# TABLE OF CONTENTS

I. Sources of Assistance during Emergencies 3  
   A. Security-Ext. *911  
   B. Engineers-Ext. 7230  
   C. Chicago Police Department-9911  

II. Emergency Team Members 3  

III. General Responsibilities of Emergency Team Members 4  
   A. Emergency Director (President) 4  
   B. Campus Security (Director of Security) 4  
   C. Damage Control (Chief Engineer) 5  
   D. Emergency Coordinator (Facilities Coordinator) 5  
   E. Floor Leaders 5  
   F. Child Care Evacuation 6  

IV. General Responsibilities and Evacuation Procedures for All Personnel 6  
   A. Administrators and Department Chairpersons 7  
   B. Faculty, Lecturers and Instructional Staff 8  
   C. Staff 8  
   D. Additional Instructions for People with Disabilities 9  

V. Emergency Command Center 10  

VI. Specific Emergency Procedures 11  
   A. Fire  
   B. Illness and Injury  
   C. Disturbances and Demonstrations  
   D. Violent or Criminal Behavior  
   E. Explosion 12  
   F. Spillage of Hazardous Chemicals  
   G. Bomb Threat 13  
   H. Tornado 13  
   I. Elevator Failure  
   J. Utility Failure  
      1. Electrical  
      2. Plumbing  
      3. Gas Leak  
      4. Ventilation  
   K. Earthquake 14  
   L. Critical Incident  
      1. Definition  
         Categories and Types 15  
      2. Critical Incident Team  
   M. Disturbance or Demonstrations  
   N. Active Shooter Enhanced Level 3 Alert 15  
      Attachments:  
         Building Evacuation Procedures for Students 18  
         Floor Leaders 19  
         Evacuation for fire drill and actual emergency 21  
         Threat Reporting 24  

WESTSIDE LEARNING CENTER 28
EMERGENCY RESPONSE MANaul

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 Campus Security Officers are on duty 24-hours per day, seven days per week. Campus Security must be notified immediately of any emergency. Ext. 7168

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

C. CHICAGO POLICE DEPARTMENT-9911. If using an office phone, dial 19 to get an outside line and 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 ext. 3526)
- EXECUTIVE DIRECTOR OF BUSINESS AND ADMINISTRATIVE SERVICES ext. 7013
- FLOOR LEADERS-(see Attachment B for list)
III. GENERAL RESPONSIBILITIES OF THE EMERGENCY TEAM MEMBERS

A. EMERGENCY DIRECTOR-President of Malcolm X College or designee.

1. Responsible for the overall direction of the College emergency response.
2. Works with the other team members in assessing the emergency and preparing the College's specific response.
3. Declares and ends the campus state of emergency.
4. Notifies and conducts liaison activities with the College administration, governmental agencies, key Emergency Team members and others as necessary.
5. Responsible for the overall coordination of the College Emergency Response.
6. Evaluates the extent of damage and determines where essential services and functions will be relocated.

B. CAMPUS SECURITY-Chief/Director of Security, Assistant Chief or the Lead Officer Supervisor on duty. Ext. 7168

1. Dispatches Security Officers to determine the nature and extent of the emergency.
3. Takes immediate and appropriate action to protect life, property and to safeguard records as necessary.
4. Obtains assistance from the City, County and Federal Government as needed. Coordinate the activities of these various agencies on behalf of Malcolm X College during the emergency.
5. Announces campus emergency warnings and evacuations. The public address system (or Mega Phone) may be used to supplement the alarm system.
6. Coordinates traffic control, access control, perimeter and internal security patrols, and fire prevention services.
7. Maintains the Emergency Command Center in a state of constant readiness.
8. Maintains telecommunications support as necessary.
9. In the absence of the Emergency Director and the Vice Presidents, the Director of Business and Operations will assume operational control of the emergency.
10. If necessary, will select an alternate location for the Emergency Control Center.
11. Responsible for the overall coordination of the College Emergency Response.
12. Evaluates the extent of damage and determines where essential services and functions will be relocated.
13. Provides for storage of vital records at an alternate site.
14. Prepares and submits a report to the President regarding the outcome of the emergency.
C. DAMAGE CONTROL-Chief Engineer or Assistant
Chief Engineer. Ext. 7230

1. Provides equipment and personnel to shutdown utilities and elevators.
   Sets up barricades. Clears debris and makes emergency repairs.
2. Provides vehicles, equipment and operators for movement of personnel and supplies.
3. Furnishes emergency power and lighting systems.
4. Initiates communication with utility companies and other outside agencies.
5. Helps to determine the type and magnitude of the emergency.
6. Notifies the key members of the Emergency Team and advises them of the nature of the emergency.
7. Survey damages and relocates essential services and functions.
8. If necessary, will select an alternate location for the Emergency Control Center.
9. Responsible for the overall coordination of the College emergency response.
10. Evaluates the extent of damage and determines where essential services and functions will be relocated.
11. Provides for storage of vital records at an alternate site.
12. Prepares and submits a report to the President regarding the outcome of the emergency.

D. EMERGENCY COORDINATOR-Coordinator of Facilities & Operations

1. Stationed in Emergency Command Center to receive "all clear" from each station indicating total evacuation (checklist of all posts).
2. Communicate total evacuation or problems to Emergency Team.
3. Track total time of evacuation and report to Emergency Team.

E. FLOOR LEADERS- (See Attachment B for list of names.)

Floors are divided into Four (color-coded: Purple, Blue, Green, Red) sections; each color has designated doors in which to exit. Floor leaders have been designated for each area and will have the major responsibility for the evacuation of their area. If for any reason, you cannot exit your assigned location, go to the nearest designated color and follow the instruction for that color’s evacuation. Please assist the floor leader assigned. If there is no floor leader, then you will assume the responsibility as the floor leader for that section.

1. When the alarm is activated, 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 an assistant floor leader on the floor where you are located, but indicate situation to security post as soon as possible!
3. Encourage students and staff to remain calm and to exit in an orderly manner during the evacuation. Try to facilitate a calm and expedient
4. Direct all traffic to the stairwells (if they are smoke-free) on assigned end of the floor. Tell people that elevators cannot be used.
5. Check all washrooms, offices, classrooms and other areas to ensure the entire area is evacuated.
6. After clearing the floor, exit out of your assigned door and briefly state to security post that the floor is clear (e.g., "Second floor Red is clear."). If the security post is unmanned proceed to the exit.
7. Upon reaching the first floor, exit the building and instruct everyone to cross to the opposite side of the street from the College.
8. Assist in clearing the sidewalk in front of the building

F. CHILD CARE EVACUATION- (Additional information provided in Child Care.)

Special Evacuation procedure for the Child Care Center:
1. Children will be evacuated first in all emergencies that require evacuation from campus.
2. The evacuation will follow the normal procedures as described in this manual.
3. Children will be bused to the arranged location of West Point Plaza 300 S. Damen Avenue, (312) 733-1500. This location will be contacted by Malcolm X College Security Office notifying them of the children's arrival. In the event the West Point Plaza is unavailable for any reason, the West Side Learning Center 4624 W Madison, (312) 850-7444 will be the location of refuge.
4. Campus Security will notify the Child Care Director when it is safe and secure for children to return to the main campus.
5. A Malcolm X College Security Officer will transport the Child Care Center's children and will remain (with emergency radio, medical kit) until the all-clear is given for return to campus.

IMPORTANT! IMPORTANT!
Elevators will not be used during fire drills or evacuations, at any time and should be brought down to the 1st floor when the fire Department arrives. During fire drills, the doors to all stairwells will automatically close. The doors may be open 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 location of the fire alarm pull stations.
   c) Know the location of the fire extinguishers and how to use them. Security officers and building engineers can provide information and 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 floor using the nearest stairs (if they are smoke-free), not the elevators. Immediately leave the building: Jackson side-proceed into lot; Van Buren side-proceed to curb of street; Damen side-proceed to sidewalk; Ogden side-proceed to sidewalk.

   d) When area is evacuated, exit the building in the same manner.

   e) 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 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) 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 (Attachment B). 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 the 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 "Disable Person Awareness Card" on exterior of room door. Some crutch and cane users may be able to use the stairs and some may not. Please ask them. If possible assist the student down the stairs.
   d) 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 "Disable Person Awareness Card" on exterior of room door. The BUILDING SECURITY should be immediately informed of the student's location.
   f) Tell students to exit using the nearest stairs (if they are smoke-free). Inform them that elevators cannot be used. Tell students to cross the street upon leaving the building.
   g) Exit the building with the class. Direct the students across the street 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 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.

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 "Disable Person Awareness Card" exterior of room on door. Some crutch and cane users may be able to use the stairs and some may not. Please ask them. If possible assist the student down the stairs.
c) 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. The BUILDING SECURITY should be immediately informed of the student’s location.

e) Do not use the elevators.

f) Take the nearest stairs (if they are smoke-free) to the first floor lobby. Exit the building immediately.

g) Do not wait on the sidewalk adjacent to the building. Cross the street.

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 MXC 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 Stairway Doors on each floor (See Attached). 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 unable to use the stairs during an evacuation, contact the Special Needs Center to request that your classrooms be changed to a lower floor in the building.

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 stairway, if you cannot use the stairs.
2. Emergency Situations:

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

   b. If unable to use the stairs to exit the building from your designated area move to a smoke-free area close to the nearest stairway. Fire Department personnel will go to those areas first and then search the rest of the floor to locate and transport people who are unable to evacuate. 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 Security officers.

V. EMERGENCY COMMAND CENTER

A. The first floor Security office (Room 1208 Ext. 7168) 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. External Command Center may be established in the North Parking Lot Security Building if main building is unusable.

B. At least one Security Officer is to staff the Emergency Command Center at all times during the emergency. If additional space and telephones are needed, the Charles Hurst conference room may also be used.

C. The Emergency Command Center should be equipped with the following items. When not in use, these items will be stored in Telephone Closet 1 (TC1) adjacent to room 1208:

   - Portable two-way radios
   - Portable public address system (Bullhorns)
   - First aid kit
   - Campus and local telephone directories
   - Two flashlights, two blankets
   - Battery-operated radio/ crank operated radio
   - Barricades, barrier tape, stop signs
   - Safety reflection vest
   - Hard Hat

D. An area for outside agency assistance. 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 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 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.

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. 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 an emergency Medicaid. gather information from witnesses and give all information to Security.
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. DISTURBANCES OR DEMONSTRATIONS-Most campus demonstrations are peaceful and staff should attempt to carry on business as normally as possible. However, Security should be notified if demonstrations:

- Interfere with the normal operations of the College.
- Prevent access to offices and College facilities.
- Threaten physical harm to people or damage to College facilities.

If demonstrations are disruptive or potentially violent, Security will be responsible for informing the President and the 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 information as possible:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved
- Be available to provide officers with any additional information they request.

E. EXPLOSION
Immediately take cover under tables, desks or other objects that will give protection against flying glass or debris. After the effects of the explosion and/or fire has 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.

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 possible finger prints.

2. Telephoned bomb threat: Try to obtain as much information from the caller as possible. Note the exact time of the call and attempt to write down the words of the caller. Ask when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Note the estimated age and gender of the caller, 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. Suspicious package or letter: Inform Security immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize: No return address, insufficient or excessive postage, restrictive markings such as Confidential, wrapped in brown paper, discoloration on wrapping paper, hand written or poorly typed address, incorrect title, title 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 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.

*See Attached Document

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 Ext. 7168. In the event of a major utility failure, Engineering or Security will notify the President and 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 could 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 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.

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.

L. CRITICAL INCIDENT

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

The Malcolm X College Critical Incident Team will be the first responding personnel to a significant incident at the college. This team will manage the Emergency or Disaster. The Critical Incident Team will provide the college 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 every clear that no matter what type of event that was analyzed, a specific and 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 well limit the 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 Director of Security. The following individuals are the Critical Incident Team members and will be on site during an actual incident.

DIRECTOR OF SECURITY ex. 7168,
ASST. DIRECTOR OF SECURITY ex. 7168,
DESIGNATED LEAD OFFICER SUPERVISOR ex. 7168,
CHIEF OF ENGINEERING ex. 7230,
ASST. CHIEF OF ENGINEERING ex. 7230,
DEAN ex. 7273,
DEAN STUDENT SERVICES ex. 7066
DIRECTOR UPWARD BOUND ex. 7064

M. DISTURBANCE OR DEMONSTRATIONS

1. CONTROL ACCESS SYSTEM (C-1)

LEVEL 3 ALERT-During a disturbance or a violent disruption the College Campus may have to be locked down. If the disruptive action is violent and the Campus 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.
RED DOOR/HOT DOOR- ENHANCED LEVEL 3 ALERT IS THE HIGHEST ALERT POSSIBLE—During this alert the campus will be immediately closed down. This is an Active Shooter situation. Security will declare a RED DOOR/HOT DOOR when an Active Shooter (s) has put the campus in danger. Active Shooter Suspect (s) activity is immediately causing death and serious injury to potential victims. NOTE: In a RED DOOR/HOT DOOR- ENHANCED LEVEL 3 ALERT, you ARE required to lock your doors to your work location and wait until you are escorted by SECURITY or a POLICE OFFICER! These officers will come to your location and safely escort you out of the building when it is safe to do so.

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

- If you see or know a person has a firearm on campus or if you hear shots fired on campus or if you witness an armed person shooting people, protect yourself first and move to a safe location.
- Evacuate to a safe area away from the danger, and take protective cover. Stay there until emergency responders arrive.
- Call 911 and the Malcolm X College Public Safety Department at (312) 850-7168, providing the following information: Your name, location (be as specific as possible), number of shooters (if known), identification or description of the shooter (s), number of persons who may be involved, and your exact location.
- If calling from a campus phone, dial9911.
- If using an on-campus Emergency Phone, just pick up the receiver and start talking. If for any reason you are unable to speak, leave the phone open so the information or conversation can be heard by Police and Security.
- If you are not in a room, then go to the nearest room or office.
- Close and lock the door.
- Turn off the lights.
- Seek protective cover. Stay away from windows or doors with glass openings.
- Keep quiet and act as if no one is in the room.
- Do not answer the door.
- Call Security or the police and give the following: your name, location (be as specific as possible), number of shooters (if known), identification or description of the shooter (s), number of persons involved and any injuries if known.
- Officers from the Malcolm X College Security and the Chicago Police Department will likely be the first to respond to the scene. As they move into the affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety.
- If you are wounded or someone you are with is wounded, these officers will search for the shooter and stop the killing. Rescue teams will follow shortly to aid you and others.
• To assist the officers, please be calm and patient during this time, and do not interfere with the officers’ operations. If you know where the shooter is and know the description of the shooter, tell the police.

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

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

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

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

• Attempting to overcome the suspect is a last resort and should only be considered only in extreme circumstances. Remember there may be more than one shooter.

• If the shooter exits your area, and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding officers.

• While escaping, as soon as you see a police officer put your hands over your head and immediately comply with the officer's instructions.
ATTACHMENT A

BUILDING EVACUATION PROCEDURES
FOR STUDENTS

BE PREPARED FOR AN EMERGENCY:

• Know the locations of fire alarm pull stations.

• Know the locations of all exit doors and stairways.

• If you have a disability and need assistance evacuating the building, use the "buddy-system" by recruiting, two or three classmates at the beginning of each semester from each class to assist you if there is an evacuation. Explain the type of assistance you will need. Also, give a copy of your schedule to the Special Needs Center (Room 1304 Ext. 7128 or 7342).

WHAT TO DO IF YOU HEAR THE BUILDING ALARM:

• Exit the classroom in a quiet and orderly manner so you can hear any announcements over the public address system.

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

• Do not use the elevators during an evacuation, including a fire drill.

• Exit the building immediately and cross the street. Do not remain on the sidewalk near the building.

• Do not return to the building until College officials announce that it is safe to do so.
### Malcolm X College Floor Leaders and Emergency Equipment (First Aid Kits)

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Extension</th>
<th>Vest</th>
<th>Flashlight</th>
<th>Emergency Kit</th>
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<tr>
<td>Wonders, Jeffrey</td>
<td>1325</td>
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<td>Beamon, Stanley</td>
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<tr>
<td>David Sanders - Acting President</td>
<td>1100</td>
<td>7031</td>
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<td>President Staff</td>
<td>1100</td>
<td>7037</td>
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<td>Robinson -Easley, Christopher Ann, VP</td>
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<td>STAFF ASSIGNED EVENING (5:00pm-10:00pm)</td>
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<td>Concourse East Jackson /Van Buren</td>
<td>Donetta Ramsey</td>
<td>Security - Engineers</td>
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<td>Concourse West Jackson /Van Buren</td>
<td>Robert Thompson</td>
<td>Security Officer</td>
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<tr>
<td>Jackson Plaza (Outside)</td>
<td>Tasha Williams – with Bull Horn</td>
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<tr>
<td>Van Buren Plaza (Outside)</td>
<td>Alonzo Rhoden – With Bull Horn</td>
<td></td>
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<tr>
<td>Damen /Van Buren (Corner)</td>
<td>Dhyia Thompson</td>
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<td>Damen/Jackson</td>
<td>Kimberly Hollingsworth</td>
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<td>Adams/Damen</td>
<td>Lisa Willis</td>
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<td>North East Door</td>
<td>Mario Diaz, Byron Javier</td>
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<td>1st Floor /Day Care</td>
<td>Aisha Ruther</td>
<td>Security Officer</td>
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<td>1st Floor Disabled Students / Staff</td>
<td>Tanya Cox</td>
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<td>First Floor West Van Buren</td>
<td>(Academic Support / Testing)</td>
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<td>Stanley Beamon- Latoya Randle</td>
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<tr>
<td>First Floor West Dock</td>
<td>Jessica Holloway</td>
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<td>First Floor West Jackson</td>
<td>Sydney Adams - Brittany Thornton</td>
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<td>First Floor East Jackson</td>
<td>Jeffrey Wonders - Alanna Witherspoon</td>
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<td>Gym</td>
<td>Athletic Director</td>
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<td>2”d Floor EMT / Paramedics Service</td>
<td>Susan Santacaterina</td>
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<tr>
<td>2”d Floor East Jackson</td>
<td>Lillian Bell</td>
<td>Roy Walker</td>
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<td>2”o Floor East Van Buren</td>
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<td>2”d Floor West Jackson</td>
<td>William O’Donnell</td>
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<td>2”d Floor West Van Buren</td>
<td>Pamela Lynch</td>
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<td>Kitchen/ Cafeteria/Student Union/ YCCS</td>
<td>Cafeteria Manager</td>
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<td>3rd Floor East Van Buren</td>
<td>Roy Walker - David St. John</td>
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<td>3rd Floor East Jackson</td>
<td>Roberto Guzman</td>
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<td>3rd Floor West Van Buren</td>
<td>Marsha Atkins</td>
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<tr>
<td>3rd Floor West Jackson</td>
<td>Security Officer</td>
<td>Pierre Harges</td>
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<tr>
<td>Command Center 1208</td>
<td>Michael Hunter- Anthony Alexander</td>
<td>Lead Security Officer Night Administrator</td>
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</tbody>
</table>

*** Security Officer assigned to MXC Parking lot will use security vehicle to block the East Bound Traffic on Jackson Blvd at Damen Ave.
NOTE:

During/after normal business hours Bam – 6pm it is the responsibility of each instructor as well as any administrator/s on duty to serve as floor leader for your area. PLEASE, familiarize yourself with the correct exit for your areal

IF your evacuation location becomes impassable for any reason. You are to go to the nearest color and follow the directions of that floor leader or Security.

EVACUATION FOR FIRE DRILL AND ACTUAL EMERGENCY

In the event of a fire drill or actual emergency, the college has been divided into four (4) equal sized sections for the purpose of evacuation. The Bruce Hayden Theater has been designated as the center of the college building.

A diagram of each floor has been included in this booklet to assist Team Leaders in the evacuation of their particular areas.

All floor levels are divided into four (4) sections:

1. Jackson St. West of the theater- (Purple)
2. Van Buren St. West of the Theater- (Green)
3. Jackson St. East of the Theater- (Red)
4. Van Buren St. East of the Theater- (Blue)

Concourse Level WEST

Team Leaders or their designees will direct all traffic to the Northwest and Southwest Center stairwell adjacent to the West passenger elevator. All traffic will move to ground level and exit. Additional traffic will be directed to the North and South stairwell on the extreme West side of the college. All traffic will move to ground level and exit into the West parking lot. (Must be smoke and fire free)

Ground Level WEST

Team Leaders will direct traffic to exit through the glass doors on the North and South sides of the college. Students and members of the Child Development/Day Care Center will exit through the South/West Dock door and continue to the side walk on Damen Street. Members of the Academic Support Center and Information Technology Group will exit through the North doors heading to/thru the Shabazz Hall and exit out towards Van Buren St. (Must be smoke and fire free)
Second Floor  WEST

Team Leaders will direct traffic to the Northwest and Southwest center stairwells, and insure the movement of traffic to the ground level. At ground level, traffic will exit through north and south side glass doors. Personnel and students within the library may also utilize the North and South stairwells located in the rear of the library. West Dock should be used for exit as well. (*Must be smoke and fire free*)

Second Floor  WEST (Business & Industry Services)

Team Leaders will direct traffic to the North stairwell and insure the movement of traffic to the ground level. At ground level, traffic will exit through northwest door. (*Must be smoke and fire free*)

Third Floor  WEST

Team Leaders will direct traffic to the Northwest and Southwest center for movement to ground level. Stairwells located on the North and South hallways may also be utilized. Exit South or North Glass Doors. (*Must be smoke and fire free*)

Concourse Level  EAST

Team Leaders or their designates will direct all traffic to the Northeast and Southeast center stairwell adjacent to the East passenger elevator. All traffic will move to ground level, (1st floor) and exit North, South Glass doors or East Dock Door. (*Must be smoke and fire free*)

Additional traffic from the Athletic Department and music areas may utilize the North and South stairwells located on the East side of the Gymnasium. (*Must be smoke and fire free*)

Ground Level  EAST

Team Leaders of their designates will direct to exit through the glass doors on the North and South sides of the college. Personnel in the Business offices and Student personnel Services may also exit through the East Dock doors (*Must be smoke and fire free*)

Second Floor  EAST

Team Leaders will direct traffic to the Northeast and Southeast center stairwell, and insure movement to the ground level. Personnel in the area of the college cafeteria may also exit through the two (2) stairwells located North and South of the Cafeteria. Exit North, South Glass Doors and East Dock. (*Must be smoke and fire free*)
Third Floor  **EAST**

Team Leaders will direct traffic to the Northeast and Southeast center stairwells for movement to ground level. Stairwells located on the North and south sides of the Biology labs may also be utilized. Exit North, South Glass Doors and East Dock. *(Must be smoke and fire free)*

*Security Personnel and Team Leaders will direct all evacuees away from the building to avoid injuries and interference with any responding emergency units. After the college has been completely evacuated, and the emergency has been taken care of, the Chicago Fire Department will reset the fire alarm and inform Security that an "ALL CLEAR" may be given, so that student and personnel may return to the college.*
Bomb or Chemical Threat Check Sheet

Keep the caller on 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:______

Callers 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 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: ______

Callers 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:
WESTSIDE LEARNING CENTER
EMERGENCY RESPONSE SUPPLEMENT

Revised 2-17-08
Revised 2-26-07
Revised 9-17-14
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 Campus Security Officers are on duty 24-hours per day, seven days per week. Campus Security must be notified immediately of any emergency. Ext. 7168

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 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 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 ext. 3526)
- EXECUTIVE DIRECTOR OF BUSINESS AND ADMINISTRATIVE SERVICES ext. 7013
- WESTSIDE LEARNING CENTER SECURITY OFFICE, Ext. 7444
- FLOOR LEADERS:
## WESTSIDE LEARNING CENTER EMERGENCY EVACUATION TEAM LEADERS

### MORNINGS:
**8:00 AM - 1:00 PM**

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<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<td>Security (Y/B)</td>
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### AFTERNOONS / EVENINGS:

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<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY 7:00AM – 1:00PM</th>
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<tr>
<td>Security (B)</td>
<td>Security (B)</td>
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<td>Security (B)</td>
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</table>

The WSLC is divided into six zones; Pink (P), Blue (B), Orange (O), Green (G), Yellow (Y), Basement (Bas)

Note:

**Pink Team**

Team Leaders of their designates will direct all traffic to emergency exit door number two (#2 south-side of the building), from CNA LAB 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 of their designates will direct all traffic to emergency exit door number two (#2 south-side of building), from CNA LAB or four (#4 west-side of the building). **Exit onto 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 of their designates will direct all traffic to emergency exit door number two (#2 Southside of the building) from CAN LAB. Exit into Madison Avenue or nearest safe space away from the building (Must be smoke and fire free) YELLOW TEAM ROOMS- 102.

Blue Team

Team Leaders of their designates will direct all traffic to emergency exit main door (southeast side of the building). Exit into 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 of their designates will direct all traffic to emergency exit door number two (#3 southwest side of the building). Exit into 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 of their designates will direct all traffic to main level and use main door or another emergency exit door that is convenient. Exit into 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 open from the keyless side manually.

IV. GENERAL RESPONSIBILITIES AND EVACUATION PROCEDURES FOR ALL PERSONNEL

A. ADMINISTRATORS AND CHAIRPERSONS

3. Emergency preparedness:
   h) Know two means of exit from your work area. Know the
location of the stairways.
i) Know the location of the fire alarm pull stations.
j) Know the location of the fire extinguishers and how to use them. Security officers and building engineers can provide information and training if needed.
k) Distribute building evacuation information to employees in the office or department.
l) Provide follow-up discussions or training as needed.
m) Allow time for employees to be trained in emergency techniques such as fire extinguisher usage, first aid, CPR and emergency evacuation procedures.
n) Evaluate the department or office area and report any potential safety hazards to the Facilities Coordinator. (Ext. 7152)

4. Emergency situations:
d) Upon receiving notification of a campus emergency, pass the same information along to employees in the department or office.
e) Initiate emergency procedures as outlined in this manual.
f) 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) When area is evacuated, exit the building in the same manner.
e) Security Officers at each location will assist in an orderly evacuation

B. FACULTY, LECTURERS AND INSTRUCTIONAL STAFF

1. Emergency preparedness
g) Know two means of exit from work area. Know the locations of the stairways.
h) Know the locations of fire alarm pull stations.
i) Know the locations of fire extinguishers and how to use them. Security officers and building engineers can provide information and training if needed.
j) Evaluate the classroom area and report all potential safety hazards to the (Emergency Coordinator.)
k) Familiarize students with the locations of stairways and exit doors so they will know which route to follow in an emergency.
l) **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 the specific assistance needed. Be familiar with section (IV.D) in this manual on Additional Instructions for People with Disabilities.
2. Emergency situations:
   i) Inform students of the emergency situation and initiate emergency procedures as outlined in this manual.
   j) In laboratories, shut down all appliances and turn off all utilities. Turn off the gas valves.
   k) Make sure disabled students are being assisted. Place "Disable 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.
   l) 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.
   m) If there is no immediate danger, it may be best to allow a disabled individual to remain in their current location. Place "Disable Person Awareness Card" on exterior of room door. The BUILDING SECURITY should be immediately informed of the student’s location
   n) 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.
   o) 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.
   p) Do not return to the building unless told to do so by College officials.

C. STAFF

1. Emergency preparedness:
   d) Know two means of exit from your work area. Know the locations of the exits.
   e) Know the locations of fire alarm pull stations.
   f) 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:
   i) Exit the office immediately in a quiet and orderly manner so that any announcements can be heard.
   j) If you encounter someone with a disability, offer your assistance and ask what kind of help the person needs. Place "Disable Person Awareness Card" exterior of room on
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.

k) 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.

l) If there is no immediate danger, it may be best to allow a disabled individual to remain in their current location. The BUILDING SECURITY should be immediately informed of the student's location.

m) Do not use the elevators.

n) Take the nearest exit (if they are smoke-free). Exit the building immediately.

o) Do not wait on the sidewalk adjacent to the building.

p) Do not return to the building unless instructed to do so by College officials.

D. ADDITIONAL INSTRUCTIONS FOR PEOPLE WITH DISABILITIES

2. 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 on. (See evacuation plan). Fire Department personnel will go to that area 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.

   f. 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 need. 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 Security officers.

V. EMERGENCY COMMAND CENTER

A. 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. External Command Center May be established in another location.
B. At least one Security Officer is to staff the Emergency Command Desk at all times during the emergency. If additional space and telephones are needed, the conference room may also be used.
C. 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-operated radio/ crank operated radio
- Barricades, barrier tape, stop signs
- Safety reflection vest
- Hard Hat

D. An area for outside agency assistance. 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
3. 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.

4. 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 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.

B. INJURY OR ILLNESS

2. 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. 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 an emergency medical J.D., gather information from witnesses and give all information to Security.

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. DISTURBANCES OR DEMONSTRATIONS-Most campus demonstrations are peaceful and staff should attempt to carry on business as normally as possible. However, Security should be notified if demonstrations:

- Interfere with the 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 President and the 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 information as possible:

- Nature of the incident
- Location of the incident
- Description of the person(s) involved
- Description of the property involved
- Be available to provide officers with any additional information they request.

F. 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 has 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
4. 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.
5. 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.
6. 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.

I. 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.
3. Written bomb threat: Do not handle it any more than necessary, but place it in an envelope to preserve possible finger prints.
4. 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. Suspicious package or letter: Inform Security immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize: 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 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 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.

* See Attached Document

J. 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 Ext. 7168. In the event of a major utility failure, Engineering or Security will notify the President and Director of Business and Operations.

5. 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.


7. 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.
8. **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**

3. 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.

4. 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.

L. **CRITICAL INCIDENT**

1. **Definition**—An extraordinary event which place life and property in danger and requires the commitment and coordination of numerous resources to bring about a successful resolution.

**The Malcolm X College 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 every clear that no matter what type of event that was analyzed, a specific and 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 the 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 Director of Security. The following individuals are the Critical Incident Team members and will be on site during an actual incident.

DIRECTOR OF SECURITY ex. 7168, ASST. DIRECTOR OF SECURITY ex. 7168, DESIGNATED LEAD OFFICER SUPERVISOR ex. 7168, CHIEF OF ENGINEERING ex. 7230, ASST.CHIEF OF ENGINEERING ex. 7230, DEAN ex. 7273, DEAN STUDENT SERVICE’S ex. 7066 WLC SECURITY LEAD OFFICER ex. 7444

M. DISTURBANCE 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 PAGE 15 -17
Bomb or Chemical Threat Check Sheet

Keep the caller on 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: ______

Callers Voice:
_ calm _ laughing _ serious _ deep breathing
_ angry _ crying _ joking _ cracking voice
_ excited _ normal _ lisping _ 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 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: ____

Callers Voice:

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

Background Sounds:

_ street noise _ 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: