



## **St. Augustine College Annual Security Report and Emergency Procedures 2021**

**October 1, 2021**

### **Campus Security**

St. Augustine College complies with the Crime Awareness Act and reports to its college community, on a yearly basis, its statistics regarding criminal occurrences at any of its facilities. Preventative measures are in place through the use of security guards and alarm systems.

### **St. Augustine Emergency Notification to Students, Faculty and Staff**

In compliance with state and federal law, St. Augustine has an Emergency Notification System to reach all students, faculty and staff. This system provides immediate notification to the St. Augustine community through e-mail, cell phone and land line contacts, and is posted on the St. Augustine website about any emergency at any or all teaching locations of the College.

When it is necessary to close the College during regular business hours due to an emergency, including a weather emergency, an announcement indicating that the College is closed will be broadcast on WMAQ (670 AM), WGN (720 AM) and WBBM (780 AM) radio stations.

In order for the St. Augustine Emergency Notification System to reach all students, faculty and staff, you are assigned a St. Augustine e-mail address. In addition, the System will reach you at any e-mail or phone number that you provide to the College when you register for the term.



## **Emergency Situations**

If you observe a situation that requires an emergency response, **call 911** immediately for assistance from the Chicago Fire Department, Emergency Medical Services or the Chicago Police Department.

The addresses when reporting an emergency situation are as follows:

1. Main Campus: 1333-45 W.  
Argyle, Chicago, IL 60640
2. West Location: 3255 W.  
Armitage, Chicago, IL 60647
3. South Location: 2610 W. 25th  
Place, Chicago, IL 60608
4. Southeast Location: 11000 South Ewing  
Ave., Chicago IL 60617
5. Aurora Location: 841 N. Lake St.,  
Aurora, IL 60506
6. Institute for Workforce Education: 1333 W.  
Argyle, Chicago, IL 60640

Notify the Administration at the Main Campus (773.878.8756) or the West, South or Southeast locations or the Institute for Workforce Education of any emergency either after calling 911 and finding a safe location, or directly if immediate assistance is not required.

## **Campus Safety and Security and Compliance with the Jeanne Clery Disclosure Act**

Originally known as the Campus Security Act, the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities to disclose information about crime on and around their campuses. St. Augustine College complies with the Jeanne Clery Act. In addition, the College complies with the **Reauthorization of the Violence Against Women Act 2013**, which expanded the Clery Act's definition of sexual assault crimes (forcible and non-forcible) to include domestic violence, dating violence, and stalking. Hate crimes must also be reported. St. Augustine College collects information to provide institutional safety policies and crime statistics to students. Further information regarding the annual crime statistics is available through



the Office of Academic and Student Affairs. Anyone wishing to report a crime, or suspected crime, should contact the local site director and/or call the Office of Academic and Student Affairs at the Argyle Campus (773-878-7980).

### **Special Guidelines for Reporting a Case of Sexual Assault**

All sexual assault incidents need to be reported for the safety of the victim and the entire college community. A victim of sexual assault has the right to report the incident to local police and/or to a college safety official, such as the local site director or the Title IX Coordinator at the Argyle Campus, Dr. Reyes Gonzalez (773-878-7502) or the Human Resources Manager, Sandre Siira (773 877 7798) or the Facility Manager, Ronald Koepke (773 878 6184). The victim of sexual assault also has the right to report full details, including identification details, or to report anonymously. If the person chooses to report anonymously, the College will do everything possible to maintain confidentiality while still fulfilling the responsibilities of reporting that an incident has occurred and conducting an investigation of the incident in compliance with the Clery Act and related legislation. The College will assist a victim of sexual assault in finding appropriate emergency care and counseling services. Protection of the victim is of the highest priority in such circumstances. In handling any sexual assault incident, the College will strictly follow the regulations set forth by the U.S. Department of Education and the Clery Act.

### Procedures for Life Safety Emergencies

#### **Fire Evacuation Procedure**

In case of an emergency, it is important to know the location of fire extinguishers, fire pull stations and the closest egresses (exits) near your work area so, that you can safely and swiftly evacuate the building. Please know that when an evacuation is necessary, you must exit the building swiftly (walk don't run) taking the nearest egress stairwell.

- **Do not take the elevator**
- **Do not try and gather your things**
- **Do not stop to use the rest room or for any reason**

Anyone observing or suspecting a fire in the building, please remember the backronym

**R.A.C.E.:**

**R**-remove anyone in danger of the fire. Always try to help others evacuate.

**A**-alarm-pull the fire alarm at any fire pull station.

**C**-contain the fire by closing all doors on the way out.

**E**-extinguish/evacuate-break the glass of the fire extinguisher case and use extinguisher to put out a small fire; otherwise, evacuate.

Fire alarm/pull station



When using a fire extinguisher, remember the word **P.A.S.S.**

**P**-pull the pin from the extinguisher

**A**-aim the hose at the base of the fire

**S**-squeeze the trigger

**S**-sweep back and forth with the extinguisher hose standing 6-8 feet away

Fire extinguisher



**Note:** Fire extinguishers only last about 10-30 seconds.

- a) If it's a small fire, use a fire extinguisher to put it out.
- b) If it's a large fire, pull the fire alarm at a fire pull station and evacuate the building.

### **Assembly Area**

- When you hear the fire alarm sirens and see flashing strobes, all students, faculty and staff must immediately evacuate and assemble on Argyle Street, one block east of the parking lot gates (main campus). Notify any vendors, contractors or visitors that may be in the building and lead them to the assembly area.
- Department heads, supervisors and faculty are expected to ensure that all persons in their responsibility have evacuated and are accounted for whenever the fire alarm is sounded. Notify the fire department of any persons left in the building.

- Assist any persons with disabilities to safety. If this is not possible, leave them on the stairwell landing and immediately notify the firemen.
- All building occupants must remain in the assembly area until the “All Clear” command is given by the SAC Incident Commander (IC) or Fire Department or Police Department.

**NOTE:** *Fire drills must be treated as an actual event with no delays in evacuating the building.*

In the near future, safety wardens will be appointed to assist with fire safety protocols and monitor risk controls.

The Health & Safety Committee (HSC) and Incident Commander (IC) will review and approve all matters pertaining to *Critical Conditions* and *Environment of Care (EOC)* including assessing property damage and business continuity after an actual emergency.

The Facility Manager will be the IC for critical conditions.

### Evacuation Assembly Location by Campus

Main Campus: Assemble on Argyle Street east of the parking lot gates.

Southeast Campus: Assemble one block south of the campus on Ewing Street.

South Campus: Assemble one block west of the campus on 25<sup>th</sup> Place.

West Campus: Assemble on Armitage on the east side of Sawyer Street.

Aurora Campus: Assemble one block south of the campus on Lake Street.

### **Violent Assault (no weapon) Vandalism or Property Damage**

- Property damage does not merit risking safety, even if observed.
- Call 911 and notify front office, identifying the address and location on campus, the perpetrator and the situation as thoroughly as possible.
- Assure that anyone in the vicinity is alerted and evacuates area, and exit yourself.

### **‘Active Shooter’**

**a/k/a ALICE-(Alert, Lockdown, Inform, Counter, Evacuate)**

Unfortunately, there is a trending increase in the prevalence of 'active shooter' incidents and average casualties per year have risen as well per the FBI (Federal Bureau of Investigations). It is important that we prepare in case an incident like this occurs in or around one of our facilities. It is also important that we always remain vigilant and cognizant of our surroundings and report any suspicious activities.

## Safety Plan

An active shooter is a person who is attempting to kill people in a populated area using a gun or an improvised explosive device (IED) to cause mass casualties.

These situations are dynamic and evolve rapidly, demanding immediate response for life safety measures.

There are three options for life safety:

### 1) Run

- If there is a safe path available, run.
- Always try to escape or evacuate even if others insist on staying.
- Encourage others to leave with you, but don't let their indecision slow down your escape.
- Try to prevent others from entering the danger zone.
- Call 911 to report the incident and description/location of shooter(s) as soon as you can.
- Keep your hands visible for law enforcement.

### 2) Hide

- If you can't escape, find a safe place to hide (conference rooms, under tables, offices, under desks, behind furniture, washrooms-crouch down on the toilet seat if possible, closets, etc.) and stay quiet. If possible, barricade the door.
- Turn off lights, close window blinds/curtains, lock doors if possible and silence your cell phone ringer and vibration mode.
- Barricade doors and windows- if you're able to, with furniture and other objects.
- Stay low to the ground, but don't sit down; be prepared to move.
- Gather items to use for self-defense.
- Identify other methods of evacuating should the opportunity to escape occur (other doors, stairwells or windows).
- Render first aid to the injured if you're safely able to do so.
- If unable to evacuate, remain in place until the "All Clear" command is given by authorities.

- If safe to do so, call 911 and report your location. If the shooter is in the area and able to be heard, call and keep the line open for dispatchers to listen.



### 3) Fight

- As a last resort, act with aggression and use improvised weapons to distract and/or disarm the shooter.
- Throw objects at the shooter's head – aim for their eyes.
- If others are present, work together as a team to take down the shooter.
- Upon use of a distraction device, immediately attempt to escape or take down the shooter.
- Commit to action...your life is at risk.
- Remove the weapon from the shooter's reach and safely hide it – do not handle it because law enforcement may perceive you to be a threat.
- If taking down the shooter, immobilize all limbs (arms, legs, head) until law enforcement arrives.

Under all circumstances, if you decide to flee during an active shooting situation, make sure you have an escape route and plan in mind. Do not attempt to carry anything while fleeing; move quickly; keep your hands visible; and follow the instructions of any police officers you may encounter. Notify authorities of the location of wounded people as soon as possible. Do not try to drive off location until advised it is safe to do so by police, fire officials or SAC incident commander and safety wardens.

### Bomb Threat

- If a bomb threat is received by St. Augustine College, all students, faculty, and staff will receive an emergency notification via the College's email system, and by any additional personal email addresses and phone numbers shared with the college. The emergency notification will identify the campus or location involved.
- Persons off campus at the time of the notification should remain off campus until an "all clear" has been issued.
- Persons on campus at the time of the notification should evacuate buildings and proceed to designated assembly areas unless otherwise instructed by safety wardens or authorities.
- During evacuation, carry nothing with you that could be mistaken for a bomb or weapon.
- If police or fire department personnel are on the scene, follow any and all instructions they may provide.
- When the police have completed their investigation and declared the



threat to be over, St. Augustine College will issue an “all clear” notification, using the same emails and phone numbers used for the original emergency notification.

### **Medical Emergencies**

- Call 911 and tell the dispatcher the address/location, nature of the medical emergency and your cell phone number and describe the situation you are reporting: who, what, when, where, how and why (if known).
- Administer CPR if trained or reach the nearest Respiratory Therapy faculty, or Child Care staff, all of whom are CPR trained and can provide emergency assistance, immediately.
- Remain with the person in distress until Emergency Medical Technicians arrive and provide them with as much information as possible about the person and circumstances.
- Contact the front office about the circumstance and action as quickly as possible.

### **Snow Emergency**

- A snow emergency is determined by the President and Health & Safety Committee (HSC) based upon the forecast or ongoing circumstances including; heavy accumulation;
- Elements for consideration are combination of ice, driving conditions are/will be exceptionally hazardous, etc.
- The President and HSC will notify a snow emergency for distribution to radio, TV, and websites. Once the Emergency Notification System is implemented, messages will be sent to all students, faculty and staff regarding building closures or alternatives. Options could be cancellation for morning or evening, or both.

### **Gas Leak or Chemical Spill**

- Call 911 immediately if a gas leak is smelled or a chemical spill occurs. If there is a gas leak, the dispatcher will relay a message to the gas company. Be sure to tell the dispatcher the address and location of the gas smell/leak or chemical spill.
- Do not touch any chemicals that have been spilled or attempt to clean up. Rather, keep everyone away, and be sure that no one places a spark or fire source near a gas leak or chemical spill.
- Evacuate everyone in the immediate vicinity of any gas leak or chemical spill and





assistin alerting everyone in the building if a gas leak threatens the safety of students, faculty and staff beyond the immediate vicinity.

### **Power Outage**

- If there is a power outage, wait 30 minutes before dismissing occupants during daylight hours.
- Dismiss in 15 minutes if power not restored and if after dark (Emergency lights in hallways allow for student/faculty who evacuate safely outside classrooms to wait for a reasonable amount of time).
- Administrative office will check with ComEd for a status report on restoration of power. However, the estimate from ComEd can be more extended than actual restoration thus, wait for instruction by the Incident Commander (IC) or Safety Wardens.

### **Heat Outage**

- Heat loss usually takes up to 12 hours and therefore, advanced notice will be provided to all faculty, staff, and students through the new Emergency Notification System if a heat outage of more than 6 hours is anticipated. Await instruction from the IC.
- A notice will also be posted on the Chicago message system about any heat outage or water main breakage that results in closing the college. These messages are scrolled across TV screens and announced on the radio.

### **Tornado Watch/Warning**

- A tornado warning will trigger surveillance as to the direction and intensity of an anticipated tornado to prepare for a possible shelter-in-place.
- The IC will give instructions to shelter-in-place as needed based on reports from the National Weather Service for the any campus location.
- Shelter areas include any areas away from windows (interior rooms, hallways, etc.).
- Supervisors and faculty are expected to assure that all persons in their responsibility are accounted for.

### **Evacuation Drills**

- Faculty and supervisors are asked to be sure that those under his/her responsibility know the location of the nearest exit at the beginning of each course.



- If a fire alarm is sounded, it is the responsibility of the faculty and staff to ensure that everyone leaves the building immediately and proceed to the designated assembly area.

### **Warnings**

- Doors may not be locked in stairwells from the inside.
- Fire alarms are checked routinely according to contract and law













Ronald Koepke  
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St. Augustine College