

Emergency Preparedness Manual

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Music Institute of Chicago

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EMERGENCY PREPAREDNESS

The Music Institute of Chicago (MIC) is committed to the safety of its staff, faculty, students, parents and visitors. This Emergency Preparedness Manual is designed to provide guidance and direction to employees on the appropriate actions to take in the event of workplace emergencies, natural or man-made. Prepared employees will respond appropriately in an emergency, panic less, and help minimize potential loss of life or serious injury. Senior management, faculty, and all employees must play an active role in preparing for and responding to emergencies.

An Emergency Evacuation Team has been created at all locations. The members of each team are committed to assisting in the safe and orderly evacuation of everyone at their respective location. Each MIC satellite location – Chicago/St. James Cathedral and Chicago Gratz Center at Fourth Presbyterian Church, Downers Grove (housed at Faith United Methodist Church), and Lake Bluff (housed at Grace United Methodist Church)- has its own Emergency Evacuation Plan. Faculty at satellite locations should familiarize themselves with the evacuation routes and exits. Faculty also has the responsibility of sheltering and/or leading MIC students to safety during an emergency. Critical components of emergency preparedness include procedures, communications, reporting and notifications, evacuation routes, assembly areas and employee training.

911 Emergencies

In most identifiable emergency situations, dialing 911 is the appropriate action to take. 911 services are reachable from any landline phone at every location, and with personal cell phones. The Evanston East Campus has a “one-touch” call button, the so-called “panic button” to 911 services. Every employee has the immediate option of dialing 911 if they feel threatened or perceive an emergent crisis.

Chain of Command

In an emergency, the organization will be under the direction of the Senior Management Team. The chain of command structure is as follows:

Chain of Command	Title	Mobile Phone	Office Phone
Mark George	President and CEO	(847) 644-8309	(847) 448-8309
Marcia Rubin	Vice President and CFO	(847) 572-1262	(847) 448-8312
Sue Polutnik	Vice President and COO	(312) 318-2541	(847) 448-8311
Emily Abraham	VP, Dean of Academics	(847) 732-9605	(847) 448-8302
Jen Hanson	VP, Chief Marketing Officer	(773) 458-3393	(847) 448-8306
Jennifer Bienemann	VP, Chief Devo Officer	(708) 253-7490	(847) 448-8327

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The President and CEO is responsible for directing emergency operations, including notifying employees of an emergency evacuation, lockdown, or other emergency action. The President will designate others in the chain of command to assume the role of notifying occupants of MIC campuses and satellites about emergency situations, as needed. If the President is unable to direct operations, responsibility for emergency management shifts to the next person in the chain of command.

The Senior Management Team must be familiar with all of the Emergency Action Plans. They work closely with the Emergency Evacuation Teams to facilitate the safe, orderly, and efficient evacuation of all persons during drills and actual emergencies. In any emergency situation the responsible Senior Management staff member must verify that all employees and the appropriate authorities have been notified of emergency evacuations and other emergency actions, including the Police and/or Fire Department.

Emergency Evacuation Team(s) will lead employees in evacuating the building during an emergency.

Emergency Evacuation Teams

Each MIC campus has an Emergency Evacuation Team, consisting of:

1. EE Team leader
2. EE Assistant Team Leader
3. EE Floor Monitor
4. EE Assistant Floor Monitor

These roles are assigned to employee volunteers by the Senior Management Team. **Special consideration is given to the varying in-office/remote work schedules.** The number one priority of each Emergency Evacuation Team is to assist in the safe and orderly evacuation of all employees, students, parents, and other visitors in an emergency situation and during drills. Each team member must have a thorough understanding of MIC's emergency policies and procedures, this Emergency Preparedness Manual, and the Emergency Action Plan for their location, including the floor layout and location of emergency exits, stairwells, fire alarm pull stations and fire extinguishers. Team members are also required to attend and participate in periodic training sessions and drills. It is important to note that Emergency Evacuation Teams at each campus may act independently in emerging crises.

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Emergency Action Plans

Employees at all MIC facilities are expected to become familiar with the procedures in this document, including each MIC campuses' Emergency Action Plan tailored to that facility, which must be followed in the event of an emergency. The campus Emergency Action Plans are at the end of the Manual.

Emergency Notifications/Alarm Systems

Each campus has a system in place for notifying employees of emergency evacuations, which typically is a fire alarm system. Ideally, alarm systems will have audio and visual capability, to notify individuals who may have hearing or visual impairments. Emergency Evacuation Teams may have additional duties, such as checking restrooms, and conveying an evacuation order verbally or by sounding a whistle.

When the alarm system sounds everyone must take it seriously and leave the building and move to a safe location. To evacuate – leave the building as quickly and orderly as possible, following the directions of Senior Staff and/or the Emergency Evacuation Team. Do not waste time collecting personal items, purses, laptops, etc. Employees with disabilities, or anyone who may have difficulty evacuating, must also be accounted for, and if necessary, should receive any assistance needed to ensure their safety.

*In the event that gunshots are heard along with an alarm sounding, you should assume the situation is unsafe, with an active shooter on the premises, and Active Shooter procedures will prevail.

Notifying Students and Visitors

During emergency situations everyone on MIC premises must adhere to evacuation procedures and instructions. **Faculty or staff closest to students should make sure students are protected and follow evacuation procedures.** The Senior Management Team and/or the Emergency Evacuation Team must also make every effort to ensure that everyone evacuates properly and follows established procedures.

Exits and Evacuation Routes

Each facility has a minimum of two exits, which employees must become familiar with. Evacuation routes are included in each Emergency Action Plan and must be posted at all exits; they must also be placed strategically throughout each campus location where clearly visible.

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Stairways

Stairways can be a place of refuge and rescue, and a means of egress during an emergency. Stairway doors must not be propped open. An open stairway door can cause a fire to spread more quickly. Once inside the stairways, exit may only be possible at the street level. Be sure you know your exit route.

Assembly Area

During an evacuation everyone should leave the building through the nearest exit, and proceed outside to the designated Assembly Area, which is a predetermined safe location away from building.

Fire Extinguishers

Each MIC building has fire extinguishers and employees should know the location of the nearest fire extinguisher. Only employees trained in using fire extinguishers should use them. Members of all Emergency Evacuation Teams should receive this training. If you use a fire extinguisher, do not return it to its cabinet or bracket. Immediately report the use of the extinguisher to the Facilities Manager

Training

MIC conducts annual emergency preparedness training or evacuation drills for faculty and staff. Training included a review of the Emergency Preparedness Manual and the Emergency Action Plans. Training is conducted by the MIC Senior Management Team, in conjunction with officials from local police and fire departments and includes presentations and drills. Review of the Emergency Preparedness Manual is part of the onboarding process for new employees.

Fire Drills

MIC regularly participates in fire drills – typically two per year at each of the four main campuses. Human Resources will coordinate the fire drills for Central Administration and will work with each Campus Director to schedule drills for their location.

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Communication

Communication is key in an emergency. It is important for MIC staff to receive emergency alerts from surrounding municipalities, police, and fire departments, be in touch with each other, and have easy access to contact information for emergency services. All MIC management personnel must join the:

- [EvanstonAlerts](#) Emergency Notification System.
 - [Winnetka Alert Center](#)
 - Additional alert systems will be identified for other communities.
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- MIC Senior Staff maintains a “text group” for quick communication in emergencies.
 - MIC Senior Staff, plus Campus Directors maintain a “text group” for quick communication in emergencies.

All staff have access to emergency contact numbers.

All-purpose emergency	911	
Evanston Police (non-emergency)	311 locally or (847) 866-5000	
National Suicide Prevention Hotline	988	
Evanston Hospital	(847) 570-2000	2650 Ridge Road Evanston, IL
Ascension St. Francis Hospital	(847) 316-4000	355 Ridge Avenue Evanston, IL
Skokie Hospital	(847) 677-9600	9600 Gross Point Road Skokie, IL
Highland Park Hospital	(847) 432-8000	777 Park Avenue West Highland Park, IL
Glenbrook Hospital	(847) 657-5800	2100 Pfingston Road Glenview, IL
Lake Forest Hospital	(847) 234-5600	1000 W. Westmorland Rd Lake Forest, IL
Power outage	911 or (800) 334-7661 (ComEd)	
Gas leak	911 or (888) 642-6748 (Nicor)	
Department of Children & Family Services (Hotline)	(800) 252-2873	
Mark George, President, and CEO	(847) 644-8309	

EMERGENCY PROCEDURES

MIC's ability to address emergencies requires the cooperation and participation of all members of the faculty and staff. Everyone must become familiar with basic emergency procedures and all other components of this Emergency Preparedness Manual. Procedures may vary from campus to campus, so employees must also be familiar with the Emergency Action Plan for their individual campus location.

The number one priority of Emergency Preparedness Training is to have a well-practiced routine to evacuate staff and visitors in case of an emergency. The **Emergency Evacuation Team** (Team Leader, Assistant Team Leader, Floor Monitor, Assistant Floor Monitor at each location) is to assist in the safe and orderly evacuation of all employees, students, parents, and visitors in an emergency situation and during drills. Each team member must have a thorough understanding of MIC's emergency policies and procedures, this Emergency Preparedness Manual, and the Emergency Action Plan for their location, including the floor layout and location of emergency exits, stairwells, fire alarm pull stations and fire extinguishers. Team members are also required to attend and participate in periodic training sessions and drills.

Special Needs Employees

Individuals who feel they may need special assistance during an emergency should self-identify so that arrangements may be made in advance to meet their needs. Note: Some employees with unobservable disabilities may or may not self-identify before an emergency and may include individuals with disabilities such as a learning disability, arthritis, or chronic back problems.

Also, there is no such thing as a "typical" or "model" evacuation plan for people with disabilities. Each location is unique and should have its own plan. The main goal is to get persons with limited mobility to a safe, rescue area until the fire department arrives. Each Emergency Action Plan includes a section on assisting and evacuating persons with disabilities. Members of the Emergency Evacuation Team will be prepared to help. A list of persons who have self-identified as having a disability is in the Emergency Evacuation Plan.

Individuals who have self-identified as having a disability will be included in the Disabled Personnel List for their location. A supervisor, in conjunction with the individual should try to identify an employee willing and able to serve as a "buddy" to a colleague needing assistance in emergencies. Based on where such individuals are located, the Team Leader or Floor Monitor, along with the "buddy" will have the ultimate responsibility of assisting them in moving to safety.

The buddy of a person using a wheelchair or other assisted mobility device should ensure the individual proceeds to the nearest accessible exit and/or Rescue Area. The person needing assistance should

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remain there until assistance from professional responders arrives. The buddy may proceed to the exit and Assembly Area but must notify a member of the Emergency Evacuation Team of the individual who needs help and their exact location, particularly if that individual could only make it to a stairwell and not out of the building to the designated Assembly Area.

Other employees may assist in this effort. However, no one should endanger their own safety as this will only compound the situation for emergency responders.

Calling for Help

In most immediately identifiable emergency situations dialing 911 is the appropriate action to take. Examples of when to call 911 include:

- An event that involves an immediate threat to a person or property (e.g., bomb threat, gunshot, car accident)
- Medical emergency (e.g., drug overdose, serious fall, head trauma, severe burn, uncontrollable bleeding, persistent or sudden chest pain, severely altered level of consciousness)
- A serious crime that is in progress or that has just occurred (e.g., sexual assault, robbery, fight, break-in if there is a suspect on scene).
- Deaths
- Rape or suspected rape

Not all emergencies can be anticipated or listed. If you encounter an emergency situation, common sense, along with a sense of urgency should prevail. While the President or another member of the **Senior Leadership Team** should be contacted when emergencies occur, dialing 911 is more often than not, the most effective first action an employee should take.

When dialing 911 provide the following information:

- Nature of emergency.
- Name of organization.
- Exact building address and room location of victim or emergency situation.
- If applicable, name and location of disabled individuals and any special assistance they may need.
- Any additional information requested by 911 Operator.
- Do not hang up unless instructed to do so by the 911 Operator.

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Evacuation

Evacuation is total or partial building departure due to conditions making it no longer safe to continue occupying a building or a specific area of the building. This level of evacuation requires occupants to completely leave the building being evacuated.

Controlled evacuation is total building or partial building departure due to safety conditions or an armed intruder, making it no longer safe to continue occupying a building or a specific area. This level of evacuation requires occupants to follow instructions from the Chain of Command Team and/or First Responders.

Area of Refuge

The Area of Refuge is an established interior safe area where individuals, may gather, until help arrives, in situations when it is unsafe to go outside. The area of Refuge is also a place where people who need assistance (wheelchair users, people with injuries, etc.), may gather until help arrives. This area is typically near a stairwell exit or another area readily accessible by professional responders.

Evacuation Assembly Area

The Assembly Area should be an open area away from the building and out of the way of any responding emergency personnel. Primary and secondary areas should be established in case the primary area cannot be occupied during or after an evacuation.

Evacuation Instructions

- Immediately leave your work area and walk, do not run, to the nearest exit.
- Follow the Emergency Evacuation Route posted in the area.
- Proceed to ground or street level.
- Close doors as you leave, if practical. Otherwise, simply leave the area.
- Do not use elevators during a fire or most other emergency.
- If a fire alarm stops, continue the evacuation, and warn others who may attempt to enter the building.
- Leave the building and move away from it, keeping walks and driveways open for arriving firefighters.

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- Proceed to your prearranged Assembly Area (or Rescue Area if assistance is needed) as described in your Emergency Action Plan
- Follow the orders of the fire and police department.

Lockdown

When a threat to human life is identified, whether inside the building, immediately outside the building, or upon receiving a notification from law enforcement or a municipal government entity, a lockdown is initiated; entrance doors are locked, and no one is allowed to enter or exit the building if doing so exposes them to danger. The building should remain on lockdown until the appropriate authorities have communicated the threat no longer exists. Note that you cannot physically prevent an adult from exiting the building, though that should be discouraged. A lockdown can be initiated by the Senior Management Team before a lockdown order is issued by law enforcement.

Reporting Child Abuse and Neglect in Illinois

MIC does not tolerate any form of verbal, physical, or psychological abuse of its students. Any employee who violates these prohibitions will be subject to immediate termination. Incidents of known or suspected child abuse and/or neglect must be reported to the Illinois Department of Children and Family Services (DCFS) Hotline at 1-800-25 ABUSE (800-252-2873).

Mandated Reporters

All MIC employees must be aware of their responsibility as **Mandated Reporters**. In the State of Illinois, all professionals who interact with children are classified as Mandated Reporters. All MIC faculty and staff are obligated to report suspected child abuse, and MIC as an institution is not permitted to interfere with that report. Again, incidents of suspected child abuse and/or neglect should be reported to the Illinois Department of Child and Family Services at 1-800-25abuse (800-252-2873).

Failure to report abuse endangers the life of a child and has serious consequences. Criminal charges will be filed. Charges such as conspiracy to commit a crime, may be filed. Civil lawsuits may be filed by parties acting in a child's interest against both faculty and individuals, and MIC as an institution.

Call the police (911) if a child is in immediate danger or has been injured.

EMERGENCY SITUATIONS

Fire

- If you discover a fire, an explosion, or smoke in a building activate the fire alarm system immediately at the nearest fire alarm pull station.

When a fire alarm sounds, evacuation is required.

The Emergency Evacuation Team should initiate evacuation procedures IMMEDIATELY.

- After sounding the alarm, call 911 from a nearby safe location and provide all pertinent information. Do not assume that someone else has already made the call.
- If the fire is in an unoccupied room, try to close the door to contain the spread of smoke and heat; however, do not take any unnecessary risks in doing so.
- Fight the fire only if: The fire is small, and you have received training in fire extinguisher operation. You may attempt to extinguish the fire; however, again, do not take any unnecessary risks.
- When police or fire fighters arrive, direct them to the fire. (This may be AFTER or DURING an evacuation).

Bomb Threat

Take any bomb threat seriously and report it as soon as possible by dialing 911, then notifying the President, members of the Senior Leadership Team, or the Facilities Manager. If you receive a call with a bomb threat do not hang up; try to keep the conversation going because the longer the call the more information may be revealed. Attempt to cover the mouthpiece on the phone and seek help by signaling another person or writing a note explaining that the call is a bomb threat.

Ask the caller to repeat information and ask the following questions.

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- Where is the bomb?
- What kind of bomb is it?
- Who are you?

If you are asked for assistance from an employee receiving a bomb threat dial 911, then notify the President, members of the Senior Leadership Team, or the Facilities Manager.)

Gas Leak

Gas leaks can be extremely dangerous, possibly resulting in a deadly fire or explosion so be sure you know the signs of a gas leak and what to do in an emergency.

Three ways you can detect a gas leak:

1. Smell: Natural gas is injected with a distinct odor, which many people equate to the smell of rotten eggs.
2. Sight: Visible blowing dirt, bubbling water or discolored vegetation near a buried natural gas line.
3. Sound: A hissing or blowing sound near the gas meter or gas appliances.

Exit the building or area immediately, leaving doors and windows open as you exit. If windows are not already open, do not open them. Do not use your telephone or cell phone, operate any appliance, light a match, or turn light switches on or off.

Dial 911 or Nicor Gas from a nearby safe location. (Nicor Gas: 1-888-Nicor4u)

Wait at that location until authorities have determined it is safe to return.

Power Outage

In the event of a power outage MIC buildings, dial 911 or ComEd (1-800-Edison1) and follow the instructions given. MIC does not have generators that will provide power for the fire alarm system, however emergency lighting will temporarily remain functional. If an evacuation is needed, and there is not enough light to see, the Emergency Evacuation Team will utilize flashlights found in the Emergency Evacuation Plan kit. All Employees may want to keep a flashlight where it can be easily found in the dark.

Flood Procedures

Report all signs of water intrusion or flooding to the President or another member of the Senior Leadership Team, or the Facilities Manager. Never attempt to walk through standing water or access electronic equipment or outlets if they are in or near water. Use extreme caution walking on wet areas when exiting.

Weather Emergency

When weather related situations occur that are serious enough to impact normal business operations, including teaching, employees will be notified, typically via email from the President, the Dean, or a designee, with detailed instructions. Any decision to close offices during such emergencies would also be issued by the President. The following sections on tornadoes and snow emergencies are provided as general information.

A **tornado watch** is issued when conditions are favorable for tornadoes. You may continue normal activities, but the situation and local weather reports should be monitored closely.

A **tornado warning** is when a tornado is actually occurring in the area. Seek shelter (shelter-in-place) immediately! If you are inside a building, go to an interior hallway or other enclosed area on a lower floor and away from windows. Avoid auditoriums, gymnasiums, or other large rooms where roof collapse may be more likely. Seek shelter if you are outside or in a vehicle. Faculty must ensure the shelter and safety of any students under their instruction. Each MIC location must have a designated tornado shelter-in-place area. Remain sheltered until notified that the tornado threat is over.

A **severe thunderstorm watch** is when conditions are favorable for severe thunderstorms. You may continue normal activities, but the situation and local weather reports should be monitored closely.

A **severe thunderstorm warning** is issued when severe thunderstorms are occurring in the area. Be prepared to move to a place of shelter (shelter-in-place) if threatening weather approaches. Stay indoors away from windows until the storm passes. If large hail begins to fall, seek shelter. Faculty must ensure the shelter and safety of any students under their instruction.

Shelter-In-Place

Shelter-in-place means selecting a small interior room or rooms, preferably with few or no windows, and taking refuge there, for example, during tornadoes or severe thunderstorms. It does not necessarily mean sealing off your entire office or location. Besides weather emergencies, shelter-in-place is typically used in emergency situations where hazardous materials have been released into the atmosphere or in incidents related to violent demonstrations.

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Shelter-in-Place Procedures:

- Close doors.
- If students or visitors are in the building, ensure their safety by asking them to stay, and not leave.
- Unless there is an imminent threat, employees and visitors may call or text their emergency contact to let them know where they are and if they are safe.
- If possible, close or tape off vents, windows, and doors to prevent contaminated air from entering the shelter-in-place room.
- Wait for further instructions to safely evacuate.

Snow or Dangerously Low Temperature Emergency

In the United States the term snow emergency is generally used to declare an active response plan when a snowstorm severely impacts a city, town, or area. Schools, government offices, universities, airports, public buildings, and private offices may close during snow emergencies to limit travel, and possibly injuries. However, the exact meaning of “snow emergency” varies from town to town, and the municipality issuing the emergency. At MIC, a decision to close offices or cancel classes can only be made by the President (for the organization) or the Dean (for classes). Closing procedures below.

MIC Office and School Closing Procedure

- On weekdays, the President and Dean will decide before 12:30 p.m. whether or not to close offices and/or school due to weather. This will be communicated to faculty and staff via email.
- Closings for Saturday lessons and classes will be announced no later than 5:00 p.m. on Friday.
- Closings for Sunday lessons and classes will be announced no later than 5:00 p.m. on Saturday.
- This status – whether open or closed – will be posted on the homepage of the MIC website no later than 1:00 p.m. and an e-blast will be sent to all MIC families and faculty.
- Individuals without convenient Internet access are encouraged to call the general MIC number (847-905-1500) after 1:00 p.m.
- Musikgarten morning classes will follow the school closures in the area. (e.g., if Winnetka schools are closed, Winnetka Musikgarten classes will be cancelled)

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- Morning ensembles (Community Symphony, New Horizons Band) will be addressed on a case-by-case basis. Members will receive an email from the conductor notifying them whether or not their class will be cancelled.
- Cancellation of private instruction that occurs on weekday mornings will be addressed on a case-by-case basis with the private instructor.
- These policies will be posted on the home page of the MIC website anytime classes are cancelled. The policies will also be included in an email message that will be sent to all MIC families.

Active Shooter

There is a chance that an MIC building will encounter an active shooter or similar critically violent threats. If you are confronted with or personally witness such an incident, your goal should be survival – your survival and the survival of others (such as students, parents, or visitors) in your immediate work area. Depending on the nature of the incident you may utilize one or more of the techniques below. When alerted of an active shooter a speedy response is critical. When you are in a position to safely seek assistance, you should dial 911 and notify leadership at your campus location.

Active shooter incidents evolve very quickly, and they are unpredictable. Historically, such incidents begin and end very quickly. There is no method or pattern an active shooter uses; they simply engage targets of opportunity. A shooter will not stop shooting until he/she has met their objectives, or the active shooter is engaged by law enforcement.

Considering the nature of an active shooter threat, an emphasis must be placed on situational awareness. The staff must be responsible for their own safety (and the safety of students, parents, and visitors on premises) until law enforcement/first responders arrive to provide assistance. Law enforcement officers will focus on the active shooter when they arrive on scene and eliminate the active shooter as quickly as possible.

The staff have various options in responding to an active shooter scenario known as **Run-Hide-Fight**. A technique called *Countering* can also be used in appropriate moments.

Run/Evacuate

- Evacuate the area if it is safe to do so.
- Move away from the shooter's location.
- Have an escape route in mind. Know where the exits to the building are.
- Leave your belongings behind.
- Silence cell phones.

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- If possible, help others escape.
- Keep your hands visible.
- Prevent people from entering an area where there is an active shooter.
- Dial 911 as soon as you have ensured your own safety.

Hide/Lockdown

- Use this when evacuation is not possible.
- Silence cell phones.
- Do not attract the attention of the active shooter.
- Lock the doors to your hiding place and block the entry.
 - Position large items that can potentially provide cover and concealment from the shooter.
 - For doors that cannot lock but have a door closer (a metal scissors-like item found at the top of a door near the hinges., a temporary cover, such as a piece of a length of fire hose (slipped over the door closer, or a belt, or an extension cord (wound tightly around the door closer), may be placed over the door closer to inhibit entry.
 - Use a rubber door stop to wedge under the door to prevent entry.
- Turn off lights and computer monitors, if feasible.
- If windows or doors have blinds, close blinds.
- Stay calm, quiet, and out of sight of the gunman.
- If your position allows for safety, remain there until directed to leave by law enforcement. But also, be aware of all potential escape options.
- Keep hands in plain view when law enforcement arrives. Follow their directions.

Counter

Countering is a defensive action, such as throwing something, or making a loud noise or some other distraction, with the intent of reducing the shooter's ability to shoot accurately, which may possibly provide a few precious seconds needed to evacuate.

Countering is a strategy of last resort and is different from fighting.

Fight

- Fighting is a last resort. Use this strategy only when in imminent danger.
- Hit, kick, and tackle the shooter if close enough. (A hard object might be employed as a weapon).
- Use movement, such as charging or jumping to your advantage.
- Commit to your actions. Act with physical aggression.

First Responders

When first responders arrive, know that the priority for law enforcement is to stop the threat. They may move past wounded people in order to stop the threat.

Be prepared to give law enforcement a description of the gunman and last known location.

Direct law enforcement to where the gunman is.

First responders will give direction once the gunman is stopped and the scene is stable.

Post incident

- Medical treatment will be a top priority.
- Assist law enforcement with accounting for people you know who were in the building.
- Expect the area to be treated as a crime scene. This means that everyone involved may be interviewed by law enforcement.
- Once everyone is evacuated from the building, there is a strong likelihood that no one will be allowed to re-enter the building.
- Family reunification will take place post-incident. The reunification area will likely be near the main lobby of each location, unless directed otherwise.
- Grief counseling is available following the incident.

Emergency Evacuation Teams

Emergency Evacuation Teams have responsibilities before, during, and after an emergency.

1. EE Team leader
2. EE Assistant Team Leader
3. EE Floor Monitor
4. EE Assistant Floor Monitor

BEFORE an emergency occurs, Emergency Evacuation Team members must know:

1. The established emergency procedures for your location.
2. The location of at least two designated exit routes.
3. The locations of the fire alarm pull stations.
4. The locations of portable fire extinguishers.
5. The location of the nearest first-aid kit, which is usually at the reception desk.

EE Team Leader responsibilities (BEFORE and emergency):

- Maintain and update Staff roster.
- Maintain and update Disabled Personnel List.
- Coordinate training and drills.
- Prepare and update contents of Emergency Evacuation Plan kit for members of Emergency Evacuation Team.

Kit consists of:

- Binder with Emergency Evacuation Plan, Staff Roster, Disabled Personnel List, plus a Reflective Vest, whistle, flashlight, and ink pen. (All members of Emergency Evacuation Team must take their vest and slip it on as soon as practical to do so.)

EE Team Leader responsibilities (DURING an emergency):

- ✓ Take Emergency Evacuation Plan kit and report to Reception area (if safe), coordinate with other Evacuation Team members, and begin searching all rooms.
- ✓ Guide and direct Evacuation members ,employees, students, parents, and visitors to proceed to nearest exit, Rescue Area (if appropriate), and designated Assembly Area.
- ✓ Once rooms are searched, close, but do not lock doors.

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- ✓ Remain alert for instructions given by Fire Department that may alter procedures.
 - ✓ Ensure that all areas of the floor are evacuated and coordinate with Floor Monitor before both individuals exit the building.
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- ✓ At designated Assembly Area, conduct a head count to account for all staff and other individuals who were in the building prior to emergency.
- ✓ Make certain to account for any individuals who were in the Rescue Area at the start of the emergency.
- ✓ Note anyone who is missing and try to reach them by phone. If unable to reach missing individuals report them as missing to proper authorities.

EE Team Leader responsibilities (AFTER an emergency evacuation):

- ✓ In cooperation with Senior Leadership Team, prepare Incident Report to file with Insurance carrier.

EE Assistant Team Leader (schedule coordinated with Team Leader)

- ✓ Maintains up to date duplicate of Emergency Evacuation Plan kit.
- ✓ In an emergency, take Emergency Evacuation Plan kit and report to Reception area (if safe)
- ✓ Assists Team Leader as directed if both are present.
- ✓ Coordinate with other Evacuation Team members, and begin searching all rooms, using whistle to ensure everyone knows of the evacuation.
- ✓ Assumes all responsibilities of EE Team Leader in his/her absence and must maintain thorough knowledge of all EE Team Leader responsibilities.

Both the Team Leader and Floor Monitor (and Assistant Team Leader and Assistant Floor Monitor) will have a Disabled Personnel List in their binder. Based on where such individuals are located, the Team Leader or Monitor will have the responsibility of assisting them in moving to safety.

EE Floor Monitor Responsibilities

- ✓ Maintains up to date duplicate of Emergency Evacuation Plan kit.
- ✓ In an emergency, take Emergency Evacuation Plan kit, and report to Reception area (if safe).
- ✓ Coordinate with other Evacuation Team members, to begin searching all rooms, using whistle to ensure everyone knows of the evacuation.
- ✓ Instruct and direct employees, students, parents, and visitors to immediately proceed to nearest exit, Assembly Area and/or Rescue Areas.
- ✓ Once rooms are searched, close, but do not lock doors.
- ✓ Remain alert for instructions given by Fire Department that may alter procedures.
- ✓ Ensure that all areas of that end of the floor are evacuated and coordinate with Team Leader before the two of them exit the building.

EE Assistant Floor Monitor Responsibilities

- ✓ Maintains up to date duplicate of Emergency Evacuation Plan kit.
- ✓ In an emergency, take Emergency Evacuation Plan kit, and report to Reception area (if safe).
- ✓ Assists Floor Monitor as directed if both are present.
- ✓ Coordinate with other Evacuation Team members, to begin searching all rooms, using whistle to ensure everyone knows of the evacuation.
- ✓ Instruct and direct employees, students, parents, and visitors to immediately proceed to nearest exit, Assembly Area and/or Rescue Areas
- ✓ Assumes responsibilities of Floor Monitor in his/her absence; must maintain thorough knowledge of Floor Monitor's responsibilities.