



Humboldt Park Vocational Education Center All Hazards Safety and Security Plan

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Overview

Humboldt Park Vocational Education Center

The Humboldt Park Vocational Education Center is an off-main campus satellite of Wright College, one of the City Colleges of Chicago. This facility has been designed and is located accordingly, in order to bring educational opportunities closer to neighborhood residents of the City of Chicago. The building was constructed in 1994. Campus programs focus on Practical Nursing, Industrial Maintenance, and Information Processing, to name a few.

Philosophy

The philosophy of Humboldt Park Vocational Education Center, derived from the philosophy of the City Colleges of Chicago as defined by the Illinois Master Plan for Higher Education and the Illinois Public Community College Act, is to accept all eligible students and to provide them with an education appropriate to their needs, that will allow them to achieve the kind of economic, cultural, and social life they desire.

Planning Approach

As part of the development of the *Humboldt Park Vocational Education Center All Hazards Safety and Security Plan*, the City Colleges of Chicago engaged in a Security and Risk Assessment process. The objective of the Security and Risk Assessment process is to assess the current state of preparedness for dealing with terrorist and criminal threats, to identify gaps where activities fall short, and to propose measures to improve preparedness and abilities to thwart harmful acts targeting their premises.

Purpose of the Plan

The purpose of the *Humboldt Park Vocational Education Center All Hazards Safety and Security Plan* is to describe the coordinated response and recovery to a range of natural and man-made occurrences with the potential to disrupt normal operations of the College and threaten the safety of Humboldt Park Vocational Education Center students, faculty, and staff. This plan contains four short and long-term strategies for implementing all hazards integrated management:

- Identify opportunities for enhancing coordination and communication within Humboldt Park Vocational Education Center, with the CCC system at large, as well as with state/local agencies and other industry partners.
- Provide training, education, and outreach to enhance core competencies for safety, security, and emergency preparedness throughout the College. Assess the need for integrated training.
- Promote continuous improvement in safety, security, and emergency preparedness throughout the Humboldt Park Vocational Education Center system. Assess and target resources toward the most frequent types of accidents and security incidents and the most catastrophic risks to students, faculty and staff, and community members.

- Develop and implement continuous improvement and innovation goals for the management of existing and future programs and projects through data collection and analysis and coordinated program reviews.

These strategies are grounded in the all hazards management approach to safety and security throughout the CCC system. In this approach, programs, projects, and activities are not just related but integrated. Integration means regular communication and coordination of common concerns, strategies, and effective practices for all safety, security, and emergency management activities to ensure that improvements in one area do not duplicate or diminish functionalities in another area.



All Hazards Approach to Safety and Security Management

In addition to an integrated approach to planning, this all hazards plan is based on the framework of the four interconnected phases of emergency management: prevention-mitigation, preparedness, response, and recovery. Each phase influences the other three phases. This plan addresses emergency preparedness activities that take place during all four phases of emergency management.

1. Mitigation

As part of the City Colleges of Chicago, Humboldt Park Vocational Education Center will conduct mitigation activities as an integral part of the emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation.

2. Preparedness

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Preparedness is everyone's responsibility. Humboldt Park Vocational Education Center departments and offices must develop plans and procedures to assist in the overall implementation and maintenance of emergency plans. Among the preparedness activities included in the emergency management program are:

- Providing emergency equipment and facilities

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- Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this jurisdiction during emergencies
- Conducting periodic drills and exercises to test emergency plans and training

3. Response

Humboldt Park Vocational Education Center will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve a situation while minimizing casualties and property damage. Response activities include warnings, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, EPI, search and rescue, as well as other associated functions.

4. Recovery

If a disaster occurs, the City Colleges of Chicago will carry out a recovery program that involves both short-term and long-term efforts. Humboldt Park Vocational Education Center will be part of those efforts. Short-term operations seek to restore vital services to the district community and provide for the basic needs of the public. Long-term recovery focuses on restoring the district to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and government and other public institutions. Examples of recovery programs include temporary housing, restoration of district services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and facilities.

Assumptions in the Development of the All Hazards Safety and Security Plan

Emergency planning requires a commonly accepted set of assumed operational conditions that provide a foundation for establishing protocols and procedures. It is standard practice to base planning on potential worst-case conditions. For Humboldt Park Vocational Education Center, severe weather hazards pose the most probable threat of emergency conditions. Using this as a basis for planning, the following assumptions were incorporated into this plan:

- The majority of students have cell phones that can be used for emergency notification.
- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not predictable. Therefore, this manual will serve as a guide and may require modifications in order to meet the requirements of the emergency.
- Critical lifeline utilities may be interrupted, including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones, and information systems.
- Regional and local services may not be available.

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- Major roads, overpasses, bridges, rapid transit and commuter rail transit, and local streets may be damaged.
- Buildings and structures, including homes, may be damaged.
- Structural damage may cause injuries and displacement of people.
- Suppliers may not be able to deliver materials.
- Contact with families and households of the CCC community may be interrupted.
- People may become stranded at the Colleges, and conditions may be unsafe to travel.
- A disaster that affects Humboldt Park Vocational Education Center will likely affect the district and the surrounding community, including the city of Chicago and Cook County proper. Therefore, city, county, and federal emergency services may not be available.
- Humboldt Park Vocational Education Center and the CCC will not receive outside assistance in rapid damage assessment and will need to conduct its own situation analysis and deployment of on-site resources and management of emergency operations in the district while emergency conditions exist.
- Communication and exchange of information will be one of the highest priorities for the Humboldt Park Vocational Education Center Emergency Command Center (ECC)/Emergency Operations Center (EOC).
- In the event of an emergency, communications between colleges and campuses may be impaired or lost. Humboldt Park Vocational Education Center will establish a designated emergency operations center and emergency response plan.

Explanation of Terms

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

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

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

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

Emergency Public Information (EPI): Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

Hazard Analysis: A document published separately from this plan that identifies the local hazards that have caused adverse effects or possess the potential to adversely affect public health and safety, public or private property, or the environment.

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

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

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

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

Acronyms

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

ARC American Red Cross
AVC Associate Vice Chancellor
BAT Behavior Assessment Team
BEM Building Emergency Manager
CCMT Core Crisis Management Team
CERT College or Campus Emergency Response Team
CFR Code of Federal Regulations
CFO Chief Financial Officer
COO Chief Operations Officer
DDF District Director of Facilities
DOEP Director of Emergency Preparedness
DOS Director of Security
DRM Director of Risk Management
ECC Emergency Command Center
EDM&C Executive Director of Marketing and Communications
EHS Environmental Health and Safety
EMC Emergency Management Coordinator
EMS Emergency Medical Services
EOC Emergency Operations Center
EPI Emergency Public information
FBI Federal Bureau of Investigation
FL Floor Leaders
FSFM Facilities Services and Facilities Maintenance
FEMA Federal Emergency Management Administration
FRERP Federal Radiological Emergency Response Plan
GC General Counsel
Hazmat Hazardous Material
IC Incident Commander
IC / QI Incident Commander / Qualified Individual
ICS Incident Command System
ICT Incident Command Team
LEPC Local Emergency Planning Committee
LLEA Local Law Enforcement Agency
NIMS National Incident Management System
NRC National Response Center
NRT National Response Team
NWS National Weather Service
OEMC Office of Emergency Management and Communications
OSHA Occupational Health and Safety Administration
OSIC On-Scene Incident Commander
PIO Public Information Officer
QI Qualified Individual

RACES Radio Amateur Civil Emergency Service
RRT Regional Response Team (Federal)
SERC State Emergency Response Center
SOPs Standard Operating Procedures
SOSC State On-Scene Coordinator
TAT Threat Assessment Team
TC Traffic Coordinators
SA The Salvation Army
VCAS&P Vice Chancellor for Administrative Services and Procurement
VCHR&SD Vice Chancellor for Human Resources and Staff Development
VCS&S Vice Chancellor for Safety and Security

Objectives and Goals

The goals of the *Humboldt Park Vocational Education Center All Hazards Safety and Security Plan* are as follows:

- To provide maximum safety and protection for students, visitors, faculty, and staff.
- To ensure that all individuals requiring medical attention in an emergency situation are attended to promptly and efficiently.
- To provide a chain of command to enable maximum use of resources, both within the Humboldt Park Vocational Education Center system and with district, community, and jurisdictional partners.
- To maintain or restore essential services as quickly as possible following an emergency incident or disaster.
- To protect property, facilities, and equipment.

Community Profile

A number of local and regional authorities, community partners, and first responders help to make up the Humboldt Park Vocational Education Center emergency response team. These include CCC district officials and staff, the Chicago Office of Emergency Management and Communications, the Chicago Police Department, the Chicago Fire Department, and local hospitals.

Concept of Operations

The *Humboldt Park Vocational Education Center All Hazards Safety and Security Plan* is designed to provide a framework and guidance for coordinated response to minor emergencies, major emergencies, and disasters. This plan does not replace the procedures for safety, hazardous material response, or other emergency measures already established at the College. Instead, it supplements these existing procedures with a temporary crisis management structure, which provides for an immediate focus on response operations and an early transition to recovery operations.

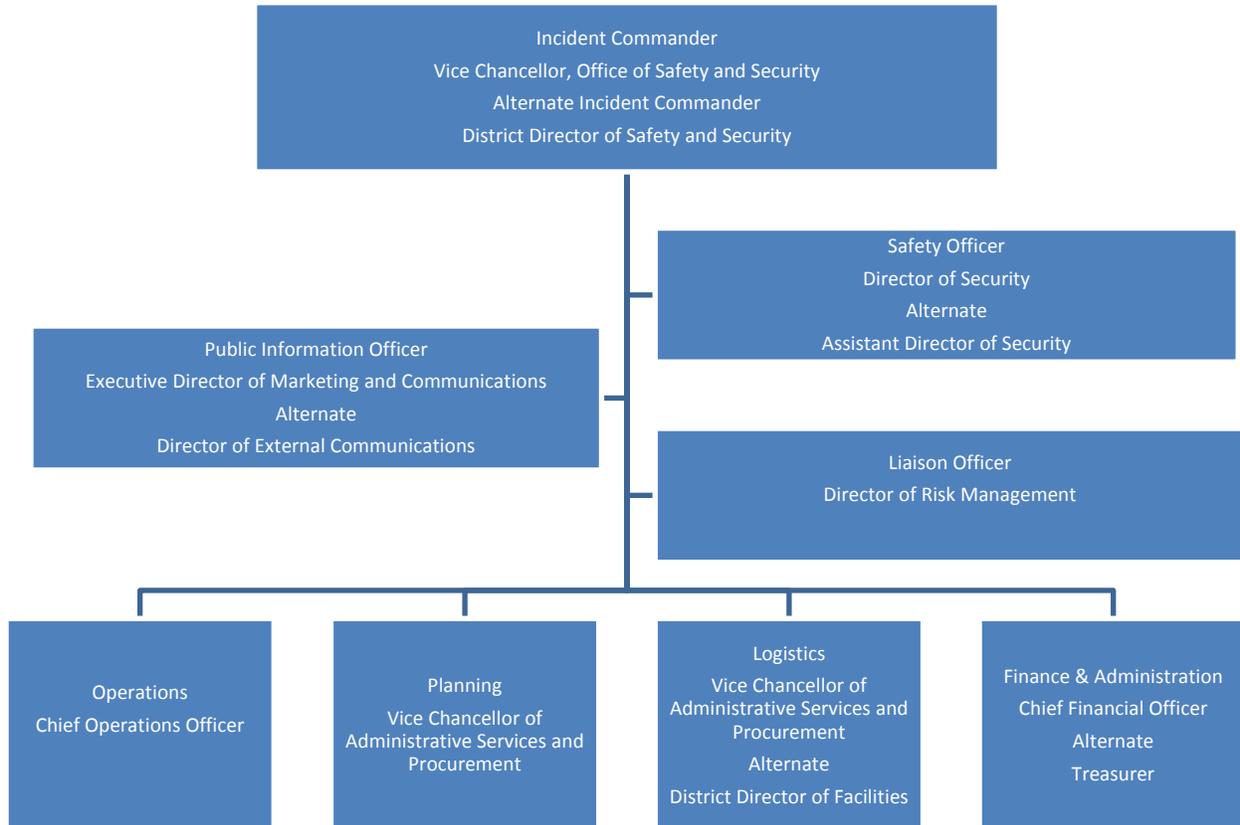
The *Humboldt Park Vocational Education Center All Hazards Safety and Security Plan* is an “all-hazards” document. In other words, it contains concepts, policies, and procedures that apply regardless of the nature or origin of an emergency or disaster, and it is not designed to address unique conditions that result from a particular hazard or event. The plan does, however, provide a framework within which emergency operations staff and other relevant department and agency personnel work together to develop and maintain hazard-specific annexes.

Because this plan is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Although it is based on a worst-case scenario and provides for the critical functions and roles of Humboldt Park Vocational Education Center during disaster response, its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency.

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

The City Colleges of Chicago has established an incident command system. In an emergency, the CCC would initiate the incident command system. The CCC incident command system is consistent with National Incident Management System (NIMS) requirements. The CCC incident command system is composed of the Incident Command, command staff, and general staff as shown below.

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In an emergency, Humboldt Park Vocational Education Center staff will participate in the CCC incident command system as directed and appropriate, in alignment with the *City Colleges of Chicago All Hazards Safety and Security Plan*. In the event of an emergency, the Humboldt Park Vocational Education Center internal incident command system will become operational.

Line of Communication and Succession

For emergencies requiring localized response within the Humboldt Park Vocational Education Center system itself, staff members will follow NIMS Incident Command protocol. The Humboldt Park Vocational Education Center Incident Commander is in charge of the response, and staff report to the Incident Commander for the duration of the response. The Incident Commander will be the Wright College President when the incident impacts the Humboldt Park Vocational Education Center. For incidents involving more than one campus in the CCC system, the Vice Chancellor for Safety and Security will be the Incident Commander.

When incidents require first responders, a unified command structure led by the first responders will be in place. When first responders become involved, the CCC Incident Commander will transfer command to the Unified Command. When the incident response is concluded, command will be transferred back to the CCC Incident Commander, who depending on the nature of the incident and response, may or may not transfer command to the Humboldt Park Vocational Education Center Incident Commander.

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The line of succession for Humboldt Park Vocational Education Center is as follows:

- College President
- College Vice President
- College Business Manager
- Dean of Humboldt Park

The line of succession for the Humboldt Park Vocational Education Center Director of Security is as follows:

- Assistant Director of Security
- Lead Supervisor on Duty

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

Plan Development, Review, and Maintenance

The *Humboldt Park Vocational Education Center All Hazards Safety and Security Plan* will be reviewed annually and revised as appropriate and necessary. The Vice Chancellor for Safety and Security is responsible for plan changes, updates, and revisions and will ensure that plan changes are communicated and distributed appropriately.

Interim revisions will be made when one of the following occurs:

- A change in a college site or facility configuration that materially alters the information contained in the plan or materially affects implementation of the plan;
- A material change in response resources;
- An incident occurs that requires a review;
- Internal assessments, third party reviews, or experience in drills or actual responses identify significant changes that should be made in the plan;
- New laws, regulations, or internal policies are implemented that affect the contents or the implementation of the plan; or
- Other changes deemed significant.

Levels of Emergency and Response

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

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

- **Level 2 Response:** Level 2 incidents/events require activation of one or more EOCs, with the possibility of activating the ECC. Coordination between several district departments will be required for an effective response to the incident. The incident may result in major damage to district facilities or severe injury to members of the campus community. A Level 2 incident may affect one or more areas of the district campuses.
- **Level 3 Emergency:** A disaster involving the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the district and local government to handle with its organic resources. A Level 3 Emergency involves:
 - A large area, sizable population, and/or important facilities
 - The implementation of large-scale evacuation or in-place sheltering, and implementation of temporary shelter and mass care operations
 - Community-wide warning and public instructions
 - Response by multiple local response agencies operating under one or more IC(s)
 - Significant external assistance from other local response agencies, contractors, and extensive state or federal assistance
 - Activation of the ECC and EOCs to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations
- **Level 3 Response:** Level 3 incidents/events are those in which disaster conditions are present. Response will require activation of numerous EOCs and activation of the ECC. A Level 3 incident may result in major damage to several district facilities, mass casualties, and severe injury to members of the CCC community. The incident will not be localized to a single area and may affect the entire district. The district may need to request assistance from several external support teams at the local, state, and federal level in order to properly respond to the incident.

Emergency Plan Activation

An emergency is an unplanned event or incident that can shut down operations, cause physical or environmental damage, cause significant injury or death to employees, students, visitors, or the public, or threaten Humboldt Park Vocational Education Center's public image. Emergency management is the process of preparing for, mitigating, responding to, and recovering from an emergency. The *All Hazards Safety and Security Plan* is the cornerstone of this process and provides for a coordinated response and a clear line of command.

The following will trigger implementation of this emergency operations plan:

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

Should an emergency occur requiring the activation of this emergency plan, an Emergency Command Center (ECC) may need to be established. The President of Wright College or designee will establish the ECC and assume the role of Incident Commander (IC).

Communication concerning the activation of the emergency plan, the establishment of the ECC, and pertinent ongoing messages concerning the emergency will be sent through the CCC Alert system to inform employees, students, and visitors in the affected areas. The communication will include instructions for action. Emergency notifications are prepared and maintained by the Director of Public Relations to facilitate prompt and thorough communication.

Should the incident affect telephone and computer systems, communication will take place through the Building Emergency Managers (BEMs) in the affected area via verbal communication and radios.

Authorities and References

The following laws and other source documents establish the legal basis for the all-hazards emergency responsibilities for the City Colleges of Chicago.

Federal

- Robert T. Stafford Disaster Relief & Emergency Assistance Act (as amended), 42 USC§ 5121
- Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
- Emergency Management and Assistance, 44 CFR
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Act 2002

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- Homeland Security Presidential Directive, *HSPD-5*, Management of Domestic Incidents
- Homeland Security Presidential Directive, *HSPD-3*, Homeland Security Advisory System
- National Incident Management System
- National Response Framework
- National Strategy for Homeland Security, July 2002
- Nuclear/Radiological Incident Annex of the National Response Plan
- Higher Education Opportunity Act (Public Law 110-315)
- Dear Colleague Letter, USDE Title IX

State of Illinois

- Campus Security Enhancement Act (29 ILL. ADM. CODE 305)
- Illinois Emergency Management Agency Act, 20 ILCS 5/3305
- Illinois Administrative Code Title 29, as amended
- IEMA Administrative Rule on Local Emergency Operations Plans
- "Good Samaritan Laws" Chapter 225, Illinois Compiled Statutes Act
- 60/30, 65/5.1 and Chapter 210, Illinois Compiled Statutes Act 50/17
- Illinois Emergency Interim Executive Succession Act

Local

- Chicago Office of Emergency Management and Communications

References

- Federal Response Plan (FRP), April 1992
- Illinois Plan for Radiological Accidents (IPRA), 1995
- Illinois Plan for Radiological Accidents - Clinton
- FEMA SLG 101, "State and Local Guide for All-Hazard Emergency Operations Planning"
- National Response Team (NRT) 1 and 1A, 1988
- Illinois Hazard Analysis
- P&K-8, "Shelter Management Handbook"
- TR-87, "Standards for Fallout Shelters"
- Guide for the Design and Development of a Local Radiological Defense Support System
- FEMA 10, A Planning Guide and Checklist for Hazardous Materials Contingency Plans
- Handbook of Chemical Hazard Analysis Procedures
- Illinois Emergency Operations Plan (IEOP)
- Action Guide for Emergency Management at Institutions of Higher Education, 2010

Hazard Profile and Vulnerability Assessment

Humboldt Park Vocational Education Center Facilities

The Humboldt Park Vocational Education Center is an open learning environment for students and the public. There is one three-story building on the campus.

Hazard Identification

As part of the Security and Risk Assessment Process, Humboldt Park Vocational Education Center has identified potential hazards that may pose a threat to the students, faculty and staff, and visitors of the College. These potential hazards have been identified through a process of survey and information gathering as well as on-site observation and analysis.

Hazards Profile and Assessment

The Humboldt Park Vocational Education Center campuses are exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying CCC, public, and/or private property. Humboldt Park Vocational Education Center has identified the potential hazards and, for each hazard, identified the probability of occurrence, the estimated impact on public health and safety, and the estimated impact on property and environment.

Preventive and Mitigation Measures

As part of the district Security and Risk Assessment process, the College and the CCC system staff will identify preventive and mitigation measures deemed necessary to reduce the possibility of threat on the Humboldt Park Vocational Education Center campus. In addition, following any crisis, Humboldt Park Vocational Education Center and CCC will evaluate the incident and response to determine if additional preventive and mitigation measures need to be implemented.

Core Functional Annexes

Direction and Control

Every Humboldt Park Vocational Education Center employee and student plays a role in a campus emergency. All students, staff, and faculty are expected to be familiar with emergency procedures required by the *All Hazards Safety and Security Plan*. This will be accomplished through training and exercises as mandated by the Campus Safety Enhancement Act.

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

Campus emergencies are typically reported to the Campus Office of Safety and Security first. This could be through the Chicago Office of Emergency Management and Communications, on-campus emergency phones, local phones, weather radios, weather sirens, or other means. The Safety and Security staff on duty will contact the Director of Safety and Security or the assigned lead officer immediately when the reported incident is expected to have campus-wide impact or involve many resources or multiple hours of time to mitigate.

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

The district's emergency facilities involve the following aspects:

1. The Humboldt Park Vocational Education Center Emergency Command and Control System

- ECC: Security Desk
- Alternate ECC: Administrative Offices
- EOC: Campus Center area

2. The Humboldt Park Vocational Education Center Campus Threat Response Team

The following are the members of the Humboldt Park Vocational Education Center Campus Response Team:

- Wilbur Wright College President
- Wilbur Wright College Vice President
- Wilbur Wright College Director of Security

- Dean of Humboldt Park
- Chief Engineer
- Executive Business Manager
- Dean of Student Services
- Associate Dean of Instruction
- Assistant Dean of Instruction
- Human Resources Director

3. General Campus Response Team Responsibilities

- The committee will assess the nature and severity of the threat and develop an appropriate plan of response. Committee members will be assigned specific responsibilities related to the plan of response. The response plan may include, at a minimum, description of the identified warning signs, establishment of a potential threat risk level, additional investigation as necessary, provision of support services if appropriate, case preparation for hearings as appropriate, and dissemination of warning information.
- The Assistant Director of Security will oversee the implementation and completion of the action plan and will communicate progress to committee members and others as needed.
- The committee will conduct a final review and evaluation of each case, with follow-up assignments to monitor the progress of the case as appropriate.
- The Assistant Director of Security will be responsible for overseeing the preparation and proper maintenance of case records. Case records will be maintained as follows:
 - For students, in the Office of the Dean of Students.
 - For faculty, in the Office of Academic Affairs.
 - For staff and members of the public, in the Department of Human Resources.

4. Emergency Command Center

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

5. ECC Activation

The following individuals are authorized to activate the ECC:

- The President of Wright College or designee

The President or designee will serve as the Incident Commander (IC). The IC is responsible for determining, prioritizing, and coordinating all response actions and providing emergency

information and communications to CCC district staff and the campus community as appropriate. The IC will utilize appropriate and applicable communications methods as outlined in the Communications Annex of this document.

- The Vice President of Wright College or designee will implement the response actions and will work with the Director of Security to alert and direct the Building Emergency Managers (BEMs).
- The Building Emergency Managers will direct faculty, staff, and students during an emergency response, including an evacuation, shelter-in-place, or lockdown. The BEMs will report status and activities to the Director of Security during an emergency response.
- The Director of Security will provide direction, assistance, and communication to BEMs during an emergency response. The Director of Security will also assist first responders, should they be involved in the emergency response.
- The Chief Engineer, Executive Business Manager, and Dean of Student Services will provide information about available resources and incident status, as well as assist in developing strategies for response.

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

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

6. General ECC/EOC Responsibilities

The general responsibilities of all ECC/EOCs are to:

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

7. ECC/EOC Staffing

Representatives of those departments and agencies assigned emergency functions in the Humboldt Park Vocational Education Center Emergency Response Manual will staff the ECC and appropriate EOCs.

Communications

Rapid and timely communication of information to the CCC District Office during emergency situations is critical. In addition, accurate and timely communication of information to incident response personnel is required for adequate response to emergency incidents. The City Colleges of Chicago utilizes several means of communication in managing varying levels of incidents. The CCC Alert system is the primary means of communication to all members of the CCC community in the event of an emergency. This system can be activated by the public information officer at the CCC District Office or by the following Wright College officials: the President, Vice President, Dean of Student Services, Director of Security, or Assistant Director of Security.

Through CCC Alert, students, faculty, and staff can receive emergency alerts via CCC and personal e-mail accounts, mobile and home phone numbers, and text messages. The CCC Alert system will be tested for proper functionality three times per year at the beginning of each semester and summer session in accordance with the Office of Safety and Security. It is the responsibility of each member of district Colleges and departments involved in emergency management to be familiar with these means of communication. Individuals must also ensure that their personal contact information and the contact information of their subordinates is up to date and accurate in order for proper communication. Discrepancies in contact information will be addressed as soon as possible.

Link System

The Link System allows individuals to send an SMS text or instant message to security via computer in the event of an emergency.

District and Campus Web Page

Up-to-date information regarding the status of the district is always available on the district and campus Web pages. During and following emergency situations, information as it applies to the district public will be posted on these Web pages as it becomes available, including information about such things as district closure, etc. Other information will be posted as deemed appropriate.

Public Address System

Outdoor speakers are located in several places on the Humboldt Park Vocational Education Center campuses in order to alert students, faculty, staff, and visitors on College grounds of an emergency. Both warning tones and voice messages will be used to direct those who are in audible range of the outdoor speaker system. The audible tones and voice messages will direct all personnel to seek shelter inside. Additional information will be provided through the campus emergency alert system (EAS), which distributes messages to campus e-mail and cell phones.

District Group E-mail

As part of the CCC Emergency Alert System, mass e-mails will be used to provide students, faculty, and staff with information regarding potential threats to the safety and security of the campus community. E-mails will also be used as a way to notify students, faculty, and staff of emergency situations and keep them updated on the situation. The district employs the following types of e-mails:

- **Informational:** Any communication that increases the awareness of campus activities, events, or services (e.g., parking disruptions); district employees and students may unsubscribe from receiving informational messages via the district group e-mail system.
- **Operational:** Communication that requires some action on the recipient's part or a required notification by the district (e.g., a message about benefits eligible information).
- **Official:** A non-urgent communication from an executive officer (e.g., a message from the district chancellor).
- **Urgent:** An urgent announcement from an executive officer regarding an imminent event, such as the school closing.

Local Media

The City Colleges of Chicago sends press releases and makes calls to contacts on a local media list. Because of the transient nature of our population, the district depends a great deal on broadcast media to notify students, faculty, and staff of emergencies before or during their commutes.

Text Messaging

CCC emergency officials have the ability to disseminate important information via text message directly to the cell phones of users subscribed to the service. This provides emergency officials with another option to communicate with Humboldt Park Vocational Education Center faculty, staff, and students during a crisis.

Voicemail to Office, Home, and Mobile Telephones

This tool leaves a voice message on every faculty and staff member's office phone on campus as well as voice messages to home and mobile phone numbers as provided through CCC Alert.

Telephone Tree

Certain Humboldt Park Vocational Education Center offices implement a telephone tree of departmental contacts that is initiated during an emergency.

Warning

Primary responsibility for these functions is assigned to the campus emergency communications center as supervised by the Director of Security and/or the President. Emergency tasks to be performed include the following:

- Receive information on emergency situations.
- Alert key district officials of emergency situations.
- Disseminate warning information and instructions to the district through available warning systems.
- Disseminate warnings and instructions to special facilities.
- Provide updates to the campus community as directed.

In the event of an incident or emergency, the President of Wright College or designee is responsible for notifying CCC district staff so that warnings can be communicated throughout the CCC system as appropriate. The Director of Security announces campus emergency warnings and evacuations via the campus public address system.

Emergency Public Information

Primary responsibility for these functions is assigned to the director of communications who will prepare and maintain the Communications Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- Identify the external communications systems available within the local area and determine the connectivity of these systems.
- Develop plans and procedures for coordinated use of the various communications systems available outside and within the district.
- Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.

Evacuation

Primary responsibility for these functions is assigned to the campus Director of Security, who will maintain the *College and Campus Emergency Plans Annex* of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- **Building Emergency Manager (BEM) Responsibilities:** The Assistant Director of Security will serve as the Building Emergency Manager, and alternate managers should be assigned to perform BEM functions when the primary manager is not available. The BEM is responsible for the following planning activities:
 - Developing an evacuation plan for her/his building
 - Assigning personnel to perform various evacuation functions
 - Maintaining a written copy of the evacuation plan
 - Training building occupants in the evacuation plan
 - Conducting periodic evacuation drills
 - Revising the evacuation plan as necessary
 - Assigning and training floor managers (FM)
 - Assigning and training sector coordinators (SC) when necessary
- **Faculty Responsibilities:** Faculty members are responsible for notifying their floor/department leader of students who require evacuation assistance. Faculty members are responsible for ensuring that students who require evacuation assistance report to their designated staging area. Faculty members should ensure disabled students are being assisted and notify Security if students requiring assistance are at the staging area. It is the responsibility of all district faculty members to point out their building emergency evacuation routes and emergency procedures to students at the beginning of each semester.
- **Staff Responsibilities:** Upon activation of the building alarm, designated staff members are responsible for ensuring that occupants with special evacuation needs are aware of the alarm condition and respond to their designated staging area. The floor or department leader is responsible for assigning personnel to perform this function.
- **District Evacuation Functions:** Primary responsibility for these functions is assigned to the District Director of Security—in coordination with the local officials—who will prepare and maintain the Evacuation Annex of this plan and supporting SOPs. To ensure safe evacuation during a high-level emergency or disaster, the District Director of Security shall:
 - Identify areas where evacuation has already taken place or where it is necessary, and determine at-risk population.
 - Perform evacuation planning for known risk areas, including route selection and determination of traffic control requirements.
 - Develop simplified planning procedures for ad hoc evacuations.
 - Determine emergency public information requirements, coordinated with Public Information Officer (PIO/EDM&C).

Special Populations

Students and Staff with Disabilities

Students, faculty, and staff with disabilities who need assistance exiting the building are asked to provide a copy of their schedule and/or office location to the head of the Disability Access Center. The Disability Access Center provides a list of locations of people with disabilities to the Humboldt Park Vocational Education Center Security Office. Faculty and staff are to ensure that people with disabilities are being assisted during an emergency or evacuation.

Mass Care

Primary responsibility for these functions is assigned to the Vice Chancellor for Safety and Security who will prepare and maintain the Shelter and Mass Care Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- Performing emergency shelter and mass care planning
- Coordinating and conducting shelter and mass care operations with other departments, relief agencies, and volunteer groups

Health and Medical Services

Primary responsibility for health and medical services functions is assigned to the Chicago Department of Public Health.

Resource Management

Primary responsibility for these functions is assigned to the Vice Chancellor for Safety and Security and Vice Chancellor for Administrative Services and Procurement, who will prepare and maintain the Resource Management Annex of this plan and supporting SOPs. Emergency tasks to be performed include the following:

- Maintaining an inventory of emergency resources
- Locating supplies, equipment, and personnel to meet specific needs during emergency operations
- Maintaining a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency
- Establishing emergency purchasing procedures and coordinating emergency procurements
- Establishing and maintaining a personnel reserve, and coordinating assignment of reserve personnel to departments and agencies that require augmentation
- Coordinating transportation, sorting, temporary storage, and distribution of resources during emergency situations

- Establishing staging areas for resources if required
- Identifying to the Donations Management Coordinator those goods, services, and personnel that are needed during emergency operations
- Maintaining records of emergency-related expenditures for purchases and personnel

Campus Violence Prevention Plans, Violence Prevention Committees, and Threat Assessment Teams

Humboldt Park Vocational Education Center is committed to a safe, secure, non-violent environment for all students, faculty, staff, and visitors. This plan represents the college's policy on the prevention and reduction of violence. The Humboldt Park Vocational Education Center Campus Violence Prevention Plan (CVPP) is based on principles of early intervention and engagement to prevent violence.

In order to help ensure a safe, secure, non-violent environment, Humboldt Park Vocational Education Center has developed a comprehensive Campus Violence Prevention Plan. In developing the plan, Humboldt Park Vocational Education Center followed the policies, guidelines, and statutes listed below.

Related Policies, Statutes, and Laws

- Conduct and Discipline and Illinois Criminal Code (720 ILCS 5/1-1.et.seq)
- Sexual Assault—Illinois Criminal Code
- State of Illinois Campus Security Enhancement Act (CSEA-110 ILCS 1/1.et.seq)
- Illinois Mental Health and Developmental Disabilities Mental Health Code (405 ILCS 5/1-100.et.seq)
- Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/1.et.seq)
- Clery Campus Security Act
- Campus Sex Crimes Prevention Act of 2000 (CSCPA)
- Title IX
- CCC Student Disciplinary Policy
- CCC Sexual Harassment Policy
- CCC Faculty Grievance Procedures

Prohibited Conduct and Sanctions

As part of the City Colleges of Chicago, Humboldt Park Vocational Education Center prohibits the possession of weapons, including carrying, maintaining, or storing firearms, on any college or campus facility when not required by the individual's job or in accordance with relevant district policies or state statutes. Appropriate disciplinary action, including arrest and prosecution, will be enacted for any person discovered to possess a firearm or weapon on district property.

Prohibited conduct considered unacceptable by the district and which will subject the individual(s) to disciplinary action in alignment with district policy includes, but is not limited to, the following:

- Threat of or actual physical injury to others;
- Physical or verbal behavior that creates a reasonable fear of injury;
- Physical or verbal behavior that results in significant emotional distress to an individual(s);
- Physical or verbal behavior or threatening violent behavior, whether actual or perceived, based on race, ethnicity, gender, sexual orientation, or other protected status;
- Threat of or actual defacement and/or damage of property;
- Sexual assault or harassment, including stalking and dating or domestic violence;
- Brandishing a weapon or firearm; or
- Retaliation against any individual(s) who reports a violation of these guidelines.

In addition to prohibited conduct, the Humboldt Park Vocational Education Center CVPP has identified thresholds of conduct that the district deems to be unacceptable as well as indicators of possible future violent action. These include the following:

- Significant violent ideations or the expression of violent ideas or the intent to harm others;
- Suicidal threat, attempt, or significant suicidal ideation;
- Pattern of physical or emotional bullying;
- Attempting to control processes, outcomes, or decisions that are inappropriate given the person's standing or position;
- Delusional ideations or behavior;
- Excessive, inappropriate, and/or illegal alcohol or drug use.

Members and Structure

As part of the Humboldt Park Vocational Education Center CVPP, a designated Campus Violence Prevention Committee, Campus Threat Assessment Team, and a Campus Response Team have been formed. The Committee members and structure are outlined below.

1. Campus Violence Prevention Committee

The Campus Violence Prevention Committee serves as a resource to provide support, assistance, research, and policy review in regard to violence prevention on campus. As a part of this plan, the Campus Violence Prevention Committee shall be responsible for the following:

- Incorporating violence prevention strategies into related policies and/or procedures;
- Encouraging zero tolerance policy statements that reaffirm violence prevention strategies;
- Integrating existing campus programs and policies that deal with associated issues (e.g., workplace violence, suicide prevention, anti-bullying, stigma reduction, sexual assault prevention); and
- Evaluating physical facilities and grounds and making recommendations to improve safety and further the goal of violence prevention.

The committee shall develop strategies toward the prevention of violence on campus, which may include but not be limited to determining methods of communication and education of the college community with regard to violence prevention, safety measures, and environmental security enhancement of college and district property. The committee shall create bylaws and policies under which it shall operate in order to fulfill its purpose.

The Humboldt Park Vocational Education Center Campus Violence Prevention Committee Members include representatives from the following departments:

- Safety and Security
- Student Affairs
- Dean of Students
- Counseling Center Service
- Offices of Human Resources
- Engineering
- Information Technology Services
- Faculty Council
- Wellness Center
- Student Representative

2. Campus Threat Assessment Team

The Campus Threat Assessment Team is chaired by the College President, and members of the team are appointed by the President. The Campus Threat Assessment Team is responsible for the following:

- Conducting a review of the Campus Violence Prevention Plan (CVPP) annually or as required by circumstance. This review will include:
 - Evaluation of the effectiveness of the plan and the College's violence prevention programs.
 - Identification of potential or existing risks, including analyzing reports and data to identify high-risk departments, programs, activities, or locations.
- Implementing crisis management plans in response to credible threats and acts of violence.
- Delegating responsible departments to participate in emergency response tabletop exercises.
- Coordinating the development of educational outreach activities for students and employees to increase awareness.
- Providing training on campus/workplace violence as appropriate.
- Reviewing and assisting with the development of threat response and assessment policies and procedures.
- Communicating internally with students and employees as necessary regarding issues related to campus violence prevention.

The following individuals are members of the Humboldt Park Vocational Education Center Campus Threat Assessment Team:

- Wilbur Wright College President
- Wilbur Wright College Vice President
- Wilbur Wright College Director of Security
- Humboldt Park Assistant Director of Security
- Executive Business Manager
- Dean of Student Services
- Associate Dean of Instruction

3. Campus Response Team

The Campus Response Team at Humboldt Park Vocational Education Center is chaired by the College President. Members of the team are appointed by the College President. The Campus Response Team provides response and coordinates support services in the event of a crisis or emergency. The Campus Response Team will meet once a semester or whenever appropriate to review issues related to crisis or emergency response.

The Humboldt Park Vocational Education Center Campus Response Team is responsible for the following:

- The committee will assess the nature and severity of the threat and develop an appropriate plan of response. Committee members will be assigned specific responsibilities related to the plan of response. The response plan may include, at a minimum, description of the identified warning signs, establishment of a potential threat risk level, additional investigation as necessary, provision of support services if appropriate, case preparation for hearings as appropriate, and dissemination of warning information.
- The chairperson will oversee the implementation and completion of the action plan and will communicate progress to committee members and others as needed.
- The committee will conduct a final review and evaluation of each case, with follow-up assignments to monitor the progress of the case as appropriate.
- The chairperson will be responsible for overseeing the preparation and proper maintenance of case records. Case records will be maintained as follows:
 - For students, in the Office of the Dean of Students.
 - For faculty, in the Office of Academic Affairs.
 - For staff and members of the public, in the Department of Human Resources.

The members of the Humboldt Park Vocational Education Center Campus Response Team are as follows:

- Wilbur Wright College President
- Wilbur Wright College Vice President
- Wilbur Wright College Director of Security
- Humboldt Park Assistant Director of Security
- Chief Engineer
- Executive Business Manager
- Dean of Student Services
- Associate Dean of Instruction
- Assistant Dean of Instruction
- Human Resources Director

Integration of Policies

The CCC CVPP is incorporated as part of the *CCC All Hazards Safety and Security Plan*. The activities of the CVPP fall under the oversight of the Vice Chancellor for Safety and Security and are in alignment with the overall district emergency management plan as defined in the AHSSP. Crisis management will be conducted in accordance with the overall policies and procedures outlined in the AHSSP.

Activities

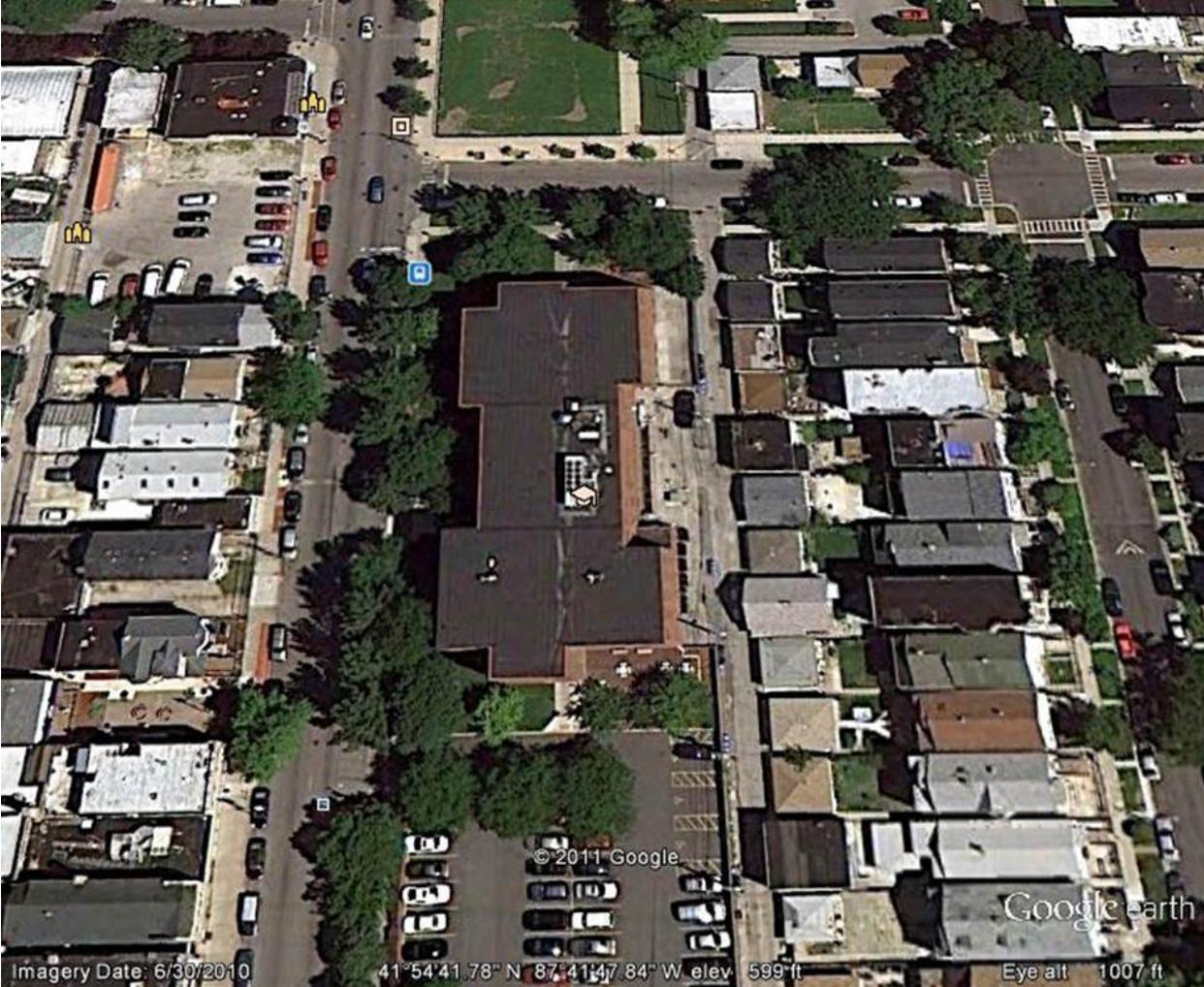
Based on research in violence prevention, Humboldt Park Vocational Education Center acknowledges the following factors to be key in reducing violence:

1. A strong sense of community and connection;
2. An increased sense of security with security/police presence;
3. Enhanced social skills; and
4. Bystander interventions.

The Humboldt Park Vocational Education Center Campus Violence Prevention Committee will be responsible for evaluating current college/campus initiatives designed to address these four factors as well as advising college and district staff on new activities or initiatives to increase these four factors. Information concerning these initiatives will be distributed through the CCC Security home web page.

Appendices

Campus Map



Wilbur Wright College Humboldt Park Campus General Emergency Action Plan

PREFACE

This document is intended to form a site-specific plan for responding to emergency situations at the Wilbur Wright College Humboldt Park Campus. An emergency exists when an incident results in, or is likely to result in, personal injury or property damage. The purpose of this plan is to provide instructions to all employees in the event of an emergency. As with any Emergency Action Plan, it cannot be all inclusive with regard to hazards and circumstances, as each incident is different in those regards. Response actions should be decided based on a careful analysis of each incident as it occurs.

The basic elements of this plan are mandated by the Occupational Safety and Health Administration (OSHA) in 29CFR1910.38, which covers Emergency Action Plans. The intent of this regulation is to ensure that all employees know emergency reporting procedures and evacuation procedures should evacuation be called for.

A key component of any such plan is that response personnel be trained in the plan's contents and its use. Along with training, a set of standard operating procedures (SOPs) should be implemented that will provide basic instructions to be followed during the initial phase of any emergency. A list of training requirements and recommended SOPs are contained in appendices at the end of this plan.

NOTE: *The use of the word "personnel" in this plan is intended as a general term to include all college staff and students.*

Upon witnessing or discovering an emergency situation:

Personnel on the scene at the time an emergency situation occurs, or personnel who discover an emergency situation after it has occurred, should immediately take the steps outlined below.

I. EMERGENCY NOTIFICATION PROCEDURES

A. Notification

1. IMMEDIATE notification must be made to Security at **773-489-8921** or by use of RED telephones located throughout campus.
 - a. 911
 - b. Administration Office of the Chancellor
 - c. Facilities Engineering (**773-489-8946**)
 - d. Environmental Technology Office (**773-481- 8610**)
2. Inform Security of the nature (fire, HAZMAT, etc.) and location of the emergency.

B. Responsibilities

1. Security Desk to dispatch Security to meet responding Fire Department personnel.
2. Engineering Department will monitor all fire pumps and alarms.

C. Incident Command System

At this point in the evolution of the incident, designated on-site personnel must implement the incident command system. The key in managing an emergency incident is to gather enough information about the incident to provide a basis for decision making. The notification process detailed above is crucial, as it provides the mechanism for getting properly trained personnel to the scene as quickly as possible. The on-scene incident commander must determine as well as possible the extent of the emergency and whether evacuation is required. In some instances, such as a chemical release, it may be better to shelter-in-place. If this is the best option, it should be announced on the public address system.

The CCC Operations Manual specifies the *initial* order of succession for the role of On-Scene Incident Commander as follows:

1. College President
2. College Vice President
3. College Business Manager

From that point, the administrator-in-charge will assume the duties of Incident Commander. The administrator-in-charge will ensure notification is made to the Office of the Chancellor.

NOTE: *The Campus Center area has been designated as the Operations Center for emergency incidents. As such, it must be kept clear of non-essential personnel or evacuees whose presence may hamper operations. College administrative personnel that are not engaged in an incident command role or in response operations will supplement security personnel to keep this area clear.*

II. DESCRIPTION OF EMPLOYEE ALARM SYSTEM

A. Fire Alarm

1. Continuous chime
2. Flashing lights
 - a. Activate by wall-mounted pull boxes located throughout campus or telephone notification to **#8921** from any campus phone
 - b. Red wall phones located throughout the campus will connect directly to Security without dialing

B. Fire Alarm Annunciator System

1. Voice communication system associated with alarm system
2. May be used for issuing specific instructions

III. EVACUATION PROCEDURES

A. Personnel Roles

1. Evacuation marshals
 - a. Selected campus staff members have been designated as outside evacuation marshals. Outside evacuation marshals will be equipped with green vests and a megaphone.
 - b. Faculty will act as marshals for their classes that are in session.
 - c. All academic and administrative departments will assign staff to ensure evacuation of office areas.
2. Duties of evacuation marshals
 - a. Conduct evacuation along designated routes (**section IV below**).
 - b. Account for all employees/students prior to evacuating.
 - c. Ensure that elevators **are not** used for evacuation.
 - d. Direct evacuees away from the Security Desk area.

- e. Once outside, move evacuees to designated assembly points (**section V below**).
- f. Account for all employees/students after evacuating.
- g. Report evacuation status to college staff manning assembly point.

B. Evacuation Routes

1. Areas of evacuation assistance
 - a. A specific area on each floor of each building has been designated and marked as “Emergency Evacuation Assembly Areas.” Persons requiring assistance in evacuation will move to those areas where college staff will be on hand to provide needed aid.
2. Shelter-in-place
 - a. If evacuation is determined to be unadvisable or unnecessary, personnel (staff and students) should be instructed to remain where they are. **This will be accomplished using the public address system.**
 - b. It is possible that an emergency situation will occur that is localized in one relatively small area of the campus, posing little threat to other campus areas. In this case, it may be desirable to evacuate the main hazard area by moving to a non-threatened part of the campus. This will be decided by the On-Scene Incident Commander after an initial hazard assessment has been made.

IV. EVACUATION ROUTES AND PERSONNEL ASSIGNMENTS

In the event that an evacuation is called for by alarm or public address announcement, marshals are to instruct all personnel to use the nearest stairway to the ground floor and then the nearest emergency exit doors to the outside. Marshals will instruct evacuees to **NOT** use elevators.

A. Stairways

Use the nearest stairway to the ground floor. This will be drilled at least annually by staff and explained to students at the start of each semester (see APPENDIX B for SOP on informing students of plan contents).

B. Emergency Exit Doors

Once on the ground floor, use the nearest emergency exit doors to the outside. See APPENDIX D for routes leading to Assembly Points.

C. Assembly Points

All personnel will go to one of the designated assembly points so that everyone may be accounted for (**section V below**).

D. Personnel Assignments

1. All college administrative, security, engineering, and housekeeping staff may need to act as evacuation marshals.
2. All faculty members will act as marshals for their classes in session during an evacuation. Bring attendance roster to account for students.
3. Individual staff members will act as marshals for their work areas. These individuals will ensure that all other staff have evacuated.
4. See APPENDIX A for personnel roles and training requirements.

V. ASSEMBLY POINTS

- A. A Primary assembly point has been designated for each exit of the campus building. Assembly points must be located a safe distance away from campus building.
1. Campus building assembly points are the CPS playground and the south parking lot.
 2. Assembly points will be signified by green flags.
- B. Assembly points must be manned by college personnel and must be capable of communicating with the command post.
1. College staff will occupy each of the two assembly points listed above.
 2. Assembly point staff must have a radio and a green flag. (Flags and radios will be kept at Security Desk.)
 3. The green flag designating the assembly point will be raised so as to be visible to personnel leaving the building.
- C. If an assembly point cannot be used for some reason (downwind from smoke, etc.), this must be reported to the command post. Evacuation marshals will direct evacuating personnel to use another assembly point as an alternate.

VI. EMPLOYEES CONDUCTING CRITICAL PLANT OPERATIONS

A. Facilities Engineering

1. Ventilation Systems – Engineers may assist if the building ventilation systems need to be operated in manual mode or shut down.
2. Other Facilities Infrastructure – There are no critical building system operations that would require staff to remain to operate or shut down.

B. Computer Support

There are no critical data system functions that would require staff to remain during an evacuation.

C. Incident Command Staff

1. Command Post
 - a. The primary command post is located at the front desk of the administration office.
 - b. The conference room of the administration office is designated as an alternate command post location.
 - c. The Incident Command staff will remain at the Security Desk unless safety concerns require use of the alternate location.
2. Transfer of Command
 - a. Will occur when CFD or CPD arrives on scene.
 - b. Wright College Incident Commander will inform CFD or CPD of current situation and actions taken to that point.
 - c. Wright College Incident Commander will remain with CFD or CPD as liaison.

VII. EMPLOYEES PERFORMING RESCUE OR MEDICAL DUTIES

TBD.

VIII. PLAN INFORMATIONAL CONTACTS

A. Environmental Technology Program

1. David Inman, Director of Sustainability
Room A-141
773-481- 8979
2. Steven Flebbe, ETP Training Manager
Room A-141
773/481- 8230

IX. APPENDIX A – PERSONNEL ROLES & TRAINING REQUIREMENTS

A. For General (Non-Chemical) Emergencies

1. General Plan Elements and Evacuation Procedures
 - a. All staff must be trained in the elements of the Emergency Action Plan.
 - b. All staff and students must be trained in established emergency evacuation procedures.

- c. Faculty will receive training prior to the start of each semester.
 - Full-time faculty training during in-service week
 - Part-time faculty training during pre-semester orientation
 - d. Students will be instructed in procedures and given a copy of APPENDIX B of this plan during the first class session of each semester
2. Evacuation Responsibilities (Marshals)
 - a. All Administrative staff
 - b. All Security staff
 - c. All Engineering staff
 - d. All Housekeeping staff
 - e. Selected departmental work area marshals
 3. On-Scene Incident Command
 - a. All Administrative staff
 - b. Selected staff from Security, Engineering, and Housekeeping departments

B. For Chemical Emergencies

1. First Responder Operations Level (29CFR1910.120(q)(6)(ii), 8-hours):
 - a. All Security staff
 - b. All Engineering staff
2. Hazardous Materials Technician (29CFR1910.120(q)(6)(iii), 24-hours):
 - a. All lab staff (Physical Sciences, Environmental Technology, Biology, and Radiography)
 - b. Selected Engineering staff
 - c. Selected Security staff

Note: All training elements above require an annual refresher!

X. APPENDIX B – STANDARD PROCEDURES

In the event that an evacuation is required, the following standard operating procedures must be followed.

- A. At the sound of the building’s alarm system, move in an orderly manner to the nearest stairwell or emergency exit. While evacuating, listen for instructions that may be issued on the building’s enunciator system.
- B. Proceed to the designated assembly point for the building you are in. Wait at the assembly points until you have been accounted for. Further instructions will be given at the assembly points.
- C. Faculty members will act as evacuation marshals for their classes that may be in session at the time an emergency evacuation is required. The general evacuation procedures must be reviewed with students at the first class session of each semester. As evacuation marshals for your classes, your responsibilities during an evacuation are as follows:
 - 1. Conduct students to the nearest stairwell.
 - 2. Follow the routes designated on the campus map handout to the designated assembly point for the building your class was held in.
 - 3. Use your class attendance roster to determine that all students have gotten out of the building.
 - 4. Inform the Assembly Point Marshal of the status of your class (i.e., “All students have been accounted for”), or inform them of the number and identities of students who cannot be accounted for.

Incident Communications Matrix

City Colleges of Chicago Incident Communications Matrix

Incidents	Persons/Offices To Be Notified											
	CPD	CFD	Safety Officer/ Director of Security	College President	Building Engineer	VCS&S	Chancellor's Office	ED, Marketing & Communications	Director of Risk Management	Chief Operations Officer	VCS&P	Chief Financial Officer
Fire Emergencies												
Minor Fire			I	A	I	A	B	B	C	C	C	C
Major Fire		I	I	A	I	A	B	B	C	C	C	C
Explosion		I	I	A	I	A	B	B	C	C	C	C
Medical Emergencies												
Homicide	I		I	A	C	A	B	B	C	C	C	C
Injury			I	A	C	A	B	B	C	C	C	C
Food Poisoning			I	A	C	A	B	B	C	C	C	C
Mass Casualties	I		I	A	C	A	B	B	C	C	C	C
Communicable Disease Exposure and/or Outbreak			I	A	A	A	B	B	C	C	C	C
Hazardous Material												
Hazardous Material Release (Toxic/Cloud)		I	I	A	I	A	B	B	C	C	C	C
White Powder / Chem / Bio / Rad / Spill / Exposure		I	I	A	I	A	B	B	C	C	C	C
Radiation Exposure		I	I	A	I	A	B	B	C	C	C	C
Asbestos Release		I	I	A	I	A	B	B	C	C	C	C
Transportation Accidents												
Automobile Accident	I		I	A	C	A	B	B	C	C	C	C
Aircraft Collision with Building	I		I	A	I	A	B	B	C	C	C	C
Pedestrian/Cyclist	I		I	A	C	A	B	B	C	C	C	C
Evacuation												
High Profile Landmarks	I		I	A	C	A	B	B	C	C	C	C
Building/Area			I	A	A	A	B	B	C	C	C	C
Evacuation of Campus			I	A	A	A	B	B	C	C	C	C
Shelter-in-Place			I	A	A	A	B	B	C	C	C	C
Weather Emergencies												
District Closure			I	A	I	A	B	C	C	C	C	C
Flooding			I	A	I	A	B	C	C	C	C	C
Ice/Snow Storm			I	A	I	A	B	C	C	C	C	C
Tornado/Hurricane/ Severe or Inclement Weather			I	A	I	A	B	C	C	C	C	C
Earthquake			I	A	I	A	B	C	C	C	C	C
Building Systems												
Telephone/Telecomm Failure			I	A	I	A	B	B	C	C	C	C
District-wide Utility Failure			I	A	I	A	B	B	C	C	C	C
Limited Utility Failure			I	A	I	A	B	B	C	C	C	C
District-wide IT Failure (Attack)			I	A	I	A	B	B	C	C	C	C
Limited IT Failure			I	A	I	A	B	B	C	C	C	C
Structural Failure			I	A	I	A	B	B	C	C	C	C
Threat of Violence												
Bomb Threat	I		I	A	C	A	B	B	C	C	C	C
Campus Violence	I		I	A	C	A	B	B	C	C	C	C
Weapons	I		I	A	C	A	B	B	C	C	C	C
Vandalism			I	A	C	A	B	B	C	C	C	C
Hostage Situation	I		I	A	C	A	B	B	C	C	C	C
Terrorism												
National/State-level Terrorism	I		I	A	C	A	B	B	C	C	C	C
Local-level Terrorism	I		I	A	C	A	B	B	C	C	C	C
Interpersonal Emergencies												
Sexual Assault	I		I	A	C	A	B	B	C	C	C	C
Stalking	I		I	A	C	A	B	B	C	C	C	C
Relationship Violence	I		I	A	C	A	B	B	C	C	C	C
Missing Student/Staff	I		I	A	C	A	B	B	C	C	C	C
Suicide	I		I	A	C	A	B	B	C	C	C	C

Notification

- I Initial Notification
- I* Initial Notification
- A Require Immediate Notification of the Incident
- B Require Immediate Notification at the Direction of the VCS&S
- C Notify at the Direction of the Emergency Incident Command

AHSSP Training Matrix

City Colleges of Chicago All Hazards Safety and Security Plan Training Matrix					
TRAINING	POSITION				
	District/College Administration	Faculty	Staff	Students	Security Staff
All Hazards Safety and Security Plan	A	A	A	A	A
Campus Violence Prevention Plan	A	A	A	A	A
Tabletop Exercises	B				B
Fire Response (Drill)	M	M	M	M	M
Tornado/Severe Weather/Shelter-in-Place (Drill)	S	S	S	S	S
Lockdown Response (Drill)	S	S	S	S	S
Overall Emergency Response Exercise	T				T
Key:					
A = Annually					
B = Biannually					
S = Once per Semester/Summer Session					
M = Monthly					
T = Once Every Three Years					
O = One-Time Training					