



ANNUAL SECURITY AND FIRE SAFETY REPORT

2018

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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. SOS Security LLP Security 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.

Newmark Knight Frank, 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. Newmark Knight Frank 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, Director of Enrollment Management 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 Dean of Students, Vice President for Finance and Operations or Director of Enrollment Management will not obligate you to prosecute nor will it subject you to scrutiny or judgment from these staff members.

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

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

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, a survivor should 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 Enrollment Management will guide you through the available options and support you in your decision. Counseling is available through the Rape Crisis Hotline of the YWCA (1.888.293.2080), the Rape Victim Emergency 24-hour hotline (312.744.8418) and Erikson's Employee/Student Assistance Program (1-800-292-2780). Student victims have the option to change their academic situations after an alleged sexual assault if such changes are reasonably available.

Erikson's student disciplinary process is detailed in the Bulletin. In addition to the guidelines in

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

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

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
Director of Enrollment Management	3 rd floor, Office 319	312.893.7141
Chief HR & Facilities Officer	3 rd floor, office #325	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: 1-888-628-4824. 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 Information Technology Department is responsible for issuing campus security alerts. The department collaborates with the Chief HR & Facilities Officer, Newmark Knight Frank (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 Newmark Knight Frank (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 CLEARMAP website at (<http://gis.chicagopolice.org/>). The website provides information on criminal activities in different neighborhoods and during different time periods in Chicago. In addition, the CLEARMAP sex offenders Web application (<http://sexoffender.chicagopolice.org/>) enables you to search the Chicago Police Department's database of registered sex offenders. The CPD maintains a list of sex offenders residing in the city of Chicago who are required to register under the Sex Offender Registration Act, 730 ILCS 150/2, ET SEQ. The data are updated once per day. In searching for statistics on crime incidents, sex offenders, or other categories, you can search using an address, by community area, ward, police beat, and district, and around a school or park. You can also search by a custom drawn polygon or a name.

Security of and Access to Campus Facilities

Erikson's campus facility is open from 7:30 a.m.-9:00 p.m. Monday through Thursday and 7:30 a.m. – 6:00 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, and 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 www.ers-eap.com.

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

- David Saenz Director of Enrollment Management
- Valerie Williams Associate Director, Admission and Multicultural Affairs
- Colette Davison Dean of Students
- 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.Lincoln4Benefits.com or www.GuidanceResources.com
(user name = LFGsupport; password = LFGsupport1)

Toll Free Number: 1- 888-628-4824. 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

ILCS 540/4

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

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

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

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

ILCS 570/406(b)(3)

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

ILCS 600/3.5

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

ILCS 570/402

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

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

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

ILCS 570/402

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

ILCS 570/402

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

ILCS 570/402

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

ILCS 5/24.5-5

Possession of Nitrous Oxide (any amount) up to \$2,500 fine and 1 year in jail.

The Sale, Manufacture, Possession with Intent to Traffic Drugs Illinois Combined Statutes 720

ILCS 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, Floralin 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, Tussionex, 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 Enrollment Management 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 Chief 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).
- 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;
 - Colette Davison, Dean of Students, cdavison@erikson.edu, 312.893.7173
 - 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 cab 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
- Colette Davison, Dean of Students
- 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 Enrollment Management. The Dean of Students and Director of Enrollment Management 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 Enrollment Management 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 Enrollment Management 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 Enrollment Management 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 Enrollment Management believes after initial investigation that misconduct has occurred but the student disagrees with either this conclusion or the proposed sanction, the Vice President/delegate shall prepare a memorandum summarizing the results of the initial investigation, discussions to date with the student, and sanction being proposed. This memorandum shall be delivered to the Senior Vice President for Academic Affairs/Dean of Faculty or delegate for further proceedings. Depending upon the circumstances of the allegation, the Senior Vice President for Academic Affairs/Dean of Faculty or delegate shall implement either an administrative or committee review process, the choice of which shall be made at the discretion of the Senior Vice President for Academic Affairs/Dean of Faculty or delegate.

If an administrative review is chosen, that review shall be delegated to a member of the Institute administration (other than the Dean of Students and/or Director of Enrollment Management) 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 Enrollment Management and the facts that the investigator has found. This recommendation shall be made to the Senior Vice President for Academic Affairs/Dean of Faculty or delegate for final resolution of the matter. The decision of the Senior Vice President for Academic Affairs/Dean of Faculty or delegate is final.

If a committee review is chosen, the Institute, through its Senior Vice President for Academic Affairs/Dean of Faculty or delegate, shall appoint an ad hoc committee of three members to investigate the complaint. The committee members should include Institute faculty members or administrators and may, but need not, include a current student; one of the committee members should be designated by the Institute as chair. The committee should investigate the circumstances of the complaint by interviewing the student, any complainant, and witnesses, as well as by reviewing documents and conducting other investigation deemed appropriate. The accused student shall be afforded an opportunity to meet with the committee and supply written materials and documents justifying the student's position. The committee review contemplated is a fact-finding and dispute resolution process, not an evidentiary hearing, and

no witness or party to the complaint has the right to personally confront other witnesses/parties or to question them directly. Attorney involvement in committee interviews or the investigative process may, but need not, be permitted at the discretion of the Institute. After concluding the investigation, the committee shall prepare a written recommendation discussing the alleged misconduct and sanction originally proposed by the Dean of Students and/or Director of Enrollment Management and the facts that the committee has found; this recommendation shall be made to the Senior Vice President for Academic Affairs/Dean of Faculty or delegate for final resolution of the matter. The decision of the Senior Vice President for Academic Affairs/Dean of Faculty is final.

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

2019 Campus Safety and Security Survey

Institution: Main Campus (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?

<input checked="" type="radio"/>	No.
<input type="radio"/>	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:	

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

<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
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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.

<input checked="" type="radio"/>	Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
<input type="radio"/>	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.
<input type="radio"/>	Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
<input type="radio"/>	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			
	2016	2017	2018	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	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)."

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			
	2016	2017	2018	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	1
h. <u>Aggravated assault</u>	0	1	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	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 - On campus

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][illegible][illegible]

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

[illegible]

Criminal offense	2017 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2017							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

[illegible]

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	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)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.				
Crime	Total occurrences On Campus			
	2016	2017	2018	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	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)."

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			
	2016	2017	2018	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	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)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	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 - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	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)."

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.
Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	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)."

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.
Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2016	2017	2018
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	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)."

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.

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.

	Number		
	2016	2017	2018
a. <u>Total unfounded crimes</u>	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)."

XXV. APPENDIX B: Fire/Life Safety Manual

EMERGENCY PROCEDURES PLAN (EPP)

111 W Illinois St

Emergency - 911

Police Department (312) 746-6000 or 311

Fire Department (312) 744-6666

Poison control center (800) 222-1222

Gas Company (312) 240-4000

Emergency (866) 556-6002

Electric Company (800) 334-7661

Management Office (312) 527-9451

Hayley Holmes

Sr Property Manager

Newmark Knight Frank

111 W Illinois St, Chicago, IL 60654

Direct: 312-527-9451

Hayley.holmes@ngkf.com

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Overview

The Ownership and Management of 111 W Illinois take Fire and Life Safety very seriously. Our objective is to provide our tenants with a safe and comfortable working environment. With this in mind, this Emergency Procedures Handbook was developed by building management and should be kept on file in the management office.

While the Fire and Life Safety Systems in the building are engineered to ensure the safety of all occupants in the building in the event of an emergency, it is important that all individuals working in the building understand the building's emergency procedures. However, each emergency is unique and sometimes the recommended procedures may not be suitable for all conditions that arise. Therefore, common sense should always be the primary element of any emergency procedure.

Please take the time to familiarize your entire staff with these procedures. If you have any questions regarding these procedures or any of the Fire and Life Safety systems in place at One11, please contact the Management Office at 312-527-9451.

Emergency Phone Numbers

Emergency: 911

Fire Department: 911

Police Department: 911

Management Office: 312-527-9451

NKF After-Hours Emergencies: 1-773-406-7256

Poison Control Center: 800-222-1222

Fire Alarm System

If a smoke detector, sprinkler head, or pull station is activated the horns and strobes will sound and blink only on the fire floor, one floor above, one floor below and the first floor only. All stairwells will sound also.

All elevators will go to the first floor and remain there until the fire system has been reset. There may be residual sound coming for the system between floors. If you do not see the strobes blinking and hear the horns, you do not need to evacuate but stand by.

Floor Response Team

If applicable based on the size of the building and number of employees at the time of move-in, each tenant is asked to complete the **Floor Response Team Form** (found in at the end this handbook) designating personnel that will be responsible for taking charge in the event of an emergency. It is up to each tenant to assure that this form is updated when designated personnel leave employment of the firm or for other reasons is no longer able to perform the outlined duties of emergency personnel.

While the Management Office may periodically host Floor Response Team training, the general responsibilities are outlined here. It is the responsibility of all Floor Response Team personnel to familiarize themselves with these guidelines as well as all of the building's Emergency Procedures.

There are six primary Floor Response Team positions. They are:

- ♦ **Floor Warden** – Responsible for controlling staff in event of emergency and explaining/overseeing all emergency actions.
- ♦ **Alternate Floor Warden** - Each tenant must designate an Alternate Floor Warden in case the Floor Warden is out of the office when an emergency occurs.
- ♦ **Stairwell Monitor** – At direction of Floor Warden, leads employees to exit stairwells and monitors the safe and efficient evacuation via stairwells.
- ♦ **Elevator Monitor** – Is positioned at elevator banks and ensures that no one uses the elevators during an emergency.
- ♦ **Searcher** – After all personnel have evacuated the suite, the searcher returns to the office suite to ensure that all have in fact evacuated and that there are no injured persons left behind.
- ♦ **Assistant to the Physically Impaired** – Assists any physically impaired individuals during an emergency and/or building evacuation.

Floor Warden Responsibilities

Each member of the building's Floor Response Team has an extremely important job to perform in the event of an emergency. Each Floor Response Team designee should become familiar with the following duties.

- ♦ Appoints personnel to the emergency team and fills all vacant positions.
- ♦ Maintains an updated roster of Floor Response Team personnel.
- ♦ Keeps Management Office updated on any changes in Floor Response Team personnel.
- ♦ Alerts Floor Response Team designees of potential emergencies.
- ♦ Supervises the activities and training of Floor Response Team.
- ♦ Responsible for informing and training Floor Response Team in emergency procedures.
- ♦ Ensures that Floor Response Team knows their assigned duties and locations in case of an emergency.
- ♦ Pre-plans the handling of physically impaired personnel during evacuation.
- ♦ Responsible for the evacuation of Floor Response Team.
- ♦ Responsible for notifying Elevator Monitor to evacuate.

Stairwell Monitor Responsibilities

- ♦ Takes position at assigned exits and assists in the evacuation of all personnel.
- ♦ Feels stairwell door with back of hand for heat. If no heat is detected, opens door slowly to inspect stairwell for possible heat and smoke conditions before evacuation.
- ♦ Instructs personnel to form single file lines in stairwell and directs personnel to exit along the right side of the stairwell.

- ♦ Supervises and monitors evacuation flow while remaining calm and encouraging others to remain calm and orderly during evacuation.
- ♦ Remains at exit until Searchers have cleared all personnel for the floor.
- ♦ Instructs personnel to not bring food or drink down stairs. These are refuge areas and must be free of obstacles or spillage.

Elevator Monitor

- ♦ Under the supervision of the Floor Warden, Elevator Monitors are responsible for ensuring that no one uses the elevators during an emergency.
- ♦ Is positioned at the elevators and directs employees to the nearest stairway.
- ♦ Must be familiar with the building's emergency procedures and the location of all stairwells.
- ♦ Remains at designated post until instructed to evacuate by the Floor Warden.

Searcher

- ♦ Under the supervision of the Floor Warden, Searchers are responsible for finding and evacuating all personnel from the floor, specifically from remote areas such as storage rooms, file rooms, coffee/break areas, restrooms, etc.
- ♦ Check all rooms including restrooms, conference rooms, reception areas, offices and remote areas.
- ♦ Close, but do not lock, all doors after you have determined that the room has been evacuated. This is a critical component in assisting to contain the fire.
- ♦ Place a "searched" sticker or note on doors at knee height to indicate a room has been searched and evacuated. (In the event of an actual fire, the floor may be filled with smoke by the time firemen reach it and the lower the "searched" sticker is placed the easier it will be for them to see it.)
- ♦ Advises any remaining personnel on the floor of the emergency and insists on their evacuation.
- ♦ Evacuates non-employees found on the floor.
- ♦ Must be familiar with the building's Emergency Procedures and the location of all stairwells.

Assistant to the Physically Impaired

- ♦ Under the supervision of the Floor Warden, the Assistant to the Physically Impaired is responsible for the safe evacuation of any physically impaired personnel.
- ♦ Maintains an up-to-date list of impaired employees and provides to building management. The list must include persons name, disability and specific location (floor and area).
- ♦ Moves all wheelchair bound personnel to the stairwell area and waits with them until emergency personnel arrive.
- ♦ Examples of physical impairments (temporary or permanent):
 - Pregnancy
 - Crutches, Walkers, Wheelchairs
 - Injury

Fire

IF A FIRE IS DISCOVERED INSIDE YOUR SUITE

1. Advise others and move everyone away from the fire.
 2. Confine the fire by closing all doors in the area.
 3. Notify the Fire Department (911) and provide the following information:
 - ♦ Building Name – One11
 - ♦ Building Address – 111 W Illinois St, Chicago IL 60654
 - ♦ Nearest Cross Street – Illinois & Clark or Illinois & LaSalle
 - ♦ Suite Number or Exact Location of Fire
 - ♦ Your call back number
- NOTE: Do not hang up until the Emergency Operator does so.
4. Notify the Management Office at 312-527-9451.
 5. Attempt to extinguish the fire only under the following conditions:
 - ♦ If the fire is small and can easily be extinguished.
 - ♦ You are familiar with the operation of an extinguisher and it can be done safely.
 - ♦ You have someone with you.
 - ♦ You have your back facing and exit.
 6. Proceed to the nearest exit to evacuate. Exit via stairwells; do not use the elevators.
 7. Once outside the building, move to a safe refuge area away from the building and Fire Department operations.

NOTE: FIRES NEED FUEL, HEAT AND OXYGEN TO SURVIVE. YOU CAN REDUCE OR EXTINGUISH FIRE BY REMOVING ANY ONE OF THESE ELEMENTS. FOR EXAMPLE, CLOSE DOORS AND USE EXTINGUISHER TO REDUCE OXYGEN, THROW WATER ON THE FIRE TO REDUCE HEAT, AND ELIMINATE FUEL SOURCES BY REMOVING NEARBY PAPER, PLASTICS, AND OTHER FLAMMABLES.

IF A FIRE IS DISCOVERED OUTSIDE OF YOUR SUITE:

If you are in your suite, smoke or heat is evident in the corridor, and you are not able to exit, proceed as follows:

1. Call 911 and provide the following information:
 - ♦ Building Name – One11
 - ♦ Building Address – 111 W Illinois St, Chicago IL 60654
 - ♦ Nearest Cross Street – Illinois & Clark or Illinois & LaSalle
 - ♦ Suite Number or Exact Location of Fire
 - ♦ Your call back number
- NOTE: Do not hang up until the Emergency Operator does so.
2. Call the Management Office at 312-527-9451
 - ♦ Report your building number, floor and suite number.
 3. **FEEL THE DOOR.** If it is hot or warm, **DO NOT OPEN IT!**
 4. **CLOSE AS MANY DOORS AS POSSIBLE BETWEEN YOU AND THE FIRE.**

5. **IF SMOKE ENTERS YOUR SUITE FROM BENEATH THE DOOR**, seal the area with a fire blanket, wet towel or other moist material.
6. **IF SMOKE IN YOUR SUITE BECOMES UNBEARABLE**, break a window for additional oxygen.
7. **IF YOUR TELEPHONE STOPS WORKING**, display brightly colored material from the window. Wave it to make it more visible to rescuers.
8. **DO NOT JUMP!**

Fire Safety Reminders

1. Post emergency phone numbers for all employees.
2. Make sure all employees are aware of the location of fire extinguishers and are familiar with how an extinguisher operates.
3. In a fire or other emergency, follow the instruction of your designated Floor Warden and other Emergency Personnel.
4. Never use the elevators.
5. While it is usually advised to go downward in a building during a fire, there are occasions when it may be necessary to go to an upper floor or the roof. For example, if smoke enters the stairwell, you may be driven upwards toward cleaner air.
6. If you encounter smoke, get down on your hands and knees. Air is cleaner and cooler near the floor. Crawl to the nearest stairwell and exit if it is safe to do so.
7. Few people are burned to death in fires. Most fire-related deaths are the result of smoke inhalation, poisonous gas or panic. Panic can be avoided by being well prepared for an emergency. Learn all the emergency procedures as if they were second nature.

Fire Prevention Tips

EXTENSION CORDS

Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

RE: PORTABLE ELECTRONIC HEATERS (SPACE HEATERS)

Chicago Fire Department Code grants the Fire Department the authority to prohibit use of portable heaters in occupancies or situations where such use or operation would present an undue danger to life or property. They are prohibited for several occupancy uses (i.e., health care, ambulatory health care, detention and corrections). However, for office occupancies, the management of an office building can apply for a permit to allow portable electronic heaters, thereby assuming responsibility for inspecting this equipment. The hazards associated with the use of portable electric heaters necessitate the issuance of this permit, which can be revoked if the conditions of the permit are not adhered to. Concerns with portable electronic heaters include:

Every heater has a minimum allowable clearance distance to combustible material that must be strictly adhered to. For ceramic disk and fan-type heaters, this is typically three (3) feet in front of the heater and 1.5 feet on the other three sides and above. Refer to your operator's manual for exact requirements. Heaters can easily ignite paper, cloth and other lightweight material. Heaters that are too close to heavier material, such as wood, carpet and plastic, can reduce their ignition points (temperatures) until a fire occurs after days or even weeks of heater use.

One common location for smaller portable electric heaters is under desks. This is a potentially hazardous place for them. It is difficult to maintain proper clearances. Paper and other highly combustible material can accidentally fall or be kicked into the clearance area around the heater. Also, many of these heaters are not approved for use on carpet.

Even one portable electric heater (typically using more than 1500 watts of electricity) will load a typical office electrical circuit to near capacity. If other electrical devices are on the circuit, a heater can easily overload it. If they do, there is a risk of an electrical wiring fire. The building engineer or a qualified electrician must be consulted to verify that a circuit can handle a portable electric heater.

The use of extension cords with portable electric heaters is discouraged, since the high amount of current they require could melt the cord and start a fire if the extension cord is not of adequate size (gauge).

General safety guidelines for portable electronic heaters include:

- ♦ Use of portable heaters that burn fossil fuels or Liquefied Petroleum Gas (LPG) is prohibited.
- ♦ Portable heaters must be tested and approved by FM, UL or any other nationally recognized testing laboratory. At a minimum the heater must be equipped with:
 - A working thermostat designed into it.
 - A tip-over shutdown feature.
 - An overheat-thermal cutoff feature.
- ♦ The heater must be electronically powered and must not take more than 115 volts of electricity to operate.
- ♦ Never leave portable heaters on when you leave the room.
- ♦ NO spliced wire or taped connections.
- ♦ A dirty heater can overheat, resulting in fire.
- ♦ Place the portable electric heater away from paths of egress.
- ♦ Portable heaters with exposed heating elements are prohibited.
- ♦ Each portable electric heater use must be pre-approved by building management/engineering.

We also recommend that the user of a portable electric heater make sure that their heater hasn't been the subject of a safety recall. Many heaters are recalled each year. Check the consumer Product Safety Commission web site at: <http://www.cpsc.gov/cpscpub/prerel/prerel.html>

ADDITIONAL FIRE PREVENTION TIPS:

1. Replace any electrical cord that has cracked insulation or a broken connector.
2. Do not pinch electrical cords under or behind furniture.

3. Do not run electrical extension cords under chair mats or across doorways where they can be stepped on or chaffed.
4. Leave space for air to circulate around heaters and other heat-producing equipment such as copiers and computer terminals.
5. Turn off or unplug all appliances, including coffee makers and hot plates at the end of each workday.
6. Keep exits, storage areas and stairways free from waste paper, empty boxes, dirty rags and other fire hazards.
7. Know the locations of fire extinguishers in the building and your work area.
8. Remove trash on a regular basis.
9. Close all doors after working hours.
10. Discard all flammable liquids.
11. Observe the building's NO SMOKING policies. Never throw matches or cigarette butts into waste containers (inside or outside of building).

Fire Extinguisher Location & Basic Operation

Fire extinguishers are located:

- ♦ One at each stairwell on every floor (East, Center, West(Erikson)).
- ♦ There should also be fire extinguishers in your suite.

All extinguishers in the buildings may be used on fires originating from wood, paper, plastic, grease, oil and electricity.

Please make yourself aware of the location of fire extinguishers on your floor.

Operating a Fire Extinguisher:

- ♦ To open the cabinet, pull the handle to open.
- ♦ Remember the "P-A-S-S" method for effective fire extinguisher use:
 - P** – Pull the safety pin. This is usually the pin with a string attached.
 - A** – Aim the hose, nozzle or horn at the base of the fire.
 - S** – Squeeze the trigger handle
 - S** – Sweep from side to side and watch for the re-flash of the fire.

NOTE: ALWAYS MAINTAIN A THREE-FOOT CLEARANCE AREA AROUND FIRE EQUIPMENT. ONCE THE EQUIPMENT HAS BEEN USED, DO NOT TRY TO RE-HANG IT, EVEN FOR A FEW SECONDS. USED EXTINGUISHER'S SHOULD BE SERVICED IMMEDIATELY!

Earthquakes

Earthquake Preparedness

While the office building is structurally designed to minimize earthquake damage, it is wise for all occupants to be well prepared as well as keenly aware of the earthquake emergency procedures.

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event of an earthquake:

- ❑ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ❑ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply.
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- ❑ Heavy work gloves
- ❑ Hard Hats & Goggles
- ❑ Work shoes
- ❑ Generator
- ❑ Shovels, crowbars
- ❑ Catalytic heater
- ❑ Dust masks
- ❑ Chemical toilets, waste bags, lime
- ❑ Water purification tablets
- ❑ Sleeping bags & Cots
- ❑ Portable stove
- ❑ Eating utensils
- ❑ Instant ice pack
- ❑ Pre-moistened towelettes

During an Earthquake

- I. While Earthquake Emergency Procedures are similar to those of a fire, one specific difference should be communicated to all building occupants: Evacuation during fire is highly probable, whereas EVACUATION DURING AN EARTHQUAKE IS NOT PROBABLE.
- II. Please adhere to the following safety procedures during an earthquake:

1. Take shelter away from windows and seek protection under tables, desks, or other objects that offer shelter from flying glass and debris.
2. Do not leave the sheltered area or exit the building until the quake is over. Seek safety where you are and leave calmly afterward if evacuation is necessary.
3. Do not dash for exits – stairwells may be unsafe.
4. Never attempt to use elevators during an earthquake. Afterwards, do not use elevators until they are checked for safety.
5. Stay clear of bookcases, file cabinets, windows and other heavy objects.
6. Turn off electrical equipment. Do not be surprised if electricity goes off or alarm systems are activated.
7. Do not smoke or use matches in case of gas leaks. If power fails, use battery operated lights.

III. If you are outside of the building when an earthquake occurs:

1. Move away from buildings, utility wires and poles, debris and areas subject to falling glass.
2. If you are unable to reach a clear area, stand in a doorway or archway.
3. If threatened by falling debris, cover face with one forearm and the back of the head with the other.
4. The most dangerous place to be is on a sidewalk subject to falling debris such as glass and masonry.

After an Earthquake

1. Check for injured persons. **DO NOT** attempt to move a seriously injured person unless they are in immediate danger.
2. **DO NOT** use matches, candles or other open flames.
3. **DO NOT** turn on electrical switches or appliances.
4. Inspect your area for damage. Check for fire. Check utilities for gas and water leaks or electrical shorts. Stay clear of wires that are shorting out.
5. If you smell gas, open all windows. Evacuate the building if possible and report the leak to the Fire Department first, if possible, and then Building Management.
6. Clean up any dangerous spills.
7. Replace telephone receivers to restore communications. However, do not use telephones, except to reach Management Office or the Fire Department.
8. Listen to the radio for emergency reports.
9. **DO NOT** spread false rumors regarding the condition of the building or anything else that may cause panic.
10. Cooperate with Management personnel and Fire Department representatives.
11. Be prepared and stay alert for aftershocks

IV. Checklist for Business Survival following an Earthquake

Businesses face many hurdles in recovering from earthquakes. A key to survival is looking ahead and planning for recovery before an earthquake strikes. The following checklist identifies areas that can reduce the impact of an earthquake by enabling your company to continue normal business operations.

- ☐ Make agreements with vendors and suppliers to assure continued business or identify alternate sources in the event your normal vendors are unable to function after an earthquake.

- ❑ Develop and maintain inventories for critical supplies, equipment and employee skills.
- ❑ Develop a plan for informing clients, the general public and the media about company operations following an earthquake.
- ❑ Store duplicates of vital company records and important documents off-site.
- ❑ Take steps to “quake proof” your computer facility and equipment.
- ❑ Establish contracts with engineers and suppliers to survey damage and perform clean up following an earthquake.
- ❑ Develop a plan for business restoration including securing alternate work sites for personnel, restoring damaged utility systems, and controlling access to company facilities.
- ❑ Develop alternate marketing strategies for your products or for moving into other markets under post earthquake conditions.
- ❑ Create post-earthquake financing and investment strategies to protect corporate assets.
- ❑ Make sure your bank is informed about your disaster contingency planning to assure quick response to your post-earthquake needs.
- ❑ Review existing inter-company mutual aid agreements to establish what needs might be following an earthquake.

Hurricanes

In the event a hurricane warning is issued, we have developed the following outline of what steps will be taken at the building to ensure adequate preparation for such a storm. Please review and telephone the management office at 312-527-9451 with any questions.

Upon receipt of a **Hurricane Warning** from the National Hurricane Center, the following procedures shall apply for all tenants.

1. **Evacuation of the building will become effective immediately.**
2. **All building entrances will be closed and secured for the storm. No entry shall be permitted once secure.**

It is the intent of management to have the building completely evacuated within 2 hours after the hurricane warning is issued. Please take the necessary steps to allow for a timely and orderly evacuation.

3. **All vehicles must be removed from the parking garage. We will not be responsible for any damage caused to vehicles left in the parking garage after an evacuation has been ordered.**
4. **Property damage during a hurricane is usually a result of window breakage and flooding from rain or rising water. The greatest threat to an office space will be if a window breaks.**

Tenants are recommended to take the following precautionary measures to protect their property if a window should break in their office space.

All valuables, records, equipment, loose articles, pictures and wall hangings should be removed from perimeter offices having windows and be stored in office areas near the core of the building. All doors leading to the secure area should be closed and locked if possible.

5. Within each office, all electric office machines, telephone equipment, and any copying equipment should be unplugged and moved to a secure area for best possible protection.
6. Furniture should be moved away from the windows. If this is not practical, it should be covered with plastic sheeting tied in place.
7. All blinds should be drawn and closed and all office doors shut and locked.
8. **DO NOT PUT TAPE ON THE WINDOWS**

No candles or flammable energized lamps are permitted inside the building.

9. **As stated in your lease, damage to personal property and business interruption losses are the responsibility of the tenant. Consult your insurance carrier to ensure you are adequately covered and the current deductible is acceptable.**
10. Make arrangements for a temporary alternative office site. An alternative office may be necessary in the event the building is closed for an extended period after the storm for safety purposes.

11. **Glass Breakage** – If a glass panel is broken or cracked, please advise the Building Management Office immediately. If the glass cannot be replaced immediately, the building staff will board-up the window with plywood.
12. Tenants should anticipate the building could be closed for extended periods and therefore remove important files and computers.
13. **The building will remain closed until the storm passes, power is restored, and it is safe to return to the building. Please call to obtain the status of the building reopening.**

Tornados

Tornado Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a tornado leaves you temporarily stranded in the office building:

- ☐ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ☐ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- ☐ **Emergency Lighting** – flashlights, flares, light sticks.
- ☐ **Batteries** – keep a fresh supply.
- ☐ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- ☐ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ☐ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ☐ **Fire Extinguisher**
- ☐ **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- ☐ Heavy work gloves
- ☐ Hard Hats & Goggles
- ☐ Work shoes
- ☐ Generator
- ☐ Shovels, crowbars
- ☐ Catalytic heater
- ☐ Dust masks
- ☐ Chemical toilets, waste bags, lime
- ☐ Water purification tablets
- ☐ Sleeping bags & Cots
- ☐ Portable stove
- ☐ Eating utensils
- ☐ Instant ice pack

- ❑ Pre-moistened towelettes

There are two designations placed on a Tornado: a **WATCH** and a **WARNING**. A Tornado **WATCH** indicates weather conditions are right for a tornado. A Tornado **WARNING** indicates that a tornado has been sighted in the immediate area.

In the Event of a Tornado Watch

1. Whoever is made aware of the threatening weather should notify the Floor Warden and the Management Office.
2. Floor Warden should alert all staff of the watch.
3. Once you have been notified of the watch, please do the following:
 - ◆ Immediately close the blinds in your office.
 - ◆ Once this is accomplished, stay away from the windows.
 - ◆ Remain at your normal work station.
 - ◆ Tune in any battery operated radios to a station with weather updates.
 - ◆ If possible, you should remain in the building until the weather has cleared.

In the Event of a Tornado Warning

1. Move away from the perimeter of the building (windowed areas) toward the center of the building and close the doors behind you.
2. Floor Wardens and emergency personnel will direct you towards corridors, stairwells and elevator lobbies.
3. Do not exit these designated areas or use elevators.
4. Protect yourself by placing your head close to your knees and covering your neck with your hands.
5. If you cannot reach a corridor or lobby in time, the next safest place is under a desk, table or chair.
6. Remain in the designated area until an announcement has been made by designated emergency personnel or building management that it is safe to return to your work station.
7. Once everyone has returned to their workstation, Floor Wardens should assist Building Management in accounting for all employees.
8. If anyone has been injured, designated emergency personnel should assist where possible and follow the Medical Emergency Procedures outlined in this Handbook.
9. If any portion of your offices or surrounding building areas has been damaged, please notify Building Management immediately.

Explosions

If an explosion occurs, please adhere to the following procedures:

1. **IMMEDIATELY** report the explosion to the Management Office at 312-527-9451. Remain calm and provide the following information:
 - ◆ Your name, location (building and suite number) and phone number.
 - ◆ Your company name.
 - ◆ Exact location of explosion.

- ♦ Cause (if known) of explosion.
- ♦ Extent of casualties, and number and type of injuries.
- ♦ Whether explosion caused fire and if so, location of fire.

2. Evacuate all persons from the area if necessary.

The Management Office will immediately contact the Fire and Police Departments and will dispatch emergency personnel to the scene.

Natural Gas Emergency

Please adhere to the following if a natural gas odor is present in the building:

1. Leave the area immediately.
2. Do not stop to turn anything on or off, do not open or close anything. Have all smoking cease immediately, and evacuate out and away from the building as quickly as possible.
3. From a safe area, notify the Fire Department by dialing 911.
4. Contact People's Gas at 866-556-6002 and notify them of the situation.
5. Contact the Building Management at 312-527-9451 to have the odor investigated.
6. The individual who discovered the gas leak should identify him/herself to the Fire Department once they are outside the building.
7. Under no circumstances is anyone to return to the building for any reason until the "all clear" is given by the Fire Department.

Medical Emergencies

Should a medical emergency situation develop which requires immediate intervention by trained personnel, proceed as follows:

1. Call 911. Reassure the injured person that help is on the way. Remain calm and provide the following information:

- ♦ Nature of medical emergency.
- ♦ Building name and address.
- ♦ Exact location and name of sick or injured person.

NOTE: Do not hang up until the emergency operator does so.

2. Direct any on-lookers away from the area of the injured person. Clear the area of any objects that might impede the rescue or interfere with emergency personnel.
3. Remain with the victim. **DO NOT** move the victim unless there is immediate danger of further injury. Keep the victim comfortable and warm.
4. Designate a responsible person to do the following:
 - ♦ Wait at the building's main entrance for medical personnel. When they arrive, direct them to the injured person.

- ◆ Whenever possible, have an elevator standing for the rescue team.

NOTE: CPR training and first aid courses are available through your local American Red Cross and are sometimes offered through the Management Office. All occupants are encouraged to participate.

Bomb Threats

Bomb threats should always be taken seriously. Do not assume that a bomb threat is a prank call or that they are only made to the Management Office. Anyone can receive a bomb threat and all building occupants should be prepared.

Telephone Bomb Threats

1. The person receiving the call should try to get as much information as possible from the caller and should **WRITE OUT THE MESSAGE EXACTLY AS RECEIVED FROM THE CALLER.**
2. **LISTEN CAREFULLY.** You may be able to help authorities identify the caller, his location, or the location of the explosive by his comments, vocal characteristics and any background noise.
3. Keep the caller on the phone for as long as possible. Ask the caller to repeat the message.
Obtain as much information from the caller as possible such as location of bomb, time of detonation, appearance of bomb, and callers' reason for planting the bomb (please see the **Bomb Threat Questionnaire** found at the end of this handbook).
4. Remind the caller that the building is occupied and that the bomb might cause the deaths of innocent people.
5. Once the caller has hung up, immediately contact 911 and provide the following information:
 - ◆ Your name
 - ◆ Your location (building and suite number)
 - ◆ Your phone number
 - ◆ Name of any other person who heard the threat
 - ◆ Name of any employee threatened by the caller and his/her work location
 - ◆ Time the bomb is to detonate if known
 - ◆ Location and description of the bomb if known
 - ◆ Any reason given for planting the bomb
 - ◆ Any other information received from the bomb threat perpetrator
6. Complete the Bomb Threat Questionnaire and provide it to management personnel as soon as possible after the call was received.

Written Bomb Threats

Upon receipt of a written bomb threat:

1. Immediately notify the Management Office, 312-527-9451.
2. Do not destroy the note.
3. Do not let others handle the note.
4. Turn the note over to building management or emergency personnel.

Personal Receipt of Bomb Threats

When a bomb threat is directed to a specific individual, he/she should immediately search his/her own workstation or office for unidentifiable or suspicious items. Please remember the following:

- ♦ Look for anything out of the ordinary or out of place.
- ♦ Look high and low – not just at eye level.
- ♦ Methodically search from one end of your work area to the other.

Searching Your Suite for a Suspected Bomb

Once a telephone or written bomb threat has been reported to the Management Office, occupants should search their suites for any suspicious packages. Following are some search guidelines:

- ♦ Do not rely on random searches in logical places.
- ♦ Explosives are concealed most easily in areas that have the easiest access
- ♦ Be aware of out of the ordinary articles that are foreign to the area.
- ♦ The bomb is likely to be packaged in a common container such as a shoebox, cigar box, book, grocery bag, athletic bag, airline bag, suitcase or briefcase.
- ♦ Anything that does not belong, such as a book in the restroom, should be considered a suspicious object.
- ♦ When searching individual rooms/offices, start at the outside walls and move towards the center of the room.

NOTE: If a suspicious object is found, **DO NOT TOUCH IT**. Report the finding immediately to your designated emergency personnel and to building management.

Suspicious Packages

Upon the delivery of all packages always be aware and:

- ♦ Do not accept the contents of any container as bona fide simply because it was delivered in a routine manner.
- ♦ Do not assume that container marking and/or appearance is sole evidence of its content, identification or legitimacy.
- ♦ Be aware of packages with incorrect titles or those marked “Confidential” or “Personal”.
- ♦ Do not open any suspicious package. Do not cut any cord, rope or wire on a suspicious package.

Be aware of the following signs that a package may include a bomb:

- ♦ Excessive postage
- ♦ No return address
- ♦ Excessive weight
- ♦ Incorrect titles
- ♦ Restrictive markings (such as “Confidential” or “Personal”)
- ♦ Oily stains or discoloration

Upon Receipt of a Suspicious Package

1. Do not allow anyone to handle the package.
2. Immediately call the Management Office.

Suspected Bomb Safety Precautions

The following safety precautions will acquaint all occupants with the dangers inherent in a bomb threat, bomb search, discovery and handling of all suspected bombs, or if you have any other reason to suspect a bomb is in the building.

While some of the precautions may seem elementary, do not dismiss them as unimportant. Adequate knowledge of these precautions may save your life as well as the lives of other persons working in or visiting the building.

1. If it is suspected that a bomb is in the building:
 - ♦ Do not use radio equipment to transmit messages.
 - ♦ Do not change lighting conditions.
 - ♦ Remove all flammables.
2. Please make only necessary phone calls. Open phone lines are essential to effectively controlling the emergency.
3. If a suspected bomb is identified:
 - ♦ Do not touch it.
 - ♦ Do not attempt to move or carry it.
 - ♦ Remove all flammable from the area.
4. During a bomb threat emergency, cooperate with all fire department instructions, including building evacuation.

Evacuation

In the event of an emergency, it may become necessary to evacuate the office building. All Floor Response Team personnel as well as general personnel should be completely familiar with the following evacuation procedures.

- ♦ In an emergency situation, wait until Building Management or designated Floor Response Team personnel indicated that it is safe and appropriate to evacuate the building.
- ♦ If you are directed to evacuate, closely follow the instructions of all Floor Response Team personnel including Floor Wardens, Elevator Monitors, Searchers and Stairwell Monitors.
- ♦ Do not exit via the elevators.
- ♦ Exit via stairwells only after a Stairwell Monitor has deemed it safe to do so.
- ♦ Familiarize yourself with the location of all stairwell exits; in the event a stairwell is blocked, proceed to an alternate stairwell.
- ♦ Use safe stairwell exit procedures including:
 - Remain calm and quiet.

- Remove high heeled shoes.
- Exit in a single file and keep to the right using hand rails.
- Move quickly, but do not run.
- Assist those who may have trouble on the stairs or who have been injured.
- Treat injuries on stairwell landings only and only when safe to do so.
- Do not bring food or drink with you.

Evacuating the Injured

If you are alone with an injured person who is unable to leave the area unassisted, you may find that a “blanket drag” will provide you with the means to remove the person from the hazardous area. The “drag” can also be accomplished with a coat. If you are unable to carry the person, the “blanket drag” may be your only means of moving the person out of danger.

To get the person onto the blanket, turn the person on his/her side and roll the blanket up, lengthwise, so that when you roll them over to the other side, you can open the blanket. Grasp the corners nearest the head of the injured and pull the person out of the area.

Emergency Evacuation Assembly Areas

The building is equipped with three exit stairwells (East, Center, West(Erikson)). In the event of a building emergency, tenants are encouraged to exit through the nearest stairwell door and should utilize the stairs to exit the building. All persons should evacuate the building through one of the stairwell exits and proceed to the assembly point outside of the building structure. In the event of a full building evacuation, a representative from each tenant shall be responsible to report to building management that all people are accounted for.

HVAC Recall

All HVAC shuts off with any alarm device activated.

Elevator Recall

The building's elevator is equipped with elevator recall. Elevator emergency controls are activated in the event of a building alarm. Upon receiving an alarm, all elevators will return to the ground floor and discharge all passengers. The elevator doors will then remain open for use by the South Metro Fire Department. However, if there is a fire in the electrical room and the elevator wires are affected, elevators will become inoperable. If you hear a fire alarm go off, DO NOT use the elevators. If you are in an elevator and an alarm goes off get out of the elevator immediately, if possible.

Civil Disturbances

Although riots and civil disturbances are rare, there is still a need for a planned course of action in the event a civil disturbance erupts. Should a disturbance start outside the building, the Management Office will:

- ♦ Secure all building entrances.
- ♦ Notify the police.
- ♦ Notify the tenants.
- ♦ Prevent access to all suites.

In the event that a civil disturbance initiates inside the building:

- ♦ Make sure all occupants are in your office and lock your suite doors including the main entrance. Assign a responsible individual to stand by the entrance door with a key allowing authorized personnel only to enter and leave.
- ♦ Immediately notify the Management Office and provide the following information:
 - Exact location of the disturbance, demonstrators and/or rioters
 - Approximate number of demonstrators or rioters
 - Your name, company name and call back number

Power Failure

In the event of a power outage, One11 is equipped with emergency systems which will provide power for emergency lighting and selected elevator service.

If you experience loss of power in your suite, immediately contact the Management Office. An engineer will be dispatched to assist in restoring power, if the entire building is affected, the Electric Utility Company will be contacted for assistance and building personnel will keep all tenants advised.

If the power failure occurs during daylight hours, open the blinds to utilize available sunlight. This should be avoided, however, in emergency situations where procedures call for closed blinds.

Following is a list of items that all tenants should keep on hand in case an emergency of any kind causes the loss of power:

- ❑ **Emergency Lighting** – flashlights, flares, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios

FLOOR RESPONSE TEAM FORM

One11 Building

SINGLE-TENANT FLOORS

Tenant: _____ Floor #: _____

Phone#: _____

Position

Name

Floor Warden: _____

& Alternate: _____

Stairwell Monitor #1: _____

& Alternate: _____

Stairwell Monitor #2: _____

& Alternate: _____

Elevator Monitor #1: _____

& Alternate: _____

Elevator Monitor #2: _____

& Alternate: _____

Searcher #1: _____

& Alternate: _____

Searcher #2: _____

& Alternate: _____

Assistant to the

Physically Impaired #1 _____

& Alternate: _____

Assistant to the

Physically Impaired #2 _____

& Alternate: _____

Note: For your safety and the safety of all building tenants, please keep your Floor Response Team list updated.

FLOOR RESPONSE TEAM FORM One11 Building

MULTI-TENANT FLOOR

Tenant: _____

Floor # & Suite # _____

Phone#: _____

<u>Position</u>	<u>Name</u>
Floor Warden:	_____
& Alternate:	_____
Stairwell Monitor #1:	_____
& Alternate:	_____
Stairwell Monitor #2:	_____
& Alternate:	_____
Elevator Monitor #1:	_____
& Alternate:	_____

Elevator Monitor #2: _____

& Alternate: _____

Searcher #1: _____

& Alternate: _____

Searcher #2: _____

& Alternate: _____

Assistant to the

Physically Impaired (#1) _____

& Alternate: _____

Assistant to the

Physically Impaired (#2) _____

& Alternate: _____

Note: For your safety and the safety of all building tenants, please keep your Floor Response Team list updated.

PHYSICALLY IMPAIRED INDIVIDUALS One11 Building

Please provide the following information regarding individuals in your office who will require special assistance in case of an emergency.

Tenant Company Name _____

<u>Suite #</u>	<u>Individual</u>	Assigned	
		<u>Assistants</u>	<u>Phone #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BUILDING EMERGENCY PROCEDURES ACKNOWLEDGEMENT FORM

Each tenant is required by law to observe and cooperate with the ONE11 Office Building Procedures and to enforce occupant participation in all related training and drills. It is tenant's responsibility to review the Emergency Procedures with all employees and to ensure that the handbook is available for immediate reference in the event of an emergency.

By signing this form, tenant acknowledges the receipt of ONE11 Office Building Emergency Handbook; acknowledges that the information provided is clear; and acknowledges the responsibility to share the contents of the handbook with tenant's entire staff and any new employees that join the company.

Tenant Company Name _____

Authorized Individual

Authorized Signature

Date

Please return this form to the Building Management Office within 30 days of tenancy. Retain one copy for your records.

BOMB THREAT CHECKLIST

One11 Building

CALL 911 IMMEDIATELY: *(If possible, have someone else call 911 during the call.) After calling 911, immediately contact the Building Management Office at 312-527-9451*

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

Tenant Company Name: _____
Name of Person Taking Call: _____ **Title:** _____
Date: _____ **Phone number call came in on:** _____
Time call was received: _____

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? _____
6. Sex of caller: _____
7. Approximate length of call: _____

PLEASE CHECK THE ADJECTIVES THAT APPLY TO THE SOUND OF THE CALLER'S VOICE:

- ☐ Calm
- ☐ Laughing
- ☐ Lisp
- ☐ Disguised
- ☐ Angry
- ☐ Crying
- ☐ Raspy
- ☐ Accent
- ☐ Excited
- ☐ Normal
- ☐ Deep
- ☐ Familiar (if so, who did it sound like?) _____
- ☐ Slow
- ☐ Cracking Voice
- ☐ Slurred Voice
- ☐ Loud

- ☐ Nasal
- ☐ Rapid
- ☐ Clearing Throat
- ☐ Stutter
- ☐ Deep Breathing
- ☐ Soft

Describe Threat Language:

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

Describe Any Background Sounds Heard:

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

REMARKS:

APPENDIX

U.S. Department of Homeland Security

Please click on the links below to obtain the following documents:

[Active Shooter – How to respond](#)

[DHS Active Shooter Poster](#)