



CROSS-CULTURAL *Urban*
Reformed ECUMENICAL

McCormick

MCCORMICK
THEOLOGICAL
SEMINARY

LSTC/McCormick Campus Buildings
1100 East 55th Street
5460 South University
LSTC Housing (various addresses)

Building Emergency Response Manual

REVISED 04/26/2018

Table of Contents

Section I – Overview and Communications	
A. General Assumptions and Communications Protocols	4
B. Crisis Communications Response Plan	5
1. Internal Communications Procedures	5
2. External Communications Procedures	6
3. Emergency Services Contacts	9
4. Key Vendor Contacts	9
5. Phone Tree	14
Section II – Plans and Procedures	
A. Evacuation Procedures – LSTC/McCormick - Main Campus	16
B. Evacuation Procedures – LSTC - Housing	18
1. Long Term Evacuation/Relocation	19
2. Long Term Evacuation/Relocation for LSTC Housing	20
3. Short Term Evacuation/Relocation for LSTC Housing	21
C. Hazard Vulnerability Analysis	22
D. Emergency Procedures	
1. Loss of Electricity, Lighting or Natural Gas	24
2. Extreme Winter Weather	29
3. Tornado, Damaging Winds, Severe Thunderstorms	33
4. Fire	37
5. Disturbances or Demonstrations	42
6. Violent or Criminal Behavior	43
7. Bomb Threat	48
8. Illness or Injury	49
Incident Report	50
9. Elevator Malfunction	52
Section III – Training	
A. Training to Occupants & Staff	54
B. Evacuation Training – Security & Building Staff	54
C. Emergency Team Members	55
D. Fire Drill Assessments	56
E. Emergency Procedure Evaluation	56
F. Utility Shutoff	57
Section IV – Review	
A. ERM Review Processes	61

Section I

**Overview
and
Communications**

A. General Assumptions & Communications Protocols

The emergency procedures described in this guide are designed to protect lives and property through effective use of campus and community resources. The guidelines in this manual are based on the following assumptions:

- An emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events in an emergency is not predictable. Therefore, this manual will serve as a guide and may require modifications in order to meet the requirements of the emergency.
- A disaster may also affect the surrounding geographical area. Therefore, city, county, and federal emergency services may not be available.

Building and event specific plans will be organized based on the relative vulnerability of the seminaries to certain events. For high vulnerability events, a full plan will be laid out including: mitigation, preparedness, response, and recovery aspects regarding the event. The following analysis was completed in December 2007 and will be reviewed annually.

B. Crisis Communications Response Plan

Communications Contingency Plan

In the event that the facility is rendered uninhabitable or normal activities are not being carried out according to normal schedules, it will be necessary for staff to communicate without coming to the facility.

A list of all staff telephone numbers, cell phone, and pager numbers is in the front of the Building Emergency Response Manual. In the event that there is a telephone service outage, it will be likely that cellular telephone and pager service will be disrupted as well.

If there are widespread utility outages or other area wide disruptions, there is a great likelihood that schools and other places of employment will be closed and that many of our staff will not be able to come to work due to conflicts with child care, etc.

Despite any utility or phone disruption, all staff are expected to make every reasonable effort to come to the facility at their next scheduled work time.

During a facility disruption, staff at the facility is expected to remain on duty until replacement staff arrives.

In the event of facility disruption, facility staff on site will make phone contact with all key staff as needed.

Without delay, the institution will determine the content of the notification, take into account the safety of the community and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

Communication of Facility Closing

- 1) Communication of facility closing may require utilization of different media.
 - a. Radio
 - b. Website
 - c. Cell phone
 - d. RAVE
- 2) Constituents needing notification include
 - a. Students
 - b. Employees
 - c. Guests

1. Internal Communications Procedures

LSTC/McCormick Main Campus Buildings

Emergency Response Communication Plan Following Evacuation and Stabilization

After evacuation of the buildings and after a building emergency situation is stabilized, the following communication plan should be implemented depending on the nature of the emergency.

- a) Notify Vice President responsible for operations of each seminary, Information Technology directors, Security director, and directors responsible for property & facilities. Continue communication attempt until contact is made directly to the individual or their backup.
- b) The Vice Presidents responsible for operations notify the other Cabinet members of both LSTC and McCormick of any and all emergencies.
- c) Based on the counsel of the Cabinet members and utilization of the seminary Communication offices, the Vice Presidents responsible for operations will decide on general communication to the internal LSTC and McCormick communities regarding the nature and status of the emergency. Communication to the wider communities of each seminary will be done by the Communication offices of each seminary utilizing each seminary's policy.
- d) Determine a single emergency status reporting location and give that location regular updates on the status of the emergency:
 - 1). Reception desk of the seminary affected, with up to date information on the emergency being communicated via telephone and desk staff.
 - 2) Reception desk of the other seminary, with up to date information on the emergency being communicated via telephone and desk staff.
 - 3) If necessary, utilize off site telephone system, website, or public news systems.
 - 4) Other possible emergency reporting systems available.
- e) If the emergency affects the work of employees, the Vice Presidents responsible for operations will ensure that communication is made to each employee utilizing departmental supervisors or emergency calling trees. Emergency reporting location communicated to each employee.
- f) If the emergency affects services to students, the Vice Presidents responsible for operations will insure that communication is made to students utilizing Dean of Student offices of each seminary. Emergency reporting location communicated also.

2. External Communications Procedure

Lutheran School of Theology at Chicago Crisis Communications Response Plan to External Constituencies

A crisis is defined as an event or state of affairs which may have a negative effect upon the seminary in fact or in perception. Such event or state of affairs may arise from within the life of the seminary, from circumstances or actions of others, from forces of nature, or from developments in the larger church.

- a) The crisis response team for LSTC will be:
 - President
 - Assistant to the President
 - Academic Dean
 - Vice President for Operations
 - Director of Communications and Marketing

The team will include other members of the Administrative Cabinet and Board from LSTC and/or McCormick Theological Seminary, depending on the nature of the crisis.

- b) If a crisis is anticipated, the response team will:
 - 1) Identify and define the nature of the crisis.
 - 2) assess its magnitude.
 - 3) develop a strategy for response.
 - 4) prepare a statement in consultation with the communications and marketing director to be used in responses to inquiries.

- c) If a crisis is unanticipated, inquiries will be directed by the receptionist to the communications and marketing director, who typically will:
 - 1) hear the inquiry.
 - 2) delay the response.
 - 3) contact members of the response team to begin the procedure outlined in item 1.

Inquiries may come directly to the president's office. If the president handles the response immediately, he/she will keep the communications and marketing director informed about responses.

Inquiries from the media received by any LSTC person will be directed to the communications and marketing director.

Administration, faculty, staff and students are asked to notify the communications and marketing director of the presence of media personnel on campus.

- d) The LSTC community (faculty, staff, students, chairpersons of the leadership boards) will be informed in a timely and appropriate manner by the president, who will invite their cooperation. In consultation with the chairperson of the board of directors, the president will decide how and when to inform other members of LSTC's leadership boards.

- e) External responses initiated by the team may include:
 - 1) Telephone or email contact with synod bishops, ELCA leaders (e.g., office of the presiding bishop, Communications Department, Vocation and Education), ministry partners (e.g., ELCA seminary presidents, ACTS presidents or deans), members of LSTC leadership boards.
 - 2) News releases to ELCA and secular media.
 - 3) Appointment of one or more media spokespersons.

- f) Normal steps to be taken in a crisis situation:
 - 1) LSTC staff people directly involved in the crisis situation reports the situation to his/her supervisor or the head of the department or office. The department head contacts the assistant to the president or the director of communications and marketing for response team involvement.
 - 2) The assistant to the president or director of communications and marketing calls together the response team. The team pulls in additional cabinet members and others as needed.
 - 3) Team develops a strategy, assigns tasks and implements a coordinated response to the crisis.

August 2005

Resources: 1990 LSTC Crisis communications Plan 2004 ELCA Crisis Response Plan

McCormick Theological Seminary Crisis Communications Response Plan to External Constituencies

A crisis is defined as an event or state of affairs which may have a negative effect upon the Seminary in fact or in perception. Such event or state of affairs may arise from within the life of the Seminary, from circumstances or actions of others, from forces of nature, or from developments in the larger church.

- a) The crisis response team for McCormick will be:
- President
 - Executive Vice President and Chief Business Officer
 - Vice President for Academic Affairs
 - Dean of Students
 - Vice President for Seminary Relations & Development
 - Director of Communications and Marketing

The team may include members of the Board of Trustees from McCormick, depending on the nature of the crisis.

- b) If a crisis is anticipated, the response team will:
- 1) Identify and define the nature of the crisis
 - 2) Assess its magnitude
 - 3) Develop a strategy for response
 - 4) Prepare a statement in consultation with the Director of Communications and Marketing to be used in responses to inquiries
- c) If a crisis is unanticipated, inquiries should be directed to the Director of Communications and Marketing, who typically will:
- 1) Document the inquiry
 - 2) Provide no immediate official comment/response
 - 3) Contact members of the response team to begin the procedure outlined in item 2

Inquiries may come directly to the President's office. If the President handles the response immediately, he/she will keep the Director of Communications and Marketing informed about responses.

Inquiries from the media received by any McCormick person will be directed to the Director of Communications and Marketing. Administration, faculty, staff and students are asked to notify the Director of Communications of the presence of media personnel on campus.

The Director of Communications will inform the President on all requests from external constituencies and (in case of crises) clear all responses with the President or his/her designee.

- d) The McCormick community (faculty, staff, students, Board Chair) will be informed in a timely and appropriate manner by the President. In consultation with the Board Chair, the President will decide how & when to inform members of McCormick's Board of Trustees.
- e) External responses initiated by the team may include:
- 1) Telephone or email
 - 2) News releases
 - 3) Appointment of one or more media spokespersons

3. **Emergency Services Contacts**

Local, State, and Federal Emergency Telephone Numbers:

Chicago Police & Fire Department – 911

Chicago Police 2nd District (local CPD local District) – 312-744-8340

University of Chicago Police Department – 773-702-8181

City of Chicago Board of Health – 312-747-9884

City of Chicago Poison Control – 312-746-7820

University of Chicago Mitchell Hospital – 773-702-1000

Northwestern Hospital – 312-926-2000

Illinois State Police (Dist. Chicago) – 847-294-4400

F.B.I. – 312-431-1333

U.S. Secret Service – 312-353-5431

FEMA – Response and Recovery – 312-408-5500

Homeland Security – 1-800-BE-READY

In Addition:

The American Red Cross – 312-729-6100

The Salvation Army – 773-275-6233

4. **Key Vendor Contacts - McCormick**

Alarm Monitoring, Service, and Maintenance for 5460

Sentry Security

847-325-0471

Boilers - Testing/maintenance of valves in boiler room and basement garage pump room at 5460

Chicago Backflow

708-389-5600

Door Repair Service for 5460

Belmont Door Closer Service?????

847-671-3558

Door Motor Repair Services

Tee Jay Service Company
630-406-1406

Electrician

Wakefield Electric Contracting Co.
708-672-0760

Elevator – Repair & Monthly Maintenance for 5460

Suburban Elevator
847-783-6200

Fire Alarm Tests and Panel/Dector Repairs for 5460

Affiliated Customer Service, Inc.
630-434-7900

Fire Pump/Sprinkler System Testing for 5460

Fire Protection Company
708-371-4300

Fire Extinguisher Unit Inspection, Maintenance and Certification (Recharge) for 5460

Martin Mack Fire & Safety Equipment Co.
773-637-1223

HVAC/Chiller/Condenser Pump/Cooling Tower/Roof Top Fans, Valve Pump Replacement for 5460

Temp Control
847-545-8003

HVAC Monitoring System Testing, Maintenance and Repair for 5460

BCE, Inc.
312.804.8858
email. pbabcock@bcechicago.com

Parking Garage Electric Operator Repair for 5460-Shared

Door Systems
630-250-0101

Plumbing Service for 5460

Able Sewerage Company
773-324-7788

Security Monitoring Services for 5460

Sentry Security
847-325-0471

Security System for CCure/Cameras/Emergency Call Boxes at 5460

Advent
630-279-7676

Snow Removal

CCIL Landscaping (A Safe Haven) - 5460
773-435-8300 (8397)

Sprinkler Repair

Muellermist Irrigation Co.

Water Testing/Side Stream Filter/Air Handler Inspections for 5460

McDonough Mechanical Services
847-244-7451

Walkway & ramp light repair, electrical work including installation of circuits for industrial dryers, pipe work to set up disconnect switches for drivers, etc. for 5460-Shared

Meco Electric Company
773-463-7800

Key Vendor Contacts - LSTC

HVAC Service

Carrier Corporation
630 516-3262 Fax 630 516-0157
Rep: Larry Henson 630 516-3276

York International
847 759-9675 Fax 630 929-9742
Rep: Noel Squitieri 847 493-6138

HVAC Controls

Automated Logic
630 852-1700 Fax 630 852-9330
Rep: Mike Markeson 630 816-0248

Boiler Service

Fewer Boiler
773 373-6400 Fax 773 373-7587
Rep: Scott Fewer

Electric Service

Hyre Electric
312 738-7200 Fax 312738-4090
Rep: Pat Sheridan

Mechanical Service

McDonough Mechanical Services
847 244-7451

Water Treatment Service

Butler Chemical
847 352-0885 Fax 847 352-0630
Rep: George Manarus

Steam and Water Coil Service
Affiliated Steam Equipment Co.
708 371-0600 Fax 708 371-0670
Rep: Jim Murray

Fire and Safety Service
Fox Valley Fire and Safety
847 695-5990

Elevator Service
Gallaher and Speck
630 860-7799

Two Way Radio Service
DET Communications
708 220-4608

Plumbing Service
Roto-Rooter Plumbing Service
708 333-2976 Fax 708 333-3271
Rep: Dale Dinterman 708 259-2266

Roofing Service
Matthews Roofing
773 276-4100 Fax 773 276-2217

Concrete Service
Cornerstone Concrete
219 365-2110
Rep: Cliff Ganzer 219 808-4499

Carpentry and Door Service
The Doorstore
773 221-2000

Lock Service
University Lock and Key
773 324-7960

Jim's Lock Service
312 659-0514

Window and Glass Service
J&S Glass
773 324-3332

Carpet Service
Flooring Solutions
630 472-0472 Fax 630 472-0450
Rep: Keith Humphrey

Floor Sanding

Avrum Hardwood Floors
708 598-8545
Rep: Avrum Lungu 773 908-4108

Waste and Recycling

Republic Services Allied Waste
773-797-0201; fax 773-579-3603
Rep: Daniel Studer 773-354-2312

Resource Center Recycling

773 821-1351

Tree Service

T&T Tree Service
219 306-0996 Cell 219 690-1255

Porch Service

Chicago Porch Co.
312 617-2211 Fax 773 283-2590
Rep: Lester Macharzynski
Roofing Service

Supply Vendors

HVAC and Mechanical

Southside Control Supply
312 226-4900

Frank Young Supply
773 737-5900

Motion Industries
219 931-3010

AAA Supply
219 865-8500

C. E. Sundberg
773 723-2700

Dreisilker Electric Motors
312 421-5880

Banner Plumbing Supply
773 483-4900

Southtown Electric Supply
773 487-1282

General

Home Depot
219 322-1651

McMaster-Carr
630 833-0300

Ricmar Industries
847 508-1213

Grainger
312 923-9933

Sherwin-Williams
773 374-4990

G. E. Supply
630 718-6586

Ken's Lawn&Leisure
708 672-7511

5. Phone Tree

McCormick

Position	Contact	Work Number	Home Number	Cell Number
President	David Crawford	773-947-6250	847-242-9925	847-242-9925
Executive Vice President and Chief Business Officer	David Crawford	773-947-6250	847-242-9925	847-242-9925
Vice President for Academic Affairs	Steed Davidson	773-947-6348		917-975-2668
Dean of Students	David Watkins	773-947-6314		773-916-7665
Vice President for Seminary Relations & Development	Lisa Dagher	773-947-6320	708-275-7433	708-275-7433
Director of Information Technology	Barbara Fassett	773-947-6365	708-799-4782	773-318-7900
Dir. of Administration/ Exec. Admin. Asst. to the Exec. Vice Pres. & Chief Business Officer	Natasha Gaines	773-947-6251	773-550-7702	773-550-7702
Property & Facilities Coordinator I - 5460	Luke Wallace	773-947-6343	773-550-7703	773-550-7703
Property & Facilities				
Assistant to Director of Admin./Guest Housing Coordinator	Monica Williams	773-947-6275	312-909-8909	312-909-8909

LSTC

Position	Contact	Phone Number	Cell Number
President	James Nieman	773-256-0728	
Vice President for Operations	Bob Berridge	708-418-1676 H	708- 471-6988 C
Vice President for Finance	Bob Eder	773-256-0784	
Dean and Vice President for Academic Affairs	Ester Menn	773-256-0721	
Vice President for Advancement	Mark van Scharrel		630-712-8084
Director of Information Technology	Kenesa Debela	773-256-0716	773-485-0715
Director of Marketing & Communications	Jan Boden	773-779-0620	708-299-3746
Assistant to the President	Patti Debias		708-307-1147
Director of Building Services	Mike Huckelberry	219-322-5225	708-955-4825
Security	Elmer Henderson	773-256-0700	773-577-7138
LSTC/MTS Main Building Emergencies	Tim Knutson		773-514-2539

Section II

Plans and Procedures

A. Evacuation Procedures for LSTC/ McCormick - Main Campus

1. Building evacuation may be necessary for different events including, but not limited to: fire, natural gas leak, bomb threat, or other event. Each building specific and event specific plan will note whether the evacuation procedure is needed.
2. **ALARM ACTIVATED – Whenever alarm sounds, call code red for all personnel on radios, and report to the enunciator panel.**
 - a. All security, building and engineering services staff report to the enunciator panels for each building in order to determine the location of the alarm (1st floor of LSTC next to cafeteria entrance, 1st floor of McCormick near mailroom). The senior staff person that is present serves as director of emergency operations. All staff communicates with Director for instructions.
 - b. When the alarm in the LSTC building sounds after 4:30 pm Monday through Friday, and on weekends or holidays when the Library is open. JKM front desk staff evacuates the Library starting at the 3rd floor and working down. Go in a circular route around each floor checking on every office, washroom, classroom, and meeting room. Yell in a loud voice as you walk, “Use the stairs to leave the building immediately!”
3. **LOCATE** - One building staff person stay at 1st floor all other staff go to location of alarm.
4. **DIRECT** - Person at 1st floor directs fire department to location of the alarm and assist people out of the 1st floor doors
5. **EXTINGUISH** - Building staff going to the alarm ascertain the emergency. If situation is a fire and the fire can be put out use extinguishers located at every stairway and corridor. Building staff are not required to fight fire and are expected to use sound judgment about attempting to extinguish the fire. If fire is not put out or if other situation dictates, evacuate the buildings, make sure alarms sound at both buildings.
6. **EVACUATE** –
 - a. An emergency at one seminary is an emergency at both seminaries. Insure the alarms are sounding at both McCormick Seminary and LSTC.
 - b. Evacuate the buildings with each building staff person taking a wing starting at the 3rd floor and working down. Go in a circular route around each wing checking on every office, washroom, classroom, and meeting room. Yell in a loud voice as you walk, “Use the stairs to leave the building immediately!” Report via radio, as each floor is cleared. Work with evening, weekend, and holiday JKM staff to insure the Library is evacuated. Clear each wing, ending at the first floor main entrance of the McCormick and LSTC buildings.
 - c. All occupants are to move to a location at least 100 feet away from the building.
7. **ELEVATOR** - Check elevator that no one is in it and lock elevator off from use with doors turned off.

8. **COMMUNICATE** - Communicate any special information or needs via the radio system. Hold radios to your ear as evacuate building asking all persons to leave the building immediately via the closest stairway.
9. **SPECIAL NEEDS** - Communicate and attend to any special needs of people with physical challenges. All people with physical challenges are instructed to gather at the area of rescue for their building.
 - a. Library wing (LSTC Building) – area next to stairs by elevator 2nd and 3rd floor
 - b. Classroom and Office wing (LSTC Building) – area next to stairs by elevator 2nd and 3rd floor
 - c. Office wing (McCormick Building) - area next to stairs by elevator 2nd and 3rd floor
10. **ACCOUNT FOR ALL** - Once all are out of the building, using the security megaphone, communicate with employees from each wing to insure all people are accounted for. Communicate any information to the fire department personnel out side.
11. **SILENCE** - Silence the alarm. Reset the pull station that was first pulled.
12. **COMMUNICATE W/ THOSE EVACUATED** - Communicate to all people that have evacuated the building that it is clear to come back in. Based on the type and extent of emergency, implement communication plan.
13. **REPORT** - Complete a written report of the occurrence.

B. Evacuation Procedures for LSTC - Housing

LSTC Housing Evacuation Procedures

Short-Term/Immediate Evacuation:

LSTC housing property consists of six-flat apartment style buildings built in the 1920's. There is no central alarm or alert system within LSTC housing property. Therefore, in an emergency situation, it is expected that residents will respond with this fact in mind, and with consideration for their neighbors.

Every emergency situation is different and may require various responses. Case specific situations are outlined in the *Emergency Procedures for LSTC Housing* section of the manual. In a situation where a building evacuation is necessary, the following procedure should be followed.

- **Locate** the closest **exit** in the apartment or building. If it is blocked or inaccessible, use another exit. Each LSTC apartment has a front and back door exit.
- **Move quickly** and calmly down the stairs and out of the building.
- **Alert neighbors** as you exit the building by knocking on doors or ringing doorbells.
- **Proceed 100 feet away** or more from the building being evacuated.
- **Call emergency personnel**; police, fire department, Gas Company, LSTC Emergency numbers.
- **Wait** to hear "all clear" signal from emergency personnel before returning to the building.

Long-Term/Extended Evacuation:

If there is extensive damage to a property as a result of a fire, severe storm, explosion, or other incident, there may be a need to relocate the residents of that property to other properties within LSTC housing, or the Hyde Park area. In this case the following steps should be taken.

Once a long-term relocation has been identified as necessary:

- The LSTC Facilities Operations Manager will determine the needs of all in need of relocation.
- Alternate housing management companies are contacted to inquire about available housing options. (see list)
- Arrangement assistance and guidance is provided on behalf of the residents needing relocation.

1. **Long Term Evacuation/Relocation**

LSTC & McCormick Main Buildings

Area Office and Classroom facilities

McCormick and LSTC will be the primary opportunity for long term evacuation of the other school building. Additional Hyde Park locations for offices and classrooms include.

A. Area Facilities

Augustana Lutheran Church

Catholic Theological Union

5416 S. Cornell Avenue
Chicago, IL 60615
773-324-8000

Chicago Theological Seminary

5757 South University
Chicago, IL 60637
773-752-5757

Meadville Lombard Theological Seminary

5701 S. Woodlawn
Chicago, IL 60637
773-256-3000

University of Chicago Divinity School

University of Chicago School of Social Work

University of Chicago

B. Regional Facilities

ELCA Churchwide Headquarters

PC-USA Headquarters

Wartburg Theological Seminary

Trinity Lutheran Seminary

Louisville Seminary

2. Long Term Evacuation/Relocation for LSTC Housing

Seminaries and Other Schools:

Lutheran School of Theology of Chicago (LSTC)

1100 East 55th Street

www.lstc.edu

773/256-0771 (Paul Knutson)

University of Chicago (UofC)

5532 S. Kenwood

773/753-2209 (Students: Ellen Huckleberry)

773/702-3421 (Faculty/Staff: Sally Allande)

www.uchicago.edu.

International House

1414 East 59th Street

<http://ihouse.uchicago.edu>

773/753-2280 (Maria Acosta)

Catholic Theological Union (CTU):

5401 S Cornell Ave

773/371-5403 (Christine Henderson)

studentservices@ctu.edu

Private Apartment Buildings and Management Companies

Draper and Kramer

5550 S. Dorchester Apartments

773/752-5005 (Griselda Tellez)

www.5550dorchester.com

Campus Court Apartments

5417-23 S. Harper Ave.

773/955-8566 (Shelia Howard)

MAC Property Management (773/324-8543)

www.macapartments.com

5418 S. Woodlawn Ave.

Museum Walk Apartments

5541 S. Everett

773/752-4280 (Leah)

Woodlawn House (c/o TLC Management)

5214 S. Woodlawn Ave.

773/955-3552 (Thorton, Manager)

Mayfair Apartments

5496 S. Hyde Park Blvd.

773/955-2208 (Laura or Jenny, Property Manager)

JGF Management

1440 East 57th Street, Chicago, IL 60637.

53rd in Kimbark and 54th

Tel: 773-288-6068. (John Frangias, Landlord)

Madison Park Apartments

1380 East Hyde Park Boulevard

773/536-4300 (Oscar or Maria)

Parker and Holsman

773/493-2525

www.parkerholsman.com

Cornell Towers

5346 S. Cornell

773/667-2506

Poinsettia Apartments

5528 Hyde Park Blvd.

773/363-7500 (Suresh)

3. **Short Term Evacuation/Relocation for LSTC Housing**

***Catholic Theological Union**

5401 S Cornell, 773/371-5403

Contact: Christine L. Henderson

\$65 per night. Rooms include double bed w/private bath. Telephone w/local service and Wi-Fi access. Cafeteria located on the 1st floor and complimentary washers & dryers.

[Catholic Theological Union](#)

Disciples Divinity House

1156 East 57th St., 773/643-4411

Housing Administrator: Marsha Peeler

\$60.00 (single), \$70.00 (double).

Room includes private bath.

[Disciples Divinity House](#)

International House

1414 E. 59th St., 773/753-2270

Must be affiliated with U. of C.

Dorm Room \$60 single (double not available)

Guest Room \$70 single, \$70 double

Midway Room \$128 single and double

Terrace Room \$103 single and double

Discounted weekly rates available

[International House](#)

***Lutheran School of Theology at Chicago**

773/256-0700.

Conference Center: 5457 S. University

Contact: Kim Ferguson, kferguso@lstc.edu.

Shared bath, living room, kitchen

\$50 per person; \$80 per family

In-house dept. rates=\$40/\$70

Guest Apartments: 1100 East 55th Street, Contact: Annie Dunner, adunner@lstc.edu or Kim Ferguson, kferguso@lstc.edu

1-bedroom furnished apt/w full kitchen & bath

Rates: \$100 per night; \$400 wkly; \$1,100 monthly.

2-bedroom furnished apt/w full kitchen & bath

Rates: \$130 per night; \$520 wkly; \$1,430 monthly.

Note: In-house LSTC dept. rates available.

Pierce Hall (U of C)

5514 S. University Ave., 773/702-5470

Not Available during summer

\$60.00 single; \$50.00 double (per person)

[Pierce Hall \(scroll down to Guest Rooms\)](#)

Quaker House: 5615 S. Woodlawn Ave.

Chicago, IL 60637, (773) 288-3066

\$40/night (\$5/night for each add. person)

After 1 week, rate drops to \$20/night (\$5 for each add. person)

Ramada Inn

4900 S. Lake Shore Dr., 773/288-5800

\$110.00-130.00 for single per night

\$120.00-140.00 for double per night

(Prices vary, depending on date)

[Ramada Inn](#)

Shoreland Suites (U of C guestrooms)

5454 S. Shore Dr., 773/702-4550

Not Available during summer

\$45.00 single; \$80.00 double

[Shoreland Hall \(scroll down to Guest Rooms\)](#)

During the Summer Months only:

Max Palevski (UofC) 1101 E 56th Street

Contact: Kellyn Gawel, 702-2310

Single Suites: \$47 per person per night

Double Suites: \$37 per person per night

Single suites – 2 persons share bathroom

Double Suites – 4 persons share bathroom

Available for conference groups only.

[Kellyn Gawel](#)

C. Hazard Vulnerability Analysis

Lutheran School of Theology at Chicago & McCormick Theological Seminary

Hazard Vulnerability Analysis

Hazards are identified as High, Medium, Low or Not Applicable (H, M, L, NA)

This is not intended to be a qualitative analysis, but rather a tool for identifying emergency management scenarios and preparation activities. Hazards identified as "High" have an emergency preparedness plan which is exercised on a periodic basis. Other potential hazards (as noted below) are not designated as "High" probability but may have a written action plan/procedure for addressing the situation.

This analysis applies to all MTS/LSTC sites in the Hyde Park area of Chicago.

Weather Related Hazard		NOTES
Tornado, damaging winds and severe thunderstorm	M	See note #1 below
Damaging hail	M	
Hurricanes	N/A	
Severe thunderstorms/lightning	M	
Ice storm	M	
Extreme winter weather (including cold/ice/snow)	H	See the emergency preparedness procedures
Extreme summer weather	M	
Floods		
Building or site in flood plain	N/A	
Dam/levee failure	N/A	
Storm surge/high current flood	N/A	
Utility Failure		
Loss of electricity, lighting or natural gas	H	See the emergency preparedness procedures
Loss of sewer	L	
Loss of fire suppression/alarm system	L	
Earthquake/Seismic events		
Damage/injury due to earthquake	L	
Hazardous Materials		
Gas leak	M	
Proximity to railroad tracks or chemical plant (for chemical spills)	L	
Radiological hazard (proximity to nuclear power plant)	L	
People Related Hazards		
Proximity to gang related activity or other crime	M	See the campus action plan/procedure
Workplace violence	L	See the campus action plan/procedure
Bomb threat	L	See the campus action plan/procedure
Terrorist acts	L	
Disturbances and demonstrations	L	

NOTE: Specific fire plans exist for all MTS/LSTC locations.

(1) While the occurrence of tornado, damaging winds & severe thunderstorms is only a Medium possibility, an emergency Preparedness procedure is in place due to the potential effect of this hazard.

Revised: February 8, 2008

D. Emergency Procedures

1. Loss of Electricity, Lighting, Water or Natural Gas

Purpose

The Hazard Vulnerability Analysis defines Loss of Electricity, Lighting or Natural Gas as a priority emergency for all LSTC/McCormick facilities. The purpose of this procedure is to foster a state of readiness and to define a process for responding to and recovering from an emergency.

Scope

This procedure applies to the staff, faculty, students and visitors of the LSTC and McCormick facilities.

General Procedure

Role in a community wide emergency

The LSTC/McCormick facilities are theological seminaries and do not provide acute medical or emergency services to the community. As such the focus of this procedure is to provide for the safety of the students, faculty, staff and visitors, and to maintain seminary services.

Authority

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and designated staff have the authority to implement this plan. In the event that the emergency occurs when the above staff are not at the facility, the ranking staff member will assume responsibility for implementing this plan, and contacting the above referenced Vice Presidents and other designated staff.

Mitigation

The LSTC/McCormick facilities have put in place mitigation activities in an attempt to lessen the severity and impact of a loss of electricity, lighting or natural gas emergency.

Emergency Response Manual (ERM)

The emergency procedures are compiled in a book (ERM) located at:

- The security/reception desk at 5460 S. University
- The security office at 1100 E. 55th St.
- The reception desk at 1100 E. 55th St.
- The office of the Vice President of Operations (LSTC)
- The office of the Executive Vice President and Chief Business Officer (McCormick)
- The maintenance office at 5460 S. University
- The office of the Director of Administration (McCormick)
- The maintenance shop for housing for LSTC

The ERM contains pertinent contact information for staff, and emergency evacuation sites. The book also contains information about critical utility shutoffs and procedures to enact when critical utilities fail.

Emergency Communication

In the event that it is necessary to contact staff not at the facility, the Crisis Communications Response Plan in the ERM describes the procedure.

Internal communication within the facility and grounds will utilize walkie-talkies and/or cell phones.

Emergency Equipment

In the event that there is a loss of electrical power to any of the LSTC/McCormick facilities, battery backup emergency lighting will allow for approximately 1.5 hours of emergency lighting of exit corridors.

Emergency Supplies

Flashlights, first aid kits and emergency kits are located in the LSTC maintenance office, the LSTC security desk, the LSTC housing maintenance shop, and the emergency supplies storage closet on the 1st floor at 5460 S. University. Emergency kits contain one portable battery radio, additional flashlights with batteries, gloves, and body blankets.

Preparation

The MTS/LSTC facilities have the following in place to identify resources to be used in times of emergency:

Evacuation Sites

For both short term and long term evacuation, the Evacuation Procedures, located in the ERM will be followed.

Emergency Services and Key Vendors

Emergency services and key vendors are listed in the ERM.

Response

The following actions will be taken in the case of loss of electricity, lighting or natural gas emergency:

At the first sign of the loss of natural gas, please contact Maintenance. Many building systems require the use of natural gas. HVAC equipment, boilers, hot water tanks and kitchen stoves will require professional attention. Gas may need to be purged from gas lines and pilot lights will need to be re-lit when the utility is reactivated. In the event of an electrical failure, the building heating system at each location will be inoperable.

Monitor temperature of the facility:

For outages of a short duration:

If inside temperature remains at 60 degrees or above

- If the building can be occupied, maintain normal operation of the structure as long as the ambient air temperature remains above 60 degrees F.
- Avoid opening windows or doors to maintain the indoor air temperature.

For outages of a long duration:

If the inside temperature drops below 60 degrees

- Staff will identify predetermined evacuation sites and determine if evacuation locations have heat and electricity. For both short term and long term evacuation, the Evacuation Procedures located in the ERM will be followed.

If the interior room temperature drops below 40 degrees and the outside temperature is below 32 degrees

- Follow procedures to drain the domestic water piping and sprinkler system piping where applicable (refer to Sprinkler System Shutdown Procedures and Domestic Water Drain Down guides included in the ERM). Blankets can be located in the emergency kits as well.

Evacuation

Should the facility be evacuated, evacuation procedures in the ERM will be followed.

Recovery

Following a loss of electricity, lighting or natural gas the following actions will be taken:

Initial Assessment

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) along with appropriate staff will assess the condition of the facility(s) and, if needed, engage the services of contractors and vendors to assure that the facility is safe and secure for occupancy.

Building Repairs

Designated staff will coordinate with security and facility management staff for assistance with any construction and repair, insurance claims, and special assistance in the resumption of normal operation. Immediate actions will be taken to secure the facility and minimize any damage. **Gas may need to be purged from gas lines and pilot lights will need to be re-lit when the utility is reactivated.**

Compensating for Loss of Emergency Systems

In the event the building remains occupiable, but critical emergency systems such as fire and sprinkler systems, are non-operational, interim life safety measures will be taken. Such measure may include designating and communicated alternate exits, additional fire extinguishers, initiating fire watch walk throughs, etc.

Returning Staff, Faculty and Students to the Facility

If an evacuation occurred, designated staff will be responsible for securing and transporting student files back to the facility from evacuation locations.

Reporting and Reassessing

Following a loss of electricity, lighting or natural gas, an incident report will be completed and an assessment of the actions taken and potential improvements/enhancements to the emergency management plan will be assessed.

Revised December 2017

Loss of Electricity, Lighting, Water or Natural Gas for LSTC Housing

LSTC Emergency Personnel:

LSTC Front Desk: 773-256-0700

Report Power Outages: Common Wealth Edison – 800/334-7661

Strong Gas Odors: Peoples Gas: 312/240-7001

Report Water Outages, Water in Street: 311; Department of Water Management: 312/744-4426

Gas Odor/Leak

Do Not Do the Following:

- Do not put stress or strain on gas piping. Do not, for example, use the piping as a clothesline or as a shelf. This puts extra weight on the pipes, causing possible damage that could result in a gas leak.
- **Never** store combustible materials close to gas appliances.
- Use a gas appliance only for the purpose for which it was designed. **Never** use a cooking stove or oven to heat a room.

Warnings of a potential Danger:

If you smell gas inside or outside your apartment or building, take immediate action. Escaping gas can result in fires and explosions.

What to do if you smell a slight or faint gas odor indoors:

A slight or faint gas odor near an appliance does not necessarily indicate a leak – sometimes it simply means that the appliance pilot needs relighting. If you have any doubt or the odor persists after relighting the pilot, open windows and doors in the room and contact the emergency personnel immediately.

What to do if you smell a strong gas odor indoors:

- If the gas odor is strong, **leave the building immediately.**
- On your way out, alert others to leave the building also.
- DO NOT operate any gas or electric appliances, or turn any light switches on or off.

Other warning signs indoors:

Unusually high flames on gas appliances or a loud hissing noise coming from a gas appliance or gas piping should be considered a warning, and prompt action should be taken.

- **First**, shut off the appliance at the shutoff valve if one can be reached easily.
- **Then**, LEAVE THE BUILDING IMMEDIATELY. On your way out, alert others to leave the building also. Do not operate any gas or electric appliances, or turn any light switches on or off.
- Open your windows as you leave the residence or building, making sure that everyone is evacuated. If you can, shut off the supply of gas at the meter. Again, only attempt this if you know where the meter is located, can reach it quickly, and know how to turn the valve off.
- **Next**, call Peoples Gas at (312) 240-7001 and emergency personnel immediately from a cell phone, pay phone, or a neighbor's home who is not experiencing the same conditions. Tell the representative from Peoples Gas what conditions you observed and that you have left the building. Listen for any instruction Peoples Gas may offer.

- Leave someone outside, at a safe distance from the building, to direct service personnel who will be right out to help.
- **Wait**, for Peoples Gas to arrive and give the all-clear signal before returning to your apartment or building. **If resident(s) is not able to return to their apartment, please see list of short and long term housing options in the Evacuation Procedures Section.**
- **Report** the incident to the emergency personnel immediately in detail.

For slight or faint gas odors indoors call:

LSTC: Front Desk – 773-256-0700

For strong Gas Odors with a hissing sound or gas odors outdoors call:

Peoples Gas Emergency #: (312) 240-7001

2. **Extreme Winter Weather**

Purpose

The Hazard Vulnerability Analysis defines Extreme Winter Weather/Heavy Snowfall as a priority emergency for the LSTC/McCormick facilities. These are weather hazards associated with freezing or frozen precipitation (freezing rain, sleet and snow) or combined effects of winter precipitation and strong winds. The purpose of this procedure is to foster a state of readiness and to define a process for responding to and recovering from a winter storm/heavy snowfall emergency.

Scope

This procedure applies to the staff, faculty, students and visitors of the LSTC and McCormick facilities.

General Procedure

Role in a community wide emergency

The LSTC/McCormick facilities are theological seminaries and do not provide acute medical or emergency services to the community. As such the focus of this procedure is to provide for the safety of the students, faculty, staff and visitors, and to maintain seminary services.

Authority

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and designated staff have the authority to implement this plan. In the event that the emergency occurs when the above staff are not at the facility, the ranking staff member will assume responsibility for implementing this plan, and contacting the above referenced Vice Presidents and other designated staff.

Mitigation

The LSTC/McCormick facilities have put in place mitigation activities in an attempt to lessen the severity and impact of an extreme winter weather emergency.

Emergency Response Manual (ERM)

The emergency procedures are compiled in a book (ERM) located at:

- The security/reception desk at 5460 S. University
- The security office at 1100 E. 55th St.
- The reception desk at 1100 E. 55th St.
- The office of the Vice President of Operations (LSTC)
- The office of the Executive Vice President and Chief Business Officer (McCormick)
- The maintenance office at 5460 S. University
- The office of the Director of Administration (McCormick)
- The maintenance shop for housing for LSTC

The ERM contains pertinent contact information for staff, and emergency evacuation sites. The book also contains information about critical utility shutoffs and procedures to enact when critical utilities fail.

Emergency Communication

In the event that it is necessary to contact staff not at the facility, the Crisis Communications Response Plan in the ERM describes the procedure.

Internal communication within the facility and grounds will utilize walkie-talkies and/or cell phones.

Emergency Supplies

It is possible that in an extreme winter emergency there will be a loss of power and lighting. Flashlights, first aid kits and emergency kits are located in the LSTC maintenance office, the LSTC security desk, the LSTC housing maintenance shop, and the emergency supplies storage closet on the 1st floor at 5460 S. University. Emergency kits contain one portable battery radio, additional flashlights with batteries, gloves, and body blankets.

Preparation

The LSTC/McCormick facilities have the following in place to identify resources to be used in times of emergency:

Evacuation Sites

For both short term and long term evacuation, the Evacuation Procedures, located in the ERM will be followed.

Emergency Services and Key Vendors

Emergency services and key vendors are listed in the ERM.

Response

The following actions will be taken in the event of an extreme winter weather emergency:

Watch

In the event a Winter Storm Watch is issued, staff will monitor local weather network broadcasts, and/or National Weather Service / NOAA (National Oceanographic and Atmospheric Administration) emergency weather radio to determine if the watch is upgraded to a warning.

Warning

When the National Weather Service issues a Winter Storm Warning the Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and/or designated staff will begin a process of decision making based on the forecasted conditions, people in the building, and schedule of events.

- Send employees home prior to the arrival of hazardous driving conditions
- Confer with critical offices regarding class and special event schedules
- Cancel, postpone, delay, or complete early any classes or special events
- Communicate work or school closing to students, faculty, and staff
 - E-mail alerts
 - Phone mail alerts
 - Personal announcement by walking throughout the buildings
 - Information given to front desk receptionists
- Gather all remaining staff, faculty, students, and visitors in a pre-determined location. Once gathered, the designated staff will tell everyone gathered what the conditions are and that emergency procedures will be initiated.
- LSTC cafeteria, JKM Library 1st floor, and MTS 1st floor Common rooms are large spaces to gather people, providing access to water, washrooms, and necessary supplies.

Maintenance will continue to monitor the National Weather Report and initiate radio contact at all LSTC/McCormick sites. Maintenance will also assist with the congregation of staff, faculty, students, and visitors to ensure that all are present and will check all heating equipment. If time allows, heating equipment repair will be made a priority.

Security and maintenance will make regular checks of building systems to respond to malfunctions and damage.

Loss of Critical Utilities

In an extreme winter weather emergency, it is possible that there will be a loss of electricity. In the event that there is a loss of one or more critical utilities, the procedures for the loss of these utilities will be followed. These procedures are located in the ERM.

Evacuation

Should the facility be evacuated, evacuation procedures in the ERM will be followed.

Recovery

Following an actual extreme winter weather occurrence, affecting the facility(s) the following actions will be taken:

Initial Assessment

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick), along with appropriate staff will assess the condition of the facility(s) and, if needed, engage the services of contractors and vendors to assure that the facility is safe and secure for occupancy.

Building Repairs

Designated staff will coordinate with security and facility management staff for assistance with any construction and repair, insurance claims, and special assistance in the resumption of normal operation. Immediate actions will be taken to secure the facility and minimize subsequent damage.

Compensating for Loss of Emergency Systems

In the event the building remains occupiable, but critical emergency systems such as fire and sprinkler systems, are non-operational, interim life safety measures will be taken. Such measure may include designating and communicated alternate exits, additional fire extinguishers, initiating fire watch walk throughs, etc.

Returning Staff, Faculty and Students to the Facility

If an evacuation occurred, designated staff will be responsible for securing and transporting student files back to the facility from evacuation locations.

Reporting and Reassessing

Following an extreme winter weather emergency, an incident report will be completed and an assessment of the actions taken and potential improvements/enhancements to the emergency management plan will be assessed.

Revised December 2017

Extreme Winter Weather - LSTC Housing

The following actions are taken during extreme winter weather:

Property & Facilities staff ensures all walkways; patio, back stairs and decks are cleaned and cleared from snow/ice in and around the residential facilities.

Staff/Security checks the following:

- All locks, doors and gates to ensure they are secured and working properly.
- Check buildings for any abnormalities/damage.
- Check HVAC, boilers, hot water tanks, sump pumps for any abnormalities/damage.

The following addresses are Warming Centers located in the area:

Chicago/Woodlawn: 915 E. 63rd Street, Chicago, IL 60637 (one mile)

Chicago/Park Manor: 1642 W. 59th Street, Chicago, IL 60636 (three miles)

LSTC Emergency Personnel:

LSTC Front Desk: 773-256-0700

3. **Tornado, Damaging, Severe Thunderstorms**

Purpose

The Hazard Vulnerability Analysis defines Tornadoes and Damaging Winds/Severe Thunderstorms as a priority emergency for all LSTC/McCormick facilities. The purpose of this procedure is to foster a state of readiness and to define a process for responding to and recovering from an emergency.

Scope

This procedure applies to the staff, faculty, students and visitors of the LSTC and McCormick facilities.

General Procedure

Role in a community wide emergency

The LSTC/McCormick facilities are theological seminaries, and do not provide acute medical or emergency services to the community. As such, the focus of this procedure is to provide for the safety of the students, faculty, staff and visitors, and to maintain seminary services.

Authority

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and designated staff have the authority to implement this plan. In the event that the emergency occurs when the above staff are not at the facility(ies), the ranking staff member will assume responsibility for implementing this plan and contacting the above referenced Vice Presidents and other designated staff.

Mitigation

The LSTC/McCormick facilities have put in place mitigation activities in an attempt to lessen the severity and impact of a tornado and damaging winds/severe thunderstorm emergency.

Emergency Response Manual (ERM)

The emergency procedures are compiled in a book (ERM) located at:

- The security/reception desk at 5460 S. University (McCormick)
- The security office at 1100 E. 55th St. (LSTC)
- The reception desk at 1100 E. 55th St. (LSTC)
- The office of the Vice President of Operations (LSTC)
- The office of the Executive Vice President and Chief Business Officer (McCormick)
- The maintenance office at 5460 S. University (McCormick)
- The office of the Director of Administration (McCormick)
- The maintenance shop for housing (LSTC)
- The maintenance office at 1100 E. 55th (LSTC)

The ERM contains communications, protocols, including pertinent contact information for staff and emergency evacuation procedures. The ERM also contains information about critical utility shutoffs and procedures to enact when critical utilities fail.

Emergency Communication

The procedure for contacting staff not on-site at the facility(ies) is described in the Communications Contingency Plan located in the ERM.

Internal communication

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and designated staff will utilize walkie-talkies and/or cell phones.

Emergency Supplies

It is likely that in a tornado there will be a loss of power and lighting. Flashlights, first aid kits and emergency kits are located in the LSTC maintenance office, the LSTC security desk, the LSTC housing maintenance shop, and the storage closet on the 1st floor at 5460 S. University. Emergency kits contain one portable battery radio, additional flashlights with batteries, gloves, and body blankets.

Preparation

The following have been identified as resources to be used in times of emergency, and may be located in the ERM:

Evacuation Sites and Procedures

Both short term and long term evacuation procedures will be followed, and are located in the ERM.

Emergency Services and Key Vendors

Emergency services and key vendors are listed in the ERM.

Response

The following actions will be taken in a tornado and damaging winds/severe thunderstorm emergency:

Watch

In the event a Watch is issued, The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and/or designated staff will monitor local weather network broadcasts and/or National Weather Service/NOAA (National Oceanographic and Atmospheric Administration) emergency weather radio to determine if the watch is upgraded to a warning.

Warning

When the National Weather Service issues a Tornado Warning, the Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick), and/or designated staff, will instruct staff, faculty, students and visitors to congregate in a pre-determined location. Each facility will designate an interior room with no windows, preferably on the ground floor or in the basement, as the place of assembly. Once gathered, the designated staff will tell everyone gathered that a Warning is in effect and that emergency procedures will be initiated.

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and/or designated staff will continue to monitor reports from the National Weather Service and initiate radio contact at all MTS/LSTC sites. Designated staff will also assist with the congregation of staff, faculty, students and visitors to ensure that all are present.

Loss of Critical Utilities

In a tornado or damaging winds/severe thunderstorm, it is possible that there will be a loss of electricity. In the event that there is a loss of one or more critical utilities, the procedures for the loss of these utilities will be followed. These procedures are located in the ERM.

Evacuation

Should it be necessary to evacuate the facility(ies), evacuation procedures in the ERM will be followed.

Recovery

Following an actual tornado or damaging winds/severe thunderstorm affecting the facility(ies), the following actions will be taken:

Initial Assessment

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick), along with designated staff, will assess the condition of the facility(ies) and, if needed, engage the services of contractors and vendors to assure that the facility is safe and secure for occupancy.

Building Repairs

Designated staff will coordinate with security and facility management staff for assistance with any construction and repair, insurance claims, and special assistance in the resumption of normal operation. Immediate actions will be taken to secure the facility and minimize subsequent damage.

Compensating for Loss of Emergency Systems

In the event the building may be occupied, but critical emergency systems such as fire and sprinkler systems are non-operational, interim life safety measures will be taken. Such measures may include designating and communicating alternate exits, additional fire extinguishers, initiating fire watch walkthroughs, etc.

Returning Staff, Faculty and Students to the Facility

If an evacuation occurred, designated staff will be responsible for securing and transporting student files back to the facility from evacuation locations.

Reporting and Reassessing

Following a tornado or damaging winds/severe thunderstorm emergency, an incident report will be completed and an assessment of the actions taken and potential improvements/enhancements to the emergency response plan will be assessed.

Revised December 2017

Tornado, Damaging, Severe Thunderstorms – Housing

Tornado / Severe Storm Alert information:

The Emergency Broadcasting Service (EBS) will broadcast weather related emergency information via local broadcasting means, i.e. television, radio, air horn sirens. The television and radio will alert the public to present or pending storms that are determined to be severe. The television or radio will indicate if it is a storm **watch** or a storm **warning**.

WATCH – Indicates that the weather conditions in an area could develop into a severe storm or tornado.

WARNING – Indicates that a severe storm or tornado has struck the indicated area

Severe Storm / Tornado Response Procedure

- Listen for emergency weather broadcasts and sirens indicating severe weather or tornado status in a particular area.
- Stay away from windows that could shatter and cause injury from wind or flying debris.
- Gather flashlights or candles for lighting in case of a power outage
- Unplug unneeded electronic devices or turn off surge protectors to protect from electrical surges
- If a tornado is touched down in the area, hurry to a basement laundry room area and position your self away from the glass door for safety.
- If you cannot get to a laundry room, brace yourself underneath door jams or interior apartment wall corners away from windows or hanging items that can fall and cause injury.

LSTC Emergency Personnel:

LSTC Front Desk: 773-256-0700

4. **Fire**

Purpose

To establish procedures that facilitates staff, faculty, students and visitors safely exiting' LSTC and McCormick buildings in the event of a fire or a drill.

Scope

This procedure applies to the *staff*, faculty, students and visitors of the MTS and LSTC facilities. The fire alarm will be exercised via fire drill at a minimum of once per year.

Background

The LSTC/McCormick facilities are theological seminaries and do not provide acute medical or emergency services to the community. All doors in the egress path are unlocked in the direction of exit travel.

Clients and visitors:

It is the responsibility of clients and visitors to exit the building as instructed and practiced in fire drills. Everyone will remain in the designated area and follow staff directions until the situation has been resolved.

Staff:

It is the responsibility of staff to exit the building and to assist clients in exiting the building. Maintenance staff and/or others with knowledge of the building and life safety systems may take on additional responsibilities.

If you discover a fire

- a. Sound alarm to begin the evacuation. If for any reason the fire alarm does not sound, call the local fire department using the 911 emergency telephone number.
- b. You are neither required, nor encouraged, to fight the fire. If you are trained in the use of fire extinguishers and choose to fight the fire, do so only after activating the alarm to begin the evacuation, and to summon aid.
- c. Proceed with evacuation as outlined below.

If the alarm sounds

- a. Begin an orderly movement of all persons toward exits closest to them. All staff and/or faculty will take a lead in ushering students, visitors and other staff towards exits.
- b. Appropriate staff or the Resident Assistant (RA at student residences) must be, made aware of any student, faculty, staff or visitor who is physically challenged; In case of a fire, the designated staff or RA will be responsible for notifying the fire fighters of the location of the physically challenged person.
- c. If applicable, the receptionist will take the visitors log when exiting the building.
- d. Once outside, all students, faculty, staff and visitors will proceed across the street from the facility in order to allow others to freely exit the building and to allow the fire department access to the site.

- e. Occupants may re-enter the building only after the fire department has given the all-clear signal.
- f. If re-entry is not possible due to fire or unsafe conditions, all persons will be directed to their short term evacuation site.

Kitchen Staff

At the main campus, kitchen staff will turn off all electrical appliances where possible. The kitchen staff will then exit the building through the closest exit and proceed across the street from the main campus until the fire department allows re-entry into the building. To re-activate the power, maintenance staff will turn on the power.

Maintenance Staff

Maintenance staff will assist in the safe evacuation of the facility. At the conclusion of the evacuation, the maintenance staff will complete a report assessing the performance of students, staff, faculty, visitors and systems and identifying any improvements to the fire plan.

Evacuation

If the facility is unoccupiable due to fire damage, for both short term and long term evacuation, the Evacuation Procedures, located in the ERM will be followed.

Emergency Communication

In the event that it is necessary to contact staff not at the facility, the Crisis Communications Response Plan in the ERM describes the procedure.

Internal communication within the facility and grounds will utilize walkie-talkies and/or cell phones.

Recovery

Following an actual fire that leaves the facility unoccupiable, the following actions will be taken:

Initial Assessment

In coordination with local municipal agencies, The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) along with appropriate staff will assess the condition of the facility and, if needed, engage the services of contractors and vendors to assure that the facility is safe and secure for occupancy.

Building Repairs

Designated staff will coordinate with security and facility management staff or assistance with any construction and repair, insurance claims, and special assistance in the resumption of normal operation. Immediate actions will be taken to secure the facility and minimize any danger.

Emergency Services and Key Vendors

Emergency services and key vendors are listed in the ERM.

Compensating for Loss of Emergency Systems

In the event the building remains occupiable, but critical emergency systems such as fire and sprinkler systems, are non-operational, interim life safety measures will be taken. Such measures may include designating and communicating alternate exits, additional fire extinguishers, initiating fire watch walk throughs, etc.

Reporting and Reassessing

Following an actual fire, an incident report will be completed and an assessment of the actions taken and potential improvements/enhancements to the fire plan will be assessed.

Fire - LSTC Housing

There is no central alarm system within the LSTC Apartment buildings. In an emergency situation, emergency personnel would need to be contacted by phone. Residents are expected to use good judgment when using items with potential fire hazard and are encouraged to discuss fire safety and evacuation with their apartment mates or families, and to inquire about any areas of apartment living they are unsure of. Residents of LSTC housing are dependent on one another for awareness of situations that may affect them, their apartment, or the building as a whole and are therefore encouraged to be aware of and care for their neighbor and the shared property with this in mind.

Emergency Contacts:

Chicago Fire / Police / Emergency – Dial 911

University of Chicago Police – 773-702-8181

LSTC Security / Front Desk – (2pm – 1 am) 773-256-0700

LSTC / MTS Security Emergency – 773-573-7597

Fire Information LSTC Housing

- Every apartment unit has a battery operated smoke alarm. These alarms will sound when smoke is detected.
- Alarm batteries or malfunctioning alarms are changed every October by LSTC personnel.
- Every stairwell has a working fire extinguisher on each level.
- Each apartment has a front and back stairwell that should be used to exit the building in a fire situation.

If you hear a smoke alarm!

- Respond by investigating and identifying the nature of the alarm.

If you see or smell smoke!

- Investigate and identify the nature of the smoke.
- If smoke is coming from another apartment, attempt to alert the resident and neighbors in the building.

If you see fire!

- Only attempt to extinguish a fire by proper means. Fire Extinguishers are located on each floor of each front vestibule stairway.
- If you cannot extinguish the fire, proceed with Fire Evacuation (see Fire Evacuation Procedure)

Fire Evacuation Procedure:

- Vacate yourself, your family or apartment mates from the apartment and building using the back stairwell, or the front stairwell if the back exit is inaccessible.
- If necessary, alert other residents within the building affected.
- Exit at least 100 feet from the building
- Call Chicago Fire Department and LSTC Emergency.
- The Fire Department / Emergency Services arrive and check the building.
- Communicate all necessary information to Chicago Fire Department and LSTC Emergency responders
- Wait for re – entry clearance from Emergency responders before returning to the premises.

ANNUAL FIRE SAFETY REPORT – LSTC Housing

The on-campus student housing facility will prepare an annual fire safety report that contains at least the following information.

- (1) The fire statistics described in the section below.
- (2) A description of each on-campus student housing facility fire safety system.
- (3) The number of fire drills held during the previous calendar year.
- (4) The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
- (5) The institution's procedures for student housing evacuation in the case of a fire.
- (6) The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
- (7) For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
- (8) Plans for future improvements in fire safety, if determined necessary by the institution.

FIRE STATISTICS – LSTC Housing

- (1) The institution will report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning—
 - (i) The number of fires and the cause of each fire;
 - (ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
 - (iii) The number of deaths related to a fire; and
 - (iv) The value of property damage caused by a fire.
- (2) The institution is required to submit a copy of the fire statistics in paragraph (1) of this section to the Secretary on an annual basis.

FIRE LOG – LSTC Housing

- (1) The institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.
- (2) The institution must make an entry or an addition to an entry to the log within two business days, as defined under Sec. 668.46(a), of the receipt of the information.
- (3) The institution must make the fire log for the most recent 60- day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.
- (4) The institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described above.

5. **Disturbances or Demonstrations**

Most campus demonstrations are peaceful and staff should attempt to carry on business as normally as possible. However, Security should be notified if demonstrations:

- Interfere with the normal operations of the seminary.
- Prevent access to offices and seminary facilities.
- Threaten physical harm to people or damage to seminary facilities.

If demonstrations are disruptive or potentially violent, Security will be responsible for informing the President and the Deans. The Dean of Students will ask the demonstrators to terminate the disruptive activity. If the demonstrators persist, the Dean of Student will consult with the President and Director of Security. If it appears there is the potential for injury to people or damage to property, the President will determine if the Police Department should be contacted. If the disruptive or potentially violent demonstration takes place after business hours, Security will notify available administrators and may contact the Police Department without counsel from others if it is deemed necessary for the safety of persons and seminary facilities.

6. **Violent or Criminal Behavior**

Purpose

The Hazard Vulnerability Analysis defines Criminal/Violent Event as a priority emergency for all LSTC/McCormick facilities. The purpose of this procedure is to foster a state of readiness and to define a process for responding to and recovering from an emergency.

Scope

This procedure applies to the staff, faculty, students and visitors of the LSTC and McCormick facilities.

General Procedure

Role in a community wide emergency

The LSTC/McCormick facilities are theological seminaries, and do not provide acute medical or emergency or security services to the community. As such, the focus of this procedure is to provide for the safety of the students, faculty, staff and visitors, and to maintain seminary services.

Authority

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and designated staff have the authority to implement this plan. In the event that the emergency occurs when the above staff are not at the facility(ies), the ranking staff member will assume responsibility for implementing this plan and contacting the above referenced Vice Presidents and other designated staff.

Mitigation

The LSTC/McCormick facilities have put in place mitigation activities in an attempt to lessen the severity and impact of a criminal/violent event.

Emergency Response Manual (ERM)

The emergency procedures are compiled in a book (ERM) located at:

- The security/reception desk at 5460 S. University (LSTC/McCormick)
- The security office at 1100 E. 55th St. (LSTC)
- The reception desk at 1100 E. 55th St. (LSTC)
- The office of the Vice President of Operations (LSTC)
- The office of the Executive Vice President and Chief Business Officer (McCormick)
- The maintenance office at 5460 S. University (McCormick)
- The office of the Director of Administration (McCormick)
- The maintenance shop for housing (LSTC)
- The maintenance office at 1100 E. 55th (LSTC)

The ERM contains communications protocols, including pertinent contact information for staff and emergency evacuation procedures. The ERM also contains information about critical utility shutoffs and procedures to enact when critical utilities fail.

Emergency Communication

The procedure for contacting staff not on-site at the facility(ies) is described in the Communications Contingency Plan located in the ERM.

Internal communication

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and designated staff will utilize walkie-talkies and/or cell phones.

Emergency Supplies

In the event that a criminal/violent event causes a loss of power and lighting. Flashlights, first aid kits and emergency kits are located in the LSTC maintenance office, the LSTC security desk, the LSTC housing maintenance shop, and the storage closet on the 1st floor at 5460 S. University. Emergency kits contain one portable battery radio, additional flashlights with batteries, gloves, and body blankets.

Deterrence measures

LSTC and McCormick will maintain and at times increase the following in order to deter possible criminal/violent events:

- Key Card system
- Camera system
- Counseling services
- Training in identification of potential circumstances
- Security personnel

Involvement from staff, faculty, students, and visitors

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them to the front desk of MTS or LSTC. If a person observes an individual who is threatening harm to himself/herself or to others, they will be asked to immediately inform closest front desk. This request will be communicated to the LSTC and McCormick communities through e-mails, orientations, and institutional handbooks.

Preparation

The following have been identified as resources to be used in times of emergency, and may be located in the ERM:

Lock Down procedures

Procedures for restricting any access to the building and requiring occupants to seek areas of safety will be followed and may be located in the ERM.

Evacuation Sites and Procedures

Both short term and long term evacuation procedures will be followed, and may be located in the ERM.

Emergency Services and Key Vendors

Emergency services and key vendors are listed in the ERM.

Technology testing

All emergency response technologies will be tested twice a year by the shared security staff and logged to be working well. Any deficiencies will be noted and corrected. The technology to be tested include: panic buttons, radios, cameras, key card access systems, cellular phones, and emergency supplies.

Response Training

Staff in the following areas will be trained annually in response procedures regarding a criminal/violent event: LSTC & McCormick Front desk staff, JKM library circulation desk staff, shared security staff, maintenance staff, cafeteria staff, and McCormick 2nd floor reception desk.

Threat assessment training

Annual training will be done with faculty and student services personnel regarding threat assessment, focusing on students. Annual training will be done for administrative personnel regarding threat assessment focusing on employees.

Response

The following actions will be taken in a criminal/violent event:

Nature of Incident – criminal activity (e.g. suspicious person, trespass, attempted theft, property crime)

- a. Front desk staff receive report or Staff equipped with radios or stationed at panic buttons witness situation and relay information to front desk indicating:
 1. Nature of situation
 2. Location
 3. Description of person(s) involved
 4. Description of property involved
- b. Front desk keeps caller on the line
- c. Press panic button located at front desk or at a work station equipped with a button.
- d. Call “code red” situation over radios giving all information reported if at a location with a radio
- e. Call University of Chicago police – 702-8181
- f. Call 911 to inform City police of any needs
- g. Be available to provide officers with any additional information they request as they arrive
- h. Maintenance and security staff address the activity and/or work with police personnel to address the activity

Nature of Incident – violent activity involving threat to personal health and wellbeing

- a. Front desk staff receive report or Staff equipped with radios or stationed at panic buttons witness situation and relay information to front desk indicating:
 - 1) Nature of situation
 - 2) Location
 - 3) Description of person(s) involved
- b. Front desk keeps caller on the line
- c. Press panic button located at front desk or at a work station equipped with a button.
- d. Call “code red” situation over radios giving all information reported if at a location with a radio, with option to pull alarms at LSTC & McCormick, and initiate lockdown procedures
- e. Call University of Chicago police – 702-8181
- f. Call 911 to inform City police of any needs
- g. Be available to provide officers with any additional information they request as they arrive
- h. Security staff work with police personnel to address the activity

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick) and/or designated staff will continue to monitor reports and initiate additional contacts. Senior staff on campus will monitor the situation in the absence of the Vice Presidents.

Recovery

Following an actual criminal/violent event the following actions will be taken:

Initial Assessment

The Vice President of Operations (LSTC) and the Executive Vice President and Chief Business Officer (McCormick), or senior staff on campus along with designated staff, will assess the condition of the occupants and the facility(ies). If needed, engage the services of contractors and vendors to assure that the facility is safe and secure for occupancy.

Communication

Communicate with other seminary officials as stipulated in Crisis Communication Response documents of the ERM. Implement both the internal and external communication plans.

Counseling

Provide necessary counseling to occupants including staff, faculty, students, and visitors.

Building Repairs

Designated staff will coordinate with security and facility management staff for assistance with any construction and repair, insurance claims, and special assistance in the resumption of normal operation. Immediate actions will be taken to secure the facility and minimize subsequent damage.

Returning Staff, Faculty and Students to the Facility

If an evacuation or lock down occurred, designated staff will be responsible for securing the facility and returning the building to normal operations.

Reporting and Reassessing

Following a criminal/violent event, an incident report will be completed and an assessment of the actions taken and potential improvements/enhancements to the emergency response plan will be assessed.

Revised: December 2017

Violent or Criminal Behavior – LSTC Housing

Procedures in the Event of Domestic Violence or a Violent Act in the Residential Facilities:

As a witness to a domestic disturbance in and around the resident facilities, a sound judgment may be needed to determine the severity of the situation. Each disturbance may present unique threats or action responses. The following is a general response procedure in the event of a violence act has taken place:

Lutheran School of Theology at Chicago (LSTC):

- Resident Responsibilities: Call University of Chicago police at 702-8181 and LSTC Security at 573-7597.
- Staff Responsibilities: Reports incident to the following: Dean of Community Life; Vice President for Operations and Facilities Operation Manager.

7. **Bomb Threat**

Take any bomb threat seriously and report it immediately to Security. Security will inform the Vice President for Operations at LSTC and the Executive Vice President and Chief Business Officer at McCormick, who will decide if the building should be evacuated or if other action should be taken.

- a. Written bomb threat: Do not handle it any more than necessary, but place it in an envelope to preserve possible finger prints.
- b. Telephoned bomb threat:
 - Try to obtain as much information from the caller as possible.
 - Note the exact time of the call and attempt to write down the words of the caller.
 - Ask when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like.
 - Note the estimated age and gender of the caller, speech patterns, accent, tone of voice, emotional state (agitated, calm, etc.), background noises.
 - Ask the caller why the bomb was set.
 - Immediately contact Security and give them all of the information you obtained.
- c. Suspicious package or letter:
 - Inform Security immediately if you observe a suspicious package or letter. Do not open it. Some points to recognize:
 - No return address, insufficient or excessive postage, restrictive markings such as Confidential, wrapped in brown paper, discoloration on wrapping paper, hand written or poorly typed address, incorrect title, title but no name, excessive weight, rigid envelope, uneven envelope, excessive securing material (masking tape, string, etc.), foreign mail, air mail or special delivery.
- d. If you observe an object you Security. Do not handle any information that leads you to do not touch anything. Notify

8. **Illness or Injury**

General Procedure

- a. Life threatening - immediately call 911. Give your name, and describe the nature of the medical problem and the location of the victim. Keep the victim still.
- b. Non-life threatening - immediately call Security or a supervisor to assess the situation, arrange for proper medical care and begin the injury or illness reporting process.
- c. Any injury needs to be reported immediately as workman's compensation or general liability may result in an insurance claim.

INCIDENT REPORT

DATE OF INCIDENT _____

REPORT DATE _____

INJURED PERSON INFORMATION

Last Name _____ First Name _____ Middle _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Male/Female _____ Marital Status _____

Age _____ Date of Birth _____

PARENT/GUARDIAN (if injured person is a minor)

Last Name _____ First Name _____ Middle _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number _____

WITNESS (ES)

Name: _____ Address: _____ Telephone # _____

Name: _____ Address: _____ Telephone # _____

LOCATION (BUILDING/ROOM #) _____

TIME (a.m./p.m.) _____

TYPE OF INCIDENT _____

LSTC/McCORMICK WATCHPERSON _____

IF OTHER POLICE INVOLVED (check one)

Chicago Police Department _____ University of Chicago Police Department: _____

CPD RD# _____ UCPD PDI # _____

Officer's Name, Beat or Zone #, and Star # _____

DETAILS OF INCIDENT (Please be as specific as possible stating the facts.)

If more room is needed, continue on the next page

Check here if continued on next page

Injured Person's or Guardian's Signature

Date

Name of Person Submitting Report (Please Print)

Title

Signature

Date

9. Elevator Malfunction

Elevator Outage Response Procedures for the 5460 Building

If you become stuck in the elevator:

- a. Press 1 to see if the elevator will move to the first floor (you may not have clearance to access other floors or the garage, depending on the time of day).

If the elevator remains inoperable:

- a. Remain calm.
- b. Press the red ALARM bell button (located under the Door Open button). This bell alerts others in the building to seek immediate assistance of the Property & Facilities staff.
- c. Do not try to open the doors or get out on your own. Wait for help.
- d. If no one responds within three (3) minutes, press the PUSH TO CALL button. This button activates the emergency telephone (located under the keycard reader) and places a call to the elevator service company. The red light flashes when the call is answered, and you will be able to speak directly to an elevator service representative. Upon arrival, the elevator technician can lower the cab to the nearest floor and open the doors from the outside.
- e. Remain calm. Do not try to open the doors or get out on your own. Wait for help.

If you are inside the elevator during a power outage, the emergency lights will come on in the elevator. Property & Facilities staff or Security will manually operate the elevator to bring it to the closest floor and open the doors so that you may exit. Please remain calm. Do not try to open the doors or get out on your own. And, rest assured that assistance is on the way.

Building information: 5460 S. University, Chicago, IL 60617 – 773-947-6300
After-Hours Campus Security: 773-256-0700
University of Chicago Police: 773-702-8181

Section III

Training

A. Training to Occupants and Staff

In the event of a fire:

1. When the fire alarm is sounded stop what you are doing and leave
2. Use the nearest stairway to exit the building immediately (no elevator use)
3. Go to the outside of the buildings not the inner courtyard
4. Maintain 100 foot distance from the building (across the street or parking lot)
5. Wait for the all clear from the fire department or building services staff and return to the building

In the event of Tornado/severe weather:

1. Building Services and Security staff will go through the halls of each wing announcing the threatening weather and asking everyone to seek shelter in the parking garage
2. Calmly stop work, lock your office door, and use the nearest stairway to go to the underground parking garage (no elevator use)
3. Stay as far away from windows as possible when you are walking through the halls
4. Take note of the other people in your area, we will ask you to ensure that all people from your area are safely in the garage area.
5. Stairwells going down to the garage are located: 1) east side of McCormick Wing, 2) west side of McCormick Wing, 3) LSTC main entrance down to basement
6. Congregate in the garage with all other occupants
7. Wait for the all clear from the Building Services and Security staff, and then return to your office or classroom.

B. Evacuation Training – Security & Building Staff

1. **ALARM ACTIVATED** –
 - a. Alarm sounds
 - b. call “code red” for all personnel on radios
 - c. Report to the enunciator panel.
 - d. senior staff person serves as director of emergency operations
2. **LOCATE** –
 - a. One building staff person stay at 1st floor
 - b. 2 people go to location of alarm
 - c. All other staff begin evacuation procedures
3. **DIRECT** –
 - a. 1st floor person directs fire department to location of the alarm and assist people out of the 1st floor doors
4. **EXTINGUISH** –
 - a. Building staff going to the site of the alarm ascertain the emergency.
 - b. Make sure alarms sound at both buildings.
5. **EVACUATE** –
 - a. Insure the alarms are sounding at both McCormick Seminary and LSTC.
 - b. Each building staff person takes a wing starting at the 3rd floor and working down.

- i. Go in a circular route around each wing checking on every office, washroom, classroom, and meeting room.
 - ii. Yell in a loud voice as you walk, “**Use the stairs to leave the building immediately!**”
 - iii. Hold radios to your ear as evacuate building
 - iv. Report via radio, as each floor is cleared.
 - v. All occupants are to move to a location at least 100 feet away from the building.
6. **ELEVATOR** –
Check elevator that no one is in it and lock elevator off from use with doors turned off.
7. **COMMUNICATE** –
Communicate any special information or needs via the radio system.
8. **SPECIAL NEEDS** –
Communicate any special needs of people with physical challenges.
9. **ACCOUNT FOR ALL** –
Once all are out of the building, communicate with employees from each wing to insure all people are accounted for. Communicate any information to the fire department personnel outside.
10. **SILENCE** –
Silence the alarm. Reset the pull station that was first pulled.
11. **COMMUNICATE W/ THOSE EVACUATED** –
Communicate to all people that have evacuated the building that it is clear to come back in.
12. **REPORT INCIDENT TO VP OPERATIONS** –
Implement communication plan.
13. **REPORT** - Complete a written report of the occurrence.

C. Emergency Team Members

Vice President for Operations – LSTC

Executive Vice President and Chief Business Officer – McCormick

Director of Security – LSTC/McCormick

Director of Building Services - LSTC

Director of Administration/Executive Administrative Assistant to the Executive Vice President and Chief Business Officer – McCormick

Facility Operations Manager – LSTC

D. Fire Drill Assessments

E. Emergency Procedure Evaluation

EMERGENCY/DISASTER INCIDENT REPORT

Incident Location:	Date:	Time:
Type of Incident: <u>Actual</u> <u>Drill</u>	Inclement Weather Fire Other	Bomb Threat Public Demonstration Gas/Chemical Spill/Leak
Alarm Time:	Evacuation Time:	"All Clear" Time:
Description of Incident:		
Describe Evacuation Process:		
Describe Equipment Used in the Incident:		
Describe any Injuries that Occurred During the Incident:		
Description Performance of Alarm Systems or Equipment		

Describe the Performance of Utility Systems and Backup Systems:

Signature of Staff Reporting on Incident:

F. Utility Shutoff

LSTC Housing

Emergency Utility Shut Off Procedures

In the event of an emergency there may be a need to shut down one or all of the main utilities (gas, water, electricity). The following procedures indicate locations and shut down steps for the 12 buildings that make up LSTC Housing. Each building is indicated by a number and address range and are keyed to an LSTC Housing Map. These procedures are to shut down service in the entire building and not individual apartment units.

1. 5437 – 39 Greenwood Ave:

Electricity – entering with a gate/laundry key through back fence and then basement door under 5439 side immediately on the right, north wall, in the corner, there is a large grey metal box. Pull large lever on the right side of the box down to off position. To restart, pull lever up to on position.

Gas - entering with a gate key through back fence and then basement door under 5439 side, walk straight in about 10 feet, on the right side north wall. With a wrench turn the center key valve clock wise a quarter turn to off position. Turn same key counter clockwise a quarter turn to turn back on.

Water - entering with a gate/laundry key through back fence and then basement door under 5439 side, walk straight back to the middle of the basement, take doorway on right through to other side, and turn left to far western wall in the corner. Turn red ball valve handle on the bottom up to off position. Turn handle down to original position to turn back on.

2. 1118 E. 54th Place – 5434 S. University Ave:

Gas – Entering through the front vestibule of 5434/36 University (#5 Vestibule key), go down basement stairs, go right and around to the far east corner, with a wrench turn the 2 meters key valves clockwise a quarter turn to off position. Turn keys counter clockwise a quarter turn to turn on.

Water - Entering through the front vestibule of 5434/36 University (#5 Vestibule key), go down basement stairs, with a pad lock key enter through door on left, on east wall in the corner turn both gate valves clockwise to off position.

Electric – Shut off not available. Shut off access is buried inside of a wall in Free B's.

3. 5430 / 32 S. University Ave:

Electricity – With a gate/laundry key through the back fence to basement door underneath 5430 side, enter basement with #L5 basement key, walk through door on the right to far southwest corner to large grey meter box. Turn 2 large levers down to off position. Turn levers up to turn back on.

Gas – From the front of the building go down to basement door on left (5432 side) with a DFM key enter and immediately on the left next to the door is the meter. With a wrench, turn key valve clockwise a quarter turn to off position. Turn key valve with wrench counterclockwise to turn on.

Water – There are water shut offs in both basements under 5430 and 5432.

5430 side: Through front basement door on the right with DFM key toward the middle of the duty free store next to the white support beam on the floor turn both red ball valves up to off position. Turn down to turn on.

5432 side: Through front basement door on the left with DFM key toward the middle of the basement on left side of the boiler on the floor, turn the two gate valves clockwise until off. Turn valves counter clockwise to turn on.

4. 5437 S. University Ave – 1160 E. 54th place:

Electricity – Through back fence with gate/laundry key and then through basement laundry room door under 1160 with same key, go through the door at the back of the laundry room, go to the left around behind the washing machines are the electric boxes. Pull all 4 levers on box down to the off position. Push levers up to turn on.

Gas – Through the back fence with a gate/laundry key to basement under 5445 University (stairs down in SW corner of yard), using #2 gate key enter into basement to the far wall of the basement where the gas meter is, with a wrench turn the key valve shutoff clockwise a quarter turn to off position. With Wrench turn counter clockwise a quarter turn to turn on.

Water - Through the back fence with a gate/laundry key to basement under 5445 University (stairs down in SW corner of yard), using #2 gate key enter into basement, go to far wall underneath glass block window, turn 2 gate valves counterclockwise all the way until off. Turn valves clockwise all the way to turn on.

5. 5429 S. University Ave – 5427 S. University Ave. A – D:

Electricity – Through back fence with a gate key, enter basement door underneath 5427 University C with a #2 basement key, go immediately right on south wall next to meters there is a large grey electrical box. Turn lever on right side of box down to off position. Turn lever up to turn on.

Gas – Through back fence and then the glass laundry room door with a gate/laundry key go straight in to back wall by bicycle rack with a wrench turn the bottom red key valve clockwise a quarter turn to off position. Turn key counterclockwise with wrench to turn on.

Water - Through back fence and then the glass laundry room door with a gate/laundry key, just inside glass door to the left there is a blue meter. Turn 2 gate valves clockwise all the way until it stops. Turn valves counterclockwise all the way to turn on.

6. 5417 S. University Ave. – 5419 S. University Ave. A – D:

Electricity – Through back fence with a gate/laundry room key and then into laundry basement door under 5419 C, then through the door on the left to behind the machines on the far north wall to grey electric box. Turn lever down to off position. Turn lever up to turn on.

Gas – Through back gate with gate/laundry key, enter basement door underneath 5419 A with a #4 basement key to the far south wall, with a wrench turn key valve of the meter on the right clockwise a quarter turn to off position. Turn key counterclockwise with a wrench a quarter turn to turn on.

Water - Through back gate with gate/laundry key, enter basement door underneath 5419 A with a #4 basement key, go in then right through door way to far west wall turn yellow ball valve handle down to the off position. Turn handle up to turn on.

7. 5411 / 15 S. University Ave:

Electricity – Through back fence with a gate/laundry key to basement door underneath 5411, with a #4 basement key enter basement door, immediately on the left next to the door above the light switch there is a grey box with a handle on the cover. Pull door out / down. Push door up and in to turn on.

Gas - Through back fence with a gate/laundry key to basement door underneath 5411, with a #4 basement key enter basement door, go in and on the right (north) wall is the large grey gas meter. With a wrench turn valve with red tag on it clockwise a quarter turn to off position.

Turn key valve counterclockwise a quarter turn to turn on.

Water - Through back fence with a gate/laundry key to basement door underneath 5411, with a #4 basement key enter basement door, go in towards the back, turn right at far door way, go left to far west wall under the glass block window to water shut off. Turn 2 gate valves clockwise to off position. Turn valves counterclockwise to turn on.

8. 5409 S. University Ave – 1159 E. 54th street:

Electricity – Through back fence with a gate/laundry key to basement door underneath 1157 54th St., with #4 basement key enter basement and immediately to the left on the west wall is the large grey electric box. Pull lever on right side down to off position. Turn lever up to turn on.

Gas - Through back fence with a gate/laundry key to basement door underneath 1155 E. 54th St., with a #4 basement key, enter door straight in, to far north wall and with a wrench turn gas key valve clockwise a quarter turn to off. Turn key valve counterclockwise to turn on.

Water - Through back fence with a gate/laundry key to basement door underneath 5403 University with a #4 basement key, enter and go to far west wall underneath the glass block window, turn yellow ball valve up a quarter turn to off position. Turn valve down to turn on.

9. 1162 E. 54th place – 5436 S. Woodlawn Ave:

Electricity – Enter through back gate with a gate/laundry key. Enter basement underneath 1162 E. 54th place with a boiler room key, go to grey electrical boxes on west wall. Turn all 4 levers down to off position. Turn levers up to turn on.

Gas – Enter through back gate with a gate/laundry key, go to basement door underneath 1166 E. 54th place and enter with a #3 basement key, go to far south wall to gas meters. Turn main key valve with a wrench clockwise a quarter turn to off position. Turn key valve counterclockwise to turn on.

Water – Entering through front shop door with a DB (top) and SP key (bottom), go left into office area. In the south east corner are the water shut offs. Turn both the red and black gate valves counterclockwise to off position. Turn clockwise to turn on.

10. 5432 / 34 S. Woodlawn

Electricity – Enter through the back gate with a gate/laundry key. With a #3 basement key enter the basement of 5432 side. Immediately on the left is the large grey electric box. Pull lever on right side down to off position. Push lever up to turn on.

Gas - Enter through the back gate with a gate/laundry key. With a #3 basement key enter the basement of 5432 side. Proceed to the far eastern wall where there are two gas valves. With a wrench turn the two key valves clockwise a quarter turn to off position. Turn key valves counterclockwise to turn back on.

Water - Enter through the back gate with a gate/laundry key. With a #3 basement key enter the basement of 5434 side. Proceed to the far (east) wall to the water shut offs. Turn yellow ball valve handle down to off position. Turn valve handle up to turn on.

11. 5455/57 S. University Ave. (Conference Center)

Electricity – Enter the Conference Center with an L key. Proceed through the manager’s kitchen down the basement stairs. Straight ahead at the bottom of the stairs on the East wall is the large electric breaker box. Pull two main (top) breakers down to off position. Push breakers up to reset.

Gas – There are shut offs for the gas on both basement sides. After entering the C.C with an L Key proceed through the managers kitchen to the basement and back to the far west wall to the gas meter. With a wrench turn gas key clockwise a quarter turn to off position. Turn key counterclockwise a quarter turn to turn on. Location is the same in the basement on the opposite side. Basement accessed in main C.C. kitchen.

Water – There are shut offs for the water on both basement sides. After entering the C.C with an L Key proceed through them managers kitchen to the basement and back to the far west wall to the water meter. Turn two gate valves clockwise to off position. Turn gate valves counter to turn on. Location is the same in the basement on the opposite side. Basement accessed in main C.C. kitchen.

12. 5461 S. University (Commuter House):

Electricity – Enter the commuter house through front door with a CH key. Proceed to kitchen and down basement stairs and straight ahead to south wall to large grey electric box. Push top main breaker in to off position. Push again to reset.

Gas - Enter the commuter house through front door with a CH key. Proceed to kitchen and down basement stairs and go to far west wall to the water meter on the floor. Turn yellow ball valves up to off position. Turn down to turn on.

Water - Enter the commuter house through front door with a CH key. Proceed to kitchen and down basement stairs and go to the far west wall to the gas meter. With a wrench turn key valve clockwise a quarter turn to off position. Turn counter a quarter turn to turn on.

Section IV

Review

A. Review Policy

Annual Reviews to be done:

Hazard Vulnerability Analysis – Pg 24

Criminal Violent event annual training with staff – page 43

Criminal Violent event annual threat assessment training with faculty & student services – page 43

Criminal Violent event annual threat assessment training with administration – page 43

SIGNATURE SHEET

All persons with signatures affixed to this page confirm that each and every person given any responsibility by the plan accepts those responsibilities and pledges to provide all needed resources in a time of emergency.

Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
Name	Date
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Name	Date