

CITY COLLEGES OF
CHICAGO
HARRY S. TRUMAN
COLLEGE

EMERGENCY
RESPONSE
MANUAL

REVISED August 31, 2018

EMERGENCY RESPONSE MANUAL

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Emergency Response Manual

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

The City Colleges of Chicago has established an incident command system. In an emergency, the CCC would initiate the incident command system. The CCC incident command system is consistent with National Incident Management System requirements. **The CCC incident command system is composed of the Incident Command, command staff, and general staff.** In an emergency, Harry S. Truman College staff will participate in the CCC District incident command system as directed and appropriate, in alignment with the Harry S. Truman College All Hazards Campus Emergency Plan. **In the event of an emergency, the Harry S. Truman College internal incident command system will become operational.**

Line of Communication and Succession

For emergencies requiring localized response within the Harry S. Truman College system itself, staff members will follow NIMS Incident Command protocol. The Harry S. Truman College Incident Commander is in charge of the response and staff report to the Incident Commander for the duration of the response. **The Incident Commander will be the Director of Safety and Security when the incident only impacts the Harry S. Truman College campus. For incidents involving more than one campus in the CCC system or the scope of the emergency is such that additional external resources are required, the Vice Chancellor of Administrative Services will be the Incident Commander.** When incidents require first responders, a unified command structure led by the first responders will be in place. **When first responders become involved, the CCC Incident Commander will transfer command to the Unified Command.** When the incident response is concluded, command will be transferred back to the CCC Incident Commander, who depending on the nature of the incident and response, may or may not transfer command to the Harry S. Truman College Incident Commander.

The line of succession for Harry S. Truman College is as follows:

- President
- Vice President
- Dean of Student Services

The line of succession for the Harry S. Truman College Director of Security is as follows:

- Assistant Director of Security

- Lead Supervisor on Duty

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

Levels of Emergency and Response

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

- **Level 1 Emergency:** A minor emergency situation that is limited in scope and potential effects, which involve:
 - ♣ A limited area and/or limited population.
 - ♣ An evacuation or in-place sheltering, typically limited to the immediate area of the incident.
 - ♣ The provision of warnings and public instructions in the immediate area, not district-wide.
 - ♣ **Incident management by one or two local response agencies or departments acting under the IC, with requests for resource support being handled through agency and/or departmental channels and limited external assistance from other local response agencies or contractors.**
- **Level 1 Response:** Level 1 incidents/events are the **least severe of the three levels of emergencies.** Normal district response services will be able to deal with the incident/emergency without activation of an EOC. The incident may result in minor injury to members of a college or campus community and minor damage to district facilities, and will affect a single localized area of a campus.
- **Level 2 Emergency:** A major emergency situation that is larger in scope and more severe in terms of actual or potential effects than a Level 1 Emergency. Characteristics of a Level 2 Emergency include:
 - ♣ A large area, significant population, or important facilities.
 - ♣ The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations.
 - ♣ District-wide warning and public instructions.

- ♣ A multi-agency response operating under the IC.
- ♣ External assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- ♣ **Activation of the ECC and one of the EOCs to provide general guidance and direction, coordinate external support, and provide resource support for the incident.**

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

• **Level 3 Emergency:** A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the district and local government to handle with its organic resources. A Level 3 Emergency involves:

- ♣ A large area, sizable population, and/or important facilities.
- ♣ The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations.
- ♣ Community-wide warning and public instructions.
- ♣ Response by multiple local response agencies operating under one or more IC(s).
- ♣ Significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

♣ **Activation of the ECC and EOCs to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.**

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

Emergency Plan Activation

An emergency is an unplanned event or incident that can shut down operations and cause physical or environmental damage, cause significant injury or death to employees, students, visitors, or the public, or threaten Harry S. Truman College's public image. Emergency management is the process of preparing for, mitigating, responding to, and recovering from an

emergency. The All Hazards Campus Emergency Plan is the cornerstone of this process and provides for a coordinated response and a clear line of command.

The following will trigger implementation of this emergency operations plan:

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

Should an emergency occur requiring the activation of this emergency plan, an **Emergency Operations Center (EOC)** may need to be established. **The President of Harry S. Truman College or designee will establish the EOC and assume the role of Incident Commander (IC).** Should the emergency require the implementation of an Emergency Command Center, the Vice Chancellor of Administrative Services or designee would establish the ECC and assume the role of IC. **Communication concerning the activation of the emergency plan, the establishment of the EOC or ECC, and pertinent ongoing messages concerning the emergency will be sent through the CCC Alert system to inform employees, students, and visitors in the affected areas.** The communication will include instructions for action. Emergency notifications are prepared and maintained by the Director of Communications to facilitate prompt and thorough communication. **Should the incident affect telephone and computer systems, communication will take place through the Security personnel and Floor Leaders in the affected area via verbal communication, bullhorns and radios.**

Direction and Control

Every Harry S. Truman College student, faculty and staff member plays a role in a campus emergency. All students, faculty and staff are expected to be familiar with emergency procedures required by the All Hazards Campus Emergency Plan. This will be accomplished through training and exercises as mandated by the Campus Safety Enhancement Act.

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

Campus emergencies are typically reported to Campus Safety and Security first. This could be through the Chicago Office of Emergency Management and Communications, on-

campus emergency phones, local phones, weather radios, weather sirens, or other means. **The Safety and Security staff on duty will contact the Director of Safety and Security or designee immediately when the reported incident is expected to have campus-wide impact or involve many resources** or multiple hours of time to mitigate.

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

1. The Harry S. Truman College Emergency Operations Center

- ✚ The EOC will be located in the Office of the Director of Safety and Security, McKeon Bldg., Room 190A. In the event that the Incident takes place in the McKeon Bldg., or the EOC location cannot be used, the Alternate EOC location will be in the Security Office, Main Bldg., and Room 1112.

2. The Harry S. Truman College Campus Response Team

The following may be members of the Harry S. Truman College Campus Response Team:

- ✚ College President
- ✚ College Vice President
- ✚ College Director of Security
- ✚ Chief Engineer
- ✚ Executive Director of Business Operations
- ✚ Dean of Student Services
- ✚ Dean of Instruction
- ✚ Dean of Careers and Health Programs

3. General Campus Response Team Responsibilities

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

- The chairperson will oversee the implementation and completion of the action plan and will team progress to committee members and others as needed.
- The team will conduct a final review and evaluation of each case, with follow-up assignments to monitor the progress of the case as appropriate.

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

4. Emergency Operations Center

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

5. ECC Activation

The following individuals are authorized to activate the ECC:

- The Vice Chancellor of Administrative Services or the President of Harry S. Truman College or designee.

The President or designee will serve as the Incident Commander (IC) until relieved by the Vice Chancellor of Administrative Services. The IC is responsible for determining, prioritizing, and coordinating all response actions and providing emergency information and communications to Harry S. Truman College All Hazards Campus Emergency Plan and Violence Prevention Plan 22 CCC district staff and the campus community as appropriate. The IC will utilize appropriate and applicable communications methods as outlined in the Communications Annex of this document.

- ✚ **The Vice President of Harry S. Truman College or designee** will implement the response actions and will work with the Director of Security to alert and direct the Building Emergency Managers.
- ✚ **The Building Emergency Managers** will direct faculty, staff, and students during an emergency response, including an evacuation, shelter-in-place, or lockdown. The **BEMs** will report status and activities to the Director of Security during an emergency response.
- ✚ **The Director of Security** will provide direction, assistance, and communication to BEMs during an emergency response. The Director of Security will also assist first responders, should they be involved in the emergency response.

- ✚ **The Chief Engineer, Executive Director of Business Operations, and Dean of Student Services** will provide information about available resources and incident status, as well as assist in developing strategies for response.

The IC will utilize the CCC Alert system to inform students, faculty, and staff in an affected area about the emergency situation and the response, including instructions for action. The District Director of Communications maintains prepared emergency notifications to help facilitate prompt and effective communication during an emergency response.

In the event that telephone and communications systems are down, communication will take place through the BEMs. Contact will be made with those in the affected area through radio and verbal communication.

6. General ECC/EOC Responsibilities

The general responsibilities of all ECC/EOCs are to:

- Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
- Determine and prioritize required response actions and coordinate their implementation, working with representatives of emergency services.
- Provide resource support for emergency operations.
- Suspend or curtail services, or recommend the closure of schools and the cancellation of public events.
- Organize and activate large-scale evacuation and mass care operations.
- Provide emergency information to CCC district staff.

7. ECC/EOC Staffing

Representatives of those departments and agencies assigned emergency functions in the Harry S. Truman College Emergency Response Manual will staff the ECC and appropriate EOCs.

If the Emergency Operations Center is activated, the Security Director will ensure at least one Security Officer is to staff the Emergency Operations Center at all times during the emergency. The Emergency Operations Center should be equipped with the following items. When not in use, these items will be stored in the Security Office:

1. Portable two-way radios
2. Bullhorns

3. First aid kits
4. Campus and local telephone directories
5. Two flashlights
6. Two blankets
7. Battery-operated radio
8. Barricades, barrier tape, signs
9. AED

SPECIFIC EMERGENCY PROCEDURES

A. FIRE

1. If you observe a fire or smell smoke;
 - a) Close, but do not lock, all doors to confine the fire.
 - b) Activate the building alarm.
 - c) Follow the Evacuation Procedures in this manual.
 - d) Provide any information you have about the location of the fire to Security.
2. When you here a fire alarm listen for instructions from your Floor Leader. You may be instructed to begin relocation, evacuation or shelter-in place procedures.
3. If you become trapped in the building during a fire, remain near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. If possible, place an article of clothing out a window where rescue crews can see it.
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 immediately.
5. **DO NOT USE THE ELEVATORS TO EVACUATE THE BUILDING!**

B. INJURY OR ILLNESS

1. Immediately call Security. Give your name; describe the nature of the medical problem and the location of the victim. Keep the victim still and comfortable. Do not move the victim. Ask the victim what is wrong. Remain with the victim until help arrives.
2. All offices and departments are encouraged to have staff members trained in First Aid and CPR. Training is available through the local American Red Cross.

C. DISTURBANCES OR DEMONSTRATIONS

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

D. VIOLENT OR CRIMINAL BEHAVIOR

Everyone is asked to assist in making Harry S. Truman College a safe place by being alert to suspicious situations and promptly reporting them to Security. If you observe an individual who is threatening harm to himself/herself and to others or displays a weapon (i.e. gun or knife, immediately inform Security at *911). Do not try to handle situations that are potentially dangerous. If you are a victim or a witness to any offense, go to a safe location and promptly notify Security, providing as much information as possible. Such as:

1. Nature of the incident
2. Location of the incident
3. Description of the person(s) involved
4. Type of weapon displayed
5. Description of the property involved
6. Continue to be available to provide officers with any additional information they request.

E. EXPLOSION

Immediately take cover under tables, desks or other objects that will give protection against flying glass or debris. After the effects of the explosion and/or fire have subsided, notify Security. Give your name and describe the location and nature of the emergency. Evacuate the building by following the evacuation procedures in this manual.

F. SPILLAGE OF HAZARDOUS CHEMICALS

1. Eyes, if contaminated, should be flushed immediately, contaminated clothes removed, and chemicals washed from the victim. Trained personnel should start first aid procedures at once.
2. Report spillage of a hazardous chemical or radioactive material immediately to Security. Be specific about the exact location and nature of the spilled material. Security will contact the Vice Chancellor of Administrative Services and medical personnel.
3. The individuals at the site should vacate the area at once and seal it off to prevent further contamination of other areas. Evacuate the building by following the evacuation procedures in this manual.

G. BIOLOGICAL AND CHEMICAL THREATS

Federal Criminal Code defines weapons of mass destruction as:

1. Any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; such as mustard gas, nerve agents, and sarin gas.
2. Any weapon involving a disease organism; such as small pox outline toxin, and anthrax.
3. Any weapon designed to release radiation or radioactivity at a level dangerous to human life.

H. WHAT CONSTITUTES A SUSPICIOUS LETTER OR PARCEL?

Some typical characteristics that should trigger suspicion include letters or parcels that:

- 1 Have any powdery substance on the outside.
- 2 Are unexpected or from someone unfamiliar to you.
- 3 Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- 4 Are addressed to someone no longer with your organization or are otherwise outdated.
- 5 Have no return address or have one that cannot be verified as legitimate.
- 6 Are of unusual weight, given their size, or are lopsided or oddly shaped.
- 7 Have an unusual amount of tape on them.
- 8 Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- 9 Have strange odors or stains.

I. RECEIVING A SUSPICIOUS LETTER OR PARCEL

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

J. BOMB THREAT- (See Attachment C Bomb Threat Checklist for Guidance)

Take any bomb threat seriously and report it immediately to Security. Security will inform the Director of Security, who will, in consultation with the College President, decide if the building should be evacuated or if other action should be taken. **In the event that both are unavailable, the chain of command listed in the Harry S. Truman College All Hazards Safety and Security Plan will determine who should make this decision.**

1. Written bomb threat: Do not handle it any more than necessary, but place it in an envelope to preserve possible fingerprints.
2. Telephoned bomb threat: Try to obtain as much information from the caller as possible. Note the exact time of the call and attempt to write down the words of the caller. Ask when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. Note the estimated age and gender of the caller, speech patterns, accent, tone of voice, emotional state (agitated, calm, etc.), background noises. Ask the caller why the bomb was set. Immediately contact Security and give them all of the information you obtained.
3. If you observe an object, you suspect to be a bomb, immediately contact Security.
4. Handling of Suspicious Packages or Envelopes
 - a) Do not shake or empty the contents of any suspicious package or envelope.
 - b) Do not carry the package or envelope, show it to others or allow others to examine it.
 - c) Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it or at any contents that may have spilled.

- d) Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.
- e) WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.
- f) If at work, notify a supervisor, a security officer, or a law enforcement official. If at home, contact the local law enforcement agency.
- g) If possible, create a list of persons who were in the room or area when this suspicious letter or package was recognized and a list of persons who also may have handled this package or letter. Give this list to both the local public health authorities and law enforcement officials.

K. TORNADO—If a tornado is approaching:

- 1. Use the Staircases to go to the lowest floor possible.
- 2. Go to interior small rooms (bathrooms, closets, etc.) or halls. Avoid large open interior spaces.
- 3. Stay away from outside walls and large windows or other glass.
- 4. If possible, take cover under heavy tables or sturdy furniture.
- 5. Assume protective posture facing interior wall (crouch on elbows and knees, hands over back of head).

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

M. UTILITY FAILURE—In the event of a utility failure, contact Engineering at Ext. 7-4856. If Engineering is not available, contact Security at extension 7-4800. In the event of a major utility failure, Security will notify the Vice Chancellor of Administrative Services, and will inform building occupants to exit the building. Additional information and instructions:

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

N. EARTHQUAKE

1. During an earthquake:
 - a) If you are indoors, stay there. Do not run outside. Falling debris may cause injury.
 - b) Take cover underneath a desk or table, or stand in a doorway or corner. Protect your head and neck.
 - c) Stay away from windows, glass dividers and objects that could fall on you.
 - d) Stay away from outside walls.
 - e) Do not use elevators.
 - f) If outdoors, stay in an open area, away from power lines, buildings and trees. Do not enter the building.
2. After an earthquake, if you are still in the building:
 - a) Be prepared for aftershocks. Do not return to your office until directed to do so.
 - b) Give first aid to injured personnel.
 - c) Do not move victims unless absolutely necessary.
 - d) Replace telephone handsets, but do not use the phone except to report fires or medical emergencies.
 - e) Go to the interior of the building, staying away from the exterior walls.
 - f) Follow instructions from Emergency Personnel.
 - g) Be prepared to evacuate if necessary.

O. ACTIVE SHOOTER SITUATION

Response to an active shooter is one of the most dynamic situations that anyone will ever face. How you respond to an active shooter will be dictated by the specific circumstances of the encounter, keeping in mind there could be more than one shooter involved in the same situation. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival.

1. If fleeing is an option, you should:
 - a) Make sure you have an escape route in mind
 - b) Do not attempt to carry anything in your hands while fleeing; move quickly
 - c) Keep your hands visible
 - d) If you know where the shooter is located, tell the police if they are on the scene
2. If the active shooter is outside the building or inside and fleeing is not an option, you should:
 - a) Go to a room that can be locked or barricaded by using available materials
 - b) Close the window blinds, turn off the lights; try not to be visible from outside the room
 - c) Seek concealment behind walls, desks, file cabinets, etc.
 - d) Silence your cell phone and if possible call 911; give the dispatcher your name and location, remain in place until police give the "All Clear"
3. If the active shooter enters your office or classroom, there are no set procedures. The decision to flee or seek shelter inside the room can only be made by you and is dependent upon the circumstances.
 - a) Try to remain calm; it will aid you in decision-making

- b) **IF POSSIBLE**, call 911 and give your location to the dispatcher; if you are unable to speak, leave the phone line open, the dispatcher may be able to determine your location by hearing what is going on
 - c) If there is absolutely no opportunity for escape or concealment, you may be faced with the decision to overpower the shooter with force by whatever means necessary
4. The Office of Safety and Security has provided a training video on surviving an active shooter situation and urges you to take a few minutes to view the contents. You can find the video at the following link:
www.youtube.com/watch?v=5VcSwejU2D0



Run.Hide.Fight® Surviving an Active Shooter Event



<http://www.youtube.com/watch?v=5VcSwejU2D0> (English)
<https://www.youtube.com/watch?v=fUcq1M5a44> (Spanish)

Harry S. Truman College Emergency Response Plan Designated Floor Leaders – Main Building

Attachment A

Name of Floor Leader	Phone Number	Floor	Room Number	Designated Area
Daytime -- Weekdays				
Dir. Dexter Smith	7-4741	1 st	Rm 1128	1100 Hallway
Principal Michelle Yoo	7-4840	1st	Rm 1973	Middle College Suite
Manager Mary Luz Montanez	7-3989	1st	Rm 1986E	1900 Hallway SW
Antwoine Brown	7-7-4847	1st	Rm 1986A	1900 Hallway Center
Cindy Luk	7-4424	1st	Rm 1220	1900 Hallway NW
Chanel Bishop	7-4724	1st	Rm 1220A	1200 Hallway
Roberto Valadez	7-4784	1st	Rm 1435	1400 Hallway
Tony Kwiatkowski	7-4830	1st	Rm 1625	1600 Hallway
Valerie Busch-Zurient	7-4361	2nd	Rm 2230	2200 Hallway
Steven Teref	7-4362	2nd	Rm 2230	2400 Hallway
Jason Sebacher	7-4362	2nd	Rm 2230	2600 Hallway
Kevin Jankowski	7-4661	2nd	Rm 2850	28/2900 Hallway
Tobias Bengelsdorf	7-6829	2nd	Rm 2742	2100 Hallway
Parvin Nozad	7-3518	3rd	Rm 3518	35/3400 Hallway
Roksana Begum	7-4498	3rd	Rm 3960	3900 Hallway
Alex Erazo	7-4856	LL	Rm L132	L100 Hallway
David Yeh	7-4071	LL	Rm L912	L900 Hallway
Nicholas Lim	7-4872	LL	Rm L625	Library
Jaroslav Listopad	7-4853	LL	Rm L638	L800 Hallway
Frank Harrell	7-4857	LL	Rm L160	Custodian Suite

Designated Floor Leaders – Tech/Gym Building

Daytime -- Weekdays

Harold Santamaria	7-3995	T-1st	Rm 155	Automotive Shops
Security Desk Officer	7-6807	T-1st	Tech Lobby	Automotive Classes
Jeannine Pedraza	7-3995	T-2nd	Rm 214D	210 Hallway
Thanika Curney	7-3995	T-2nd	Rm 210C	200 Hallway
Security Desk Officer	7-6326	Gym 1st	Fitness Lobby	Gym/Fitness
Jasmine Green	7-4445	Gym LL		Locker rooms

Designated Floor Leaders – McKeon Building

Daytime -- Weekdays

Tom Panas	7-4817	East Offices	Rm 106H	106 Suite
Allison Zures	7-4738	East Offices	Rm 118B	118 Suite
Mylinh Tran	7-4770	East Offices	Rm 135E	136 Suite
Gabriela Deluna	7-3872	Center Offices	Rm 191	100C Hallway
Security Desk Officer	7-4850	Center Offices	McKeon Lobby	100B Hallway
Derek Lazarski	7-4790	West Offices	Rm 162H	162 Suite
Kisalan Glover	7-4493	West Offices	Rm 162E	100D Hallway

BUILDING EVACUATION PROCEDURES

BE PREPARED FOR AN EMERGENCY:

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



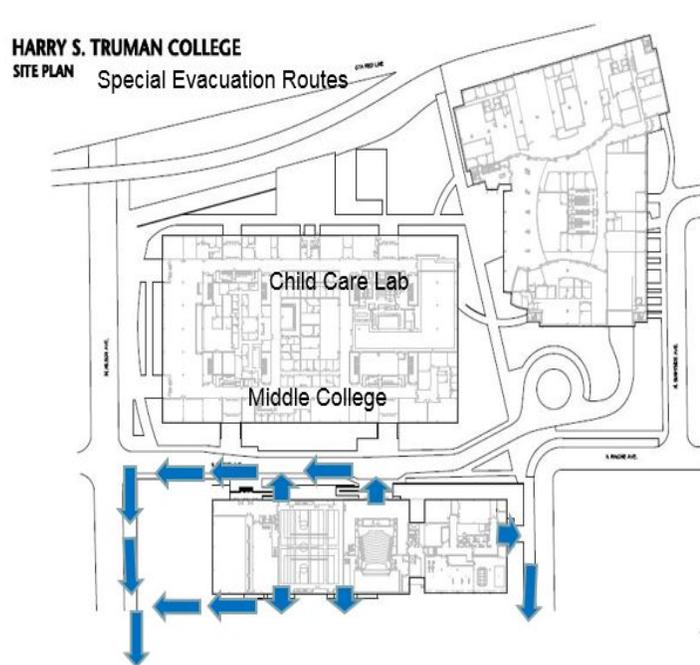
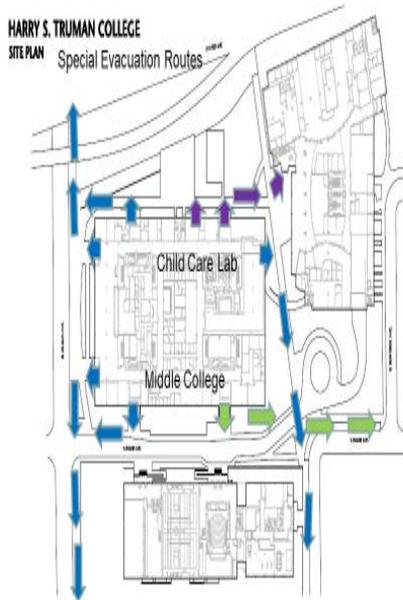
AREA OF ASSEMBLY

The predetermined area of assembly for all students, faculty and staff who evacuate the campus will be at:

- South on Racine to 4400 Block -- **Middle College**
- South to the McKeon Building for **Child Care** students,
- Wilson Ave. East to Broadway Ave.
- Wilson Ave. West to Magnolia St.
- Racine St. South to the 4400 block.
- Racine St. North to the 4600 block.
- Clifton St. South to 4400 block.

WHAT TO DO IF YOU HEAR THE BUILDING ALARM:

- Listen for instructions from the Floor Leader or designee. Exit the floor in a quiet and orderly manner so you can hear any announcements.
- Exit the floor using the nearest stairway unless advised to use an alternate stairwell by the floor leader.
- **Do not use the elevators during an evacuation, including a fire drill.**
- **If unable to exit using the stairs:**
- Areas of Rescue Assistance have been established in two stairwells of the Main Building, intended to be used by persons who need help during an emergency evacuation of the building. A two-way communication device (Rescue Station) has been installed at each floor landing of the two fire rated stairwells -- in the South East corner (Stairwell #4), and in the North West corner (Stairwell #5).
- If you offer your assistance to a person with a disability, ask the person what kind of assistance he/she needs. Only help if it will not impede you or other evacuees using the stairs.
- Exit the building immediately and **leave the campus**. Do not remain on the sidewalk near the building.
- Do not return to the building until College officials announce that it is safe to do so.





Bomb Threat Checklist



KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE!

EXACT TIME AND DATE OF CALL: _____

EXACT WORDS OF CALLER: _____

<p>Voice</p> <input type="checkbox"/> Loud <input type="checkbox"/> High Pitched <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated <input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other	<p>Accent</p> <input type="checkbox"/> Local <input type="checkbox"/> Foreign <input type="checkbox"/> Race <input type="checkbox"/> Not Local <input type="checkbox"/> Region	<p>Manner</p> <input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous <input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<p>Background Noise</p> <input type="checkbox"/> Factory Machines <input type="checkbox"/> Bedlam <input type="checkbox"/> Music <input type="checkbox"/> Office Machines <input type="checkbox"/> Mixed <input type="checkbox"/> Street Traffic <input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Quiet <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Party Atmosphere
<p>Language</p> <input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Foul <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other	<p>Speech</p> <input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Stutter <input type="checkbox"/> Slurred <input type="checkbox"/> Slow <input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Lisp <input type="checkbox"/> Other	<p>Familiarity With Threatened Facility</p> <input type="checkbox"/> Much <input type="checkbox"/> Some <input type="checkbox"/> None	

Questions to Ask the Caller

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

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

Were there any background noises? _____

Telephone number call received at _____

Person receiving call: _____

Any Additional remarks: _____

DIAL 911 IMMEDIATELY