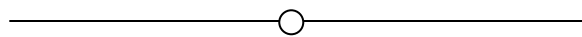


# Emergency Response Manual



Harry S Truman College  
1145 W. Wilson Ave.  
Chicago, IL 60640

**Main Campus**



# Harry S. Truman College Emergency Response Manual

<b>Emergency Response Manual Overview</b> .....	2
<b>Sources of Assistance during Emergencies</b> .....	3
Emergency Team Members.....	3
Truman College as a Public Shelter .....	3
<b>General Responsibilities of Emergency Team Members</b> .....	4
Emergency Director (President) .....	4
Emergency Coordinator (Facilities Manager) .....	4
Security Director .....	4
Damage Control Coordinator (Chief Engineer) .....	5
Floor Leaders.....	5
Evacuation Marshals .....	5
Housekeeping Personnel.....	6
Security Personnel.....	6
<b>Emergency Control Center</b> .....	7
<b>Emergency Preparedness Guidelines</b> .....	9
Administrators and Department Chairpersons.....	9
Instructors .....	9
Students .....	9
People with Disabilities.....	10
<b>Emergency Evacuation Guidelines</b> .....	11
Faculty and instructional staff .....	11
Administrative and office personnel, staff, and students .....	11
People with Disabilities .....	11
<b>Specific Emergency Procedures</b> .....	13
Fire .....	13
Active Shooter on Campus.....	13
Illness and Injury .....	14
Disturbances and Demonstrations .....	14
Violent or Criminal Behavior .....	14
Explosion .....	15
Spillage of Hazardous Chemicals .....	15
Bomb Threat .....	15
Tornado .....	16
Elevator Failure .....	16
Utility Failure .....	16
Electrical or light failure.....	16
Plumbing failure or flooding .....	16
Gas leak .....	16
Earthquake .....	17
<b>Building Evacuation Procedure for Students</b> .....	18

## Emergency Response Manual Overview

Our primary goal when evacuating the building is to conduct the evacuation in a timely, controlled and efficient manner. It is important that persons evacuating the building move away from the building so that first responders have easy access.

There are some emergency situations where an alarm may not be sounded. It may be necessary to evacuate only a portion of the building in a discrete manner. Notification will be made by a staff member depending on the circumstance. Evacuate immediately to a safe place as directed.

The emergency procedures described in this guide are designed to protect lives and property. The guidelines in this manual are based on the following assumptions:

- An emergency may occur at any time of the day, night, weekend, or holiday with little or no warning.
- The succession of events in an emergency is not predictable. Therefore, the instructions in this manual will serve as a guide and may require modifications to meet the requirements of the emergency.
- A disaster may also affect the surrounding geographical area. Therefore, city, county and federal emergency services may not be available.

In an emergency, the building must be evacuated quickly and safely. The following is an overview of Truman College's immediate emergency response plan:

1. The security officer assigned to the front lobby area will check the alarm panel in the front lobby to determine which alarm has been activated. The officer will inform the engineer and the security supervisor on duty.
2. The security supervisor will go to the area of the alarm and evaluate the emergency. The security supervisor will remain in the area and direct security deployment.
3. Security officers will immediately deploy to monitor each building entrance.
4. Evacuees will be directed out of the exits and away from the doorways to designated areas away from the building.
5. Security officers will check each floor to ensure that the building is clear.

## **Sources of Assistance during Emergencies**

### **Campus Security Office—Ext. 4800**

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

### **Engineering and Maintenance Office—Ext. 4856**

Engineering and Maintenance staff can arrange for the emergency procurement of materials and services.

### **Chicago Emergency Services (police, fire, ambulance)—Dial 911**

If using an office phone, dial 9 to get an outside line and then 911.

### ***Emergency team***

**Emergency Director**—Lynn Walker, Interim President, Ext. 4451

**Security Director**—Ira Hunter, Ext. 4800

**Emergency Coordinator**—Michael Ross, Facilities Coordinator, Ext. 4476

**Damage Control Coordinator**— Brian McCue, Chief Engineer, Ext. 4856

**Floor Leaders**—As assigned

**Evacuation Marshals**—As assigned, including housekeeping staff as needed

### ***Truman College as a Public Shelter***

The College may be asked by the City or other governmental agency to provide space in case of a catastrophic event in the area. If one of the emergency preparedness organizations (Chicago Fire Department, Chicago Police Department, International Red Cross) requests operations on the campus, the College President will coordinate emergency activities. Room space would be identified for the emergency preparedness organizations to function.

## ***Responsibilities of the Emergency Team Members***

Every emergency team member should know the following things. Specific duties of emergency team members are also listed below.

- Know two means of exit from your assigned area.
- Know the locations of stairways.
- Know the locations of fire alarm pull stations.
- Know the locations of fire extinguishers and how to use them. Building engineers can provide information and training if needed.

### **Emergency Director**—Lynn Walker or designee

- Take overall responsibility for the College's emergency response.
- Work with the other team members to assess the emergency and direct the College's response to the emergency.
- Communicate with the College administration, governmental agencies, Emergency Team members, and others.
- Declare or end a state of emergency at the College when appropriate.

### **Emergency Coordinator**—Michael Ross or designee

- Work with the Emergency Director to coordinate the emergency response.
- Help determine the type and magnitude of the emergency.
- Inform members of the Emergency Team about the nature of the emergency.
- Communicate with utility companies and other outside agencies.
- Select an alternative location for the Emergency Control Center if needed.
- Evaluate damage and determine the location of essential services and functions.

### **Security Director**—Ira Hunter or designee

- In the absence of the Emergency Director and the Emergency Coordinator, assume operational control of the emergency.
- Dispatch Security Officers to determine the nature and extent of the emergency.
- Notify the Emergency Director, Emergency Coordinator, and Security Officers of emergencies.
- Take immediate action to protect life and property and to safeguard records.
- Obtain assistance from the city, county, state, and federal governments as needed.
- Monitor campus emergency warning and evacuation systems, including the public address system, which may be used to supplement the alarm system.
- Coordinate traffic control, access control, perimeter and internal security patrols, and fire prevention services.
- Maintain the Emergency Control Center in a state of constant readiness.
- Maintain telecommunications support.

### **Damage Control Coordinator**—Brian McCue or designee

- Provide equipment and personnel to shut down utilities and elevators and to move personnel and supplies.
- Set up barricades and assists with damage assessment.
- Clear debris and make emergency repairs.
- Furnish emergency power and lighting systems.
- Survey damage and relocate essential services and functions.

### **Floor Leaders**

Floor Leaders have been assigned to various locations throughout the building to ensure that specific areas of the building are evacuated quickly. Six floor leaders will be designated for each level. Each floor leader will designate a person to serve as their alternate. The Floor Leader duties follow:

- Inform students of the emergency situation and initiate emergency procedures.
- Make sure disabled students are assisted.
- Direct students to exit using the nearest stairway.
- Notify Security, Fire Department personnel, or Emergency Team members if a person is unable to leave the building.

*Important—Do not use elevators in an emergency.*

### **Evacuation Marshals**

Evacuation Marshals have been assigned to help move evacuees away from the building. They will be stationed outside each exit and along points along evacuation routes. They will perform the following duties:

- Direct evacuees away from the building and north toward Wilson Ave.
  - *West side of the building*—Direct evacuees west on Wilson to Magnolia, and then south on Magnolia.
  - *East side of the building*—Direct evacuees north to Wilson, east to Broadway, and then south on the west side of Broadway.
- Remain at the assigned post until contacted by the Security Director

Evacuation Marshals will be assigned to the following locations:

- Southwest exit
- Northwest exit
- West lobby exit
- Alley west of Truman and east of Magnolia and Wilson
- Southeast corner of Magnolia and Wilson
- 4425 N. Magnolia

Note—All Truman College staff members are asked to assume the responsibilities of Evacuation Marshals when the need is apparent.

## **Housekeeping personnel**

Housekeeping personnel will serve as secondary staff for Evacuation Marshals. They will perform the following duties:

- Assist Evacuation Marshals as needed.
- Help guide people from the building.
- Assist in evacuation of disabled persons.
- Help clear rooms and various locations as determined by the Evacuation Marshal.

## **Security personnel**

The Security supervisor on duty will assign officers equipped with radios to both the Child Care Lab and the Middle College. The assigned officers will remain with the group during the emergency. Security personnel have the following duties:

- Monitor each building entrance as evacuees are directed out of the exits and away from the doorways.
- In the case of a fire alarm, check the alarm panel is located on the west wall of the front lobby, determine which alarm has been activated, and inform the engineer and the security supervisor.
- Check each floor to ensure that the building is clear.
- The security supervisor has the following duties:
  - Go to the area of the alarm and evaluate the emergency. Remain in the area if possible and direct security deployment from nearby.
  - Assign an officer to maintain a log of the event.
  - Help establish a command center if necessary.
  - Maintain contact with the College President or designee.

## **Emergency Control Center**

The first floor information desk will serve as the Emergency Control Center. At least one Security Officer should man the Emergency Control Center at all times during the emergency. If this site is unsuitable or unsafe, the Security Director will select an alternate location.

The Emergency Control Center should be equipped with the following items, which will be stored in Room 1400 when not in use:

- Portable public address system
- First aid kit
- Campus and local telephone directories
- Two flashlights
- Two blankets
- Battery-operated radio
- Barricades, barrier tape, signs
- Four two-way radios

The security staff will establish an area for any responding agencies that arrive to provide assistance. This can be a room with facilities for emergency teams or media crews that can accommodate necessary telephone and electrical appliances.

*Note—The emergency backpacks will be placed in strategic locations throughout the building, and may be accessed only by assigned persons.*

The kits should be equipped with the following items:



Flashlight



Emergency light sticks



Walkie-talkies



5-watt bullhorn



Batteries



Emergency vest



Backpack

- Other items
  - instructions
  - evacuation map
  - Post-It note pad
  - marker and pen
  - cell phone numbers of the team

## **Emergency Preparedness Guidelines**

People can respond to an emergency more safely and efficiently when they know what to expect and what to do. All administrators, staff, faculty, and lecturers should review these emergency preparedness guidelines:

- Know two exits from your work area or classroom.
- Know the locations of the stairways.
- Know the locations of fire alarm pull stations.
- Know the locations of fire extinguishers and how to use them. Security officers and building engineers can provide information and training if needed.
- Distribute building evacuation information to your employees or students.
- Evaluate the department, office, or classroom area and report any potential safety hazards to the Engineering Department.

### ***Administrators and department chairpersons***

- Ensure that employees are properly trained in emergency techniques such as fire extinguisher usage, first aid, CPR, and emergency evacuation procedures. Contact the Director of Security for information about training.
- Read Evacuation Procedures to all employees and make copies of the procedure document available to them. Make sure each employee is familiar with the exit route map that is posted in the office.

### ***Instructors***

- Familiarize students with the locations of stairways and exit doors so they will know which route to follow in an emergency. Each classroom should have an emergency exit map posted near the doorway.
- Read Evacuation Procedures for Students to all classes at the beginning of each semester. Make sure these procedures are posted in each classroom.
- Help students with disabilities at the beginning of each semester identify students to assist them during an evacuation. The disabled students should inform the classmates about the specific assistance needed.

### ***Students***

- Be prepared for an emergency.
- Know the locations of all exit doors and stairwells.

## ***People with disabilities***

Students, faculty and staff with disabilities who need help leaving the building during an evacuation should do the following at the beginning of each semester:

- Give a copy of your schedule to the Director of the Special Needs Center (Room 1428). Your classroom or office locations will be noted on a list that will be given to the Security Office. In an evacuation, Security will give Fire Department personnel the list to help them locate disabled individuals who were unable to use the stairs to exit the building.
- Know the location of the Stairwell 1 and 4 on each floor. Stairwell 1 is nearest the front lobby on the east (Broadway) side of the building. Stairwell 4 is nearest the front lobby on the west (Racine) side of the building. Fire Department personnel will check those two stairwells first to locate people who need to be transported to the ground floor. They will also search all areas of the floor.
- Contact the Special Needs Center to request that your classrooms be changed to a lower floor in the building if you are unable to use the stairs during an evacuation.
- Recruit one or two classmates from each of your classes, or co-workers if you are a staff member, to assist you if there is an emergency. Tell them the type of assistance you will need during an evacuation. In an evacuation, one of your assistants can help you to the nearest stairway.

# Emergency Evacuation Guidelines

Use the following general emergency evacuation guidelines in case of an emergency. Evacuation maps posted in each office and classroom provide more specific instructions about exit routes.

## ***Faculty and instructional staff***

1. Inform students of the emergency situation and the procedures.
2. Shut down all appliances and turn off all utilities in laboratories and shops. Turn off the gas valves.
3. Make sure disabled students are being assisted.
4. Tell students to exit using the nearest stairway.

### **Important—Do not use the elevators!**

5. Exit the building with your class. Direct the students across the street and far enough away so that those classes following will also be able to cross the street.
6. Notify Security, Fire Department personnel, or Emergency Team members if you know of a person who was unable to leave the building.
7. Do not return to the building until an “all clear” signal has been given.

## ***Administrative and office personnel, staff, and students***

1. Exit the classroom or office in a quiet and orderly manner. Listen for announcements being made over the public address system.
2. Make sure anyone with a disability is being assisted. Find out what help they may need. If you can help, please help.
3. Exit the floor using the nearest stairway. Follow directions given by personnel posted by each stairway and exit door.

### **Important—Do not use elevators during an evacuation!**

4. Exit the building and cross the street as directed. Do not remain on the sidewalks near the building. Remain there until an “all clear” is given.

## ***People with disabilities***

1. Ask classmates or staff members if you need assistance. Inform them of the specific assistance needed.
2. Exit using the stairs (Stairwell 1 or 4) if possible. Wait for trained Fire Department personnel to lift you if you need to be lifted.
3. Go to a smoke-free area close to the nearest stairwell if you are unable to leave the area via the stairwells. Fire Department personnel will go to those areas first to locate and transport people who are unable to evacuate.

4. Move into the closest stairwell if the area is not smoke-free. Let the door close behind you when the stairwell is clear of foot traffic. Wait in the stairway landing for Fire Department personnel. The stairways provide additional protection from smoke and fire.
5. In case of evacuation, move away from the building. Do not wait on the sidewalk directly outside of the building. Notify a Security officer when you are out of the building.
6. Continue to evacuate the building until security personnel give an “all clear” signal.

## Specific Emergency Procedures

Information about specific types of emergencies is provided in this section. Every type of emergency does not require an evacuation, so be sure to follow the directions of Emergency Team personnel. The following information provides common practice approaches to various situations. Please remember that emergencies do not unfold in a prescribed manner.

### **Fire**

1. A fire extinguisher can be used to extinguish a small fire. Spray directly on the base of the fire. Do not take unnecessary risks.
2. If a fire extinguisher is not readily available, activate the building alarm and follow evacuation procedures.
3. Inform Security of the location of the fire as soon as possible.
4. When a fire is observed that does not appear controllable, follow these steps:
  - a) Close, but do not lock, all doors to confine the fire.
  - b) Activate the building alarm.
  - c) Notify Security as soon as possible.
  - d) Follow the Evacuation Procedures outlined in this manual.
  - e) Provide information regarding the fire to the security department.
  - f) Remain near the floor where the air will be less toxic if you become trapped in the building. Shout out at regular interval to alert emergency crews of your location.
  - g) **STOP, DROP, and ROLL if your clothing catches fire.** Immediately **stop, drop** to the floor, and **roll** repeatedly to extinguish the flames. Cover your face with your hands to protect it from the flames. Flush the burned area with cool water as soon as possible if you are burned.

### **Active shooter on campus**

An active shooter is a person who is actively threatening lives or is apparently prepared to threaten live in a populated area. There may be no pattern or method to their selection of victims. Below are some guidelines that can be followed if you are caught in an active shooter situation.

#### **Important—Remain calm.**

If the shooter is approaching your work environment, do the following:

- Lock the room you are in, if possible.
- Turn off all lights.
- Get everyone down on the floor so that no one is visible from outside the room.
- Contact security x 4800 or call 911.
- Remain in place until the police or a campus administrator gives an “all clear” signal.

*Note—Do not carry anything with you if you flee during a shooting. Move quickly and follow instructions. Do not attempt to remove injured people. Be prepared to identify yourself to authorities if you are stopped.*

### ***Injury or illness***

1. Immediately call Security. Give your name; describe the nature of the medical problem and the location of the victim.
2. Look for an emergency medical I.D. information card and gather information from witnesses. Give this information to the responding security person.
3. Keep the victim still and comfortable. Do not move the victim. Remain with the victim until help arrives.
4. Trained staff members can administer first air or CPR if necessary.
5. Control serious bleeding by direct pressure on the wound.

*Note—All offices and departments are encouraged to have staff members who are trained in first aid and CPR. Training is available through the local American Red Cross.*

### ***Disturbances or demonstrations***

Most campus demonstrations are peaceful. Staff should attempt to carry on business as normally as possible during a demonstration.

Demonstrations should be reported to the Security Director, who will notify the President and the Dean of Student Services if a demonstration becomes disruptive or potentially violent. The Dean of Student Services will ask the demonstrators to terminate the disruptive activity.

The Dean of Student Services will consult with the President and Security Director if the demonstrators persist. The President will determine if the police department should be contacted if it appears that there is a potential for injury or damage to property.

The security officer will notify available administrators and may contact the police if a disruptive or potentially violent demonstration takes place after business and it is deemed necessary to ensure the safety of college constituents and college facilities.

### ***Violent or criminal behavior***

Everyone is asked to assist in making the campus a safe place by being aware of possible criminal situations. Promptly report suspicious situations to the Security Office.

Immediately inform Security of any individual who threatens harm to himself or any other person. Do not try to handle situations that are potentially dangerous. Provide as much of the following information as possible:

- Nature of incident
- Location of incident
- Description of people involved
- Description of property involved

## ***Explosion***

Take cover immediately under tables, desks or other objects that will give protection against flying glass or debris. When safe, notify Security. Give your name and describe the location and nature of the emergency. If necessary, follow the evacuation procedures in this manual.

## ***Spillage of hazardous chemicals***

- Report spillage of a hazardous chemical or radioactive material immediately to Security. Be specific about the exact location and nature of the spilled material. Security will contact appropriate College officials and medical personnel.
- If a person's eyes are contaminated, flush them immediately with water.
- Remove contaminated clothing. Use water to flush chemicals from the victim's skin. Trained personnel should start first aid procedures at immediately if they are available.
- Vacate the area at once. The area should be sealed to prevent contamination of other areas. Follow the evacuation procedures in this manual if it becomes necessary to evacuate the building.

## ***Bomb threat***

Take any bomb threat seriously and report it immediately to Security. Security will inform the President. The President will be responsible for making decisions relative to the evacuation of the building.

### **Written bomb threat**

- Do not handle a written threat any more than necessary.
- Place the written threat in an envelope to preserve possible fingerprints.

### **Telephoned bomb threat**

- Obtain as much information from the caller as possible. Note the time of the call.
- Write down the words used by the caller. If possible, ask when the bomb will explode.
- Ask as many questions as you can. Note the caller's voice. Does he or she sound young or old? Can you detect signs of ethnicity? Is there anything unique about the voice? Do you hear background noises?
- Collect as much information as you can, then call Security immediately.

### **Suspicious package or letter**

Inform the Security Department immediately if you observe a suspicious package or letter. Do not open it. Be wary of:

- Packages with no return address, insufficient or excessive postage.

- Packages with markings such as Confidential.
- Packages wrapped in brown paper or discolored wrapping paper with hand written or poorly typed addresses.
- Incorrect titles or titles but no name.
- Excessive weight
- Rigid or uneven envelopes.
- Excessive securing material (masking tape, string, etc.)
- Unexpected packages with foreign postage, airmail or special delivery.

## ***Tornado***

If a tornado is approaching:

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

## ***Elevator failure***

Activate the emergency alarm if you become trapped in an elevator. An audible signal is activated when you press the red button on the elevator control panel marked *Alarm*.

## ***Utility failure***

In case of utility failure, contact Engineering at Ext. 4856 or Security at Ext. 4800. If there is a major utility failure, the Engineering department or the Security department will notify the President and Facilities Coordinator, who will determine if the building should be evacuated.

**Electrical or light failure**—Security will inform building occupants to evacuate. Consider keeping a flashlight located where it could be easily found in the dark.

**Plumbing failure or flooding**—Do not use any electrical equipment. Notify Engineering and/or Security immediately.

**Gas leak**—Do not operate electrical switches or electrical equipment. Activation of electrical devices may cause arcing which could trigger an explosion. If you smell gas, vacate the area and immediately and contact Engineering or Security.

**Ventilation problems**—If smoke or other odors come from the ventilation system, immediately notify Engineering or Security. Vacate the area until you are informed that it is safe to return.

## ***Earthquake***

During an earthquake, follow instructions from emergency personnel, and be prepared to evacuate if necessary.

- Do not run outside. Falling debris may cause injury.
- Take cover underneath a desk or table, or stand in a doorway or corner. Protect your head and neck.
- Stay away from windows, glass dividers, and objects that could fall on you.
- Stay away from outside walls.
- Do not use elevators.
- Replace telephone handsets, but do not use the phone except to report fires or medical emergencies.
- Be prepared for aftershocks.
- Give first aid to injured personnel. Do not move victims unless absolutely necessary.
- Outdoors, stay in an open area away from power lines, buildings, and trees. Do not enter the building until directed to do so by emergency personnel.

# Building Evacuation Procedure for Students

## ***Be prepared for an emergency***

- Know the locations of fire alarm pull stations in the red boxes on each floor.
- Know the locations of the emergency call boxes that link directly to security.
- Know the locations of all exit doors and stairways.
- If you have a disability and need assistance evacuating the building, use the “buddy system.” Recruit two or three classmates at the beginning of each semester in each of your classes. Explain the type of assistance you will need.

## ***What to do if you hear the building alarm***

- Remain calm and exit the classroom in a quiet and orderly manner. Follow the Floor Leader’s instructions.
- Exit the floor using the nearest stairway. Follow directions given by personnel and posted by each stairway and exit door.

### **Important—Do not use elevators during an evacuation!**

- **Do not block the entrance or exit of the building.** Move away from the building. Follow the Evacuation Marshal’s instructions.
- Make sure anyone with a disability is being assisted. Find out what help they may need. If you can help, please help.
- Exit the building and cross the street as directed. Do not remain on the sidewalks near the building. Remain there until an “all clear” is given..

## ***For students with disabilities***

- Ask fellow classmates or staff members if you need assistance. Inform them of the specific assistance needed.
- Exit using the stairs if possible. Wait for trained Fire Department personnel to lift you if you need to be lifted.
- Go to a smoke-free area close to the nearest stairwell if you are unable to leave the area via the stairwells. Fire Department personnel will go to those areas first and then search the rest of the floor to locate and transport people who are unable to evacuate.
- Move into the closest stairwell if the area is not smoke-free. Let the door close behind you when the stairwell is clear of foot traffic. Wait in the stairway landing for Fire Department personnel. The stairways provide additional protection from smoke and fire.
- Notify a Security officer once you are out of the building.