EMERGENCY RESPONSE MANUAL
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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 emergency response principles, in the Richard J. Daley College All Hazards Safety and Security Plan, were applied to these procedures. 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. DALEY COLLEGE SECURITY OFFICE—Ext. 27608, 27944 or *911. Daley College Security Officers are on duty 24-hours per day, seven days per week. Daley College Security must be notified immediately of any emergency.

B. ENGINEERS/MAINTENANCE OFFICE—Ext. 27738 or 27526. Engineering and Maintenance staff can arrange for the emergency procurement of materials and services.

C. CHICAGO POLICE or FIRE DEPARTMENT—911. If using an office phone, dial 9 to get an outside line and call 911. If using a pay phone, no money is needed to dial 911.

II. EMERGENCY RESPONSE MANAGEMENT TEAM (ERMT)

A. EMERGENCY DIRECTOR—Director of Security, ext. 27607

B. ASSISTANT EMERGENCY DIRECTOR- Assistant Director, ext. 27855, or Lead Officer On-Duty, ext. 27821 or 27608.

C. RESOURCE PROCUREMENT OFFICER- Director of Auxiliary Services

D. COLLEGE PRESIDENT, ext. 27511

E. VICE PRESIDENT, ext. 27514

F. DAMAGE CONTROL—Chief Engineer, ext. 27526
G. FLOOR LEADERS COORDINATOR—(see Attachment A for list of names)

H. LIAISON OFFICER- Dean of Student Services

I. ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

III. GENERAL RESPONSIBILITIES OF THE EMERGENCY RESPONSE MANAGEMENT TEAM

A. EMERGENCY DIRECTOR- Director of Security, or designee
   1. Notification to the Vice Chancellor for Safety and Security of an emergency situation.
   2. Helps to determine the type and magnitude of the emergency.
   3. Responsible for the overall direction and coordination of the College emergency response.
   4. Works with the other ERMT members in assessing the emergency and preparing the College's specific response.
   5. Declares and ends the campus state of emergency.
   6. Notifies and conducts liaison activities with the Daley College Departments, governmental agencies, key ERMT members and others as necessary.
   7. Initiates communication with utility companies and other outside agencies.
   8. If necessary, will select an alternate location for the Emergency Operations Center- Post One.

B. RESOURCE PROCUREMENT- Director of Auxiliary Services or designee
   1. Evaluates the extent of damage and determines where essential services and functions will be relocated.
   2. Provide for storage of vital records at an alternate site.
   3. Assist the Emergency Director by procuring resources both internal and external.

C. COLLEGE PRESIDENT-MEDIA RELATIONS
   1. Assist the Emergency Director in determining media staging site
   2. Prepare announcements and updates for the media

D. LIAISON OFFICER- Dean of Student Services
   1. Assess and evaluate emergency response
   2. Coordinate with external assisting agencies

E. EMERGENCY NOTIFICATIONS- Administrative Assistant to the President
1. Assist the Emergency Director with updates for the College President
2. Prepare content and issue emergency notifications through the CCC Alerts system

F. DALEY COLLEGE SECURITY—Director of Security or designee
1. Dispatch Security Officers to determine the nature and extent of the emergency.
2. Evaluate and determine resources required to handle the incident and inform the Emergency Director.
3. Meet and assist the Chicago Fire Department upon arrival on scene for a fire or medical emergencies.
4. Ensure the front desk makes available to Chicago Police/Fire personnel, the building floor plans (located in the Emergency Response Manual) upon request.
5. Assign Security Officers who are off duty sworn police officers, as 1st responders to any armed offender incident.
6. Non police sworn Security Officers will assist Chicago Police as they arrive on scene.
7. Notify Emergency Director, Engineering staff and Security Officers of emergencies.
8. Take immediate and appropriate action to protect life, property and to safeguard records as necessary.
9. Maintain Post One in a state of constant readiness.
10. Monitor Daley College emergency warning systems and communicate with each floor with the emergency two-way radio issued to each Security Officer. Evacuation or shelter in place, instructions may be issued via two-way radio or the PA system.
11. Maintain telecommunications/radio support as necessary.
12. Security Officers will provide traffic control, access control, perimeter and internal security patrols.
13. Security Officers will perform first aid, CPR or use the AED as needed.
14. In the absence of the Director of Security, operational control of the emergency will be assumed by the Assistant Director of Security.

E. DAMAGE CONTROL-Chief Engineer or designee.
1. Provide equipment and personnel to shutdown utilities and elevators. Sets up barricades. Assist with building evacuation and damage assessment. Clears debris and makes emergency repairs.
2. Provide vehicles, equipment and operators for movement of personnel and supplies.
3. Furnish emergency power and lighting systems.
4. Survey damage and relocate essential services and functions.

F. FLOOR LEADER COORDINATOR—Designated Security Officer
1. Receive and record status reports from Floor Leaders while stationed at the Northwest Entrance.
2. Informs the Emergency Director of people who did not vacate their offices, classrooms or floor.
3. Documents and reports his/her findings to the Vice President the names and locations of people who did not vacate their offices, classrooms or floor.

G. FLOOR LEADERS—(See Attachment A for list of names)
Floors are divided into four sections, Northwest, Northeast, Southwest and Southeast. Floor leaders have been designated for each area and will have the major responsibility for the evacuation of their area.

1. When the alarm is activated or the official word for an evacuation is given, immediately go to designated floor.
2. If unable to reach your designated floor (for example, if you would have to climb the stairs while people are trying to descend), serve as a floor leader on the floor where you are located.
3. Encourage staff to remain calm and to exit in an orderly manner during the evacuation.
4. Direct all traffic to the stairwells on assigned end of the floor. **Tell people that elevators cannot be used.**
5. Check all washrooms, offices, classrooms and other areas to ensure that the entire area is evacuated.
6. After checking the floor to ensure that it has been evacuated, vacate the floor and advise the Security Officer posted at the nearest building exit door of your assigned areas status. Then report to the Floor Coordinator at Post One, the NW entrance. **If there is no immediate threat to your safety, floor leaders are encouraged to wait by the middle set of stairs with individuals with disabilities who cannot use the stairs.** Inform them that Fire Department personnel will be checking the building and will assist individuals with disabilities. The enclosed stairways remain smoke-free for an extended period of time, so you can move into the stairway, letting the door close behind you.
7. If the area becomes unsafe, exit the building and instruct everyone to cross to the opposite side of the parking lot away from the main building.
8. Assist in directing personnel to the meeting location.

IV. GENERAL RESPONSIBILITIES AND EVACUATION PROCEDURES FOR ALL PERSONNEL
A. ADMINISTRATORS AND MANAGERS/SUPERVISORS
1. Emergency preparedness:
   a) Know all means of exit from your work area. Know the locations of the stairways.
b) Know the locations of fire alarm pull stations.
c) Know the locations of 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 Administrative Services.
h) Know where to locate each employee with disabilities that does not allow them to utilize the stairs.

2. Emergency situations:
   a) Upon receiving notification of a district office 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 staff in the department or office to exit the floor using the nearest stairs, not the elevators, and to immediately leave the building and cross the parking lot.
   d) When area is evacuated, exit the building in the same manner.

B. STAFF AND STUDENTS
   1. Emergency preparedness:
      a) **Know all means of exit from your work area. Know the locations of the stairways.**
      b) Know who your Floor Leaders are and their location on the floor. Be prepared to follow their instructions.
      c) Know the locations of fire alarm pull stations.
      d) Know the locations of 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 or the call for evacuation:
      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.
      c) **Do not use the elevators.**
      d) Take the nearest stairs to the first floor. Exit the building immediately and cross the parking lot.
      e) Do not wait on the sidewalk adjacent to the building. Do not return to the building unless instructed to do so by Daley College officials.
C. ADDITIONAL INSTRUCTIONS FOR PEOPLE WITH DISABILITIES

1. Emergency preparedness: Staff with disabilities who need assistance exiting the building during an evacuation are instructed to do the following at the beginning of each quarter:
   a) Notify the Director or Disability Access Services of your special needs, your office location will be included on the Daley College List of Locations of People with Disabilities. That list will be given to the Security Office. In the event of an evacuation, Security gives Fire Department personnel the list to help them locate people with disabilities who need assistance exiting the building.
   b) Know the location of stairwells A and D. Stairwell A is the stairwell in the northwest corner of the building. Stairwell D is the center stairwell on the south side of the building in line with the second floor bridge and the center of the main lobby. 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) Inform your Manager/Supervisor that you will need assistance exiting the building if there is an evacuation. Ask your Manager/Supervisor to help you recruit one or two co-workers from your area to assist you if there is an emergency. Inform your Manager/Supervisor and your assistants of 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 or to the middle staircase if you cannot use the stairs.

2. Emergency situations:
   a) If needed, ask for assistance from your Manager/Supervisor and co-workers. Inform them of the specific assistance needed. If possible, exit using the stairs.
   b) If unable to exit using the stairs, go to stairwell A or D. Stairwell A is the stairwell in the northwest corner of the building. Stairwell D is the center stairwell on the south side of the building in line with the second floor bridge and the center of the main lobby. 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) 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 for Fire Department personnel. The stairways provide additional protection from smoke and fire.
   d) Once you are out of the building, inform Security officers.
   e) Move across the parking lot. Do not wait on the sidewalk outside the building.

V. EMERGENCY OPERATIONS CENTER (If activated)
A. The Emergency Operations Center is located at the Security Office, Room 1114.

B. If the Emergency Operation Center is activated, the Security Director, District Office will ensure at least one Security Officer is to staff the Emergency Operations Center at all times during the emergency.

C. The Emergency Operations Center should be equipped with the following items. When not in use, these items will be stored in the Security Office:
   1. Portable two-way radios
   2. Bullhorns
   3. First aid kit
   4. Campus and local telephone directories
   5. Two flashlights
   6. Two blankets
   7. Battery-operated radio
   8. Barricades, barrier tape, signs
   9. AED

D. An area for outside agency assistance will be established by the Director of Security. This can be a room with facilities for emergency teams or media crews that can accommodate necessary telephone and electrical appliances.

E. In the event the entire campus must be evacuated, a secondary location for the Emergency Operations Center will be determined by the Director of Security.

VI. SPECIFIC EMERGENCY PROCEDURES

A. FIRE
   1. If you observe a fire or smell smoke;
      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.
   2. When you here a fire alarm listen for instructions from your Floor Leader. You may be instructed to begin relocation, evacuation or shelter-in place procedures.
   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 crews.
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 flames. Get burned areas under cool water as soon as possible. Get help without delay.

5. **DO NOT USE THE ELEVATORS TO EVACUATE THE BUILDING!**

**B. INJURY OR ILLNESS**

1. Immediately call 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. All offices and departments are encouraged to have staff members who are trained in First Aid and CPR. Training is available through the local American Red Cross.

**C. DISTURBANCES OR DEMONSTRATIONS**

Most demonstrations are peaceful and staff should attempt to carry on business as normally as possible. However, Security should be notified of any demonstrations. Security will notify the President if a demonstration interferes with the normal operations of the Campus, threatens physical harm to people or causes damage to Campus facilities. The Director of Security will ask the demonstrators to terminate the disruptive activity. If the demonstrators persist, the Director of Security will consult with the Campus President to determine if the Chicago Police Department should be contacted. If the disruptive or potentially violent demonstration takes place after business hours, Security will notify the Director of Security.

**D. VIOLENT OR CRIMINAL BEHAVIOR**

Everyone is asked to assist in making the Daley College 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 and to others or displays a weapon (i.e. gun or knife, immediately inform Security at *911. Do not try to handle situations that are potentially dangerous. If you are a victim or a witness to any offense, go to a safe location and promptly notify Security, providing as much information as possible such as:

1. Nature of the incident
2. Location of the incident
3. Description of the person(s) involved
4. Type of weapon displayed
5. Description of the property involved
6. Be available to provide officers with any additional information they request.
E. EXPLOSION
Immediately take cover under tables, desks or other objects that will give 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. Evacuate the building by following 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 the Vice Chancellor, Safety and Security 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. Evacuate the building by following the evacuation procedures in this manual.

G. BIOLOGICAL AND CHEMICAL THREATS
Federal Criminal Code defines weapons of mass destruction as:
1. Any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; such as mustard gas, nerve agents, and saran gas.
2. Any weapon involving a disease organism; such as small pox outline toxin, and anthrax.
3. Any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

H. WHAT CONSTITUTES A SUSPICIOUS LETTER OR PARCEL?
Some typical characteristics which ought to trigger suspicion include letters or parcels that:
1. Have any powdery substance on the outside.
2. Are unexpected or from someone unfamiliar to you.
3. Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
4. Are addressed to someone no longer with your organization or are otherwise outdated.
5. Have no return address or have one that can't be verified as legitimate.
6 Are of unusual weight, given their size, or are lopsided or oddly shaped.
7 Have an unusual amount of tape on them.
8 Are marked with restrictive endorsements, such as "Personal" or "Confidential."
9 Have strange odors or stains

I. RECEIVING A SUSPICIOUS LETTER OR PARCEL
   1. Do not touch or handle the letter or package/parcel
   2. Advise your co-workers and supervisor
   3. Leave the immediate area of the item
   4. Notify security and provide the exact location and description of the item
   5. If you did handle the item wash your hands immediately and advise security.

J. BOMB THREAT- (See Attachment C Bomb Threat Checklist for Guidance)
   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. The President, Vice President, and Director of Security are the only people authorized to evacuate Daley College. In the event that all are unavailable, the chain of command listed in the Daley College All Hazards Safety and Security Plan will determine who should make this decision.
   1. Written bomb threat: Do not handle it any more than necessary, but place it in an envelope to preserve 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, speech patterns, accent, tone of voice, emotional state (agitated, calm, etc.), background noises. Ask the caller why the bomb was set. Immediately contact Security and give them all of the information you obtained.
   3. If you observe an object you suspect to be a bomb, immediately contact Security.
   4. Handling of Suspicious Packages or Envelopes
      a) Do not shake or empty the contents of any suspicious package or envelope.
      b) Do not carry the package or envelope, show it to others or allow others to examine it.
      c) Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents which may have spilled.
d) Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.

e) WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.

f) If at work, notify a supervisor, a security officer, or a law enforcement official. If at home, contact the local law enforcement agency.

g) If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials.

K. TORNADO—If a tornado is approaching:
   1. Use the Staircases to 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).

L. 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.

M. UTILITY FAILURE—In the event of a utility failure, contact Engineering at Ext. 27738. If Engineering is not available, contact Security at extension 27608 or 27944. In the event of a major utility failure, the Director of Security will notify the President and will inform building occupants to exit the building. Additional information and instructions:

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 could be easily found in the dark.


3. Gas Leak—Do not switch on lights or electrical equipment because electrical arcing can 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.

N. 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.

O. ACTIVE SHOOTER SITUATION
Response to an active shooter is one of the most dynamic situations that anyone will ever face. How you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival.
1. If fleeing is an option you should:
   a) Make sure you have an escape route in mind
   b) Do not attempt to carry anything in your hands while fleeing; move quickly
   c) Keep your hands visible
   d) If you know where the shooter is located, tell the police if they are on the scene
2. If the active shooter is outside the building or inside and fleeing is not an option, you should:
a) Go to a room that can be locked or barricaded by using available materials
b) Close the window blinds, turn off the lights; try not to be visible from outside the room
c) Seek concealment behind walls, desks, file cabinets, etc.
d) Silence your cell phone and if possible call 911 or 9-911; give the dispatcher your name and location, remain in place until police give the “All Clear”

3. If the active shooter enters your office or classroom, there are no set procedures. The decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
   a) Try to remain calm; it will aid you in decision making
   b) **IF POSSIBLE,** call 911 or 9-911 and give your location to the dispatcher; if you are unable to speak, leave the phone line open the dispatcher may be able to determine your location by hearing what is going on
   c) If there is absolutely no opportunity for escape or concealment, you may be faced with the decision to overpower the shooter with force by whatever means necessary

4. The Office of Safety and Security has provided a training video on surviving an active shooter situation and urges you to take a few minutes to view the contents. You can find the video at the following link: [www.youtube.com/watch?v=5VcSwejU2D0](http://www.youtube.com/watch?v=5VcSwejU2D0)
### Daley College Emergency Response
#### Designated Floor Leaders

<table>
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<tr>
<th>Name of Floor Leader</th>
<th>Phone Number</th>
<th>Floor</th>
<th>Room Number</th>
<th>Designated Area</th>
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<tbody>
<tr>
<td>Ashanta Wellington</td>
<td>27578</td>
<td>1</td>
<td>1401</td>
<td>SE, Lobby, Cafe</td>
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<tr>
<td>Francisco Hernandez</td>
<td>27775</td>
<td>LL</td>
<td>L406</td>
<td>Lower Level</td>
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<td>Eduardo Lugo</td>
<td>27572</td>
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<td>1111</td>
<td>Student Services</td>
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<tr>
<td>Cherise Lynn</td>
<td>27517</td>
<td>1</td>
<td>1107</td>
<td>Administration</td>
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<td>Elizabeth Merriweather</td>
<td>27667</td>
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<td>2118</td>
<td>Library</td>
</tr>
<tr>
<td>Kendra Marlowe</td>
<td>27829</td>
<td>LL</td>
<td></td>
<td>Lockers, Pool</td>
</tr>
<tr>
<td>Mary Debros</td>
<td>27690</td>
<td>3</td>
<td>3114</td>
<td>Nursing</td>
</tr>
<tr>
<td>Lupe Guerra</td>
<td>27732</td>
<td>3</td>
<td>3324</td>
<td>3fl/Central Hall</td>
</tr>
<tr>
<td>Angela Vena</td>
<td>27937</td>
<td>LL</td>
<td>L422</td>
<td>Student Activities Center, Lockers, Pool</td>
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<td>27844</td>
<td>2</td>
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<td>LL</td>
<td>L304</td>
<td>Fitness Center, Lockers, Pool</td>
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</table>
BUILDING EVACUATION PROCEDURES

BE PREPARED FOR AN EMERGENCY:

- Know the locations of fire alarm pull stations.
- Know the locations of all exit doors and stairways.
- Know the locations of fire extinguishers on each floor of the building.
- If you have a disability and need assistance evacuating the building, notify Disability Access Services of your special needs, your office location will be included on the Daley College List of Locations of People with Disabilities. That list will be given to the Security Office. In the event of an evacuation, Security gives Fire Department personnel the list to help them locate people with disabilities who need assistance exiting the building.

WHAT TO DO IF YOU HEAR THE BUILDING ALARM:

- Listen for instructions from the Floor Leader or designee. Exit the floor in a quiet and orderly manner so you can hear any announcements.
- Exit the floor using the nearest stairway unless advised to use an alternate stairwell by the floor leader.
- **Do not use the elevators during an evacuation, including a fire drill.**
- If unable to exit using the stairs, go to stairwell A or D. Stairwell A is the stairwell in the northwest corner of the building. Stairwell D is the center stairwell on the south side of the building in line with the second floor bridge and the center of the main lobby. 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.
- If you offer your assistance to a person with a disability ask the person what kind of assistance he/she needs. Only help if it will not impede you or other evacuees using the stairs.
- Exit the building immediately and **cross the parking lot.** 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.
**Bomb Threat Checklist**

**KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE!**

**EXACT TIME AND DATE OF CALL:** _______________________________________________

**EXACT WORDS OF CALLER:** ________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Voice</th>
<th>Accent</th>
<th>Manner</th>
<th>Background Noise</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Loud</td>
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<td>☐ Calm</td>
<td>☐ Factory Machines</td>
</tr>
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<td>☐ Rational</td>
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<td>☐ Music</td>
</tr>
<tr>
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<td>☐ Not Local</td>
<td>☐ Deliberate</td>
<td>☐ Office Machines</td>
</tr>
<tr>
<td>☐ Soft</td>
<td>☐ Region</td>
<td>☐ Righteous</td>
<td>☐ Mixed</td>
</tr>
<tr>
<td>☐ Deep</td>
<td></td>
<td>☐ Angry</td>
<td>☐ Street Traffic</td>
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<tr>
<td>☐ Pleasant</td>
<td></td>
<td>☐ Irrational</td>
<td>☐ Trains</td>
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<tr>
<td>☐ Other</td>
<td></td>
<td>☐ Incoherent</td>
<td>☐ Animals</td>
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<table>
<thead>
<tr>
<th>Language</th>
<th>Speech</th>
<th>Threatened Facility</th>
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<tbody>
<tr>
<td>☐ Excellent</td>
<td>☐ Fast</td>
<td>☐ Much</td>
</tr>
<tr>
<td>☐ Fair</td>
<td>☐ Distinct</td>
<td>☐ Some</td>
</tr>
<tr>
<td>☐ Foul</td>
<td>☐ Slow</td>
<td>☐ None</td>
</tr>
<tr>
<td>☐ Good</td>
<td>☐ Distorted</td>
<td>☐ Other</td>
</tr>
<tr>
<td>☐ Poor</td>
<td>☐ Nasal</td>
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<tr>
<td>☐ Other</td>
<td>☐ Lisp</td>
<td>☐ Other</td>
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<th>Familiarity With</th>
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<tbody>
<tr>
<td>☐ Airplanes</td>
</tr>
<tr>
<td>☐ Party Atmosphere</td>
</tr>
</tbody>
</table>

**Questions to Ask the Caller**

1. When is the bomb going to explode? _______________________________________________
2. Where is the bomb? _______________________________________________________________
3. What does it look like? ___________________________________________________________
4. What kind of bomb is it? _________________________________________________________
5. What will cause it to explode? ___________________________________________________
6. Did you place the bomb? _______________________________________________________
7. Why did you place the bomb? ___________________________________________________
8. Where are you calling from? ______________________________________________________
9. What is your address? ___________________________________________________________
10. What is your name? _______________________________________________________________

If voice is familiar, whom did it sound like? ___________________________________________

Were there any background noises? ___________________________________________________

Telephone number call received at: ___________________________________________________

Person receiving call: _______________________________________________________________

Any Additional remarks: _______________________________________________________________

**DIAL 911 IMMEDIATELY AND REPORT THREAT**