

AMERICAN INDIAN ASSOCIATION OF ILLINOIS

Emergency Response Contingency Plan Off-Campus Site

Address: 6554 N. Rockwell, Chicago, IL 60645

Emergency First Call Number:773.550.9600 (Dr. Wiese-President Cell)

Emergency Second Call Number:773.338.8320 (Rockwell Office Phone)

Emergency Third Call Number:773.660.5704 (Melanie Cloud Office Manager Cell)

1. Emergency Response
2. Evacuation Signal and Reassemble points
- 3.. Shelter - Severe Weather/Earthquakes
4. Emergency Procedures
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1. Emergency Response

Emergency Response

University's Safety Office Dorene Wiese 773.550.9600 (Cell)

Fire
Chicago Fire Department. Emergency 911

Police 911

Hospital Call 911

2. Department's Evacuation Signal and Reassemble points

Dr. Dorene Wiese, Melanie Cloud or faculty member teaching can give command to evacuate at any time including but not limited to fire and earthquake and bomb scare.

Emergency Routes and Emergency Exits

* Exits are on East, North and West sides of the building, all marked by exit signs.

Please take the list with you when evacuating the building.

Students, faculty, and staff should review the building layout and plan for a safe egress early in the semester. Students, faculty, and staff should resist moving a person with a disability because they could cause more harm to that individual. If a person asks for assistance, ask the person with a disability how they would like to be assisted. Call 911 if needed.

4. Shelter for Severe Weather/Earthquakes/ Domestic Violence

Emergency Shelter Location: Basement of 6554 N. Rockwell, Chicago, IL. 60545 SEVERE WEATHER (TORNADO)

TORNADO/EARTHQUAKE SAFETY PROCEDURES

* Occupants should move to the lower floor as quickly as possible. If time does not allow for movement, cover should be taken away from glass and under protective items such as tables. Once individuals have reached the shelter/"take cover" locations, they should assume a seated position on the floor with their heads down and their hands over their heads or place themselves under a desk or between fixed seating, if is available, with heads lower than the backs of the seats. If they are wearing heavy clothing or have access to heavy clothing, they should use these items to cover their upper bodies and heads. Once the disaster area is stabilized, exit from the building to the Emergency Assembly Point on the South side of the building, Albion Street Side.

SHELTER-IN-PLACE, BARRICADE IN PLACE

Today society appears to move at a faster pace than ever. People may experience stress for many different reasons and could reach the level of "Fight - Flight" if they perceive themselves as being in danger. Some of these manifestations are visible (rapid breathing, fixed gazes, raised tense shoulders, dilated pupils). A person whose aggressive response has been triggered requires

more personal space than normal. Don't close in unnecessarily -- use extreme caution if necessary.

Social distances between people will vary with each condition -- in public more than 12 feet between people should be observed, in a social environment 3-6 feet, and in a personal environment 1-3 feet. If a person is demonstrating violent behavior, he or she may change his or her required social distance without prior notification. Use the following safe distance guide:

UNARMED BEHAVIOR - GREATER THAN 10 FEET

CLUB OR EDGED WEAPON - GREATER THAN 21 FEET

FIRE ARM - KEEP PERSON IN THE LINE OF SIGHT; LEAVE THE BUILDING

A violent crises may come up, in all cases call 911. If the person is believed to have a fire arm, leave the building. Move yourself to safety, then call security. If building residents have expressed a "cause to feel uncomfortable," call Dr. Dorene Wiese, (773.550.9600). Do not try to become involved with the violent person. Let the Police handle the situation as they are trained to handle such behavior.

Crisis Management Strategies:

How a person should respond to any potential crisis situation:

1. Observation - Go about your day as normal as possible with the understanding that violent behavior could happen.
2. Escape - Plan your escape route before events require escape.
3. Notify Human Resources if you feel uncomfortable and UPD if you believe there is a potential for violence; If the subject is armed, leave the building then call the UPD.
4. Documentation - This will aid in handling the stress and confirm that you were correct in pursuing the problem.
5. If needed, Shelter-In-Place which require the building occupants to barricade themselves in their rooms.

Shelter-In-Place:

The employees should proceed to the nearest available room in which you can take shelter.

Once you are there...

In a real emergency, do all of the above, as well as:

- d. Take roll call, including the names of any visitors
- e. Turn off the lights and remain quiet and calm
- f. Do not open the door for anybody!

5. Emergency Procedures

Emergency Procedures

1. Fire/Chemical Emergency

- * Exit the building
- * Stay with people in your department.
- * Count heads

2. Severe Weather/Earthquakes

- * Proceed to the Emergency Shelter as soon as possible
(SEE SEVERE WEATHER/EARTHQUAKE SAFETY PROCEDURES)
- * Stay with people in your department
- * Report to the department's shelter area in the basement.
- * Count heads
- * Wait for further instruction

3. Terrorism and Bomb threats

- * Evacuate the building.
- * Stay with people in your class

- * Report to the buildings Emergency Assembly Point (EAP) South Door Albion street side.
- * Count heads
- * Wait for further instruction

> Have employees been trained in the Department Emergency Plan

YES NO

> Have drills or practice evacuations been conducted on your campus?

YES NO

Periodic drills should be practiced to help employees become better prepared for emergencies. If help is needed, call

6. Department Information

Contingency Plan and Emergency Response Procedures

Dr. Dorene Wiese will notify faculty, students and staff of any emergency/safety concerns or the faculty, staff or students will notify Dr. Wiese of their emergency/safety concerns. The official notification method for the University AIAI site is through your email account. Department Information

Administrative Staff: _____

- Name: Dr. Dorene Wiese

Title: President

Home Address: 5400 W. Pensacola, Chicago, IL 60631

Office Telephone: 773.338.8320 FAX# 773.338.8320

Cell-Text 773.550.9600

E-Mail: dpwiese@aol.com _____

- College Safety Committee Members: Dr. Dorene Wiese and Melanie Cloud

A copy of your department's Emergency plan will be kept at AIAI Office

Dr. Dorene Wiese

6554 N. Rockwell, Chicago, IL. 60645

773.338.8320

Other location(s) within your facility where a copy of this Emergency plan is available

** Melanie Cloud: Director of Educational Programs*

6554 N. Rockwell, Chicago, IL. 60645, 773.338.8320 or cell-text 773.600.5704.

Emergency Checklist

Review of all emergency equipment such as fire extinguishers and exits regularly

yes () by: Dr. Dorene Wiese

- > *Review Telephone list of staff and Faculty*
- > *Review Special needs of persons*

identified: _____

* *Disabilities*

* *Health Conditions*

Written and distributed by Dr. Wiese