

EMERGENCY RESPONSE

Jack Murphy
Director of Security
Wilbur Wright College
Room E108
773.481.8124



Wilbur Wright College
One of the City Colleges of Chicago
4300 N. Narragansett, Chicago, IL 60634

IMPORTANT NUMBERS

911	Office of Emergency Communications
773-481-8970	Campus Center
773-481-8123	Director of Security
773-777-7900	Wilbur Wright College

An EMERGENCY...

A serious situation or occurrence that happens unexpectedly and demands immediate action.

A sudden, unforeseen happening which requires action to correct or to protect lives and/or property.

EMERGENCY PROCEDURES

A copy of full procedures may be obtained from the Wright College Security, Campus Center, (773)481-8970

ELEVATOR EMERGENCY

- Press the elevator alarm button to notify Security. Security will respond to your emergency.
- If the elevator stops between floors and the door opens, stay in the car.
- Do not climb out or jump to the floor below.
- Do not try to pry open the doors. This may cause other damage to the equipment that could prolong the emergency. Your safety and well being are most important.
- Stay calm and wait for help to arrive.
- If the emergency last an extended period of time, sit on the floor and either look up or ahead so that you will feel less confined.
- After the incident, follow-up on details of occurrence with the Security Office.

POWER FAILURE

- Remain calm and wait for instructions from Security or the Administration.
- If possible, call the Security Office and advise them of your location and nature of the problem. Assist others in the immediate area who may be unfamiliar with the building/ workspace or classroom.
- Turn off equipment such as computers and monitors to avoid potential serious damage once the power is restored.
- If you are in a dark area, proceed cautiously to an area that has emergency lights.
- If you are on an elevator, stay calm. Use the emergency alarm button to alert Security.

NATURAL HAZARDS

In the event of an earthquake, severe weather or any other natural hazard emergency, it is necessary to remain calm.

Try to get as close to the center of the building as possible and shelter in place by positioning yourself under a sturdy table or desk.

Follow the Voice Communication System instructions to shelter-in place near the core areas on the interior of your floor or away from windows.

Stay away from windows, mirrors, glass and large unsecured objects such as filing cabinets, books, or anything that may fly off the wall, desk or shelves.

- Do not use elevators.
- Shelter in-place until an “all clear” has been issued by Security.
- Review all floor plans and floor maps at all times.
- Know the best emergency exit route available.
- When directed by Security, be sure to follow the instructions.

WORK PLACE VIOLENCE

- Work place violence includes verbal assaults, stalking, threats and physical assaults.
- If any kind of weapon is involved or a threat of physical violence, call Security (773)481-8970.
- Security will contact the Chicago Police Department for any needed assistance.
- Remain calm and do not aggravate the situation.
- Keep as far from the hostile individual(s) as possible.
- Limit hostile individual(s) access to interior building areas.
- Notify Security (773)481-8970.
- Save any evidence of threats (i.e., voicemail messages, notes, emails, cards) or any other written materials.
- If needed, arrange for a security escort for any threatened individuals when they arrive or leave the building.

THREATS

THREATS

ELECTRONIC THREATS

Telephones, voicemail, cassette tapes, email, etc.

STALKING

Following a person on or off site, repeatedly being in the same area when requested not to, etc.

HARASSMENT

Unwelcome acts, gestures, verbal communication or physical contact not resulting in physical harm.

OVERHEARD THREATS

Threats overheard which are directed against an employee, faculty, staff or student.

SUSPICIOUS MATERIALS

- Can be found by any person at anytime.
- Do not touch the package or item.
- Stay clear of material or item. Advise others in the area to do the same.
- Call Security and advise them of the location.
- Security will notify proper departments for special service for safe removal and disposal of hazardous materials.
- If you come in contact with hazardous material, go to a safe area, remove any contaminated clothing and wash hands. Please make sure to let authorities know you have had contact with suspicious materials.
- Inform Security of any suspicious individuals in the area where suspicious material or item was found.
- Follow instructions given by security or responding agencies.

ACCIDENT OR ILLNESS

- If any accident or illness happens in your area, try to gain as much information about the injury and injured person as possible.
- Do not attempt to move the person who has fallen.
- Call Security as soon as possible.
- Continue to communicate the ill or injured person.
- Have someone wait by the elevator to direct Security or emergency personnel to proper location.
- Be aware of hazards associated with Blood borne Pathogens.
- Do not come in contact with bodily fluids.
- After the victim's immediate needs have been taken care of, remain to assist security and medical services with pertinent information about the incident.
- If you have personal information on the injured person, make sure to give it to security. Security will contact that person's emergency contact member.

EXPLOSIVE DEVICE THREAT

- Telephone threats can be received by any person at anytime.
- Mail bombs or bomb threats may be received by a number of means including standard mail, package delivery service or truck. Always err on the side of safety.
- If you feel a parcel may indeed be an explosive device, calmly alert individuals in your area to leave quietly and contact Security immediately.
- If you receive a telephone threat, remain clam and attempt to ascertain as much information from the caller as possible (review Bomb Threat Checklist provided by Security).
- If you receive a telephone threat or suspect a dangerous package, notify the Security Office. (773)481-8970
- Security will visually search the immediate area for any strange or unusual objects, update authorities and evacuate the area. Never disturb a suspicious object or package or use cell phones, radios or any other electronic device in the area.
- Keep the information as confidential as possible, and follow the instructions of the authorities.
- If there is a need to evacuate, do not re-enter the area until advised by the authorities.

THREATS

FIRE OR VISIBLE SMOKE

- Notify Security to notify the Fire Department. Indicate the location of the fire or smoke.
- If trained to do so, attempt to extinguish a small controllable fire.
- If instructed to do so by Security begin relocation, evacuation or shelter-in-place procedures. **DO NOT USE THE ELEVATORS.**
- If you smell an unusual odor (electrical, chemical other) and do not suspect a fire, immediately notify Security.

EVACUATION

Wright College has Evacuation plan. Security Staff and Faculty are trained on Evacuation procedures. Follow the instructions and exit the building through the nearest emergency exit.

**Safety first, safety last
Safety always.**

**Report what you see!
Report what you hear!**

**Support your college
in the effort to make it
safe for everyone.**