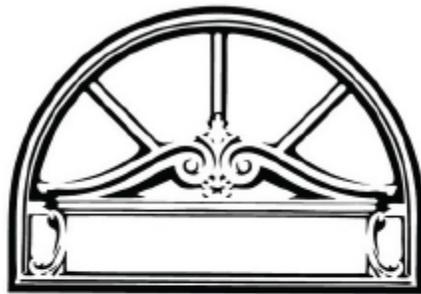


EMERGENCY PREPAREDNESS MANUAL



GORTON
COMMUNITY CENTER

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Table of Contents

Emergency Preparedness Introduction	3
Chain of Command	3
Emergency and Non-Emergency Contact Information	4
Media Relations	4
Emergency Notification and Alarm Systems	5
Contacting Emergency Services	5
Exits and Evacuations	6
Assembly Areas and Reunification Sites	6
Training	7
Emergency Response Procedures	
Suspicious persons, vehicles and/or packages	8
Power Outage	9
Lockout	9
Flooding	9
Fire alarms and fires	10
Bomb threats	11
Gas leaks	11
Medical Emergencies	12
Mental Health Crisis	12
Shelter-in-place procedures	12
Weather emergencies	13
Active threat/active shooter/workplace violence	14
Drop-In Child Care Center	15
Recovery Post Incident	16
Emergency Plan Dissemination	16
Building Floor Plans and Evacuation Routes	17
Incident Report Form	20
Gorton Center Staff List	21

Emergency Preparedness Manual Introduction

Gorton Community Center is committed to the safety of its students, parents, visitors and employees. The main objective of this Emergency Preparedness Manual is to provide guidance and direction to staff on actions to take in the event of an emergency. All staff must play an active role in preparing for and responding to emergency situations at the Gorton Center. It is expected that Gorton Center staff, if able, shall assist visitors and other non-staff of Gorton Center during an emergency.

Gorton Center houses and supports several non-profit organizations on the second floor and in the basement of the building. These organizations will be made aware of the emergency procedures the staff of Gorton Center will follow in a crisis. These organizations are not required to follow the emergency procedures contained in this manual. They have, however, been strongly encouraged to develop their own emergency procedures or adopt aspects of this manual for the benefit of their employees and visitors.

The basic plan and the functional and hazard-specific procedures follow an organized, systematic method to mitigate, prevent, prepare for, and respond to incidents. The plan discusses the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications; training and sustainability; authority and references as defined by local, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

Chain of Command Team

Team Member	Title	Cell Phone	Office Phone
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

In an emergency the organization will be under the direction of the Chain of Command.

The executive director is responsible for notifying employees of an emergency evacuation and for directing staff and visitors during an evacuation, or for identifying a designee to assume the role of notifying occupants of an evacuation. If the Executive Director is not available, the Facilities Director shall assume this role.

These staff members must be familiar with the layout of the building, fire alarm pull stations, fire extinguishers, AED's, first aid equipment, assembly areas, shelter-in-place locations and this policy. In any emergency situation, the Chain of Command must verify the Police and/or Fire Departments have been notified using the current alarm systems in place and 911, if applicable. The Chain of Command must also ensure additional resources have been contacted depending upon the specifics of the situation.

Media Relations

In the event of a large scale incident that involves media inquiries, the Executive Director shall be the primary point of contact for the media. All public statements made must first be approved by the Executive Director or their designee.

Emergency and Non-Emergency Contact Information

Emergency Services	Phone number
Lake Forest Police and Fire Department	[REDACTED]
Illinois Poison Control Center	[REDACTED]
Lake Forest Hospital	[REDACTED]
Suicide Prevention Hotline	[REDACTED]
Utilities & Other Services	[REDACTED]
Fire Alarm System	[REDACTED]
Electrical (power outages)	[REDACTED]
Elevator	[REDACTED]
Gas Leak	[REDACTED]
Video Surveillance System	[REDACTED]
Building Services – Lake Forest	[REDACTED]
Water/Sewer – Lake Forest	[REDACTED]

Emergency Notifications/Alarm Systems

The main alarm notification system present at Gorton Center is the fire alarm pull boxes. The building also has a phone speaker notification system which allows employees to notify each other in an emergency. When the alarm system sounds everyone must take it seriously and leave the building or move to a safe location. To evacuate – leave the building as quickly and orderly as possible, following the Emergency Preparedness Plan and the directions of the Chain of Command. 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.

During emergency situations everyone at Gorton Center should follow evacuation procedures and instructions. Faculty or staff closest to students and/or children in the Drop-In Learning Center (DILC) should make sure students and children are protected and assist them in following evacuation procedures. The Chain of Command Team shall make every effort to ensure everyone evacuates and follows established procedures. In the event of gunshots or what you believe to be gunshots, you should assume the situation is unsafe and call 911 as soon as possible.

Contacting Emergency Service Personnel

In most identifiable emergency situations dialing 911 is the appropriate action to take. Situations where calling 911 is vital include but not limited to:

- an active threat of harm or actual harm occurring
- a medical emergency
- a serious crime that is in progress or just occurred
- a sudden death
- a suspicious person or incident that causes concern for the safety of the people in the Gorton Center
- a chemical or gas leak or real fire

Dispatchers may ask you, at a minimum, the following questions:

- Your name and contact phone number
- Type of emergency
- Address and location of victim or emergency situation
- The name of individuals in need of emergency services
- Type of aid already given
- Any additional information requested by the dispatcher

Exits and Evacuation Routes

The staff of Gorton Center are committed to assisting in the safe and orderly evacuation of everyone in the building. Staff will have the responsibility of leading Gorton Center visitors to safety during an emergency evacuation. Evacuation routes will be posted on signage throughout the building. The signage will be posted on all floors including the basement. The signs will be posted at all exits, stairwells and at the center of each floor.

Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, active shooter, hazardous material spill) and staff and visitors can safely reach the evacuation location without danger. Evacuation signs and routes are posted in hallways, stairwells and near exits per OSHA guidelines.

Evacuating Persons with Disabilities and Language Barriers

Special needs individuals should be directed or transported to the designated assembly area and/or shelter-in-place areas by staff. The main goal is to get people with limited mobility to a safe rescue area until emergency services personnel arrive. If staff or visitors are present during an emergency who do not speak English, other staff shall make efforts to assist those individuals to safety. However, no one should endanger their own safety as this will only compound the situation for emergency responders.

Assembly Areas and Reunification and Accountability

The assembly areas are predetermined safety areas outside the building where staff and visitors shall gather after a building evacuation. Response to this area is critical as it will help with reunification and accountability during and immediately following an incident. Staff and visitors should refrain from getting in vehicles and rapidly exiting the parking lots. These actions may cause entrances to be blocked, preventing a proper response by emergency service personnel.

[REDACTED]

Inclement weather may alter these predetermined assembly areas. The Chain of Command may modify the assembly area as needed depending on the specific circumstances of an evolving incident.

The Facilities Director shall be responsible for maintaining a current list of full and part-time employees. A current list of employees who may potentially be inside the Gorton Center will assist with accountability and reunification in the assembly areas after a critical incident. Staff at Gorton Center will maintain current, accurate lists of all students and participants in classes administered by Gorton Center. For the DILC, the DILC staff shall be responsible for accountability with the children to ensure proper reunification if needed.

All staff must be aware of responding emergency service personnel when evacuating and gathering in the assembly areas. The three entrances to Gorton Center lot (west, north and south side) will become potential dangerous areas to stand. Staff should consider moving people to adjacent areas if they are near the entrances to the lot, if needed.

Training

Gorton Center will provide emergency preparedness training to staff annually as directed by the Executive Director. The annual training will include a review of the Emergency Preparedness Manual, a review of the current state of readiness of Gorton Center and table top exercises to role play real-world scenarios. The Executive Director shall be responsible for maintaining accurate records of the yearly training.

Gorton Center will conduct semi-annual lockdown drills and shelter-in-place drills and all staff must participate in these drills. The Chain of Command will notify the tenants of Gorton Center to allow for their participation in emergency preparation.

The Emergency Preparedness Manual training will also be conducted with both full and part-time employees during their employee orientation upon their hire. Employees will receive a digital copy of the Emergency Preparedness Manual as well as additional training in the event of significant changes to the policy.

SPECIFIC EMERGENCY RESPONSE PROCEDURES

Gorton Center will provide general guidance to all staff on how to respond during emergency situations. Each staff member must understand they have an individual responsibility to maintain a working knowledge of the various emergency procedures to ensure effective, safe responses by all. Staff can do this by considering the following questions and knowing the answers in advance of an emergency situation:

- What are the emergency procedures of Gorton Center?
- What are the locations of at least two designated exits?
- What are the locations of fire alarm pull stations?
- What are the location of the fire extinguishers?
- What are the locations of the first aid kits?

As personnel and resources may be overwhelmed, the staff at Gorton Center can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.

Suspicious persons, vehicles and packages

The staff of Gorton Center should make efforts to increase their general awareness during their work hours for suspicious persons, vehicles and/or packages. If staff observe any of the above they should contact 911 and the Chain of Command.

Suspicious Person

- Someone walking around the building alone
- Someone who appears to be watching people
- Someone asking questions about the operations or the building layout

Suspicious Vehicle

- An unknown vehicle parked in odd location
- An unknown vehicle occupied for a long time which seems out of place
- Staff shall contact local law enforcement to investigate the vehicle

Suspicious Package

- A package that is unattended and not known to any staff or visitor
- A package that emits an odd odor, wires or is making noises
- Staff shall contact local law enforcement to investigate the package

Lockout and Lockdown

A lockout means that entrance doors are locked and no one is allowed to enter or exit the building if doing so exposes them to danger. Lockouts are used to protect people from danger or threats located outside the building, but could also be used if notification is received of police activity near Gorton Center. Chain of Command staff shall ensure the building is properly locked and all occupants are properly notified of a lockout condition.

Lockdowns are used when there is an immediate threat inside/outside Gorton Center. When a Lockdown is announced, everyone should be in a locked room, with lights turned off and remain as quiet as possible. During a lockdown, police personnel will be moving through to locate the reason for the lock down. Chain of Command staff are the only personnel authorized to lift a lockdown.

Gorton Center will perform one lock down drill per year. The event will be pre-scheduled and all tenants of Gorton Center will be notified in advance. Tenants of Gorton Center are encouraged to participate in the lockdown drill. The DILC will also conduct its own lock down drill as mandated by state law for educational institutions. The Executive Director shall document all lock down drills conducted at Gorton Center.

Power Outage

In the event of a power outage, Gorton Center does not have generators that will provide power. The Chain of Command member present should dial 911 then ComEd and follow instructions given. Employees may want to keep a flashlight where it can be easily found in the dark or use some other battery operated emergency light.

Flooding

Staff shall report all signs of water intrusion or flooding to the Director of Facilities. Staff should never attempt to walk through standing water or access electronic equipment or outlets if they are in or near water. The Head Porter will respond to the area of flooding to make a proper assessment and determine if emergency service personnel are required to respond. If the Facilities Manager is not available, immediately contact the City of Lake Forest Building Services Department. The Chain of Command will decide when to reopen the Gorton Center after closing due to flooding.

Fire Alarms and Fires

If you discover a fire or smoke in a building:

- Pull the nearest fire alarm pull station
- Call 911 immediately from a safe location, don't assume someone else has
- If staff can extinguish a small fire with the use of fire extinguishers, do so
- Do not take any unnecessary risks in extinguishing the fire
- Only employees trained in using fire extinguishers should use them

When police or fire fighters arrive, direct them to the location of the fire. The Chain of Command shall ensure that all staff and visitors of Gorton Center are making reasonable efforts assemble in the designated assembly areas, if an evacuation is ordered. 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.

In the event of an activated fire alarm:

- Immediately leave your work area and evacuate the building to the designated assembly areas
- Follow the emergency evacuation route posted in your work area
- Close doors as you leave, if practical
- Do not use elevators during a fire emergency
- If the fire alarm stops, continue the evacuation and warn others who may attempt to enter the building
- Follow the orders of the fire and police personnel upon their arrival

The Facilities Manager will attempt to identify the source of the fire alarm if it is not apparent. If the source of the fire alarm is located and there is an actual fire, call 911 immediately. The Chain of Command shall work with the Police and Fire Unified Command to ensure the safety of all occupants of the building and assist with the subsequent investigation.

Gas Leaks

Gas leaks can be extremely dangerous, possibly resulting in a deadly fire or explosion. There are 3 ways you can detect a gas leak

- **Smell:** Natural gas has a smell similar to rotten eggs.
- **Sound:** A hissing or blowing sound near the gas meter or gas appliances
- **Sight:** Visible blowing dirt or bubbling water near a buried natural gas line.

If you suspect gas is leaking, follow these steps:

- Exit the building immediately, leave doors and windows open as you exit
- Advise other staff of the situation and notify the Chain of Command
- Do not use your telephone or cell phone, operate any appliance, light a match or turn light switches on or off
- Dial 911 or NorthShore Gas from a nearby safe location
- Do not re-enter until authorized by the Chain of Command

Bomb Threat

All staff must take any received bomb threat seriously and report it as soon as possible by dialing 911, then notifying the Chain of Command. If you receive a call with a bomb threat do not hang up. Ask another staff member to call 911. While this moment will be stressful and confusing, it is vital the person answering the phone attempt to write down what the caller said. This information will prove vital for the Lake Forest Police Department. If possible, ask the following questions:

- Where is the bomb?
- What kind of bomb is it?
- What does the package look like?
- Who are you?

The building must be evacuated and staff shall ensure the non-profit organizations in Gorton Center are notified. Police and Fire personnel will respond, however, it is the responsibility of the building Staff to order an evacuation. Police and Fire personnel will assist with the evacuation, once ordered, and investigate the bomb threat. The Chain of Command shall work with the Police and Fire Unified Command to ensure the safety of all occupants of the building and assist with the subsequent investigation.

Medical Emergencies

In the event of a medical emergency, immediately dial 911.

- If possible, stay with the person requiring medical attention
- Try to remain calm and give clear information to dispatchers
- Provide first aid to your level of training
- If the staff member has been trained in CPR and CPR is needed, perform CPR

AED's are located on the first floor of Gorton Center. First aid kits are located in the main office on the first floor. Staff should be aware of their location and the items contain in the first aid kits. The Executive Director shall ensure staff are adequately trained on the use of first aid kits and an AED.

People in a mental health crisis

In the event a staff member or visitor of Gorton Center makes comments or performs actions indicating an intent to harm themselves, staff should immediately call 911.

- Staff should not take any unnecessary risks
- Request a CIT (crisis intervention specialist) police officer to respond
- If a weapon is present, staff should stay away from the person
- If no weapon is present and no violence is being displayed, staff should consider staying with the person until first responders arrive

Shelter-In-Place Procedures

Shelter-in-place means selecting a small interior room or rooms, preferably with few or no windows, and taking refuge there during an emergency. Besides weather emergencies, shelter-in-place is typically used in active threat situations, other workplace violence incidents and potential chemical and/or biological incidents outside the building.

Shelter-in-Place Procedures

- Close doors and wait for further instructions to safely evacuate
- Staff shall keep visitors with them and advise them to stay
- Unless there is an imminent threat, employees and visitors may call or text to let others know where they are and if they are safe

Weather Emergencies

When weather related situations occur that are serious enough to impact normal business operations, employees will be notified by the Chain of Command with detailed instructions. Any decision to close offices during such emergencies would also be issued by the Executive Director or their designee.

Tornadoes and Severe Thunderstorms

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!
- Go to the basement area and proceed down ramp past the Grotto. This is the designated tornado shelter-in-place area.
- If you cannot reach the basement, safer areas include bathrooms with no windows and interior offices with no windows
- Immediately seek shelter inside if you are outside or in a vehicle in the parking lot
- Remain sheltered until notified by the Chain of Command that the weather emergency is over and it is safe to return to work

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 and ordered by the Chain of Command
- Stay indoors away from windows until the storm passes

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.

Active Threat and Workplace Violence

If an active, violent incident occurred at Gorton Center, your primary goal is survival. Active shooter incidents evolve very quickly and are unpredictable. Active shooters will shoot and/or attempt to harm any people in their immediate vicinity. Considering the nature of an active shooter threat, an emphasis must be placed on situational awareness. Being more aware of your surroundings and those people in your work area will go a long way towards an effective response towards and active threat.

If possible, try to inform and help others in your immediate work area. When alerted of an active threat/shooter, a speedy response is critical. When you are in a safe place, dial 911. After calling 911, immediately notify co-workers/visitors in your area and immediately evacuate the building as quickly as possible if you can.

The Chain of Command recommend staff do the best they can to assess these rapidly evolving situations. It is recommended staff employ the following responses to an active threat/shooter.

Run

- Have an escape route in mind before the event occurs
- Evacuate the area, move away from the threat and leave your belongings behind
- If possible, help others escape
- Keep your hands visible for responding law enforcement
- Prevent people from entering an area where there is an active shooter
- Dial 911 as soon as you have ensured your own safety

Hide

- When you cannot escape, shelter-in-place
- Lock the doors and block the entry using large, heavy items if possible
- Turn off lights, silence phones and move away from doors and/or windows
- If windows have blinds, close blinds
- Be aware of escape options when in lockdown
- Stay calm, quiet, and out of sight

Fight

- Use improvised weapons
- Commit to your actions. Act with physical aggression
- Fight like your life depends on it

When first responders arrive:

- Keep hands up and empty
- If asked questions, give clear, concise information if you have any
- Follow all directions given by responding law enforcement officers

Post-incident

- Accountability of all people is also a priority for the Chain of Command
- The building will be treated as a crime scene, access will be limited
- All staff may be interviewed by law enforcement
- Grief counseling will be available following the incident
- Family reunification will take place post-incident. The reunification area will likely be in the McKinley parking lot located to the north

Drop-In Learning Center Specific Protocols

Teachers shall be responsible for the supervision of children and shall remain with children during an emergency situation. Responsibilities may include:

- Supervising students under their charge
- Taking steps to ensure the safety of students (evacuation/shelter-in-place)
- Rendering first-aid and/or CPR if necessary
- Assisting students to inside or outside assembly and reunification areas
- Reporting missing students to the Executive Director or their designee

Shelter-in-place

- The DILC will shelter-in-place in the classroom area during an emergency situation where evacuation will pose a greater danger than attempting to leave
- DILC staff will follow the lockdown procedures noted above
- During a time of extreme weather such as a tornado warning, staff will escort all children to the designated weather related shelter-in-place site located in the lower level of Gorton Center

Reunification Site

- Set up an adult report area for parents to sign-in and to check identification
- Set up a child release area where children will be escorted to meet their parent and be signed out
- Only release students to authorized persons listed on the child's contact sheet

Elevator

Gorton Center has one elevator which is equipped with an emergency telephone. The phone is connected to emergency services personnel. If you are trapped in an elevator, use the emergency telephone.

Recovery after an Incident

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, the Chain of Command will meet to support the restoration of Gorton Centers programs. Gathering vital information will facilitate the recovery process. The Chain of Command will collaborate with external resources to work in teams to accomplish the following:

- Conduct a comprehensive assessment of the physical and operational recovery needs
- Assess physical security and all other critical services
- Document damaged facilities, lost equipment and resources and special personnel expenses that will be required for insurance claims and requests for assistance
- Identify recordkeeping requirements and sources of financial support for disaster assistance
- Educate staff and parents of the children at the DILC on available crisis counseling services
- Gather staff input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans

Documenting an Incident

- Staff of Gorton Center must complete the approved Incident Form
 - The Incident
- Staff must complete any additional documentation as directed by the Executive Director

Emergency Preparedness Manual Dissemination

The Emergency Plan and any planning documents should not be shared with those who do not have a need to know the details of the plan unless all sensitive, security-related information has been properly redacted. Copies of the plan may be made available to the public and media without the sensitive information at the discretion of the Executive Director. A printed version of the Emergency Preparedness Manual will be kept in the main office of Gorton Center.

Incident Documentation Form

INCIDENT REPORT FORM

Full Name
Home Address
Gender Male Female
Date of Birth
Home Phone
Cellphone

Incident Date
Incident Time
Police Notified Yes No Case#
Incident Location
Incident Description (what happened, how did it happen, substance or objects involved, factors leading to the event)

Were there any witnesses to the incident? Yes No
If yes, please print the names, addresses, and phone numbers of witnesses on the back.

Was the individual injured? (describe the injury, part of the body injured)

Was medical treatment provided? Yes No Refused
Emergency Room On-Site Walk_In Clinic Other
Hospital Name
Address
Phone Number

Name of Reporter
Reporter Signature
Date

Approved By
Signature

