Emergency Safety Procedures
The John Marshall Law School
315 S. Plymouth Court
Chicago, IL 60604
312-427-2737

Emergency Phone Numbers
Building Emergency Number  501
CBA Security  312-427-3989
Fair Housing
   Clinic Security  312-554-0103
Fire Department  9-911
Police Department  9-911
Ambulance  9-911

Please keep this pamphlet at your desk in a visible and accessible area at all times.
This manual contains quick reference information and check list procedures on how to report an emergency; what to do; who will assist you; and what help will come from the building and professional emergency units during an emergency.

Emergencies and disasters are unpredictable and strike without warning. Failure to heed emergency preparations in advance could result in death, injury and potential loss or damage to facilities, property and equipment.

In the interest of safety, it is important for all occupants to review this guide and to be familiar with emergency procedures.
CIVIL DISTURBANCE

We rely on local authorities to advise us of protective actions to be taken during a local disturbance in or around the premises. Emergency Procedures may include one or more of the following:

1. If you notice a civil disturbance, call Security at ext. 501.

2. If the disturbance is on your floor call Chicago Police at 9-911 and secure all entrances if it is safe to do so.

3. Prepare for evacuation and follow instructions from First Responders.

4. Security will secure all entries to the building, stairwells and elevators.

5. Stay in your respective work areas unless instructed otherwise by Security.

CIVIL DISTURBANCE
ELEVATOR EMERGENCIES

Elevators are one of the safest modes of transportation; however, on occasion they do malfunction. In case of an elevator emergency, do the following:

1. Press the “Push To Talk” emergency button (bottom of control panel) and the phone line will automatically connect you to a 24-hour emergency service representative.

2. The representative will follow emergency procedures for your removal from the elevator.

3. Stay calm and wait for help to arrive.

4. If the elevator stops between floors and the door opens, stay in the car. Do not climb out or jump to the floor below. Do not try to pry open the doors. This may cause other damage to the equipment that could prolong the emergency.

5. If the emergency lasts an extended period of time, sit on the floor and either look up or ahead to feel less confined.

6. After the incident, follow-up on details of the occurrence with Security at ext. 501.
1. Remain calm and wait for instructions from the maintenance or security department.

2. If possible, call Security at ext. 501 to advise them of your location and the nature of the problem.

3. Assist others in your immediate area that may be unfamiliar with the building/workplace.

4. Turn off equipment such as computers and monitors to avoid potential serious damage once the power is restored.

5. If you are in a dark area, proceed cautiously to an area that has emergency lighting.

6. If you are on an elevator, stay calm. Use the "Push to Talk" emergency button (bottom of control panel) to notify the emergency service.
1. Try to get as close to the center of the building as possible and position yourself under a sturdy table or desk.

2. Follow first responder's instructions to proceed to the core areas on the interior of your floor, if given.

3. Stay away from windows, mirrors, glass and large unsecured objects such as filing cabinets.

4. Do not use elevators.

5. Remain in the center area until an “All Clear” has been issued via Security or First Responders.

6. Evacuation maps are posted in elevator lobbies for easy reference. Take time to familiarize yourself with these maps in order to be prepared in the event of an emergency.
WORKPLACE VIOLENCE

Workplace Violence includes verbal assaults, stalking, threats and physical assaults. If you experience a workplace violence situation, do the following:

1. If any kind of weapon is involved or a threat of physical violence, call Chicago Police at 9-911.
3. Remain calm and do not aggravate the situation.
4. Keep as far from the hostile individual(s) as possible.
5. Limit hostile individual(s) access to interior building areas.
6. Save any evidence of threats (i.e. voicemail messages, notes, etc).
7. If needed, arrange for a security escort for any threatened individuals when they leave the building.

Types of Threats:

- **Electronic Threats:** Telephone calls, voicemail messages, audio/video recordings, e-mail, etc.
- **Stalking:** Following a person on or off site, repeatedly being in the same area when requested not to, etc.
- **Harassment:** Unwelcome acts, gestures, verbal communication, or physical contact not resulting in physical harm.
- **Overheard Threats:** Threats overheard which are directed against an employee, student, faculty member or sabotage to the property.
MEDICAL EMERGENCIES

In the event of an emergency medical incident or illness to faculty, staff, student, or visitor in your office area, try to ascertain as much information about the injury and injured person as possible.

1. Do not attempt to move the person if they have fallen.
2. Keep the victim warm and comfortable.
3. **Call 9-911** to request an ambulance.
4. Give this information to dispatcher:
   - Building address – 304 S, State Street (State Street Building), 315 S. Plymouth Ct (Plymouth Building), 19 W. Jackson (Veterans Clinic), or 321 S Plymouth (CBA Building)
   - Floor of building and location of emergency on floor
   - Any details about the medical emergency or illness
   - Injured person’s name, Date of Birth or Age, Conscious and Coherent (yes or no)
5. Notify **Security at ext. 501 or 501**.
6. Comfort the victim and reassure them that medical assistance is on the way.
7. Be aware of hazards associated with Blood borne Pathogens. Do not come into contact with bodily fluids.
8. After the victim’s immediate needs have been taken care of, remain to assist security/medical services with pertinent information about the incident.
8. Notify victim’s supervisor.

**FIRST AID/CPR/AED**
The security desks located at 304 S State, 315 S Plymouth Ct and 19 W Jackson have all been recently equipped with level one (1) first responder medical bags and Reviver AED’s. Each desk is set to administer first aid at the desk or security personnel can respond to your location if needed by dialing extension 501. Please give the security personnel your location, nature of the injury, your name, if emergency medical attention is required, or what type of first aid is needed. Each security member has undergone training and is certified as first aid responders/CPR/AED administers.
FIRE OR VISIBLE SMOKE

In the event of fire or visible smoke, do the following:

1. Notify the **Chicago Fire Department at 9-911**
   and provide the following information:
   - Building address – **315 S. Plymouth Ct.,**
     **304 S. State St., or 19 W. Jackson Blvd.**
   - Floor of concern
   - Your name
   - Location of fire on floor, if possible

4. Notify **Security at ext. 501.**

3. If trained to do so and if possible, attempt to extinguish small controllable fires.

4. Notify other staff on the floor.

5. If instructed to do so by a law school official or in the event of a fire alarm, begin evacuation procedures. **Do not use elevators.**

6. If you exit the building, quickly move from the exit to your designated assembly area, where you will not interfere with Emergency Personnel and will be safe from falling debris.

7. Do not attempt to re-enter the building until advised by the Fire Department.

If you smell an unusual odor (electrical, chemical, other) and do not suspect a fire, immediately notify Security at ext. 501.
Suspicious materials can be found by any person at anytime. Use these steps to identify whether or not the material might be dangerous.

1. Do not touch the package.
2. Stay clear of the material/item and advise others in the area to do the same.
3. Call Security at ext. 501, and advise them of the location.
4. Call 9-911, if you believe the suspicious materials may be a harmful agent.
5. Make your Supervisor immediately aware of item.
7. When in a safe area, remove any contaminated clothing and wash hands.
8. Inform Security of any suspicious individuals in the area where suspicious material/item was found.
EXPLOSIVE DEVICES/THREATS

Telephone threats can be received by any person at anytime, but usually will be received by security, a main switchboard operator or persons in a sensitive area. Mail bombs or bomb threats may be received by a number of means including standard mail, package delivery service or truck. Always err on the side of safety.

If you feel that the parcel may indeed be an explosive device, calmly alert individuals in your area to leave quietly and contact security immediately.

1. If you receive a telephone threat, remain calm and attempt to ascertain as much information from the caller as possible (Use the Bomb Threat Checklist that follows this page).

2. If you receive a telephone threat or suspect a dangerous package, notify Security at ext. 501.

3. Building Security will visually search the immediate area for any strange or unusual objects, update authorities and evacuate the area. Never disturb a suspicious object or package or use cell phones, radios or any other electronic device in the area.

4. Keep this information as confidential as possible and follow instructions from the authorities.

5. If there is a need to evacuate, do not re-enter the area until advised by the authorities.
BOMB THREAT CHECKLIST

KEEP CALM: Do not get excited or excite others.
TIME: Cali received _____ am/pm Terminated _____ am/pm
Exact words of caller: ___________________________________________________________
__________________________________________________________________________

DELAY: ASK CALLER TO REPEAT
Questions you should ask:
A. Time bomb is set to explode? _____________________________________________
B. Where located? Floor __________ Area ______________
C. Kind of bomb? __________________________________________________________
D. Description? ___________________________________________________________
E. Why kill or injure innocent people? _________________________________________
VOICE DESCRIPTION:
___Female ___Calm ___Young ___Refined
___Male ___Nervous ___Middle-Aged ___Rough
___Old

OTHER DESCRIPTIONS:
Accent ___Yes ___No Describe _______________________________________________
Speech Impediment ___Yes ___No Describe ______________________________________
Unusual Phrases ___________________________________________________________
Recognize Voice? If so, who do you think it was?
________________________________________________________________________

BACKGROUND NOISE:
___Music ___Running Motor (Type)
___Traffic ___Whistles ___Bells
___Horns ___Aircraft ___Tape Recorder
___Machinery ___Other

ADDITIONAL INFORMATION:
A. Did caller indicate knowledge of the facility? If so, how? In what way? ______________
B. What line did call come in on? _______________________________________________
C. Is number listed? ___Yes ___No
    Private Number? Whose? _______________________________________________

Signature ___________________________________________ Date ________________
Print Name __________________________________________ Dept. ________________
Shelter-in-Place-LOCKDOWN

Securing the dead bolt latch on the inside of the door(s) in any classroom and office/conference room on campus when a shelter in place is called over the Public Address System and the Emergency Notification System (ENS), can allow you additional time for Campus Security and Law Enforcement to clear the emergency and get you out of harm's way. Here is what you need to know:

Lockdown: also known as an Environmental Shelter-in-Place

An environmental shelter-in-place is a procedure where the entire building population is moved to a single or multiple location(s) in a building. This is most commonly used during weather emergencies, when an extremely hazardous substance is released into the outside atmosphere or a dangerous situation presents itself outside of the campus walls but close enough to where it could potential harm you if you exit.

Procedures

- Stay inside your building, or immediately go into the nearest building
- Close all windows
- Immediately go to an area inside the building, away from exterior walls and windows
- Await further instructions from emergency personnel
- **DO NOT** evacuate the building until you receive an “all clear” from emergency personnel
- **Pay attention to announcements that are being made over the Public Address System**
- The Emergency Notification System (ENS) will be activated and real time text alerts and updates will be sent to your cellphone and or email address that was used during registration of the ENS system.
SHELTER-IN-PLACE-ACTIVE SHOOTER

An active shooter is defined as an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.

If you are involved in a situation where someone has entered the law school and started shooting, the following is a list of actions that can be taken. Please note that an active shooter is very unpredictable. The below guidelines are merely recommendations that are based on past encounters of this kind. You may need to alter some of the suggestions below, depending on the given situation.

Procedures
1. Exit the building immediately.
2. On your way out of the building, inform anyone along your path to exit the building.
4. DO NOT gather near the buildings, but walk to a location out of the shooter’s range.
5. Call 911 and be prepared to give them the following information to the best of your ability:
   - Your name
   - Location of the incident (address, organization, floor, etc.)
   - Number of shooters
   - Identification of shooters (name, description, gender, weapon type)
   - Building population
   - Your present location
   - Number of victims

If you are directly involved in the incident and exiting the building is not possible, the following actions are recommended:
- Go to the nearest classroom or office, close and lock the door
- Turn off the lights
- Cover the door windows
- Keep quiet, remain out of sight, and act as if no one is in the room
- DO NOT answer the door until you are sure the situation is safe
- Notify Law Enforcement by dialing 911 and or the JMLS Campus Safety and Security (312.427.2737 ext. 501)

DO NOT: Leave or unlock the door to see what is happening
DO NOT: Attempt to confront or apprehend the shooter, UNLESS THIS IS A LAST RESORT
DO NOT: Assume someone else has called Campus Security or the Police, YOU make the call.

Evacuate the room ONLY when emergency personnel have arrived and given the all clear.

Pay attention to announcements that are being made over the Public Address System and the alerts being sent out by text message through the ENS System.