# Harold Washington College
## Emergency Response Manual

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This EMERGENCY RESPONSE MANUAL is a guide designed to provide students, faculty, staff, administrators and public occupants of the building emergency procedures to use in the event of an emergency in the building. The emergency procedures described in this MANUAL are designed to protect lives and property through effective use of College Campus and Community Resources. The procedures in this MANUAL are based on the following assumptions:

- An emergency may occur at any time during the day or night, weekend or holiday, and with little or no warning.
- The succession of events in an emergency is not predictable.
- A disaster may affect the surrounding geographical area: City, County, State and/or Federal Emergency Resources may not be immediately available.

**If any Emergency occurs, contact Security, 312-553-5643/5644/5646!**

**I. SOURCES OF ASSISTANCE DURING ANY EMERGENCY**

**A. COLLEGE/CAMPUS SECURITY OFFICERS – EXTENSION 5643/5644/5646.** College/Campus Security Officers are on duty 24 hours per day, seven days a week. College/Campus Security Officers must be notified immediately of any emergency!

**B. ENGINEERING/MAINTENANCE STAFF – EXTENSION 5641.** Engineering and Maintenance Staff can arrange for the emergency procurement of materials and services.

**C. CHICAGO 911 – EMERGENCY CENTER [CHICAGO POLICE DEPARTMENT AND CHICAGO FIRE DEPARTMENT] – 911.** If you are using an office telephone, dial 9 for an outside line, once a dial tone is heard, dial 911 and provide the dispatcher with details of the emergency. If you are using a pay phone, no money is required to dial 911. If you are using a cellular phone, dial 911.
II. EMERGENCY TEAM MEMBERS

- **Emergency Director** – President of Harold Washington College, Extension 5900
- **College/Campus Security** – Director of Security, Extension 5643
- **Traffic Coordinators** – College Security Officers on Lobby Front Desk, Extensions 5643/5644/5646
- **Emergency Coordinators** – Building Manager, Extension 5856 and Building Coordinator, Extension 5640
- **Damage Control Officer** – Chief Engineer, Extension 5641
- **Administrative Coordinator** – Associate Dean of Student Services-Advising & Transition, Extension 6029
- **Alternate Administrative Coordinator** – Assistant Business Manager, Extension 3204
- **Lobby Monitors** – Director of Financial Aid, Extension 6048; Assistant Director of Financial Aid, Extension 6041; Assistant Registrar, Extension 6063
- **Floor Leader Coordinator** – Associate Dean of Instruction, Extension 5896
- **Alternate Floor Leader Coordinator** – Associate Dean of Instruction, Extension 3086
- **Floor Leaders** – (See page 21 for list of names by each floor)
- **Evening and Weekend Floor Leaders** – (See page 22 for list of designated faculty & staff)
- **Escalator Monitors** – Vice President, Dean of Instruction, Dean of Colleges to Careers, Dean of Student Services, Associate Dean of Student Services-Student Development & Engagement, Director of Office of Technology & Technology, and Registrar

III. GENERAL RESPONSIBILITIES OF EMERGENCY TEAM MEMBERS

A. Emergency Director – President of Harold Washington College or designee

1. Responsible for the overall direction of the College’s emergency response procedures.
2. Works with the other team members in assessing the emergency and preparing for the College’s specific response.
3. Declares and ends the College’s State of Emergency after directed by the Chicago Fire Department, if on site.
4. Notifies and conducts liaison activities with the College Administration, City, County, State and/or Federal Government Agencies, Key Emergency Team Members and other personnel as necessary.

B. College/Campus Security – Director of Safety & Security or designee

1. Dispatches College/Campus Security Officers to determine the nature and extent of the emergency.
2. Notifies Emergency Director, Emergency Coordinator and College/Campus Security Officers of the emergency.
3. Takes immediate and appropriate action to protect life, property, and to safeguard records as necessary.
4. Obtains assistance from City, County, State, and/or Federal Government Agencies as necessary.
5. Monitors College/Campus Emergency Warning and Evacuation Procedures and Systems, including operation of the public address system, emergency phones, and automated external defibrillators.
8. Provides traffic control, clear access control for emergency responders, access to perimeter and internal security patrols, and fire prevention services.
9. Maintains the Emergency Control Center in a state of constant readiness.
10. Maintains telecommunications support for emergency purposes as necessary.
11. Will assume control of the emergency evacuation of the building in the immediate absence of the Emergency Director and/or the Emergency Coordinator or their designees.
12. Maintains control of the College’s Freight Elevator to be used by disabled occupants of the building until assumed by emergency responders.
13. Reports to the Emergency Director any infractions of the procedures during an evacuation of the building or response to the emergency.

C. Damage Control Officer – Chief Engineer or designee

1. Ensures routine maintenance of and clear access to emergency equipment to include fire extinguishers, emergency phones, automated external defibrillators, escalators, emergency stair wells, and freight elevator.
2. Provides equipment and personnel to shutdown utilities and elevators as appropriate to emergencies.
3. Ensures in an emergency all elevators are rendered to the first floor and inoperative during the emergency.
4. Ensures that all escalators are rendered inoperative during the emergency but available for use as an option to evacuate the building.
5. Ensures the freight elevator is rendered to the first floor and assumes control by College Security Officers and emergency responders as needed.
6. Sets up barricades as directed by Security Officers and emergency responders.
7. Assists Emergency Coordinators with damage assessment.
8. Clears debris and makes emergency repairs.
9. Furnishes emergency power and lighting systems as necessary.
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10. Surveys damage and relocates essential services and functions.
11. Ensures all HVAC and Safety Controls to protect the lives, property and records of the building are safe, maintained and repaired as soon as possible.
12. Arranges for procurement and replacement of damaged systems.
13. Reports to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

D. Traffic Control Coordinators – College Security Officers at the Front Lobby Desk

1. Proceed immediately to main entrance, collapse all revolving doors, and open single doors and begin to direct/stop traffic on Lake Street and Wabash Streets, if necessary, to evacuate the building.
2. Secure the Freight Elevator for use only by disabled occupants of the building and other emergency responders.
3. Stop all traffic on Lake Street, and Wabash Street, if necessary, until all building occupants are securely across to the opposite side of Lake Street, and Wabash Street, if necessary.
4. Ensure that Emergency Vehicles (Chicago Fire Department, Chicago Police Department, 9-1-1 Ambulances and other Emergency Responder vehicles and personnel) can access the building.
5. Ensure building occupants remain in a secured location away from the emergency.
6. Ensure building occupants return in an orderly manner to the building when the announcement of all clear to re-enter the building is made by the appropriate authorities.
7. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

E. Administrative Coordinator – Associate Dean of Student Services, Advising & Transition / Alternate Administrative Coordinator – Assistant Business Manager

1. Proceed immediately to the Front Lobby Security Desk and begin accounting for evacuation of each floor as reported by Floor Leaders.
2. Provide information to appropriate personnel in charge of the emergency on the updated status of each Floor Leader’s report.
3. Assist with evacuation of the building when relieved by emergency responders and exit the building to remain with the other evacuated building occupants.
4. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.
F. Emergency Coordinators – Building Manager / Building Coordinator

1. Help determine the overall coordination of the College’s emergency response procedures.
2. Help determine the type and magnitude of the emergency.
3. Notify key members of the Emergency Team and advise them of the nature of the emergency.
4. Initiate communication with utility agencies and other outside agencies if the emergency renders the communication systems inoperable.
5. Will select an alternate location for the Emergency Control Center, if necessary.

G. Lobby Monitors – Director of Financial Aid / Assistant Director of Financial Aid / Assistant Registrar

1. Go directly to the Lobby to observe and ensure that all building occupants are safely exiting the building.
2. Ensure that the Exit Doors are opened as wide as possible to allow for safe exit of the building.
3. Seek assistance from Security Staff and other Floor Leaders if the Lobby becomes impassible or obstructed by masses of people, objects, or other barriers present to prevent exiting the building to Lake Street and other designated safety areas outside of the building.
4. Exit the Building after all occupants have exited.
5. Maintain clearance from in front of the building until the Chicago Fire Department has indicated it is safe to return to the building.

H. Floor Leader Coordinator – Associate Dean of Instruction / Alternate Floor Leader Coordinator – Associate Dean of Instruction

1. Select appropriate permanent occupants of the building from administration, staff and faculty to act as Floor Leaders during regular week-day hours and evening and weekend hours.
2. Ensure all Floor Leaders have appropriate Emergency Clothing and Equipment to include Red Cap, Reflective Emergency Vests, and Operating Flash Lights.
3. Ensure all Floor Leaders are aware each semester of their responsibilities on how to respond to any and all emergencies and provide assistance in evacuation of the building, if warranted and directed.
4. Ensure all Floor Leaders are trained to respond to use of Red Phones, Emergency Stairwells, Use of Non-Working Escalators to evacuate the floors, locations of all Fire Extinguishers and Automated External Defibrillators, and how to safely and effectively direct all building occupants away from the emergency and evacuate the building and remain across Lake Street, and Wabash Street if necessary.
5. Remain vigil with evacuees of the building across Lake Street, or Wabash Street, if necessary, to ensure that no one is placed in a harmful situation while awaiting re-entry to the building.

6. Assist Traffic Coordinators and all Floor Leaders in maintaining population control while departing the building, remaining outside the building and re-entering the building, as directed by appropriate authorities.

7. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.
I. Floor Leaders [Daytime Roster on page 21; Evening & Weekend, page 22]

1. Ensure knowledge of all emergency procedures and remain calm in reaction to emergency situations.
2. Ensure possession of appropriate Floor Leader Emergency Clothing and Equipment, e.g., Red Cap, Reflective Emergency Vests, and Operating Flash Lights.
3. Proceed immediately at the sound or visual indications of an Emergency Alarm to assigned floors and safely evacuate the building occupants from the floor via enclosed stairwells and/or shut-down escalators to the Lobby.
4. Encourage building occupants to remain calm and to exit in an orderly manner during the evacuation of the building via stairwells or shut-down escalators to the Lobby.
5. Direct all building occupants to the enclosed stairwells or the shut-down escalators to the Lobby; Pedestrian Elevators are not to be used in an evacuation.
6. Ensure all rest rooms, offices, classrooms and laboratories are emptied and evacuated.
7. Render assistance to disabled building occupants by moving them to the Freight Elevator Door on the assigned floor and then notify the Administrative Coordinator via the Red Phone on the Floor or via personal cellular telephone (312-553-5643/5644/5646) the status of the assigned floor, e.g., “Name of Floor Leader & Floor Number is Clear – Proceeding to the Lobby,” or “Floor Leader Name & Floor Number is Clear except Number of People at the Freight Elevator awaiting Emergency Responders’ Assistance to Evacuate,” or “Floor Leader Name & Floor Number and Clearly give brief description of the Emergency Situation.”
8. Ensure the safety of the area around the Freight Elevators and move disabled occupants into the stairwells when Freight Elevator Door is not accessible due to the Emergency Situation.
9. Proceed to the Lobby and exit the building turning left or right to Wabash Street or State Street, respectively, to the corners of Lake Street and cross to the opposite side of Lake Street, or remain with the disabled building occupant(s) until the Emergency Responders evacuate via the Freight Elevators.
10. Remain vigil with evacuees of the building across Lake Street, or Wabash Street if necessary, to ensure that no one is placed in harmful situation while awaiting re-entry to the building.
11. Assist Traffic Coordinators and all Floor Leaders in maintaining population control while departing the building, remaining outside the building, and re-entering the building, as directed by appropriate authorities.
12. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.

J. Escalator Monitors – (9th to 7th): Dean of Instruction and Associate Dean of Colleges to Careers; (7th to 5th): Vice President and Director of Office Information & Technology; (5th to 3rd): Dean of Colleges to Careers and Registrar; (3rd to 1st): Dean of Student Services & Associate Dean of Student Services, Student Development & Engagement.

1. Ensure knowledge of all emergency procedures and remain calm in reaction to emergency situations.
2. Ensure possession of appropriate Floor Leader Emergency Clothing and Equipment, e.g., Red Cap, Reflective Emergency Vests, and Operating Flash Lights.
3. Proceed immediately at the sound or visual indications of an Emergency Alarm to assigned floors and safely evacuate the building occupants for the floor via enclosed stairwells and / or shut-down escalators to the Lobby.
4. Encourage building occupants to remain calm and to exit in an orderly manner during the evacuation of the building via stairwells or shut-down escalators to the Lobby.
5. Direct all building occupants to the enclosed stairwells or the shut-down escalators to the Lobby; Pedestrian Elevators are not to be used in an evacuation.
6. Proceed to the Lobby and exit the building turning left or right to Wabash Street or State Street, respectively, to the corners of Lake Street and cross to the opposite side of Lake Street, or remain with the disabled building occupant(s) until the Emergency Responders evacuate via the Freight Elevators.
7. Remain vigilant with evacuees of the building across Lake Street, or Wabash Street if necessary, to ensure that no one is placed in a harmful situation while awaiting re-entry to the building.
8. Assist Traffic Coordinators and all Floor Leaders in maintaining population control while departing the building, remaining outside the building, and re-entering the building, as directed by appropriate authorities.
9. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.
IV. GENERAL RESPONSIBILITIES OF ALL BUILDING OCCUPANTS, INCLUDING STUDENTS, FACULTY, AND STAFF ON RESPONSE TO AN EMERGENCY OR BUILDING EVACUATION

A. All Other Building Occupants to include Students, Faculty, and Staff

1. Ensure knowledge of all emergency procedures and remain calm in reaction to emergency situations.
2. Ensure knowledge of at least two means of exiting your immediate space/area.
3. Know the locations of the stairwells.
4. Know the locations of the alarm pulls.
5. Know the locations of the fire extinguishers.
6. Know the locations of the automated external defibrillators.
7. Distribute building evacuation information to your colleagues, if requested to do so by administration.
8. Provide follow-up discussions, if needed in your classrooms, which are led by faculty members.
9. Assist in evacuating the building, if necessary.
10. Assist in helping your fellow building occupants remain calm and orderly when in an emergency situation or evacuating the building, as directed.
11. Assist building occupants with disabilities to the nearest Freight Elevator Door, if it is accessible, and remain with the disabled person if you can until relieved by a Floor Leader or Emergency Responder.
12. Remain attentive to public address system instructions and follow directions provided.
13. Proceed to the Lobby and exit the building turning left or right to Wabash Street or State Street, respectively, to the corners of Lake Street and cross to the opposite side of Lake Street, or remain with the disabled building occupant(s) until the Emergency Responders evacuate via the Freight Elevators.
14. Remain vigil with evacuees of the building across Lake Street, or Wabash Street if necessary, to ensure that no one is placed in a harmful situation while awaiting re-entry to the building.
15. Report potential safety hazards immediately to the Building Manager, Extension 312-553-5901 or 5856.
16. Report to the Emergency Director any infractions of the emergency procedures during an evacuation of the building or response to the emergency.
B. Additional instructions for persons with disabilities.

1) Preparedness for an Emergency - Students, faculty and staff with self-identified disabilities, and who wish to receive assistance exiting the building during an evacuation, are instructed to do the following at the beginning of each semester or term:

   a) Give a copy of your Student Study List for students to the Director of Disability Access Center (Room 107) and a copy of your work location for faculty and staff to the Human Resources Office (Room 1107). Your classroom/work locations will be included in a master list of Harold Washington College List of Locations of People with Disabilities. This List will be maintained at the Front Security Desk in the Lobby, Disabilities Access Center and Human Resources Office, as well as be available to all Administrators who perform the duties of Night Administrator and Weekend Administrator. In the event of an evacuation, Security Officers will provide this List to the Chicago Fire Department responders in the building to assist them in locating people with disabilities, who may need assistance in exiting the building.

   b) Know the location of the Freight Elevator on each floor of the building. The Freight Elevator is located in the back hallway, which is northwest of the main, pedestrian elevators in the building. Chicago Fire Department responders will go to that area to locate individuals who may need to be transported to the first floor (ground level) of the building and exit the building. The Chicago Fire Department responders will also search all areas of each floor as well as take the information provided them by the Administrative Coordinator on reported location of building occupants awaiting assistance at each floor’s Freight Elevator Door.

   c) Inform your teacher, if you are a student, that you will need assistance exiting the building if there is a call to evacuate the building. Ask your teacher to help you recruit one or two classmates from each of your classrooms or laboratories to volunteer to assist you if there is a call to evacuate the building. In the event of an evacuation, one of your assistants can help you to the nearest stairwell or to the Freight Elevator Door if you cannot use the stairs to exit the building.

   d) Inform your co-workers and supervisor, if you are faculty, staff or administrator, to recruit co-workers to volunteer to assist you to evacuate the building if there is a call to evacuate the building. In the event of an evacuation, one of your assistants can help you to the nearest stairwell or to the Freight Elevator Door if you cannot use the stairs to exit the building.

2) Emergency Situations

   a) Ask for assistance from your teacher and classmates or your co-workers.

   b) Go to the nearest Freight Elevator Door on your floor if you cannot use the stairwells or shut-down escalators, where the Chicago Fire Department responders will assist you in exiting the building.
c) Move into a stairwell if your immediate area is not smoke-free and the stairwell is clear of other personnel exiting the building and close the door behind you. Continue to wait in the stairwell for Chicago Fire Department responders to locate you. The building stairwells provide additional protection from smoke and fire. Due to the size of the stairwell landings on each floor, this is not recommended if you use a wheelchair.

d) Wait for Chicago Fire Department responders and inform College Security Officers when you have exited the building.

e) Move across Lake Street and Wabash Street, if necessary, and await further instructions on when it is safe to return to the building.

f) Return to the building and go to the first floor (ground floor) Freight Elevator Door to await your turn to be transported back to your classroom floor or work area floor. Persons with disabilities have priority in using the Freight Elevator during re-entry of the building.

V. EMERGENCY CONTROL CENTER

A. The Security Desk in the first floor lobby will serve as the Emergency Control Center. If this station is unsuitable or unsafe, the College/Campus Security Director [Emergency Coordinator] will select an alternative location for the Emergency Control Center.

B. At least one (1) Security Officer is to staff the Emergency Control Center at all times during the emergency. If additional space and telephones are needed, the Security Office in Room 206 may also be used as a secondary Emergency Control Support Center.

C. The Emergency Control Center must be equipped at all times with the following items and checked routinely for their readiness:
   - Emergency Control Manual for 911 Responders, which will contain
     2. Floor Plans for each floor of the building, including the Penthouse (12th Floor)
     3. Harold Washington College List of Locations of People with Disabilities, current semester / term
     4. Harold Washington College telephone directory

   - Portable two-way radios
   - Portable public address system
   - First-Aid Kit
   - Automated External Defibrillator
   - Two (2) working flash lights
   - Two (2) blankets
   - Battery-operated radio
   - Sirius radio for weather / emergency broadcasts
   - Barricades, barrier tape, emergency signs, hand-held STOP signs

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

A. FIRE

1. If the fire appears to be small, and you have been trained to use the fire extinguishers, get a fire extinguisher and directly spray at the base of the fire! Do not take any unnecessary risk in doing this! If a fire extinguisher is not readily available, activate the building emergency fire alarm and follow evacuation procedures. Inform the College Security Officer 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 emergency fire alarm,
   c. Follow the evacuation procedures in this MANUAL, and
   d. Inform the College Security Officer of any information you have about the location of the fire.

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 and/or Chicago Fire Department Responders of your location. If at all possible, place an article of clothing out of the window where it can be seen by Rescue Crews and/or Chicago Fire Department Responders.
   a. 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.

B. INJURY OR ILLNESS

1. Immediately call the College Security Officers (312-553-5643/5644/5646).
   a. Give your name; describe the nature of the medical problem and the location of the victim.
   b. Keep the victim still and comfortable.
   c. Do not move the victim.
   d. Ask the victim what is wrong.
   e. Remain with the victim until help arrives.

2. Staff members trained in First Aid should also 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 any emergency medical I.D. bracelet or necklace,
   e. Gather information from witnesses, and
   f. Give all information to the College Security Officer.

3. 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. DISTURBANCE OR DEMONSTRATION

Most College or Campus demonstrations are peaceful. Students, faculty and staff should attempt to carry on business as normally as possible. However, College Security Officers should be notified if demonstrations:
- Interfere with normal operations of the College,
- Prevent access to offices and other College facilities,
- Threaten physical harm to building occupants, or
- Damage College equipment and facilities.

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

D. VIOLENT OR CRIMINAL BEHAVIOR

The College’s Violence Prevention Committee is:

President of Harold Washington College
Vice President of Academic Affairs
Executive Director of Business Operations
Director of Safety & Security
Dean of College to Careers
Dean of Instruction
Dean of Student Services
Associate Dean of Instruction
Building Manager

Everyone is asked to assist in making the College Campus a safe place to study, learn, work and attend. All building occupants must be alert to suspicious situations and promptly reporting them to the College Security Officers, Extensions 312-553-5643/5644/5646. If any building occupant observes an individual who is threatening harm to himself/herself or to others, immediately inform a College Security Officer. Do not try to handle the situations that are potentially dangerous. As a building occupant, if you are a victim or a witness to
any offense, promptly notify a College Security Officer and provide as much information as possible, such as:

- Nature of the incident,
- Location of the incident,
- Description of the person(s) involved,
- Description of the property involved, and
- Be available to provide College Security 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 affects of the explosion and/or fire has subsided, notify College Security Officers, Extensions 312-553-5643/5644/5646. Give your name and describe the location and nature of the emergency. If necessary to evacuate the building, follow the building evacuation procedures in this MANUAL.

F. SPILLAGE OF HAZARDOUS CHEMICALS

When spillage of hazardous chemicals occurs in the classroom or laboratory, immediately follow the prescribed procedures of the teacher outlined in the orientation of laboratory safety procedures. If spillage of hazardous chemicals occurs in any part of the building, immediately follow these procedures:

1. Eyes, if contaminated, must be flushed immediately, contaminated clothing removed, and chemicals washed from the victim(s). First Aid procedures must be started at once by trained personnel.
2. Report spillage of a hazardous chemical or radioactive material immediately to the College Security Officers, Extensions 312-553-5643/5644/5646. Give specific information about the exact location and nature of the spilled material(s). The College Security Officers will contact the appropriate College officials and 9-1-1 Emergency Center for medical assistance. Hazmat officials will also be contacted.
3. The remaining building occupants at the site should vacate the immediate area at once and seal the area off to prevent further contamination of other areas. If necessary to evacuate the building, follow the evacuation procedures outlined in this MANUAL.

G. BOMB THREAT

Building occupants must take any bomb threat seriously and report it immediately to the College Security Officers, Extensions 312-553-5643/5644/5646. College Security Officers will contact the College President or designee, who will determine if the building must be evacuated, or if other action must be taken.

1. Written bomb threat: Do not handle it any more than necessary; place it in an envelope to preserve possible DNA or finger prints.
2. Telephone bomb threat: Try to obtain as much information from the caller as possible. Note the exact time of the call and attempt to write down the words of the caller. Ask when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Note the estimated age and gender of the caller, speech patterns, accent, tone of voice, emotional state (agitated, calm, etc.), and background noises near the caller. Ask the caller why the bomb was set. Immediately contact the College Security Officers, Extensions 312-553-5643/5644/5646, and give them all the information you obtained.

3. Suspicious package or letter: Inform College Security Officers, Extensions 312-553-5643/5644/5646, immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize are: No return address, insufficient or excessive postage, restrictive markings, such as Confidential, wrapped in brown paper, discoloration on wrapping paper, hand-written or poorly typed/written address, incorrect title, title but no name, excessive weight, 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 College Security Officers, Extensions 312-553-5643/5644/5646. Do not handle any object you suspect to be a bomb. If you have information that leads you to believe a bomb is in your immediate area, do not touch anything! Notify College Security Officers at once!

H. TORNADO

If a tornado is approaching and / or the warning sirens are heard outside of the building, please immediately react as follows:

1. Go to the lowest floor possible. Do not use elevators; use the normal evacuation plan to go to the lowest floor possible.
2. Go to interior small rooms (rest rooms, closets, etc.) or hallways away from windows. Avoid large open interior spaces.
3. Stay away from outside walls and large windows or other glass.
4. Take cover, if possible, under heavy tables or sturdy furniture.
5. Assume a protective posture facing interior wall (crouch on elbows and knees, hands over back of head).
6. Return to an area of safety once the tornado has passed and / or the sirens are no longer sounding a warning sound.
7. Carefully avoid downed power lines and unstable structures.
8. Seek assistance of others and the nearest College Security Officer.
I. EARTHQUAKE

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

1. During an earthquake:
   a) If you are indoors, remain 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:
   a) Be prepared for aftershocks. Do not return to your classroom or work area until directed to do so.
   b) Give First Aid to injured individuals.
   c) Do not move victims unless absolutely necessary.
   d) Replace telephone headsets, but do not use the telephone equipment except to report fires or medical emergencies.
   e) Go to the interior of the building, staying away from the exterior walls.
   f) Follow instructions of Emergency Crews.
   g) Be prepared to evacuate the area if necessary.

J. ELEVATOR FAILURE

If you are trapped in an elevator, you can push the Emergency Phone button located on the elevator floor panel, which rings directly to the College Security Officer Front Desk in the Lobby. Wait for the College Security Officer to respond to your call. You can activate the Emergency Alarm button, too. Both buttons will alert the College Security Officer at the Front Desk in the Lobby that your elevator is calling. Please speak slowly and clearly to the College Security Officer and state the number of your College Elevator, which is posted on the back wall of the elevator and your approximate location if known. Remain calm and wait for Emergency Crews to rescue you.

K. UTILITY FAILURE

In the event of a utility failure, contact College Security Officers, Extensions 312-553-5643/5644/5646. Inform them to contact College Engineering Staff of your location and reporting of utility failure. College Security Officers will notify College Engineering Staff by two-way radio. In the event of a major utility failure, College Security Officers will also notify the President of the College or his designee and the Building Manager. College Security Officers will notify the building occupants to evacuate the building, if safe and necessary.
Additional information and instructions are listed regarding specific utility failures:

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, College Security Officers will inform the building occupants to evacuate the building. Consider keeping a flashlight located where it can be easily found in the dark to assist in evacuation.

2. **Plumbing Failure causing Flooding** – Do not use any electrical equipment! Notify the College Security Officers, Extensions 312-553-5643/5644/5646. Inform them to contact College Engineering Staff of your location and report the location of the plumbing failure, immediately.

3. **Gas Leak** – Do not switch on lights or electrical equipment because electrical arching can trigger an explosion! If you smell gas, vacate the area and contact College Security Officers, Extensions 312-553-5643/5644/5646, immediately. Inform them of your location and report the location of the gas leak failure, immediately.

4. **Ventilation Problems** – If smoke or other odors come from the ventilation system, vacate the area and contact College Security Officers, Extensions 312-553-5643/5644/5646. Inform them of your location and report the location of the ventilation problem area and the type of problem occurring, immediately.
Daytime Security, Administrators, & Staff Floor Leaders

Emergency Director: President of Harold Washington College
Director of Safety & Security
Traffic Coordinator: Front Desk Security Officers
Stairwell & Escalator Monitors: Dean of Student Services and Associate Dean of Student Services-Student Development & Engagement (1st – 3rd floors), Dean of Colleges to Careers and Registrar (3rd – 5th floors), Vice President of Academic Affairs and Director of Office of Information & Technology (5th – 7th floors), and Dean of Instruction and Associate Dean of Colleges to Careers (7th - 9th floors)
Administrative Coordinator: Associate Dean of Student Services-Advising & Transition /
Alternate Administrative Coordinator: Assistant Business Manager
Emergency Coordinators: Building Manager / Building Coordinator
Lobby Monitors: Director of Financial Aid / Assistant Director of Financial Aid /
Assistant Registrar
Floor Leader Coordinator: Associate Dean of Instruction
Alternate Floor Coordinator: Associate Dean of Instruction
## Daytime Floor Leaders

<table>
<thead>
<tr>
<th>Floor Level</th>
<th>Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Level</td>
<td>Charles McSweeney, Ana Villafane, Alysandra Cruz-Bond, Jeremy Wright</td>
</tr>
<tr>
<td>1st Floor</td>
<td>Nicolette Radford, Yolanda Townsend-Smith, Damon Washington, Regina Lira</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>Nicole Carter, Alma Gaona, Joyce McManus, James Mustard</td>
</tr>
<tr>
<td>3rd Floor</td>
<td>Jesse Douglas, Mary Levenson, Laverne Warren</td>
</tr>
<tr>
<td>4th Floor</td>
<td>Computer Lab Aides, Vincent Wiggins, Teresita Diaz-Lewis, Donna Kemp, Eric Taylor</td>
</tr>
<tr>
<td>5th Floor</td>
<td>Marcus Todd Heldt, LaZerrick Kennard, John Kieraldo, Nathan Mason, Celia Perez</td>
</tr>
<tr>
<td>6th Floor</td>
<td>Dyane A. Brown, Meryl E. Cobb, Michael Walker, Sherrie Webb</td>
</tr>
<tr>
<td>7th Floor</td>
<td>Kim Bowens, Mario Covington, La Tonya Henley</td>
</tr>
<tr>
<td>8th Floor</td>
<td>Aretha Hall, Shirley Glover, Brent Michalak, Connie Wolfe</td>
</tr>
<tr>
<td>9th Floor</td>
<td>Chana Chapple, Ariel Angela Guernica, Vaneika Martin</td>
</tr>
<tr>
<td>10th Floor</td>
<td>Valetta Buckner, Virna Matos, Seneca E. Porter, Michael Russell, Juliana Tashiro, Junoo K. Tudadhar, Jessica Towsky, George Calisto</td>
</tr>
<tr>
<td>11th Floor</td>
<td>Sandra Gaona, Clotilde D. Mayfield, Nikole Muzzy, Gabriel Razo, John Bragelman</td>
</tr>
</tbody>
</table>

### Escalator Monitors

<table>
<thead>
<tr>
<th>Floors</th>
<th>Monitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st-3rd Floors</td>
<td>Wendell Blair, Patricia Cuevas</td>
</tr>
<tr>
<td>3rd-5th Floors</td>
<td>Paul Thompson, Courtney O’Brien</td>
</tr>
<tr>
<td>5th-7th Floors</td>
<td>Margie Martyn, Ewa Bejnarrowicz</td>
</tr>
<tr>
<td>7th-9th Floors</td>
<td>Armen Sarrafian, Kevin Smith</td>
</tr>
</tbody>
</table>
All Floor Leaders, including Daytime, Evening, and Weekend Occupants

In an Emergency, which activates the Fire Alarms and Strobe Lights, this is a call to evacuate the building:

All full-time and part-time faculty, including librarians, lab assistants/lab aides on duty, staff and administrators, who are present in the building, will do the following:

- direct the building occupants to the nearest Exit Stairwell or Escalators and calmly proceed to the Lobby;
- direct the building occupants to turn East or West (Left or Right) upon exiting the building to the corners of Wabash Avenue or State Street, respectively;
- direct the building occupants cross at the corner of Wabash/Lake or State/Lake and stay across the building on the opposite side of Lake Street;
- ensure the building occupants remain on the opposite sides of Lake and Wabash Streets with the occupants who evacuated the building;
- wait for the Chicago Fire Department or Harold Washington College Security Officers to give the signal that it is safe to reenter the building; and
- ensure that occupants return safely back into the building while crossing Lake and Wabash Streets to return to the classroom, laboratory, or Library.

In an Emergency, which activates the Public Address System or CCC Alert, this is a call to stay-in-place or seek safety within your classroom, laboratory, Library or department offices:

All full-time and part-time faculty, including librarians, lab assistants/lab aides on duty, staff and administrators, who are present in the building, will do the following:

- lock your classroom, laboratory, library or office doors;
- turn off all lights and equipment;
- stay away from all windows;
- listen for instructions from the building’s public address system or CCC Alerts;
- remain quiet and alert for further instructions; and
- wait for the Chicago Fire Department, Chicago Police Department or Harold Washington College Security Officers to give the signal that it is safe to move to a safer place or return to regular activities.
CCC Alert System

In the case of a CCC Alert for inclement weather or dangerous situations within the building or its vicinity, follow directions of the caller’s message to determine the Safe Zone and remain calm and await further instructions/announcements from CCC Alert Messages (via cellular phone voice mail, text message, or email Internet account) before leaving the Safe Zone.
### Evening & Weekend Security, Administrator* & Faculty Floor Leaders

<table>
<thead>
<tr>
<th>Floor</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower Level</td>
<td>Security</td>
</tr>
<tr>
<td>1st Floor</td>
<td>Security</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>Security</td>
</tr>
<tr>
<td>3rd Floor</td>
<td>All non-disabled Faculty</td>
</tr>
<tr>
<td>4th Floor</td>
<td>Computer Lab Aides and All non-disabled Faculty</td>
</tr>
<tr>
<td>5th Floor</td>
<td>Weekday &amp; Evening non-disabled Librarians &amp; Staff</td>
</tr>
<tr>
<td>6th Floor</td>
<td>All non-disabled Faculty</td>
</tr>
<tr>
<td>7th Floor</td>
<td>All non-disabled Faculty</td>
</tr>
<tr>
<td>8th Floor</td>
<td>All non-disabled Faculty</td>
</tr>
<tr>
<td>9th Floor</td>
<td>All non-disabled Faculty</td>
</tr>
<tr>
<td>10th Floor</td>
<td>All non-disabled Faculty</td>
</tr>
<tr>
<td>11th Floor</td>
<td>All non-disabled Faculty</td>
</tr>
</tbody>
</table>

*Weekday Evening Administrator (5:00 – 10:05 PM CDST) and Weekend Administrator on Duty (9:00 AM – 4:30 PM CDST)
BUILDING EVACUATION PROCEDURES
FOR STUDENTS

BE PREPARED FOR AN EMERGENCY:

- Know the locations of fire alarm pull stations on each floor.

- Know the locations of all exit doors and stairwells on each floor.

- If you are disabled, give a copy of your Student Study List to the Disability Access Center in Room 107.

- If you have a disability and need assistance evacuating the building, inform your teachers about the assistance you will need. Also, use a “buddy-system” by recruiting two or three classmates at the beginning of each semester from each class to assist you if there is an evacuation of the building. Explain the type of assistance you will need.

WHAT TO DO IF YOU HEAR OR SEE THE BUILDING ALARM:

- Exit the classroom or laboratory in a quiet, orderly manner, so you can hear any announcements over the public address system by the College Security Officer.

- Make sure anyone with a disability is being assisted. If not, offer your assistance. Ask the person what kind of assistance he or she needs.

- Exit the floor using the nearest stairwell.

- Do not use the elevators during an evacuation of the building, including a scheduled fire drill.

- Proceed to the Lobby and exit the building turning left or right to Wabash Street or State Street, respectively, to the corners of Lake Street and cross to the opposite side of Lake Street, or remain with the disabled building occupant(s) until the Emergency Responders evacuate via the Freight Elevators.

- Do not remain on the sidewalk nearest the building.

- Do not return to the building until College officials announce that it is safe to return. Please give priority to people with disabilities on elevators.