Dawson Technical Institute
All Hazards Safety and Security Plan
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Overview

Dawson Technical Institute

Dawson Technical Institute (DTI) is an occupational training center established in 1968 as the Chicago Skill Center (later the Chicago Urban Skills Institute) through the collaboration of the City Colleges and Thiokol. In 1973, the new skill center building was named in memorial for William L. Dawson (1886-1970), a local politician and lawyer who served 27 years in the United States House of Representatives and was the first African American to chair a Congressional committee. The institute was named DTI in 1985 and operated as a part of City Wide College until the latter closed in 1993. DTI was under the auspices of Harold Washington College until 1995, when it joined Kennedy-King College (KKC). The institute is located at 3901 South State Street in Chicago.

Philosophy

The philosophy of Dawson Technical Institute, derived from the philosophy of the City Colleges of Chicago as defined by the Illinois Master Plan for Higher Education and the Illinois Public Community College Act, is to accept all eligible students and to provide them with an education appropriate to their needs, that will allow them to achieve the kind of economic, cultural, and social life they desire.

Planning Approach

As part of the development of the Dawson Technical Institute All Hazards Safety and Security Plan, the City Colleges of Chicago engaged in a Security and Risk Assessment process. The objective of the Security and Risk Assessment process is to assess the current state of preparedness for dealing with terrorist and criminal threats, to identify gaps where activities fall short, and to propose measures to improve preparedness and abilities to thwart harmful acts targeting their premises.

Purpose of the Plan

The purpose of the Dawson Technical Institute All Hazards Safety and Security Plan is to describe the coordinated response and recovery to a range of natural and man-made occurrences with the potential to disrupt normal operations of the College and threaten the safety of Dawson Technical Institute 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 Dawson Technical Institute, 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 Institute. Assess the need for integrated training.

- Promote continuous improvement in safety, security, and emergency preparedness throughout the Dawson Technical Institute 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, Dawson Technical Institute 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. Dawson Technical Institute 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:
Dawson Technical Institute All Hazards Safety and Security Plan

- Providing emergency equipment and facilities
- Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
- Conducting periodic drills and exercises to test emergency plans and training

3. Response

Dawson Technical Institute will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, EPI, search and rescue, as well as other associated functions.

4. Recovery

If a disaster occurs, the City Colleges of Chicago will carry out a recovery program that involves both short-term and long-term efforts. Dawson Technical Institute will be part of those efforts. Short-term operations seek to restore vital services to the district community and provide for the basic needs of the public. Long-term recovery focuses on restoring the district to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and government and other public institutions. Examples of recovery programs include temporary housing, restoration of district services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

Assumptions in the Development of the All Hazards Safety and Security Plan

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. It is standard practice to base planning on potential worst-case conditions. For Dawson Technical Institute, severe weather hazards pose the most probable threat of emergency conditions. Using this as a basis for planning, the following assumptions were incorporated into this plan:

- The majority of students have cell phones that can be used for emergency notification.
- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not predictable. Therefore, this manual will serve as a guide and may require modifications in order to meet the requirements of the emergency.
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.
• Regional and local services may not be available.
• Major roads, overpasses, bridges, rapid transit and commuter rail transit, and local streets may be damaged.
• Buildings and structures, including homes, may be damaged.
• Structural damage may cause injuries and displacement of people.
• Suppliers may not be able to deliver materials.
• Contact with families and households of the CCC community may be interrupted.
• People may become stranded at the Colleges, and conditions may be unsafe to travel.
• A disaster that affects Dawson Technical Institute 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.
• Dawson Technical Institute and the CCC will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations in the district while emergency conditions exist.
• Communication and exchange of information will be one of the highest priorities for the Dawson Technical Institute Emergency Command Center (ECC)/Emergency Operations Center (EOC).
• In the event of an emergency, communications between colleges and campuses may be impaired or lost. Dawson Technical Institute will establish a designated emergency operations center and emergency response plan.

Explanation of Terms

The Incident Command System (ICS): Defines the operating characteristics, management components, and structure of emergency management organizations throughout the life cycle of an incident.

Multi-Agency Coordination Systems: Defines the operating characteristics, management components, and organizational structure of supporting entities.

Public Information System: Includes the processes, procedures, and systems for communicating timely and accurate information to the public during emergency situations.

CCC Emergency Command and Operations System: Certain incidents may require activation of the chancellor’s Core Crisis Management team. This group of district officials will meet at a designated emergency command center (ECC), the front lobby desk at 226 W. Jackson, and exercise command and control of the district during an incident. Several emergency operation centers (EOCs) may be established during an emergency. These EOCs are special facilities that will allow district officials to direct and coordinate necessary resources and personnel. EOCs include the campus ECCs.
Emergency Public Information (EPI): Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

Hazard Analysis: A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

Hazardous Material (Hazmat): A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence.

Inter-local Agreements: Arrangements, including mutual aid agreements, between the City Colleges of Chicago and governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation.

Standard Operating Procedures (SOP): Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

Emergency Situation: As used in this plan, this term is intended to describe a range of situations, from a minor emergency to a major disaster.

Acronyms

The following is a representative list of acronyms for titles, organizations, functions, teams, committees, and materials that may be encountered during an incident or in responding to an incident at Dawson Technical Institute.

- ARC American Red Cross
- AVC Associate Vice Chancellor
- BAT Behavior Assessment Team
- BEM Building Emergency Manager
- CCMT Core Crisis Management Team
- CERT College or Campus Emergency Response Team
- CFR Code of Federal Regulations
- CFO Chief Financial Officer
- COO Chief Operations Officer
- DDF District Director of Facilities
- DOEP Director of Emergency Preparedness
- DOS Director of Security
- DRM Director of Risk Management
- ECC Emergency Command Center
- EDM&C Executive Director of Marketing and Communications
- EHS Environmental Health and Safety
- EMC Emergency Management Coordinator
- EMS Emergency Medical Services
- EOC Emergency Operations Center
Objectives and Goals

The goals of the Dawson Technical Institute All Hazards Safety and Security Plan are as follows:

- To provide maximum safety and protection for students, visitors, faculty, and staff.
- To ensure that all individuals requiring medical attention in an emergency situation are attended to promptly and efficiently.
- To provide a chain of command to enable maximum use of resources, both within the Dawson Technical Institute 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 Dawson Technical Institute 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 Dawson Technical Institute All Hazards Safety and Security Plan is designed to provide a framework and guidance for coordinated response to minor emergencies, major emergencies, and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the 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 Dawson Technical Institute All Hazards Safety and Security Plan is an “all-hazards” document. In other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework within which emergency operations staff and other relevant department and agency personnel work together to develop and maintain hazard-specific annexes.

Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Although it is based on a worst-case scenario and provides for the critical functions and roles of Dawson Technical Institute during disaster response, its general procedures for
the management of information, activities, and operations can be applied as needed during any level of emergency.

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

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

In an emergency, Dawson Technical Institute staff will participate in the CCC incident command system as directed and appropriate, in alignment with the *City Colleges of Chicago All Hazards Safety and Security Plan*. In the event of an emergency, the Dawson Technical Institute internal incident command system will become operational.
Line of Communication and Succession

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

The line of succession for Dawson Technical Institute is as follows:

- President
- Vice President
- Dean of Dawson Technical Institute

The line of succession for the Dawson Technical Institute Director of Security is as follows:

- Assistant Director of Security
- Lead Supervisor on Duty

The lines of succession for each department will be in accordance with the SOPs established by those departments.

Plan Development, Review, and Maintenance

The Dawson Technical Institute All Hazards Safety and Security Plan will be reviewed annually and revised as appropriate and necessary. The Vice Chancellor for Safety and Security is responsible for plan changes, updates, and revisions and will ensure that plan changes are communicated and distributed appropriately.

Interim revisions will be made when one of the following occurs:

- A change in a college site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan;
- A material change in response resources;
- An incident occurs that requires a review;
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan;
• New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan; or
• Other changes deemed significant.

Levels of Emergency and Response

The City Colleges of Chicago defines and classifies emergencies using a three-level system. Each classification or level of emergency has a corresponding level of response, according to increasing severity. The severity of an incident will be identified by the incident commander (IC) or the first qualified individual to arrive at the scene of the incident. The severity level of the incident may increase or decrease during response activities, requiring the level of response to be adjusted. The severity of an incident is determined by the threat to the safety of the District community and property, as well as the ability of the CCC to handle the incident.

• **Level 1 Emergency**: A minor emergency situation that is limited in scope and potential effects, which involve:
  ○ A limited area and/or limited population
  ○ An evacuation or in-place sheltering, typically limited to the immediate area of the incident
  ○ The provision of warnings and public instructions in the immediate area, not district-wide
  ○ Incident management by one or two local response agencies or departments acting under the IC, with requests for resource support being handled through agency and/or departmental channels and limited external assistance from other local response agencies or contractors.

• **Level 1 Response**: Level 1 incidents/events are the least severe of the three levels of emergencies. Normal district response services will be able to deal with the incident/emergency without activation of an EOC. The incident may result in minor injury to members of a college or campus community and minor damage to district facilities, and will affect a single localized area of a campus.

• **Level 2 Emergency**: A major emergency situation that is larger in scope and more severe in terms of actual or potential effects than a Level 1 Emergency. Characteristics of a Level 2 Emergency include:
  ○ A large area, significant population, or important facilities
  ○ The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
  ○ District-wide warning and public instructions
  ○ A multi-agency response operating under the IC
- External assistance from other local response agencies, contractors, and limited assistance from state or federal agencies
- Activation of the ECC and one of the EOCs to provide general guidance and direction, coordinate external support, and provide resource support for the incident

- **Level 2 Response:** Level 2 incidents/events require activation of one or more EOCs, with the possibility of activating the ECC. Coordination between several district departments will be required for an effective response to the incident. The incident may result in major damage to district facilities or severe injury to members of the campus community. A Level 2 incident may affect one or more areas of the district campuses.

- **Level 3 Emergency:** A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the district and local government to handle with its organic resources. A Level 3 Emergency involves:
  - A large area, sizable population, and/or important facilities
  - The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
  - Community-wide warning and public instructions
  - Response by multiple local response agencies operating under one or more IC(s)
  - Significant external assistance from other local response agencies, contractors, and extensive state or federal assistance
  - Activation of the ECC and EOCs to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations

- **Level 3 Response:** Level 3 incidents/events are those in which disaster conditions are present. Response will require activation of numerous EOCs and activation of the ECC. A Level 3 incident may result in major damage to several district facilities, mass casualties, and severe injury to members of the CCC community. The incident will not be localized to a single area and may affect the entire district. The district may need to request assistance from several external support teams at the local, state, and federal level in order to properly respond to the incident.
Emergency Plan Activation

An emergency is an unplanned event or incident that can shut down operations, cause physical or environmental damage, cause significant injury or death to employees, students, visitors, or the public, or threaten Dawson Technical Institute’s public image. Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. The All Hazards Safety and Security Plan is the cornerstone of this process and provides for a coordinated response and a clear line of command.

The following will trigger implementation of this emergency operations plan:

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

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

Communication concerning the activation of the emergency plan, the establishment of the ECC, and pertinent ongoing messages concerning the emergency will be sent through the CCC Alert system to inform employees, students, and visitors in the affected areas. The communication will include instructions for action. Emergency notifications are prepared and maintained by the Director of Public Relations to facilitate prompt and thorough communication.

Should the incident affect telephone and computer systems, communication will take place through the Building Emergency Managers (BEMs) in the affected area via verbal communication and radios.

Authorities and References

The following laws and other source documents establish the legal basis for the all-hazards emergency responsibilities for the City Colleges of Chicago.

Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act (as amended), 42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR
- Homeland Security Act 2002
Dawson Technical Institute All Hazards Safety and Security Plan

- National Incident Management System
- National Response Framework
- Nuclear/Radiological Incident Annex of the National Response Plan
- Higher Education Opportunity Act (Public Law 110-315)
- Dear Colleague Letter, USDE Title IX

**State of Illinois**

- Campus Security Enhancement Act (29 ILL. ADM. CODE 305)
- Illinois Administrative Code Title 29, as amended
- IEMA Administrative Rule on Local Emergency Operations Plans
- "Good Samaritan Laws" Chapter 225, Illinois Compiled Statutes Act
- 60/30, 65/5.1 and Chapter 210, Illinois Compiled Statutes Act 50/17
- Illinois Emergency Interim Executive Succession Act

**Local**

- Chicago Office of Emergency Management and Communications

**References**

- Federal Response Plan (FRP), April 1992
- Illinois Plan for Radiological Accidents (IPRA), 1995
- Illinois Plan for Radiological Accidents - Clinton
- National Response Team (NRT) 1 and 1A, 1988
- Illinois Hazard Analysis
- P&K-8, "Shelter Management Handbook"
- TR-87, "Standards for Fallout Shelters"
- Handbook of Chemical Hazard Analysis Procedures
- Illinois Emergency Operations Plan (IEOP)
Hazard Profile and Vulnerability Assessment

Dawson Technical Institute Facilities

Dawson Technical Institute is an off-main campus satellite of Kennedy-King College, located within the Grand Boulevard neighborhood of Chicago. There is one primary structure with two small outbuildings (used primarily for storage).

Hazard Identification

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

Hazard Profile and Assessment

The Dawson Technical Institute campus is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying CCC, public, and/or private property. Dawson Technical Institute has identified the potential hazards and, for each hazard, identified the probability of occurrence, the estimated impact on public health and safety, and the estimated impact on property and environment.

Preventive and Mitigation Measures

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

Core Functional Annexes

Direction and Control

Every Dawson Technical Institute employee and student plays a role in a campus emergency. All students, staff, and faculty are expected to be familiar with emergency procedures required by the All Hazards Safety and Security Plan. This will be accomplished through training and exercises as mandated by the Campus Safety Enhancement Act.

The City Colleges of Chicago maintains the district emergency command center (ECC) and the emergency operations centers. During district-wide emergencies, the ECC serves as the command center for the CCC’s response and recovery operations. A variety of communications tools are employed by the ECC and EOCs to aid in the receipt and release of vital information. The EOC brings together decision makers...
to coordinate the flow of information and strategy development. A variety of organizations and government agencies may be represented during an ECC or EOC activation, depending on the type and severity of emergency.

Campus emergencies are typically reported to the Campus Office of Safety and Security first. This could be through the Chicago Office of Emergency Management and Communications, on-campus emergency phones, local phones, weather radios, weather sirens, or other means. The Safety and Security staff on duty will contact the Director of Safety and Security or the assigned lead officer immediately when the reported incident is expected to have campus-wide impact or involve many resources or multiple hours of time to mitigate.

When the director or lead officer determines that the incident falls into the category of major emergency as defined in the *All Hazards Safety and Security Plan*, he or she will immediately contact members of the Campus Threat Response Team. If the director or designee determines that the threat to the campus is imminent, any one member of the Campus Threat Response Team thus contacted has the authority to activate this plan.

The district’s emergency facilities involve the following aspects:

1. **The Dawson Technical Institute Emergency Command and Control System**

   The Security Office located in room 244 will serve as the Emergency Control Center. If this site is unsuitable or unsafe, the alternate location for the Emergency Control Center will be in room 201P. In the event that both of these locations are unusable, the Security Director or designee will choose a suitable location in which to establish an Emergency Control Center.

2. **The Dawson Technical Institute Campus Threat Response Team**

   The following are the members of the Dawson Technical Institute Campus Response Team:
   
   - College President
   - College Vice President
   - College Director of Security
   - Dean of Dawson Technical Institute
   - Chief Engineer
   - Executive Business Manager
   - Dean of Student Services
   - Dean of Instruction
   - District Director of Public Relations
   - General Counsel
3. General Campus Response Team Responsibilities

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

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

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

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

4. Emergency Command Center

Upon the occurrence of an incident, an incident command post, referred to in this plan as an Emergency Command Center (ECC), will be established in the vicinity of the incident site(s). The IC will be responsible for directing the emergency response and managing the resources at the incident scene. The IC will also determine if any EOCs need to be established.

5. ECC Activation

The following individuals are authorized to activate the ECC:

- The President of Dawson Technical Institute or designee

The President or designee will serve as the Incident Commander (IC). The IC is responsible for determining, prioritizing, and coordinating all response actions and providing emergency information and communications to CCC district staff and the 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 Dawson Technical Institute or designee will implement the response actions and will work with the Director of Security to alert and direct the Building Emergency Managers (BEMs).
• The Building Emergency Managers will direct faculty, staff, and students during an emergency response, including an evacuation, shelter-in-place, or lockdown. The BEMs will report status and activities to the Director of Security during an emergency response.

• The Director of Security will provide direction, assistance, and communication to BEMs during an emergency response. The Director of Security will also assist first responders, should they be involved in the emergency response.

• The Chief Engineer, Executive Business Manager, 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 and ECC will utilize the CCC Alert system to inform students, faculty, and staff in an affected area about the emergency situation and the response, including instructions for action. The District Director of Public Relations 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.

6. **General ECC/EOC Responsibilities**

   The general responsibilities of all ECC/EOCs are to:

   • Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.

   • Determine and prioritize required response actions and coordinate their implementation, working with representatives of emergency services.

   • Provide resource support for emergency operations.

   • Suspend or curtail services, or recommend the closure of schools and the cancellation of public events.

   • Organize and activate large-scale evacuation and mass care operations.

   • Provide emergency information to CCC district staff.

7. **ECC/EOC Staffing**

   Representatives of those departments and agencies assigned emergency functions in the Dawson Technical Institute Emergency Response Manual will staff the ECC and appropriate EOCs.
Communications

Rapid and timely communication of information to the CCC District Office during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents. The City Colleges of Chicago utilizes several means of communication in managing varying levels of incidents. The CCC Alert system is the primary means of communication to all members of the CCC community in the event of an emergency. This system can be activated by the public information officer at the CCC District Office or by the following Dawson Technical Institute officials: the President, Vice President, IT Dean, or Director of Security.

Through CCC Alert, students, faculty, and staff can receive emergency alerts via CCC and personal e-mail accounts, mobile and home phone numbers, and text messages. The CCC Alert system will be tested for proper functionality three times per year at the beginning of each semester and summer session in accordance with the Office of Safety and Security. It is the responsibility of each member of district Colleges and departments involved in emergency management to be familiar with these means of communication. Individuals must also ensure that their personal contact information and the contact information of their subordinates is up to date and accurate in order for proper communication. Discrepancies in contact information will be addressed as soon as possible.

Link System

The Link System allows individuals to send an SMS text or instant message to security via computer in the event of an emergency.

District and Campus Web Page

Up-to-date information regarding the status of the district is always available on the district and campus Web pages. During and following emergency situations, information as it applies to the district public will be posted on these Web pages as it becomes available, including information about such things as district closure, etc. Other information will be posted as deemed appropriate.

Public Address System

Indoor speakers are located in several places on the Dawson Technical Institute campuses 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 those who are in audible range of the indoor speaker system. The audible tones and voice messages will direct all personnel to seek shelter in the designated locations. Additional information will be provided through the campus emergency alert system (EAS), which distributes messages to campus e-mail and cell phones.

District Group E-mail

As part of the CCC Emergency Alert System, mass e-mails will be used to provide students, faculty, and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty, and staff of emergency situations and keep them updated on the situation. The district employs the following types of e-mails:
• **Informational:** Any communication that increases the awareness of campus activities, events, or services (e.g., parking disruptions); district employees and students may unsubscribe from receiving informational messages via the district group e-mail system.

• **Operational:** Communication that requires some action on the recipient’s part or a required notification by the district (e.g., a message about benefits eligible information).

• **Official:** A non-urgent communication from an executive officer (e.g., a message from the district chancellor).

• **Urgent:** An urgent announcement from an executive officer regarding an imminent event, such as the school closing.

**Local Media**

The City Colleges of Chicago sends press releases and makes calls to contacts on a local media list. Because of the transient nature of our population, the district depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.

**Text Messaging**

CCC emergency officials have the ability to disseminate important information via text message directly to the cell phones of users subscribed to the service. This provides emergency officials with another option to communicate with Dawson Technical Institute 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 Dawson Technical Institute 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 President. 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 President of Dawson Technical Institute or designee is responsible for notifying CCC district staff so that warnings can be communicated throughout the CCC system as appropriate. The Director of Security announces campus emergency warnings and evacuations via the campus public address system.

Emergency Public Information

Primary responsibility for these functions is assigned to the director of 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 Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- **Building Emergency Manager (BEM) Responsibilities:** The Dawson Technical Institute Director of Security will serve as the Building Emergency Manager, and alternate managers should be assigned to perform BEM functions when the primary manager is not available. The BEM is responsible for the following planning activities:
  - Developing an evacuation plan for her/his building
  - Assigning personnel to perform various evacuation functions
  - Maintaining a written copy of the evacuation plan
  - Training building occupants in the evacuation plan
  - Conducting periodic evacuation drills
  - Revising the evacuation plan as necessary
  - Assigning and training floor managers (FM)
  - Assigning and training sector coordinators (SC) when necessary

- **Faculty Responsibilities:** Faculty members are responsible for notifying their floor/department leader of students who require evacuation assistance. Faculty members are responsible for ensuring that students who require evacuation assistance report to their designated staging
area. Faculty members should ensure disabled students are being assisted and notify Security if students requiring assistance are at the staging area. It is the responsibility of all district faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.

- **Staff Responsibilities:** Upon activation of the building alarm, designated staff members are responsible for ensuring that occupants with special evacuation needs are aware of the alarm condition and respond to their designated staging area. The floor or department leader is responsible for assigning personnel to perform this function.

- **District Evacuation Functions:** Primary responsibility for these functions is assigned to the District Director of Security—in coordination with the local officials—who will prepare and maintain the Evacuation Annex of this plan and supporting SOPs. To ensure safe evacuation during a high-level emergency or disaster, the District Director of Security shall:
  - Identify areas where evacuation has already taken place or where it is necessary, and determine at-risk population.
  - Perform evacuation planning for known risk areas, including route selection and determination of traffic control requirements.
  - Develop simplified planning procedures for ad hoc evacuations.
  - Determine emergency public information requirements, coordinated with Public Information Officer (PIO/EDM&C).

**Special Populations**

**Students and Staff with Disabilities**
Students, faculty, and staff with disabilities who need assistance exiting the building are asked to provide a copy of their schedule and/or office location to head of the Disability Access Center. The Disability Access Center provides a list of locations of people with disabilities to the Dawson Technical Institute Security Office. Faculty and staff are to ensure that people with disabilities are being assisted during an emergency or evacuation.

**Mass Care**
Primary responsibility for these functions is assigned to the Vice Chancellor for Safety and Security who will prepare and maintain the Shelter and Mass Care Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- Performing emergency shelter and mass care planning
- Coordinating and conducting shelter and mass care operations with other departments, relief agencies, and volunteer groups
Health and Medical Services

Primary responsibility for health and medical services functions is assigned to the Chicago Department of Public Health.

Resource Management

Primary responsibility for these functions is assigned to the Vice Chancellor for Safety and Security and Vice Chancellor for Administrative Services and Procurement, who will prepare and maintain the Resource Management Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- Maintaining an inventory of emergency resources
- Locating supplies, equipment, and personnel to meet specific needs during emergency operations
- Maintaining a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency
- Establishing emergency purchasing procedures and coordinating emergency procurements
- Establishing and maintaining a personnel reserve, and coordinating assignment of reserve personnel to departments and agencies that require augmentation
- Coordinating transportation, sorting, temporary storage, and distribution of resources during emergency situations
- Establishing staging areas for resources if required
- Identifying to the Donations Management Coordinator those goods, services, and personnel that are needed during emergency operations
- Maintaining records of emergency-related expenditures for purchases and personnel
Campus Violence Prevention Plans, Violence Prevention Committees, and Threat Assessment Teams

Dawson Technical Institute 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 Dawson Technical Institute Campus Violence Prevention Plan (CVPP) is based on principles of early intervention and engagement to prevent violence.

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

Related Policies, Statutes, and Laws

- Conduct and Discipline and Illinois Criminal Code (720 ILCS 5/1-1.et.seq)
- Sexual Assault—Illinois Criminal Code
- State of Illinois Campus Security Enhancement Act (CSEA-110 ILCS 1/1.et.seq)
- Illinois Mental Health and Developmental Disabilities Mental Health Code (405 ILCS 5/1-100.et.seq)
- Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1.et.seq)
- Clery Campus Security Act
- Campus Sex Crimes Prevention Act of 2000 (CSCPA)
- Title IX
- CCC Student Disciplinary Policy
- CCC Sexual Harassment Policy
- CCC Faculty Grievance Procedures

Prohibited Conduct and Sanctions

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

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

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

In addition to prohibited conduct, the Dawson Technical Institute CVPP has identified thresholds of conduct that the district deems to be unacceptable, as well as indicators of possible future violent action. These include the following:

• Significant violent ideations or the expression of violent ideas or the intent to harm others;
• Suicidal threat, attempt, or significant suicidal ideation;
• Pattern of physical or emotional bullying;
• Attempting to control processes, outcomes, or decisions that are inappropriate given the person’s standing or position;
• Delusional ideations or behavior;
• Excessive, inappropriate, and/or illegal alcohol or drug use.

Members and Structure

As part of the Dawson Technical Institute CVPP, a designated Campus Violence Prevention Committee, Campus Threat Assessment Team, and a Campus Response Team have been formed. The Committee members and structure are outlined below.

1. Campus Violence Prevention Committee

The Campus Violence Prevention Committee serves as a resource to provide support, assistance, research, and policy review in regard to violence prevention on campus. As a part of this plan, the Campus Violence Prevention Committee shall be responsible for the following:

• Incorporating violence prevention strategies into related policies and/or procedures;
• Encouraging zero tolerance policy statements that reaffirm violence prevention strategies;
• Integrating existing campus programs and policies that deal with associated issues (e.g., workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention); and
• Evaluating physical facilities and grounds and making recommendations to improve safety and further the goal of violence prevention.

The committee shall develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education of the college community with regard to violence prevention, safety measures, and environmental security enhancement of college and district property. The committee shall create bylaws and policies under which it shall operate in order to fulfill its purpose.
The Dawson Technical Institute Campus Violence Prevention Committee Members include representatives from the following departments:

- Safety and Security
- Student Affairs
- Dean of Students
- Counseling Center Service
- Offices of Human Resources
- Engineering
- Information Technology Services
- Faculty Council
- Wellness Center
- Student Representative

2. **Campus Threat Assessment Team**

The Campus Threat Assessment Team is chaired by the College President, and members of the team are appointed by the President. The Campus Threat Assessment Team is responsible for the following:

- Conducting a review of the Campus Violence Prevention Plan (CVPP) annually or as required by circumstance. This review will include:
  - Evaluation of the effectiveness of the plan and the College’s violence prevention programs.
  - Identification of potential or existing risks, including analyzing reports and data to identify high-risk departments, programs, activities, or locations.
- Implementing crisis management plans in response to credible threats and acts of violence.
- Delegating responsible departments to participate in emergency response tabletop exercises.
- Coordinating the development of educational outreach activities for students and employees to increase awareness.
- Providing training on campus/workplace violence as appropriate.
- Reviewing and assisting with the development of threat response and assessment policies and procedures.
- Communicating internally with students and employees as necessary regarding issues related to campus violence prevention.
The following individuals are members of the Dawson Technical Institute Campus Threat Assessment Team:

- College President
- College Vice President
- College Director of Security
- Executive Business Manager
- Dean of Student Services
- Dean of Instruction

3. **Campus Response Team**

   The Campus Response Team at Dawson Technical Institute 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 Dawson Technical Institute Campus Response Team is responsible for the following:

   - The committee will assess the nature and severity of the threat and develop an appropriate plan of response. Committee members will be assigned specific responsibilities related to the plan of response. The response plan may include, at a minimum, description of the identified warning signs, establishment of a potential threat risk level, additional investigation as necessary, provision of support services if appropriate, case preparation for hearings as appropriate, and dissemination of warning information.
   - The chairperson will oversee the implementation and completion of the action plan and will communicate progress to committee members and others as needed.
   - The committee will conduct a final review and evaluation of each case, with follow-up assignments to monitor the progress of the case as appropriate.
   - The chairperson will be responsible for overseeing the preparation and proper maintenance of case records. Case records will be maintained as follows:
     - For students, in the Office of the Dean of Students.
     - For faculty, in the Office of Academic Affairs.
     - For staff and members of the public, in the Department of Human Resources.
The members of the Dawson Technical Institute Campus Response Team are as follows:

- College President
- College Vice President
- College Director of Security
- Chief Engineer
- Executive Business Manager
- Dean of Student Services
- Dean of Instruction
- District Director of Public Relations

**Integration of Policies**

The CCC CVPP is incorporated as part of the *CCC All Hazards Safety and Security Plan*. The activities of the CVPP fall under the oversight of the Vice Chancellor for Safety and Security and are in alignment with the overall district emergency management plan as defined in the AHSSP. Crisis management will be conducted in accordance with the overall policies and procedures outlined in the AHSSP.

**Activities**

Based on research in violence prevention, Dawson Technical Institute acknowledges the following factors to be key in reducing violence:

1. A strong sense of community and connection;
2. An increased sense of security with security/police presence;
3. Enhanced social skills; and

The Dawson Technical Institute Campus Violence Prevention Committee will be responsible for evaluating 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. Information concerning these initiatives will be distributed through the CCC Security home web page.
Appendices

Campus Map

I. EMERGENCY PROCEDURES

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

- Emergencies may occur any time of the day or night, weekend or holiday, with little to no warning.
- The succession of events in an emergency is not predictable. Therefore this manual will serve as a guide and may require modifications in order to meet the requirements of the emergency.
- A disaster may also affect the surrounding geographical area and may result in the use of local and/or federal emergency services.

II. SOURCES OF ASSISTANCE DURING EMERGENCIES

A. CAMPUS SECURITY OFFICE – Ext. 2058 or 2059

Campus Security Officers are on duty 24 hours a day, 7 days a week. The Campus Security Office extension can be accessed by calling 2058 or 2059 from any campus phone or by calling 1 (773) 451-2058 from outside the campus. Campus Security must be notified immediately of any emergency.

B. ENGINEERING DEPARTMENT – Ext. 2027 or 2026

Engineering staff can arrange for the emergency procurement of materials and services.

C. CHICAGO POLICE DEPARTMENT – 911

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

III. GENERAL RESPONSIBILITIES OF EMERGENCY STAFF

A. PRESIDENT OF KENNEDY-KING COLLEGE/DAWSON TECHNICAL INSTITUTE OR DESIGNEE

1. Responsible for the overall direction of the College emergency response.

2. Works with applicable departments in assessing the emergency and preparing the College’s specific response.
3. Notifies and conducts liaison activities with the College administration, governmental agencies, key emergency response personnel, and others as necessary.

4. Evaluates the extent of damage and determines where essential services and functions will be relocated.

5. Declares and ends the campus state of emergency.

B. CAMPUS SECURITY – DIRECTOR OF SECURITY, ASSISTANT DIRECTOR OF SECURITY, OR THE LEAD SUPERVISOR ON DUTY

1. Dispatches security officers to determine the extent and nature of all emergencies.

2. Notifies immediate supervisor and Chief Engineer of emergency.

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

4. Obtains assistance from local and/or Federal Government as needed. Coordinates the activities of assisting agencies on behalf of Kennedy-King College/Dawson Technical Institute during emergency or until relieved of duty by College President or higher ranking personnel.

5. Announces campus emergency warnings and evacuations via the public address system to supplement alarm system.

6. Coordinates traffic control, access control, perimeter and internal security patrols, and fire prevention services.

7. Maintains the Emergency Command Center in a state of readiness.

8. Maintains telecommunications support as necessary.

9. If necessary, will select an alternate location for the Emergency Control Center.

10. Responsible for the overall coordination of the College Emergency Response.

11. Evaluates the extent of damage and determines where essential services and functions will be relocated.

12. Provides for storage of vital records at a secure location.

13. Prepares and submits a report to the College President detailing the outcome of the emergency response.
C. CHIEF ENGINEER OR ASSISTANT ENGINEER

1. Provides equipment and personnel to shut down utilities and elevators. Sets up barricades. Clears debris and makes emergency repairs.

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

3. Furnishes emergency power and lighting systems.

4. Initiates communication with utility companies and other applicable agencies.

5. Helps to determine the type and magnitude of the emergency.

6. Notifies key members of the Emergency Response Team and advises them of the nature of the emergency.

7. Surveys damage and relocates essential services and functions.

8. When necessary, selects an alternate location for the Emergency Control Center.

9. Responsible for the overall coordination of the College emergency response.

10. Evaluates the extent of damage and determines where essential services and functions will be relocated.

11. Provides storage for vital records at a secure location.

12. Prepares and submits a report to the College President detailing the outcome of the emergency response.

D. CHILD CARE EVACUATION

Special Evacuation Procedure for the Child Care Center

1. Children will be evacuated first in all emergencies that require evacuation from the campus or Child Care area.

2. The evacuation will follow the normal procedures as described in this manual.

3. If evacuation from the Child Care area is deemed necessary, Child Care staff and Security personnel will escort children to the Cafeteria.

4. If evacuation from the campus proper is deemed necessary, Child Care staff and the children will be evacuated to the YMCA 3763 S. Wabash, (773) 285-0020.

5. Campus Security will notify the Child Care Director when it is safe and secure for the children to return to the Dawson Technical Institute campus.

6. A KKC/DTI Security Officer will remain with the children until the all clear is given and the children are safely returned to the campus.
IMPORTANT! IMPORTANT! IMPORTANT!

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

IV. **GENERAL RESPONSIBILITIES AND EVACUATION PROCEDURES FOR ALL PERSONNEL**

A. **ADMINISTRATORS AND CHAIRPERSONS**

1. Emergency Preparedness
   a. Know two means of exit from your work area. Know the location of the stairways.
   b. Know the location of the fire alarm pull stations.
   c. Know the location of the fire extinguishers and how to use them. Security officers and building engineers can provide information and assistance if needed.
   d. Distribute building evacuation information to employees in the office or department.
   e. Provide follow-up discussions or training as needed.
   f. Allow time for employees to be trained in emergency techniques such as fire extinguisher usage, first aid, CPR, and emergency evacuation procedures.
   g. Evaluate the department or office area and report any potential safety hazards to Security or the Engineering Department.

2. Emergency Situations
   a. Upon receiving notification of a campus emergency, pass the same information along to employees in the department or office.
   b. Initiate emergency procedures as outlined in this manual.
   c. During the evacuation, direct all faculty, staff, and students in the department or office to exit the floor using the nearest stairway (if it is passable), not the elevators.
   d. Security Officers at each location will help facilitate an orderly evacuation.

B. **FACULTY, LECTURERS, AND INSTRUCTIONAL STAFF**

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

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

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

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

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

2. Emergency Situations

a. Inform students of the emergency situation and initiate emergency procedures as outlined in this manual.

b. In laboratories, turn off all appliances and utilities. Pay special attention to ensure that all gas valves are off.

c. Make sure disabled students are being assisted. Some crutch or cane users may be able to use the stairs and some may not. Please ask them. If possible, assist the student down the stairs.

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

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

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

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

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

2. Emergency Situations – Upon hearing the building alarm:
   a. Exit the office immediately in a quiet and orderly manner so that any announcements can be heard.
   b. If you encounter someone with a disability, offer your assistance and ask what kind of help the person needs. Some crutch or cane users may be able to use the stairs and some may not. Please ask them. If possible, assist the student down the stairs.
   c. In certain situations, judgment will need to be exercised. For example, badly hurt individuals should not normally be moved, but there may be a greater danger to the individual if they are not relocated, as in the case of a fire. If there is no immediate danger, it may be best to allow a disabled individual to remain in their current location. If this is the case, depress the red emergency button located in all classrooms or notify the nearest Security Officer and assistance will be dispatched immediately.
   d. Do not use the elevators.
   e. Take the nearest stairway (if it is passable) to the first floor and exit the building immediately.
   f. Do not walk on the sidewalk adjacent to any affected building. Cross the street.
   g. Do not return to the building unless instructed to do so by College officials.

D. ADDITIONAL INSTRUCTIONS FOR PEOPLE WITH DISABILITIES

1. Emergency preparedness

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

a. Submit a copy of your schedule to the Assistant Director of Security, W. Mallo, located in the Security Office, room 120. Your classroom/office locations will be included on the Kennedy-King College/Dawson Technical Institute list of locations of
people with disabilities. That list will be given to the Security Office. In the event of an evacuation, Security will give the Fire Department personnel the list to help them locate disabled individuals who were unable to use the stairs to exit the building.

b. Know the location of the Designated Stairway Doors on each floor. Fire Department personnel will go to that area first to locate individuals who need to be transported to the ground floor. They will also search all areas of the floor.

c. Designate and ask at least two classmates from each of your classes, or co-workers if you are a staff member, to assist you if there is an emergency. Tell them the type of assistance you will need during an evacuation. In the event of an evacuation, one of your assistants can help you to the nearest stairway.

2. Emergency Situations

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

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

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

V. EMERGENCY COMMAND CENTER

A. LOCATION

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

B. STAFFING

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

C. EQUIPMENT

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

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

VI. SPECIFIC EMERGENCY PROCEDURES

A. FIRE

1. If the fire appears small and you have been trained in the use of the fire extinguishers, grab the nearest fire extinguisher and directly spray the base of the fire. Do not take any unnecessary risk in doing this. If a fire extinguisher is not readily available, activate the building alarm and follow evacuation procedures. Inform Security of the location of the fire.

2. If you observe a fire that does not appear controllable:
   a. Close but do not lock all doors to confine the fire.
   b. Activate the building alarm.
   c. Follow the evacuation procedures in this manual.
   d. Provide any information you have about the specific location of the fire to Security personnel.

3. If you become trapped in the building during a fire, remain near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. If at all possible, place an article of clothing out a window where it can be seen by rescue teams.

4. If your clothing catches fire, STOP, DROP, and ROLL. Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect it from the fire. Place burned areas of your skin under cool water as soon as possible. Get help without delay.

B. INJURY OR ILLNESS

1. Immediately notify Security. Give your name; describe the nature of the medical problem and the location of the victim. Keep the victim still and comfortable. Do not move the victim. Ask the victim what is wrong. Remain with the victim until help arrives.
2. Staff members trained in First Aid should do the following:
   a. Check breathing and pulse if applicable and administer CPR.
   b. Control serious bleeding by direct pressure on the wound.
   c. Continue to assist the victim until help arrives.
   d. Look for an emergency medical I.D. on the victim, gather information from witnesses, and give all information to Security.

C. DISTURBANCES OR DEMONSTRATIONS
   Most campus demonstrations are peaceful and staff should attempt to carry on business as usual. However, Security should be notified if demonstrations:
   • Interfere with normal operations of the College.
   • Prevent access to offices and College facilities.
   • Threaten physical harm to people or damage to College facilities.

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

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

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

F. HAZARDOUS MATERIAL OR CHEMICAL SPILL

1. Stay clear of all spills, vapors, fumes, smoke, and suspicious sources.

2. Report spillage of any chemical material to Security immediately. Be specific about the exact location and nature of the spilled material. Security personnel will contact the appropriate College officials and medical personnel.

3. The individuals at the site should vacate the area at once. If an evacuation is deemed necessary, follow the evacuation procedures in this manual.

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

G. BOMB THREAT

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

1. **Written bomb threat**: Do not physically handle the written threat any more than necessary, but place it in an envelope to preserve any possible evidence or finger prints.

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

3. **Suspicious package or letter**: Inform Security immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize include no return address, insufficient or excessive postage, restrictive markings such as Confidential, wrapped in brown paper, discoloration on wrapping paper, hand written or poorly typed address,
incorrect title, title with no name, excessive weight, rigid envelope, uneven envelope, excessive securing material, foreign mail, air mail or special delivery.

4. If you observe an object you suspect to be a bomb, immediately contact Security. Do not handle any object you suspect to be a bomb. If you have information that leads you to believe a bomb is in your immediate area, do not touch anything. Leave the area and notify Security immediately.

H. ELEVATOR FAILURE

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

I. UTILITY FAILURE

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

1. **Electrical/Light Failure:** The College has a secondary source of electricity that is automatically activated when the primary source is interrupted. If both of these systems fail, Security will inform building occupants to evacuate. Consider keeping a flashlight located where it can be easily found in the dark.

2. **Plumbing Failure/Flooding:** Do not use any electrical equipment. Notify Engineering or Security immediately.

3. **Gas Leak:** Do not switch on lights or electrical equipment because electrical arcing could trigger an explosion. If you smell gas, vacate the area and immediately contact Engineering or Security.

4. **Ventilation Problems:** If smoke or other odors come from the ventilation system, immediately notify Engineering or Security. Vacate the area until you are informed by Engineering or Security that it is safe to return.

J. ACTIVE SHOOTER

If possible to do so, safely exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:

- If you see or know a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting a firearm, protect yourself first and move to a safe location.
- Evacuate to a safe area away from the danger, and take protective cover. Stay there until emergency responders arrive.
• Call 911 and the Kennedy-King College/Dawson Technical Institute Security Department at extension 2058 or 2059, providing the following information: Your name, location (be as specific as possible), number of shooters if known, identification or description of shooter(s), number of persons who may be involved, and the shooter’s exact location.

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

• Close and lock the door.

• Turn the lights off.

• Stay away from windows and doors with glass openings.

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

• Do not answer the door.

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

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

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

• When you encounter the officers, keep your hands empty and in plain view at all times. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken as a weapon.

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

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

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

• Attempting to overcome the suspect is a last resort and should only be considered in extreme circumstances. Remember there may be more than one shooter.
• If the shooter exits your area, and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding officers.
• While escaping, as soon as you see a police officer, place your hands over your head and immediately comply with the officer’s instructions.

VII. BUILDING EVACUATION PROCEDURES FOR STUDENTS

BE PREPARED FOR AN EMERGENCY

• Know the locations of the fire alarm pull stations
• Know the locations of all exit doors and stairways
• If you have a disability and need assistance evacuating the building, use the “buddy system” by recruiting, at least two classmates at the beginning of each semester from each class to assist you if there is a need to evacuate. Explain the type of assistance you will need. Also give a copy of your schedule to the Assistant Director of Security, W. Mallo, located in the Security Office (room 120) at Ext. 2071.

WHAT TO DO IF YOU HEAR THE BUILDING ALARM

• Exit the classroom in a quiet and orderly manner so you can hear any announcements over the public address system.
• Make sure anyone with a disability is being assisted. If not, offer your assistance. Ask the person what kind of help he/she needs.
• Do not use the elevator during an evacuation, including a fire drill.
• Exit the building immediately and cross the street. Do not remain on the sidewalk near the building.
• Do not return to the building until College officials announce that it is safe to do so.
## Incident Communications Matrix

### City Colleges of Chicago

**Incident Communications Matrix**

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<th>CFD</th>
<th>Safety Office/ Director of Security</th>
<th>College President</th>
<th>Building Engineer</th>
<th>VCS&amp;S</th>
<th>Chancellor’s Office</th>
<th>ED, Marketing &amp; Communications</th>
<th>Vic. Chancellor’s Office</th>
<th>Chief Operations Officer</th>
<th>VCA&amp;S</th>
<th>Chief Financial Officer</th>
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### Notification

1  Initial Notification
1* 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
<table>
<thead>
<tr>
<th>TRAINING</th>
<th>District/College Administration</th>
<th>Faculty</th>
<th>Staff</th>
<th>Students</th>
<th>Security Staff</th>
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<td>Campus Violence Prevention Plan</td>
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Key:
- A = Annually
- B = Biannually
- S = Once per Semester/Summer Session
- M = Monthly
- T = Once Every Three Years
- O = One-Time Training