

Appendix R

LOCKDOWN PROCEDURES FOR INCIDENTS INVOLVING A WEAPON

Emergency Actions: In the event that an individual is observed with a weapon within the confines of our campus facilities the following guidelines are suggested by law enforcement officials:

1. If safely possible, evacuate the building immediately, warning others you encounter of the danger.
2. When a safe evacuation away from the offender cannot be assured, seek protective cover or immediate shelter within a room.
3. Secure your location by locking or barricading the door of the room with any available furniture or equipment.
4. Turn off lights and computers.
5. Seek protective cover, away from the door and any windows.
6. Calmly call 911 and provide the Chicago Police with the following information:
 - a. Your name, location and contact number.
 - b. The exact location of the suspect.
 - c. Details of your observation and the number of offenders involved.
 - d. Descriptions of the offender; gender, race, approximate age, body built, clothing. Include identifying features, such as tattoos, facial hair, and name brand apparel.
 - e. Description of the type and number of weapons offender is carrying. Include a description of any duffle bag or backpack suspect has in their possession.
 - f. The number, condition and location of victims, if known.
7. Notify the security dispatch officer at (312) 369-1111.
8. Quietly remain in the room, giving the impression that the room is unoccupied. until assistance arrives or an all clear is given by law enforcement or other authorized personnel.

Security Dispatch Officer

1. Place a second call to the Chicago Police Department.
2. Radio the building security officer of the incident.
3. Radio the Director of Campus Safety & Security or the Assistant Director, if not available.

Building Security Officer

1. If notification has not been made previous to the arrival of the police, radio the Director of Campus Safety & Security or the Assistant Director, if not available.
2. Control access to and from the building.
3. Notify the building engineer to shut down the elevators and man the freight elevator for the CPD.
4. Remain at the security station to answer calls for assistance.
5. Provide the CPD with the building floor plans, if requested.

Director of Campus Safety and Security

1. Advise the Security Dispatch Officer to notify all security officers to initiate a lock down directive, controlling perimeter access into the crisis building and informing the public to remain in their building until an all clear is given campus wide.
2. Send a message via the emergency mass notification system to the college community alerting them of the critical incident and advising occupants of the building to seek immediate shelter.
3. Notify the President for a decision on the location of the Emergency Operations Center and advise the appropriate College Officials as outlined in the Emergency Response Plan via the emergency notification system.
4. Brief CPD on the situation upon their arrival and assist their efforts.
5. Continue to update the Emergency Policy Group on the situation.

Building Engineer

1. Lock down the elevators in the building.
2. Assist with perimeter access control.
3. Be prepared to assist the CPD with information about the building and access into requested areas.

Fire Safety Marshals

1. Upon receiving notification initiate the lock down procedure on your floor, advising occupants to seek protective shelter in a room that can be secured either with a lock or barricaded closed with furniture.
2. Advise occupants to follow the guidelines listed above for the general public.
3. Remain in place until an all clear has been declared by law enforcement.