



**MIDWESTERN
CAREER
COLLEGE**

Health and Safety Plan

2018 - 2019

Updated: July 2018

Health, Safety and Safety Contact Information

In case of emergency, call 911

Emergency (Day): Call extension 1010 or 911

Emergency (Evening): Call 312-239-9000 Ext 1044 or 911

Security Concerns: 312-236-9000 Ext 1044 (RCzechowski@mccollege.edu)

**Midwestern Career College
Health and Safety Plan**

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Introduction and Overview

Health and safety at Midwestern Career College is undertaken in accordance with relevant institutional, industrial, and governmental agency regulations and policies and procedures. This plan is intended to promote a consistently safe, secure, and healthful learning and work environment, even in case of sickness, accidents, or emergency health care needs on campus. The plan outlines the protocol for the management of the health and safety of employees, students and guests in cases of sickness, accidents, fire safety, emergency evacuation, and security on campus.

The goals of this plan are:

- To protect the safety and welfare of students and staff.
- To organize immediate emergency procedures at the time of crisis.
- To provide for a safe and coordinated response to emergency situations.
- To enable the campuses to restore to normalcy as soon as possible.

This plan complies with federal, state, and local emergency and disaster protocols and includes aspects of all four phases of emergency management: mitigation/prevention, preparedness, response, and recovery. The plan is updated on an annual basis.

In addition to this plan, a one-page emergency response procedure document will be provided to each Emergency Coordinator and will be available at every campus to ensure that all staff members are aware of the established procedures.

Health and Safety Committee

The College Health and Safety Committee meets on an annual basis to review safety-related incidents. The committee reviews and updates the Health and Safety Plan.

Emergency Actions Plans/Incident Responses

No plan can anticipate all possible emergency situations. The purpose of Health and Safety Plan is to provide a general structure of action intended to ensure an effective response that notifies the appropriate personnel so immediate safety measures can be implemented and have the college return to its regular daily functions. The Emergency Response Plans are available at each campus.

Emergency Phone Numbers

All students, faculty, and staff are always instructed to dial 911 in case of emergency. All other nonemergency phone numbers are listed in the Health and Safety Plan in each classroom.

Emergency Notification System

In the absence of a school-wide alert system, the College communicates via email, Facebook postings, and the College website. The College notifies students and employees of campus-wide emergencies or closures. The College also uses a third-party notification website such as Emergencyclosingcenter.com (ECC). ECC quickly provides the status of Chicago area schools, businesses, daycare centers, and other organizations. Employees and students are responsible for insuring that their contact information is accurate.

Campus Access

MCC's hours of operation are available to employees and the public on the MCC website. Students and employees are notified of emergency campus closures and reopening through the Emergency Notification System.

Annual Crime Report

An Annual Crime Report is available to the public on the MCC website under Consumer Information. As mandated by the Clery Act, Midwestern Career College maintains an Incident (Crime) Log in which all crime incidents are recorded.

Tobacco

In keeping with the college's intent to provide a safe and healthful work environment, the use of tobacco products on and around the college campus is prohibited.

Procedures for Investigating Incidents

All incidents on campus are documented using the Incident Report Form. The Incident Report Form enables the College Health and Safety Committee to document incidents, evaluate the response, and determine if further action is needed.

The investigation of health and safety reports aims to determine the root cause of the accident and identify corrective actions to prevent re-occurrence. The incident report provides the initial information including who was involved, what took place, where the accident happened, and when it happened. In addition to the written report, certain accidents will require additional investigation including visiting the location of the accident, taking photographs, and asking additional questions to the persons involved and any witnesses. The first concern in the investigation is to determine if there are any immediate actions that need to take place to reestablish a safe environment. Once any immediate danger is removed, Emergency Coordinator will address any remedial and long-term corrective actions that are needed to avoid a similar accident in the future.

Direct Threat to Health or Safety

The college is not required to permit an individual to participate in or benefit from an MCC program or service when that individual poses a direct threat to health or safety. Direct threat means a significant risk to the health or safety of other individuals in a

way that cannot be eliminated by modification of policies, practices, or procedures, or by the provision of auxiliary aids or services. In determining whether an individual poses a direct threat to health or safety, MCC must make an individualized assessment, based on reasonable judgment relying on current medical knowledge or the best available objective evidence to ascertain:

- The nature, duration, and severity of the risk;
- The probability that potential injury will occur;
- Whether reasonable modification of policies, practices, or procedures will mitigate the risk.

This standard applies to all individuals, not just disabled individuals.

Reporting Workplace Hazards

The college is committed to creating and maintaining a safe learning environment. The college administration, faculty, and staff conduct periodic inspections of the college campus to identify and evaluate workplace hazards and unsafe work practices. Means of correcting discovered hazards and/or protecting individuals from the hazards are determined and MCC promptly implements. The college encourages employees and students to report health and safety hazards to the management. Employees and students will not be discriminated against in any manner for bona fide reporting of health and safety hazards to the administration.

Student and Employee Responsibility

As defined in the Occupational Safety and Health Act, P.L. 91-596 of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment. Safety instruction is an integral part of college programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Students are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety, or security concerns to their instructor. Violation of these standards may result in disciplinary action.

General Safety Rules

Faculty, staff, and students are to report any unsafe conditions or defective equipment to instructors or supervisors. MCC will require those reporting the situation to complete the Incident Report Form to report accidents/injuries that occur on college property. The form can be obtained by request from the faculty, student services, receptionist, program director, or Academic Manager. This form is also available on the employee portal under Student Services or the Human Resources link.

First Aid Kit

First aid kits are located at the front desk at each location, labs and common areas. Signs are clearly posted where the first aid kits are. Maintaining stock levels and replacing expired items is completed on a regular basis.

Fire Safety

Fire extinguishers are available throughout all campus locations. Fire extinguishers are inspected yearly by a third-party company to ensure that all fire extinguishers are updated at each location. Inspections are documented on the tag attached to each unit. Annual inspections are performed by the building management, which performs annual inspections of fire alarm systems.

In case of fire or medical emergencies, students, faculty, and staff are instructed to pull the fire alarm closest to their location and dial 911. Students, faculty, and staff are also instructed to follow the evacuation plan posted in their area and classroom. They should only use the safest route for evacuation.

Laboratories

General guidelines for the laboratories are posted at each laboratory location and are followed by employees and students.

1. Do not place anything other than sharps into sharp containers.
2. Do not place your hand into a sharps container under any circumstance or for any reason.
3. You must wear gloves while performing any invasive procedures.
4. Hands must be washed before leaving laboratory.
5. Disinfect all hard surfaces after every lab session.

Safety Data Sheets

Safety Data Sheets (SDS), previously known as Material Safety Data Sheets (MSDS) are located in each laboratory. They are documents that contain information on the potential hazards (health, fire, reactivity, and environmental) and how to work with the chemical product. Copies of MSDSs are maintained at each location where materials are stored.

Other Workplace Health Safety Policies

MCC's catalog, employee handbook, and student handbook contain additional workplace safety, and student policies.

Health & Safety Training

MCC frequently offers health and safety training internally and third parties. The institution relies on the landlord and itself, where needed, to schedule fire drills and provide fire safety, active shooter, etc. training. During In-Service events various health and safety topics are covered (fire evacuation, how to deal with a person with seizure, avoiding sexual attacker, managing hazardous material etc.). All students undergo hazardous material handling training in classes that require access to such material and participate in a Health & Safety month with various workshops and informational campaigns. Additional training is conducted on an as needed basis for both employees and students.

Reports

MCC maintains an active OSHA file with qualifying incident and required compliance documentation. Furthermore, the annual Health and Safety Survey is published on MCC website for public access. All individual accident reports are also maintained by HR or Student Services.

Review and Update

The Health & Safety Plan is reviewed and updated on annual basis.

Building-Specific Emergency Phone Numbers

CHICAGO MAIN CAMPUS

Civic Opera Building 20 North Wacker Drive, Chicago, IL 60606

Lobby Security Desk (312) 629-5025

.....
**Emergency (police, fire,
ambulance)..... 911**

Police

Nonemergency 311

.....
Precinct 1st District Headquarters, 1718 South State Street..... (312) 745-4290

Fire Department

Nonemergency 311

.....
Central Dispatch (312) 746-9111

.....

Medical

Ambulance 911

.....
Nonemergency..... 311

.....
Hospital Northwestern Hospital 251 E Huron..... (312) 926-2000

MCC Management

Director of External Development and Operations..... (708) 302-6067

RCzechowski@MCCollege.
edu

CHICAGO MAIN CAMPUS ADDITIONAL SITES

1) 100 South Wacker Drive, Chicago, IL 60606

Lobby Security Desk (312) 327-1079

.....
Emergency (police, fire, ambulance)..... 911

Police

Nonemergency 311

.....
Precinct 1st District headquarters 1718 South State St..... (312) 745-4290

Fire Department

Nonemergency 311

.....
Central Dispatch (312) 746-9111

Medical

Ambulance 911

.....
Nonemergency 311

.....
Hospital Northwester Hospital 251 E Huron (312) 926-2000

MCC Management

Director of External Development and Operations..... (708) 302-6067

RCzechowski@MCCollege.edu

2) 105 West Madison Street, Chicago, IL 60606

Lobby Security Desk (312) 999-5566

.....
Emergency (police, fire, ambulance)..... 911

Police

Nonemergency 311

Precinct 1st District headquarters 1718 South State Street (312) 745-4290

Fire Department

Nonemergency 311

Central Dispatch (312) 746-9111

Medical

Ambulance 911

Nonemergency 311

Hospital: Northwestern Medicine 251 East Huron Street (312) 926-2000

MCC Management

Director of External Development and Operations..... (708) 302-6067

RCzechowski@MCCollege.edu

BLUE ISLAND CAMPUS EXTENSION

12840 South Western Avenue, Blue Island, IL 60406

Emergency (police, fire, ambulance)..... 911

Police

Nonemergency (708) 385-1313

Blue Island Police (708) 597-8600

Department.....

13031 Greenwood Avenue

Blue Island, IL 60406

Fire Department

Nonemergency (708) 396-7071

Blue Island Fire Department (708) 396-7071

2450 Vermont Street

Blue Island, IL 60406

Medical

Ambulance	911
.....	
Nonemergency.....	311
.....	
Hospital: Metro South Medical Center	(708) 597-2000
.....	
12935 South Gregory Street	
Blue Island, IL 60406	
 MCC Management	
Director of External Development and	708-302-6067
Operations.....	
	RCzechowski@MCCollege.
	edu

NAPERVILLE CAMPUS EXTENSION

200 East 5th Ave, Naperville, IL 60563

**Emergency (police, fire,
ambulance).....**

911

Police

Nonemergency

(630) 420-6666

.....
Naperville Police Department

(630) 420-6666

.....
1350 Aurora Avenue
Naperville, IL 60540

Fire Department

Non-emergency

(630) 420-6666

.....
Naperville Fire Department

(630) 527-3000

.....
1380 Aurora Avenue
Naperville, IL 60563

Medical

Ambulance

911

.....
Nonemergency.....

(630) 527-3000

.....
Edwards Hospital

(630) 527-3000

.....
801 South Washington Street
Naperville, IL 60540

MCC Management

Director of External Development and
Operations.....

(708) 302-6067

RCzechowski@MCCollege.
edu

MCC Campus Emergency Coordinators

Chicago Campus

Name and Title: Jeremy Oberfeld, CEO

Cell: (312) 952-0010

Email: joberfeld@mccollege.edu

Name and Title: Rafael Czechowski, Director of External Development and Operations

Cell: (708) 302-6067

Email: rczechowski@mccollege.edu

Name and Title: Brian Rule, Senior Director of Admissions

Cell: (630)253-8428

Email: brule@mccollege.edu

Name and Title: John Whitman, Senior Director of Marketing

Cell: (773)949-6650

Email: jwhitman@mccollege.edu

Name and Title: Ionas Con, IT & Operations Coordinator

Cell: 847-964-3379

Email: RCzechowski@mccollege.edu

Naperville Extension Campus

Name and Title: Rafael Czechowski, Director of External Development and Operations

Cell: (708) 302-6067

Email: RCzechowski@mccollege.edu

Name and Title: Marcy Reif, Academic Manager

Cell: (847) 224-5769

Email: MReif@mccollege.edu

Blue Island Extension Campus

Name and Title: Rafael Czechowski, Director of External Development and Operations

Cell: (708) 302-6067

Email: RCzechowski@mccollege.edu

Name and Title: Trina Ellis Childs, Academic Manager

Cell: (219) 230-6565

Email: TELLis@mccollege.edu

Main Functions of Campus Emergency Coordinators

Nonemergency Actions:

1. Anticipate possible emergencies before they occur and recommend efforts to prevent them.
2. Evaluate school security and identify vulnerabilities.
3. Develop and review response plans to potential emergencies.
4. Revise and update printed materials such as maps, information guides, manuals, and brochures.
5. Ensure that all emergency signage is in place and designated areas are clearly marked.

Emergency Actions:

1. Respond to the emergency and direct emergency resources.
2. Work with appropriate first responders to secure information, resources, and assistance as needed.
3. Continue to assess the emergency and respond accordingly.
4. Return conditions to their status before the emergency.
5. Provide suggestions for community and media communications during and after the emergency.
6. Ensure the well-being of the community.
7. Debrief and providing insight into the evaluation and improvement of the emergency process.

Armed Intruder Procedures

PROFILE OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation include:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that students, faculty members, and visitors are likely to follow the lead of employees and managers during an active shooter situation.

1. GET OUT

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- 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 the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE OUT

If evacuation is not possible, 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

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location

If you cannot speak, leave the line open and allow the dispatcher to listen

3. TAKE OUT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- 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 usually arrive in teams of four (4)

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, or handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

How to react when law enforcement arrives:

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

Information to provide to law enforcement or a 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Source: Adapted from Department of Homeland Security publication "Active Shooter: How to Respond"

Death on Campus Procedures

In the unfortunate event that you should locate a person who appears to be deceased (nonresponsive and without vital signs), the following actions should be taken.

Campus Emergency Coordinator Response

- Secure the area. Do not disturb the scene until the first responders arrive.
- Call 911 and relay the following information:
 1. Your name
 2. Where you are located
 3. Description of victim
 4. Possible cause of death
- Initiate soft-lockdown procedures (w/possibility of hard-lockdown). See appendix.
- Designate staff members to meet emergency responders and escort them to the area.
- Document any statements made by witnesses.

Staff Response

- Notify Campus Emergency Coordinator or designee immediately.
- Secure the area around the scene and remain there until the Campus Emergency Coordinator or designee arrives.
- Wait for further instruction from the Campus Emergency Coordinator.

Explosion Procedures

- In the event of an explosion, all persons should initiate duck, cover, and hold procedures (see Appendix).
- The Campus Emergency Coordinator will assess the situation and take immediate action (**Lockdown, Shelter-In-Place, or Evacuation**).
- The Campus Emergency Coordinator will call 911 and provide emergency first responders with the exact location and nature of the emergency.
- Campus staff should notify first responders of the missing and unaccounted for students and Staff.
- In the event of an evacuation, staff and students will use the designated evacuation routes and proceed directly 500 feet outside of the building.
- If the evacuation procedures are initiated, teachers will bring their student rosters, take attendance at the off-campus evacuation site, and notify first responders of any missing students.
- The Campus Emergency Coordinator will check for injured students and staff members and assist them in evacuating the building. They will also provide emergency first aid, if trained to do so.
- The Campus Emergency Coordinator should attempt to suppress any small fires with available fire extinguishers, if possible.
- The Campus Emergency Coordinator will notify the appropriate utility company of any damages to water lines, sewers, power lines, and gas lines.
- Do not touch any materials/debris or suspicious substances involved in the explosion.

Fire Procedures

In the event of a fire or of the detection of smoke, staff members should signal the fire alarm and report the fire to the Campus Emergency Coordinator.

Campus Emergency Coordinator Response

- Call 911, and provide details of the incident, including the exact location and extent of the fire.
- Direct all staff and students to the nearest emergency exit. (USE STAIRS. DO NOT USE ELEVATORS).
- Speak with law enforcement and/or fire personnel to update them on the situation
- Allow emergency responders access to campus security cameras.
- Consult with the emergency responders to determine if the building is safe to reenter or if an off-site evacuation is necessary.
- Issue the **All Clear** announcement when it is safe to reenter the building.

Staff Response

- Initiate evacuation procedures upon hearing the fire alarm.
- Take daily attendance roster.
- Use designated evacuation routes. Be prepared to follow an alternate evacuation route if primary evacuation route is blocked.
- Be prepared to move students and staff to an off-campus evacuation site if so ordered by the Coordinator.
- No one may reenter the building until the emergency responders give an **All Clear** signal.

Flood Procedures

Flooding occurring on or near the campus grounds can result from severe rainstorms, water main breaks, rising river, plumbing problems, or roof leaks. If large-scale flooding or flash floods occur on or near campus grounds, it can pose a significant danger to staff members, students and to the school building structure itself.

Campus Emergency Coordinator Response

- Call 911 and describe the nature of the incident, exact location of occurrence and the action being taken.
- Inform lessor (Building Management Office).
- Make an announcement to initiate evacuation.
- Monitor the National Weather Service, Weather Channel, public radio, television and any other weather-related broadcasts.
- Shut off affected utilities or any other utilities that may pose additional danger to students or staff because of the flooding.
- Prohibit the use of any equipment in the building that is designated to produce a spark or flame.
- Coordinate early release of students.

Staff Response

- If it is safe to do so, secure vital equipment, records, and equipment prior to evacuation.
- Avoid walking in the floodwater if possible because of the potential danger from hazardous materials in the water or electrical shock.
- If an off-campus evacuation is ordered, no one is allowed back into the building until the Campus Emergency Coordinator issues an **All Clear** signal (see appendix).

Natural Gas Release Procedures

If the odor of natural gas has been detected in the building:

Campus Emergency Coordinator Response

- Announce that evacuation procedures have been initiated due to a natural gas release (see appendix).
- Additionally, announce that the use of any equipment in the building that is designed to produce a spark or flame will be strictly prohibited.
- Call 911 and provide details about the circumstances and the exact location of the incident.
- After the evacuation announcement is given, instruct the staff members to turn off electricity.
- Call the gas company's emergency contact number and report the incident.

Staff Response

- Turn off any equipment that may produce a spark or flame.
- Follow evacuation procedures (see appendix). Be prepared to take an alternate evacuation route if necessary.
- Be prepared to evacuate the building.

If the odor of natural gas has been detected outside the building:

Campus Emergency Coordinator Response

- Initiate soft-lockdown procedures, if necessary (see appendix).
- Direct all staff members to close all windows and exterior doors.
- Direct all staff members to turn off any equipment that may produce a spark or flame.
- Call 911 and provide details about the circumstances and the exact location of the incident.
- Direct designated staff to turn off the ventilation systems that draw outside air into the building, if necessary.

Staff Response

- Close all exterior doors and windows.
- Turn off any equipment that may produce a spark or flame.
- Be prepared to evacuate the building.

Structural Failure Procedures

The structural failure of a building may result from an earthquake, underground mine collapse, ground settling, heavy snow and ice accumulation on roofs, broken water or sewer lines, and/or faulty construction. The structural failure may be catastrophic with a collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, or loss of utilities, which present a hazard to the safety of students and staff.

Campus Emergency Coordinator Response

- Call 911, and report that there is a significant structural failure.
- Provide all the details of the incident including the cause or nature of the failure, the exact location of the occurrence and the number of people injured, if known.
- Inform building management of the structural failure.
- Upon the first indication of structural failure, you may want to implement the **Drop, Cover and Hold Procedure**, if necessary (see appendix).
- Determine if the **Evacuation Procedure** will be activated.
- Initiate **Evacuation Procedure**.
- Additionally, announce that the use of any equipment in the building that is designed to produce a spark or flame will be strictly prohibited.
- Consult with qualified building officials to determine if the building is safe to reenter.
- When it is safe to reenter the building, announce the **All Clear** signal.

Staff Response

- Turn off any equipment that may produce a spark or flame.
- If evacuated, follow the **Evacuation Procedure** and stay at least 1000 feet from the building.
- Assist with implementing the **Evacuation Procedure**.
- Check all campus elevators for students and staff who may be trapped due to a power outage.
- Prior to exiting the building, sweep all bathrooms, hallways, stairwells and common areas for any students or staff members who may need assistance.
- Be prepared to follow an alternate evacuation route if a primary route is blocked.
- Initiate search and rescue or emergency first aid procedures, if qualified.

- After being evacuated, no one may reenter the building until the announcement of the **All Clear** signal.

Suspicious Mail or Package Procedures

Watch for the following indicators of a suspicious letter or package:

- No return address
- Restrictive markings
- All seams are sealed with tape or have excessive tape
- Misspelled words
- Addressed to title only or to incorrect title
- Badly typed or written
- Oily stains, discolorations, or crystallization on wrapper
- Strange odor
- Rigid or bulky
- Lopsided or uneven

Campus Emergency Coordinator Response

- Call 911 and provide any known details of the incident including the exact location, number of people affected, and a description of the letter or package.
- Contact U.S. Postal Inspectors and advise them of the incident.
- Announce **Evacuation** or **Soft Lockdown** Procedures.
- Notify all management of the incident.

Staff Response

If you believe you may have received a suspicious letter or package:

- Contact and advise the **Campus Emergency Coordinator** immediately.
- Don't touch or move the item if you believe it to be suspicious.
- If you have already picked up the item or have opened it, handle with care.
- Don't open, smell, touch or taste anything contained inside of the package.
- Set the item down. Don't shake, squeeze or bump it.
- If possible, place the item in a plastic bag or enclosed container and seal.
- Isolate it immediately. Evacuate the immediate area and prevent anyone from reentering the area.
- If you believe you may have been contaminated, wash the contaminated areas with soap and warm water.
- Remove all contaminated clothing items and seal in a plastic bag, if available.
- Isolate yourself from uncontaminated staff or students until emergency responders can decontaminate you.
- Assist with isolation of the contaminated areas or evacuation, if necessary.

Tornado Procedures

If a tornado watch has been issued in an area near the campus or extension campus:

Campus Emergency Coordinator Response

- Make an announcement that a tornado **watch** has been issued for the area and to initiate **Reverse Evacuation** procedures.
- Direct staff members to review **Shelter-in-Place** and **Drop, Cover and Hold** Procedures with students.
- Review **Shelter-in-Place** Procedures and the location of designated shelter areas with staff members.
- Direct staff to close windows and blinds.
- Monitor NOAA weather stations, National Weather Service, Weather Channel, or television.
- When the emergency alert system siren is activated, the **Drop, Cover and Hold** Procedure should be utilized immediately.

Staff Response

- Close all exterior doors, windows and blinds.
- Review **Shelter-in-Place** Procedures and the location of shelter areas with students.
- Review **Drop, Cover and Hold** Procedures with students.

If a tornado warning has been issued or severe weather has been spotted in an area near the campus:

Campus Emergency Coordinator Response

- Make an announcement that a tornado **warning** has been issued for the area.
- If students or staff are outside the building, initiate the **Shelter-in-Place** procedures and have them move to the nearest interior shelter area.
- Give instructions to students and staff that **Shelter-in-Place** procedures will be initiated now.
- Move students and staff inside the building to interior designated shelter areas.
- Ensure that students are prepared to immediately assume **Drop, Cover and Hold** positions.
- Direct staff members to review **Drop, Cover and Hold** Procedures with students.

- Review **Shelter-in-Place** Procedures and the location of designated shelter areas with staff members.
- Announce that the emergency alert system warning siren has been activated or a tornado has been observed, and that students and staff should immediately move to a safe area and assume **Drop, Cover and Hold** positions until danger passes.
- Announce **All Clear** when the threat of severe weather has passed.

Staff Response

- Close classroom and office doors when exiting to shelter area.
- Close all windows, exterior doors, and blinds.
- Ensure that students are prepared to immediately assume **Drop, Cover and Hold** positions.
- If an emergency alert system warning siren has been activated or a tornado has been observed, and that students and staff should immediately move to a safe area and assume **Drop, Cover and Hold** positions until danger passes.
- Remain in the shelter area until an **All Clear** has been issued.

Utility Loss or Failure Procedures

Utility failure is the loss or interruption of electric power, natural gas, water, or sewage services to the campus. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until power is restored.

Campus Emergency Coordinator Response

- If necessary, call 911 and provide the name of the school and its address, and describe the emergency.
- Make a decision to initiate **Shelter-in-Place** or **Evacuation** procedures.
- Initiate **Shelter-in-Place** or **Evacuation** procedures.
- In a power outage, advise the designated staff member to activate the backup power supply and emergency lighting system, if available.
- In the event of a flood caused by a water main break, advise the designated staff member to shut off the water supply and the electricity in the immediate area of the flood, if possible.
- Inform building officials of the incident.
- Contact the local utility company to report the incident and/or determine the anticipated duration of the outage.
- Inform MCC management and decide whether to dismiss or evacuate students.
- No one is allowed to reenter the building until emergency personnel or building officials have deemed the building safe to reenter and the **Campus Emergency Coordinator** issues an **All Clear** signal.

Staff Response

- If evacuation becomes necessary, follow the **Evacuation Procedure**.
- Be prepared to follow an alternate evacuation route if a primary route is blocked.
- If necessary, follow the **Shelter-in-Place** Procedures.
- Check all elevators for students and staff who may be trapped due to the power outage.
- Prior to exiting the building or evacuating, sweep all bathrooms, hallways, stairwells and common areas for any students or staff members who may need assistance.
- No one is allowed to reenter the building until emergency personnel or building officials have deemed the building safe to reenter and the **Campus Emergency Coordinator** issues an **All Clear** signal.

Winter Storm Procedures

If a severe snow storm warning has been issued or if severe weather has been observed in an area:

Campus Emergency Coordinator Response

- Monitor NOAA weather stations, National Weather Service, Weather Channel, or television.
- Notify MCC management to discuss response option including emergency campus or school closure.
- Initiate **Shelter-in-Place** or **Campus/School Closing** if necessary.
- Search for school closing information at emergencyclosingcenter.com.

Staff Response

- Be prepared to initiate **Shelter-in-Place**.
- Wait for further instructions from the **Campus Emergency Coordinator**.
- Campus Emergency coordinator to post closing information on emergencyclosingcenter.com website.

Sexual Misconduct Procedure

Instructors and staff should review the [MCC Sexual Misconduct Policy](#) for full definitions, policies, applicable laws, reporting options, and resources.

The [MCC Campus Guide to Sexual Misconduct Policies, Survivor's Rights, Options, and Resources](#) is designed as a recourse for students and provides simple definitions, policies, and procedures as well as available resources.

Sexual Misconduct is defined as acts of sexual harassment, sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, stalking, dating violence, and domestic violence.

Bystander Intervention Information: It is important to decide as a bystander whether there is a safe and reasonable way to intervene effectively and to act in a way to assist a person whether it is before, during, or after an incident takes place.

MCC staff or instructors who witness or who are notified of an act of sexual misconduct must report the incident to the Title IX Coordinator.

If someone is in immediate danger:

- Call 911 and contact building security.
- Notify the MCC Emergency Coordinator or Alternative Emergency Coordinators and Title IX Coordinator.
- Move the victim to a safe and private place, when possible.
- The person who initially learned of the incident should stay with the student until police and paramedics arrive.
- Provide the police with a complete description of the offender, if known.
- The victim has the right to decide if he or she wishes to file a report with police, although MCC encourages victims to report any incident that could rise to the level of a crime.
- The victim has the right to decide if he or she wishes to seek medical attention. However, MCC encourages students to seek immediate medical attention.
- If the student is transported to the hospital, an MCC Emergency Coordinator will notify the student's emergency contact, if available, of the incident and the name of the hospital where the student was transported.

If a student reports an act of sexual misconduct:

- Inform the student that you will have to report the incident to the Title IX Coordinator:

Erika Littles
100 South Wacker Drive, LL1-50
Chicago, IL 60606

(312) 236-9000 x1063
elittles@mccollege.edu

- If the student wishes to report confidentially, direct her or him to the Confidential Advisor or to the [Confidential Reporting Form \(https://mccollege.edu/confidential-sexual-misconduct-report-form/\)](https://mccollege.edu/confidential-sexual-misconduct-report-form/) :

Olia Sweiss
100 South Wacker Drive, LL1-50
Chicago, IL 60606
(312) 236-9000 x1033
osweiss@mccollege.edu

- Students are encouraged, but not required, to report sexual misconduct to the police and to seek medical assistance.
- Provide student with the [MCC Campus Guide to Sexual Misconduct Policies, Survivor's Rights, Options, and Resources](#).
- The Title IX Coordinator or Confidential Advisor will follow up with the student, depending on the report type.

Emergency Response Procedures

- Hard Lockdown Procedures
- Soft Lockdown Procedure
- Evacuation Procedure
- Shelter-in-Place Procedure
- Drop, Cover and Hold procedure
- Bomb Threat Procedure
- Bomb Threat Checklist

Hard Lockdown Procedure

A **Hard Lockdown** is used when a serious/volatile situation exists that could jeopardize the physical safety of the students and staff. **During a Hard Lockdown, staff members and students are to ignore all bells and fire alarms, unless they received verbal instructions from the Campus Emergency Coordinator(s) or the conditions (i.e. fire, structural damage, etc.) warrants the evacuation of your area.** Otherwise, no one can leave their rooms/offices during a **Hard Lockdown**.

Any Administrator or campus staff member can initiate a Hard Lockdown

Campus Emergency Coordinator Response

- Announce that a **Hard Lockdown** is in effect. The announcement should state the following:

“Your attention, please, we are experiencing an emergency and need to institute a Hard Lockdown immediately. Stay in your classrooms and offices, close and lock all classroom doors and windows. Ignore all alarms and bells until further notice.”

- Call 911 and give the name of school and campus address, provide all the details of the incident including any description of possible offenders, and advise them that the campus is in a **Hard Lockdown**.
- Notify all MCC Management personnel immediately. The call for a **Hard Lockdown** will take priority over all other matters.
- If it is safe to do so, direct a designated staff member to meet with responding law enforcement personnel and provide them with any information and updates on the incident. If it is not safe, all staff should stay where they are.
- When safe to do so, survey each classroom for their status.
- When the situation has been resolved, each classroom will be visited individually with an **All Clear** message from the police and given instructions on what to do next.

Staff Response

- Move any students or visitors in the nearby hallway or bathroom into the classroom immediately.
- Move students away from the doors and windows and group them on the floor and have them kneel or lay down in the back of the classroom or another safe area in the classroom.
- Close and lock all classroom doors (or main doors) and windows. Cover any windows in the door and any interior windows, if possible.

- Open any exterior classroom blinds.
- Turn off the lights and any audio-visual equipment being used at the time.
- Anyone **outside** of the building at the time a **Hard Lockdown** is initiated should stay off-campus.
- No one can leave the classroom or office during a **Hard Lockdown** unless a life-threatening situation suddenly develops in the room- making it safer outside the room than inside of the room.
- When the situation has been resolved, each classroom will be visited individually with an **All Clear** message from the police and given instructions on what to do next.

Soft-Lockdown Procedure

A **Soft Lockdown** is primarily used in two scenarios. The first is when conditions exist outside of the campus building that could potentially present a threat to the safety of the students and staff. The second is a situation inside the building where the campus or local emergency responders need to keep students and staff in their classrooms or offices, and away from an incident or activity. During Soft Lockdown, students and staff can continue normal classroom activities, but they should not leave the classroom or offices until advised to do so.

Campus Emergency Coordinator Response

- Announce that **Soft Lockdown** is in effect.

“Your attention, please. We are experiencing an emergency and need to initiate Soft Lockdown Procedures. Please remain in your classrooms and offices, and ignore all alarms and bells until further notice.”

- If appropriate, call 911 and provide complete details of the incident.
- Notify all MCC Management personnel immediately and advise them of the situation.
- Confirm that all exterior doors are locked and monitored.
- No one enters the campus unless escorted by a staff member.
- When the situation is determined to be safe, announce the **All Clear** and provide further instructions to staff about resuming normal activity.

Staff Response

- Move any students in the nearby hallway or bathroom into your classroom or office and close doors and windows.
- Leave blinds open unless otherwise advised.
- Remain in the classroom or office until an **All Clear** is announced.
- No student or staff member are allowed in or out of the campus without approval by the **Campus Emergency Coordinator**.

Evacuation Procedure

An evacuation may be necessary whenever it is determined that it is safer outside the campus building than inside. In situations where weather is inclement, students and staff will be required to evacuate for an extended period. Conditions requiring an evacuation may include fire, an explosion, a hazardous material or gas release within the building, or some type of structural failure in the building.

Campus Emergency Coordinator Response

- Call 911, provide the name and address of the school, describe the emergency, and advise that the campus is being evacuated.
- Make the following announcement over any method of communication.

“Your attention please. We need to initiate an evacuation of the building because of an emergency. Please vacate the campus by using stairs. DO NOT USE ELEVATORS.”

- Work with MCC Management personnel immediately.
- Inform building officials immediately.
- Direct the designated staff member to meet with responding law enforcement and/or fire personnel to update them on the situation.
- If necessary, order evacuation.
- When the situation is determined to be safe, announce **All Clear** and provide further instructions for staff. If it is safe to resume normal activities, lead staff and students back into the campus. If reentry is not safe, work with staff and local emergency responders to coordinate safe and orderly dismissal of students and release of staff.

Staff Response

- Instruct students to evacuate the building in a calm and organized manner.
- Use designated evacuation routes.
- Follow alternate evacuation routes if primary evacuation routes are blocked.
- Close your door and turn off your lights.
- Remain in contact with the **Campus Emergency Coordinator**.
- Remain off campus until the **All Clear** signal is called indicating it safe to return to the building.

Shelter-in-Place Procedure

Shelter-in-Place provides refuge for students, staff and the public inside the campus during an emergency, such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-Place is used when evacuation would place people at risk because of outside conditions. Designated shelter areas may change depending on the emergency.

Campus Emergency Coordinator Response

- Utilize the intercom system or any other means of communication to initiate **Shelter-in-Place** Procedures.

“Your attention please. We are experiencing an emergency, and we need to institute a Shelter-in-Place Procedure now. Students and staff are to report to their designated areas. Instructors are to take their daily class rosters.”

- Immediately attempt to notify any students and staff outside the building that they should return to the building. Use whatever means necessary to notify them.
- Call 911 if emergency assistance is needed.
- If warranted, direct the designated staff member to shut off the heating, ventilation, and the air conditioning system to stop the intake of outside air into the campus area.
- Work with MCC management.
- When the situation is determined to be safe, announce the **All Clear** and provide further instructions to staff about resuming normal activity or taking another course of action.

Staff Response

- Advise students on the designated Shelter-in-Place area.
 - 100 S Wacker Drive: Rooms 301, 304, 305
 - 20 N Wacker Drive: Room 3888, and 3885
 - 105 N Madison: Classroom 1 and 2
 - Naperville: Room LL 2 and LL 4
 - Blue Island: Room 2 and 3
- Close all classroom doors and windows prior to leaving for the designated shelter area.
- Once at the shelter area, have students kneel and be ready to cover their heads with their arms and hands to protect them from debris.

- If outside, immediately return to the campus building and move to the designated Shelter-in-Place area.
- Remain at the designated Shelter-in-Place area until the **All Clear** is announced. Follow all additional instructions from the **Campus Emergency Coordinator** and local emergency responders regarding how to resume normal activity or take another necessary course of action.

Drop, Cover and Hold Procedure

Drop, Cover and Hold Procedures are used when an incident occurs with little or no warning.

This action is taken to protect students and staff from flying or falling debris from explosions, structural failures, severe weather or earthquakes. Students and staff members need to initiate these procedures rapidly to prevent injury.

Campus Emergency Coordinator Response

- Initiate **Drop, Cover and Hold** Procedures using any methods of communication.
- Instruct students to drop to their knees, duck under a desk or table, cover their heads with their arms, and hold in that position until further advised.
- Instruct everyone to move away from windows, glass display cases or doors with glass panes, and heavy objects.
- Notify MCC management.
- If indicated and if it is safe to do so, initiate **Evacuation Procedures** if it is safer outside the building than inside the building.

Staff Response

- Instruct everyone to move away from windows, glass display cases or doors with glass panes, and heavy objects.
- Instruct students to drop to their knees, duck under a desk or table, cover their heads with their arms, and hold in that position until further advised.
- If outside of the building, efforts should be made to stay away from power lines, trees and structures or buildings that are not secure.
- All students and staff who have moved to shelter or safe areas in the building in response to severe weather should kneel against the wall and cover their heads with their arms and hands.

Bomb Threat Procedure

Campus Emergency Coordinator Response

- Call 911 and have the completed **Bomb Threat Checklist** available.
- Make an announcement to staff:

“Your attention please: We are experiencing an emergency. All students and staff remain in their classroom and offices until advised otherwise. All two-way radios and cell phones should be turned off.”

- Notify MCC management and advise them of the situation.
- If immediate evacuation is necessary after consulting with local law enforcement, also announce that **Evacuation Procedures** have been initiated and evacuation of the building is required immediately.
- If evacuation is necessary, move as far away as possible from the building.
- A designated staff member should meet with responding law enforcement to update them on the situation.
- If the building is evacuated, no one may reenter until emergency responders declare it safe.
- Announce an **All Clear** when it is safe to reenter the building.

Staff Response

- Anyone who receives a bomb threat by telephone should utilize the **Bomb Threat Checklist** to record the bomb threat information.
- After the bomb threat, the person receiving the phone call should immediately attempt to trace the call by services provided by the local phone provider.
- Visually scan the room for unusual or suspicious noises, items, or objects.
- The visual scan should include all low, middle, and high areas of the room.
- Do not touch anything that looks suspicious.
- If you have suspicion about any items or noises, immediately notify the main office or front desk.
- If evacuation is ordered, follow **Evacuation Procedures**.
- Notify students and staff not to use cell phones, two-way radios, or pagers within at least a 1000-foot radius of the building.
- Do not close classroom windows or doors.
- If an **All Clear** signal is given, return to the building and resume normal activity.

Bomb Threat Checklist

Description Detail Report

Questions to ask:

1) When is the bomb going to explode?

2) Where is it right now?

3) What does it look like?

4) What kind of bomb is it?

5) What will cause it to explode?

6) Did you place the bomb?

like?

7) Why?

8) What is your address?

9) What is your name?

Machinery

Exact wording of the threat: _____

Distance

Machinery

Sex of Caller: _____ Race: _____

Length of Call: _____ Age: _____

Date: _____ Time: _____

Caller Voice Traits, as Applicable:

Calm	Nasal
Angry	Stuttering
Excited	Lisp
Slow	Raspy
Rapid	Deep
Soft	Ragged
Loud	Clearing Throat
Laughing	Deep Breathing
Crying	Cracked Voice
Normal	Disguised
Distinct	Accent
Slurred	Familiar

If voice is familiar, who did it sound

Background Sounds:

Street Noises	Factory
Animal Noises	Voices
Clear	PA System
Static	Local Call
Music	Long
House Noises	Phone Booth
Motor	Office

Other:

Number from which call was received:

Notes:

Read

Language:

Well Spoken (educated)

Incoherent

Recorded

Foul

Message

Irrational

Remarks:

All Clear Procedure

When the emergency subsides, an **All Clear** signal will be given by the Campus Emergency Coordinators. Normal classroom activity may resume.

In the event of a **Hard Lockdown**, you will be notified of the **All Clear** via a face-to-face contact by emergency responders and advised what to do next.

Incident Report Procedure for Students

The student medical emergency process is in place to ensure that all student issues that are health- or medical-related are reported and on file at MCC. This process applied to both minor and major medical issues that occur on campus.

PROCEDURE FOR MINOR MEDICAL INCIDENTS

1. If a student sustains a minor injury, it may be able to be addressed using one of the first aid kits available at the various MCC locations.
2. An instructor or staff member should assist student in locating and accessing what they need from the first aid kit.
3. Once the student's injury has been addressed, an **Incident Report Form** should be completed by the staff member or instructor who was present. The completed form should be sent to studentservices@mccollege.edu.

PROCEDURE FOR MAJOR MEDICAL INCIDENTS

1. If a student sustains a major injury or is experiencing a major medical emergency, a staff member or instructor present should call 911 immediately. Inform the front desk and building security that 911 has been called.
2. A staff member or instructor should also contact the MCC Campus Emergency Coordinator to inform him or her of what is taking place.
3. A staff member or instructor should provide as much privacy as possible for the student while waiting for emergency medical personal to arrive.
4. Once medical personal arrives, allow them to take over.
5. Try to get as much information as possible, including where the student is being transported to if they elect to go to the hospital.
6. The student's emergency contact should be notified about what took place and informed of which hospital the student has been transported to.
7. Once the emergency has ended, the staff member or instructor should write a detailed incident report and email it to the MCC Campus Emergency Coordinator and Student Services at studentservices@mccollege.edu.

Incident Report Procedure for Staff and Faculty

RATIONALE: The employee Medical Emergency Process is in place to ensure that all employee issues that are health or medical related are reported and on file at Midwestern Career College (MCC). This process is applied to both minor and major medical issues that occur on campus or relating to work being done on behalf of MCC.

PROCEDURE FOR MINOR MEDICAL INCIDENTS:

1. If an employee sustains a minor injury, it may be able to be addressed using one of the first aid kits available at the various MCC locations.
2. The Employee should notify his/her supervisor and the Human Resources office after taking proper care and precautions to care for the minor injury.
3. Once the employee's injury has been addressed, an incident report form should be completed by the employee, noting any witnesses. The completed form should be sent to hr@mccollege.edu.

PROCEDURE FOR MAJOR MEDICAL INCIDENTS:

1. If an employee sustains a major injury or is experiencing a major medical emergency, staff present should call 911 immediately. Inform the front desk and building security that 911 has been called.
2. Make sure to clear the room/area of non-essential personnel.
3. The employee should also contact the MCC Emergency Coordinator and the Human Resources office, to inform them of what is taking place.
4. Once medical personal arrives, allow them to take over medical care.
5. Please provide MCC with as much information as possible (ie which hospital the employee will be transported to, how MCC can be of help, etc)
6. The employee's emergency contact should be notified about what took place and informed of which hospital the employee is being transported to.
7. Once the emergency has ended, the employee should write a detailed incident report and email it to the MCC Emergency Coordinator and Human Resources office at HR@mccollege.edu.