intersectional approach.

Coordinated Community Response Team (CCRT)

- The CCRT meets monthly and contains more than 100 members from all seven City College campuses and satellite campuses. Each campus also has a local CCRT which meets regularly.
- The CCRT includes all City Colleges' Wellness Center Directors, Security Directors, Student Activities Directors, Deans of Student Services, numerous counselors, ACCESS Directors, faculty, student peer educators, and Deans of Instruction.
- Operates as an inter-college task force that seeks to break down silos and improve coordination on the prevention and response to gender-based violence.
- Establishes priorities on enhancing gender-based violence prevention, policy, and advocacy services.
- Engages in several external stakeholders and community-based organizations including the Chicago Police Department Office of Community Policing, Resilience (f/k/a Rape Victim Advocates), the Network, KAN-WIN, Apna Ghar, the YMCA and Mujeres Latinas en Accion.

Survivor Advocacy Services (SAS)

- Survivor Advocacy Services is a districtwide direct service program whose mission is to provide confidential, trauma-informed case management and support services to members of the City Colleges' community who have been impacted by violence crime, including **gender-based violence** and **community violence**. SAS' team of survivor advocates can provide information about legal rights and resources, and assist with safety planning, victim compensation, safe housing access, transportation, court accompaniment, and more. Survivor Advocacy Services is supported by a grant from the Illinois Criminal Justice Information Authority.

Prohibited Conduct and Sanctions

As part of the City Colleges of Chicago, Kennedy-King College prohibits the possession of weapons, including carrying, maintaining, or storing firearms, on any college or campus facility when not required by the individual's job or in accordance with relevant district policies or state statutes. Appropriate disciplinary action, including arrest and prosecution, will be enacted for any person discovered to possess a firearm or weapon on district property.

Prohibited conduct considered unacceptable by the district and which will subject the individual(s) to disciplinary action in alignment with district policy includes, but is not limited to, the following:

- Threat of or actual physical injury to others.
- Physical or verbal behavior that creates a reasonable fear of injury.
- Physical or verbal behavior that results in significant emotional distress to an individual(s).
- Physical or verbal behavior or threatening violent behavior, whether actual or perceived, based on race, ethnicity, gender, sexual orientation, or other protected status.
- Threat of or actual defacement and/or damage of property.
- Sexual assault or harassment, including stalking and dating or domestic violence.
- Brandishing a weapon or firearm.
- Retaliation against any individual(s) who reports a violation of these guidelines.

In addition to prohibited conduct, the Kennedy-King College VPP 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.
- Violence against Women Act Offenses, which include Criminal Sexual Assault, Domestic Violence, Dating Violence and Stalking.
- Violations of the Stop Campus Hazing Act.

Retaliation against and/or intimidation of employees, students, program participants, witnesses or any other persons who make complaints or who cooperate in EEO investigations is strictly prohibited. CCC has procedures to ensure that the school, security personnel, employee, or agent of the school, does not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities.

Kennedy-King College prohibits all forms of sexual misconduct, including, but not limited to, dating violence, domestic violence, sexual assault and stalking. Kennedy-King College values the health and safety of every individual on campus and expects students and employees to treat other persons with respect and dignity. Any behavior which causes the sexual assault or abuse of another person will not be tolerated, is a violation of the college's policy and may result in sanctions ranging from probation to expulsion or dismissal. Disciplinary action on the part of the college does not preclude the possibility of criminal charges against the individual. In order for the college to deal more effectively with sex offenses, it is essential that these incidents be reported.

Related Policies, Statutes and Laws

Illinois Criminal Code (720 ILCS 5/11-1 et. seq)

- Criminal Sexual Assault-(720 ILCS 5/11-1,20, et. seq)
- State of Illinois Campus Security Enhancement Act 2008 (110 ILCS 12/1, 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)
- Jeanne Clery Campus Safety Act (20 U.S.C. § 1092, et. al)
- Campus Sex Crimes Prevention Act of 2000 (CSCPA)
- Title IX (20 U.S.C. § 1681 et. seq)
- Violence against Women Act (Title IV, sec. 40001-40703 & U.S.C. Ch. 136)

City Colleges of Chicago Academic and Student Policy, Section 8

- Drug and Alcohol-Free Campus
- Safety and Security Policy
- Disciplinary Hearings and Appeals

City Colleges of Chicago Employee Manual, Section III.

- Alcohol Free Workplace
- Drug Free Workplace
- Drug and Alcohol Testing
- Violence in the Workplace
- Discipline and Termination

Integration of Policies

The Kennedy-King College VPP is incorporated as part of the *Kennedy-King College All Hazards Campus Emergency Plan*. The activities of the VPP fall under the oversight of the Kennedy-King College President and are in alignment with the overall district emergency management plan as defined in the AHCEP and VPP. Crisis management will be conducted in accordance with the overall policies and procedures outlined in the AHCEP and VPP.

Activities

Based on research in violence prevention, Kennedy-King College acknowledges the following factors to be key in reducing violence:

1. A strong sense of community and connection.
2. An increased sense of security with security/police presence.
3. Crime prevention and awareness program.
4. Reporting and monitoring of crimes.

A common theme of all awareness and prevention programs is to encourage students, faculty and staff to be aware of their shared responsibilities for their own security and the security of others. Kennedy-King College Safety and Security will be responsible for evaluating their current college/campus initiatives designed to address these four factors as well as advising college and district staff on new activities or initiatives to increase these four factors.

Kennedy-King College provides crime prevention and safety and security awareness to include “Security Awareness/Crime Prevention Tips” and “Emergency Evacuation-What You Should Know” presentations at various times throughout the school year to include orientation and registration of each semester. Kennedy-King College Safety and Security posts crime alerts for awareness when there is a notable trend.

Title IX represents the federal law designed to prevent sexual assault and harassment of students on college campuses and promote gender equity in education. Title IX protects you from sexual assault, sexual harassment, and stalking on campus grounds. This includes protection from gender-based violence between any of the following groups: men, women, transgender people, and gender non-conforming persons. The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence.

Kennedy-King College provides informational programs on “Know Your Title IX Rights”, Federal, State and CCC Policies on Sexual Assault, Domestic Violence, Dating Violence and Stalking. These programs include information on preventing Domestic Violence, Dating, Sexual Assault, Stalking, what to do and procedures to follow if you have been the victim of a Sexual Assault, Domestic Violence, Dating Violence or Stalking incident, bystander intervention, and voluntary and confidential reporting at various times throughout the school year to include orientation and registration of each semester.

Kennedy-King College has standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. These include the City Colleges of Chicago District-wide Employee Manual, Board Rules, and Student Policy Manual.

AHCEP and VPP Coordination with Outside Agencies

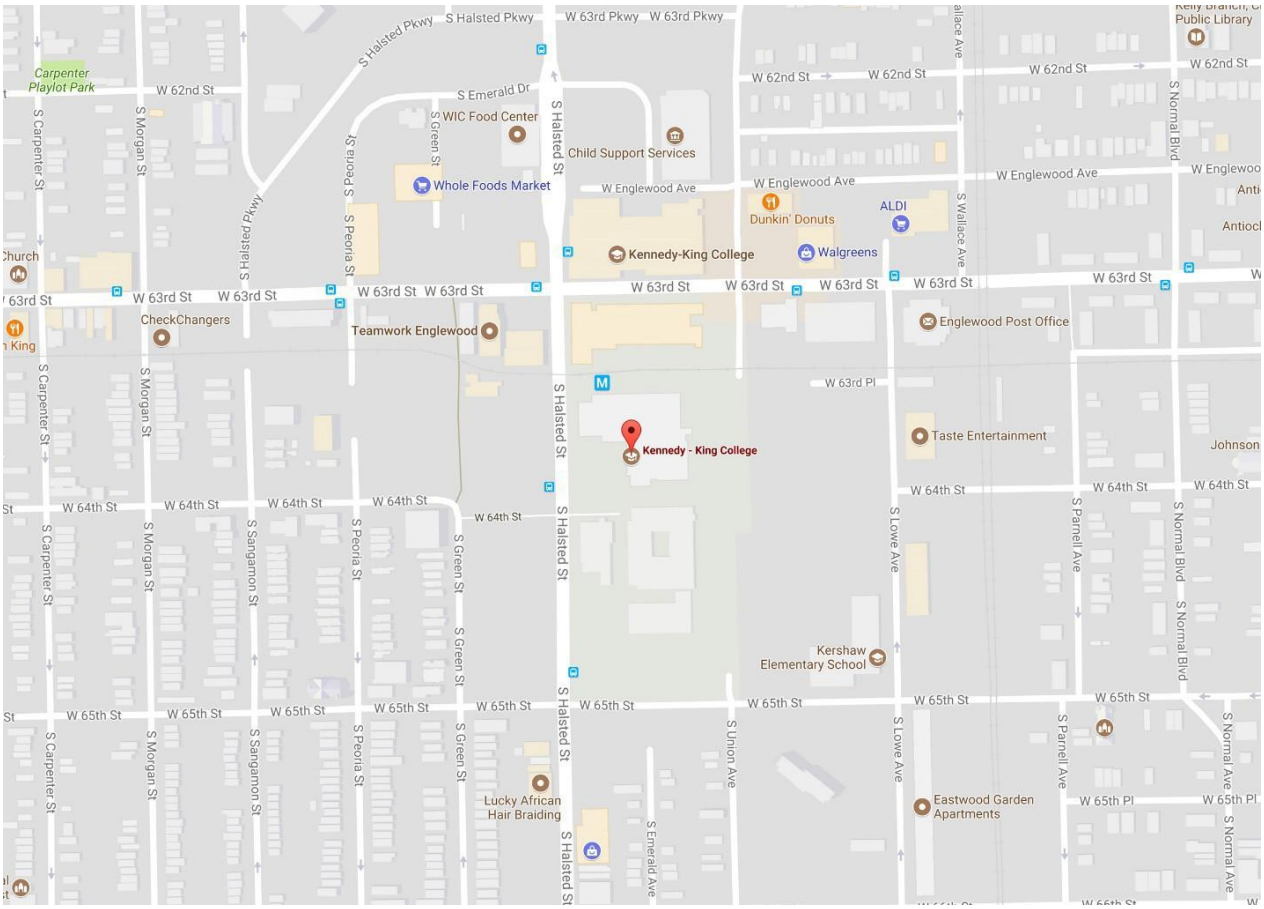
A. The All Hazards Campus Emergency Plan and the Campus Violence Prevention Plan will be coordinated with the Chicago Office of Emergency Management and Communications to provide guidance and identify resources.

B. Upon completion a copy the Plans will be sent to OEMC and the Illinois Community College Board.

C. The plans will be reviewed annually by the Vice Chancellor of Administrative Services to make updates as necessary.

Appendix

Kennedy-King College Map



6301 South Halsted St
Chicago, IL 60621

City Colleges of Chicago Incident Communications Matrix

	Persons/Offices To Be Notified												
Incidents	**CPD**	**CFD**	**Safety Officer/ Director of Security**	**College President**	**Building Engineer**	**VCS&S**	**Chancellor's Office**	**ED, Marketing & Communications**	**Director of Risk Management**	**Chief Operations Officer**	**VCAS&P**	**Chief Financial Officer**
Fire Emergencies												
Minor Fire			I	A	I	A	B	B	C	C	C	C
Major Fire		I	I	A	I	A	B	B	C	C	C	C
Explosion		I	I	A	I	A	B	B	C	C	C	C
Medical Emergencies												
Homicide	I		I	A	C	A	B	B	C	C	C	C
Injury			I	A	C	A	B	B	C	C	C	C
Food Poisoning			I	A	C	A			C	C	C	C
Mass Casualties	I		I	A	C	A	B	B	C	C	C	C
Communicable Disease Exposure and/or Outbreak			I	A	A	A			C	C	C	C
Hazardous Material												
Hazardous Material Release (Toxic/Cloud)		I	I	A	I	A	B	B	C	C	C	C
White Powder/Chem/Bio/Rad/Spill/Exposure		I	I	A	I	A	B	B	C	C	C	C
Radiation Exposure		I	I	A	I	A			C	C	C	C
Asbestos Release		I	I	A	I	A	B	B	C	C	C	C
Transportation Accidents												
Automobile Accident	I		I	A	C	A	B	B	C	C	C	C
Aircraft Collision with Building	I		I	A	I	A	B	B	C	C	C	C
Pedestrian/Cyclist	I		I	A	C	A			C	C	C	C
Evacuation												
High Profile Landmarks	I		I	A	C	A	B	B	C	C	C	C
Building/Area			I	A	A	A	B	B	C	C	C	C
Evacuation of Campus			I	A	A	A			C	C	C	C
Shelter-in-Place			I	A	A	A	B	B	C	C	C	C
Weather Emergencies												
District Closure			I	A	I	A	B	C	C	C	C	C
Flooding			I	A	I	A	B	C	C	C	C	C
Ice/Snow Storm			I	A	I	A		C	C	C	C	C
Tornado/Hurricane/ Severe or Inclement Weather			I	A	I	A	B	C	C	C	C	C
			I	A	I							
Earthquake			I	A	I	A	B	C	C	C	C	C
Building Systems												
Telephone/Telecomm Failure			I	A	I	A	B	B	C	C	C	C
District-wide Utility Failure			I	A	I	A	B	B	C	C	C	C
Limited Utility Failure			I	A	I	A			C	C	C	C
District-wide IT Failure (Attack)			I	A	I	A	B	B	C	C	C	C
Limited IT Failure			I	A	I	A			C	C	C	C
Structural Failure			I	A	I	A	B	B	C	C	C	C
Threat of Violence												
Bomb Threat	I		I	A	C	A	B	B	C	C	C	C
Campus Violence	I		I	A	C	A	B	B	C	C	C	C
Weapons	I		I	A	C	A			C	C	C	C
Vandalism			I	A	C	A	B	B	C	C	C	C
Hostage Situation	I		I	A	C	A			C	C	C	C
Terrorism												
National/State-level Terrorism	I		I	A	C	A	B	B	C	C	C	C
Local-level Terrorism	I		I	A	C	A	B	B	C	C	C	C
Interpersonal Emergencies												
Sexual Assault	I		I	A	C	A	B	B	C	C	C	C
Stalking	I		I	A	C	A	B	B	C	C	C	C
Relationship Violence	I		I	A	C	A			C	C	C	C
Missing Student/Staff	I		I	A	C	A	B	B	C	C	C	C
Suicide	I		I	A	C	A			C	C	C	C

Notification

I Initial Notification
I* Initial Notification
A Require Immediate Notification of the Incident
B Require Immediate Notification at the Direction of the VCS&S
C Notify at the Direction of the Emergency Incident Command

AHCEP Training Matrix

City Colleges of Chicago All Hazards Campus Emergency Plan Training Matrix					
	POSITION				
TRAINING	District/College Administration	Faculty	Staff	Students	Security Staff
Tabletop Exercises	**A**		**A**		**A**
Emergency Drills:					
Fire/Tornado/Severe Weather/Shelter-in-Place/Lockdown	**S**	**S**	**S**	**S**	**S**
Key:					
A = Annually					
S = Once per Semester/Summer Session					

Specific Emergency Protocols

ACTIVE SHOOTER

The United States Department of Homeland Security defines the **Active Shooter** as "an individual or individuals actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, **active shooters** use firearm[s] and there is no pattern or method to their selection of victims."

- One or more suspect(s) who, as police respond to the scene, are actively killing and/or causing serious, life-threatening bodily injury to multiple victims. The overriding objective of the suspect(s) appears to be that of mass murder, rather than other criminal conduct such as robbery or hostage-taking.
- Threat is not contained and there is immediate risk of death and injury.
- Considered the greatest threat on campuses.

- Leaves little or no time for proper planning and requires law enforcement to take immediate action.
- These situations can and often develop into hostage situations upon the arrival of law enforcement. For additional information watch the Homeland Security video – Run, Hide, Fight on the Kennedy-King College Security website: https://www.ccc.edu/kennedy/departments/safety-security/

How to respond when an ACTIVE SHOOTER is in your vicinity:

Quickly determine the most reasonable way to protect your own life. Remember that staff, students and visitors are likely to follow the lead of employees and managers during an active shooter situation.

RUN - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

HIDE - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).
- Remain calm.
- Dial 911 if possible to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

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

- Acting as aggressively as possible against him/her.
- Throwing items and improvising weapons.
- Yelling.

How to react when law enforcement arrives:

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

FIRE

If the fire appears to be small, and you have been trained to use the fire extinguishers, get a fire extinguisher and directly spray at the base of the fire. Do not take any unnecessary risks in doing this. If a fire extinguisher is not readily available, activate the building emergency fire alarm and follow evacuation procedures. Inform the College Safety and Security Officer at: **773-602-5148** of the location of the fire.

If you observe a fire that does not appear controllable:

- Close, but do not lock, all doors to confine the fire.
- Activate the emergency fire alarm.
- Follow the evacuation procedures relayed by Safety and Security and staff.
- Inform the College Safety and Security Officer of any information you have about the location of the fire.

If you become trapped in the building during a fire, remain near the floor where the air will be less toxic:

- Shout at regular intervals to alert Emergency Crews and/or Chicago Fire Department Responders of your location.
- If at all possible, place an article of clothing out of the window where it can be seen by Rescue Crews and/or Chicago Fire Department Responders.
- If your clothing catches fire, **STOP, DROP, and ROLL**! Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect it from the flames.
- Get burned areas under cool water as soon as possible. Get help without delay.

DISTURBANCE OR DEMONSTRATION

Most College or Campus demonstrations are peaceful. Students, faculty and staff should attempt to carry on business as normally as possible. However, College Safety and Security Officers should be notified at: **773-602-5148** if demonstrations:

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

If demonstrations are disruptive or potentially violent, College Safety and Security Officers will be responsible for informing the President of the College. The Dean of Student Services will ask the demonstrators to terminate the disruptive activity. If the demonstration persists, the Dean of Student Services will consult with the College President and Director of Safety and Security. If it appears there is the potential for injury to building occupants or damage to college equipment and facilities, the College President or his designee will determine if the Chicago Police Department is to be contacted. If the disruptive or potentially violent demonstration takes place after business hours, College Safety and Security Officer(s) will notify the Night or Weekend Administrator on duty and may contact the Chicago Police Department without counsel from others if it is immediately determined necessary to maintain the safety of building occupants and/or College equipment and facilities.

VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making the College Campus a safe place to study, learn, work and attend. All building occupants must be alert to suspicious situations and promptly report them to the College Safety and Security Officers, **773-602-5148**. If any building occupant observes an individual who is threatening harm to himself/herself or to others, immediately inform a College Safety and Security Officer. Do not try to handle the situations that are potentially dangerous. As a building occupant, if you are a victim or a witness to any offense, promptly notify a College Safety and Security Officer and provide as much information as possible, such as:

- Nature of the incident.
- Location of the incident.
- Description of the person(s) involved.
- Description of the property involved.
- Be available to provide College Safety and Security Officers with any additional information they request.

BOMB THREAT and SUSPICIOUS ITEMS

Building occupants must take any bomb threat seriously and report it immediately to the College Safety and Security Officers **773-602-5148**. College Safety and Security Officers will contact the College President or designee, who will determine if the building must be evacuated, or if other action must be taken.

- Written bomb threat: Do not handle it any more than necessary; place it in an envelope to preserve possible DNA or fingerprints.

- Telephone bomb threat: Try to obtain as much information from the caller as possible. Note the exact time of the call and attempt to write down the words of the caller. Ask when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Note the estimated age and gender of the caller, speech patterns, accent, tone of voice, emotional state (agitated, calm, etc.), and background noises near the caller. Ask the caller why the bomb was set. Immediately contact the College Safety and Security Officers and give them all the information you obtained.

- Suspicious package or letter: Inform College Safety and Security Officers immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize are: No return address, insufficient or excessive postage, restrictive markings, such as Confidential, wrapped in brown paper, discoloration on wrapping paper, hand-written or poorly typed/written address, incorrect title, title but no name, excessive weight, right envelope, uneven envelope, excessive securing material (Masking tape, string, etc.), foreign mail, air mail or special delivery.

- If you observe an object you suspect to be a bomb, immediately contact College Safety and Security Officers. Do not handle any object you suspect to be a bomb. If you have information that leads you to believe a bomb is in your immediate area, do not touch anything! Notify College Safety and Security Officers at once!

WHAT CONSTITUTES A SUSPICIOUS LETTER OR PARCEL?

Some typical characteristics which 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.

UTILITY FAILURE

In the event of a utility failure, contact College Safety and Security Officers Office **773-602-5148**. Inform them to contact College Engineering Staff of your location and reporting of utility failure. College Safety and Security Officers will notify College Engineering Staff by two-way radio. In the event of a major utility failure, College Safety and Security Officers will also notify the President of the College or his designee and the Director of Auxiliary Services. College Safety and Security Officers will notify the building occupants to evacuate the building, if safe and necessary.

Additional information and instructions are listed regarding specific utility failures:

- **Electrical/Light Failure** – The College has a secondary source of electricity that is automatically activated when the primary source is interrupted. If both of these systems fail, College Safety and Security Officers will inform the building occupants to evacuate the building. Consider keeping a flashlight located where it can be easily found in the dark to assist in evacuation.
- **Plumbing Failure causing Flooding** – Do not use any electrical equipment! Notify the College Safety and Security Officers. Inform them to contact College Engineering Staff of your location and report the location of the plumbing failure, immediately.
- **Gas Leak** – Do not switch on lights or electrical equipment because electrical arching can trigger an explosion! If you smell gas, vacate the area and contact College Safety and Security Officers immediately. Inform them of your location and report the location of the gas leak failure.
- **Ventilation Problems** – If smoke or other odors come from the ventilation system, vacate the area and contact College Safety and Security Officers. Inform them of your location and report the location of the ventilation problem area and the type of problem occurring, immediately.

SPILLAGE OF HAZARDOUS CHEMICALS

- 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.
- Report spillage of a hazardous chemical or radioactive material immediately by calling **911** and Security at **773-602-5148**. Be specific about the exact location and nature of the spilled material.
- Try to vacate the area at once and seal it off to prevent further contamination of other areas. If necessary to evacuate the building, follow the evacuation procedures in this manual.

BIOLOGICAL AND CHEMICAL THREATS

The 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.

EARTHQUAKE

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

- If you are indoors, remain there. Do not run outside. Falling debris may cause injury.
- Take cover underneath a desk or table, or stand in a doorway or corner. Protect your head and neck.
- Stay away from windows, glass dividers and objects that could fall on you.
- Stay away from outside walls.
- Do not use elevators.
- If outdoors, stay in an open area away from power lines, buildings and trees. Do not enter the building.

After the earthquake:

- Be prepared for aftershocks. Do not return to your classroom or work area until directed to do so.
- Give First Aid to injured individuals.
- Do not move victims unless absolutely necessary.
- Replace telephone headsets, but do not use the telephone equipment except to report fires or medical emergencies.
- Go to the interior of the building, staying away from the exterior walls.
- Follow instructions of Emergency Crews.
- Be prepared to evacuate the area, if necessary.

Building occupants will be notified by Security personnel using the public address (PA) system, CCC Alert or verbally to shelter-in-place or evacuate the building. After the incident is concluded occupants will be given notification to resume normal activities when it is safe.