

EMERGENCY OPERATIONS PLAN

CHICAGO CAMPUS

UPDATED:
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TABLE OF CONTENTS

EMERGENCY OPERATIONS PLAN.....	1
CHICAGO CAMPUS	1
TABLE OF CONTENTS	2
PROMULGATION, SCOPE AND APPROVAL	5
CAMPUS FLOOR PLANS: First Floor.....	6
CAMPUS FLOOR PLANS: First Floor Annex	7
CAMPUS FLOOR PLANS: Second Floor	8
CAMPUS FLOOR PLANS: Third Floor.....	9
CAMPUS FLOOR PLANS: Fourth Floor	10
CAMPUS FLOOR PLANS: Fifth Floor.....	11
CAMPUS FLOOR PLANS: Tower Conference Rooms	12
EXECUTIVE POLICY GROUP (EPG)	13
CRISIS MANAGEMENT TEAM (CMT)	13
EMERGENCY RESPONSE TEAM (ERT)	14
EMERGENCY NOTIFICATION & TELEPHONE NUMBERS	15
1.0 THE BASIC PLAN.....	16
1. SCOPE	16
2. CONCEPT OF OPERATIONS.....	16
3. ACTIVATION OF THE EMERGENCY OPERATION PLAN	17
4. EMERGENCY OPERATIONS CENTER.....	18
5. EMERGENCY RESPONSE	18
5.1 CRISIS MANAGEMENT TEAM (CMT).....	18
5.2 EMERGENCY RESPONSE TEAM (ERT)	19
5.3 ACTIVATION OF THE EOC.....	20
6. EMERGENCY COMMUNICATION	22
7. EVACUATION AND GATHERING POST	23
8. BUSINESS CONTINUITY	24

MOVING PROGRAMS TO REMOTE (VIA ZOOM) OR SUSPENSION.....	25
---	----

2.0 SPECIFIC DEPARTMENT ROLES	25
--	-----------

2.1 COMMUNICATIONS	25
2.2 CAMPUS OPERATIONS	25
2.3 STUDENT SUPPORT	26
2.4 INFORMATION TECHNOLOGY	26
2.5 HUMAN RESOURCES.....	27

3.0 SPECIFIC EMERGENCY PROTOCOLS.....	27
--	-----------

3.1 EMERGENCY RESPONSE TEAM.....	27
3.2 EMERGENCY RESPONSE SUPPLIES	27
3.3 ACTIVE SHOOTER	28
3.4 BOMB THREAT	29
3.5 COMMUNICABLE ILLNESS/PANDEMIC OUTBREAK.....	30
3.6 CRIMINAL ACTIVITY.....	32
3.7 EARTHQUAKES.....	32
3.8 ELEVATOR EMERGENCY	33
3.9 EMERGENCY SCHOOL CLOSURE	34
3.10 EVACUATION.....	34
3.11 FIRE SAFETY.....	36
3.12 FLOODING.....	38
3.13 HAZARDOUS CHEMICAL SPILL	39
3.14 HOSTAGE SITUATION	39
3.15 LOCKDOWN	40
3.16 MASS CASUALTY EVENT	40
3.17 MEDICAL EMERGENCY	40
3.18 MENTAL HEALTH CONCERNS	41
3.19 POWER OUTAGE	41
3.20 SEVERE WEATHER	42
3.21 STRUCTURAL FAILURE.....	42
3.22 SUSPICIOUS MAIL OR PACKAGES	43
3.23 THREATS OF VIOLENCE.....	43

4.0 APPENDICES	44
4.1 CLASSROOM EMERGENCY PROCEDURES	44
4.2 BUILDING EMERGENCY INFORMATION.....	45
4.3 CAMPUS CONTACT INFORMATION	45
4.4 CITATIONS TO LEGAL AUTHORITY	45
4.5 REVIEWING & UPDATING THE PLAN, EMPLOYEE TRAINING	46
4.6 INFORMATION TECHNOLOGY CHECKLIST	47

PROMULGATION, SCOPE AND APPROVAL

The purpose of the Emergency Operations Plan (“the Plan” or “EOP”) is to establish policies, procedures, and communication plans for responding to an emergency situation at the Chicago Campus of The Chicago School (“The Chicago School”). This document serves as a guide to the prevention, management, and recovery from events that may cause injury, destruction of institutional property, and/or the interruption of day-to-day operations.

This is the official EOP for the Chicago Campus of The Chicago School. This EOP supersedes previous plans. and precludes employee actions not in concert with its intent. However, the EOP is subordinate to State and Federal laws and declarations during any such periods of disaster and/or emergencies.

The Chicago School’s Office of Operations is responsible for planning, oversight, and coordination with applicable stakeholders, including senior leadership and specifically, the campus Incident Commander. Other personnel with roles described herein are granted the authority and responsibility to act in accordance with this plan before, during, and after an emergency incident.

This plan integrates operating procedures using an Incident Command System framework (ICS) for handling and responding to all levels of emergencies on and/or immediately surrounding the Chicago Campus. An “emergency” is any situation creating imminent danger to lives, health, or safety; public and private property; or the ability of the institution to reasonably carry-on normal operations.

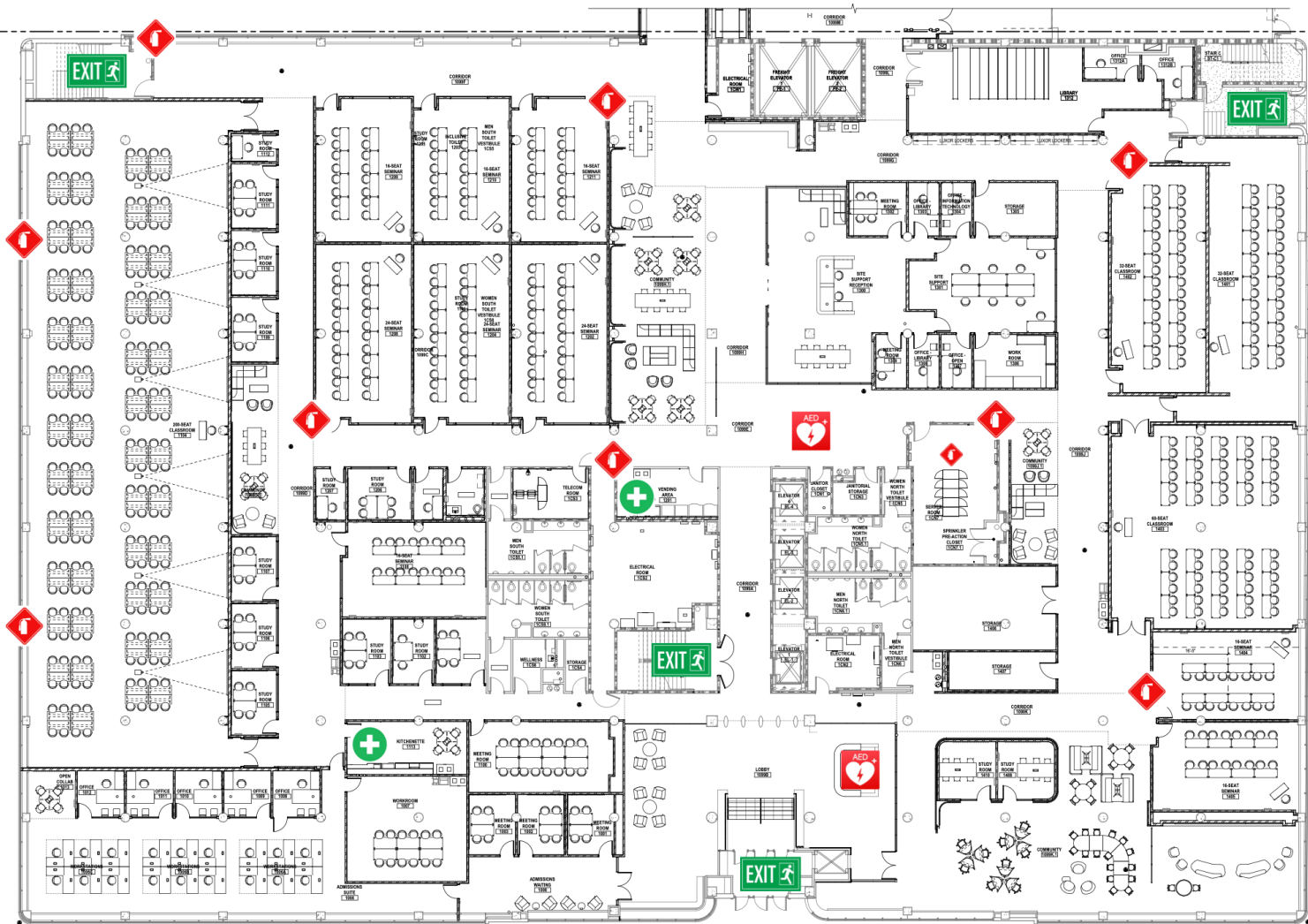
The Chicago School has adopted this campus EOP to facilitate our efforts to address any major emergency that may arise. Through this plan, The Chicago School seeks to minimize the risk and reduce the severity of such emergencies in an effort to ensure the safety and well-being of its students, employees, and visitors. While The Chicago School seeks to avoid all campus emergencies, if such emergencies arise, it is our goal to efficiently, skillfully, and safely manage an emergency response in collaboration with local authorities.

This EOP was developed by the Office of Operations in collaboration with the Chicago Campus staff and approved by senior leadership, thereby enabling the activities contained within this document to be performed within The Chicago School’s capability.

CAMPUS FLOOR PLANS: First Floor



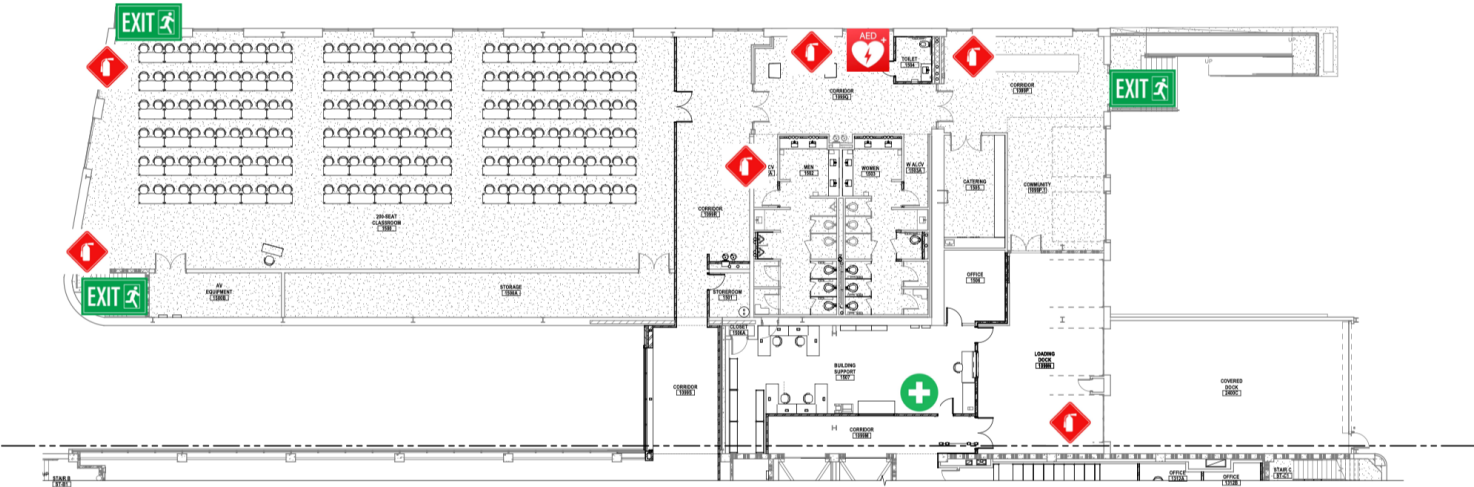
- Fire Extinguisher
- AED
- First Aid Kit
- Emergency Exit



CAMPUS FLOOR PLANS: First Floor Annex



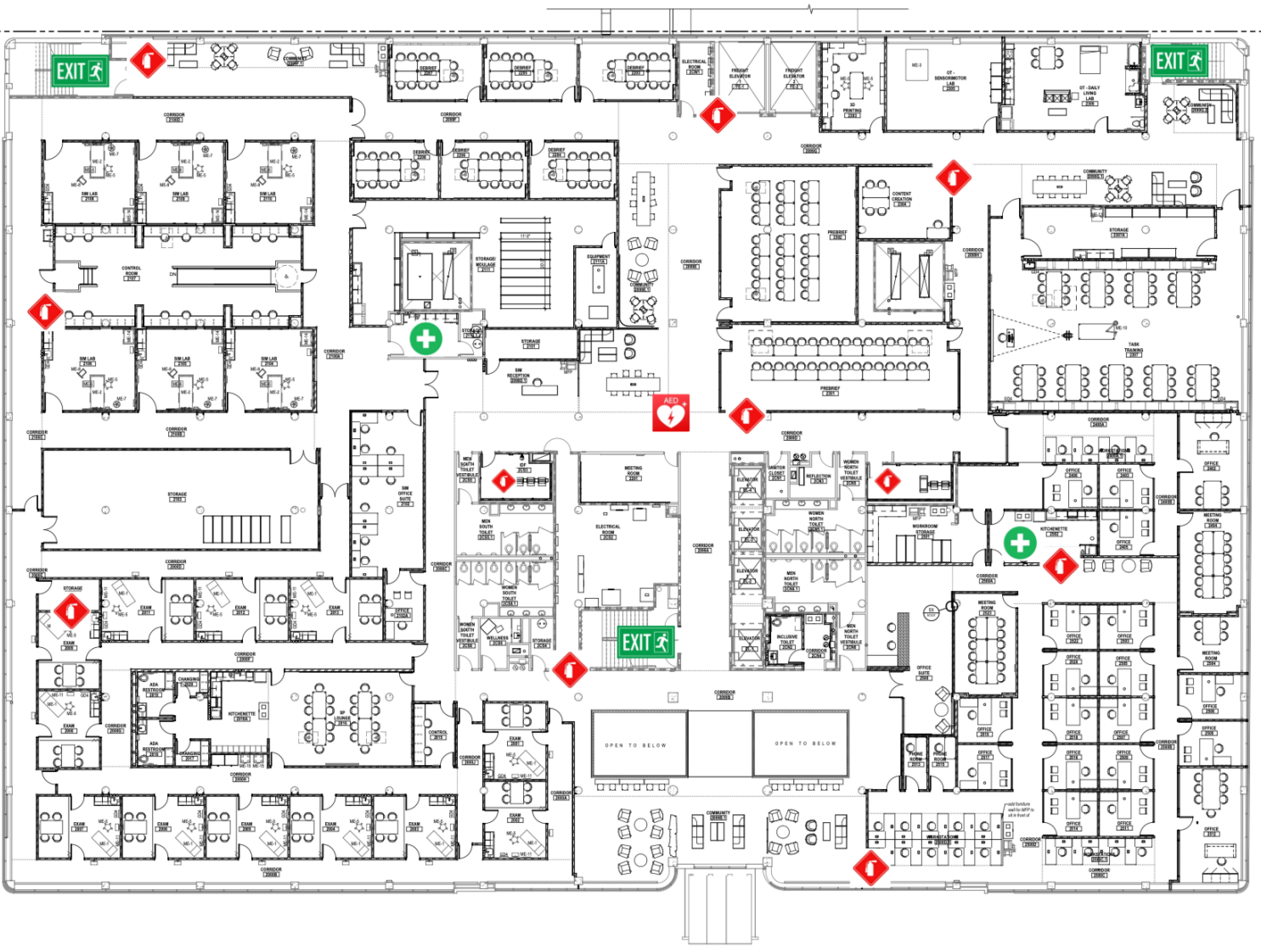
- Fire Extinguisher
- First Aid Kit
- AED
- Emergency Exit



CAMPUS FLOOR PLANS: Second Floor



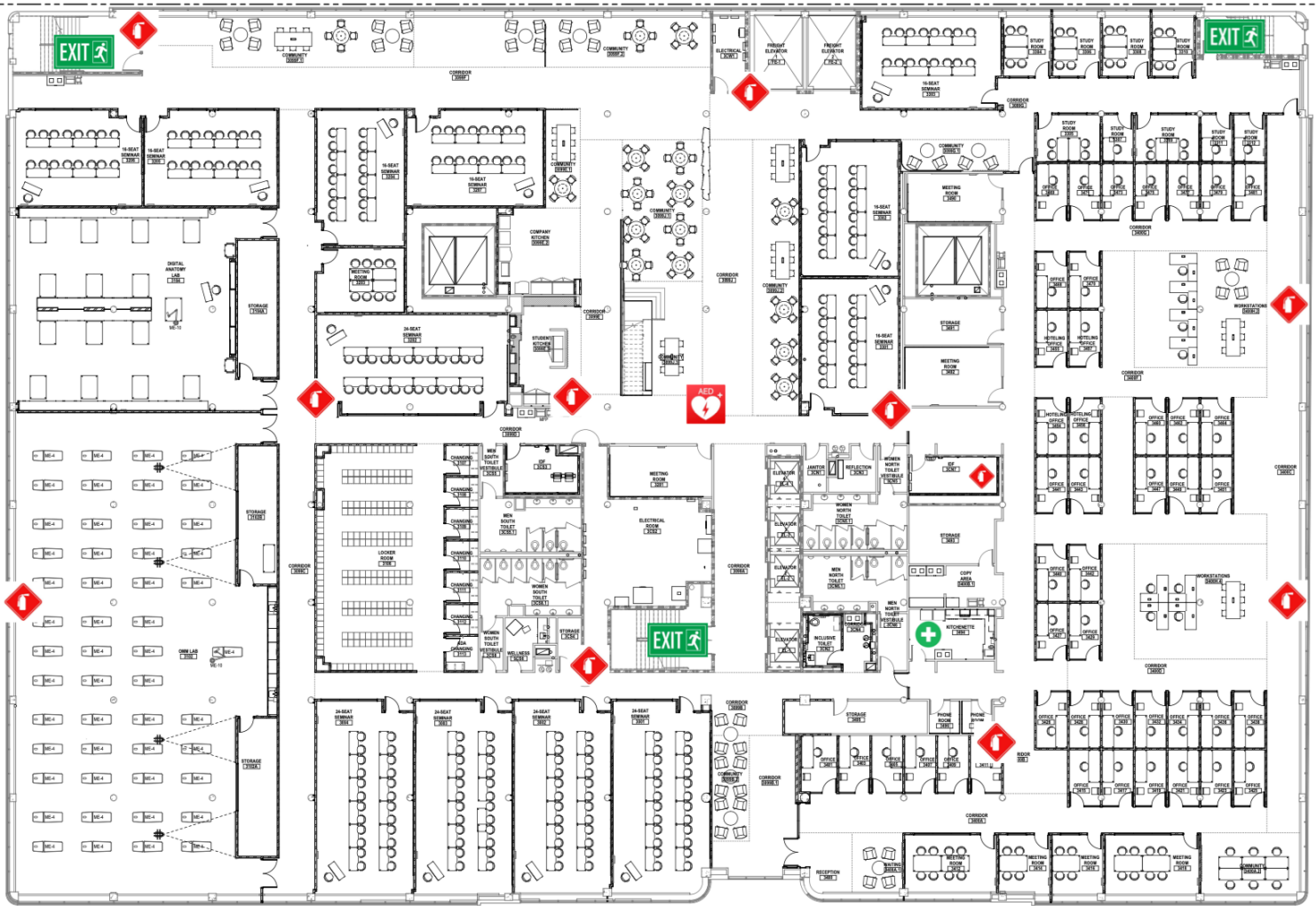
- Fire Extinguisher
- First Aid Kit
- AED
- Emergency Exit



CAMPUS FLOOR PLANS: Third Floor



- Fire Extinguisher
- First Aid Kit
- AED
- Emergency Exit



CAMPUS FLOOR PLANS: Fourth Floor



TheChicagoSchool®

400 South Jefferson Chicago, IL
4th Floor

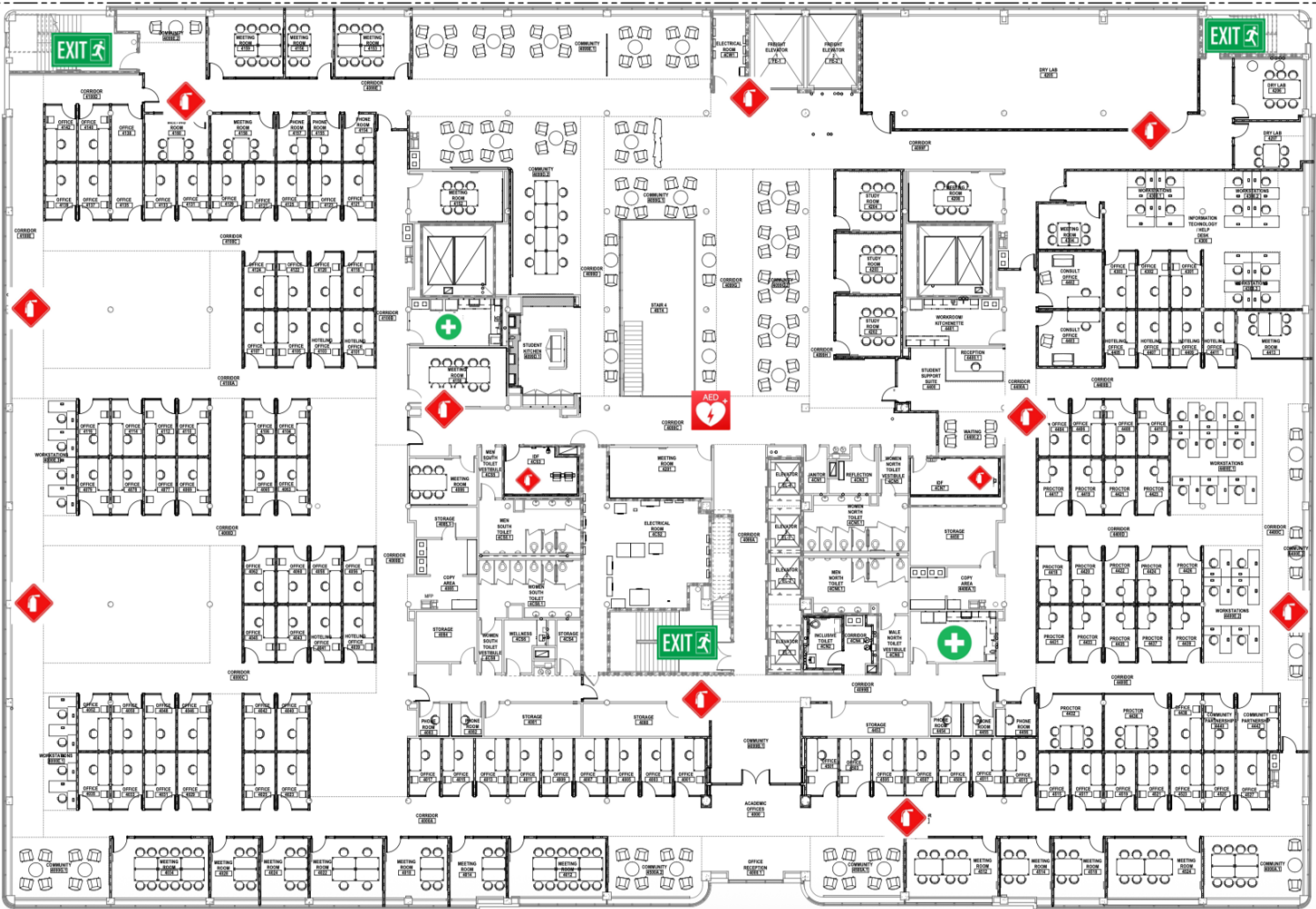
- 

Fire Extinguisher
- 

First Aid Kit
- 

AED
- 

Emergency Exit



CAMPUS FLOOR PLANS: Fifth Floor



TheChicagoSchool®

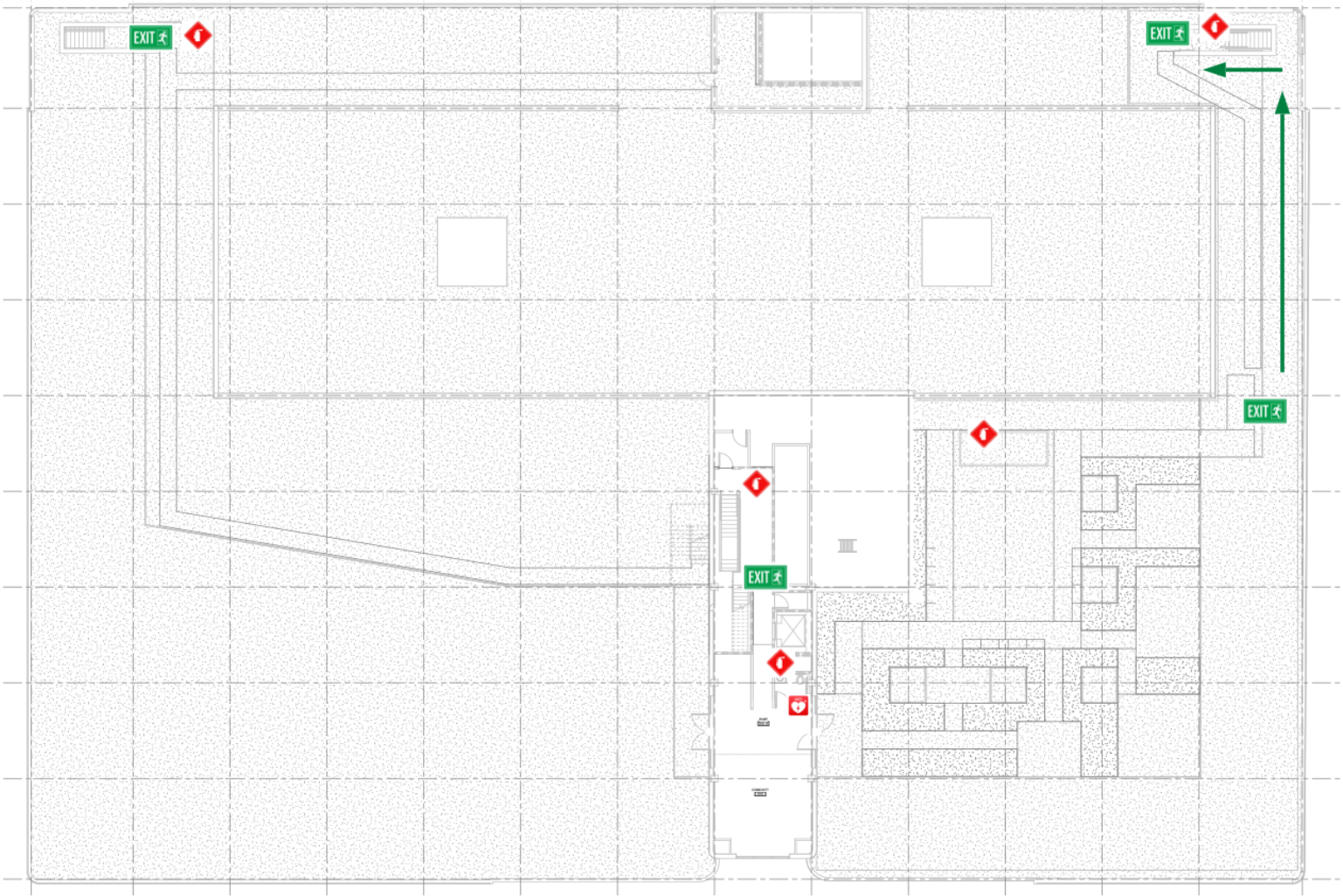
400 South Jefferson Chicago, IL

5th Floor - Outdoor Rooftop

-  Fire Extinguisher

 First Aid Kit
-  AED

 Emergency Exit



CAMPUS FLOOR PLANS: Tower Conference Rooms



TheChicagoSchool®

400 South Jefferson Chicago, IL

6th Floor, 7th Floor, 8th Floor

- 

Fire Extinguisher
- 

First Aid Kit
- 

AED
- 

Emergency Exit



EXECUTIVE POLICY GROUP (EPG)

NAME	TITLE	PHONE	EMAIL
Michele Nealon	President	(213) 615-7210	mnealon@thechicagoschool.edu
Mike Falotico	Chief Operating Officer	(312) 467-2328	mfalotico@thechicagoschool.edu
Elizabeth Brown	Chief of Staff	(213) 615-7220	ebrown7@thechicagoschool.edu
William Brown	Provost	(312) 467-2380	wbrown1@thechicagoschool.edu
John Lucas	Founding Dean, IllinoisCOM	(312) 467-2393	jluucas1@thechicagoschool.edu
Alisha DeWalt	College Dean, Graduate & Professional Studies	(312) 488-6012	adewalt@thechicagoschool.edu
Lance Garrison	College Dean, College of Professional Psychology	(469) 941-8360	lgarrison@thechicagoschool.edu
Jonathan Dodrill	College Dean, Undergraduate Studies	(312) 467-2540	jdodrill@thechicagoschool.edu

CRISIS MANAGEMENT TEAM (CMT)

NAME	TITLE	PHONE	EMAIL
Cristina Texcahua	Campus Director	312-467-2515	ctexcahua@thechicagoschool.edu
Nick Jarmuz	Sr. Associate Director of Campus Operations	312-467-2363	njarmuz@thechicagoschool.edu
Michelle Solis	Campus Operations Manager	312-467-6668	msolis3@thechicagoschool.edu
Hugh Cruz	Facilities Coordinator	312-410-8962	hcruz1@thechicagoschool.edu
Anita Schroeder	Senior Human Resources Business Partner	312-488-6024	aschroeder@thechicagoschool.edu
Erin Rubio	Executive Director of Student Support Services	312-467-2517	erubio@thechicagoschool.edu

EMERGENCY RESPONSE TEAM (ERT)

All ERT members have received training in First Aid, CPR, and in the use of Automated External Defibrillators (AED).

Name	Title	Phone	E-mail
Nick Jarmuz	Sr. Associate Director of Campus Operations	312-467-2363	njarmuz@thechicagoschool.edu
Stephen Kruse	Campus Operations Coordinator	312-467-2363	skruse2@thechicagoschool.edu
Melissa Stevenson	Campus Operations Coordinator	312-467-2165	mstevenson@thechicagoschool.edu
Tracy Levine	Executive Director of NRCI	312-467-2512	tlevine@thechicagoschool.edu
Nick Diakos	Student Support Counselor	312-488-6095	ndiakos@thechicagoschool.edu
Kathy Loomos Ostry	Faculty	312-410-8967	kloomosty@thechicagoschool.edu
James Paul DeJesus	Coordinator for Career Services	312-488-6046	jdejesus@thechicagoschool.edu
Erin Rubio	Executive Director of Student Support Services	312-467-2517	erubio@thechicagoschool.edu
Elaine Mirta	Head of Access Services	312-467-2367	emirta@thechicagoschool.edu
Maureen Keeshin	Department Chair	312-467-2562	mkeeshin@thechicagoschool.edu
Anita Schroeder	Senior Human Resources Business Partner	312-488-6024	aschroeder@thechicagoschool.edu
Charly Pena	Senior IT Support Analyst	312-410-8950	cpena@tcsedsystem.edu
Alexandra Jackson	Assistant Director of Student Support	312-467-2166	ajackson16@thechicagoschool.edu
Kaila Messerli	Director of Student Life and Events	312-467-2303	kmesserli@thechicagoschool.edu
Brenda Huber	Department Chair	312-467-8601	bhuber@thechicagoschool.edu

EMERGENCY NOTIFICATION & TELEPHONE NUMBERS

IN CASE OF EMERGENCY, CALL 9-1-1

You may also call campus reception at (312) 329-6600 to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring medical assistance, hazardous materials incidents, or any other incident requiring rapid response.

Provide all information requested, including name, location, nature of emergency, and your telephone number. The Campus Operations team can assess how to handle the situation and provide any other assistance required.

Useful Telephone Numbers:

Chicago Welcome Desk: (312) 329-6600

The Chicago School Recorded Information Line: 1 (800) 750-5579

The Chicago School Website: <https://www.thechicagoschool.edu>

The Chicago School Emergency Information Website: 911.thechicagoschool.edu

Other Emergency Contacts

Lobby Security:	(312) 488-6126
Chicago Fire Department – Engine Company 5	(312) 745-3705
Chicago Police Department – 1 st District beat 0121	(312) 745-4290

1.0 THE BASIC PLAN

1. SCOPE

This Emergency Operations Plan (EOP) applies to all emergency situations occurring on the Chicago School campus. An “emergency” is any situation creating imminent danger to lives, health, or safety; public and private property; or the ability of the institution to reasonably carry on normal operations.

The EOP utilizes the Incident Command System framework (ICS). The purpose of the ICS is to:

- Have an organizational structure that can respond in an emergency
- Provide the Crisis Management Team with clear directions on coordinating campus operations along with agencies responding to emergency incidents
- Assign trained staff to critical functions
- Activate positions needed to manage emergency situations

Priorities in implementing the ICS are life safety, incident stabilization, and property preservation.

Depending upon the type and level of emergency, this EOP may be activated in full or in parts. The organizational structure of the ICS may not resemble the day-to-day organization of The Chicago School. In other words, employees may report to other employees with whom they do not have a standard reporting relationship. In Level 4 emergencies, assignments may change in the ICS organizational structure.

As part of The Chicago School’s commitment to safety and security on its campus and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act, The Chicago School has made available its Annual Security Reports. The reports include institutional policies concerning campus security, such as policies related to alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and more.

The Annual Security Reports are accessible at the following web address:

<https://www.thechicagoschool.edu/emergency-information/annual-security-reports/>

2. CONCEPT OF OPERATIONS

By virtue of this EOP, The Chicago School intends to prepare for and adequately respond to any campus emergency. The EOP will be utilized as a decision-making tool and general framework for intelligence collection, information dissemination, and a programmed response.

The Chicago School follows an ICS framework when responding to emergencies. The ICS functions with the collaboration of the following roles:

- **Executive Policy Group (EPG)**: Has ultimate responsibility for activation, oversight, and termination of the Emergency Operations Center (EOC), a physical gathering point for members of the EPG and the Crisis Management Team (CMT). Along with this responsibility, these individuals have the authority to make policy decisions, commit resources, obligate funds, and obtain the resources necessary to protect the students, staff, faculty, and facilities.

The EPG is chaired by President Michele Nealon. The group delegates authority to manage the on-scene incident operation to the Incident Commander. The Incident Commander has overall responsibility for managing all emergency activities, including developing, implementing, and reviewing strategic decisions, as well as conducting post-event assessments.

The EPG:

- Provides policy guidance on priorities and objectives based on situational needs and the EOP.
- Oversees resource coordination and support to the Incident Commander from the EOC.

- **Crisis Management Team (CMT)**: Responsible for administering a response to all emergency events and will provide information, assessments, and recommendations to the EPG.

The CMT:

- Implements the EOP to address the situation.
- Monitors and reports progress to the campus community during the event and provides an assessment of the impact on affected facilities and/or departments.
- Convenes at designated alternate sites if necessary.

The CMT is led by the Incident Commander.

Emergency Response Team (ERT): A volunteer group that works in conjunction with the Campus Operations Team to prepare for and respond to any emergency incident. This may include serving as a first responder and calling 911 or working to usher students, employees, and visitors toward an area of safety in the event of an emergency. The ERT has been trained and prepared to fulfill roles related to emergency evacuation, first aid, CPR, and AED (Automated External Defibrillator) administration. Members of the ERT are located on each floor of the campus.

3. ACTIVATION OF THE EMERGENCY OPERATION PLAN

Upon the occurrence of an emergency, the on-duty Campus Operations Lead has initial responsibility for contacting the Incident Commander or the next-highest-ranking member of the CMT to initiate the EOP. Until the Incident Commander can be contacted, or the on-duty Campus Operations Lead is relieved by a higher authority, the on-duty Campus Operations Lead will direct all available Chicago School resources to prioritize the protection of life and safety and the preservation of property.

It is the policy of The Chicago School to involve local authorities when it is determined that a particular campus emergency exceeds the capabilities of the institution's personnel. The Chicago School will seek the assistance of the municipal police department, fire department, and other local agencies on an as-needed basis. The Chicago School will then coordinate with such local agencies and comply with their directives.

4. EMERGENCY OPERATIONS CENTER

Depending on the type and level of the emergency, the EPG may activate the Emergency Operations Center (EOC), a physical gathering point for members of the EPG and the CMT.

The EOC's primary location is Conference Room 1100 at the Chicago campus. During the emergency, designated personnel should report directly to the EOC. If the designated EOC is unavailable due to the emergency at hand, an alternative EOC space has been dedicated in Conference Room 800.

Emergency supplies and equipment are available in, or in the immediate vicinity of, each EOC, including:

- Telephones
- Floor plans
- Television/Video conference capabilities
- Internet capabilities
- Radio
- Whiteboard, flashlights, and basic office supplies

5. EMERGENCY RESPONSE

The first priority in utilizing the EOP is to ensure the life safety and well-being of students, staff, faculty, and visitors. During the initial hours of the response, members of the CMT assess the situation, prioritize emergency actions, and coordinate the deployment of emergency resources to address urgent campus-wide issues. Key priorities will include:

- Assistance for injured personnel
- Emergency safety inspections and evacuation of unsafe areas
- Hazardous materials response
- Emergency utility shutoffs and repairs
- Emergency power
- Emergency shelter
- Emergency notifications and communications
- Emergency transportation
- Emergency food service

5.1 CRISIS MANAGEMENT TEAM (CMT)

The CMT is responsible for administering a response to all emergency events and will provide information, assessments, and recommendations to the EPG. The CMT:

- Implements the EOP to address the situation
- Monitors and reports progress to the campus community during the event and provides an assessment of the impact on affected facilities and/or departments
- Convenes at designated alternative sites if necessary. The CMT is led by the Incident Commander

In the event of an emergency, the Incident Commander has initial responsibility for contacting the Chair of the EPG to initiate the EOP if deemed warranted. The Incident Commander and the CMT will direct all available school resources to provide priority protection for life, safety, and preservation of property.

The Incident Commander has overall responsibility for the management of all emergency activities, including development, implementation, and review of strategic decisions, as well as post-event assessments. The Incident Commander has the authority to delegate and/or assign duties and responsibilities to other members of the CMT.

5.2 EMERGENCY RESPONSE TEAM (ERT)

The ERT is a volunteer group that works in conjunction with the Campus Operations Team to prepare for and respond to any emergency incident. This may include serving as a first responder and calling 911 or working to usher students or employees toward an area of safety in the event of an emergency. The ERT has been trained and prepared to fulfill roles related to emergency evacuation, first aid, CPR, and AED (Automated External Defibrillator) administration. Members of the ERT are located on each floor of the campus.

Members of the ERT are familiar with:

- the operation of the *fire alarm system*, the emergency warning system and any other equipment used to assist in the operation of emergency procedures for the building
- the floor or zone they represent, including
 - all means of egress and alternative escape routes
 - the existence and positions of rooms leading off blind passages, doors leading to dead-ends and any other confined areas in which persons could be located
 - potentially hazardous materials or operations undertaken in their zone
- the location and operation of fire doors, smoke doors, fire blankets and portable fire extinguishers on their floor or zone and the number and location of mobility-impaired persons on their floor or zone

In the event of an emergency, members of the ERT may be required to carry out a number of activities, including the following:

- check to ensure fire doors and smoke doors are properly closed
- search floor to ensure all persons are accounted for
- ensure orderly movement of occupants

- assist mobility-impaired persons
- act as leaders of groups during building evacuation, operate basic fire-fighting equipment (e.g., portable fire extinguishers and fire blanket)

The ERT has been certified in first aid, AED, and CPR.

5.3 ACTIVATION OF THE EOC

The Chicago School has identified four levels of emergencies and has adopted the following general guidelines to assess the severity of emergencies affecting the institution to coordinate an appropriate response.

LEVEL	TYPE OF EMERGENCY	RESPONSE	EXAMPLES
1	STANDBY A minor department or building problem that can be resolved using internal resources. The EOC should not be activated for Level 1 emergencies.	A Level 1 incident should be reported to the appropriate Chicago School academic or business unit and will be resolved internally by following established policies and procedures. Campus Operations may be contacted when such incidents occur outside regular business hours.	Broken water pipes, faulty locks, problems with telephone service, etc. Such issues should be reported to Operations Team or the IT Help Desk.
2	ALERT A facilities-focused emergency having little impact on members of the campus community, other than those using the specific area where it occurred. Such emergencies can typically be resolved with internal resources or with limited assistance from outside agencies. The EOC should not be activated, but appropriate CMT personnel should be	Generally, Level 2 events should be reported to the appropriate Chicago School academic or business unit and resolved internally by following established policies and procedures, unless the situation poses danger to persons or property. If that is the case, persons aware of the emergency should also notify the Campus Operations Team.	Severe weather advisory, earthquake advisory, flood watch, local power failure, minor chemical spills, leaks, loss of heat or electricity for several hours, etc.
3	PARTIAL ACTIVATION An emergency situation focused on a person or persons (or the entire Chicago School facility), that can be resolved with internal resources or with limited assistance from local authorities. The EOC is partially activated. Resources are deployed at Incident Commander's direction.	Level 3 emergencies must be reported to the Campus Operations Team and/or 9-1-1, if necessary. Appropriate departments (Student Support, Human Resources, etc.) may then be contacted, as appropriate, including the CMT. If the Chicago School response requires resources from a variety of areas within the institution, the CMT may be notified to provide direction and coordination.	Moderate earthquake, fire affecting campus, major wind or rain storm, extended campus-wide system/power failures. Assaults or other criminal activity directed towards a person or group of persons, etc.

4	FULL ACTIVATION A major, potentially catastrophic emergency or imminent threat of such an emergency, impacting a sizeable portion of campus and/or its surrounding community, which requires a response involving significant assistance from external emergency response agencies. The EOC is fully activated. Full resources are deployed.	In a Level 4 emergency, call 9-1-1 and then contact the Campus Operations Team immediately. They will then contact the appropriate external agencies for assistance and promptly notify the Crisis Management Team. The CMT will assemble as appropriate to address the emergency. On-scene emergency responders are authorized to make critical operational decisions and to commit resources to mitigate and control the emergency.	Major campus or regional emergency, major earthquakes, tornadoes, significant terrorist event, active shooter situation, hostage/barricaded subject, major fire, or a contagious disease outbreak, etc.
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If a Level 3 or Level 4 emergency arises during the campus hours of operation, the Incident Commander has initial responsibility for contacting the Chair of the EPG or another member of the EPG if the Chair is unavailable to initiate the EOC. The CMT, led by the Incident Commander, will direct all available institutional resources to provide priority protection for life, safety and preservation of property and will function in such capacity until such time as the CMT is relieved by higher authority. The Chicago School personnel should be prepared to support and follow all instructions given by local authorities in order to safely respond to and resolve the emergency.

If a Level 3 or Level 4 emergency arises outside campus operating hours, the security staff of the building has initial responsibility for contacting the CMT's Incident Commander, or another member of the CMT if the Incident Commander is not available. The on-duty building security supervisor will assume the role of Incident Commander until such time as the on-duty supervisor is relieved by a member of the CMT. Until relieved, the on-duty supervisor will direct all available resources to provide priority protection for life, safety, and preservation of property.

The following specific area has been identified to serve as the official Emergency Operations Center at the Chicago Campus:

Conference Room 1100
400 S. Jefferson Street, Chicago, IL 60607

In the event of a Level 3 or Level 4 campus emergency during normal business hours, the CMT will meet at the EOC as soon as practicable. In the event that command posts are inaccessible or otherwise unavailable for use, an alternate location will be established, and the location will be communicated to all parties. In the event of a Level 3 or Level 4 campus emergency outside normal business hours, members of the CMT should call in to the Incident Commander's conference bridge.

Emergency supplies and equipment are available in, or in the immediate vicinity of, each EOC, including

- Telephones

- Large scale floor plans
- Television/Video conference capabilities
- Internet capabilities
- Radio
- Whiteboard, flashlights, and basic office supplies

Phone and data networks may be unavailable on campus. In such a circumstance, staff will be dispatched from one or more of the institution's designated EOC's to alert key leaders in each campus facility. Those alerted will then be expected to alert others in their facility.

The Campus Operations Team shall be charged with the responsibility of maintaining significant events logs as well as ensuring the removal of dangerous debris, assuming the local authorities have authorized removal of such materials.

6. EMERGENCY COMMUNICATION

Timely and accurate communication with the campus population during a campus emergency is critical. Key priorities will be:

- Providing timely status reports and announcements to the Chicago School community
- Communicating accurate information to the public, which will help prevent the spread of rumors
- Gathering information, reports, and recommendations on the status of the emergency situation

Notification Systems Available:

In case of an emergency for which the entire campus must be notified, The Chicago School has the following systems in place to reach as much of the campus community as possible:

- TCSalert messaging system alerts will be used for potentially life-threatening emergency situations. Communications will not be sent for individual class cancellations or campus reminders. The TCSalert messaging system will be used to send an emergency notification/communication via SMS (text message) or email message to all employee and student Chicago School email accounts. Any student or employee who registered their cell phone number or non-Chicago School email address into the Rave Mobile Safety information system database will also receive an alert. Registration details are available online at the emergency website link below.
- The Chicago School Emergency Website:
<https://www.thechicagoschool.edu/emergency-information/>
- The Chicago School Recorded Information Line: 1 (800) 750-5579
- Emergency warning announcements over the building's intercom system, local and regional

media - radio and television stations - will be notified as needed.

Timely Warnings

In addition to yearly crime statistics provided in the Annual Security Report, the Campus Operations Team will make periodic reports, or Crime Alerts, to the campus community of recent crimes that may affect the quality of life in the greater campus area. These reports are intended to raise awareness regarding criminal activity so the community can increase or implement safety strategies. For crimes considered a threat to other students or employees, victim names will be withheld from timely warnings.

Crime Alerts will be distributed through the following means:

- The Chicago School alert emergency communication system
- The Chicago School website at <https://www.thechicagoschool.edu/emergency-information/>
- The Chicago School electronic mail distribution list (faculty, staff and students)
- Flyers posted and given to selected offices on campus

Decisions to disseminate a Crime Alert will be made on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. Crime Alerts will contain a brief description of the incident; the date, time, and location of the incident; and precautions to take. The amount and type of information presented in the warning will vary depending on the circumstances of the crime. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes. Anyone with information warranting a timely warning should report the circumstances to the Campus Operations Team.

7. EVACUATION AND GATHERING POST

In the event of an emergency situation requiring campus evacuation, students, employees, and visitors will proceed to the nearest exit in an orderly fashion. Once outside the campus facility, all building occupants will meet at the appropriate gathering post as soon as possible. Students, employees, and visitors will be allowed back into the building as soon as the appropriate authorities indicate that it is safe to do so.

Building occupants will be notified of the need to evacuate by the sound of the building fire alarm, by verbal instruction from building emergency staff, or by self-evident hazardous conditions. All staff, faculty, and visitors must then leave the building immediately. Building emergency staff may be available to guide and assist in the evacuation.

All occupants should exit the building through the nearest safe exit or exit stairwell. Elevators should never be used in an emergency evacuation.

In this building, emergency exits and exit stairwells are located at:

Floors 1-5

Stairwell A – East Center of the building near the elevators

Stairwell B – Southwest corner of building

Stairwell C – Northwest corner of building

Floors 6-8

Stairwell A – East Center of the building near the elevators

In the event of an evacuation, the following protocols should be followed:

- If the nearest exit or exit stairwell is obstructed by smoke, fire, or other hazards, proceed to an alternate exit or exit stairwell.
- During stairwell evacuation, remove high heels, and hold on to the handrail. Allow enough room for others to enter the flow of traffic in the stairwell.
- Once outdoors, all occupants should move to the evacuation assembly area located at The Green at 320, which is on the northwest corner of Clinton and Van Buren Streets.
- If assistance is needed, call Campus Operations at (312) 410-8962 or Campus Reception (312) 329-6600.
- Once assembled at the designated gathering post, members of the ERT will account for all occupants, in order to inform arriving emergency services if anyone is missing or possibly still inside the building.
- The ERT will also provide arriving emergency personnel with information about the emergency in the building, including location of hazards and any other known issues.
- Building occupants must not re-enter the building until cleared by emergency personnel.

8. BUSINESS CONTINUITY

Business continuity is a second, but critical, priority. As initial responses are completed, the EPG will focus on business continuity planning by developing an assessment of damage, program disruptions, and other continuity problems. As the assessment is completed, the EPG will work with the CMT to identify the most effective recovery plan for the campus. If possible, academic programs and key services will be resumed almost immediately. If necessary, the group may recommend that academic programs be temporarily suspended until basic services are re-established. These basic services include:

- Facilities repair and recovery
- Information systems
- Utilities (i.e., power, water, heat, gas)
- Key business functions that support teaching and research programs

MOVING PROGRAMS TO REMOTE (VIA ZOOM) OR SUSPENSION

Academic programs and other Chicago School activities will move to remote status (via ZOOM) or be suspended as necessary due to hazards on campus. The decision to temporarily suspend activities is the responsibility of the Campus leader in compliance with the Campus Closure Recommendations [here](#).

If the move to remote status via ZOOM for academic programs is necessary, basic services for emergency personnel to continue to operate on campus will be continued. If necessary, alternative staffing and operating locations will be arranged to allow essential services to continue.

2.0 SPECIFIC DEPARTMENT ROLES

On the following pages are brief descriptions of the roles and responsibilities of departments with formal emergency operations responsibilities.

2.1 COMMUNICATIONS

The CMT is responsible for coordinating all emergency communications if there is a catastrophic event. Key priorities will be:

- Determining the appropriate spokesperson for the crisis
- Developing and distributing accurate information for internal and external audiences through multiple platforms including email, website, news media and social platforms
- Handling requests from the news media and coordinating media interviews
- Monitor media reports to ensure accuracy of information
- Ensuring that the EPG is kept informed to the extent deemed necessary, as to the nature, extent and current status of the emergency

2.2 CAMPUS OPERATIONS

In an emergency, Campus Operations provides a variety of major services:

- Damage assessment of facilities
- Emergency repairs and utility shutoffs
- Restoration of water, power, gas, and HVAC services
- Control of fire, life, safety systems
- Coordination of facilities long-term reconstruction and cost recovery
- Debris removal, clean-up and restoration of vital building services

Campus Operations will attempt to restore the campus to operational status as quickly as possible to allow resumption of The Chicago School activities and minimize operational downtime. If necessary, external resources will be obtained to assist in the recovery process.

The Campus Operations Team is responsible for developing and coordinating all

emergency procedures and recovery plans. Campus Operations will work with all critical departments to ensure plans are developed, staff is trained, and the plan is tested. In addition, the department will develop and train emergency response teams.

Fire safety programs are managed year-round and include fire prevention inspections, evacuation training and fire drills.

2.3 STUDENT SUPPORT

During a major emergency, the Operations team will handle all communications. After the event, the operations team will work with Student Support staff members to coordinate services such as:

- Provide support and information to affected students and their families
- Contact a student's academic unit and professors
- Write and distribute letters regarding status of the situation
- Determine, if applicable, any student fees that should be waived
- Assist students with contacting Student Solutions to facilitate availability of individual or group counseling sessions
- Assign Student Support staff to distribute and post updated information about the emergency situation
- Act as the point person that each affected student may contact for assistance and information

2.4 INFORMATION TECHNOLOGY

The Information Technology Department (IT) maintains The Chicago School's e-mail system and services related to computing, printing, networking and data storage. IT maintains an emergency response plan that addresses continuity of services especially for services critical to emergency response such as The Chicago School website, data services, and e-mail.

Emergency response and recovery plans include damage assessment to facilities, servers and systems. Response priorities are based on The Chicago School's emergency response plan and the services that directly support life-safety, teaching, research and the protection of The Chicago School assets.

In the event of a major emergency situation, IT will support The Chicago School's response, including:

- Provide support to The Chicago School emergency response, ensuring voice and data services are functional
- Assist in emergency communications through voice and data networks, if necessary

Note – In the event of a local power outage, the IT team will perform certain steps in order to bring all systems back online in a safe and secure manner.

2.5 HUMAN RESOURCES

The Office of Human Resources (Human Resources) maintains The Chicago School's personnel system and employee disability information. During a major emergency, Human Resources will disseminate relevant information regarding personnel issues and will also coordinate the following activities:

Emergency Response

- Working with local authorities and assisting with employees with documented disabilities that may affect evacuation
- Protecting and calming employees, providing updates and addressing grief issues
- Provide current roster of personnel to local authorities and/or the ERT as requested

Emergency Investigation

- Assisting with inquiries from OSHA or other governmental agencies
- Participating in the investigation and root cause analysis as requested
- Integrating work with legal counsel as necessary
- Providing documentation of training, procedures, personnel and other records to investigating agencies as requested (including documentation of job safety analyses, mandatory training, employee action plans, emergency response plans, fire prevention plans, etc.)

Emergency Logistics

- Determining alternative work schedules and telecommuting options if applicable
- Managing pay and benefits for disrupted employees
- Handling compliance questions related to travel, relocation, remote-work and temporary employees
- Coordinating communication between insurers and benefit providers
- Providing assistance with post-event counseling and next-of-kin notification if necessary

3.0 SPECIFIC EMERGENCY PROTOCOLS

3.1 EMERGENCY RESPONSE TEAM

See page 13 of this document for current members of the ERT.

3.2 EMERGENCY RESPONSE SUPPLIES

Each floor has been equipped with a disaster supply kit and a disaster first aid kit. For locations, please see the information posted next to the Emergency Information Posters or campus reception desks.

The disaster supply kits include:

- Emergency space blanket
- First aid supplies
- Portable AM/FM Radio with spare batteries

- Flashlight with spare batteries
- List of essential phone numbers

In addition, it is recommended that all staff and faculty members maintain a personal emergency kit in their work area.

3.3 ACTIVE SHOOTER

The Office of Homeland Security provides an informative booklet [here](#)

The following actions are recommended:

EVACUATE

If there is an accessible escape path and you feel it is safe to leave, exit the building/area immediately.

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape if possible
- Prevent individuals from entering an area where an active shooter may be
- Keep your hands visible
- Follow instructions from law enforcement officials
- Do not attempt to move wounded people

CALL 9-1-1

When safe, dial 9-1-1 and provide as much information as possible

- Location of active shooter
- Number of shooters on site
- Physical description of shooter
- Number and type of weapons held by shooter
- Number of potential victims at the location

HIDE OUT

If exiting the building/ area is not possible or you do not feel it is safe to leave, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- Lock the door and barricade the door with heavy furniture
- Silence your cell phone and other personal electronic devices
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)

- Remain quiet

TAKE ACTION

If evacuation and hiding out are not possible, as a last resort, and only if your life is in imminent danger, it is your sole decision to take action and attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her/they
- Throwing items and improvising weapons
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers will normally arrive in teams of four
- Officers wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other technical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands; they may push individuals to the ground for their safety

When law enforcement arrives on the scene:

- Remain calm and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise your hands and spread fingers
- Always keep hands visible
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or directions when evacuating; just proceed in the direction from which the officers are entering the premises

3.4 BOMB THREAT

All bomb threats are to be immediately reported to the Campus Operations Team. Upon receipt of a bomb threat, the Campus Operations Team will **immediately call 9-1-1** and then notify building security and the campus CMT Incident Commander.

During a bomb threat situation, the Campus Operations Team will:

- Notify the police department of the situation
- Notify the campus Incident Commander
- Notify building security
- Advise building occupants to evacuate the building if instructed to do so by local authorities

If a suspicious item is found:

- Do not touch, move or disturb the item
- Avoid using cell phone or radio communication around the item
- Notify the Campus Operations Team and/or building security, providing the location of the item
- Direct people away from the area until assistance arrives

If threat is made in writing:

- Do not handle the letter or note more than necessary.
- Notify The Campus Operations Team and/or building security, and relay information obtained from letter.

If a bomb threat is made over the telephone:

- Remain calm when speaking to the caller
- Maintain communication with the caller and attempt to determine:
 - The caller's identity
 - Location and description of the device
- Advise someone else to call 9-1-1 and to notify Campus Operations and relay the information obtained

If possible, note this information:

1. Exact time of call
2. Exact words of caller
3. Who received the call
4. Telephone number that received the call
5. Voice is male or female?
6. Voice is calm, disguised, nasal, angry, broken, stutter, slow, sincere, lisp, rapid, giggling, deep, crying, squeaky, excited, stressed, accent, loud, slurred, normal
7. Was the voice familiar, whom did it sound like?
8. Were there any background noises?

Ask the caller these questions:

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

3.5 COMMUNICABLE ILLNESS/PANDEMIC OUTBREAK

During an infectious disease outbreak, The Chicago School will work to achieve the following goals:

- Limit the number of illnesses and deaths
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses

Upon learning that a member of The Chicago School community has contracted a severe communicable disease, the CMT will coordinate with the campus community to inform local Public Health Officials and comply with any corresponding directives.

These directives may include the following strategies:

- **Social Distancing:** Strategies that are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies include closing campuses and public assemblies, cancelling activities and social events or implementing emergency staffing plans.
- **Quarantine:** The physical separation and restriction of movement of individuals, families groups and communities who, though not ill, have been exposed to a contagious disease. Quarantine may be required to prevent the spread of infectious disease that may be transmitted to other individuals before illness develops or is recognized. Quarantines may be done at home or in a restricted area, depending on the specific nature of the infectious agent.
- **Isolation:** Applies to persons who are ill with a contagious disease. Isolation is the physical separation and restriction of movement of an individual who is ill or is suspected of having an infectious illness from those who are not ill and have not been exposed to the contagion. Isolation may be required if medically necessary and reasonable to treat, prevent, or reduce the spread of the disease. Individuals may be isolated in a campus area.

Plans to isolate contagious persons will be enacted based on factors including the number of other cases of contagious persons with the same disease and/or recommendations or orders from local public health officials.

In the event of a communicable illness outbreak, the Incident Commander, in conjunction with the EPG, will have absolute authority over the campus.

The Campus Operations team will be responsible for all security related issues and will report directly to the Incident Commander during a communicable illness outbreak. If an order is given to evacuate the campus, the Campus Operations lead will have authority over the campus evacuation activities.

The CMT will work with the EPG, local authorities, and campus leadership to manage the response plan. The CMT will be in charge of providing timely ongoing safety and health information to the EPG.

Timely and accurate communication with the campus population during a communicable illness/pandemic outbreak is critical.

3.6 CRIMINAL ACTIVITY

In accordance with federal regulations, and through the Office of Business Operations, The Chicago School will report all felonies and serious misdemeanors that are reported to it or that it observes or views to the local police department as soon as possible.

Reporting will occur regardless of whether the victim/complainant chooses to cooperate in the investigation. Furthermore, The Chicago School will provide statistics on these crimes in its annual security report.

For lesser misdemeanors committed against the institution (e.g. minor damage to property) the crime will be reported to the local police department at the discretion of the Campus Operations team.

For misdemeanors perpetrated against a person (student, faculty, staff or visitor), victims will be encouraged and assisted by the office of Business Operations to report the crime to local authorities. If the victim refuses to notify police, and police reporting is deemed warranted, the Business Operations' designee will report the crime to the police while expressly noting that the alleged victim has refused to report the crime on his/her own.

Once informed of a crime, The Chicago School is committed to helping the victim feel safe, secure and free from further harm. The Chicago School will make all attempts to provide a calm and supportive environment for the victim. When a victim approaches a school official who has primary responsibility for students and/or campus activities, with intent to report an alleged crime, the victim will be informed of The Chicago School's reporting responsibilities before any information about the alleged crime is revealed.

The following is a list of some of the crime prevention programs and projects implemented at The Chicago School campuses:

- Closed Circuit Television (CCTV) Surveillance: CCTV is used throughout The Chicago School campuses
- Institution Photo Identification Card (ID): Each Chicago School faculty, staff, and student is issued a Chicago School photo identification card. This card is required for access to various areas of campus and building stairwells where applicable. This card must be carried at all times.
- Access Control: Major points of entry into areas of campus are controlled with electronic access doors. Some of these doors require a campus-issued ID card to gain entry, while others may be opened on a consistent basis during regular campus operating hours.

3.7 EARTHQUAKES

In the event of an earthquake:

- If indoors, drop, cover, and hold. Protect yourself from falling objects such as light

fixtures, bookcases, cabinets, shelves, and other furniture that might slide or topple. Stay away from windows. If possible, get under a table or desk. Hold on and be prepared to move with it.

If no shelter is available, seek cover against an interior wall and protect your head and neck with your arms.

- Do not stand in a doorway. The earthquake safety procedure of moving to a doorway is obsolete, and doorways offer no greater protection than any other area. In fact, some individuals have been injured while moving toward or standing in a doorway during an earthquake.
- If outside, move away from structures, power poles, or other possible hazards. Stay in an open area.
- During the shaking, do not run for exits or attempt to leave the building, since heavy objects or debris may be falling in your path.
- Do not use the elevators.
- When the shaking stops, check for injuries to personnel in your area. Do not attempt to move seriously injured persons unless they are in immediate danger. Render first aid assistance if necessary.
- Check the area for safety hazards such as building damage, fires, spills of flammable or combustible liquids, or leaks of flammable gases. If the area or building appears to be unsafe, begin evacuation procedures:
- Turn off heat and gas sources before evacuating if it is safe to do so. This may include electrical equipment in offices.
- Exit the building and proceed to the assembly point, per Section 1.7.
- Contact the Campus Operations Team to report any injuries or other immediate emergencies.
- Once you have exited the building, do not reenter until local authorities have indicated that it is safe to do so.
- Use the telephone system only for urgent matters. Listen to battery-operated radio for emergency information.

It is not necessary to evacuate the building if the earthquake was minor and did not result in hazards such as fire, smoke, fire alarm activations, hazardous materials spills, or structural damage.

3.8 ELEVATOR EMERGENCY

When passengers are trapped in an elevator and/or when an emergency alarm from an elevator is sounded, the following procedures shall be followed:

Passengers should be advised to:

- Push the ALARM button and utilize the emergency intercom equipment to summon outside assistance
- Do not panic
- Do not attempt to open the doors
- Stay clear of the doors

3.9 EMERGENCY SCHOOL CLOSURE

The decision to move classes to remote via ZOOM or close an entire campus due to inclement weather (or any other reason) is the responsibility of the Campus Operations Team. Click [here](#) for guidance on campus closures.

A campus should be considered for closure when:

- There is a significant physical threat of injury or harm to employees and/or students
- There is widespread inaccessibility or malfunctioning of transportation systems
- The local government advises businesses to cease operations
- A physical disaster has occurred, and the buildings are uninhabitable

3.10 EVACUATION

If an emergency situation arises and a campus must evacuate any of its facilities, the goal of the institution will be to keep unaffected campuses open and operating on a normal class and business schedule. The institution is prepared to evacuate any campus, and will do so in the event or perceived potential of danger.

Building or Campus Evacuation Procedures

In the event of an emergency situation requiring evacuation, designated campus officials led by the Campus Operations team, will begin an evacuation affected area. Students, faculty, staff and visitors are instructed to leave personal belongings when evacuating the building. Students, faculty, staff and visitors will be allowed back in the building as soon as the appropriate authorities have indicated that it is safe to do so.

General evacuation guidelines and best practices:

- Building management will provide information and instructions via the emergency speaker system throughout the building
- Do not use elevators
- Use stairwells
- Do not bring food or drink with you into any stairwell
- Do not break windows
- Always stay to the right within the stairwell to allow emergency personnel to pass

Persons Requiring Assistance

The Chicago School recognizes that individuals with disabilities may require assistance in the event of an emergency. The Chicago School therefore asks all individuals, including those with disabilities, who may need assistance in an emergency to identify themselves to campus officials. Once an individual has self-identified, The Chicago School will work with the individual to develop a personal emergency plan that includes specific evacuating and sheltering procedures and means of communication in the event of an emergency. The Chicago School is also committed to training its employees to identify and assist persons who may need assistance in an emergency.

Most areas on campus are equipped with fire alarm horns/strobes that sound an alarm and

flash strobe lights. However, persons with hearing and/or vision impairments may not immediately notice or hear emergency alarms and may need to be alerted of certain emergency situations. Some people may need to be alerted to the situation by gestures or by repeatedly turning the light switch on and off. Emergency instructions

can also be communicated by verbalizing, mouthing, or by short, explicit written note. The Chicago School employees are encouraged to offer such assistance, as appropriate.

Self-Identification

Twice a year, The Chicago School will ask all faculty, students, and staff if they will require assistance in an emergency. Self-identification is voluntary. The purpose of the request is to assemble information to assist in alerting, evacuating, or sheltering individuals requiring assistance in the event of an emergency.

Individuals who believe they may need assistance during an emergency should notify the Human Resources department along with the Campus Operations Team Lead.

In addition to notifying the Human Resources department and the Campus Operations Team lead, any employee or student needing assistance may also voluntarily provide information to anyone within The Chicago School community about his/her need for assistance during an emergency. However, such notification is not intended to be a substitute for proper identification to campus officials noted above.

Personal Emergency Plan

Once an individual identifies himself/herself as needing assistance in the event of an emergency, The Chicago School will work with the individual to develop a personal emergency plan for assisting that individual in evacuating or sheltering-in-place in the event of an emergency. This plan will not only serve as a means for informing emergency response personnel as to the locations of any person(s) requiring assistance, but will also identify the safest area located on each floor within the building to which a person with disabilities can be moved or directed to await assistance from emergency response personnel.

Evacuation Procedures

In the event of a building or campus evacuation, local municipal emergency personnel are the only personnel formally trained and authorized to provide physical evacuation assistance to individuals with mobility impairment. In the event danger is imminent and there is no time to wait for municipal personnel, The Chicago School suggests the following evacuation options for students, faculty, staff, and visitors with such impairments:

- Horizontal Evacuation Option: Move a safe distance away from the area of imminent danger to another space of the building or opposite end of the corridor.
- Move to a Priority Rescue Area Option: Each campus will designate specific areas, generally located in a stairwell or in an area immediately adjacent to a stairwell, as priority rescue areas. Priority rescue areas are identified as such to rescue personnel as likely areas for individuals to be found in the event they are unable to evacuate a building. Priority rescue areas are clearly marked.
- Stay in Place Evacuation Option: Unless danger is imminent and removal to a

priority rescue area is not practical (e.g., pathway is impeded), it is recommended that the individual remain in a room with an exterior window, and if possible, a closing door.

Stairway evacuation of wheelchair users should be conducted by trained professionals from the fire department. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users. If this must be attempted, consider the following:

Person Cradle Carry

- Wait until other evacuees have moved down the stairwell.
- The two helpers stand on either side of the individual.
- They reach under the individual and lift them out in a cradle. Helpers control the descent by walking slowly and cautiously. NEVER LEAVE A WHEELCHAIR IN A STAIRWELL.

Office Chair Evacuation

- Transfer the physically challenged individual to a sturdy office chair.
- 1 helper gently leans the chair backward.
- The other helper faces the chair and holds onto the front legs of the chair. Both will lift the chair simultaneously.
- The helpers control the descent by bending their legs slowly and keeping their back straight.

Mobility Impaired - Non-Wheelchair

Persons with mobility impairments who are able to walk independently should be able to negotiate stairs in an emergency with minor assistance. The individual should wait until the heavy traffic has cleared on the stairwell before attempting to exit.

Hearing Impaired

Some buildings on campus are equipped with fire alarm strobe lights; however, many are not. Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted to emergency situations by other building occupants.

Visually Impaired

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route may be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The assistant should offer his/her elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the assistant should communicate as necessary to ensure safe evacuation.

3.11 FIRE SAFETY

Any fire alarm calls for an immediate and full evacuation of all The Chicago School floors/suites, as designated by local fire codes and/or procedures. This evacuation can only be halted by the local Fire Department giving the "all clear." The building or campus

evacuation procedures must be followed at all times.

If you smell smoke or see fire:

- Call 9-1-1
- Pull the nearest fire alarm
- Check to see if anyone is in immediate danger
- If the fire is minor and there is no additional danger to yourself, attempt to extinguish the fire using the nearest fire extinguisher
- If the fire is uncontrollable, close all doors leading to the fire if possible.
- Evacuate the area immediately by following the building or campus evacuation procedures. **DO NOT USE ELEVATORS.**
- If time permits, call the Campus Operations Team and relay both the situation and that you have called 9-1-1

If your clothes are on fire:

- STOP wherever you are
- DROP to the floor that is unobstructed
- ROLL repeatedly to extinguish the flame

If you are in a smoke-filled area:

- Kneel on the floor and stay as low as possible
- Take short breaths through your nose
- Crawl to the nearest exit
- Feel all doors before opening:
 - If the door(s) are hot, DO NOT OPEN
 - If the door(s) are cool, open slowly and stay behind the door
 - If heat or pressure begins to come through the door(s), close immediately and tightly

False Alarms

False alarms are serious pranks that have the potential to create panic situations, as well as cause unintentional injury. Anyone apprehended in the act of triggering a false alarm or reported to have caused a false alarm will be turned in to the proper authorities for disciplinary action and/or criminal prosecution.

Fire Prevention

In the interest of fire prevention and safety, employees and students must maintain an awareness of various potential building hazards in their respective areas. Always remove clutter; properly dispose of old papers, books, boxes, etc.; keep corridors and hallways clear; and properly store flammable substances.

All campus personnel should also make an effort to familiarize themselves with the locations of stairwells, fire escapes, and emergency equipment such as fire extinguishers and hoses, in and around the areas of campus they frequent.

How to Use a Fire Extinguisher

- P – Pull the pin without squeezing the handles together.
- A – Aim at the flames from a distance of 10-12 feet.
- S – Squeeze the handles together; do not release until fire is completely extinguished.
- S – Sweep from edge to edge of the area on fire.

3.12 FLOODING

A flood emergency exists if floodwater is uncontrolled and flowing beyond the area where the source of water is normally contained or controlled. Flooding can be a result of building system failures or natural occurrences, such as heavy rainfall.

In the event of severe flooding, local authorities, building security, and the Campus Operations Team should be notified.

Broken water pipes, water leaks, and overflowing or clogged drains that do not present an emergency should be reported to the Campus Operations Team immediately.

Floods Due to Building System Failures

If a water leak/flooding occurs, individuals should:

- Remain calm and evacuate the area
- Contact the Campus Operations Team
- Use extreme caution and do not use any electrical appliances or outlets near the leak

Upon investigation of the problem area, Campus Operations personnel shall notify building engineers and electricians if the flooding is severe. Campus Operations personnel shall then:

- Consult with the Incident Commander to determine if evacuation is necessary
- Post signage as needed to prevent traffic in this potentially hazardous area
- Perform proper clean-up once engineers/electricians have the problem under control
- Remove signage from area upon completion of clean-up

Floods Due to Natural Occurrences

After evaluation, if the Campus Operations team, in conjunction with the Incident Commander, building engineers and/or local authorities, determines it is very likely that any campus may flood or flooding is actually occurring, the following preventative action shall be taken:

- If flooding occurs and water begins accumulating within the building, individuals will move to a higher level in the building
- If flooding is severe and safety is an issue, all individuals will evacuate the building and await further instruction from local authorities
- The Chicago School will defer to the building engineers and/or local authorities

3.13 HAZARDOUS CHEMICAL SPILL

Regardless of the quantity spilled, the following types of chemical spills should be immediately reported to the Campus Operations Team:

- Radioactive materials
- Flammable
- Toxic
- Corrosive
- All uncontrolled compressed gas releases
- Leaking containers

If possible, individuals should be prepared to provide the following information when reporting a chemical spill:

- Name and quantity of the chemical/material spilled
- Location of the spill (building name and room number)
- Information regarding anyone injured or otherwise contacted by the material
- A description of any fire or explosion caused by or occurring nearby the spill

In the event of a chemical spill or any other accident or emergency involving hazardous materials, individuals should be advised to:

- Treat any spill that results in personal exposure immediately
 - Eyes/skin contact: Flush eyes or affected skin areas with water thoroughly and continuously for a minimum of 15 minutes. Remove contaminated clothing. If the injured person requires immediate attention call 9-1-1.
 - Inhalation: Get the person into fresh air and call 9-1-1.
- Evacuate the area immediately and alert others nearby
- Only trained personnel should handle chemical spills and should follow the documented procedures for cleaning up the spill
- Do not expose yourself to a dangerous situation
- Do not re-enter the contaminated area until instructed that it is safe to do so by local authorities

The following is a general cleanup procedure for minor spills only:

- Only trained personnel should attempt to clean up spills. Cleaning up chemical spills is dangerous and should be performed by professionally trained persons
- Clear all persons out of the area who are not directly involved in the cleaning
- Do not switch on lights or other electrical equipment as any spark could detonate combustible gas that may be present
- Do not re-enter the area until it is completely decontaminated and the all-clear has been given by authorized persons

3.14 HOSTAGE SITUATION

In the event of a hostage situation, The Chicago School personnel will call 9-1-1 and then contact the Campus Operations Team. The CMT will coordinate with, and take direction from local authorities.

3.15 LOCKDOWN

A “lockdown” is a temporary sheltering technique utilized to limit civilian exposure to imminent threat of violence, such as an “active shooter” or similar event. A lockdown will be declared only if there is a serious risk of danger to The Chicago School community members. The general purpose of a lockdown is to convert a building into a large “Safe Room.” The decision to initiate building lockdown procedures may be at the discretion of the EPG or in response to a request by local law enforcement officials.

In the event of a situation requiring the initiation of building lockdown procedures, the Campus Operations Team lead will perform the following tasks to the extent possible:

- Activate appropriate emergency notification systems
- Contact and coordinate with the local police department and building security personnel
- Lock and secure perimeter building doors and windows with assistance from Facility personnel, custodians and maintenance personnel as needed, not allowing entry or exit to anyone until instructed that it is ok to do so by local authorities

Once the notice to "lockdown" has been issued, the following actions should be taken by members of the campus community:

- Follow instructions
- Try to remain calm
- Remain indoors, (e.g. your office or classroom). Once the facility is on "lockdown" you are not allowed to leave the building until instructed that it is ok to do so by local authorities
- If not in your typical surroundings proceed to a room that can be locked
- Close and lock all doors
- If safe to do so, turn off gas and electric appliances, (e.g. heater, fan, coffee maker, gas valves, lights and locally controlled ventilation systems)
- Use phones only for emergency notification to local authorities
- Do not unlock doors or attempt to leave until instructed to do so by local authorities

3.16 MASS CASUALTY EVENT

In the event of a mass casualty event, The Chicago School shall coordinate with and follow directives of the local authorities.

3.17 MEDICAL EMERGENCY

In the event of injury, accident or mental health crisis on campus, individuals should:

- Evaluate the situation as quickly as possible using all available information, including consideration of the following:
 - Is the situation, accident or illness serious enough to be considered an

- immediate medical emergency?
 - Is the person(s) coherent?
 - Is the individual(s) in pain?
 - How many people are injured?
- If the situation is such where the person(s) is seriously hurt or too sick to assume responsibility for themselves:
 - Call 9-1-1 or, in the case of a mental health crisis
 - Call a member of the Emergency Response Team or the Campus Operations Team
 - Stay with the person(s) until help arrives
 - Do not attempt to move the injured person(s) or assist in any way without proper training
- If the situation is such that the person(s) is not seriously hurt or not too sick to assume responsibility for themselves, call a member of the Emergency Response Team or the Campus Operations Team and describe the situation

All accidents or injuries that occur on The Chicago School property, whether life-threatening or not, must be promptly reported to the Campus Operations Team so that incident reports can be completed.

3.18 MENTAL HEALTH CONCERNS

If there is a reason to believe that a Chicago School student or employee is experiencing a mental health emergency and may present a danger to him/herself or others, call **9-1-1**.

If there are general concerns regarding the mental health or well-being of a Chicago School student, the Student Support department should be contacted. The Student Support department has access to resources to support a student in need.

If there is general concern regarding the mental health or well-being of a Chicago School employee, please contact the campus Human Resources department.

3.19 POWER OUTAGE

Response to a power outage will depend on the circumstances. If possible, the Campus Operations Team will communicate the extent and likely duration of the outage. However, in many cases, the likely duration cannot be determined.

The Chicago campus is equipped with emergency generators that will allow emergency lighting in the building and UPS's have been installed in the server rooms. Emergency power is provided only for emergency systems, and does not provide power for equipment or normal electrical outlets, unless special arrangements have been made in advance.

- Report the extent of the outage in your area to your local Campus Operations Team.
- Help persons in darkened work areas move to safety.
- Check elevators to determine if anyone is trapped inside. If so, immediately call

- the Campus Operations Team for help. Do not attempt to force open doors.
- Unplug desktop computers, equipment, and appliances during the outage, especially if not connected to a surge protector.
- Shut down any equipment or process that could be hazardous if the power suddenly returns.

3.20 SEVERE WEATHER

When a severe weather watch is issued by the National Weather Service, the Campus Operations Team will monitor storm conditions in preparation for a potential emergency. If conditions escalate, the CMT will enact the Weather-Related Closure Plan. Click [here](#) for the guidance on campus closures.

Tornados

A tornado watch means severe weather is approaching and conditions are favorable for the development of a tornado. Continue normal activities. Campus Operations will continue to monitor the situation. If the weather appears to be changing, it is best to stay inside.

A tornado warning means a tornado has been sighted in the area and is deemed an immediate threat. If you become aware of a tornado watch, notify the Campus Operations Team immediately.

When a tornado warning has been issued, listen for instructions over the public address system or from Campus Operations Team personnel, which may include the following:

- Move away from the perimeter of the building, including windows, and close all doors
- Directions will most likely include going to:
 - Lower level hallway or basement
 - Gathering toward corridors and/or elevator lobbies
 - Restrooms without windows
- Do not use elevators
- Remain in the designated area until an “all clear” announcement has been made

Closure of Campuses – Moving Classes to Remote via ZOOM

Further information regarding moving classes to remote via Zoom or closing campus is set forth in sections 3.9 and 3.10.

3.21 STRUCTURAL FAILURE

In the event of structural damage to a campus building, the entrances to the floor/area containing the damage are to be blocked off to prevent any traffic, and the area should be secured to prevent theft of The Chicago School or personal property. If necessary, classes will be canceled and/or the campus evacuated as determined by the CMT’s Incident Commander and/or the Campus Operations Team.

The Campus Operations Team will report the structural damage to building management, who will coordinate a structural inspection of the damaged area. Because of the unknown

condition of many structural elements, no one shall be allowed in the damaged area for any reason until the building/area is deemed safe by all appropriate authorities. In the event of injury or entrapment, local authorities will be contacted as appropriate.

3.22 SUSPICIOUS MAIL OR PACKAGES

The Campus Operations Team is responsible for processing all Chicago School mail sent and received by faculty and staff. However, business and academic departments may occasionally receive mail and/or packages directly. Individuals should be wary of envelopes or packages delivered to their office that display one or more of the following characteristics:

- No return address
- Misspelled words
- Envelopes or packages sealed with excessive tape
- Poor type or illegible/unusual handwriting
- Incorrect name, address, or title
- Powder or other substance seeping through the package
- Excessive postage
- Protruding wires
- Strange odors emanating from the item
- Oily stains, crystallization or other discolorations on packing material

Should a piece of mail or package that displays the above-listed characteristics be received, and there is suspicion the item may contain an explosive, chemical, biological or radiological threat:

- Isolate the item immediately
- Do not open, move, smell or taste the suspicious item
- Leave the immediate area and warn others in the area to do the same
- Call Campus Operations for further instructions and assistance
- If possible, wash your hands and face with soap and water

Should you open a piece of mail or package that appears to be contaminated;

- Do not move the item
- Call Campus Operations for further instructions and assistance
- Turn off any fans and supplemental air conditioners
- Isolate the area and evacuate the adjoining areas
- Deny access to the letter/package to everyone except emergency responders
- The individual who opened the parcel and anyone else who has come into contact with the parcel should remain isolated in an area adjacent to the original location and wait for additional instructions from responding emergency personnel
- If possible, the individuals who had contact with the parcel should wash their face and hands with soap and water

3.23 THREATS OF VIOLENCE

The Chicago School strives to maintain an environment free from intimidation, threats (direct or implied) or violent acts. The institution will not tolerate intimidating, threatening, or hostile behavior of any kind. This includes threats, physical abuse, stalking, vandalism, arson, sabotage, possession or use of weapons of any kind on The Chicago School property, or any other act that is dangerous in the workplace. Any object, regardless of its nature, is considered to be a weapon when used in a threatening or violent manner.

Emergency Situation

If a threat seems imminent or if violent behavior is in progress, 9-1-1 should be called immediately for police assistance. After notifying local authorities, the Campus Operations Team should be notified.

Non-Emergency Situation

Upon learning of a threat of violence, members of the campus community should notify their supervisor, Campus Dean, the Campus Operations Team and/or Human Resources as soon as possible. Incidents may be reported anonymously if a victim feels that it is in his/her best interest to do so.

Employees who believe that they have been subjected to any of the behaviors listed above or who observe or have knowledge of a violation of the policies and procedures of the institution shall immediately report the incident to their manager, the Campus Operations Team and/or Human Resources.

4.0 APPENDICES

4.1 CLASSROOM EMERGENCY PROCEDURES

- When you hear the fire alarm sounding continuously:
 - Exit the classroom and go to the nearest building exit. Know the location of alternate exits.
 - Always exit by the stairs, never the elevator.
- When there is a power outage:
 - Stay calm and remain in your seat. The outage may be temporary.
 - If the outage appears to be long-term and classroom instruction cannot continue, everyone should calmly collect their materials and carefully exit the building.
- If there is an earthquake:
 - Drop, cover, and hold under a sturdy table or next to an interior wall. Protect the back of your head and neck. Protect yourself from material that might fall from the ceiling or walls.
 - After the shaking stops, if the building has any hazards such as smoke, fire, hazardous materials spills, or structural damage, you may be instructed to evacuate the building. For minor earthquakes with no evidence of hazards, you can remain indoors. Be alert for aftershocks.
 - Use stairways to exit the building after an earthquake, not elevators.
- Go to the emergency evacuation assembly area.

4.2 BUILDING EMERGENCY INFORMATION

BUILDING ADDRESS: 400 S. Jefferson Street, Chicago, IL 60607

NUMBER OF FLOORS: 9 – Basement and floors 1, 2, 3, 4, 5, 6, 7, and 8

BUILDING SECURITY: (312) 488-626

FIRE ALARM PANEL LOCATIONS: Located on the 1st floor adjacent to the security desk

AUTOMATIC FIRE SPRINKLER: Yes

AUDIBLE ALARM DEVICES: Yes

SMOKE DETECTORS: Yes

FIRE EXTINGUISHER LOCATIONS: Near the stairwells and elevator lobbies.

EMERGENCY EXIT LOCATIONS:

- Stairwell A – East Center of the building near the elevators
- Stairwell B – Southwest corner of building
- Stairwell C – Northwest corner of building

ELEVATOR INFORMATION: Information available at the 1st floor Security Desk

FIRE DEPARTMENT LOCKBOX: Located on the 1st floor adjacent to the security desk

4.3 CAMPUS CONTACT INFORMATION

Chicago Campus	Phone Number
City of Chicago Police/Fire Emergency	9-1-1
Campus Reception	(312) 329-6600
Front Desk Security	(312) 488-126
Police Department Non-Emergency	3 1-1 or (312) 745-4290
Fire Department Non-Emergency	3 1-1 or (312) 745-3705

4.4 CITATIONS TO LEGAL AUTHORITY

This Campus Emergency Operations Plan was prepared in accordance with California Code 19 CA ADC § 3.09 for Emergency Planning and Information & CA 8 CCR § 3220 Emergency Action Plan.

The CA EOP utilizes the Standardized Emergency Management System (SEMS), as described by Government Code 8607(a), for managing response to multi-agency and multi-jurisdiction emergencies in California.

4.5 REVIEWING & UPDATING THE PLAN, EMPLOYEE TRAINING

The following timetable will be used for the 2026 calendar year to ensure that the Chicago School EOP is current and up-to-date and that students and employees are familiar with and have been trained in all aspects of emergency preparedness as set forth in the plan document.

Annual Review and Revision of EOP	June 2026
CMT Convenes to Review EOP	June 2026
ERT Convenes to Review EOP	July 2026
ERT Training (First Aid, CPR, and AED) Coordinated by Campus Operations Team	Recertification per individual
Semi-annual Employee Plan Communication	January 2026 and August, 2026
Active Shooter Training	Once per calendar year
Emergency Evacuation Drills	October 2026

The campus will perform a yearly assessment of the EOP to maintain its relevance and currency.

Biannually, the CMT and ERT will assemble to evaluate their respective roles and duties concerning the EOP. These gatherings may occur jointly or independently.

The campus shall implement an annual policy of conducting evacuation drills in response to fire or other emergencies.

4.6 INFORMATION TECHNOLOGY CHECKLIST

During an outage

When a site has an outage (circuit, server, phone, wireless, internet, multi-functional printers, shared drives, etc.), local IT support will work with central IT support to address the problem.

___Check Step 1: Understand the problem and assess the impact

- What is the problem?
- Who is affected?
- Where is the problem?

___Check Step 2: Document and report the problem

- Open a ticket via the ticketing system
- Assign the ticket to the local IT support/central IT support
- Follow up with a phone call to local IT support/ central IT support
- If no actions are taken by team members, please escalate the ticket with management

___Check Step 3: Develop and implement a plan of action

- Identify roles and responsibilities – Local IT support and central IT support
- Decide who will be driving the operation, who will carry out what tasks and when, how information will be collected and managed, and any other details related to implementation of the plan. It is also essential to define how information will be communicated among local IT support and central IT support
- Implement the plan with the approval of management

___Check Step 4: Communication

- Identify the affected students, faculty or staff
- If a mass email is required, the information needs to be socialized with Campus Deans and Leadership.
- Collect feedback from Campus Deans and Leadership
- Send email communication using “Blind Carbon Copy” (BCC)
- Date: MM/DD/YYYY
- Time: Since approximately 00:00 (a.m. or p.m.) (Time Zone)

- Campus: Chicago, LA, DC
- Location: Building/Floor
- Impact: Provide a short description of the problem
- Status: Provide a high level summary of the action plan. It is important to inform when the next communication will go out

___Check Step 5: Monitor, evaluate and modify

- As the plan is being rolled out, it is essential to monitor the efficiency and effectiveness of the defined plan.
- Modify and progress the plan as needed. If monitoring shows that the action plan is not achieving the planned objectives or is no longer feasible due to a change in circumstances, it may be necessary to modify and adapt the plan.
- Report and share the results. These results could be presented in the next communication update to the affected community.

___Check Step 6: Closing

- If the problem is resolved, send a final communication indicating that the problem was fixed.
- Finalize the documentation in the ticketing system.
- Close the ticket.

After an outage

When a site comes up after an outage, the network team, in collaboration with local site support, takes the following steps to validate the functionality of the network systems. Note that this's a high-level list, and that an individual step can validate multiple underlying systems.

- ___Check network equipment
- ___Check MPLS and connectivity to 350 and EG
- ___Check CDP neighbors for other Cisco Devices – IDF's, PRI, etc...
- ___Check ESXi Host status
 - VM's Powered up
 - Domain Controller, Print Server, eKbox, etc.
- ___Check Domain Controller
 - DHCP – Scopes and IP Leases
 - DNS – Service is up
 - Internet Browsing to Google, MSN, etc.
- ___Check Call Manager for Device registration
 - Check inbound calling
 - If able with onsite staff check outbound calling
- ___Check Applications and MFPs
 - Canvas
 - CampusVue

- Network Drives
- Other web-based applications