

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:

- Olive-Harvey College Safety and Security Office - Room 1403: (773) 291-6348
- 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:

- Olive-Harvey College Dean of Student Services - Room 1410: (773) 291-6319
- Olive-Harvey College Wellness Center - Room 1118: (773) 291-6283
- EEO/Title IX District Director: 180 N. Wabash Ave Chicago, IL 60606 (312) 553-2865 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 Olive-Harvey College Campus Safety and Security phone number into your phone: (773) 291-6348
- 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/olive-harvey/departments/pages/safety-security.aspx>

OLIVE-HARVEY COLLEGE CAMPUS SAFETY & SECURITY

10001 S. Woodlawn
Chicago, IL 60628
Security Room 1403
Tel: (773) 291-6348