

Erikson Institute

ANNUAL SECURITY AND FIRE SAFETY REPORT

2021

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I. 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 five calendar years. 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.

II. 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. The department reports to the Vice President for Finance and Operations/Chief Financial Officer, Patricia Lawson, who can be contacted at 312.893.7120 or plawson@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. Allied Universal 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.

Jones Lang LaSalle, who manages the entire building, provides additional security services: a security officer is on duty in the rest of the building during all hours, 24 hours a day, 7 days a week, monitoring the building exterior and controlling access to the building's loading dock and freight elevator. Jones Lang LaSalle 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.

III. 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 '2250' on any phone in the Erikson Institute building or by calling: 312.755.2250. 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 faculty, staff and student community about sex offenses, including sexual assaults and date rape, through an online educational webinar on the Campus SaVE Act.

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 Dean of Students or the Vice President of Finance and Operations. They will assist the victim to report the incident to the proper authorities. Filing a report with the Vice President for Finance and Operations or Dean of Students 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.

IV. Campus SaVE Act

Erikson Institute is committed to providing a safe learning and working environment for all members of the Erikson community. The guidelines below are intended to aid Erikson in preventing and responding to sexual violence as outlined in the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act). These guidelines apply to all members of the Erikson community (students, faculty, and staff), as well as contractors and visitors (collectively, "Erikson Community Members").

Erikson Institute does not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined below, in any form. Erikson Community Members who, after a thorough review of the facts, are found, based on a reasonable belief, to have violated this policy will be subject to discipline, up to and including dismissal or termination of employment. In extraordinary circumstances, the President may suspend a member of the Erikson community from participation in activities where there is reasonable belief that serious and immediate harm to others will ensue. Erikson Institute may institute discipline and other measures regardless of whether the Erikson Community Member is also facing criminal or civil charges in a court of law.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault refers to offenses classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of the relationship shall be determined based on a consideration of the following factors - the length of the relationship, the type of relationship, and the frequency of interaction between persons in the relationship.

Stalking occurs when an individual engages in a course of conduct directed at the specific person that would cause a reasonable person to fear for personal safety or the safety of others, or suffer substantial emotional distress.

State of Illinois definitions:

720 Ill. Comp. Stat. 5/12-13. Criminal Sexual Assault

- (a) The accused commits criminal sexual assault if he or she:
- (1) commits an act of sexual penetration by the use of force or threat of force; or
 - (2) commits an act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent; or
 - (3) commits an act of sexual penetration with a victim who was under 18 years of age

when the act was committed and the accused was a family member; or
(4) commits an act of sexual penetration with a victim who was at least 13 years of age but under 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim.

720 Ill. Comp. Stat. 5/12-14. Aggravated Criminal Sexual Assault

(a) The accused commits aggravated criminal sexual assault if he or she commits criminal sexual assault and any of the following aggravating circumstances existed during, or for the purposes of paragraph (7) of this subsection (a) as part of the same course of conduct as, the commission of the offense:

- (1) the accused displayed, threatened to use, or used a dangerous weapon, other than a firearm, or any object fashioned or utilized in such a manner as to lead the victim under the circumstances reasonably to believe it to be a dangerous weapon; or
- (2) the accused caused bodily harm, except as provided in subsection (a)(10), to the victim; or
- (3) the accused acted in such a manner as to threaten or endanger the life of the victim or any other person; or
- (4) the criminal sexual assault was perpetrated during the course of the commission or attempted commission of any other felony by the accused; or
- (5) the victim was 60 years of age or over when the offense was committed; or
- (6) the victim was a physically handicapped person; or
- (7) the accused delivered (by injection, inhalation, ingestion, transfer of possession, or any other means) to the victim without his or her consent, or by threat or deception, and for other than medical purposes, any controlled substance; or
- (8) the accused was armed with a firearm; or
- (9) the accused personally discharged a firearm during the commission of the offense; or
- (10) the accused, during the commission of the offense, personally discharged a firearm that proximately caused great bodily harm, permanent disability, permanent disfigurement, or death to another person.

(b) The accused commits aggravated criminal sexual assault if the accused was under 17 years of age and (i) commits an act of sexual penetration with a victim who was under 9 years of age when the act was committed; or (ii) commits an act of sexual penetration with a victim who was at least 9 years of age but under 13 years of age when the act was committed and the accused used force or threat of force to commit the act.

(c) The accused commits aggravated criminal sexual assault if he or she commits an act of sexual penetration with a victim who was a severely or profoundly mentally retarded person at the time the act was committed.

Definition of "Consent"

In the Illinois law addressing criminal sexual assault, "consent" is defined as:

"a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent."

720 ILCS 5/11--1.70(a)

The law also states:

"A person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or

she withdraws consent during the course of that sexual penetration or sexual conduct.”
720 ILCS 5/11--1.70(c)

Reporting an Incident

Erikson Community Members who have experienced a sexual assault, domestic violence, dating violence, or stalking, or are aware of incidents of sexual assault, domestic violence, dating violence, or stalking experienced by other Erikson Community Members should immediately report the incident to the local police department.

Victims are not required to report to area law enforcement in order to receive assistance from or pursue any options within Erikson.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the victim to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the victim decides to proceed with criminal charges.

In addition, a student who has experienced a sexual assault, domestic violence, dating violence, or stalking is also encouraged to report such incidents to Erikson's Title IX Coordinator (the Vice President for Finance and Operations) at (312) 893-7120.

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Chief HR & Facilities Officer at (312) 893-7200.

These offices will provide victims of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Erikson Institute will assist all members of the Erikson community by assessing the incident, advising the survivor on how to seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, Erikson can assist the survivor in notifying the local police department with jurisdiction over the crime.

In case of an emergency or ongoing threat, get to a safe location and call 911

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 Dean of Students, Vice President for Finance and Operations or the Director of Student Experience 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:

Security Authority	Location	Number
Police Department, Emergency		911
Security Officer	Ground floor lobby	312.755.2250
Vice President for Finance and Operations/CFO	4 th floor, Office 411	312.893.7120
Chief HR & Facilities Officer	3 rd floor, office #346	312.893.7200

V. 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.

VI. 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.

VII. 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 provides access to counseling through an Assistance Program (AP) with the Guardian Insurance Company. The AP is a free and confidential assistance program that provides supportive counseling, information and resources for employees, students, and their families. As the AP is operated by licensed clinicians and mandated reporters, they have the responsibility to notify Erikson authorities of any danger. **To access the Assistance Program: 1-800-292-2780. Available 24 hours a day, 7 days a week**

VIII. Policy on Illinois Preventing Sexual Violence in Higher Education Act

On August 21, 2015 Governor Rauner signed into law the new Illinois Preventing Sexual Violence in Higher Education Act, Public Act 099-0426 (the Act). The new law imposes a number of requirements on higher education institutions related to their policies, procedures, provision of services, and responses to sexual violence on campus between students. Erikson provides students with access to specifically trained, confidential advisors to provide specific emergency and ongoing support to survivors of sexual violence as set forth in the Act. The Dean of Students will make referrals to the EAP program to provide such confidential advisors.

IX. 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 3rd 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 automatically signed up upon the beginning of every term.

The Facilities Department is responsible for issuing campus security alerts. The department collaborates with the Chief HR & Facilities Officer, Jones Lang LaSalle (the building property management company) 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 security officer on-duty, either in person, by phone (dial ‘2250’), by email (security@erikson.edu), or to the Chief HR & Facilities Officer (312-893-7200).

X. 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 Jones Lang LaSalle (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 Chief Human Resources and Facilities Officer 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."

XI. 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.

Types of offenses

- Homicide and non-negligent manslaughter – is the willful killing of one human being by another.
- Negligent manslaughter – is the killing of another person by gross negligence.
- Forcible sex offenses – are any sexual acts directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 - Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
 - Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Non-forcible sex offenses – are incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory rape is sexual intercourse with a person who is under the statutory age of consent.
- Robbery – is the taking or attempt to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated assault – is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
- Burglary or Larceny (from a Building) – is the unlawful entry of a structure to commit a felony or a theft.
- Motor vehicle theft – is the theft or attempted theft of a motor vehicle.
- Arson – is 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.
- Hate crimes – are any of the aforementioned offenses, and any other crimes involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. Categories of bias are:
 - Race
 - Gender
 - Gender Identity
 - Religion
 - Sexual Orientation
 - Ethnicity
 - National Origin
 - Disability
- Domestic violence (as defined by VAWA)

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by—

 - a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common,
 - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
 - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
 - any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction
- Dating violence (as defined by VAWA)

The term “dating violence” means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

 - i. (i) the length of the relationship.
 - ii. (ii) the type of relationship.
 - iii. (iii) the frequency of interaction between the persons involved in the relationship.
- Stalking (as defined by VAWA)

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress.

- Liquor, drug and weapon law offenses – are any violation of liquor, drug or weapon laws. Driving Under the Influence of Intoxicants (DUII) is not reportable because it is a driving crime and not a liquor crime unless the drive is also a minor or the means of intoxication is an illegal drug.

Hate Crimes

Hate Crimes reporting under the Clery Act may be divided into three general categories:

1. Any reportable crime that law enforcement determines has a biased motive. “Bias” means a bias based on race, gender, religion, disability, sexual orientation, or ethnicity/national origin.
2. Crimes that results in bodily injury, and that law enforcement determines has a biased motive.
3. Any of the (below) non-required crimes, where it was determined by Law Enforcement that the motive was bias:

a. Larceny / Theft –

- i. *Pocket Picking* - theft of articles from another person’s physical possessions by stealth where the victim usually does not become immediately aware of theft. Note: Do not count if use of force or threat of force is present, count as strong arm robbery.
- ii. *Purse Snatching* – grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
- iii. *Shoplifting* – theft from within a building which is either open to the general public or where the offender has legal access.
- iv. *Theft from Building* – theft from within a building which is either open to the general public or where the offender has legal access.
- v. *Theft from Coin Operated Machine or Device* – theft from a machine or device which is operated or activated by the use of coins.
- vi. *Theft from a Motor Vehicle* – theft of articles from a motor vehicle, whether locked or unlocked. Note: Do not count theft of motor vehicle parts or accessories.
- vii. *All Other Larceny* – all thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

b. Simple Assault – an unlawful physical attack by one person upon another where neither the offender displays a weapon, but 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.

c. 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.

d. Destruction/Damage/Vandalism of Property (Except Arson) – to willfully 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.

Arrests and Referrals for Disciplinary Action for:

- 1) Illegal Weapons Possession
- 2) Violation of Drug Laws
- 3) 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.

On the following page are summaries of statistical reports for the previous three years. 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 under "Consumer Information," as well as on Erikson's campus portal (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. All employees and students may access a copy at www.my.erikson.edu.

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 (CPD) website at (<https://home.chicagopolice.org/statistics-data/crime-statistics/>). The website provides information on criminal activities in different neighborhoods and during different time periods in Chicago. In addition, the CPD's sex offender database search (<https://home.chicagopolice.org/services/sex-offender-database-search>) 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 7:30 a.m.-9:00 p.m. Monday through Thursday and 7:30 a.m. – 5:00 p.m. on Friday during 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 federal holidays (New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Day).

The Institute is 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.

XII. 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 e2Campus 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;
- Mandatory SaVE Act education programs for incoming students and new employees including ongoing prevention and awareness campaigns for current students, faculty and staff.

XIII. 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 that 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.

XIV. Policy on Nondiscrimination

It is the policy of Erikson Institute not to discriminate against any individual on the basis of race, color, religion, national or ethnic origin, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, veteran status, or any other classes protected by federal, state, or local laws, in matters of admissions, employment, or services or in the educational programs or activities it operates, in accordance with civil rights legislation and institutional commitment. It is also the policy of Erikson not to retaliate against any person for making a complaint in good faith about alleged discrimination or for supporting any other Erikson student, employee, or representative in making such a complaint. Any alleged violations of this policy should be directed to the Vice President for Finance and Operations.

XV. 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.

XVI. 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. Substance abuse is incompatible with this goal. Erikson 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.

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.

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 <https://mylifeexpert.com/login> (code = erikson).**

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:

- Ashley Curry Dean of Students
- Stripe Gandara: Director of Academic Support, Advising & Disability
- David Wilson Chief Human Resources Officer
- Patricia Lawson 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/
Meetings schedule: <http://allone.com/12/aca/>

Alcoholics Anonymous

A 12-step, abstinence based program

Chicago area AA web site: www.chicagoaa.org/
Chicago area meetings: www.chicagoaa.org/meetings/

Al-Anon/Alateen

Support for friends and families of problem drinkers

Al-Anon web site: www.al-anon-alateen.org
Northern Illinois Al-Anon: www.niafg.org
Meetings schedule: www.niafg.org/AdvFind.asp

Cocaine Anonymous

A 12-step, abstinence based program

Illinois CA web site: www.illinoisca.org/
Illinois meetings schedule: www.illinoisca.org/meetings.htm
Online meetings: www.ca-online.org/

Assistance Program (AP)

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

Website: www.mylifeexpert.com To login, use code: [eistudent](#)

Toll Free Number: 1- 800-292-2780. Available 24 hours a day, 7 days a week

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

Marijuana Anonymous

A 12-step, abstinence based program

MA web site: www.marijuana-anonymous.org

Illinois meetings: www.marijuana-anonymous.org/meetil.shtml

Online meetings: www.ma-online.org

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/meetings/index.shtml

Online support group: www.moderation.org/onlinegroups.shtml

Narcotics Anonymous

A 12-step, abstinence based program

Chicago NA web site: www.chicagona.org/index.html

Chicago meetings: 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

Meetings schedule: www.smartrecovery.org/meetings_db/view/

Online meetings: www.smartrecovery.org/meetings/olschedule.htm

XVII. 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 on the following page apply only 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

720 ILCS 550/5

Sec. 5. Except as otherwise provided in the Cannabis Regulation and Tax Act and the Industrial Hemp Act, it is unlawful for any person knowingly to manufacture, deliver, or possess with intent to deliver, or manufacture, cannabis. Any person who violates this Section with respect to:

- (a) not more than 2.5 grams of any substance containing cannabis is guilty of a Class B misdemeanor;
- (b) more than 2.5 grams but not more than 10 grams of any substance containing cannabis is guilty of a Class A misdemeanor;
- (c) more than 10 grams but not more than 30 grams of any substance containing cannabis is guilty of a Class 4 felony;
- (d) more than 30 grams but not more than 500 grams of any substance containing cannabis is guilty of a Class 3 felony for which a fine not to exceed \$50,000 may be imposed;
- (e) more than 500 grams but not more than 2,000 grams of any substance containing cannabis is guilty of a Class 2 felony for which a fine not to exceed \$100,000 may be imposed;
- (f) more than 2,000 grams but not more than 5,000 grams of any substance containing cannabis is guilty of a Class 1 felony for which a fine not to exceed \$150,000 may be imposed;
- (g) more than 5,000 grams of any substance containing cannabis is guilty of a Class X felony for which a fine not to exceed \$200,000 may be imposed.

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 2013-14 Bulletin, pages 74-76.

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 table on the following page, "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
NARCOTICS							
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
Methadone II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected
Other Narcotics I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tusslonex, Fentanyl, Darvon, Lomotil, Talwin2	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected
POSSIBLE EFFECTS			EFFECTS OF OVERDOSE		WITHDRAWAL SYNDROME		
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.		

XVIII. 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.

XIX. Concealed Carry Policy

Purpose

Erikson is committed to providing a safe and secure environment for its community and guests. In support of this commitment, Erikson will establish restrictions on carrying firearms or weapons on the Erikson campus in accordance with the 2013 Illinois Firearm Concealed Carry Act, Section 65.

Scope

This policy applies to all employees, students, visitors and individuals conducting business on the Erikson campus. Campus includes, but is not limited to, the LaSalle Street campus and sites, whether owned, leased or controlled by Erikson, where Erikson programs, activities and classes are held.

Policy

Erikson maintains a Firearms and Weapons Free Campus. No person covered by this policy, regardless of whether that person has a valid federal or state license to possess a firearm or weapon, is authorized to possess a firearm or weapon while engaged in Erikson related business or activities.

Exceptions

The provisions of this policy do not apply to the possession of firearms or weapons on the Erikson campus, or at any Erikson sponsored activity if the firearm or weapon is carried by a full-time law enforcement officer required to carry a firearm or weapon as a condition of his or her employment, the firearm or weapon is carried by an enforcement officer from an external agency conducting official business at Erikson or any other exception that is deemed necessary as determined by the Chief Facilities Officer. The exceptions to the prohibitions of concealed carry do not apply to off-duty law enforcement officers on campus including off-duty law enforcement officers attending classes as students.

Enforcement

Any of the aforementioned individuals who violate this policy, which means he or she is found to have carried a firearm or weapon onto the Erikson campus knowingly or is found to have carried a firearm or weapon under circumstances in which the individual should have known that he or she was in possession of a firearm or weapon will face the following disciplinary actions:

- Employees may be subject to discipline up to and including immediate termination;
- Students may be subject to discipline up to and including immediate expulsion;
- Individuals visiting or conducting business on the Erikson campus may be banned and/or referred to an external law enforcement agency, which may lead to arrest and prosecution.

Erikson's Facilities and Enrollment Departments, in consultation with other relevant departments and executive management, shall be responsible for the development and distribution of information regarding this policy to the Erikson campus community; shall be responsible for the development and promulgation of procedures and protocols for confiscation of weapons; shall promulgate policies and procedures to be used in determining whether any exceptions to this policy are necessary and shall be responsible for determining the clear and conspicuous posting of signage at all entrances stating that concealed firearms are prohibited. Signs shall be in accordance with the design approved by the Illinois State Police.

The Chief Facilities Officer and Director of Student Experience shall be the designees of the President of Erikson responsible for reporting any employee, student or visitor who is determined to pose a clear and present danger to the Chicago Police Department and the Illinois State Police.

Definitions

- A. "firearm" is defined as: loaded or unloaded handgun. A "handgun" is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.
- B. "weapon" is defined as: Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2. This includes, but is not limited to, machine guns, rifles, shotguns, handguns or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited. Any explosive device including, but not limited to, firecrackers and black powder. Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

XX. Policies on Student Conduct

1. Erikson's anti-bias commitment applies to all areas of discrimination, including those based on race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, marital status, age, disability, or veteran status. 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. 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.

2. 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.
3. 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,
4. 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.

XXI. Preventing and Responding to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Erikson Institute will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. Erikson utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

In these situations, Erikson is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The Institute's process does not preclude adjudication under state law.

Erikson Institute prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state

law, including Title IX and the Violence Against Women Reauthorization Act (VAWA), or this policy

Prevention Efforts

Erikson attempts to foster a safe learning, and working environment for all members of the campus community. To accomplish this, Erikson considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

Erikson Institute is deeply committed to a campus community free of violence or the threat of violence, harassment, or assault due to an individual's race, gender, sexual orientation/expression, economic circumstances, religion/philosophical orientation, national origin, or other characteristics protected by U.S. law. In response to potential discrimination and/or violence against women Erikson complies with Title IX requirements through the following structures, policies and practices.

Staff: The Title IX compliance officer of Erikson Institute is:

- Patricia Lawson, Vice President for Finance and Operations/ CFO. She can be reached by email (plawson@erikson.edu) and phone (312.893.7120).
- David Dawodu, Deputy Title IX Officer ddawodu@erikson.edu, 312-374-5871
- In addition, other compliance officers who work closely with Vice President Lawson are:
 - David Wilson, Chief Human Resources & Facilities Officer, dwilson@erikson.edu, 312.893.7200;
 - Maggie Brett, mbrett@erikson.edu, MSW Director of Field Instruction & Career Services, 312-893-7221;
 - Karen Janke, kjanke@erikson.edu, Director, Edward Neisser Library, 312.893.7210

Student Compliance Training

Erikson Institute is initiating Title IX training to comply with the current federal requirement to educate students on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Completion of this training is highly recommended for all enrolled students, full-time and part-time. All students who do not participate in the training will receive regular email messages that include instructions for completing the training.

Erikson Institute is committed to educating all of our students regarding our discrimination and harassment policies. The online training opportunity will be available at all times for easy access for students.

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are

not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do

even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

(Bystander intervention strategies adapted from Stanford University)

Risk Reduction Tips

With no intent to victim blame, and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).

- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

XXII. Policy Against Discrimination and Harassment

Erikson Institute does not discriminate, or tolerate discrimination or harassment, against any member of its community on the basis of race, color, national origin, ancestry, ethnicity, sex/gender, gender identity, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of employment or admissions or in any aspect of the educational programs or activities it offers. In furtherance of Erikson Institute's commitment to the principles of equality and equal opportunity for students, staff, and faculty this policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein.

The policy has been written with the express goal of protecting the rights and concerns of both complainant and respondent. The institute will make every effort to assure and protect these rights, and shall undertake no action that threatens or compromises them. Those entrusted with administering this policy are advised to look at the individual situation, the totality of the circumstances, and the nature of the acts involved and to use this policy as a guide on a case-by-case basis.

Overview of Prohibited Acts

Discrimination

No Erikson Institute student, faculty, or staff member shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with any Erikson Institute service, program or activity on the basis of any of the following projected categories: race, color, national origin, ancestry, ethnicity, sex/gender, gender identity, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law.

Note on Title IX: This policy also addresses the requirements of Title IX of the Education Amendments of 1972 ("Title IX"). Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Discrimination on the basis of sex (i.e., sex discrimination) includes sexual harassment, sexual assault, and sexual violence. Sexual harassment of employees or other types of sex discrimination in employment may also be a violation of Title VII of the Civil Rights Act of 1964.

Harassment

Harassment, including sexual harassment, is a form of discrimination. Erikson Institute does not tolerate any form of harassment and considers such behavior – whether physical or verbal – to be a breach of standards of conduct. Harassment is unwelcome conduct that is based on: race, color, national origin, ancestry, ethnicity, sex/gender, gender identity, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law. Harassment becomes unlawful when the conduct is severe or pervasive enough to create a work or learning environment that a reasonable person would consider intimidating, hostile, or abusive.

Sexual Harassment

Prohibited conduct includes all forms of sex discrimination and sexual harassment, as well as sexual assault and sexual violence. Sexual harassment, which includes sexual assault and sexual violence, may take many forms. Sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other written or verbal abuse of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement.

- submission to or rejection of such conduct by an individual is used as the basis of employment decisions or academic decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or social environment.

Examples may include, but are not limited: to verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments of a sexual nature about a woman or a man; leering at, fondling, pinching, or brushing against another body; offensive sexual language; displaying objects or pictures without clear pedagogical context which are sexual in nature in ways that create hostile or offensive environments.

When such conduct is coercive and threatening, it creates an atmosphere that is not conducive to teaching, learning or working. Sexual harassment may occur between persons in different institute status or between persons in the same institute status. Sexual assault/sexual violence is a particular type of sexual harassment that includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. This includes, but is not necessarily limited to inappropriate touching, sexual intercourse of any kind without consent, rape, and attempted rape.

Retaliation

The institute prohibits any form of retaliation against any person for bringing good faith complaint of discrimination or harassment or providing good faith information about discrimination or harassment, even if evidence is not found to substantiate the complaint. Retaliation exists when action is taken against a complainant or participant in the complaint process that (i) adversely affects the individual's opportunity to benefit from the institute's programs or activities; and (ii) is motivated in whole or in part by the individual's participation in the complaint resolution process.

Any person who is found to have engaged in retaliation in violation of this policy is subject to disciplinary action possibly including dismissal from the institute. Any act of retaliation should be reported in the same manner as acts of discrimination or harassment and will be investigated using the procedures described below.

Procedures for Addressing Discrimination and Harassment

Steps in Reporting and Inquiry

1. Any person wishing to report an instance of suspected or alleged discrimination or harassment should do so by contacting any Title IX Coordinator, the Dean of Faculty, the Dean of Students, or the President, in person, by telephone, by email, or in writing.

Although there is no specific time limit for reporting a suspected violation of this policy, an individual who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact an appropriate official as soon as possible after the alleged act of discrimination, harassment, or retaliation to discuss the available options for proceeding.

2. The institute will promptly and equitably investigate and resolve all suspected or alleged violations of this policy. Alleged or suspected violations of this policy will be investigated by either an Informal Resolution process, or by a Formal Resolution process as outlined below.

3. The institute will attempt to complete investigations within 60 days of the filing of a complaint or the date on which the institute becomes aware of a suspected violation of this policy, unless the institute determines in its discretion that more time is required to complete the investigation. Erikson Institute is committed to the prompt and equitable resolution of all alleged or suspected violations of this policy, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred.

The institute's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the institute's access to information relevant to the alleged or suspected violation of this policy. The institute is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

4. To the extent permitted by law, the confidentiality of all parties involved in the resolution of alleged or suspected violations of this policy will be observed, provided that it does not interfere with the institute's ability to conduct an investigation and take any corrective action deemed appropriate by the institute.

Persons should be aware that, under certain circumstances, once an instance of suspected or alleged discrimination or harassment is reported to any of the persons listed above, the institute may choose to initiate an investigation, even if the person making the report does not wish to proceed with an investigation.

5. The institute reserves the right to suspend any member of the institute community suspected or accused of violating this policy or to take any other interim measures the institute deems appropriate, pending the outcome of the investigation or grievance. Such interim measures can include, but are not limited to, modifying course schedules and issuing a "no contact" order.

6. The institute also reserves the right to take steps to protect the complainant as deemed necessary during the pendency of the investigation and resolution process (e.g., allowing for a change in academic or work situation, issuing a "no contact" order to the accused, etc.). Any such interim steps will be taken in a manner that minimizes the burden on the complainant to the extent possible.

Title IX Coordinators

The Title IX Coordinators are responsible for implementing and monitoring Title IX compliance on behalf of the institute. This includes coordination of training, education, communications, and

administration of the complaint and grievance procedures for the handling of suspected or alleged violations of Title IX.

- Patricia Lawson, Vice President for Finance and Operations, CFO
- David Wilson, Chief Human Resources Officer
- Maggie Brett, MSW Director of Field Instruction & Career Services
- Stripe Gandara, Associate Director of Writing and Academic Support

Institute Discretion

The institute reserves the right to interpret this policy and modify it as appropriate in the circumstances of particular case, in its discretion.

XXIII. 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 Dean of Students and/or the Director of Student Experience. The Dean of Students and Director of Student Experience 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 Dean of Students and/or Director of Student Experience 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 Dean of Students and/or Director of Student Experience 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 Dean of Students and/or Director of Student Experience believe after initial investigation that misconduct has occurred, the Deans 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 Deans 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 Dean of Students and/or Director of Student Experience 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 Vice President for Academic Affairs/Dean of Faculty or delegate for further proceedings. Depending upon the circumstances of the allegation, the 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 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 Dean of Students and/or Director of Student Experience) 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 Dean of Students and/or Director of Student Experience and the facts that the investigator has found. This recommendation shall be made to the Vice President for Academic Affairs/Dean of Faculty or delegate for final resolution of the matter. The decision of the Vice President for Academic Affairs/Dean of Faculty or delegate is final.

If a committee review is chosen, the Institute, through its 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 Dean of Students

and/or Director of Student Experience and the facts that the committee has found; this recommendation shall be made to the Vice President for Academic Affairs/Dean of Faculty or delegate for final resolution of the matter. The decision of the Vice President for Academic Affairs/Dean of Faculty is final.

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.

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.

XXIV. APPENDIX A: DOE Crime Statistics Report

2022 Campus Safety and Security Survey

Institution: (409254001)

User ID: C4092541

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- ☒ **No.**
- ☐ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

0

2. Does your institution have any noncampus buildings or properties?

- ☐ **Yes**
- ☒ **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2019	2020	2021
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2019	2020	2021
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

0 0 0

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

[illegible]

YEAR 2020

[illegible]

YEAR 2019

[illegible]

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

e. Incest

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

f. Statutory rape

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

g. Robbery

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

j. Motor vehicle theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o.
Destruction/damage/
vandalism of property.

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

--

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2021

[illegible]

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

YEAR 2020

Occurrences of Hate crimes (Category of Bias for crimes)

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

(Do not include theft *from* a

i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Simple assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Larceny-theft</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Intimidation</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Destruction/damage/vandalism of property</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2019	2020	2021
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

c. Stalking

0

0

0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime

Total occurrences on Public Property

2019

2020

2021

a. Domestic violence

0

0

0

b. Dating violence

0

0

0

c. Stalking

0

0

0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

b. Drug abuse violations

0

0

0

c. Liquor law violations

0

0

0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime

Number of persons referred for
Disciplinary Action

2019

2020

2021

a. Weapons: carrying, possessing, etc.

0

0

0

b. Drug abuse violations

0

0

0

c. Liquor law violations

0

0

0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2019	2020	2021
a. <u>Weapons: carrying, possessing, etc.</u>	<div>0</div>	<div>0</div>	<div>0</div>
b. <u>Drug abuse violations</u>	<div>0</div>	<div>0</div>	<div>0</div>
c. <u>Liquor law violations</u>	<div>0</div>	<div>0</div>	<div>0</div>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2019	2020	2021
a. <u>Total unfounded crimes</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

XXV. APPENDIX B: Fire/Life Safety Manual

Tenant Emergency Preparedness Handbook



111 WEST ILLINOIS



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A. INTRODUCTION and PURPOSE

What is an “emergency?” It is any event that jeopardizes the tenants, the contents, and/or the physical structure of the building. **The emergency address of this Building is: 111 West Illinois Street, 451 N LaSalle Drive, and 456 N Clark Street.**

The primary role of all building tenants in an emergency is to know what to do when an emergency occurs and to react appropriately. The purpose of the *Tenant Emergency Preparedness Handbook* (the “Handbook”) is to provide the tenants with critical information and procedures that include not only the basics of responding to an emergency but also the following:

- Details on effective and accurate team communications
- Specific procedures for evacuations as a result of a fire, smoke, or power failure
- Procedures for isolated events such as a medical or an elevator emergency

The Building is equipped with a number of life safety and building automation systems that are capable of rapidly detecting certain types of emergencies such as the presence of fire and smoke, a power failure, or an elevator failure. Early detection can make a difference between a small incident and a major catastrophe. While early detection is key, quick, confident responses by the tenants of an impending or immediate emergency is essential – this comes from preparation and training. This allows a verification process to occur and eliminates unnecessary calls to City authorities.

It is very important that each tenant and respective members of the tenant emergency team thoroughly understand his/her role and the roles of the other team members. The Office of the Building should be notified of the names of these coordinators, as they will be contacted regarding building safety procedures.

The Office of the Building schedules one Fire Drill per year. If, however, additional instruction is needed, the Office of the Building is available to assist you with organizing specific practice emergency evacuations sessions for your designated employees. If you have any questions, please feel free to contact the Office of the Building at (312)527-9451.

The Tenant Emergency Preparedness Handbook and other safety materials can be sent to you through the office of the building (312)527-9451 or One11WestIllinois@am.jll.com.

Emergency Contacts are as follows:

Emergency Situation	Contact
Fire/Smoke	Fire Department 911 and Office of the Building (312)527-9451
Bombs and Bomb Threats	Police Bomb Squad 911 and Office of the Building (312)527-9451
Power Failure	Office of the Building (312)527-9451
Medical Emergencies	Ambulance 911 and Office of the Building (312)527-9451
Elevator Malfunctions	Office of the Building (312)527-9451
Crime/Security Threats	Police Department 911 and Office of the Building (312)527-9451
Severe Weather Emergencies	Office of the Building (312)527-9451

B. TENANT EMERGENCY TEAMS

The basis for this section is to understand who will participate in building emergencies and what their respective roles and responsibilities are.

The individuals that will be participating in an emergency or potential emergency include:

- Building Management
- Building and Security Teams
- Tenants

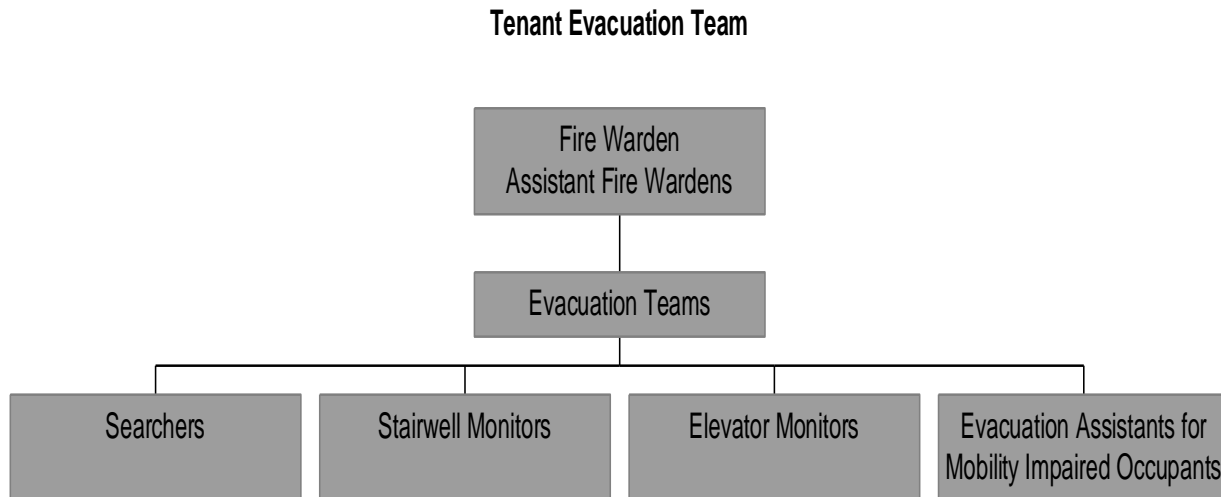
Federal, State, and City authorities also compliment this team, when needed.

The City Fire Department/response team has the ultimate and full responsibility of ensuring the safety of the building and its occupants in cases of emergencies. However, the General Manager of the Building shares in this responsibility. For emergencies that have the potential to affect the entire building the decision-making rank is as follows:

- City responding agency (Fire, Police, Bomb Squad, etc.)
 - General Manager (in cooperation with Owners)
 - Chief Engineer
 - Engineer (Engineer on duty)
 - Security Officers

During normal business hours (8:00 a.m. to 5:00 p.m.) the tenant must provide various individuals (and alternates) to fill safety roles as described below and in accordance with the number of employees of each tenant relative to the total number of tenants on each floor. The Office of the Building staff will also fill these roles. For clear identification purposes, all team members below should wear their armbands/hats/vests in case of an emergency.

The following chart illustrates the reporting structure of the tenant emergency teams, as described further in this section.



Fire Wardens and Assistant Fire Wardens are responsible for coordination and reporting of any potential or actual emergency conditions to the Office of the Building. Additionally, the **(Assistant) Fire Wardens** shall:

- Appoint, organize, and direct members of the emergency evacuation team and fill vacant positions.
- Maintain an updated roster of all Searchers, Stairwell Monitors, Elevator Monitors, Evacuation Assistants and alternates and provide this roster to the Office of the Building.
- Pre-plans the handling of physically disabled personnel during evacuation by pairing them with an Evacuation Assistant and develops tenant-specific evacuation plan, if required.
- Identifies any non-English speaking tenants or visitors and assist them in following the evacuation plan.
- Know the locations of all stairwell exits leading from occupied areas.
- Ensures that all emergency team personnel know their assigned duties and locations in case of an emergency through supervised training.
- Alerts key personnel of potential emergencies.
- Remains with the team throughout the evacuation period.
- Gives the "All Clear" call once all team members have performed his/her duties and evacuates with the team.

Emergency Evacuation Teams, when safe, shall act on the direction of the Fire Warden(s) or Assistant Fire Wardens and shall consist of a *Searcher, Stairwell Monitor, Evacuation Assistant, and Elevator Monitor* as designated volunteers by the Fire Warden (or Assistant). The team members will **know the locations of all stairwell exits** leading from occupied areas and lead emergency evacuations and drills from occupied areas as directed by a Fire Warden.

Searchers, when safe, at the direction of the Fire Warden or Assistant Fire Warden, shall:

- Find and evacuate all personnel from his/her designated area.
- Searchers shall direct all personnel to the stairwell.
- While the Fire Warden is evacuating the space, check all rooms including coffee rooms, restrooms, storage rooms, coat closets, conference rooms, reception areas, and remote areas on the floor.
- The Searchers must close but not lock all doors after being checked.

- After checking these rooms, the Searcher must place the "SEARCHED" stickers on the lower third of each closed door. Colored adhesive PostIt™ notes can be used as an alternate.
- Advise any remaining personnel on the floor of the emergency and insist on their evacuation.
- Evacuate non-employees found on the floor.
- Report to Fire Warden when his/her area is clear.

Stairwell Monitors, when safe, at the direction of the Fire Warden or Assistant Fire Warden, shall:

- Take a position at his/her assigned stairwell exit post and stay there until the searchers have cleared all personnel from the floor and the Fire Warden has given the "All Clear".
- Inspect stairwell entry for the presence of heat or smoke before allowing anyone to pass. If the primary stairwell is impacted or obstructed by fire or smoke, then redirect evacuees to the secondary stairwell.
- Direct personnel to form a single-file line into the stairwell exit and instruct them to exit only along the right side of the stairwell to allow for fire personnel to pass.
- Supervise and monitor the evacuation flow while remaining calm and orderly, including prohibiting evacuees from carrying food and drink products into the hallways and stairwells.

Evacuation Assistants, when safe, as designated by the Fire Warden or Assistant Fire Warden, or as agreed to by both the individual requiring assistance and the volunteer shall:

- Maintains an up-to-date list of physically challenged employees on the floor and reports this information to the Fire Warden.
- Stay with the individual who requires assistance.
- Evacuate this person to the nearest and safest exit stairwell and coordinate a safe egress with the City and the Office of the Building.
- Report to Fire Warden after evacuating.

Elevator Monitors, when safe, as designated by the tenant Fire Warden or Assistant Fire Warden shall:

- Make sure no one uses the elevators in case of an emergency.
- Direct employees to the nearest stairwell exit.
- Be familiar with the building evacuation plan and location of all stairwell exits.
- Stay at the designated post until instructed to evacuate by the Fire Warden or Assistant Fire Warden.

COMMAND CENTER

A critical part of responding to a potential emergency is the identification of a central location for real-time information management and dissemination – a building-wide and/or region-wide information network that serves the on-site building managers, the employees and occupants of the building, and building ownership.

In general, a command center serves the purpose of a focal point for incoming and outgoing communications. **The command center is in the Salesforce Lobby by the Fire Panel.**

A command center is the nucleus for information management and decision-making, and serves the purpose of tracking the activities and progress of the response teams. From this point, the Office of the Building can immediately access information to communicate with the tenants using the following systems:

- Life safety panel
- Emergency phones
- Information from the building engineers, security teams, and management
- Complete building access

The lobby desk/primary command center receives automated signals first hand from the building's systems that indicate the nature and possible location of the alarm. This allows the Office of the Building team and on-site emergency personnel to assess the emergency and coordinate a proper response to the alarm. The command center also serves as the source of information to be provided to groups assisting with the incident that are remotely located.

To report a concern or an emergency, the tenants are encouraged to promptly call the Office of the Building or the lobby security desk at (312)527-9451.

C. LIFE SAFETY SYSTEMS OVERVIEW

The Building has several very important life safety features, most notably is the **fire panel** that is located in the Salesforce lobby. This panel has multiple capabilities such as sending voice enunciations by individual floor and also by all floors using the microphone located on the panel.

An **emergency generator** is dedicated to continued operation of the life-safety systems in the event of a power outage. Automatic sequencing enables the return of all passenger elevators to the first floor eliminating lengthy entrapments and provides the capability to utilize one elevator in each bank of elevators for use by the firefighter or police.

Another feature of the panel audibly and visually notifies the lobby security desk of an ALARM (sounded by a horn at the panel, indicating a fire) or a TROUBLE (sounded by intermittent beeping, indicating a system malfunction) signal. In cases of either condition on this panel, the on-duty security officer shall note the alarm type and immediately notify the engineers (Chief Engineer, Engineer, or duty engineer). If an alarm sounds, the Fire Warden or Assistant Fire Wardens can anticipate an announcement by the Office of the Building and prepare to take action, as advised.

Fireman's phones are located in the East and Center stairwells on the 5th and 10 floor.

Exterior Fire Siamese Hose Connections are located along the building on Illinois Street between LaSalle and Clark Street and also along the building on the Northeast corner of Clark and Illinois Street.

Interior fire extinguishers are located at the Salesforce security desk, in all floor stairwells, and throughout all floors. There is one first hose cabinet per floor located on floors 1-5, two fire hose cabinets per floor located on floors 6-10, and one in each stairwell per floor.

Each tenant needs to be familiar with the location of the following systems:

- Fireman's phones in the stairwells
- Elevator communication system
- Fire extinguishers
- Strobes and speakers

E. EVACUATION PROCEDURES

1.0 EVACUATIONS – GENERAL PROCEDURE

In cases of building emergencies, the Fire or Police Departments take complete control of the building and environment upon their arrival. According to the Fire Department, on the average they will arrive at the building within 3 minutes of receiving an emergency call. Typically, a company officer and four firemen arrive with one truck.

In case of a fire, bomb, or power outage, the City and/or the General Manager at this property have the authority to decide if an evacuation (partial or full) is needed. Typically, only eight floors will be evacuated in the event of an emergency fire/smoke in this building. These eight floors consist of the emergency/fire floor, two floors above this floor, and five floors below the fire/emergency floor.

For example, if an emergency or potential emergency is detected on the 8th floor and a partial evacuation is announced, the evacuation will occur as follows:

Emergency Location	Corresponding Floor
2ND FLOOR ABOVE EMERGENCY	10th relocates to 5th Floor
1ST FLOOR ABOVE EMERGENCY	9th relocates to 5th Floor
EMERGENCY/FIRE FLOOR	8th relocates to 5th Floor
1ST FLOOR BELOW EMERGENCY	7th relocates to 2 nd Floor
2ND FLOOR BELOW EMERGENCY	6th relocates to 2 nd Floor
3 rd -7 th FLOOR BELOW EMERGENCY	1st-5th evacuate outside of the building

2.0 ASSISTING THE MOBILITY IMPAIRED

Each floor's Fire Warden must collect the names and locations of all visitors and regular building occupants who have voluntarily requested special assistance in case of an emergency. Examples of these persons would include those with:

- Mental impairments, which might become confused or disoriented
- Vision impairments, which may require assistance in locating exits
- Hearing impairments who may not hear the alarms or announcement clearly
- Cardiac or respiratory conditions that may require extended time to evacuate
- Varying degrees of mobility impairments such as a broken leg/arm or wheelchair bound
- No or very limited understanding of the English language
- Children

The (Assistant) Fire Wardens should update this list as necessary, not later than every 6 months. As additional Evacuation Assistants are needed, the (Assistant) Fire Warden shall identify volunteers for each individual requiring assistance, and communicate these changes to the Office of the Building.

3.0 WHAT TO DO FOR SOMEONE WHO REFUSES TO EVACUATE

During an emergency where evacuation is required, if an occupant refuses to evacuate, any tenant that encounters this person or is informed of this situation shall immediately report the name and exact location of this individual to the floor's Fire Warden or Assistant Fire Warden and the command center by either using the nearest fireman's phone in the stairwell or in person at the command center. Await instructions from the Office of the Building or City authorities.

F. ANNOUNCEMENT SCRIPTS

When an emergency or potential emergency occurs in the Building, tenants can expect to hear various announcements over the enunciation system from the Office of the Building. The announcement will depend on the extent, location, and type of emergency.

Sample messages are provided below. Tenants should become familiar with these to know what to expect. Upon hearing these messages, the (Assistant) Fire Wardens shall coordinate the response, per the Office of the Building instructions. The Fire Warden shall be responsible for assisting any non-English speaking tenants or visitors.

For a partial evacuation an example of a message that you may hear from the Office of the Building is:

"Attention all persons on the ____ floor. Attention all persons on the ____ floor. May I have your attention please? Please exit the floor using the nearest and safest stairwell. Proceed to the ____ floor in an orderly manner and await further instructions.

In the event of a full evacuation, an example of a message that you may hear from the Office of the Building is:

"Attention all persons on the ____, ____ and ____ floors. Attention all persons on the ____, ____ and ____ floors. May I have your attention please? As a safety precaution, we are asking you to safely evacuate the building. Please do not rush or panic. You may (or not, as appropriate) use the elevators as well as the stairwells.

In the event of a full evacuation, when safe, the tenant (Assistant) Fire Wardens evacuate the building and congregate at a pre-designated off-site location specific for their group.

Either the on-site City authority or General Manager issues the "All Clear" to those building occupants whom have been evacuated in any crisis situation. The example message below may be issued to tenant contacts via email for recalling tenants after an evacuation:

"Attention, all tenants of the Building. Attention, all tenants of the Building. May I have your attention please? There was a fire on the ____ floor that has been extinguished by the Chicago Fire Department. There is NO danger to you or any other occupants, and you may return to the building. You may, however, smell some residual smoke. The elevators have been restored to full service and are available for your use. Please contact the Office of the Building if you have any further questions. Thank you."

G. FIRE and SMOKE EMERGENCIES

1.0 TYPES OF FIRES

The classification of the fire relates to the fire's fuel and what is burning, as follows:

- CLASS A** - Fires that involve ordinary combustibles such as paper, wood, cloth, rubber, textiles, and many plastics.
- CLASS B** - Fires that involve flammable liquids such as grease, oil, paint, lacquers, some plastics, and gasoline.
- CLASS C** - Fires that involve energized electrical equipment such as appliances, televisions, radios, computer equipment, wiring, circuit breakers, or fuse boxes.

Multi-purpose "ABC" dry chemical extinguishers can be purchased by individual tenants to handle all classes of office fires. These chemical-based extinguishers can cause damage to electronic equipment. However, water extinguishers must not be used if an electrical current is present because of the danger of electrical shock. A fire in electronic equipment rooms will almost always require the use of an "ABC" rated fire extinguisher: "A" because there is likely to be paper nearby, "B" because there may be oil or grease involved, and "C" because it is electrical equipment.

Arrangements with the Office of the Building should be made to protect areas such as computer rooms, mailrooms, and duplicating and storage areas with fire rated enclosures and fire extinguishers. Depending on the size and value of these areas, smoke detectors or automatic extinguishing systems are recommended.

2.0 PORTABLE FIRE EXTINGUISHER OPERATION

Portable fire extinguishers can save lives and property by putting out a small fire or suppressing it until the Fire Department arrives; however, portable extinguishers have limitations. They are not designed to fight large or fast-spreading fires. Most portable extinguishers have a short range (6-10 feet) and completely discharge in a very short time (8-10 seconds). As a general rule, fire fighting should be left to the Fire Department, who should be called in the event of any building fire.

Before a tenant considers fighting any fire, know the following:

- Make sure that the Fire Department (911) and the Office of the Building have been notified.
- Never fight the fire unless you are sure that you have the proper size and type of extinguisher and you have been properly trained in its use. The extinguisher must be rated for the type of fire you are fighting.
- Fight the fire from a safe distance and with a buddy. Use the buddy system.
- Never let the fire get between you and the exit.
- Even if the fire is extinguished, the area must be inspected by the Fire Department.
- The extinguisher must be fully charged; otherwise, it may be ineffective.
- If in doubt, close off and leave the area immediately.

There are four basic steps to operating a portable fire extinguisher. An easy way to remember the procedure is to think of the work "PASS."

PULL: Holding the extinguisher with the nozzle pointing away from you, pull the pin, which is located below the trigger. Some extinguishers require releasing a latch or pressing a puncture lever.

AIM: Aim low. Standing 6-8 feet away from the fire, point the nozzle at the base of the fire. Always hold the extinguisher vertically. Never hold it horizontally or at an angle.

SQUEEZE: Squeeze the trigger/handle slowly and evenly. This releases the extinguishing agent.

SWEEP: As the agent is being expelled, sweep the nozzle from side to side. As the fire begins to go out, move closer to the fire and continue the sweeping motion until the fire is extinguished. If the fire does not diminish or it grows, get out of the area. Close any doors in order to contain the fire to the immediate area.

Most portable extinguishers work according to these directions, but some do not. Be prepared by making sure you read the directions on your fire extinguishers before a fire emergency happens.

ABC fire extinguishers are located throughout the general building areas in wall cabinets on every floor and in the landing of each stairwell.

3.0 TENANT EVACUATION PROCEDURES

Typically, only eight floors will be evacuated in the event of an emergency fire/smoke in this building. These eight floors consist of the emergency/fire floor, two floors above this floor, and five floors below the fire/emergency floor.

In general:

1. If you see or smell smoke or fire, notify the Office of the Building (312)527-9451.
2. The Office of the Building will notify the Fire Department, if needed, with this information:
 - a. Type of Emergency (fire, smoke, or both)
 - b. Emergency Address: 111 West Illinois Street
 - c. Floor Number
 - d. Specific location of fire/smoke on the floor
3. Notify your designated Floor Warden/Assistant Floor Warden.
4. Prepare to respond to instructions from the Building Emergency Team.
5. If the Fire Department and/or the Office of the Building call for exiting your floor or evacuating the building, DO NOT USE THE ELEVATORS. Use the emergency stairwells.
6. Close, but do not lock, all doors behind you and all doors to the room containing the smoke or fire.
7. Follow instructions from your Building Emergency Team and/or Floor Warden/Assistant Floor Warden.

8. If safe to do so, remain in the staging area as determined by your Floor Warden/Assistant Floor Warden. Do not attempt to re-enter the building or your office until advised by the Fire Department.

More specifically, the following evacuation procedures should be observed:

1. Before opening any door to the corridor, check the door and doorknob for heat using the back of your hand. If it is warm, stay in your office and, if possible, seal the door seams using wet towels or duct tape. **DO NOT OPEN THE DOOR!!** Find another exit to the corridor.
2. If both your door and doorknob are not hot, and you leave your office:
 - a. Check for smoke in the corridor.
 - b. When smoke is present, stay low by crawling since clean air is closest to the floor.
 - c. Everyone should proceed quickly, but calmly to the nearest stairwell. However, in the event of heavy smoke accumulation, in the West stairwell, then try the East stairwells. All the stairwells are constructed with fire-resistant materials to provide safe evacuation for building occupants.
 - d. **DO NOT PANIC!** Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is accomplished through the following steps:
 - 1) Knowledge of procedures that must be followed
 - 2) Confidence in the responsible personnel's ability and guidance
 - 3) Calmness and self-confidence of responsible personnel
 - e. **DO NOT USE THE ELEVATORS!**
 - f. Check stairwells for smoke.
 - g. If the corridor and/or stairwells are smoke filled, **RETURN TO YOUR OFFICE/SAFE AREA.**
 - h. Once you're in the stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell.
 - i. Evacuate to the exact area designated by the Fire Department, Office of the Building, or the tenant (Assistant) Fire Wardens.
 - j. If your designated meeting location is outside of the building, move to areas outside a 300-foot perimeter of the building to insure you do not interfere with fire-fighting activities.
3. The last person leaving any enclosed office area should close the office door, without locking it. This will help to confine any fire until the arrival of the Fire Department.
4. Form a single-file line at the stairwell exit door and proceed calmly and carefully down the stairwell to the floor designated in the evacuation instructions. No one, however, should open any door without first checking to

see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another floor.

5. Conversation should be kept to a minimum. Everyone should stay in a single-file line on the right side of the stairwell to allow the Fire Department to pass on the left side of the stairwell.
6. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire Department officials or Building Management.
7. The Evacuation Assistants must help disabled persons into the stairwell. The Evacuation Assistant should notify the Office of the Building as to the location of disabled employees so that security personnel may respond to assist their evacuation.
8. The (Assistant) Fire Warden should take a head count to determine if everyone is accounted for. If someone is missing, this information should be relayed immediately to the City authority that is on site or Office of the Building.

If evacuation of an area is not possible because fire or thick smoke blocks all escape routes, the following procedures should be observed:

1. Move as far away from the fire or smoke as possible. Close all doors and transoms as you go. Every closed door between you and the fire provides a barrier against smoke.
2. If a phone is accessible, call the Fire Department (911) and then the Office of the Building (312)527-9451 with your precise location.
3. Stuff clothing or other material around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
4. **DO NOT BREAK WINDOWS.** Under certain conditions, an open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

4.0 FIRE PREVENTION TIPS

1. Make sure appliances such as coffee makers are turned off at night.
2. If electrical equipment or a fluorescent light is not working properly, or if it gives off an unusual odor, disconnect the equipment or turn off the light and call the Office of the Building at (312)527-9451.
3. Leave plenty of space for air to circulate around electric office equipment and other equipment that normally gives off heat.
4. At the close of business, make sure the power is shut off on all office equipment.
5. Freight elevator lobbies on all floors should be kept clear at all times to provide access for emergency equipment. Tenant belongings and deliveries should not be stored in freight lobby areas.

H. BOMBS and BOMB THREATS

Bombs can be constructed to look like almost anything and can be placed or delivered in a number of ways. Similarly, bomb threats are delivered in a variety of ways. Do not ignore the threat. REMAIN CALM - this could result in ascertaining more useful information.

1.0 BOMBS

Some suspicious items include:

- a. Letters that is unusually bulky or heavy
- b. Parcels or envelopes with chemical or oil stains
- c. Parcels or envelopes without a return address
- d. Parcels or envelopes with foreign postmarks
- e. Parcels or envelopes that simply do not look or feel ordinary

If a bomb or bomb threat has been delivered, the Office of the Building's policy is to search and evacuate, if warranted. This procedural approach in the case of a possible bomb is not as disruptive as an immediate evacuation.

2.0 BOMB THREATS

The most common threats are made by direct telephone contact. In the event that a bomb threat is received, the recipient of the call shall follow the guidelines outlined in this section. When a bomb threat is received, be calm and courteous, and obtain as much information as possible. Be prepared to relate this to the Police Department. Use the attached Bomb Threat Information Form as a guide for collecting information needed by the authorities.

At a minimum, try to find out:

- Exact location of the device
- Time set for detonation
- Description of the device
- Reason the caller has placed the bomb
- Exact words used by the caller

Once the caller hangs up, complete as much information on the Bomb Threat Information Form as possible and notify the police and the Office of the Building.

Unless the location or existence of a bomb is known, evacuation may not be necessary. If a bomb is known to exist, evacuation of the building would be the same as in any other emergency and would continue until either the Fire or Police Department has determined that the building is safe to enter.

If the location of the bomb is not known, the tenant contact person should be instructed to inform employees that a bomb threat has been received. Employees should be asked to examine their work areas for any unusual boxes or items. Since employees know the work areas best, this can save a great deal of time in the bomb search.

If anything suspicious is found, the proper authorities should be notified at once, and the ranking security officer will immediately take charge until they arrive. All persons will be evacuated to a safe distance and doors should be opened to reduce possible concussion. UNDER NO CIRCUMSTANCES WILL PROPERTY PERSONNEL ATTEMPT TO DISARM OR MOVE A SUSPECTED EXPLOSIVE DEVICE.

If a bomb threat is received in writing, all materials must be saved, including envelopes or containers. Once that message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks which are essential to tracing the threat and identifying the writer.

Bomb Threat / Nuisance Call Record
111 West Illinois Street

If a bomb threat is received, CALL 911 IMMEDIATELY

If possible, have someone else call 911 during the call to expedite assistance – after calling 911, immediately contact the Management Office at (312)527-9451 to notify them of the situation and to submit this form.

All employees, especially those regularly answering telephone calls, should keep a copy of this checklist on their desk or near their phone at all times in the event that a bomb threat is received.

Tenant Company Name _____

Name of Person Taking Call _____

Phone # Call Came In On _____ Date of Call _____

Time Call was Taken _____ Approximate Length of Call _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

1. When is the bomb going to explode? _____
2. Where is it right now? _____
3. What will cause the bomb to explode? _____
4. Did you place the bomb? _____
5. Why did you place the bomb? _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE CALL:

Callers Voice

- ☐ Male
- ☐ Female
- ☐ Calm
- ☐ Laughing
- ☐ Lisp
- ☐ Disguised
- ☐ Angry
- ☐ Crying
- ☐ Raspy
- ☐ Accent
- ☐ Excited
- ☐ Normal
- ☐ Deep
- ☐ Slow
- ☐ Cracking Voice
- ☐ Slurred Voice
- ☐ Loud
- ☐ Nasal
- ☐ Rapid

☐ Clearing Throat

- ☐ Stutter
- ☐ Deep Breathing
- ☐ Soft
- ☐ Familiar
(sounded like _____)

Threat Language

- ☐ Well spoken
- ☐ Educated
- ☐ Foul
- ☐ Irrational
- ☐ Incoherent Taped

Background Sounds

- ☐ Street Noises
- ☐ Crockery
- ☐ Voices
- ☐ PA System
- ☐ Static
- ☐ House Noises
- ☐ Motor
- ☐ Factory or Machinery
- ☐ Local
- ☐ Long Distance
- ☐ Telephone Booth
- ☐ Clear
- ☐ Cell Phone
- ☐ Music
- ☐ Animals
- ☐ Office

I. POWER FAILURE

The loss of electrical service in any building can be an extremely disruptive, potentially dangerous situation. In the event of a power failure that affects the entire building, evacuation is mandatory. Similarly, if an isolated outage occurs a partial evacuation of the affected floor(s) would be conducted. Evacuation directions will be provided over the enunciation panel. Do not use elevators but rather the lighted stairwells to exit the building.

The Building is designed to minimize the risk of a general power failure resulting from causes within the building. An emergency generator is dedicated to continued operation of the life-safety systems in a power outage. It has been tested and confirmed operational in case of an emergency. Typically, should a power failure occur, it will affect either an isolated area of the building or some larger portion of the downtown area. The Office of the Building will attempt to advise you regarding the length and cause of the power failure as soon as possible.

Please follow the following steps in the event of a power failure:

1. Contact the Office of the Building by calling (312)527-9451.
2. Raise blinds to let in outside light.
3. If you are instructed to evacuate, the (Assistant) Fire Wardens must conduct a proper evacuation, pursuant to this manual and instructions given by the Office of the Building.
4. Do not congregate in lobby areas or in the street; proceed to your meeting location, as designated by the (Assistant) Fire Warden.

If you are trapped in an elevator during a power failure, use the 2-way communication system that will allow you to speak directly and immediately to the lobby security desk.

J. MEDICAL EMERGENCY

In the event of an injury or accident of a person in the building, ascertain as much information as possible and follow these general steps:

1. Do not move the injured or ill person or assist them without proper training.
2. Quickly check for breathing pattern, blood, and the presence of any jewelry indicating medical information.
3. If an ambulance is needed, call 911, then contact Security at (312)527-9452, or the Office of the Building at (312)527-9451, and provide:
 - a. The nature of the emergency
 - b. Floor Number
 - c. Specific location of injured/ill person on the floor
 - d. State of consciousness
 - e. Respiratory state
 - f. Injured or ill person's name, if known
 - g. Any medical inscriptions
4. Keep the victim warm, comfortable, and calm

Upon arrival of the paramedics, the Office of the Building security staff shall receive the paramedics at the lobby level and will direct paramedics to the location.

1.0 AMBULANCE SERVICES

The Fire Department Ambulance Service (dial 911) will automatically take the patient to the nearest medical facility, which is Northwestern Hospital:

NORTHWESTERN MEMORIAL
251 E. Huron Street
General Phone: 312-926-2000
Emergency Room: 312-926-5188
Patient Information: 312-926-2000

Other local medical facilities include:

MERCY MEDICAL CENTER
Stevenson Expressway at King Drive
General Phone: 312-567-2000
Emergency Room: 312-567-2200
Patient Information: 312-567-2141

MICHAEL REESE
2929 S. Ellis
General Phone: 312-791-2000
Emergency Room: 312-791-2880
Patient Information: 312-791-2026

RUSH PRESBYTERIAN-ST. LUKES
1635 W. Congress Parkway
General Phone: 312-942-5000
Emergency Room: 312-947-0100
Patient Information: 312-942-5000

COOK COUNTY
1969 Ogden Ave
General Phone: 312-864-6000
Emergency Room: 312-864-1250
Patient Information: 312-864-6000

K. ELEVATOR FAILURE

The elevators at the Building are equipped with a variety of features designed to ensure the safety of passengers during normal operation, during a malfunction of the equipment, and other emergency that may affect operation. On occasion, elevators do malfunction even though they are properly maintained. This section addresses an elevator malfunction coupled with an entrapment.

If passengers get trapped in an elevator, it is considered an emergency. Qualified elevator personnel will respond, as they have the expertise, experience, and training to handle these complex situations.

In case of an entrapment or emergency in the elevator:

1. Press the Emergency Call button to establish constant voice communication with Security.
2. If the elevator stops between floors and the door opens, press the Emergency Call button. Stay in the car. Do not try to climb out or jump to the floor below. Do not try to pry open the doors as it may cause additional damage to the equipment that could prolong the emergency.
3. Stay calm and wait for help to arrive. If there is an extended wait, sit on the floor and either look up or ahead so that you will feel less confined.
4. Follow the instructions of the Office of the Building or building security.

The Office of the Building or Security will immediately call the building elevator technician for assistance and will remain in constant contact with the entrapped person.

The Office of the Building or Security shall ask some/all of the following key questions to gather information and to ease the potential anxiety. The answers to these questions will advise the elevator mechanics and engineers of the situation inside the car and provide information to determine the best approach to solving the problem. Questions during initial contact may include:

1. How many passengers are trapped?
2. What are the passenger names and suite locations?
3. Are the passengers calm or experiencing any physical difficulties?
4. Do any of the passengers have medical conditions that might affect their release?
5. Are the lights functioning within the car?
6. Is any call button lit on the panel? If so, which ones?
7. Is there a floor number displayed on the floor position indicator?
8. Is there anyone that the passengers would like us to notify for them?

L. CRIME and SECURITY THREATS

The Building is staffed with uniformed security personnel on a 24-hour, seven-day-a-week basis. They are easily recognized as they are always dressed in uniform a white shirt and gray slacks and have I.D. badges. Our security personnel act as a deterrent to the would-be criminal as well as enforce building regulations, maintain order, and are on the alert for any unusual activities within the Building.

Security matters such as burglary, vandalism, graffiti, unwanted solicitors, suspicious persons, suspicious activities, or intoxicated persons should be reported to the Office of the Building (312)527-9451. In cases of emergencies, these should be reported first to the Chicago Police Department 911 then to the Office of the Building.

Crime Prevention Tips:

1. Be aware of your surroundings.
2. Do not ignore but question strangers encountered in your space.
3. Promptly inform the Office of the Building of employee termination or layoff.
4. To prevent office thefts, keep entrance doors locked at all times. All personal items should be stored in a locked desk drawer.
5. Inventory all valuable property.
6. Engrave or permanently mark the company name along with serial number on your property.
7. After hours and on weekends, be sure to sign in and out at the lobby security desk.
8. Lock laptop computers.

1.0 DESCRIBING A SUSPICIOUS PERSON OR INTRUDER

If you notice a suspicious person or identify an intruder, it is imperative to provide an accurate description to aide the police in apprehending the suspect. To do so, observe and remember the following:

- General description/physical features of the male or female, such as approximate age, height, build, etc.
- Clothing, such as colors and styles, including general appearance.
- Hair color and style.

TIP: COMPARE THE INTRUDER'S PHYSICAL FEATURES TO YOUR OWN (HEIGHT, WEIGHT, ETC.) TO HELP YOU REMEMBER PHYSICAL FEATURES MORE CLEARLY.

2.0 TENANT SECURITY RESPONSIBILITIES

The best way to improve security is for each tenant in the Building to take an active role just as you would in the neighborhood where you live. Use the following suggestions:

1. Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
2. Do not hesitate to report any suspicious or disorderly individuals to the Office of the Building (312)527-9451.
3. Solicitation is not permitted in the building, and any individual who enters your offices for this purpose should be reported to the Office of the Building.
4. Inform the Office of the Building of any Building keys that are lost. This includes keys to your office.

3.0 THEFT

As a theft preventive measure, each time you, one of your employees, or your vendors or contractors remove any material or equipment from the Building, a Building Removal Pass must be completed and brought to the Office of the Building for validation. An authorized

signer from your office must always sign the Building Removal Pass. Each tenant supplies a list of the names and signatures via an Authorized Signature Sheet to the Office of the Building.

In special cases where you have vendors or contractors (carpet cleaning, installation of computer equipment, etc.) coming in after-hours or on the weekends, you must submit an email to the Office of the Building stating who (name of the company and individual, if possible) will be coming, the date, and the approximate time. Also give a brief description of what they will be doing. Request that the individual(s) have some form of identification to present to the Officer on duty. A building engineer will be required to be onsite at the tenant's expense any time a Vendor is in the building outside of normal Building Hours (Building Hours are weekdays 8:00AM – 6:00PM).

Should you suspect that your offices have been broken into or if items are found to be missing, contact the Office of the Building, and the Chicago Police Department. Our Security Staff submits a written report of these incidents to the Building Manager immediately following investigation of the matter. In the meantime, try to avoid disturbing anything in areas that you feel might have been affected by an intruder.

4.0 LOST AND FOUND

Any individual finding lost item(s) should turn them in to the Office of the Building, or to the Security Desk in the Lobby. Any individual searching for a lost item may call the Office of the Building at (312)527-9451.

M. WEATHER-RELATED EMERGENCIES

Weather-related emergencies in the Midwest can include flooding, winter storms and tornadoes. The first priority is ensuring the safety of building occupants and second priority is limiting the damage to the building and contents.

The following sections describe general advice and specific information from the National Weather Service, as well as tips on how to interpret this information as it relates to emergency response at the Building. An understanding of these terms is helpful in ensuring the appropriate response from the tenants.

1.0 FLOODING

Flooding can cause significant damage to the building and its contents, as well as pose a threat to building occupants. This section focuses on flooding that can result from severe heavy rain, melting snow, or water main breaks.

For weather-related flooding, look for distant thunder runoff from a faraway thunderstorm headed in the direction of downtown and look out for water rising rapidly. The following terms are used by the National Weather Service to describe and predict various flood events:

- a. Flash flood or flood statement – This is follow-up information regarding a flash flood/flood event.
- b. Flash flood or flood watch – Flash flooding or flooding is possible within the designated WATCH area. Be alert. Heavy rains that may cause sudden flash flooding in specific areas even without visual warnings.
- c. Flash flood or flood warning – Flash flooding or flooding has been reported or is imminent. Immediate movement to high ground is imperative and evacuation of the Building may be called.

If a flood is predicted, the Office of the Building may evacuate the building. However, once the flood begins, occupants will be urged to stay in the building, as it is much safer than the streets.

2.0 WINTER STORMS (HEAVY SNOW, COLD, ICE)

A winter storm can cause damage to the Building. A blizzard would be the likely cause of a building emergency or potential emergency. The following terms are used by the National Weather Service to describe various snow events:

- a. Blizzard – Winds of 35 mph or more with snow and blowing snow-reducing visibility to less than ¼ mile for at least 3 hours.
- b. Blowing Snow – Wind-driven snow that reduces visibility. Falling snow and/or snow on the ground picked up by the wind may cause this.
- c. Snow Squalls – Brief, intense snow showers accompanied by strong, gusty winds. Accumulation may be significant.
- d. Snow Showers – Snow falling at varying intensities for brief periods of time. Some accumulation is possible.
- e. Snow Flurries – Light snow falling for short duration with little or no accumulations.

3.0 TORNADOES AND LIGHTNING

Tornado winds can be 75 mph or greater. The National Weather Service will announce the approximate time and direction of the movement. If any of these conditions occur or is imminent in the area and may threaten the building, the Office of the Building will issue information and direction.

In the event of a weather-related emergency such as flooding, tornado, or windstorm, the tenant should be prepared to take one or all of the following general actions, as appropriate, for the particular weather-related emergency:

1. Remain calm.
2. After hearing warning sound on radio, listen for details. Gather your personal belongings should an evacuation order be given.
3. The Office of the Building will also contact all tenant contacts and alert them of the severe approaching weather. The (Assistant) Fire Wardens will be asked to alert other tenants on their floor and follow these guidelines:
 - Close blinds, and curtains.
 - Move loose items away from windows to reduce flying debris if window should break.
 - Move away from the exterior of the building to a corridor, elevator lobby, or stairwells. DO NOT USE THE ELEVATORS.
 - Doors between outer offices and inner spaces should be closed.
 - Disconnect all computer, telecommunications equipment, office equipment, and appliances to protect them from possible power surges.
 - Move valuable equipment or documents from outer offices to interior room and to floors above the possible affected floors (in the instance of a flood).
4. Do not evacuate unless instructed by the Office of the Building or City.

M. MEDIA INQUIRIES

MEDIA INQUIRIES

It is important to institute a Media Plan that specifically outlines the proper procedures to adhere to when preparing for and/or confronting an emergency situation. The plan can be correctly formulated by considering the following:

- Appoint a Media Spokesperson for on camera statements and instruct all other personnel not to make any statements to the media. If the media arrives and attempts to force a statement from other non-designated personnel, they can be escorted to the designated area set aside for news media. This area will be assigned or designated by the Office Manager/Media Spokesperson at the onset.
- The Manager will typically be the contact person to make sure that all prepared statements to the media are accurate and factual. If the Media Spokesperson does not know the answer to a question, their response should simply be that no specifics are known at this time and that an attempt will be made to obtain and disseminate the information requested.

MEDIA GUIDELINES

The following are general guidelines for dealing with the media and these steps will help in formulating a strategy for addressing media inquiries.

- The Manager should assess the emergency situation and all proper procedures should be in place prior to responding to media inquiries.
- All media responses including the implementation of the following steps should be guided by the Public Relations members.
- When the media first begins making inquiries, record their names and telephone numbers and promise to get back to them as soon as information is available or when a statement is issued. Make certain to get back with them.
- The Manager should then begin to formulate a formal written statement that acknowledges that Property Manager is aware of the event, is cooperating with officials and will provide information, as it is available. All media responses should be guided to the Public Relations member.
- The Media Spokesperson must then be briefed on all aspects of the emergency in order to respond to media inquiries. The Manager should generally serve as the Media Spokesperson during any emergency situation. The Corporate Communications Director will assist in making the determination as to whether an outside agency is needed.
- It is important to maintain an accurate log of all media interviews along with a summary of all information that was provided. Fill out the pre- and post-interview media plan.
- Keep abreast of all other parties commenting on the emergency such as police, fire, tenants and patrons. Coordinating the statements with local authorities will ensure a consistent message to the media.
- The Manager should train administrative assistants on how to direct, screen and/or handle calls during an emergency.
- Once local authorities determine that the incident has been resolved, or is under control, the Media Spokesperson should be briefed on how to communicate this information to the media and to other parties.
- After the situation is over, the Manager should determine if any post-crisis action/activities need to be taken to correct perceptions created by the emergency.

MEDIA MANAGEMENT TIPS

- Have a member of the management act as gatekeeper by being the initial contact and screener of media calls. They should always record the names and phone numbers of media callers and ask about their deadlines. A return call will then be necessary and provide additional time for response preparation. Fill out the pre-interview media plan.

Always remember: The type of information conveyed to the media can be controlled, however, what is finally reported or how it is reported cannot.

Reporters will acknowledge everything that is said as on the record. They are not trying to trick anyone on purpose; they simply have specific editorial information that must be gathered or specific procedures that must be followed.

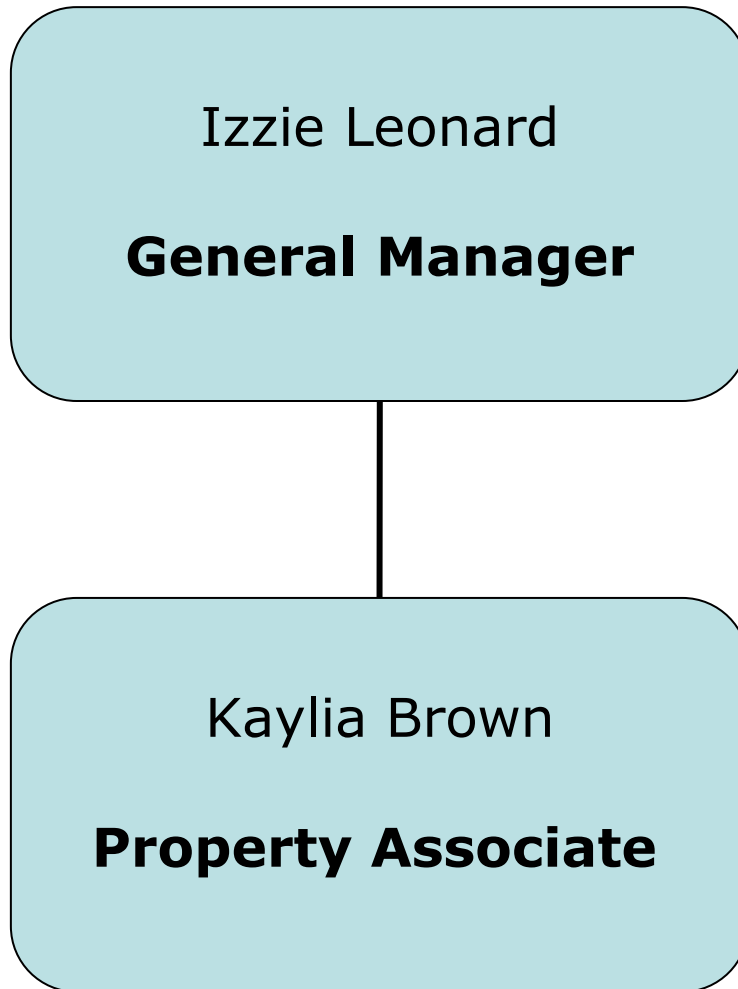
DO NOT give the media opinions; give them the facts and the truth.

Never hesitate to ask the reporter what questions they would like answered. Record the questions and take the opportunity, if possible, to call the reporter back. This will allow time to gather accurate information and formulate a statement.

** A favorite media ploy is the emphasized pause. Reporters often use silence to make people nervous so they may begin rambling to fill up the silence. Keep smiling and keep quiet after a question has been answered. **

Appendix 1 – Property Team Organizational Chart

Management Team



Security Team

Tramonja
Booth
**Security
Supervisor**

Gregory Levi

Security

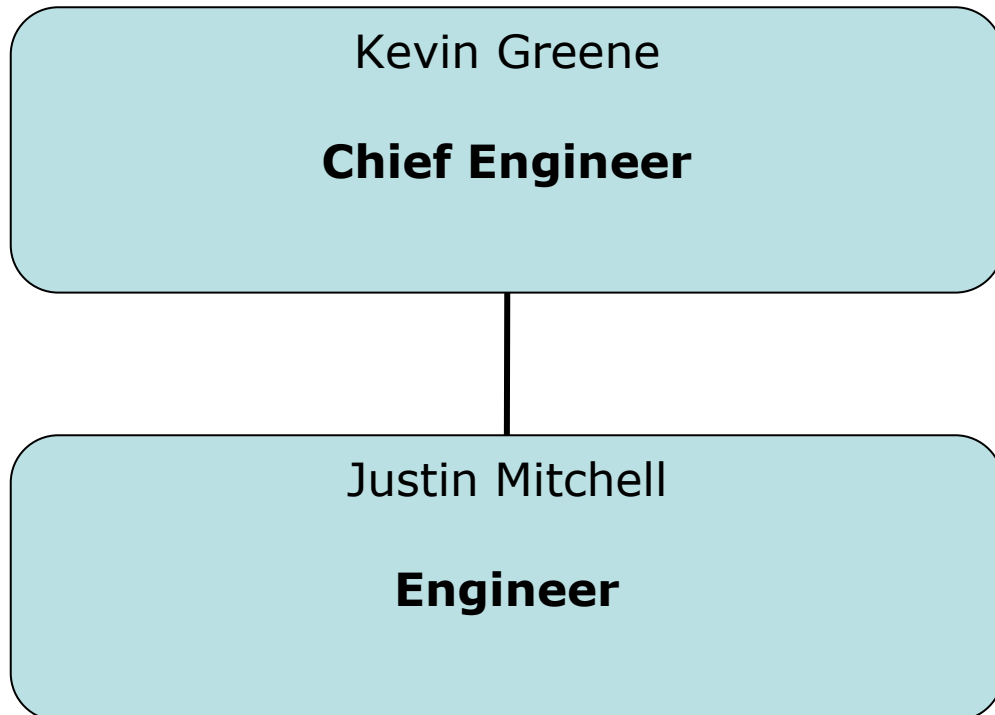
Bryant Hayes

Security

James
Washington

Security

Engineering Team



Appendix 2.0 – Bomb Threat Checklist

If a bomb threat is received, CALL 911 IMMEDIATELY

If possible, have someone else call 911 during the call to expedite assistance – after calling 911, immediately contact the Management Office at (312)527-9451 to notify them of the situation and to submit this form.

All employees, especially those regularly answering telephone calls, should keep a copy of this checklist on their desk or near their phone at all times in the event that a bomb threat is received.

Tenant Company Name _____

Name of Person Taking Call _____

Phone # Call Came In On _____ Date of Call _____

Time Call was Taken _____ Approximate Length of Call _____

IF POSSIBLE, ASK THE CALLER THE FOLLOWING QUESTIONS:

6. When is the bomb going to explode? _____
7. Where is it right now? _____
8. What will cause the bomb to explode? _____
9. Did you place the bomb? _____
10. Why did you place the bomb? _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE CALL:

Callers Voice

- ☐ Male
- ☐ Female
- ☐ Calm
- ☐ Laughing
- ☐ Lisp
- ☐ Disguised
- ☐ Angry
- ☐ Crying
- ☐ Raspy
- ☐ Accent
- ☐ Excited
- ☐ Normal
- ☐ Deep
- ☐ Slow
- ☐ Cracking Voice
- ☐ Slurred Voice
- ☐ Loud
- ☐ Nasal
- ☐ Rapid

☐ Clearing Throat

- ☐ Stutter
- ☐ Deep Breathing
- ☐ Soft
- ☐ Familiar
- (sounded like _____)

Threat Language

- ☐ Well spoken
- ☐ Educated
- ☐ Foul
- ☐ Irrational
- ☐ Incoherent Taped

Background Sounds

- ☐ Street Noises
- ☐ Crockery
- ☐ Voices
- ☐ PA System
- ☐ Static
- ☐ House Noises
- ☐ Motor
- ☐ Factory or Machinery
- ☐ Local
- ☐ Long Distance
- ☐ Telephone Booth
- ☐ Clear
- ☐ Cell Phone
- ☐ Music
- ☐ Animals
- ☐ Office

Appendix 3.0 – Tenant Emergency Contact Information List

If you'd like to update your company information on the below sheet, please contact the Office of the Building for a blank form.



111 West Illinois

Tenant Contact Information List

Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Office of the Building.

Company: _____ Suite or Floor Number: _____
Main Phone Number: _____ Main Fax Number: _____
Primary Contact: _____ Email Address of Primary Contact: _____
Nature of Business: _____ Completed By: _____
Date Completed: _____ Number of Employees (day and night): _____

The following individuals are to be contacted, in order as they appear, in the event of a Day-time Emergency:

Name	Title	Home Phone	Mobile Number	Office Number	Email Address

The following individuals are to be contacted in the event of an After-hours Emergency:

Name	Title	Home Phone	Mobile Number	Office Number	Email Address

ATTACHMENT 2
111 West Illinois
Tenant Floor Emergency Teams

Note: Tenant is required to update this information quarterly (or as data changes) and resubmit this form to the Office of the Building.

Floor #:		
Floor Emergency Team/Position	Name, Office Phone and Email	Name, Office Phone and Email of Alternate
Floor Warden		
Searchers (min. 2)		
Stairwell Monitors		
Elevator Monitors		
Evacuation Assistants for Mobility Impaired Occupants		

Floor #:		
Floor Emergency Team/Position	Name, Office Phone and Email	Name, Office Phone and Email of Alternate
Floor Warden		
Searchers (min. 2)		
Stairwell Monitors		
Elevator Monitors		
Evacuation Assistants for Mobility Impaired Occupants		

Please copy and repeat use of this form for tenancy in excess of two floors.

Appendix 4.0

111 West Illinois Emergency Preparedness Manual Acknowledgement Form

Each Tenant is required by law to observe and cooperate with the 111 West Illinois Emergency Procedures and to enforce occupant participation in all related training and drills. It is the Tenant's responsibility to review the Emergency Procedures with all employees and to ensure that the manual is available for immediate reference in the event of an emergency.

By signing this form below, Tenant acknowledges their receipt of the Emergency Preparedness Manual for 111 West Illinois, acknowledges that the information provided is clear and understandable and acknowledges their responsibility to share the contents herein with the Tenant's entire staff and any new employees that join the company.

Company Name _____

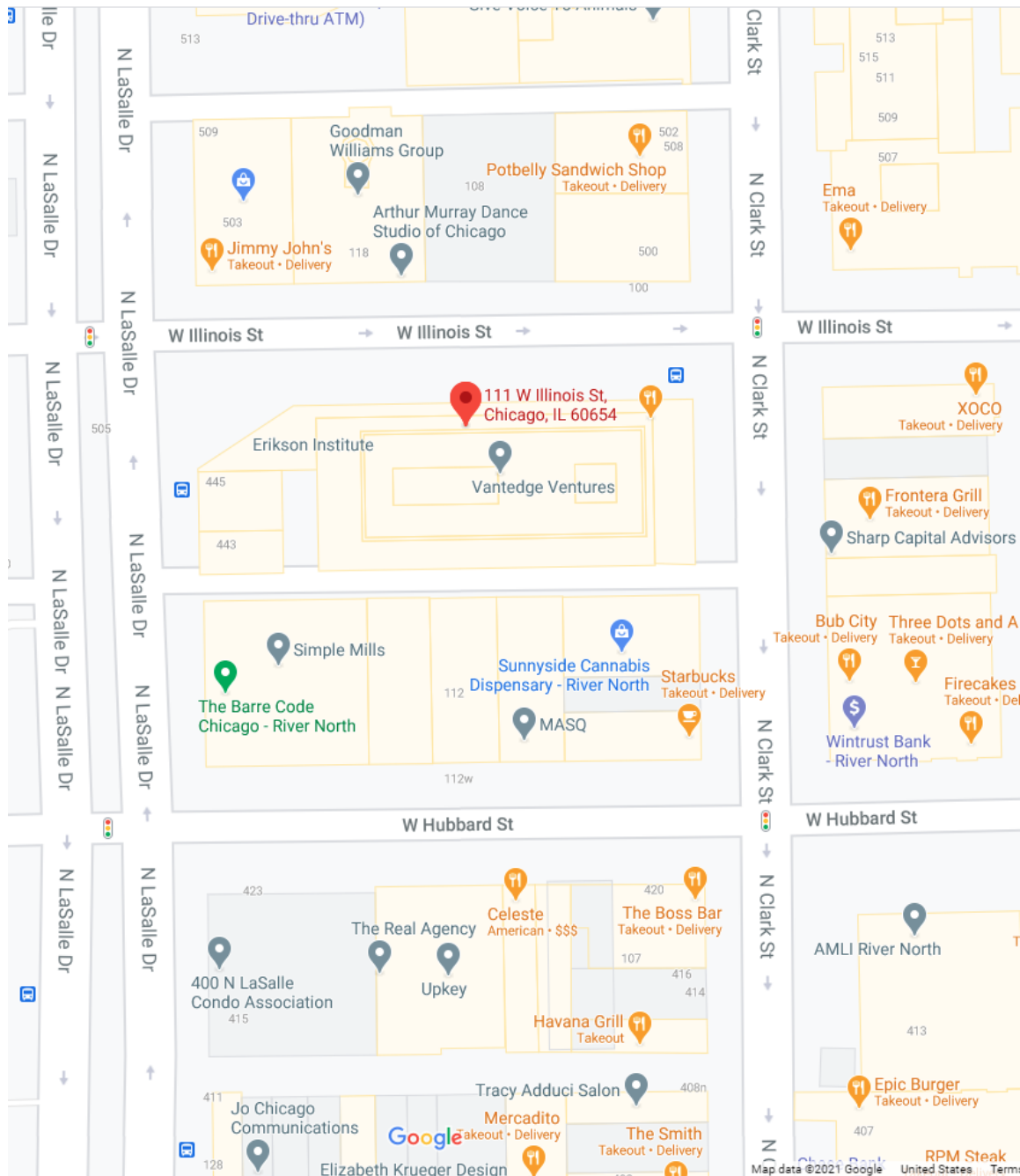
Authorized Individual _____

Authorized Signature _____

Date _____

Appendix 5.0

Designated Areas of Regroup/Refuge to be determined by each Tenant



Appendix 6.0 – Building Floor Plans

The following is the typical floor plan at 111 West Illinois. For specific floor plans for your individual floors, please contact the Office of the Building:
(312) 527-9451 or One11WestIllinois@am.jll.com.

