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Overview

Westside Learning Center

The Westside Learning Center is an off-main campus satellite of Malcolm X College, one of the City Colleges of Chicago. This facility is designed and located to bring educational opportunities closer to neighborhood residents of the City of Chicago. It specializes in adult GED programs and the Certified Nursing Assistant program.

Philosophy

The philosophy of Westside Learning Center, 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 Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center 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. Assess the need for integrated training.
- Promote continuous improvement in safety, security, and emergency preparedness throughout the Westside Learning Center 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, Westside Learning Center 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. Westside Learning Center 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 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

Westside Learning Center 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. Westside Learning Center 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 Westside Learning Center, 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 Westside Learning Center 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.
• Westside Learning Center 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 Westside Learning Center Emergency Command Center (ECC)/Emergency Operations Center (EOC).
• In the event of an emergency, communications between colleges and campuses may be impaired or lost. Westside Learning Center will establish a designated emergency operations center and emergency response plan.

Explanation of Terms

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

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

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

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

Emergency Public Information (EPI): Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
Hazard Analysis: A document published separately from this plan that identifies the local hazards that have caused adverse effects or possess the potential to adversely affect public health and safety, public or private property, or the environment.

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

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

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

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

Acronyms

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

ARC American Red Cross
AVC Associate Vice Chancellor
BAT Behavior Assessment Team
BEM Building Emergency Manager
CCMT Core Crisis Management Team
CERT College or Campus Emergency Response Team
CFR Code of Federal Regulations
CFO Chief Financial Officer
COO Chief Operations Officer
DDF District Director of Facilities
DOEP Director of Emergency Preparedness
DOS Director of Security
DRM Director of Risk Management
ECC Emergency Command Center
EDM&C Executive Director of Marketing and Communications
EHS Environmental Health and Safety
EMC Emergency Management Coordinator
EMS Emergency Medical Services
EOC Emergency Operations Center
EPI Emergency Public Information
FBI Federal Bureau of Investigation
FL Floor Leaders
FSFM Facilities Services and Facilities Maintenance
FEMA Federal Emergency Management Administration
FRERP Federal Radiological Emergency Response Plan
GC General Counsel
Hazmat Hazardous Material
IC Incident Commander
IC / QI Incident Commander / Qualified Individual
ICS Incident Command System
ICT Incident Command Team
LEPC Local Emergency Planning Committee
LLEA Local Law Enforcement Agency
NIMS National Incident Management System
NRC National Response Center
NRT National Response Team
NWS National Weather Service
OEMC Office of Emergency Management and Communications
OSHA Occupational Health and Safety Administration
OSIC On-Scene Incident Commander
PIO Public Information Officer
QI Qualified Individual
RACES Radio Amateur Civil Emergency Service
RRT Regional Response Team (Federal)
SERC State Emergency Response Center
SOPs Standard Operating Procedures
SOSC State On-Scene Coordinator
TAT Threat Assessment Team
TC Traffic Coordinators
SA The Salvation Army
VCAS&P Vice Chancellor for Administrative Services and Procurement
VCHR&SD Vice Chancellor for Human Resources and Staff Development
VCS&S Vice Chancellor for Safety and Security
Objectives and Goals
The goals of the Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center 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, Westside Learning Center 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 Westside Learning Center internal incident command system will become operational.
Line of Communication and Succession

For emergencies requiring localized response within the Westside Learning Center system itself, staff members will follow NIMS Incident Command protocol. The Westside Learning Center 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 Malcolm X College President when the incident impacts the Malcolm X College campus and/or the Westside Learning Center. 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 Westside Learning Center Incident Commander.

The line of succession for Westside Learning Center is as follows:

- President
- Vice President
- Dean of Student Services

The line of succession for the Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center’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 College President 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
Westside Learning Center 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)
Westside Learning Center All Hazards Safety and Security Plan

Hazard Profile and Vulnerability Assessment

Westside Learning Center Facilities

The Westside Learning Center is an open learning environment for students and the public. The campus also participates in a number of community-focused activities, which bring large numbers of non-students to the campus on a regular basis for things such as job fairs (up to 2,000 people), Aldermanic meetings, and elections. There is one main building on campus.

Hazard Identification

As part of the Security and Risk Assessment Process, Westside Learning Center has identified potential hazards that may pose a threat to the students, faculty and 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.

Hazard Profile and Assessment

The Westside Learning Center campuses are 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. Westside Learning Center 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 Westside Learning Center campus. In addition, following any crisis, Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center Emergency Command and Control System**
   
   The Security Desk will be the site of the Emergency Command Center (ECC). The IC will select an alternate site if the ECC is unsafe or unsuitable.

2. **The Westside Learning Center Campus Threat Response Team**
   
   The following are the members of the Westside Learning Center Campus Response Team:
   - Malcolm X College President
   - Malcolm X College Vice President
   - Executive Business Manager
   - College Director of Security
   - Chief Engineer
   - Dean of Student Services
   - Dean of Academic Instructions
   - Dean of Careers and Health Programs
   - District Director of Security
   - District Director of Public Relations

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. EOC Activation

The following individuals are authorized to activate the ECC:

- The College President 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 Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center officials: the President, Vice President, Dean of Students, 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.

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 theircommutes.

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

- **Faculty Responsibilities:** Faculty members are responsible for notifying their floor/department leader of students who require evacuation assistance. Faculty members are responsible for ensuring that students who require evacuation assistance report to their designated staging area. Faculty members should ensure disabled students are being assisted and notify Security if students requiring assistance are at the staging area. It is the responsibility of all district faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.
• **Staff Responsibilities:** Upon activation of the building alarm, designated staff members are responsible for ensuring that occupants with special evacuation needs are aware of the alarm condition and respond to their designated staging area. The floor or department leader is responsible for assigning personnel to perform this function.

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

**Special Populations**

*Students and Staff with Disabilities*
Students, faculty, and staff with disabilities who need assistance exiting the building are asked to provide a copy of their schedule and/or office location to the head of the Disability Access Center. The Disability Access Center provides a list of locations of people with disabilities to the Westside Learning Center 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

Westside Learning Center 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 Westside Learning Center 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, Westside Learning Center has developed a comprehensive Campus Violence Prevention Plan. In developing the plan, Westside Learning Center 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, Westside Learning Center 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;

- [26]
• 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 Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center Campus Threat Assessment Team:

- Malcolm X College President
- Malcolm X College Vice President
- Executive Business Manager
- College Director of Security
- Dean of Student Services
- Dean of Academic Instructions
- Dean of Careers and Health Programs
- Dean of Adult Education

3. Campus Response Team

The Campus Response Team at Westside Learning Center 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 Westside Learning Center 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 Westside Learning Center Campus Response Team are as follows:

- Malcolm X College President
- Malcolm X College Vice President
- Executive Business Manager
- College Director of Security
- Chief Engineer
- Dean of Student Services
- Dean of Academic Instructions
- Dean of Careers and Health Programs
- District Director of Security
- 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, Westside Learning Center 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 Westside Learning Center 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
EMERGENCY RESPONSE MANUAL

The emergency procedures described in this guide are designed to protect lives and property through effective use of campus and community resources. The guidelines in this manual are based on the following assumptions:

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

I. SOURCES OF ASSISTANCE DURING EMERGENCIES

A. CAMPUS SECURITY OFFICE – EXT. *911 (or EXT. 7168)
   Campus Security Officers are on duty 24 hours per day, seven days per week. Campus Security must be notified immediately of any emergency.

B. ENGINEERS/MAINTENANCE OFFICE – EXT. 7230
   Engineering staff can arrange for the emergency procurement of materials and services.

C. CHICAGO POLICE DEPARTMENT – 9-911
   If you are using an office phone, dial 9 to get an outside line, and then call 911. If using a pay phone, no money is needed to dial 911.

II. EMERGENCY TEAM MEMBERS

- Emergency Director – President of Malcolm X College
- Campus Security – Chief/Director of Security, ext. *911 (or ext. 7168)
- Damage Control – Chief Engineer, ext. 7230
- Emergency Coordinator – Coordinator of Facilities & Operations, ext. 7152 or 3526
- Executive Director of Business and Administrative Services – ext. 7013
- Westside Learning Center Security Office – ext. 7444
- Floor Leaders
III. WESTSIDE LEARNING CENTER EMERGENCY EVACUATION TEAM LEADERS

Morning (8:00 am – 1:00 pm)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>M. Zarazua - YIB</td>
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Afternoon (1:00 pm – 5:00 pm)

|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|

Evening (5:00 pm – 9:00 pm)

|-----------------------|---------------------------|---------------------------|---------------------------|-----------------------------|

The WSLC is divided into six zones: Pink= P, Blue=B, Orange=O, Green=G, Yellow=Y, and Basement=Bm. Note: WSLC is closed on Saturdays.

**Pink Team**

Team Leaders or their designates will direct all traffic to emergency exit door number two (#2, south side of the building) from the child care center or six (#6, north side of the building). Exit onto Madison Avenue *(must be smoke and fire free)*.

*Pink Team Rooms: 116, 117, 118, 119, 120, 121, 122, 131, 132*

**Orange Team**

Team Leaders or their designates will direct all traffic to emergency exit door number two (#2, south side of the building) from the child care center or four (#4, west side of the building). Exit into Madison Avenue or nearest safe space away from the building *(must be smoke and fire free)*.

*Orange Team Rooms: 115, 129, 130*
Yellow Team
Team Leaders or their designates will direct all traffic to emergency exit door number two (#2, south side of the building) from the child care center. Exit onto Madison Avenue or nearest safe space away from the building (must be smoke and fire free).

Yellow Team Rooms: 102

Blue Team
Team Leaders or their designates will direct all traffic to emergency exit main door (southeast side of the building). Exit onto Madison Avenue or nearest safe space away from the building (must be smoke and fire free).

Blue Team Rooms: 123, Front Office, Staff Lounge, and Front Lobby

Green Team
Team Leaders or their designates will direct all traffic to emergency exit door number two (#3, southwest side of the building). Exit onto Madison Avenue or nearest safe space away from the building (must be smoke and fire free).

Green Team Rooms: 104, 105, both washrooms

Basement Team
Team Leaders or their designates will direct all traffic to main level and use main door or another emergency exit door that is convenient. Exit onto Madison Avenue or nearest safe space away from the building (must be smoke and fire free).

Basement Team Rooms: Any basement location

IMPORTANT! IMPORTANT!

Elevators will not be used during fire drills or evacuations, at any time. During fire drills, the doors to all stairwells will be closed. The doors may be opened from the keyless side manually.
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 locations of the fire alarm pull stations.

   c. Know the locations of the fire extinguishers and how to use them. Security officers and building engineers can provide information and training if needed.

   d. Distribute building evacuation information to employees in the office or department.

   e. Provide follow-up discussions or training as needed.

   f. Allow time for employees to be trained in emergency techniques such as fire extinguisher usage, First Aid, CPR, and emergency evacuation procedures.

   g. Evaluate the department or office area and report any potential safety hazards to the Facilities Coordinator (ext. 7152).

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 an evacuation, direct all faculty, staff, and students in the department or office to exit the building using the exit assigned by colors (if they are smoke free), not the elevators. Immediately leave the building.

   d. Security Officers at each location will assist in 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 locations of the fire alarm pull stations.

   c. Know the locations of the fire extinguishers and how to use them. Security officers and building engineers can provide information and training if needed.
d. Evaluate the classroom area and report all potential safety hazards to the Emergency Coordinator.

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. 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 IV-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, shut down all appliances and turn off all utilities. Turn off the gas valves.

c. Make sure disabled students are being assisted. Place "Disabled Person Awareness Card" on exterior of room door. Some crutch and cane users may be able to use the exit and some may not. Please ask them. If possible, assist the student to the exit.

d. Judgment will need to be exercised in certain situations. For example, badly hurt individuals should not normally be moved, but there might be a greater danger to the individual if (s)he is not moved, as in the case of a fire.

e. If there is no immediate danger, it may be best to allow a disabled individual to remain in their current location. Place "Disabled Person Awareness Card" on exterior of room door. Building Security should be immediately informed of the student’s location.

f. Tell students to exit using the indicated evacuation plan's emergency exits (if they are smoke-free). Inform them that elevators cannot be used. Tell students to go to a safe location away from the WLC.

g. Exit the building with the class. Direct the students away from the building and far enough away 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, Fire Department personnel, or Emergency Team members.

h. 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 locations of the exits.
   b. Know the locations 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 training 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. Place “Disabled Person Awareness Card” on exterior of room door. Some crutch and cane users may be able to use the exits and some may not. Please ask them. If possible, assist the student down to the exit.
   c. Judgment will need to be exercised in certain situations. For example, badly hurt individuals should not normally be moved, but there might be a greater danger to the individual if (s)he is not moved, as in the case of a fire.
   d. If there is no immediate danger, it may be best to allow a disabled individual to remain in their current location. Building Security should be immediately informed of the student's location.
   e. Do not use the elevators.
   f. Take the nearest exit (if it is smoke-free). Exit the building immediately.
   g. Do not wait on the sidewalk adjacent to the building.
   h. 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. Give a copy of your schedule to the Director of the Special Needs Center (Room 1509, Ext. 7342). Your classroom/office locations will be included on the WLC 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 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 designated exit doors (see evacuation plan). Fire Department personnel will go to these areas first to locate individuals who need to be transported. They will also search all areas of the WLC.

c. If unable to make it to the exit during an evacuation, contact the Special Needs Center to request that your classrooms be changed to a near exit room.

d. Recruit one or 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 exit, if you cannot use the exit on your own.

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

b. If unable to exit the building from your designated area, move to a smoke-free area close to the nearest exit. Fire Department personnel will go to those areas first and then search the rest of the building to locate and transport people who are unable to evacuate. If the area is not smoke free, move into the stairwell once it is clear of foot traffic and let the door close behind you. You may wait in the stairway landing for Fire Department personnel. The stairways provide additional protection from smoke and fire.

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

V. EMERGENCY COMMAND CENTER

A. LOCATION

   The Security Desk (Ext. 7444) will serve as the Emergency Control Center. If this site is unsuitable or unsafe, the Emergency Coordinator will select an alternate location for the Emergency Command Center. An External Command Center may be established in another location.

B. STAFFING

   At least one Security Officer is to staff the Emergency Command Desk at all times during an emergency. If additional space and telephones are needed, the conference room may also be used.
C. EQUIPMENT

The Emergency Command Center should be equipped with the following items. When not in use, these items will be stored in a secure closet or other secured location.

- 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, stop signs
- Safety reflective vest
- Hard hat

VI. SPECIFIC EMERGENCY PROCEDURES

A. FIRE

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

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

3. 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 give artificial respiration if necessary.
   b. Control serious bleeding by direct pressure on the wound.
   c. Continue to assist the victim until help arrives.
   d. Look for an emergency medical I.D. on the victim, gather information from witnesses, and give all information to Security.

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 WLC.
- Prevent access to offices and WLC facilities.
- Threaten physical harm to people or damage to WLC 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 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 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
Westside Learning Center All Hazards Safety and Security Plan

- 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 objects that will provide protection against flying glass or debris. After the effects of the explosion and/or fire have subsided, notify Security. Give your name and describe the location and nature of the emergency. If necessary to evacuate the building, follow the evacuation procedures in this manual.

F. SPILLAGE OF HAZARDOUS CHEMICALS

1. Eyes, if contaminated, should be flushed immediately, contaminated clothes removed, and chemicals washed from the victim. First aid procedures should be started at once by trained personnel.

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

3. The individuals at the site should vacate the area at once and seal it off to prevent further contamination of other areas. If necessary to evacuate the building, follow the evacuation procedures in this manual.

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 handle it any more than necessary, but place it in an envelope to preserve any possible fingerprints.

2. **Telephoned bomb threat:** Try to obtain as much information from the caller as possible. Note the exact time of the call and attempt to write down the words of the caller. Ask when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Note the estimated age and gender of the caller, any distinct speech patterns, accent, tone of voice, emotional state (agitated, calm, etc.), and background noises. Ask the caller why the bomb was set. Immediately contact Security and give them all of the information you obtained.
3. **Suspicious package or letter:** Inform Security immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize are the following: no return address, insufficient or excessive postage, restrictive markings such as Confidential, wrapped in brown paper, discoloration on wrapping paper, handwritten or poorly typed address, incorrect title, title with no name, excessive weight, rigid envelope, uneven envelope, excessive securing material (masking tape, string, etc.), 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. Notify Security immediately.

**H. TORNADO**

If a tornado is approaching:

1. Go to the lowest floor possible.

2. Go to interior small rooms (bathrooms, closets, etc.) or halls. Avoid large open interior spaces.

3. Stay away from outside walls and large windows or other glass.

4. If possible, take cover under heavy tables or sturdy furniture.

5. Assume protective posture facing interior wall (crouch on elbows and knees, hands over back of head).

**I. ELEVATOR FAILURE**

If you are trapped in an elevator, you can use the emergency phone located in the elevator to the left of the doors to call Security. You can also activate the emergency elevator alarm using the alarm switch on the elevator control panel below the floor buttons.

**J. UTILITY FAILURE**

In the event of a utility failure, contact Engineering at extension 7230. If Engineering is not available, contact Security at extension *911 or 7168. 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.

K. **EARTHQUAKE**

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

2. **After an earthquake, if you are still in the building...**
   
   a. Be prepared for aftershocks. Do not return to your office until directed to do so.
   
   b. Give First Aid to injured personnel.
   
   c. Do not move victims unless absolutely necessary.
   
   d. Replace telephone handsets, but do not use the phone except to report fires or medical emergencies.
   
   e. Go to the interior of the building, staying away from the exterior walls.
   
   f. Follow instructions from emergency personnel.
   
   g. Be prepared to evacuate if necessary.
I. CRITICAL INCIDENT

1. Definition: An extraordinary event that places life and property in danger and requires the commitment and coordination of numerous resources to bring about a successful resolution.

The Malcolm X Critical Incident Team will be the first responding personnel to a significant incident at the WLC. This team will manage the emergency or disaster. The Critical Incident Team will provide the WLC with strategies and specific actions that will make the difference in immediately taking control of an incident. Based on the analysis of various types of incidents ranging from chemical spills to crashes or hostage situations, it is very clear that no matter what type of event was analyzed, a specific or similar set of incident characteristics emerged at the onset of the event.

Based on this analysis, it was determined that if there are similar characteristics at the onset of a major event, that action taken or not taken by the responding team could begin to initiate control of the incident. The action taken by the first responding team will have a direct impact on the size and scope of the incident, by reducing the number of injuries and deaths. It also will limit panic and confusion that normally characterize a major incident.

2. Categories and Types
   - Natural disasters
   - Terrorist activities
   - Transportation accidents
   - Criminal activities
   - Fires/explosions
   - Hazardous materials

3. Critical Incident Team: All significant incidents or sensitive incidents will be forwarded to the Critical Incident Team, at the Malcolm X Security Office, room 1208. The phone number to contact a supervisor is 312-850-7166 and 7168. The Critical Incident Team Manager will be the Director of Security. The following individuals are the Critical Incident Team members and will be on site during an actual incident.
   - Director of Security, ext. 7168
   - Asst. Director of Security, ext. 7168
   - Designated Lead Officer Supervisor, ext. 7168
   - Chief of Engineering, ext. 7230
   - Asst. Chief of Engineering, ext. 7230
M. DISTURBANCES OR DEMONSTRATIONS

1. Control Access System (C-1)

LEVEL 3 ALERT – During a disturbance or a violent disruption, the Westside Learning Center may have to be locked down. If the disruptive action is violent and the Center has to be locked down, this will be a LEVEL 3 ALERT.

A LEVEL 3 ALERT is the most dangerous incident or hostile environment, where it is unsafe for everyone on campus. Security personnel will control all access in and out of college. The east and west dock areas will be locked; exiting the college will be only on the north side of the campus, and security personnel will be staged at all exit points. Entering the campus will be through the revolving doors only. Security will have screening checkpoint tables at the exits leading out of the building. Implementation of this standard will provide the college with an effective control system.

Note: In a LEVEL 3 ALERT, you may be required to lock your doors to your work location and wait until you are escorted by Security or Police Officer! These officers will come to your location and safely escort you out of the building when it is safe to do so.

N. ACTIVE SHOOTER

See pages 15-17.
Bomb or Chemical Threat Check Sheet

Keep the caller on the line as long as possible. Remain calm and courteous. Listen carefully. Do not interrupt. Note the following items.

Person receiving call _________________________________ Extension __________

Time call received ________________ Time call ended ________________

Number call came in on ____________________________ Date ___________________

State exact words and demands of caller:

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Ask the caller the following questions:

• Where is the bomb/chemical?
• Where exactly is it located?
• When will it explode?
• What does the bomb/chemical look like?
• What kind of bomb/chemical is it?
• How did you get the bomb/chemical?
• Are you an employee or student?
• Where are you calling from?

Sex of caller: M ____ F ____ Age ______ Race _______________________

Caller’s voice:

____ calm       ____ laughing       ____ serious       ____ deep breathing
____ angry      ____ crying         ____ joking         ____ cracking voice
____ excited    ____ normal         ____ lisp           ____ disguised
____ slow       ____ distinct       ____ raspy         ____ accent
____ loud       ____ slurred        ____ deep           ____ soft
____ rapid      ____ nasal          ____ ragged        ____ stutter
____ clearing throat       ____ familiar: Who did it sound like? ______________________
Background sounds:

___ street noises  ■ music  ■ clear  ■ local call

___ dishes  ■ house noise  ■ machinery  ■ cell phone

___ animal noise  ■ static  ■ PA system  ■ motor

Threat language:

___ well-spoken  ■ foul  ■ incoherent  ■ educated

___ irrational  ■ taped  ■ message read by threat maker

Additional information:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
Sexual or Death Threat Check Sheet

Keep the caller on the line as long as possible. Remain calm and courteous. Listen carefully. Do not interrupt. Note the following items.

Person receiving call ____________________________ Extension ____________

Time call received ________________ Time call ended ________________

Number call came in on ____________________________ Date ________________

State exact words and demands of caller:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Ask the caller the following questions:

• Who are you threatening?
• Why?
• Where exactly are you located?
• How do you know this person?
• Do you work with this person?
• Do you live near this person?
• Are you an employee or student?
• Where are you calling from?

Sex of caller: M ____ F ____ Age ______ Race _______________________

Caller’s voice:

____ calm ____ laughing ____ serious ____ deep breathing
____ angry ____ crying ____ joking ____ cracking voice
____ excited ____ normal ____ lisp ____ disguised
____ slow ____ distinct ____ raspy ____ accent
____ loud ____ slurred ____ deep ____ soft
____ rapid ____ nasal ____ ragged ____ stutter
____ clearing throat ____ familiar: Who did it sound like? ______________________
Background sounds:

____ street noises       ____ music       ____ clear       ____ local call
____ dishes             ____ house noise  ____ machinery  ____ cell phone
____ animal noise       ____ static      ____ PA system   ____ motor

Threat language:

____ well-spoken       ____ foul         ____ incoherent  ____ educated
____ irrational        ____ taped        ____ message read by threat maker

Additional information:
______________________________________________________________________________
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## Incident Communications Matrix

**City Colleges of Chicago Incident Communications Matrix**

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<th>Incidents</th>
<th>CPD</th>
<th>EOD</th>
<th>Safety Officer/Director of Security</th>
<th>College President</th>
<th>Building Engineer</th>
<th>VCS&amp;S</th>
<th>Chancellor's Office</th>
<th>ED, Marketing &amp; Communications</th>
<th>Director of Risk Management</th>
<th>Chief Operations Officer</th>
<th>VCAS&amp;P</th>
<th>Chief Financial Officer</th>
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**Notification**

I Initial Notification
I* Require Immediate Notification of the Incident
A Require Immediate Notification at the Direction of the VCS&S
B Notify at the Direction of the Emergency Incident Command
## AHSSP Training Matrix

<table>
<thead>
<tr>
<th>Training Activity</th>
<th>District/College Administration</th>
<th>Faculty</th>
<th>Staff</th>
<th>Students</th>
<th>Security Staff</th>
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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