

# **Annual Security and Fire Safety Report 2011**

**September 29, 2011**

graduate school in child development  
**erikson institute**

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# Annual Security Report 2011

## Campus Security Policies

Erikson Institute is committed to promoting the safety of all members of its campus community, including staff, students, and visitors. This Annual Security Report includes information concerning current policies and procedures for campus security in compliance with the Clery Act of 1998. These policies and procedures cover important topics such as reporting criminal activity, responding to emergencies, and communicating potential threats to the safety of the campus community. It describes procedures related to access to campus and security awareness. It also includes policies and procedures regarding harassment, including sexual harassment and the use of alcoholic beverages and controlled substances. The report presents crime statistics for the preceding three calendar years through 2009. We also provide consumer information about community resources related to promoting the safety of individuals. In a separate document, *The Fire and Life Safety Manual*, we describe emergency procedures related to life/safety events, such as fire, bomb threats, severe weather, nuclear threats, evacuations, and other serious events. In addition, our Assistant Director of Facilities has been certified as Fire Safety Director/Deputy Fire Safety Director as of February 9<sup>th</sup>, 2010 according to the Chicago Fire Department.

## Campus Security Authorities

Erikson's Facilities Department is responsible for the development, disclosure, and implementation of campus security policies. This department is also responsible for collection and dissemination of crime statistics, including requesting crime statistics from the Chicago Police Department. The department is headed by David Wilson, Chief Human Resources and Facilities Officer, who can be contacted at 312.893.7200 or [dwilson@erikson.edu](mailto:dwilson@erikson.edu). The department reports to the Vice President for Finance and Operations/Chief Financial Officer, Susan Wallace, who can be contacted at 312.893.7120 or [swallace@erikson.edu](mailto:swallace@erikson.edu).

Given its size, Erikson does not maintain a campus police department. The Institute contracts instead with an outside security company for a range of security services. Levy Security Corporation provides a staff of trained, non-sworn security officers who implement Erikson's access control procedures, opening and closing procedures, monitoring of security cameras, and emergency procedures as required. Although they do not have arrest authority beyond that provided to all citizens by the State of Illinois Statutes, the security officers do have authority to detain individuals on Institute property. Campus security authorities and personnel work closely with the Chicago Police Department and other security agencies to investigate alleged criminal activity and provide for the enforcement of the law and the protection of persons and property.

Alter Asset Management, which manages the entire building, provides additional security services: a security officer is on duty in the rest of the building during normal building hours, monitoring the building exterior and controlling access to the building's loading

dock and freight elevator. Alter Asset Management periodically receives security alerts from the Chicago Police Department and relays them to Erikson for dissemination, if appropriate, to the Erikson community.

The Institute is equipped with security cameras throughout its space. Cameras are monitored by security officers and record data for later review in case of an incident. The Institute is also equipped with a keycard-controlled, zoned access control system, which limits access outside of normal business hours to authorized personnel only.

## **Policies and Procedures for Reporting Criminal Actions, including Sexual Assault, and Other Emergencies**

If you believe yourself to be the victim of a crime or to have knowledge of a crime, you should immediately report to one of the security authorities identified below. They will assist you to report the incident to the proper authorities.

A security officer is on duty in the ground floor lobby during normal business hours and during evenings and weekends when classes or other public events are scheduled. The security officer may be contacted in an emergency by dialing extension #7202 on any phone in the Erikson Institute building or by calling 312.893.7202 or 312.755.2250. You may also reach the Institute operator during daytime business hours by pressing “0” on any internal phone. Each of Erikson’s elevators has an emergency call button, which is monitored 24/7 by Simplex, Inc. Calls made to the monitoring service are routed to emergency response personnel.

You can also report criminal activities or other emergencies directly to the Chicago Police Department by dialing 911 from any phone in the building. The phone system is designed so that the police can identify the caller’s exact location within the building. We encourage you to contact Erikson’s security officer in addition to calling 911 so that he can direct the emergency response team to the desired location as quickly as possible. The security officer can also provide assistance in reporting criminal activity to the police. Non-emergencies can be reported to the Chicago Police Department by dialing 311.

Erikson Institute educates the student community about sex offenses, including sexual assaults and date rape, through annual educational workshops on sexual assault and personal safety. Literature on date rape education, risk reduction and Institute response is available through [my.erikson](http://my.erikson).

If you are a victim of a sex offense at Erikson, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment.

An assault should be reported directly to the Vice President for Planning and Enrollment, Assistant Dean for Academic Affairs, and/or the Dean of Enrollment Management. They will assist the victim to report the incident to the proper authorities. Filing a report with the Vice President for Planning and Enrollment, Assistant Dean for Academic Affairs, and/or the Dean of Enrollment Management will not obligate you to prosecute, nor will it

subject you to scrutiny or judgment from these staff members.

We strongly advocate that a victim of sexual assault report the incident in a timely manner to the Chicago Police Department (911). Time is a critical factor for evidence collection and preservation. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to you;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. Ideally, you should not wash, douche, use the toilet, or change clothing prior to a medical exam;
- assure that you have access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

If you experience any form of sex offense, you may choose for the investigation to be pursued through the criminal justice system and Erikson's student disciplinary process, or only the latter. The Vice President for Planning and Enrollment, Assistant Dean for Academic Affairs, and/or the Dean of Enrollment Management will guide you through the available options and support you in your decision. Counseling is available through the Rape Crisis Hotline of the YWCA (1.888.293.2080), the Rape Victim Emergency 24-hour hotline (312.744.8418) and Erikson's Employee/Student Assistance Program (1-800-292-2780). Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

Erikson's student disciplinary process is detailed in the Bulletin. In addition to the guidelines in the Bulletin, the accused and the victim will each be allowed to choose one person who has no formal legal training to accompany them throughout the disciplinary process. Both the victim and the accused will be informed of the outcome of the disciplinary process. A student found guilty of a sex offense may be criminally prosecuted and may be suspended or expelled from the Institute for the first offense.

The following table summarizes the contact information for security authorities to whom you can report a crime:

<b>Security Authority</b>	<b>Location</b>	<b>Number</b>
Security officer	Ground floor lobby	312.893.7202
Switchboard/receptionist	4 <sup>th</sup> floor lobby	312.755.2250
Chief HR & Facilities Officer	4 <sup>th</sup> floor, Office 465	312.893.7200
Assist. Director of Facilities	4 <sup>th</sup> floor, Office 405	312.893.7101
VP for Planning and Enrollment	4 <sup>th</sup> floor, Office 414	312.893.7140
VP for Finance and Operations/CFO	4 <sup>th</sup> floor, Office 410	312.893.7120
Dean of Enrollment	3 <sup>rd</sup> floor, Office 319	312.893.7145
Police Dept., non-emergency		311
Police Dept., emergency		911

## **Policy on Documenting Alleged Criminal Incidents**

Erikson's security authorities maintain a Daily Crime Log, in compliance with the *Clery Act*. In the event of an incident, the authority to whom the incident was reported will complete an entry in the Log, recording the nature of the crime, the date the crime was reported, the date and time the crime occurred, the location of the crime, and the disposition of the complaint, if known. The authority will also complete a Crime Incident Report Form. The information collected from these forms will be used to prepare a compilation of statistical crime information that will be included in the Institute's Annual Security report.

## **Policy on Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the Institute or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief Human Resources and Facilities Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of you and others. With such information, the Institute can keep accurate records of the number of incidents involving students and staff, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner will be counted and disclosed in the annual crime statistics for the Institute.

## **Policy Statement Addressing Counselors**

The Institute, due to its small size, does not employ pastoral or professional counselors, who, in the course of providing students with confidential counseling services, might learn of criminal activities. As a result, the Institute does not have a formal policy addressing counselors regarding confidential reporting procedures. Erikson does provide reference and access to counseling through an Employee Assistance Program (EAP) with the company Employee Resource Systems. The EAP is a free and confidential assistance program that provides supportive counseling, information and resources for employees, students, and their families. As the EAP is operated by licensed clinicians and mandated reporters, they have the responsibility to notify Erikson authorities of any danger.

## **Policy on Timely Warnings**

In the event that a situation arises, either on or off campus, that in the judgment of the campus security authorities constitutes an ongoing or continuing threat to the community, a campus-wide "timely warning" will be issued. The warning or campus security alert will be distributed through email and posted on Erikson's campus portal (<http://my.erikson.edu/ics/>). Erikson maintains email distribution lists for all students, staff, faculty, and off-site employees. Campus security alerts may also be posted on the electronic display monitors located by the elevators on each floor of the building and/or broadcast over the paging system.

In addition to the methods listed above, Erikson Institute uses a 3<sup>rd</sup> party software, *e2 Campus*, to notify faculty, staff, and students of an emergency situation. Notifications are sent to personal cellular phone numbers and emails that are provided upon sign up of the service. All staff and students are encouraged to sign up upon the beginning of every term.

The Facilities Department is responsible for issuing campus security alerts. The department collaborates with Alter Asset Management and the Chicago Police Department to receive information about situations in the immediate geographic area that may pose a threat to the Erikson community. Anyone with information warranting a timely warning should report the circumstances to the Facilities Department, either in person, by phone (312-893-7101), by email ([facilities@erikson.edu](mailto:facilities@erikson.edu)), or to the officer at the security desk (312-893-7202).

## **Policy on Emergency Response and Evacuation Procedures**

In the interests of protecting the safety of students, faculty, staff, and guests, Erikson Institute has a set of procedures to use if an emergency arises. These procedures are based upon guidance provided by Alter Asset Management (111 W. Illinois building management), Erikson Institute's Facilities Department, and other Erikson key authorities. The procedures present a systematic approach for managing and responding to various types of emergencies that can threaten the health and safety of members of the Erikson community and can be found in the *111 W. Illinois, Fire & Life Safety Manual*.

The Vice President of Finance and Operations/Chief Financial Officer and/or the Chief Human Resources and Facilities Officer are responsible for directing the Institute's efforts in response to an emergency. The *111 W. Illinois, Fire & Life Safety Manual* identifies other individuals responsible for providing emergency response and critical support services, and it describes their respective roles and responsibilities.

The process Erikson uses to confirm and report an emergency event involves the members of the Facilities Department. They assess the danger and potential threat the event may pose to the safety of the Erikson community and recommended the appropriate course of action to the CFO. If an emergency occurs that warrants notification, the CFO approves the recommendation and determines the notifying message, which is pre-scripted by Erikson's Communications Department. The Assistant Director of Facilities initiates the notification system.

Erikson Institute will, without delay, and taking into the account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Initiation of the notification system will be done through *e2 Campus*, a web-based system offering a centralized interface that allows non-technical users to administer and manage time-sensitive communications to students, faculty, staff, security, and others. The message will be sent to multiple media sources including cellular phones (text message

and voicemail), personal emails, emails through Erikson’s internal directory, and Erikson’s website. The system is tested at least once a year, along with a fire evacuation drill lead by the Chicago Fire Department, to ensure that it is working properly. All emergency procedures including fire, severe storms/tornados, biological, chemical, nuclear threats, etc. are listed in the attachment, “*111 W. Illinois, Fire and Life Safety Manual.*”

## **Policy on Reporting the Annual Disclosure of Crime Statistics**

The Facilities Department compiles crime statistics and prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The security officers and the Facilities Department maintain a crime log for the purpose of recording criminal activities that fall within the reporting guidelines. The annual report covers the three preceding calendar years. Institutions are required to disclose three general categories of crime statistics:

1. Types of offenses
  - a. Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.
  - b. Negligent manslaughter: The killing of another person through gross negligence
  - c. Sex Offenses – Forcible: Any sexual act directed against another person, forcible and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
  - d. Sex Offenses – Non-Forcible: Unlawful, non-forcible sexual intercourse
  - e. Robbery: The taking or attempting to take anything of value form the care, custody, or control of a person or person by force or threat of force or violence and/or by putting the victim in fear.
  - f. Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by the means likely to produce death or great bodily harm.
  - g. Burglary: An incident must meet the following conditions to be classified as Burglary.
    - i. There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
    - ii. The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
    - iii. The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.
  - h. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (All cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding are classified as Motor Vehicle Theft)

- i. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
2. Hate Crimes
  - a. In addition to the crimes listed above, the following acts are reportable as Hate Crimes when the victim is intentionally selected because of the perpetrator's bias on race, gender, religion, sexual orientation, ethnicity, or disability.
    - i. Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
    - ii. Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
    - iii. Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
    - iv. Destruction/Damage/Vandalism of Property: To willful or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
3. Arrests and Referrals for Disciplinary Action for:
  - a. Illegal Weapons Possession
  - b. Violation of Drug Laws
  - c. Violation of Liquor Laws

The report contains crime statistics categorized as follows:

- By the calendar year in which the crime was reported for each of the three most recent years;
- By the type of crime, arrest or disciplinary referral; and
- By the geographic location in which the crime occurred.

Institutions are required to report crime statistics in the following geographical locations: on-campus property, residential facilities, non-campus property owned by the Institute or by a student organization, or public property immediately contiguous to the campus, e.g., the streets and sidewalks adjacent to 451 N. LaSalle Street. Please note that the crime statistics provided by the Chicago Police Department included a broader area than the public property immediately adjacent to Erikson's campus. Erikson's campus consists of 75,404 square feet located within a larger office building, 111 West Illinois (between Illinois/Hubbard St. & LaSalle/Clark St.). Erikson does not own any residence facilities or non-campus property.

Following is a summary of the statistical report. This report only includes crime on campus and adjacent to our campus. The full text of this report is located on our web site at [www.erikson.edu](http://www.erikson.edu) under “Consumer Information,” as well as on Erikson’s campus portal ([www.my.erikson.edu/ics/](http://www.my.erikson.edu/ics/)), which is regularly accessed by staff and students. Each year, an e-mail notification is made to all enrolled students and current employees informing them where they can access this report. Bound copies are kept in the Edward Neisser Library. Copies of the report may also be obtained by emailing Denise Mica (Assistant Director of Facilities) at [dmica@erikson.edu](mailto:dmica@erikson.edu). All employees and students may access a copy at [www.my.erikson.edu](http://www.my.erikson.edu).

<b>Crime Statistics Table</b>			
Offense	Year	On-campus property	Public property
Murder/non-negligent manslaughter	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0
Negligent manslaughter	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0
Sex offenses, forcible	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0
Sex offenses, non-forcible	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0
Robbery	2007	0	0
	2008	0	0
	2009	0	1
	2010	0	1
Aggravated Assault	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	1
Burglary	2007	0	0
	2008	0	0

	2009	0	4
	2010	1	0
Motor Vehicle Theft	2007	0	0
	2008	0	0
	2009	0	2
	2010	0	0
Arson	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0
Hate Crimes	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0

\*None of the crimes listed above were motivated due to bias of race, gender, religion, sexual orientation, ethnicity, or disability.

<b>Weapon, Drug, and Liquor Law Violations</b>			
Offense	Year	On-campus property	Public property
Discipline for Alcohol	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0
Arrest for Alcohol	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0
Discipline for Drugs	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0
Arrest for Drugs	2007	0	0
	2008	0	0
	2009	0	1
	2010	0	0

Discipline for Weapons	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0
Arrest for Weapons	2007	0	0
	2008	0	0
	2009	0	0
	2010	0	0

## **Chicago Police Department Crime Statistics and Information on Sex Offenders**

Staff, students, and other constituents who wish to review current crime statistics in neighborhoods surrounding Erikson, or other neighborhoods in Chicago, may wish to consult the Chicago Police Department's CLEARMAP website at (<http://gis.chicagopolice.org/>). The website provides information on criminal activities in different neighborhoods and during different time periods in Chicago. In addition, the CLEARMAP sex offenders Web application (<http://sexoffender.chicagopolice.org/>) enables you to search the Chicago Police Department's database of registered sex offenders. The CPD maintains a list of sex offenders residing in the city of Chicago who are required to register under the Sex Offender Registration Act, 730 ILcS 150/2, ET SEQ. The data are updated once per day. In searching for statistics on crime incidents, sex offenders, or other categories, you can search using an address, by community area, ward, police beat, and district, and around a school or park. You can also search by a custom drawn polygon or a name.

## **Security of and Access to Campus Facilities**

Erikson's campus facility is open from 8:00 a.m.-9:00 p.m. Monday through Thursday and 8:00 a.m. – 5:00 p.m. on Fridays during the fall and spring semesters. A security officer is on duty during normal business hours and during evening hours and on Saturdays when classes and/or public events are scheduled. At other times, access to the building is governed by a keycard-controlled, zoned access control system, which limits access to authorized personnel only. The facility is closed on Sundays. Erikson Institute is also closed on national holidays (New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day).

The Institute is also equipped with security cameras throughout its space. Cameras are monitored by security officers and facility staff, and record data for later review in case of an incident.

All visitors to the Institute must check in with the security officer at the security desk in the main lobby. Staff and students are required to present a valid ID to gain access to the building. IDs are scanned and the security officer verifies the identity of the person

against a photo in the building access system. Students or employees without an ID card must check in at the security desk and be validated in the system. Persons who violate the access policy by entering the building without scanning or otherwise against the security officer's instructions may be arrested for trespass or written up on an incident report to face disciplinary action through Erikson Institute's hearing process. Student or employees with an Erikson ID card may bring visitors or guests into the building. All visitors must register at the security desk, receive a visitor badge, and be announced to the appropriate person they intend to visit. Erikson staff are required to notify the security officer in advance of any expected visitors.

## **Programs to Inform About Crime Prevention**

Programs used to inform students and employees concerning the prevention of crime, security procedures and practices, and to encourage the Erikson community to be responsible for their own security and the security of others include:

- The annual security report is provided online to all students and employees and to the public at large. An email notice is sent to all students and employees alerting them to its' availability and encouraging them to review it at will with the fire and life safety materials;
- Email security alerts as necessary to all institutional email addresses on crime incidents in the area surrounding the campus;
- Emergency notifications, when necessary, using e2 Campus to inform all students and staff through personal cellular phones/emails;
- Periodic distribution of public safety tips, along with reminders that each individual is responsible for his or her own safety and the safety of others;
- Individuals are encouraged to report problems or suspicious persons or circumstances promptly to security;
- Periodic training on sexual assault prevention, with voluntary attendance by students and staff.

## **Policies on Monitoring Crimes by Students at Off-Campus Sites Controlled by Recognized Student Organizations**

Erikson Institute does not have fraternities or sororities, nor are there any other off-campus student organizations which are recognized by the institution and that are engaged in by students attending Erikson Institute. As a result there is no need for monitoring and recording through local police agencies of criminal activity at off-campus student organizations.

## **Policy on Antidiscrimination**

Erikson's anti-bias commitment applies to all areas of discrimination, including those based on race, religion, color, age, gender, national origin, citizenship, marital or parental status, sexual orientation, gender identity, gender expression, military discharge status,

physical or mental disability, or any other protected status or characteristic. Respect is expected to be shown toward persons in all categories, both generally and as individuals. It is each staff member's and student's responsibility to approach interactions and diversity openly, and to act from one's centered, adult compassionate self.

## **Policy on Prohibition of Disruptive Behavior**

Staff and students are expected to conduct themselves in a manner compatible with the Institute's function as an educational institution. Behavior that is disruptive and/or interferes with the educational process is disrespectful of the rights of others and is not acceptable and, if continued, may result in discipline up to and including dismissal from the program.

## **Policy on Drug and Alcohol Abuse Prevention**

Consistent with its stated mission and values, Erikson aims to create an educational environment that allows students, faculty and staff to participate in and benefit from the full range of academic, research and community engagement activities at the Institute. The Institute also recognizes that unlike undergraduate institutions of higher education, the student population is predominantly, if not entirely, 21 years or older.

As such, the Institute's policies on alcohol and other drugs assume that all members of the community have the responsibility to be a) educated about the effects of the use and abuse of alcohol and other drugs, and b) trusted and expected to make informed and respectful decisions for themselves and the Erikson community that are within the letter and the spirit of Institute policies, as well as local, state and federal laws.

### **Risks Associated with Abuse of Alcohol and Other Drugs**

Erikson Institute recognizes that alcohol and other drug abuse is harmful to the social, personal, and academic lives of students as well as the health and safety of our community as a whole. The following risks are associated with the use and/or abuse of alcohol and other drugs.

**Illness and Health Problems:** All drugs can be toxic when abused. Alcohol and other drugs can interact negatively with over-the-counter and prescription drugs, and every individual reacts differently to the effects of both these drugs and the combination involved. Short-term alcohol and other drug abuse can hinder a person's immune system, and long-term abuse can lead to serious health risks such as addiction, liver disease, heart disease, and certain kinds of cancer.

**Academics:** Difficulty meeting academic responsibilities is one of the most common consequences of alcohol and other drug use. Academic problems may include missing classes, falling behind on readings and papers, poor evaluations, and the possibility of academic probation, suspension or dismissal.

**Impaired Judgment:** The use of alcohol and other drugs can impact a person's judgment, normal reaction, and perception; impair motor skills; lower inhibitions; and

intensify emotions. All of these increase the chances of accidents either to the user or to others.

**Interpersonal Problems:** The more a person abuses alcohol or other drugs, the greater the potential for problems with relationships. Students who do not drink or do not abuse alcohol experience secondhand consequences from others' excessive use, which may include unwanted sexual advances and disturbed study and sleep.

For more information on the effects of the use and/or abuse of specific substances, please see [www.nida.nih.gov](http://www.nida.nih.gov).

## **Local and Online Resources for Drug and Alcohol Abuse Prevention**

Given its small size, Erikson Institute does not operate a counseling center or a health center on its campus. The Chicago area, however, has an abundance of mental health, medical and spiritual resources for persons trying to recover from alcoholism and drug addiction. Persons interested in learning about treatment and recovery options should contact their health insurance company to find out what, if any, benefits are available through their respective plans.

Erikson does provide reference and access to counseling through an Employee Assistance Program (EAP) with the company Employee Resource Systems. The EAP is a free and confidential assistance program that provides supportive counseling, information and resources for employees, students, and their families. As the EAP is operated by licensed clinicians, they have the responsibility to notify Erikson authorities of any danger. To access help through the EAP please call 800.292.2780 or log on to [www.ers-eap.com](http://www.ers-eap.com).

Listed below are links to a variety of self-help support groups. Erikson Institute is not formally affiliated with the groups listed below, nor does the Institute endorse any of the organizations or vouch for the efficacy of any specific treatment or recovery option. Each, however, has been shown to be helpful for certain types of people seeking recovery help. As noted, some of these groups have online meetings available. The following staff members are available to discuss any addiction concerns you may have and to help you determine in what ways a support group might be helpful for you:

Stephanie Bynum	Assistant Dean for Academic Affairs
Michel Frendian	Dean of Enrollment Management
Valerie Williams	Associate Director, Admission and Multicultural Affairs
David Wilson	Chief Human Resources Officer
Jeanne Lockridge	Vice President for Planning and Enrollment
Susan Wallace	Vice President of Finance & Operations/CFO

### **Adult Children of Alcoholics**

Support for persons who grew up in an alcoholic or otherwise dysfunctional home

ACA Web site: [www.adultchildren.org/](http://www.adultchildren.org/)

Meetings schedule: <http://allone.com/12/aca/>

### **Alcoholics Anonymous**

A 12-step, abstinence based program

Chicago area AA web site: [www.chicagoaa.org/](http://www.chicagoaa.org/)

Chicago area meetings: [www.chicagoaa.org/meetings/](http://www.chicagoaa.org/meetings/)

### **Al-Anon/Alateen**

Support for friends and families of problem drinkers

Al-Anon web site: [www.al-anon-alateen.org](http://www.al-anon-alateen.org)

Northern Illinois Al-Anon: [www.niafg.org](http://www.niafg.org)

Meetings schedule: [www.niafg.org/AdvFind.asp](http://www.niafg.org/AdvFind.asp)

### **Cocaine Anonymous**

A 12-step, abstinence based program

Illinois CA web site: [www.illinoisca.org/](http://www.illinoisca.org/)

Illinois meetings schedule: [www.illinoisca.org/meetings.htm](http://www.illinoisca.org/meetings.htm)

Online meetings: [www.ca-online.org/](http://www.ca-online.org/)

### **Employee Assistance Program (EAP)**

A free and confidential assistance program that provides supportive counseling, information and resources for employees, students, and their families.

EAP Website: [www.ers-eap.com](http://www.ers-eap.com)

Toll Free Number: 800.292.2780

### **Harm Reduction**

An alternative treatment approach that views the reduction of harm as a goal for substance users.

Harm reduction web site: [www.harmreductioncounseling.com](http://www.harmreductioncounseling.com)

### **Marijuana Anonymous**

A 12-step, abstinence based program

MA web site: [www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)

Illinois meetings: [www.marijuana-anonymous.org/meetil.shtml](http://www.marijuana-anonymous.org/meetil.shtml)

Online meetings: [www.marijuana-anonymous.org/onlinemeetings.shtml](http://www.marijuana-anonymous.org/onlinemeetings.shtml)

### **Moderation Management**

An alternative treatment approach that stresses moderation, balance, self-management and personal responsibility.

MM web site: <http://moderation.org/>  
Illinois meetings: [www.moderation.org/natlf2f.shtml#Illinois](http://www.moderation.org/natlf2f.shtml#Illinois)  
Online support group: [www.moderation.org/onlinegroups.shtml](http://www.moderation.org/onlinegroups.shtml)

### **Narcotics Anonymous**

A 12-step, abstinence based program

Chicago NA web site: [www.chicagona.org/index.html](http://www.chicagona.org/index.html)  
Chicago meetings: [www.chicagona.org/meeting\\_directory.html](http://www.chicagona.org/meeting_directory.html)

### **Smart Recovery Self-Help Network**

An abstinence, but not 12-step or spiritually based program

Smart Recovery web site: [www.smartrecovery.org](http://www.smartrecovery.org)  
Meetings schedule: [www.smartrecovery.org/meetings\\_db/view/](http://www.smartrecovery.org/meetings_db/view/)  
Online meetings: [www.smartrecovery.org/meetings/olschedule.htm](http://www.smartrecovery.org/meetings/olschedule.htm)

## **Policy on Alcoholic Beverages and Illegal Drugs**

The possession, sale, manufacture, or distribution of any controlled substance by staff or students is illegal under both state and federal laws. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. Violators are subject to Institute disciplinary action, criminal prosecution, fine, and imprisonment. It is also a violation of Institute policy for anyone to consume or possess alcohol in any public or private area of the Institute without prior approval. Alcohol is prohibited from being on campus at any time except during special events and in such instances is only to be consumed by those over the age of 21 in designated areas. The Facilities Department is primarily responsible for enforcement of laws and policies related to alcohol and illegal drugs. In addition, Erikson Institute informs staff and students of “Possible Institute Sanctions for Violation of the Standards,” which is listed on page 21.

## **Information on Drug and Alcohol Abuse Provided in Compliance with the Drug Free Schools and Communities Act**

To meet the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226), the Institute distributes this notice to all of our students and employees. As required by the amendments, the following information summarizes the laws, risks, and treatment associated with drug and alcohol abuse.

### **Controlled Substance - Illinois Law: Legal Penalties and Sanctions for Unlawful Possession, Use or Distribution**

*Ch.56 ½, Sec.704 - Unlawful Possession of Cannabis.* It is unlawful for any person knowingly to possess Cannabis (Marijuana). A conviction for a violation

of this section is a Class C misdemeanor for possession of less than 2.5 grams to a Class 3 felony for possession of over 500 grams.

***Ch.56 ½, Sec. 705 - Manufacture or delivery of Cannabis.*** It is unlawful for any person knowingly to manufacture, deliver, or possess with intent to deliver, or manufacture, cannabis. A conviction for a violation of this section is a Class B misdemeanor for a violation involving less than 2.5 grams to a Class 2 felony with a \$100,000 fine for a violation involving more than 500 grams.

***Ch.56 ½, Sec. 705.1 - Cannabis Trafficking.*** Any person who knowingly brings or causes to be brought into Illinois for the purpose of manufacture or delivery or with the intent to manufacture or deliver 2,500 grams or more of cannabis in Illinois or any other state or country is guilty of cannabis trafficking. A conviction for a violation of this section is punishable by a term of imprisonment not less than twice the minimum term and not more than twice the maximum term authorized under Ch.56½, Sec. 705 and a fine up to twice the amount authorized by Ch.56½ Sec. 705 depending on the amount brought into Illinois.

***Ch.56 ½, Sec. 709 - Calculated Criminal Cannabis Conspiracy.*** It is unlawful for any person to engage in a calculated criminal cannabis conspiracy. A conviction for a violation of this section is a Class 3 to a Class 1 felony with a fine up to \$200,000.

***Ch.56 ½, Sec. 1401 - Manufacture or Delivery of Controlled Substances.*** It is unlawful for any person knowingly to manufacture, deliver or possess with intent to manufacture or deliver a controlled substance including but not limited to heroin, cocaine, morphine, barbiturates and LSD. Depending on the amount and type of the drug, a conviction for a violation of this section is a Class 3 felony with a fine up to \$75,000 to a Class X felony punishable by a term of imprisonment from six to sixty years and a fine up to \$500,000.

***Ch.56½, Sec. 1401.1 - Controlled Substance Trafficking.*** Any person who knowingly brings or causes to be brought into Illinois, for the purpose of manufacture or delivery or with the intent to manufacture or deliver a controlled substance is guilty of controlled substance trafficking. A conviction for a violation of this section is punishable by a term of imprisonment not less than twice the minimum term and not more than twice the maximum term authorized by Ch.56 ½, Sec. 1401 and a fine up to twice the amount authorized by Ch.56 ½, Sec. 1401 depending on the amount and type of the controlled substance brought into Illinois.

***Ch.56½, Sec. 1402 - Possession of Controlled Substances.*** It is unlawful for any person to knowingly possess a controlled substance. A conviction for a violation of this section is a Class 1 felony punishable by imprisonment from four to fifty years and a fine up to \$ 200,000.

**Ch.56½, Sec. 1404(b) Look-alike Substances, Manufacture or Distribution.** It is unlawful for any person knowingly to manufacture, distribute, advertise, possess with intent to manufacture or distribute a look-alike substance. A conviction for a violation of this section is a Class 3 felony with a fine up to \$ 150,000.

**CH.56½, Sec. 1404(c) Look-alike Substances, Possession.** It is unlawful for any person to knowingly possess a look-alike substance. A conviction for a violation of this section is a petty offense. A subsequent offense under this section is a Class C misdemeanor.

**Ch.56½, Sec 1405.1 - Criminal Drug Conspiracy.** A person commits criminal drug conspiracy when, with the intent that an offense set forth in Ch.56½, Sec. 1401, 1402, or 1407 be committed, the person agrees with another to the commission of that offense. A person convicted of criminal drug conspiracy may be fined or imprisoned or both to the maximum provided for the offense which is the object of the conspiracy.

**Ch.56½, Sec.1407 - Manufacture, Delivery, or Sales, Person under 18 - School Property - Enforcement of Penalties.** Any person 18 years of age or over who violates Ch.56½, Sec. 1401 or Sec. 1404 by delivering a controlled substance to a person under 18 years of age may be sentenced to imprisonment for a term up to twice the maximum term and fined an amount up to twice the amount otherwise authorized by the subject statute. Any person who violates Ch.56½, Sec. 1401 on any school premises or on public housing property or on public park property or within 1,000 feet of any school premises, public housing property or park property, commits a Class 2 felony to a Class X felony with a fine up to \$500,000.

**Ch.56½, Sec. 1654 - Narcotics Racketeering.** It is unlawful for any person to engage in narcotics racketeering. A conviction for a violation of this section is a Class 1 felony with a fine up to \$250,000.

**Ch.56½, Sec. 2306 - Steroids Manufacture, Distribution, Dispensing, Delivery and Possession with intent to Distribute and Possession of Anabolic Steroids.** It is unlawful for any person to manufacture, dispense, deliver, possess with intent to distribute, prescribe or administer any anabolic steroid for any use in humans other than for the treatment of disease in accordance with the order of a physician for a valid medical purpose in the course of professional practice. A conviction for a violation of this section is a Class A misdemeanor to a Class 3 felony punishable by fifteen years in prison and a \$100,000 fine.

**Ch.56½, Sec. 2307 - Possession of Anabolic Steroids.** Any person who is not a practitioner and who possesses anabolic steroids without a valid prescription is guilty of a Class C misdemeanor. A subsequent offense committed within two years of a prior conviction is a Class B misdemeanor.

## **Possible Penalties for Conviction of Offenses**

In many instances, the Illinois legislature has specified particular penalties for violations of drug statutes, depending on such factors as the type and quantity of the drug manufactured, distributed or possessed and the number of convictions of the offender. Violations of some drug statutes are punishable by fines up to \$500,000 and terms of imprisonment of up to sixty years. The penalties listed below only apply where the statute contains no specific penalties.

***Class C misdemeanor*** - 30 days in the County jail and a \$500 fine.

***Class B misdemeanor*** - Six months in the County jail and a \$500 fine.

***Class A misdemeanor*** - 364 days in the County Jail and a \$1,000 fine.

***Class 4 Felony*** - 3 years imprisonment and a \$10,000 fine except where the judge finds aggravating circumstances, in which case the term of imprisonment shall be not less than 3 years and not more than 6 years.

***Class 3 Felony*** - 2 years to 5 years imprisonment and a \$10,000 fine except where the judge finds aggravating circumstances, in which case the term of imprisonment shall be not less than 5 years and not more than 10 years.

***Class 2 Felony*** - 3 years to 7 years imprisonment and a \$10,000 fine except where the judge finds aggravating circumstances, in which case the term of imprisonment shall be not less than 7 years and not more than 14 years.

***Class 1 Felony*** - 4 years to 15 years imprisonment and a \$10,000 fine except where the judge finds aggravating circumstances, in which case the term of imprisonment shall be not less than fifteen years and not more than 30 years.

***Class X Felony*** - Punishable by 6 years to 30 years imprisonment and a \$10,000 fine except where the judge finds aggravating circumstances, in which case the term of imprisonment shall be not less than 30 years and not more than 60 years.

Penalties under Illinois State Law for Drug Convictions  
Either Possession or Sale of Drugs Felony and Misdemeanor  
Convictions Illinois Combined Statutes 720

### ***ILCS 540/4***

Cannabis – (<2.5 grams) up to \$500 fine and 30 days in jail.

Cannabis – (2.5 to 10 grams) up to \$1,500 fine and 6 months in jail.

Cannabis – (10 to 30 grams) up to \$2,500 fine and 1 year in jail.

Cannabis – Felony (30 to 500 grams) up to \$25,000 fine and 1 to 3 years in a penitentiary.

### ***ILCS 570/406(b)(3)***

Prescription Forgery – Felony \$100,000 fine and 1 to 3 years in a penitentiary.

***ILCS 600/3.5***

Possession of Drug Paraphernalia – \$750 to \$2,500 fine and up to 1 year in jail.

***ILCS 570/402***

Possession of Heroin, Cocaine, Morphine, Methamphetamine, Lysergic Acid or LSD.

(15 to 100 grams) – Felony up to \$200,000 fine and 4 to 15 years in a penitentiary.

(100 to 400 grams) – Felony up to \$200,000 fine or the street value and 6 to 30 years in a penitentiary.

***ILCS 570/402***

Possession of Peyote, Barbiturate Acid, Amphetamine (more than 200 grams) – Felony up to \$200,000 fine and 4 to 15 years in a penitentiary.

***ILCS 570/402***

Possession of Methaqualone, Pentazocine or Phencyclidine (more than 30 grams) – Felony up to \$200,000 fine and 4 to 15 years in a penitentiary.

***ILCS 570/402***

Possession of an Anabolic Steroid (any amount) up to \$1,500 fine and 30 days in jail.

***ILCS 5/24.5-5***

Possession of Nitrous Oxide (any amount) up to \$2,500 fine and 1 year in jail.  
The Sale, Manufacture, Possession with Intent to Traffic Drugs Illinois Combined Statutes 720

***ILCA 550/5***

Cannabis (less than 2.5 grams) - up to \$1,500 fine and 6 months in jail.

Cannabis (2.5 to 10 grams) - up to \$2,500 fine and 1 year in jail.

Cannabis (10 to 30 grams) - Felony up to \$25,000 fine and 1 to 3 years in a penitentiary.

***ILCA 570/401***

Cocaine (1 to 15 grams) Heroin (10 to 15 grams) Morphine (10 to 15 grams)  
Methamphetamine (5 to 15 grams) - Felony up to \$250,000 fine and 4 to 15 years in a penitentiary.

Cocaine, Heroin, Morphine, Methamphetamine, LSD (15 to 100 grams) - Felony up to \$500,000 fine and 6 to 30 years in a penitentiary.

Cocaine, Heroin, Morphine, Methamphetamine, LSD (100 to 400 grams) - Felony up to \$500,000 fine or street value and 9 to 40 years in a penitentiary.

***ILCA 5/24.5-10***

Nitrous Oxide (any amount) - Felony up to \$25,000 fine and 2 to 5 years in a penitentiary.

## **Alcohol - Illinois Law: Legal Penalties and Sanctions for Unlawful Possession, Use or Distribution**

***Ch.43, Sec. 131 - Sales to and Possession of Alcohol by persons under 21.*** It is illegal to sell, give, or deliver alcoholic liquor to any person under the age of twenty-one years or to any person known by him or her to be under legal disability or in need of mental treatment. Violation of this section is a Class A misdemeanor. Any person under the age of twenty-one years who has any alcoholic beverage in his or her possession or any street or highway or in any public place or in any place open to the public is guilty of a Class B misdemeanor.

***Ch.43, Sec. 134 - Purchase or Acceptance of Liquor by Persons under 21.*** Any person to whom the sale, gift or delivery of any alcoholic beverage is prohibited because of age may not purchase, or accept a gift of alcoholic liquor or have such alcoholic liquor in his possession. The consumption of alcoholic liquor by any person under twenty-one years of age is forbidden. Whoever violates any provisions of this section is guilty of a Class C misdemeanor.

***Ch.43, Sec 134A - Consumption of Alcoholic Liquor.*** The consumption of alcoholic liquor by any person under 21 years of age is forbidden. A conviction for a violation of this section is a Class C misdemeanor.

***Ch.95½, Sec. 11-501 - Driving while under the Influence of Alcohol.*** A person shall not drive or be in actual physical control of any vehicle within the State of Illinois while the alcohol concentration in such person's blood or breath is 0.08% or more or the person is under the influence of alcohol. A first time conviction for a violation of this section within 5 years of a previous violation of this section shall be mandatorily sentenced to 48 consecutive hours of imprisonment or assigned to a minimum of 10 days of community service. A person convicted of committing a violation of this section shall be guilty of a Class 4 felony if (1) the person committed a violation of this section for the third or subsequent time (2) the person committed the violation while driving a school bus with children on board, or (3) the person caused a motor vehicle accident which resulted in great bodily harm. All persons convicted of driving under the influence of alcohol are subject to suspension of their driver's license.

***Ch.95½, Sec 11-502 - Transportation or Possession of Alcoholic Liquor in a Motor Vehicle.***

No driver may transport, carry, possess or have alcoholic liquor within the passenger area of any motor vehicle upon a highway in the State of Illinois except in the original container with the seal unbroken. A conviction for a violation of this section is a Class A misdemeanor.

## **Possible Penalties for Conviction of Alcohol Related Offenses**

*Class C misdemeanor* - Thirty days in the County jail and a \$500.00 fine.

*Class B misdemeanor* - Six months in the County jail and a \$500.00 fine.

*Class A misdemeanor* - 364 days in the County jail and a \$ 1,000.00 fine.

## **Possible Institute Sanctions for Violation of the Standards**

Any confirmed infractions by staff and students of Institute policies and standards of conduct related to drug and alcohol abuse will result in appropriate disciplinary action. In the case of employees, individuals who appear to be unfit for work may be subject to a fitness for duty examination at a designated medical facility. When necessary, the Institute reserves the right to inspect and/or search all Institute property, as well as any employee's personal property on Institute premises, for intoxicating liquor, controlled or illegal substances, or any other substances that impair job performance. Refusal to submit to any such inspection or refusal to cooperate in any investigation will result in disciplinary action, up to and including termination. Any illegal substances discovered on our premises will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Students who violate Institute policies and standards of conduct related to drug and alcohol abuse, and engage in other conduct that departs from generally accepted standards of integrity, professional conduct, and ethical behavior, whether committed on or off campus, are subject to the student disciplinary process. Depending upon the circumstances of the offense, discipline can include, but is not limited to, some or all of the following actions: admonition, probation, requirement of adherence to a conduct contract, requirement to take a leave of absence or withdraw, dismissal, and expulsion. A full description of student standards of conduct and the disciplinary process can be found in the *20010-11 Bulletin*, pages 82-83.

## **Health Risks Associated with Illicit Drugs and the Abuse of Alcohol**

The following information is excerpted from the DO It Now Foundation's publication, "Substances and Safety."

### ***Depressants***

Drugs that depress or slow down the central nervous system are among the most widely used and abused substances. This category includes alcohol, sleeping pills, sedatives, and daytime tranquilizers. The most popular and widely used depressant is alcohol. On the road, drunk drivers were responsible for nearly 450 deaths EACH week. Since any kind of work requires the same skills used in driving – sound judgment, concentration, coordination, and quick reaction – alcohol's effects in the work place are similar to its effects on driving.

Other depressants remain in the body in a psychoactive form for hours or even days after use, where they can continue to affect coordination, concentration and reasoning powers. Since all depressants produce some degree of physical and psychological dependence, the drugs pose long-term problems for job performance as well as health and well-being.

### ***Stimulants***

Drugs that stimulate the brain and nervous system include illegal chemicals like cocaine and prescription diet pills. Not only do stimulants not enhance performance, they produce changes that can cause real problems, including anxiety, aggressiveness, irritability, lapses in concentration and attention, and fatigue. Like depressants, stimulants can produce long-term dependence – and long-term problems for performance.

### ***Marijuana***

Because marijuana has gained a reputation for producing a relatively short-lived intoxication with few obvious physical signs of use, many smokers believe they can function normally under the influence of pot. Current research indicates that this is not so. Like depressants, marijuana produces a degree of sedation and intoxication that slows reasoning abilities. Complex tasks, particularly those involving problem-solving, are most affected, but the drug is also tied to poor concentration and impaired short-term memory. A recent study shows that many of these effects continue long after the short-term intoxication fades – sometimes as long as 24 hours later.

## **Controlled Substances – Uses and Effects**

The following table, “Drugs of Abuse, Uses and Effects,” is provided by the U.S. Department of Justice - Drug Enforcement Administration. The legend for the column headings is as follows:

1. Drugs/CSA Schedules
2. Trade or Other Names
3. Medical Uses
4. Dependence - Physical
5. Dependence - Psychological
6. Tolerance
7. Duration (Hours)
8. Usual Methods of Administration

1	2	3	4	5	6	7	8
<b>NARCOTICS</b>							
Opium I III V	Dover's Powder, Paregoric Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked
Morphine II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected
Codeine II III V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Florinal w/Codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected
Heroin I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked
Hydromorphone II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected
Meperidine (Pethidine) II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected
Methodone II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected
Other Narcotics I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin2	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected
<b>POSSIBLE EFFECTS</b>			<b>EFFECTS OF OVERDOSE</b>		<b>WITHDRAWAL SYNDROME</b>		
Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.			Slow and shallow breathing, clammy skin, convulsions, coma, possible death.		Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.		

## Policy on Weapons

Possession of any firearms, weapons, fireworks, explosives, ammunition, or abuse of any flammable substance on Institute property will subject employees and students to the possibility of facing the Institute's disciplinary procedures. The term weapon may be defined as any object or substance designed to inflict a wound, threaten injury, cause injury or incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, slingshots, stun guns, martial arts devices, switchblade knives, and clubs. Items used for other purposes (such as kitchen knives, scissors, etc) may also be defined as a "weapon" if an individual engages in behavior which uses such an object in a threatening manner. Employees and students might also be subject to those legal sanctions that the justice system might pursue as a result of the violation of the criminal code.

## **Policies on Student Conduct**

1. Erikson's anti-bias commitment applies to all areas of discrimination, including those based on race, religion, color, age, gender, national origin, citizenship, marital or parental status, sexual orientation, gender identity, gender expression, military discharge status, physical or mental disability, or any other protected status or characteristic. Respect is expected to be shown toward persons in all categories, both generally, and as individuals. It is each student's responsibility to approach interactions and diversity openly, and to act from one's centered, adult compassionate self.
2. Students are expected to conduct themselves in a manner compatible with the Institute's function as an educational institution. Behavior that is disruptive and/or interferes with the educational process is disrespectful of the rights of others and is not acceptable and, if continued, may result in discipline as summarized in paragraph 4 below, up to and including dismissal from the program.
3. Erikson Institute adheres to the laws of the State of Illinois and the federal government with respect to its substance abuse policy. The use, possession, or distribution of illegal drugs by students or employees is prohibited. The consumption or possession of alcoholic beverages for all students and employees under the age of 21 is strictly forbidden. Alcohol is prohibited from being on campus at any time except during special events and in such instances is only to be consumed by those over the age of 21 in designated areas.
4. Erikson Institute reserves the right to address the following student conduct as disciplinary matters: failure to attend classes regularly, make satisfactory progress toward a degree, or neglect of academic work or requirements; violation of the rules of Erikson Institute; lying to an officer of the Institute; cheating, plagiarism, forgery, or other forms of academic dishonesty; theft of or damage to property of the Institute or others; violation of Erikson Institute computer policy; possession of stolen goods; physical violence (including assault and sexual assault), discrimination, intimidation, harassment or disorderly conduct; violation of law (including unlawful use or possession of controlled substances, firearms, or hazardous materials); and other conduct that departs from generally accepted standards of integrity, professional conduct, and ethical behavior, whether committed on or off campus. Depending upon the circumstances of the offense, discipline can include, but is not limited to, some or all of the following actions: admonition, probation, requirement of adherence to a conduct contract, requirement to take a leave of absence or withdraw, dismissal, and expulsion.

## **Student Disciplinary Process for Student Misconduct, Including Alleged Sex Offenses**

Complaints relating to potential student misconduct, other than in situations raising issues of academic integrity, shall generally be handled using the procedures set forth below.

Where circumstances raise a combination of issues that might be addressed under one or more procedures, or where the unique facts of a dispute warrant, the Institute reserves the right to modify or combine procedures, or fashion a new procedure, to address a particular case fully and fairly.

Reports or complaints about alleged student misconduct or violation of Institute rules should be made in the first instance to the Vice President for Planning and Enrollment or to any other member of the Administration. The Vice President for Planning and Enrollment (or delegate) shall make a threshold determination whether the circumstances warrant investigation. Criminal misconduct may also be reported to the appropriate civil authorities. In such circumstances, the Institute may proceed with its own disciplinary process or, in its discretion, stay internal proceedings pending outside investigation.

If the Vice President/delegate's threshold evaluation indicates that a violation of Institute rules or standards may have occurred, the accused student will be interviewed, at which time he or she is informed of the investigation, questioned regarding the allegations, and asked to discuss his or her alleged involvement. On the basis of this interview and any other initial investigation considered appropriate by the Institute, the Vice President/delegate shall make an initial determination whether the Institute's disciplinary standards appear to have been violated. If the Vice President/delegate determines at any time that no misconduct appears to have occurred, the matter shall be closed.

If the Vice President/delegate believes after initial investigation that misconduct has occurred, the Vice President or delegate will discuss this initial conclusion with the student. If there is no disagreement as to the facts or the appropriate sanction, the matter shall be resolved by a written agreement, signed by both the Vice President/delegate and student, stating the agreed facts and sanction, with a copy of the agreement to be maintained by the Institute. Such an agreement shall constitute the final decision upon the misconduct allegation.

If the Vice President/delegate believes after initial investigation that misconduct has occurred but the student disagrees with either this conclusion or the proposed sanction, the Vice President/delegate shall prepare a memorandum summarizing the results of the initial investigation, discussions to date with the student, and sanction being proposed. This memorandum shall be delivered to the Senior Vice President for Academic Affairs/Dean of Faculty or delegate for further proceedings. Depending upon the circumstances of the allegation, the Senior Vice President for Academic Affairs/Dean of Faculty or delegate shall implement either an administrative or committee review process, the choice of which shall be made at the discretion of the Senior Vice President for Academic Affairs/Dean of Faculty or delegate.

If an administrative review is chosen, that review shall be delegated to a member of the Institute administration (other than the Vice President for Planning and Enrollment) or to an outside investigator chosen by the Institute. The administrative investigator shall investigate the circumstances of the complaint by interviewing the student, the complainant (if any), and witnesses, as well as by reviewing documents and conducting

other investigation deemed appropriate. The student shall be afforded an opportunity to meet with the administrative investigator and supply written materials and documents justifying the student's position. This administrative review is a fact-finding and dispute resolution process, not an evidentiary hearing, and no witness or party to the complaint has the right to personally confront other witnesses/parties or to question them directly. Attorney involvement in interviews or in the administrative investigative process may, but need not, be permitted at the discretion of the Institute. After concluding the administrative investigation, the administrative investigator shall prepare a written recommendation discussing the alleged misconduct and sanction proposed by the Vice President for Planning and Enrollment/delegate and the facts that the investigator has found. This recommendation shall be made to the Senior Vice President for Academic Affairs/Dean of Faculty or delegate for final resolution of the matter. The decision of the Senior Vice President for Academic Affairs/Dean of Faculty or delegate is final.

If a committee review is chosen, the Institute, through its Senior Vice President for Academic Affairs/Dean of Faculty or delegate, shall appoint an *ad hoc* committee of three members to investigate the complaint. The committee members should include Institute faculty members or administrators and may, but need not, include a current student; one of the committee members should be designated by the Institute as chair. The committee should investigate the circumstances of the complaint by interviewing the student, any complainant, and witnesses, as well as by reviewing documents and conducting other investigation deemed appropriate. The accused student shall be afforded an opportunity to meet with the committee and supply written materials and documents justifying the student's position. The committee review contemplated is a fact-finding and dispute resolution process, not an evidentiary hearing, and no witness or party to the complaint has the right to personally confront other witnesses/parties or to question them directly. Attorney involvement in committee interviews or the investigative process may, but need not, be permitted at the discretion of the Institute. After concluding the investigation, the committee shall prepare a written recommendation discussing the alleged misconduct and sanction originally proposed by the Vice President/delegate and the facts that the committee has found; this recommendation shall be made to the Senior Vice President for Academic Affairs/Dean of Faculty or delegate for final resolution of the matter. The decision of the Senior Vice President for Academic Affairs/Dean of Faculty is final.

At any point during the disciplinary process, the process may be ended by agreement of the student and Institute, with any such resolution to be memorialized in a written agreement signed by the student and Institute.

Last updated, September 15<sup>th</sup>, 2010

**Appendix A:  
Request of Crime  
Statistics**

April 6, 2011

TO WHOM IT MAY CONCERN:

I would like to request crime statistics for the locations described below for the 2010 calendar year. Pursuant to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Erikson Institute is required to annually compile and publish crime statistics. This annual report must include statistics of specified crimes reported to local police agencies that occurred on or near campus and on Institute controlled or affiliated property. The criminal offenses that the campus is required to report are the following offenses as defined by the FBI Uniform Crime Report (sex offenses are defined using the UCR National Incident-Based Reporting System): murder/non-negligent manslaughter; negligent manslaughter; forcible sex offenses; nonforcible sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; and arson.

In addition, we need statistics concerning any of the above crimes that manifest evidence of a hate crime, in addition to other crimes that involve bodily injury that also manifest evidence of a hate crime. Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the victim's race, gender, religion, sexual orientation, ethnicity/national origin or disability.

Erikson Institute is also required to request statistics for arrests for these categories only: liquor law violations, drug law violations, and illegal weapons possession. Please provide these statistics for each category separately.

Pursuant to the Clery Act, the campus is required to report these crimes separately for a number of geographic locations. These locations include the main campus, on-campus student residential facilities, off campus buildings or property that is owned or controlled by the University, or a recognized student organization such as a fraternity, and public property immediately adjacent to the main campus.

Therefore, I respectfully request the required statistics for the following locations:

- **451 N LASALLE STREET**
- Public property within or immediately adjacent to and accessible from the campus. This **ONLY** includes the sidewalks and streets as follows:
  - Illinois Street from LaSalle to Clark
  - Clark Street from Illinois to Hubbard
  - LaSalle Street from Hubbard to Illinois

I very much appreciate your cooperation in assisting us in complying with this federal law. If you have any questions or wish to further discuss this request, please contact me at 312-893-7201.

Sincerely,



Marcos Higuera  
Assistant Director of Facilities

**STATISTICAL & CRIME DATA REQUEST**  
RESEARCH & DEVELOPMENT DIVISION  
CHICAGO POLICE DEPARTMENT

DATE OF REQUEST

DATE NEEDED

**R & D USE ONLY**

REQUEST APPROVED

**INSTRUCTIONS:** Complete this entire form and send it to Director, Research & Development Division, 3510 South Michigan Avenue, Chicago Illinois, 60653 or fax it to the Director, Research & Development Division at (312) 745 -6932.

NAME OF PERSON/ORGANIZATION REQUESTING DATA

ACADEMIC RESEARCHER     COMMUNITY ORGANIZATION     BUSINESS  
 PRIVATE CITIZEN     OTHER (Specify)

REQUESTER'S TITLE

PERSON/ORGANIZATION'S ADDRESS

DAYTIME PHONE NO.

DESCRIPTION OF REQUEST (Describe the exact information/data sought, including the exact time periods, locations, and any other additional search factors or requirements.)

Please see attached form. Thank you.

ADDITIONAL SHEETS

INTENDED USE OF THE DATA (Describe a clear indication of intended use of the data.)

Please see attached form. Thank you.

ADDITIONAL SHEETS

**WORK PRODUCT/PUBLICATION SECTION**

IDENTIFY ANTICIPATED TITLE OF PUBLICATION PRODUCED, OR IF NO TITLE DESCRIBE NATURE OF PRODUCT | ANTICIPATED COMPLETION/PUBLICATION DATE

I SPECIFICALLY AGREE TO PROVIDE THE CHICAGO POLICE DEPARTMENT, RESEARCH & DEVELOPMENT DIVISION A COPY OF ANY FINAL PRODUCT PRODUCED BASED UPON DATA RECEIVED FROM THIS REQUEST.

SIGNATURE OF REQUESTER

DATE

4/6/11

**NOTE:** The request must provide adequate time for the Research and Analysis Section to review, process, and receive approval for the release of the requested information. Requests generally require between 30 and 90 days to review, process, and approve. Should the request require the completion of a formal "Non-Disclosure Agreement," the request will generally require four to six months to complete.

For more information please refer to "Guidelines Relating to Statistical and Crime Data Requests Received >From Academic Researchers, Community Organizations and the General Public" listed on the Department's Internet site at: <http://www.cityofchicago.org/police>.

**RESEARCH & DEVELOPMENT DIVISION USE ONLY**

ASSIGNED ANALYST

DATE ASSIGNED

APPROVED FOR DATA REQUEST

DATE COMPLETED

APPROVED FOR RELEASE: PROJECT ADMINISTRATOR, RESEARCH & ANALYSIS SECTION | DIRECTOR, RESEARCH & DEVELOPMENT DIVISION

**Appendix B:  
111 W. Illinois Fire  
and Life Safety  
Manual**



one11  
west illinois

# **FIRE & LIFE SAFETY MANUAL**

*Prepared by Alter Asset Management, L.L.C.*

*Revised: September 2011*

**111 West Illinois Street  
Chicago, Illinois 60654**

# **111 WEST ILLINOIS FIRE & LIFE SAFETY MANUAL**

**Prepared by ALTER ASSET MANAGEMENT, LLC**

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## **FIRE ALARM/LIFE SAFETY SYSTEM**

The building is equipped with a Simplex fire alarm system to ensure the early warning in the event of a fire. This system is monitored 24 hours per day/7 days per week by a monitoring company. If the system registers a fire alarm, the monitoring company will immediately dispatch the Fire Department to the building. This system is tested annually to ensure its effectiveness.

The building safety features are as follows:

### **Stairwells**

The building is equipped with three fire rated stairwells to be used to evacuate the building in case of an emergency. The East stairwell is located near the restrooms on each floor and exits at the first floor in the alley. The Center stairwell is located near the freight elevator on each floor and exits at the first floor in the main building lobby. The West stairwell (which solely serves the Erikson space) is located near the Erikson elevator lobby on floors 2 – 4 and exits at the first floor in the alley. **Occupants should become familiar with the exact location of all three exit stairwells on their floors. During an emergency, occupants should use the emergency exit closest to them unless instructed otherwise by the Chicago Fire Department.**

Under normal circumstances, the stairwell doors are locked at all times. In a fire alarm situation, all of the stairwell door locks will automatically release. When the alarm is reset, the stairwell doors will be locked again. In the case of any other type of emergency that requires evacuation, the locks on the stairwell doors will be manually released to allow for access.

### **Standpipe Connections**

Every floor in each stairwell is equipped with a 2 ½" fire hose valve connection for use by the Fire Department to connect their fire hoses. There are three Siamese connections located outside for use by the Fire Department: one is on Clark Street by the revolving door and two are on Illinois Street by each single swing door.

### **Fire Doors**

All exit doors at the stairwells are fire rated doors and should never be propped open.

### **Fire Extinguishers**

There is a fire extinguisher located in each stairwell on every floor of the building in addition to the fire extinguishers that are located in the occupant spaces.

### **Area of Rescue Two-Way Communication System (AIPHONE)**

There is an emergency call station for the Area of Rescue Two-Way Communication System (AIPHONE) on the wall in each stairwell on every floor. There is a red button labeled "PRESS FOR HELP" and when activated it will ring the main building lobby and the call will be answered by the firemen or the Security Officer.

### **Fire Phones**

A red fire phone is located in each stairwell on floors 10 and 5. This phone is connected to the fire alarm panel located in the lobby and provides direct communication with the firemen.

### **Life Safety System Speakers**

Speakers are located throughout the building on occupant floors and in common areas. When the speakers are activated from the fire/life safety system panel they will sound a whooping tone and are also used to transmit information to occupants. The life safety panel has a one-way speaker system that allows communication with all floors of the building via the speakers. The speakers are tested annually to ensure they are operating properly.

### **Automatic Sprinkler System**

The entire building is equipped with an automatic sprinkler system with sprinkler system heads that will activate if there is sufficient heat (approximately 155 degrees). This system is connected to a fire pump located in the center of the first floor on the west side that has the capacity to pump 1,000 gallons/minute of water through the system. The sprinkler system is equipped with flow switches which detect the movement of water within a sprinkler system pipe. If a flow switch is activated an alarm will register on the fire alarm panel and the monitoring company will immediately dispatch the Fire Department to the building.

### **Strobe Lights**

Strobe lights are located throughout the building in occupant spaces and in common areas. When these lights are activated from the fire/life safety system panel they will flash on and off and are intended to alert the hearing impaired that there is an emergency. The strobe lights are tested annually to ensure they are operating properly.

### **Emergency Power**

In the event of a power outage, the emergency generator will provide power to the emergency and exit lighting throughout the building so that all occupants can exit safely. It will also provide power to the freight elevator and one passenger elevator.

## EMERGENCY RESPONSE TEAM

Each occupant is required to appoint people to serve as members of the Emergency Response Team. The people chosen should be individuals who rarely travel and who are familiar with the names and faces of all employees in your office.

The Chicago Fire Department has designated the following six (6) primary positions for the *Emergency Response Team*.

<b>Area Captain</b> – the supervisor/organizer	<b>Stairwell Monitor</b> – the pointer/instructor
<b>Floor Leader</b> – the controller/evacuator	<b>Elevator Monitor</b> – the reminder
<b>Searcher</b> – the checker/evacuator	<b>Asst. to Physically Impaired</b> – the assister

Once an *Area Captain* has been assigned for your area/floor, this person is responsible for explaining the procedures to the rest of the staff. The Management Office will maintain a complete list of the building's volunteers and will issue orange vests to be worn by the team members so that they can be easily identified by the Building Staff and the Fire Department.

The following pages contain a more extensive description of the responsibilities of each member of the *Emergency Response Team*.

### OCCUPANT RESPONSIBILITIES IN A FIRE EMERGENCY

1. Each occupant should assign *Area Captains/Assistant Area Captains* to each floor; two *Searchers*; three *Stairwell Monitors*; and an *Elevator Monitor*.
2. Each *Area Captain* should be fully briefed for all emergencies and should assign someone as the *Assistant to the Physically Impaired*.
3. Each *Area Captain* should have a flashlight. These items are to be supplied by each individual firm.
4. Each *Area Captain* should assign personnel to assume responsibility for securities, cash and records during an emergency.

## **AREA CAPTAIN / ASST. AREA CAPTAIN**

### **Description of Responsibilities:**

The Area Captain is responsible for emergency coordination and for reporting any potential or actual emergency conditions to Building Security. The Area Captain is also responsible for organizing their emergency team members and making sure emergency procedures are carried out correctly.

### **Duties:**

- Appoints personnel to the emergency team and fills all vacant positions.
- Maintains an updated roster of all Floor Leaders, Searchers, Stairwell Monitors, Elevator Monitors, Assistant to the Physically Impaired, and alternates.
- Alerts key personnel (Assistant Area Captain, Searchers, Floor Leaders, Stairwell Monitors, Elevator Monitors, and Assistant to the Physically Impaired) of potential emergencies.
- Supervises the activity and training of all key emergency team members.
- Ensures that all emergency team personnel know their assigned duties and locations in case of an emergency.
- Responsible for informing and training key emergency personnel and all floor personnel in emergency procedures.
- Pre-plans the handling of physically impaired personnel during evacuation.
- Responsible for the evacuation of floor personnel.
- Responsible for notifying the Elevator Monitor to evacuate.

The Assistant Area Captain will assist the Area Captain in all areas of responsibility and assume leadership role in his/her absence.

## **FLOOR LEADER**

### **Description of Responsibilities:**

Operating under the supervision of the Area Captain (and Assistant Area Captain), the Floor Leader is responsible for the control of people in their work area. They are responsible for the safe evacuation of personnel in their work area during a fire or other emergency.

### **Duties:**

- Supervises assembly of personnel in their assigned work area.
- Responsible for the orderly evacuation of all personnel in their area via designated exits.
- Remains with the group throughout the evacuation period and leads them to pre-determined safe areas.
- Assists in training of all personnel in their work area.

## SEARCHER

### **Description of Responsibilities:**

Under the supervision of the Floor Leader, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storerooms, file rooms, coffee areas, restrooms, etc.

### **Duties:**

- Checks all rooms, (including restrooms, conference rooms, reception areas, and remote areas) closing, but not locking all doors behind them.
- Places a post-it sticker on doors at knee height or lower to indicate that the room has been searched and evacuated. In the event of an actual fire, the floor may be filled with smoke by the time the firemen reach it and the lower the post-it sticker is placed, the easier it will be for them to see it.
- Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- Evacuates non-employees found on the floor.

## **STAIRWELL MONITOR**

### **Description of Responsibilities:**

Under the direction of the Floor Leader, Stairwell Monitors are responsible for an assigned exit and assist in the orderly evacuation of personnel.

### **Duties:**

- Takes a position at their assigned exit and assists in the evacuation of all personnel.
- Feels door with back of hand for heat – if no heat is detected, then opens the door slowly to inspect the stairwell for possible heat and smoke conditions before evacuation.
- Instructs personnel to form single file lines into the stairwell, and directs personnel to exit along the right side of the stairwell.
- Supervises and monitors evacuation flow while remaining calm and encouraging calmness and orderliness in evacuating personnel.
- Stays at exits until Searchers have cleared all personnel from floor.

## **ELEVATOR MONITOR**

### **Description of Responsibilities:**

Under the supervision of the Floor Leader, Elevator Monitors are responsible for making sure no one uses the elevator.

### **Duties:**

- Directs employees to the nearest stairwell and ensures that no one uses the elevator.
- Must be familiar with the building evacuation plan and the location of all stairwells.
- Stays at their designated post until instructed to evacuate by the Area Captain.

## **ASSISTANT TO THE PHYSICALLY IMPAIRED**

### **Description of Responsibilities:**

Under the supervision of the Floor Leader, the Assistant to the Physically Impaired is responsible for making sure any physically impaired personnel are evacuated.

### **Duties:**

- Maintains an up-to-date list of impaired employees on the floor. If possible, a “buddy system” will be implemented in which one or more Assistants to the Physically Impaired will be responsible for evacuating specific physically impaired co-workers.
- Moves all wheelchair-bound personnel to the stairwell area of rescue and presses the red button labeled “PRESS FOR HELP” on the AIPHONE emergency call station located on every floor in each stairwell to notify a fireman in the lobby that assistance is needed.

## FIRE EMERGENCY PROCEDURES

When an emergency strikes, every minute counts. Remaining calm and following these general guidelines from the Chicago Fire Department can help keep you safe. The Chicago Fire Department has come up with the acronym CALM which stands for Call, Alert, Listen and Move.

In the case of a fire...  
Remember **C.A.L.M.**

**CALL** 911 first and make sure you provide accurate information such as street address, floor number and location of fire or potential emergency.

**ALERT** Building Security at 773-406-7256. Provide accurate information about the fire or emergency information so that they can direct the fire department to the emergency when they arrive.

**LISTEN** for instructions from the fire officials that will be transmitted over the public address system or listen to the instructions provided when calling 911 because they may provide you specific instructions on what to do to stay safe.

**MOVE** to safety or evacuate only if you are in immediate danger, otherwise stay where you are. Depending on the location of the fire, you may be asked to move a couple of floors away from the fire floor but in most high-rise fires staying in place can be the safest option.

### **DO NOT:**

- 1) DO NOT GO TO THE ROOF
- 2) DO NOT TAKE THE ELEVATORS
- 3) DO NOT BREAK WINDOWS

In the event of a high-rise fire, an evacuation can mean moving to a safe location or exiting the building, but in many situations you may be safer staying in place. If the fire is confined to one floor, you may be instructed to move a few floors below the fire. A full building evacuation will take place only if instructed by the Fire Department. When executing an emergency evacuation plan, it's important to remain CALM. However, if you are several floors away from the fire, and are on a safe floor, you may be asked to stay where you are. Practicing these important safety tips and always remembering: Call, Alert, Listen, and Move, will help keep you and building employees safe.

The Chicago Fire Department wants you to know that high-rise buildings are among the safest places to be. High-rise buildings are constructed with fire resistant materials, making them among the safest types of buildings in the event of a fire. National statistics indicate that less than one percent of fire related deaths occur in high-rise buildings. Being prepared and taking proper precautions in a fire emergency can help save your life.

The Management Office has issued a copy of the City of Chicago Commercial High Rise Fire Safety DVD to all occupants and we encourage occupants to review this information with all of their employees so that they are familiar with these fire safety procedures.

In addition, a video for the City of Chicago Mass Evacuation procedure may be downloaded and viewed at [www.alertchicago.com](http://www.alertchicago.com).

## EVACUATION PROCEDURES

In the event an evacuation is initiated, the strobe lights and signals will sound on your floor and you will receive instructions from the fire officials via the public address system to evacuate. Follow the procedures below:

1. Listen carefully to the instructions being transmitted by the fire officials over the public address system and immediately move to the designated floor.

If your floor does not receive any instructions over the public address system, remain in place until you have been further notified. Please be aware that people from another floor may have been instructed to evacuate to your floor or you may hear people evacuating in the stairwells.

2. The *Area Captain* is to alert the other members of the *Emergency Response Team* to assume their duties and begin the evacuation. The *Emergency Response Team* members should wear the orange vests provided by the Management Office so that they can be easily identified by other occupants and the Fire Department.

3. The *Floor Leader* is to walk the floor making sure that everyone is aware of the order to evacuate and directs all employees and visitors to proceed quickly to the nearest stairwell for a safe exit.

- The **EAST STAIRWELL** is located near the restroom and exits on the first floor in the alley.
- The **CENTER STAIRWELL** is located near the freight elevator and exits on the first floor in the main building lobby.
- The **WEST STAIRWELL** (which solely serves the Erikson space) is located on floors 2 – 4 near the Erikson elevator lobby and exits in the alley.

4. The *Stairwell Monitors* are to direct everyone to walk downward (**do not go to the roof**) to the designated floor keeping single file and to the right to allow firefighters ascending the stairwell a clear passage. Conversation should be kept to a minimum so that instructions may be heard.

- Before opening any doors, touch them to feel for heat. **DO NOT OPEN DOORS IF THEY ARE HOT!** Find another exit or notify Building Security at (773) 406-7256 that you cannot evacuate the floor and they will direct the firemen to your floor. **DO NOT ATTEMPT TO BREAK THE WINDOWS.**
- Check for smoke and stay low if smoke is present by crawling on the floor since clean air is closest to the floor.
- **DO NOT PANIC!** Remain calm. Panic is harmful to everyone and will hinder an orderly evacuation.

5. **DO NOT USE THE ELEVATORS.** In an emergency, the firemen will call all elevators to the lobby level for their use. The *Elevator Monitor* is to be posted in the elevator lobby to ensure that no one attempts to use the elevator.

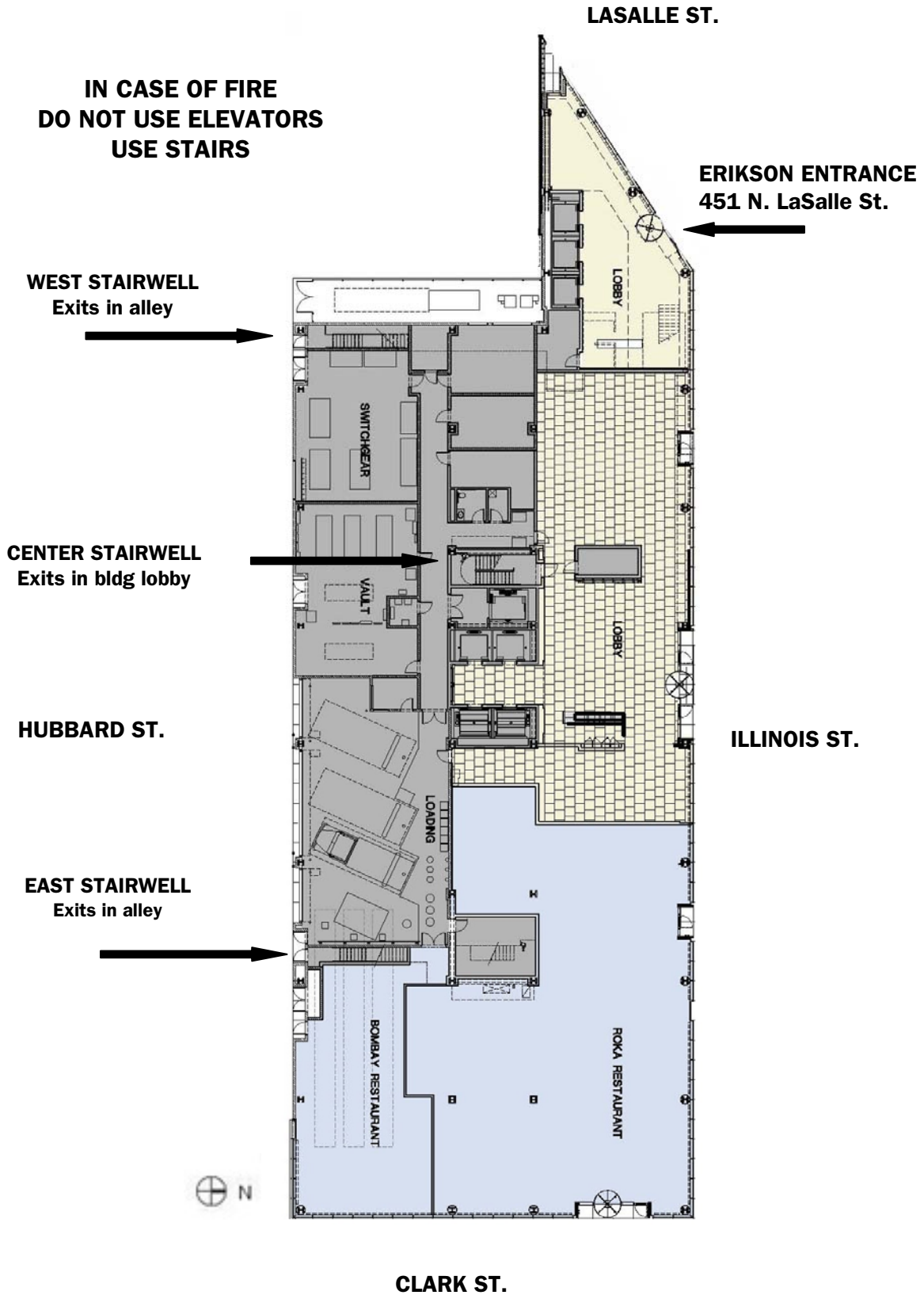
6. The *Searchers* are to search all rooms including restrooms. After a room has been searched, close the door and place a post-it at the bottom of the door to indicate to the firemen that the room has already been searched.

7. The *Assistant to the Physically Impaired* is to follow the procedure listed below:
  - a) If there is smoke on the floor, move all physically impaired individuals to the stairwell area of rescue and press the red button labeled “PRESS FOR HELP” on the AIPHONE emergency call station located on every floor in each stairwell to notify a fireman in the lobby that assistance is needed.
  - b) If there is no smoke on the floor, notify Building Security at (773) 406-7256 that help is needed and stay with them on the floor until the firemen arrive.

**NOTE: A “physically impaired individual” includes everyone with any sort of impairment that will be moving at a slower rate than general traffic (i.e. someone who recently had surgery, a pregnant woman, person with broken bone, etc.).**

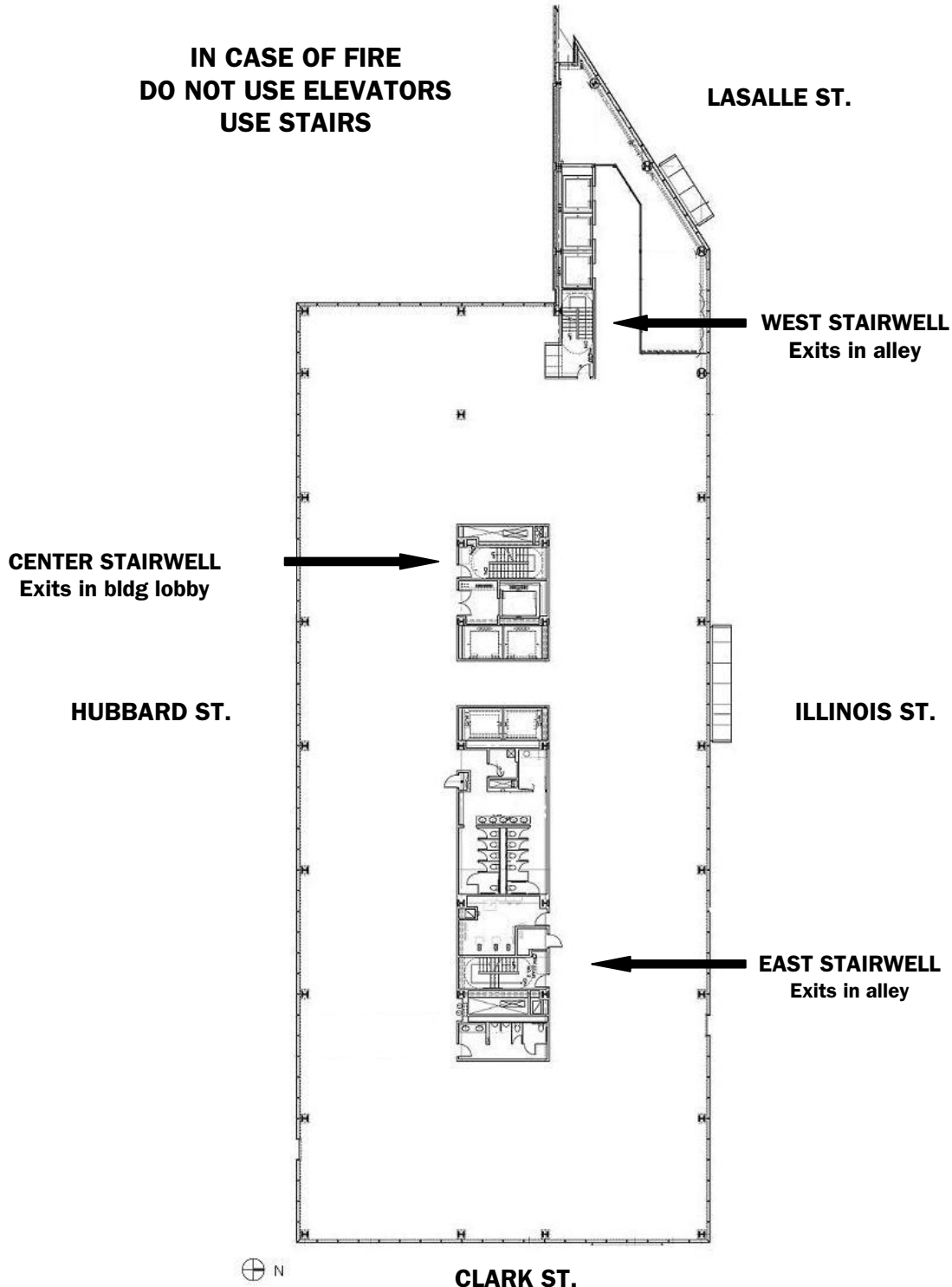
8. The *Area Captain* is the last one to leave the floor. Before leaving, check offices and other rooms that were not inspected (if doors are open and do not have post-it notes). Make sure all doors are closed because this helps to contain fire and smoke.
9. Once an evacuation has begun, do not re-enter the evacuated area until it has been declared safe by the Fire Department officials.
10. The *Area Captain* should take a head count (using a current list of employees) and confirm that their evacuated personnel are present and accounted for at the designated evacuation floor. If someone is not accounted for, immediately notify the firemen in the lobby by pressing the red button labeled “PRESS FOR HELP” on the AIPHONE emergency call station located on every floor in each stairwell so that they may send help.

**TYPICAL FLOOR PLATE  
FLOOR 1**



## TYPICAL FLOOR PLATE FLOORS 2-4

There are three stairwells on each floor of Erikson's space. On floors 2-4, the East Stairwell is located near the restrooms and exits at the first floor in the alley. The Center Stairwell is located near the freight elevator and exits at the first floor in the main building lobby. The West Stairwell is located near the Erikson elevator lobby and exits at the first floor in the alley. Please familiarize yourself with the location of these stairwells.



## **BASIC FIRE FACTS**

### **SMOKE**

Smoke does not necessarily mean there is fire. Smoldering carpet, for instance, will produce great amounts of smoke without a fire. In any case, your prime objective should be to leave your suite at the first sign of smoke. Smoke will start to accumulate at the ceiling and work its way down. "Exit" signs may begin to disappear. Smoke is very irritating to eyes and your eyes will automatically close. Lastly, fresh air is at or near the floor level. Get on your hands and knees (or stomach) and stay there as you crawl or make your way out to safety.

### **EMERGENCY EXITS**

It is absolutely critical that you check the location of the nearest exit to your work area. You should also have alternative routes that will take you to the nearest stairway exit (refer to page 13 for the location of the stairwells). Keep in mind, if there is an actual emergency the Fire Department may direct you to use a specific stairwell. It may be necessary to crawl on your hands and knees to avoid the smoke. Be aware of the landmarks and position of desks and doors at this level. Once you're at the designated safety exit, there are a few additional rules to follow. Before you open or touch a door, test it to see if it's hot. **NEVER open a hot door!** If doors are normal, then proceed. **Once you are through the door, be sure to close it tightly.** Doors are an excellent "stop" to smoke and active fire. Some doors have a fire rating up to two hours, which will serve as excellent protection to the occupants on the safe side. If you find smoke in the exit stairwell, you can be assured people are leaving the doors open as they enter the exit.

### **ELEVATORS**

Elevators, by law, cannot be considered an exit. Elevator equipment and controls tend to be unreliable in an emergency situation. Elevators tend to go to the floor where the fire is located. Once open on the floor, toxic fumes, smoke and heat can kill its passenger. **Never evacuate a building by use of the elevators, always use the stairwells.**

### **FALSE ALARMS**

False alarms are a problem. The best policy, of course, is to be safe rather than sorry. If you are responsible for a false alarm or know that the fire department was called, notify Building Security at (773) 406-7256 immediately. Your cooperation is appreciated.

### **FIRE EXTINGUISHERS**

There is one 5 lb. ABC fire extinguisher located in each stairwell (West, Center and East) on each floor. In addition, each occupant space has fire extinguishers located in various locations. These extinguishers can be effectively used on any type of fire within the building. Instructions on how to use the extinguishers are prominently displayed on the front of each extinguisher. Please familiarize yourself with the locations of and usage directions of these extinguishers.

## **To use a fire extinguisher - Remember P A S S**

**PULL** ..... Pull pin

**AIM** ..... Aim low and point the hose at the base of the fire

**SQUEEZE**.... Squeeze the handle to release the extinguishing agent.

**SWEEP**..... Sweep from side to side at the base of the fire until it appears to be out

Only use a fire extinguisher to fight a fire if the following conditions exist:

- a) The fire is small (confined in a wastebasket, small piece of equipment, electrical box, etc.).
- b) You can fight the fire with your back to an exit.
- c) Your extinguisher works properly and you know how to use it.
- d) You've been trained to get out quickly if your extinguishing effort is failing.

Do not attempt to fight a fire with a fire extinguisher if:

- a) The fire is spreading rapidly.
- b) The fire could block your escape route.
- c) You are not sure or do not know how to operate an extinguisher.

## **DAILY FIRE PREVENTION TIPS**

- Make sure appliances such as coffee makers and toaster ovens are turned off when not in use.
- If electrical equipment or a fluorescent light is not working properly, or if you smell an unusual odor, disconnect or turn off the light and call Building Security at (773) 406-7256.
- Leave plenty of space for air to circulate around electric office equipment since it normally gives off heat.
- Space heaters are a fire hazard and are not allowed in the building. If you have a heating concern, contact the Building Engineer at (773) 406-4260.
- Do not stack materials in closets or storage rooms close to the ceiling so as to obstruct the sprinkler head. Provide a minimum clearance of 18" between the ceiling and sprinkler head.
- Do not overload electrical plugs or have extension cords running throughout the space where they can be stepped on and do not plug more than one extension cord into another.
- Do not block exit doors.
- Do not prop open stairwell doors or allow office suite doors to remain open. Open doors permit the spread of fire and smoke.
- All aisles leading to an exit must maintain 44" wide path free of obstructions for a safe means of egress.

## **BOMB THREATS**

According to the BOMA Emergency Planning Guidebook, there are two reasons for a caller to report a bomb threat. In the first instance, the caller has definite knowledge or believes that a bomb has or will be placed and they want to minimize personal injury or property damage. The second instance is that the caller wants to create an atmosphere of anxiety and panic which will result in disruption of normal business activities.

### Basic Occupant Responsibilities

1. Each occupant should brief the receptionist on phone threat procedures.
2. Each occupant should have a copy of the Bomb Threat Checklist (refer to page 19) or a blue Chicago Police Bomb Threat form near the receptionist's telephone.

### Bomb Threat Emergency Procedures

1. Receiving Telephone Threats
  - a. Immediately ask the caller the questions listed on the Bomb Threat Checklist (refer to page 19). This information will be extremely helpful to the police and the police officer will want to speak to the person who received the call.
  - b. Attempt to keep the caller on the line as long as possible. Try to attract the attention of a co-worker and have them call 9-1-1 to request that the call on your line be traced.
  - c. After the caller has hung up, immediately complete the remaining portion of the FBI Bomb Threat Checklist and call 9-1-1 from a hard-wired telephone (not a cell phone).
  - d. Notify Building Security at (773) 406-7256 that you have received a bomb threat and that the police are on their way.
  - e. Do not make statements to newspapers, radio, or television news.
2. Receiving Written Threats
  - a. Written threats are less frequent than telephone threats but must be taken as seriously.
  - b. Avoid physical handling of the written threat. This evidence will be analyzed by the police department for fingerprints, postmarks, handwriting and typewriting.
  - c. Notify Building Security at (773) 406-7256 that you have received a bomb threat and they will call the Police.
3. Searching Procedures
  - a. The Chicago Police Department requires that the occupant who received the bomb threat conduct a search of their entire occupant space to attempt to identify usual or suspicious items. The occupant is the most familiar with the contents of their space and is more likely to identify an object that is out of the ordinary.

b. The Emergency Response Team members should be notified to assist and search areas in the occupant space such as coatrooms, conference rooms, computer rooms, workstations and trash cans. Report anything that looks unusual. Attempt not to panic others since this will increase the risk of injury.

c. The Building staff will be responsible for having the following common areas searched:

Maintenance Areas	Freight Elevator
Telephone Equipment Rooms	Entrance and Main Building Lobby
Loading Dock Restroom	Exterior of Building
Stairwells	Trash Storage Areas
Janitor Closets	Loading Dock

d. **If a suspected device is found, do not touch it!** Clear the area and close all doors to isolate it. Notify Building Security at (773) 406-7256. Guard the area and keep people away until a Police Officer inspects the device. Do not use cell phones and turn off all portable radios as some bombs can be activated by radio frequencies.

e. If the Police Officer believes that the suspected device is a bomb, they will call for a supervisor and/or Bomb and Arson Squad and may recommend that the floor where the object is found and the floor above and below are to be evacuated. Their authority exceeds that of the occupant or Management and their instructions are to be followed.

### Evacuation

1. Evacuation of the building is a decision made by each occupant or the Police or Fire Department officials only. The Building Staff will not make the decision to evacuate the building.
2. In the event the decision to evacuate is made by the occupant, the Occupant Emergency Response Team Members should be notified to assist in the evacuation and direct all employees to use the nearest stairwell and proceed to a staging area, not in the building.
3. Contact Building Security at (773) 406-7256 and inform them of the decision to evacuate and the location of the staging area so that they can inform the Police and/or Fire Department.

# BOMB THREAT CHECKLIST

Date: \_\_\_\_\_ Call Received By: \_\_\_\_\_

Time: \_\_\_\_\_ am /pm Phone # Call Received On: \_\_\_\_\_

## **CALLER CHARACTERISTICS**

Male  Female  Adult  Juvenile - enter age: \_\_\_\_\_

### **VOICE**

Loud  Raspy  
 Soft  Pleasant  
 High Pitch  Other  
 Deep

### **SPEECH**

Fast  Distorted  
 Slow  Nasal  
 Stutter  Lisp  
 Slurred  Other

### **LANGUAGE**

Excellent  Foul  
 Good  Slang  
 Poor  Other  
 Educated

### **ACCENT**

Local  
 Not Local  
 Foreign

Describe: \_\_\_\_\_

### **MANNER**

Calm  Incoherent  
 Emotional  Irrational  
 Excited  Laughing  
 Angry  Other (describe)  
\_\_\_\_\_

### **BACKGROUND NOISE**

Traffic  Trains  
 Airplanes  Voices  
 Machinery  Music  
 Animals  Office  
Machines  
 Other (describe)  
\_\_\_\_\_

## **QUESTIONS TO ASK THE CALLER:**

1. When will it go off (time of day, time remaining)? \_\_\_\_\_
2. Where is it located? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. How do you know about it? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. Where do you live? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

## **CALLERS EXACT WORDS:**

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## **MEDICAL EMERGENCIES**

Upon discovering a sick or injured person:

- Provide appropriate First-Aid if trained personnel are on the scene.
- Call 911 and state the following:
  1. State nature of emergency
  2. State building's address
  3. State your name and floor/suite number
  4. State what is being done for the person
- Call Building Security at (773) 406-7256 and inform them of the exact location of the person, type of injury, etc. Security will lock off an elevator for the paramedics and meet them in the lobby.
- Make the person as comfortable as possible; do not attempt to move the person. Remain with the person.
- Try to obtain as much information as possible to provide to the emergency responders
  1. Name of person
  2. Nature of the problem
  3. Medication that the person may be taking (this will help emergency responders better determine the medical history of the patient).
  4. Condition of the person (i.e., conscious, difficulty in breathing, chest pains, etc.)
  5. If the person is unconscious, remember the time that has lapsed.
- Move all furniture or obstacles out of the way so that emergency responders have easy access to the patient.

## **POWER FAILURE**

In the case of a power failure, the emergency building generator will turn on and provide power for the emergency and exit lighting so that people can exit safely. Emergency lighting is located throughout the building on the floors and in the stairwells. In addition, the generator will provide power for the freight elevator and one passenger elevator.

In the case of a total power failure, all equipment should be turned off until the electricity has been restored. This will help reduce the initial load when the electricity is restored, reducing the likelihood of an overload and additional failures.

## TORNADO/SEVERE WEATHER

There are two designations placed on a tornado; a *WATCH* and a *WARNING*. The City of Chicago Guide To Tornado Preparedness indicates the following:

- When a **Tornado Watch** is issued by the National Weather Service, tornados are possible in our area. Remain alert for approaching storms.
- When a **Tornado Warning** is issued by the National Weather Service, it means that a tornado has been spotted or indicated by weather radar.

The City of Chicago has an early warning system to warn outdoor residents of impending danger. When activated the sirens emit a loud wailing noise that goes up and down for three minutes. Individuals who hear the sirens while outdoors should seek immediate indoor shelter inside a sturdy building away from windows and glass. When the threat has passed, the siren will emit a steady wailing signal for three minutes.

NOTE: The City conducts a 20-second test tone the first Tuesday of every month at 10:00am. The test tone level is at a lower pitch volume than the actual alert sound.

We encourage all of our building contacts to sign up to receive notification of severe weather from the Emergency Email & Wireless Network which is a free public service. The link to the website is <http://www.emergencyemail.org/> and the top left hand side of the page is titled "SIGN UP HERE". Click on "Illinois", "Cook County", enter personal information and click the box that states "Severe Weather Info". It is helpful to receive advance notification so that you can notify your employees of severe weather.

### Actions to Take

If a tornado or severe weather warning is heard for our immediate area, the following steps should be taken:

1. The *Emergency Response Team* members (appointed by each occupant) should direct fellow employees and visitors to **STAY AWAY FROM THE WINDOWS** and move toward the interior of the space or the center of the building (restrooms and stairwells). Close the doors of rooms which have windows.
2. Keep your radio or television set tuned to a local station for information.
3. In most instances the decision to evacuate the occupant space will be made by each occupant and not building management.
4. Learn the protection position which is on knees, bent forward, with fingers locked behind your head.

## **TORNADO/SEVERE WEATHER WARNING EVACUATION**

If you are asked to evacuate your space, instructions will be issued via the life safety public address system. If, at anytime, you feel you should leave the floor, be certain to use the fire stairwells only. **Elevators should never be used.**

The building is equipped with three exit stairwells – the West stairwell (which solely serves the Erikson space) is located near the Erikson elevator lobby on floors 2 – 4 and exits at the first floor in the alley, the Center Stairwell is located by the freight elevator and exits at the first floor in the main building lobby, and the East Stairwell is located near the restrooms on each floor and exits at the first floor in the alley.

## MAIL

During the year of 2001, the F.B.I. issued several advisories against suspicious packages or letters that could contain a threat of anthrax. Although there is no reason to suspect that anyone is a target of any kind of mail related to terrorism, the following steps should still be taken when handling and opening mail:

Be cautious when opening mail or packages that:

- Has no return address or the postmark or sender is unusual.
- Are from outside the country.
- Have misspelled address information.
- Seem to have excessive or inadequate postage.
- Are addressed to a title and not a person.
- Are poorly typed or written.
- Have handwriting that is not familiar or indicates a foreign style (common words are misspelled; have rub-on block lettering).
- Are marked “personal” or “special delivery.”
- Are lopsided or unusually thick.
- Seem heavy for its size.
- The contents seem stiff or springy.
- Appear wet, badly stained, or “greasy.”
- Appear to have been opened previously.
- Exhibit any kind of powdery looking substance regardless of the color of the substance.
- Smell like almonds or other suspicious odors.

If you receive any suspicious mail or packages, do not shake, open, taste, or smell them. Leave the package where it is and remove yourself and those around you from the area immediately. Call 9-1-1. Notify Building Security at (773) 406-7256. Wait for the appropriate government authorities to take control of the scene and follow their directions.

While there is no need to panic or be overly concerned that “suspicious” mail will be delivered to Erikson or 111 W. Illinois, it is important to use good judgment and common sense if you do receive any mail that looks suspicious.

## **BIOLOGICAL THREAT**

A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many agents must be inhaled, enter through a cut in the skin or be eaten to make you sick. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people.

### If There is a Biological Threat

Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. You will probably learn of the danger through an emergency radio or TV broadcast, or some other signal used in your community. You might get a telephone call or emergency response workers may come to your door.

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. However, you should watch TV, listen to the radio, or check the Internet for official news including the following:

- Are you in the group or area authorities consider in danger?
- What are the signs and symptoms of the disease?
- Are medications or vaccines being distributed?
- Where?
- Who should get them?
- Where should you seek emergency medical care if you become sick?

### Protect Yourself

If you become aware of an unusual and suspicious release of an unknown substance nearby, it doesn't hurt to protect yourself. Quickly get away. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help. Wash with soap and water and contact authorities.

### Symptoms and Hygiene

At the time of a declared biological emergency, if a co-worker or family member becomes sick, it is important to be suspicious. Do not automatically assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

## **CHEMICAL THREAT**

A chemical attack is the deliberate release of a toxic gas, liquid or other solid that can poison people and the environment.

### Possible Signs of Chemical Threat

- Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.
- Many sick or dead birds, fish or small animals are also cause for suspicion.

### If You See Signs of Chemical Attack

- Quickly try to define the impacted area or where the chemical is coming from, if possible.
- Take immediate action to get away.
- If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.
- Otherwise, it may be better to move as far away from where you suspect the chemical release is and “shelter-in-place”.
- If you are outside, quickly decide what is the fastest escape from the chemical threat. Consider if you can get out of the area, or if you should follow plans to “shelter-in-place”.

### If You Think You Have Been Exposed to a Chemical

If your eyes are watering, your skin is stinging, and you are having trouble breathing, you may have been exposed to a chemical.

- If you think you may have been exposed to a chemical, strip immediately and wash.
- Wash with soap if possible, being sure not to scrub the chemical into your skin.
- Seek emergency medical attention. Call 9-1-1.

## **EXPLOSIONS**

### If There is an Explosion

- Take shelter against your desk or a sturdy table.
- Use the nearest stairwell to exit the building as soon as possible.
- Do not use elevators.
- Check for fire and other hazards.
- Take your emergency supply kit if time allows.

### If You Are Trapped in Debris

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so that you don't kick up dust.
- Cover your nose and mouth with anything you have on hand (dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so that rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as the last resort because it can cause you to inhale dangerous amounts of dust.

## **NUCLEAR BLAST**

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around. While experts may predict at this time that a nuclear attack is less likely than other types, terrorism by its nature is unpredictable.

### If There is a Nuclear Blast

- Take cover immediately, below ground if possible, though any shield or shelter will help protect you from the immediate effects of the blast and the pressure wave.
- Quickly assess the situation.
- Consider if you can get out of the area or if it would be better to go inside a building and follow your plan to “shelter-in-place”.
- In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.
  - Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.
  - Distance: The farther away you are from the blast and the fallout the lower your exposure.
  - Time: Minimizing time spent exposed will also reduce your risk.

Use available information and assess the situation. If there is a significant radiation threat, health care authorities may or may not advise you to take potassium iodide. Potassium iodide is the same stuff added to your table salt to make it iodized. It may or may not protect your thyroid gland, which is particularly vulnerable, from radioactive iodine exposure. Consider keeping potassium iodide in your emergency kit; learn what the appropriate doses are for each of your family members. Plan to speak with your health care provider in advance about what makes sense for your family.

## **RADIATION THREAT**

A radiation threat or “Dirty Bomb” is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with any radiation, you want to try to limit exposure.

### If There is a Radiation Threat or “Dirty Bomb”

In order to limit the amount of radiation you are exposed to, think about shielding, distance and time.

- Shielding: If you have a thick shield between yourself and the radioactive materials more of the radiation will be absorbed, and you will be exposed to less.
- Distance: The farther away you are from the blast and the fallout the lower your exposure.
- Time: Minimizing time spent exposed will also reduce your risk.

As with any emergency, local authorities may not be able to immediately provide information on what is happening and what you should do. However, you should watch TV, listen to the radio, or check the Internet often for official news and information as it becomes available.

## **PREPARING AND RESPONDING TO A CHEMICAL OR BIOLOGICAL ATTACK**

### **EMERGENCY SUPPLY KIT**

All occupants should have an emergency supply kit on hand that includes the following:

- Battery-powered radio with extra batteries
- Flashlights with extra batteries
- Non-perishable food and drinking water
- Roll of duct tape
- Scissors
- Plastic for doors, windows and vents to seal off an internal room from air that may contain dangerous chemicals
- Whistle to signal for help
- First aid kit
- Sanitation supplies including soap, water and bleach

### **BUILDING STAFF RESPONSE**

If we become aware of an unusual and suspicious release of an unknown substance nearby, the building engineer will make all reasonable efforts to promptly shut down the HVAC (heating, ventilation and air-conditioning) system to reduce the chance that the substance will enter the building. The government emergency response personnel will most likely instruct us to “shelter-in-place” and keep everyone in the building and we will make every reasonable effort to do so. We would then lock down the building so that no one can enter or exit.

Our response to an indoor chemical or biological release will most likely be a total evacuation of the building (provided this can be done safely), unless we are instructed by government emergency response personnel to “shelter-in-place”.

We will communicate information that we receive to occupants via the building life safety intercom system.

## EMERGENCY RESPONSE TEAM FORM

Each occupant is responsible to designate and train individuals to be members of the *Emergency Response Team*. This form must be submitted to the Management Office to keep on file. A separate form is to be completed for each occupant floor. Please submit revisions to this form on an as needed basis.

Occupant Name: \_\_\_\_\_ Floor/Suite #: \_\_\_\_\_

Occupant Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

	<u>Primary Name</u>	<u>Alternate Name</u>
Area Captain	_____	_____
Asst. Area Captain	_____	_____
Floor Leader	_____	_____
Searcher	_____	_____
Searcher	_____	_____
Stairwell Monitor West Stairwell	_____	_____
Stairwell Monitor Center Stairwell	_____	_____
Stairwell Monitor East Stairwell	_____	_____
Elevator Monitor	_____	_____
Asst. to Physically Impaired	_____	_____

## PHYSICALLY IMPAIRED EMPLOYEE LIST

The following list of employees that require assistance in the event of an emergency should be updated at least quarterly with a copy submitted to Building Security. Each physically impaired individual should have at least one *Assistant to the Physically Impaired* team member assigned to assist him or her to an area of safety in the event of an emergency.

An AIPHONE emergency call station is located in each stairwell on every floor. There is a red button labeled "PRESS FOR HELP" and may be used to communicate with the firemen that there is a physically impaired employee in the stairwell that requires assistance.

Occupant Name: \_\_\_\_\_ Floor/Suite#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Nature of Disability: \_\_\_\_\_

Location in Suite: \_\_\_\_\_ Direct Phone Number: \_\_\_\_\_

Assistant to Physically Impaired Team Member Name: \_\_\_\_\_

Name: \_\_\_\_\_

Nature of Disability: \_\_\_\_\_

Location in Suite: \_\_\_\_\_ Direct Phone Number: \_\_\_\_\_

Assistant to Physically Impaired Team Member Name: \_\_\_\_\_

Name: \_\_\_\_\_

Nature of Disability: \_\_\_\_\_

Location in Suite: \_\_\_\_\_ Direct Phone Number: \_\_\_\_\_

Assistant to Physically Impaired Team Member Name: \_\_\_\_\_