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COLLEGE

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# Midwestern Career College (MCC) Health and Safety Plan

2019-2020  
Updated: September 2019

## **Emergency Contact Information**

### **CHICAGO MAIN CAMPUS**

#### **Emergency 911**

Lobby Security Desk (312) 327-1079

MCC Safety Response Team (312) 847-1599 or Ext.1999 if calling from MCC phone

### **CHICAGO LASALLE CAMPUS EXTENSION**

#### **Emergency 911**

Lobby Security Desk (312) 236-3292

MCC Safety Response Team (312) 847-1599 or Ext.1999 if calling from MCC phone

### **BLUE ISLAND CAMPUS EXTENSION**

#### **Emergency 911**

MCC Safety Response Team (312) 847-1599 or Ext.1999 if calling from MCC phone

### **NAPERVILLE CAMPUS EXTENSION**

#### **Emergency 911**

MCC Safety Response Team (312) 847-1599 or Ext.1999 if calling from MCC phone

**Midwestern Career College  
Health and Safety Plan**

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# MCC Health and Safety Plan Overview

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Health and Safety Plan at Midwestern Career College is undertaken in accordance with relevant institutional, industrial, and governmental agency regulations, policies and procedures. This plan is intended to promote a consistently secure, safe and healthy learning and work environment, even in case of sickness, accidents, or emergency health care needs on campus.

## **Review and Update**

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

## **The goals of this plan are:**

- To protect the safety and welfare of students, staff and visitors.
- 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 operations to normalcy as soon as possible.

This plan complies with federal, state, and local emergency and disaster protocols to include aspects of all four phases of emergency management:

- Prevention
- Preparedness
- Response
- Recovery

## **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 Notifications**

Midwestern Career College is committed to providing its community with timely information about a significant emergency or dangerous situation on campus or in the campus vicinity that poses an immediate threat to the health and safety of campus community. Incidents such as fire, weather emergencies, or criminal activity such as an active shooter on campus, could trigger an emergency notification.

MCC disseminates emergency notifications via phone, text messaging and emails.

When appropriate and as time permits, MCC may utilize a multi-layered mass notification approach which may include any or all the following methods, email, text, phone call, building alarm, posting on college's homepage, social-media posts. The College also uses a third-party notification website such as [emergencyclosingcenter.com](http://emergencyclosingcenter.com) (ECC).

## **Access to Campus Facilities**

MCC campuses are accessible to the members of MCC community and guests during published hours of operation. During evening hours and on weekends:

- The building security at the Chicago location (Main campus) requires a building access card, or a photo ID and signing-in to enter the building;
- The building security at Chicago LaSalle location (campus extension) requires an MCC student or an MCC staff ID to enter the building;
- Both Chicago locations have a system in place to control campus doors openings and closings based on the campus schedule as well as programming for holidays when the doors need to be locked.
- For the campus extensions in Blue Island and Naperville, appointments are preferred; walk-ins are only accepted during the published business hours specified in the College Catalog.

### **Procedures for Reporting and Investigating Incidents**

All accidents on campus are documented and reported via Incident Report Form. The form is submitted to [studentservices@mcccollege.edu](mailto:studentservices@mcccollege.edu) distribution email.

The Incident Report Form allows to document accidents, evaluate the response, and determine if further action is needed.

The investigation of health and safety accidents 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 and interviewing the persons involved in the accident and witnesses, if any.

### **Reporting Health and Safety Hazards**

The college is committed to creating and maintaining a safe learning and working environment. The college administration, faculty, and staff conduct periodic inspections of the college campus to identify and evaluate health and safety hazards and unsafe work practices. The college encourages employees and students to report health and safety hazards to management or to [campussafety@mcccollege.edu](mailto:campussafety@mcccollege.edu).

### **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. Health and safety instruction are 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 for immediately reporting and/or resolving any health, safety, or security concerns to their instructor. Violation of these standards may result in disciplinary action.

### **First Aid Kits**

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, students, faculty, and staff are instructed to follow the evacuation plan posted on campus. They should only use the safest route for evacuation. Elevators should not be used during fire emergencies.

**Safety Data Sheets**

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

**Additional Health Safety Policies**

MCC's catalog, employee handbook, and program specific handbooks contain additional policies related to health and safety.

**Health & Safety Training**

MCC Emergency Coordinators conduct annual review and testing of the emergency response and evacuation procedures including announced and unannounced tests. The emergency notification system test is done on at least an annual basis. Emergency response and evacuation procedures are publicized in conjunction with the testing. Additional training is available upon request and may be accomplished through organized training sessions, staff meetings, computer-based training, or other means designated and deemed appropriate for each campus.

# MCC Campus Emergency Coordinators

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## Campus Emergency Coordinators

MCC Safety Response Team, including Campus Emergency Coordinators:  
(312) 847-1599 or Ext.1999 if calling from MCC phone

### Chicago (Main Campus)

- Alex Isakovan, Director of Finance Operations  
[Aisakovan@mccollege.edu](mailto:Aisakovan@mccollege.edu)
- Haleh Khoshnavaz, Business Office Coordinator  
[Hkhoshnavaz@mccollege.edu](mailto:Hkhoshnavaz@mccollege.edu)

### Chicago LaSalle (Campus Extension)

- Rafael Czechowski, Director of External Development and Operations  
[Rczechowski@mccollege.edu](mailto:Rczechowski@mccollege.edu)
- Ivan De La Pena, Lead Instructor  
[Idelapena@Mccollege.edu](mailto:Idelapena@Mccollege.edu)
- John Whitman, Senior Director of Marketing  
[Jwhitman@mccollege.edu](mailto:Jwhitman@mccollege.edu)

### Naperville (Campus Extension)

- Debra Brown, Academic Manager  
[DBrown@mccollege.edu](mailto:DBrown@mccollege.edu)
- Sylvia Hurtado, Financial Aid Coordinator  
[Shurtado@mccollege.edu](mailto:Shurtado@mccollege.edu)

### Blue Island (Campus Extension)

- Trina Ellis Childs, Academic Manager  
[Tellis@mccollege.edu](mailto:Tellis@mccollege.edu)
- Wandey Hill, Sr. Admissions Advisor  
[Whill@mccollege.edu](mailto:Whill@mccollege.edu)

## **Main Functions of Campus Emergency Coordinators**

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### **Nonemergency Actions**

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

### **Emergency Actions**

- Respond to the emergency and direct emergency resources.
- Work with appropriate first responders to secure information, resources, and assistance as needed.
- Continue to assess the emergency and respond accordingly.
- Provide suggestions for community and media communications during and after the emergency.
- Ensure the well-being of the campus.
- Debrief and provide insight into the evaluation and improvement of the emergency process.



# Medical Incident Report Procedures

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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.

## Minor Medical Incidents Involving Students

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](mailto:studentservices@mccollege.edu).

## Major Medical Incidents Involving Students

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.

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](mailto:studentservices@mccollege.edu)

## Minor Medical Incidents Involving Staff

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](mailto:hr@mccollege.edu).

### **Major Medical Incidents Involving Staff**

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 (e.g. 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](mailto:HR@mccollege.edu).
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## **Incidents involving Needle Stick/Sharps and Biohazards**

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### **In the event of needle stick/ sharps in the lab:**

1. The student must immediately wash the area, scrubbing skin with soap and water.
2. If there is no obvious laceration or major abrasion, the student may choose to wash with a germicidal soap.
3. Report the incident to the Instructor or Lab Assistant.
4. Identify and write down the name and contact information of all the students involved in the incident.
5. The Instructor/Lab Assistant will report to the Program Director the information of the exposure and information of the source patient. This includes but is not limited to:
  - i. The circumstances of the exposure, whether body fluids were involved, etc.
  - ii. Date and time of the exposure
  - iii. Names of students involved in the incident
  - iv. Was the first aid provided
6. All the students involved in the exposure are recommended by the CDC to visit the Emergency room to seek treatment within 1-2 hours from the time of the incident.
7. The students should expect to have blood drawn by the hospital for baseline results of Hepatitis B surface antibody, Hepatitis C antibody, HIV antibody and possibly other necessary tests.
8. Prophylactic treatment may be initiated at the discretion of the treating physician on a case by case basis.
9. The students involved in the incident must submit the clear blood work reports to the Program Director to continue with any courses involving needs sticks/sharps and/or clinical externship.
10. The students should expect to have follow up visits and blood works done with a timeline of two weeks, six weeks, three months, and six months. All the follow up reports must be submitted to the Program Director.
11. The Program Director or designee will complete an Incident Report Form.

### **In the event of exposure to blood and/or other bodily fluids (biohazards):**

1. Report the incident immediately to the Instructor or Lab Assistant.
2. Identify all the students involved in the incident.
3. Immediately wash the area with soap and water and/or flush the nose, mouth with water.
4. Irrigate the eyes with clean water, saline, or sterile irritants. Eye washing station is located outside the classroom area.
5. Write down name and contact information of the source student.
6. All the students involved in the exposure are recommended by the CDC to visit the Emergency room to seek treatment.

7. The students involved in the incident must submit the clear reports to the Program Director to continue with any courses involving needs sticks/sharps and/or clinical externship.
8. The students are financially responsible to pay all medical bills and co-payments as a result of injuries or health issues that arise from the incident.
9. The Program Director or designee will complete an Incident Report Form.

## **Unresponsive Individual Procedures**

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In the unfortunate event that you should locate a person who appears to be unresponsive, the following actions should be taken. **Call 911.**

1. Report your name
2. Report your exact location
3. If trained, start CPR until EMS arrives.

When situation permits, notify Campus Emergency Coordinator (312) 847-1599 or Ext.1999 if calling from MCC phone

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## Active Shooter

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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. RUN

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

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. FIGHT**

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"*



## **Fire Procedures**

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- Call 911, and provide details of the incident, including the exact location and extent of the fire.
- Alert Building Management/Security.
- Listen for further directions.
- Move to safety and evacuate if in danger

## **Explosion Procedures**

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In the event of an explosion,

- 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.
  
- The Campus Emergency Coordinator will assess the situation and take immediate action
- The Campus Emergency Coordinator will call 911 and provide emergency first responders with the exact location and nature of the emergency.
- Campus Emergency Coordinator should notify first responders of the missing and unaccounted for students and staff.

## **Natural Gas Leak Procedures**

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Campus Emergency Coordinator:

- Announce that evacuation procedures have been initiated due to a natural gas leak.
  - Pull fire alarm.
  - Call 911 from landline and provide details and the exact location of the incident.
  - Be prepared to exit the building.
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## Severe Weather Procedures

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### Flooding

Campus Emergency Coordinator response:

- Call 911 and describe the nature of the incident, exact location of occurrence and the action being taken.
- Inform Building Management/Security.
- 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.
- 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 EMS arrives.

### Tornado

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.

### Winter Storm

Campus Emergency Coordinator response:

- Monitor National Weather Service, Weather Channel, or television thru available devices.
- Notify Campus Emergency Coordinator to discuss response option including emergency campus or school closure.
- Check for updates on the MCC website.

## Sexual Misconduct Procedures

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:

### **TITLE IX COORDINATOR**

Mary Schmidt

100 S. Wacker Dr., LL1-50

Chicago, IL 60606

(312) 236-9000 Ext 1051

mschmidt@mccollege.edu

**DEPUTY TITLE IX COORDINATOR**

Trina Ellis-Childs  
12840 Western Ave.,  
Blue Island, IL 60406  
(312) 236-9000 Ext 1050  
tellis@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](mailto:osweiss@mccollege.edu)

- Students are encouraged 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.

# Bomb Threat Procedure

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## 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

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## 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?  
\_\_\_\_\_

7) Why?  
\_\_\_\_\_

8) What is your address?  
\_\_\_\_\_

9) What is your name?  
\_\_\_\_\_

Exact wording of the threat: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_

Length of Call: \_\_\_\_\_ Age: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number from which call was received:  
\_\_\_\_\_

### Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 like?  
\_\_\_\_\_

## Background Sounds:

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

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Language:

Well Spoken (educated)  
Incoherent                      Recorded  
Foul                                Message Read  
Irrational

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Hard Lockdown Procedure

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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**

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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

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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

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**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**

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**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.