

Coyne College
Campus Security Report 2013
Loop Branch Campus, 230 W. Monroe Street, Chicago, 60606
September 1, 2013

Introduction

Through more than a century of training, Coyne College has proven to be a safe and secure environment for students and employees. Instances of crime rarely occur in the Institute's buildings and on its grounds.

The following report presents the College's policies and procedures regarding campus security. It also provides statistics pertaining to the frequency of certain crimes over the past three years at the College.

It is important to recognize that while the College has proven to be a safe and secure environment, no student or employee should be lulled into a false sense of security. Safety and security are the responsibilities of everyone at Coyne. The College is a safe place precisely because everyone takes this responsibility seriously.

Exercise common sense with regard to the security of your person and your property. Do not leave your belongings lying around unattended. Do not venture into areas or facilities where you are not authorized to venture. Report suspicious behavior or instances of crime immediately. By following these and other simple rules, you can do your part to ensure that the Institute remains a safe and secure place to learn and to work.

Item 1: Procedures for Reporting Crimes and Emergencies

a) Policy Statement on Issuing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the President or Director, constitutes an ongoing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. Additionally, "timely warning" Bulletins will be posted in common areas and frequented locations throughout the school, including at the front entrance to the school and the reception desk.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the President or Director may send an email to students, staff, and faculty with more immediate notification, accompanied by personal notification on a class-by-class basis by walking through the school building and providing notification.

Anyone with information warranting a timely warning should report the circumstances to the President, Director, or Operations Manager on duty, by phone, at (773) 577-8130, or in person at the Reception window.

b) The College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the Coyne College web site at www.coynecollege.edu, under the "Student Services" tab, click "Campus Security Report."

Campus crime, arrest, and referral statistics include those reported to the Chicago Police Department, and designated campus officials (including but not limited to the President, Directors, and Operations Managers).

These statistics may also include crimes that have occurred in private residences or businesses and are not required by law.

Each year, this report is distributed to all enrolled students, and all employees of the College. Copies of the Report may also be obtained from the school Director. All prospective employees may obtain a copy from Marlena Gracia, Assistant to the President.

c) In the event of a crime, or suspicious behavior, or emergencies (medical or otherwise), students and staff should immediately notify one of the following school officials:

Russell Freeman, President and Director
Cody Abbott, Operations Manager
Rachael Joiner, Director of Education

For emergencies, dial 911.

The above officials shall notify the proper authorities and prepare a written report of the incident.

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Item 2: Security and Access to Facilities

a) Classrooms and laboratories shall be locked when not in use. Students are prohibited from entering any classroom or laboratory without Instructor or Staff supervision. The school building and Resource Center are secured at regular times during the day. These times are posted on the appropriate entrances.

During semi-annual vacation breaks, students are to remove all personal belongings from the school, to prevent damage or loss due to maintenance projects. Students are prohibited from loitering on school property when class is not in session.

Coyne College does not have any campus residences.

b) The College Director and/or Building Maintenance Staff weekly inspect security issues such as locks, alarms, lighting, and communications.

Item 3: Law Enforcement Personnel

a) The Loop Campus does not employ any security officers or personnel.

The College reserves the right to employ both overt and undercover law enforcement personnel. Any crime or suspicious behavior information is turned over to the appropriate authority, mainly the Chicago Police Department.

Staff and students are encouraged to report any crimes to the officials listed in Item 1 above, and also to contact any law enforcement agencies they feel appropriate for the investigation of any crime or incident.

b) There is no written memorandum of understanding between Coyne College and any law enforcement agency.

c) Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the campus Director or Manager on Duty, and the Chicago Police, in a timely manner. To report a crime or emergency on the Green Street campus, call (773) 577-8070. To report a crime or emergency on the Loop campus, call (773) 577-8140. To report a crime or emergency to the Chicago Police Department, call 911.

d) All reports will be investigated. The College does not have procedures that encourage pastoral counselors and professional counselors, if and when they deem appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Item 4: Educational Programs

Safety and Security policies and procedures are contained in this Campus Security Report. The Report is distributed to all students and staff on an annual basis, and is available upon request to any prospective student or employee.

During the new student orientation on the first day of class, students are informed of crime and emergency procedures by their Instructor. Students are told about crime on campus and in surrounding neighborhoods. Similar information is provided to new employees.

A common theme of all awareness and crime prevention is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Educational information regarding safety and security is distributed to students on an occasional basis, in the form of bulletins or informational notices provided to the school by the Chicago Police Department or by its contracted security firm at the Main campus, Secondcity Security Service.

When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through emails, and through a public broadcast system.

Item 5: Crime Prevention Information Programs

Crime prevention programs on personal safety and theft prevention are supplied to the college community throughout the year in the form of bulletins or posters from the Director's office, in conjunction with the Chicago Police Department, Cook County Sheriff's office, or Secondcity Security Service.

Item 6: Off-Campus Student Organizations

The College does not recognize any off-campus student organizations.

Item 7: Possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws

Coyne College has been designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Coyne College's administration. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place open to the public is illegal. It is also a violation of the College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval from the Director or President.

Item 8: Drug Policy

The Coyne campus has been designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Coyne College's administration. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment.

Item 9: Drug or Alcohol Abuse Education Programs

Please see Appendix B for the College's Drug and Alcohol Prevention Program, including education programs.

Item 10: Statement Addressing Disclosures to Alleged Victims of Violence or Non-forcible Sex Offenses

Coyne College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the

alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Coyne College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Item 11: Emergency and Evacuation

Please see Appendix C for Emergency and Evacuation Procedures

Item 12: Campus Sexual Assault Policies

Coyne College operates no on-campus or off-campus residence facility, and does not recognize any student organizations which may conduct activities on or off campus. The College has never had a reported instance of any sex offense. Nonetheless, the following policies and procedures have been formulated for use in the event of an alleged sex offense. Please see Appendix A for definitions of sex offenses. In cases of sexual harassment or offensive sexual behavior not defined in Appendix A, the Institute's Disciplinary Warning Procedure will be implemented.

a) The College educates the student community about sexual assaults and date rape through literature provided by the Chicago Police Department and other sources. This literature is available through the office of the Director.

b) If a sex offense occurs, students should immediately report to Lee Mueller, Director; Tom Stryczek, Evening Operations Manager; or Russell Freeman, President. It is extremely important that sex offenses be reported as soon as possible due to the nature of evidence and its preservation in such cases. Students should also contact the Chicago Police as soon as possible by dialing 911.

c) In the event of a sex offense, students are urged to notify the Chicago Police Department. In the event of a sex offense reported to a College official, that official will notify the Chicago Police Department. College officials will assist students in notifying the Chicago Police, if the student requests such assistance.

d) Victims of sex offenses are encouraged to contact counseling or social service professionals. Victims can contact Rape Crisis Hotline at (888) 293-2080. The College does not provide on-campus services for victims of sex offenses.

e) The College will make every effort to change a victim's academic situation after an alleged sex offense. This change may involve a class change or a Leave of Absence, if requested by the victim, and if those changes are reasonably available.

f) In the event of an alleged sex offense, the College will defer to the Chicago Police Department before taking any disciplinary action. In the event that the alleged offender is charged with an offense, that student's enrollment will immediately be suspended pending the outcome of criminal proceedings. The College will cooperate to the best of its ability with law enforcement officials.

The College will consult with its legal advisors before considering the re-enrollment of any student charged with a sex offense. Any disciplinary proceeding conducted by the College shall provide the same opportunities to the accuser and the accused to have others present during the proceeding. Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding brought alleging a sex offense.

g) The College may impose sanctions up to and including permanent termination of enrollment following a disciplinary proceeding regarding sex offenses.

Item 13: Registered Sex Offender Information

Please contact the School Director for information about registered sex offenders either employed or attending the College.

Search and Seizure

To maintain safety and security in the school, designated school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “designated school authorities” includes school liaison police officers.

School Property and Equipment and Personal Effects Left There by Students

Designated school authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by the student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Director or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

Designated school authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, tool boxes, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school’s student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. by a designated school authority or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the designated school authority who conducted the search, and given to the Director.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school’s policies or rules, such evidence may be seized and impounded by designated school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Agreements With Law Enforcement Agencies for Investigation of Alleged Criminal Offenses

The College does not have any formal agreements with Law Enforcement agencies for the investigation of alleged criminal offenses. In the event of an alleged criminal offense, the College will notify appropriate law enforcement agencies, as described earlier in this report.

CRIME STATISTICS

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Murder/Non-Negligent Manslaughter	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Forcible	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Sex Offenses, Non-forcible	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Robbery	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Burglary	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2011	0	0	0	1
	2010	0	0	0	0
Arson	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Arrests: Drug Abuse Violations	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Arrests: Liquor Law Violations	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2012	0	0	0	0
	2011	0	0	0	0
	2010	0	0	0	0

HATE CRIMES: there were no reported hate crimes for the years 2010, 2011, or 2012.

APPENDIX A

Crime Definitions from the Uniform Crime Reporting Handbook

The following definitions are to be used for reporting the crimes listed in Department of Education Regulation 668.47, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program.

Murder The willful (nonnegligent) killing of one human being by another.

Robbery The taking or attempting to take of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned - including joyriding.)

Weapon Law Violations The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

Liquor Law Violations The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based reporting System Edition of the Uniform Crime Reporting Program:

Sex Offenses - Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sexual Assault with an Object The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Fondling The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sex Offenses - Nonforcible

Unlawful, nonforcible sexual intercourse

Incest Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape Nonforcible sexual intercourse with a person who is under the statutory age of consent.

APPENDIX B: Drug and Alcohol Prevention Program

Notice to Students and Employees

Coyne College has established a Drug and Alcohol Free Awareness Program (DAFAP). The DAFAP encompasses the following four phases:

Phase One

Warning of the dangers of drug and alcohol abuse:

Drug and alcohol use impairs memory, alertness, and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of your enrollment with the Institute or other legal action. Schedule A specifically details the Uses and Effects as it relates to alcohol.

Phase Two

Coyne College has a policy of maintaining a Drug and Alcohol free learning environment (Standards of Conduct):

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the College's learning environment. Any student or employee must notify the College if any criminal drug or alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the College's "workplace" consists of the following locations:

Coyne College, 230 W. Monroe St., or, any teaching site, or any "off-site" location (e.g. field trips, job placement, luncheons, meetings, etc.) where the activities are in any way related to the College.

Phase Three

Listing the available local drug counseling, rehabilitation, and assistance programs:

Please refer to Schedule B.

Phase Four

Non-compliance with the terms of this College's Drug-Free Workplace Statement:

Employees: Any employee who violates the College's "Standards of Conduct" (Phase Two above) will be placed on probation for the first offense and terminated for the second offense. Employees convicted of violations of criminal drug statutes will be required to satisfactorily participate in a drug abuse assistance or rehabilitation program, or to face termination.

Students: Any student who violates the College's "Standards of Conduct" (Phase Two above) will be subject to the Termination of Training section of the College's catalog which reads: "The College makes every effort to help students continue and complete their studies. However, in certain circumstances, the school may deem it in the best interests of all concerned to suspend or terminate a student's training. The reasons for this action include excessive absences, or tardiness, improper conduct, inability to maintain the required grade averages, or failure to fulfill their financial obligations to the school."

Drug and Alcohol Related Incidents

In its biennial review of this policy, the school determined that there have been 0 drug or alcohol related incidents or fatalities on campus or as part of the school's activities, and there have been 0 sanctions imposed for drug and alcohol related incidents.

Biennial Review/Revision July 2013
SCHEDULE A

Alcohol Uses and Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

SCHEDULE B

Drug Counseling, Rehabilitation, and Assistance Programs

National Alcohol Hotline: 1-800-ALCOHOL
Cocaine Anonymous: 1-800-COCAINE
Narcotics Anonymous: 1-818-773-9999
Alcoholism Treatment Helpline: 1-800-711-6402
Alcoholics Anonymous Greater Chicagoland: 1-800-371-1475
National Alcohol and Drug Information Clearinghouse: 1-800-662-HELP
Alateen: 1-800-356-9996
Center for Substance Abuse Prevention Workplace Helpline: 1-800-WORKPLACE
PREVLINe: Prevention Online: www.health.org
National Institute on Alcoholism: www.niaaa.nih.gov
Poison Control Center: 1-800-942-5969
Suicide Hotline (Covenant House 9-line): 1-800-999-9999
Suicide Prevention Hotline (National Helpline Network): 1-800-SUICIDE

In emergencies, call 911.

SCHEDULE C

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a):

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$10,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Copies of the Campus Security Report are available upon request from the President, the Director of Admissions, and the Education Director.

APPENDIX C

EMERGENCY AND EVACUATION

Emergencies at Coyne College are unusual. However, everyone must be prepared and act properly when an emergency does occur. Both Coyne campuses have an evacuation plan in place if such an event occurs. Coyne's staff and administration are prepared to respond accordingly when a fire or other emergency occurs.

Your Responsibilities

Read this information thoroughly. Familiarize yourself with your daily surroundings at Coyne. Know the specific "ins and outs" unique to your work or training areas. These include emergency routes out of the building, location of fire extinguishers, location of alarm boxes, and location of the nearest first-aid kit.

Review these pages periodically. In the event of an emergency, you will not have time to read these instructions. Encourage co-workers and students to read these pages.

REMEMBER: SAFETY OF LIFE OVERRIDES ALL OTHER CONCERNS!

Emergency Prevention

Staff and students can help prevent emergencies on campus by observing the following:

- Know your surroundings and be aware and observant
- Question strangers on campus (in a non-confrontational manner: "Are you being helped?" or "May I help you?")
- Know your students and report changes in their behaviors to the Director or Operations Manager
- Report any and all suspicious or threatening behavior or speech to the Director or Operations Manager
- Report any and all suspicious packages, parcels, or vehicles to the Director or Operations Manager

Reporting Emergencies

All emergencies, day or night, should be immediately reported to the school Director or Operations Manager on duty. The Director or Operations Manager will respond and initiate necessary action, including the notification of specific emergency services. Where immediate emergency services are obviously required, call 911.

When reporting an emergency, crime, or suspicious activity, be prepared to provide a situation assessment which should include:

- Type of emergency or criminal activity
- Exact location of emergency or criminal activity
- Description of persons involved
- Size of the area involved
- Number of injuries or casualties

Remain calm and stay on the line until you are sure the emergency responders know where to find you and/or the emergency.

Emergency Telephone Numbers

From Coyne office phones, dial 911 for City of Chicago Emergency Services.

1. Immediate Notification

Upon confirmation of a significant emergency of dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the school Director or Manager on duty will notify all employees and students by either setting off the building's fire alarm system, notifying each class and office personally, making an announcement over the public address system, or sending an emergency notification text message.

2. Confirmation of a significant emergency.

- a) The school Director or Manager on duty will confirm the presence of a significant emergency by evaluating emergency reports from students or employees, or checking news outlets in the case of serious weather or emergencies in the community.
- b) Because of the small size of the Coyne campus, in the event of an emergency, the Director or Manager on duty will notify all students and employees on campus.
- c) The Director or Manager on duty will determine the content of the notification, and will determine the appropriate amount of information to be disseminated along with the prescribed action (lock down, evacuation, etc.) the campus community should take.
- d) Again, because of the small size of the campus, the Director or Manager on duty will initiate the notification through one or more of the means described in 1 above.

3. Statement of Notification

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

4. Responsible Persons

Individuals responsible for confirming emergencies, determining notification content, and initiating notification:

Russell Freeman, President
Michael Reynolds, Director
Cody Abbott, Evening Operations Manager
Rachael Joiner, Director of Education

5. Emergency Response and Evacuation Procedures Statement

This document contains information about incident priorities; shelter-in-place and evacuation guidelines; and local contingency and continuity planning guidelines. The College conducts at least one emergency response exercise each year.

General information about the emergency response and evacuation procedures for Coyne College are publicized each year as part of the school's Clery Act compliance efforts and that information is available on the Coyne College web site.

All members of the Coyne College community are notified on an annual basis that they are required to notify the Campus Director of any situation that may involve a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Director has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Campus Director has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to

the community. If that is the case, Federal Law require that the institution immediately notify the campus community or the appropriate segments of the campus community that may be affected by the situation.

Notification to the Outside Community about an Immediate Threat

In the event of a situation that poses an immediate threat , the Campus Director will determine the content of the message and call 911 to inform the Chicago Police Department of the situation. The Campus Director may also contact the greater community via www.emergencyclosings.com.

6. Emergency Response and Evacuation Drills

a)The College will conduct periodic evacuation drills. These drills will occur at a minimum once per year. These may be announced, or unannounced.

b)The College will publicize information about its emergency response and evacuation procedures in conjunction with at least one test per calendar year.

c) These drills will be documented in the annual Campus Security Report, to include a description of the exercise, the date, time, and whether the drill was announced or unannounced.

Emergency Response and Evacuation Procedures

Including both Shelter-In-Place Responses and Evacuation Responses

Active Shooter

Situations where one or more individuals are using deadly force against many people are very fluid and change quickly. It is impossible to anticipate exactly how such situations will evolve. It is impossible to provide absolute guidelines. Thinking through possible actions now may give you an important advantage. Active shooter incidents can happen at any location where people gather and usually start quickly and without warning. Call 911 as soon as you can do so with relative safety.

In the initial phases of an active shooter situation, individuals will need to make independent decisions based upon their assessment of the situation.

Follow all directions of law enforcement personnel.

As soon as it is safe, the President and Director will convene to consider other actions needed by the college.

All college communications will utilize the campus emergency communication plan described later in this document.

Action Steps: Happening Now

Hearing gunfire may be your first indication that something is wrong. Assess your situation as best you can and take action. In general, the more distance you can put between yourself and the shooter, the better. Do not go towards the sound of gunfire to investigate and/or try to help. Get away from the area. Try to be a moving target vs. a non-moving target.

If you can not get out of the area but are somewhat distant from the shooting, consider locking down as an option. Try to secure the room you are in or go to a nearby room that can be secured. Close blinds, turn off radios/TVs/etc., and keep quiet. Get down near the wall which the shooter is most likely to try firing through. Consider trajectory of possible bullets when taking cover. Your goal is to keep the shooter from entering the room.

Quietly discuss with others in the room what you will do if the shooter enters the room. If that happens do not “duck and cover” and become a partially exposed, passive target. If possible try to get away. Evaluate the situation as best you can before following any instructions from the shooter.

Lock Down - Shelter-In-Place

Objective: To try to keep people from coming in contact with the shooter by going to places that can be secured. Ideally, such a space has phone and internet access, but the ability to secure the space is primary.

The school Director will determine the appropriate manner of communication to alert people for the need for a Lock Down. These may include but are not limited to the building public address system, individual room-to-room notification by an individual or individuals, campus email, or other method.

Staff may initiate a lock down in their area when circumstances dictate.

Do not set off the fire alarm in a lock down. People may become targets by orderly leaving the building and gathering outside.

If a fire alarm goes off while you are in lock down assess the situation before leaving your shelter. The alarm may have been set off by the shooter(s). If you smell smoke or see fire you need to exit.

In an active shooter situation the first priority of police will be to neutralize the shooter(s). Consider carefully before doing anything that may cause you to be confused with the suspect – like showing a personal weapon, running toward police, etc. Follow all instructions from law enforcement.

Modified Lock Down

Objective: To secure exterior doors while normal activities continue within the building. This is used when there is a probability of a dangerous situation coming onto campus and there is a need to restrict access to our building.

Upon hearing the emergency announcement to start a modified lock down, staff should secure their exterior doors, close blinds, and continue normal activities until notified of an all clear.

During modified lock down you may let people into the building who you know personally and who do not fit the description of the suspect.

Criminal Activities

Everyone is asked to make the college a safe place by being alert to suspicious situations or persons and by reporting them to campus security, the Director, or Manager on duty as soon as possible. If you are a victim, witness, or responsible for the safety of students or others, do not take any unnecessary chances.

Avoid physical confrontation with the perpetrator by any reasonable means. If a vehicle is involved, get a license number, make, model, and color if possible.

After becoming aware of a major crime in progress against a person or property, the Director or Manager on duty will determine appropriate action and notification:

1. Dispatch the campus security guard (if applicable)
2. Notify appropriate outside agencies and request assistance, if needed
3. Notify employees and students as appropriate
4. Conduct follow-up after the incident.

Action Steps:

1. Do not try to apprehend or interfere with the criminal except to defend yourself.
2. Get a description; height, weight, sex, color, age, clothing, method and direction of travel, license number, make model, color of vehicle, etc.
3. Do not touch or move what may be evidence or appear dangerous.
4. Of possible go to a safe place.
5. Call 911 to report the crime.
6. Alert the Director or Manager on duty.
7. do not interfere with those creating the disturbance or with law enforcement authorities.

Injury Emergency

Regardless of the source or type of injury emergency, careful attention to administrative procedures must be paid to ensure the proper handling of injuries.

After a workplace or training injury or illness:

- 1) Notify the school Director or Operations Manager immediately.
- 2) Seek medical treatment by either obtaining an injury referral to Physicians ImmediateCare (600 W. Adams, (312) 506-0900), or ErgoMedica Medical Clinic (311 N. Aberdeen, suite 100-B, (312) 733-0909), or by calling 911 for an ambulance.
- 3) Make sure a report is filed with the school Director or Operations Manager.

Hazardous Material Spills – Exposure

Preplanning is essential when working with chemicals and other hazardous materials. Know what substances are in your work or training area and know the dangers they present.

To report any incident call 911. Be prepared to report:

- Location and type of spill
- Injuries
- Approximate amount of material involved
- Any identifiable reaction
- Who was in contact with the substance

Equipment or processes containing hazardous materials should be halted and the area evacuated. Close doors to contain the situation until emergency responders arrive. If needed, the school Director or Operations Manager will contact building engineers to shut off the ventilation system.

Account for everyone in the room and compile a list of all individuals who might have been contaminated by the hazardous substance.

If direct contact is made with a hazardous substance, immediately remove contaminated clothing. Flush any point of bodily contact with plenty of water for at least 15 minutes.

Make sure a report is filed with the school Director or Operations Manager.

Crisis Management

Become familiar with the areas you use. Before an incident occurs, know your evacuation routes and where to take shelter depending on the emergency.

STAY CALM. Do not make the situation worse. Do not let people take foolish chances. Others will respond as you do. Set the example.

Control the flow of information. Evaluate what is most essential and forward only that. Have a plan to disseminate: What, Who, How, Why, When.

If you find yourself in charge of an area, delegate duties. Clearly communicate your needs and trust others to do their part. This will aid others who need to feel useful.

Use plain language during a crisis. Everyone will be under stress. Keep things simple and straightforward.

Be aware of those around you. Aid those who you can without added risk. Follow instructions when they are relayed.

Talk to each other. Simply talking to each other and discussing what could happen and how to respond prepares us for crisis.

Remember personalities. Stress, fear, fatigue, and anger might be present in those around you. Be prepared to deal with human nature. Do not let it frustrate you.

Utility Failures

Gas Leak: Report any suspicion of a gas leak to the Director or Operations Manager.

For other utility failures, the Office of the President or the Director will provide instructions.

Fire

Upon discovering fire, smoke, or an explosion in the building, stay calm and activate the nearest Fire Alarm.

Dial 911. Be prepared to give information on the location, size and cause of the incident, as well as the nature of injuries.

Follow posted room evacuation routes and account for all occupants of the room. DO NOT USE ELEVATORS.

Provide assistance to mobility-impaired individuals.

If the fire is beyond the means at your disposal (local fire extinguishers), do not stay to fight the fire.

If forced to travel through smoke, stay low and breathe shallowly using a shirt or jacket as a filter.

If a closed door feels hot to the touch, DO NOT OPEN IT.

Do not attempt to re-enter the building or leave the campus area until accounted for and/or instructed to do so.

Tornado/Dangerous Winds/Severe Storms

In the event of a tornado watch, dangerous winds, or severe storms, move toward the interior of the building, away from windows. At the Green Street campus, stay out of the atrium and away from the glass curtainwall at the front of the building.

At Green Street, in the event of a tornado warning, the Director or Operations Manager will use the public address system to direct all students and personnel into the first floor interior hallways and student break area. Remain calm, keep out of the atrium and away from windows and the curtainwall at the front of the building.

At Monroe Street, the facilities manager of the 230 West Monroe building will provide instructions in the event of tornado/dangerous winds/severe storms.

Communications

All communications that are related to an emergency must be issued by the President, Director, or the Manager on duty.

1. Emergencies which significantly disrupt classes and services will be announced through the President's or Director's office to employees, students, and/or the public.
2. Employees will be notified of specific actions via campus email, telephone, or personal notification by an individual.
3. Students will be notified of specific actions via their instructor, a staff member, or the building public address system.
4. "All Clear" announcements will be made by the President, Director, or Manager on duty.
5. All media communications related to an emergency must be made by the President's office. In order to ensure quick and accurate reporting, no one except the President or his delegate shall call the media or make statements to the media.

Process:

The President, Director, or Manager on duty will be responsible for confirming any significant on-campus emergency or dangerous situation involving an immediate threat to the health or safety of students or employees.

The President, Director, or Manager on duty will be responsible for determining who to notify, and will determine the content of the notification.

The President, Director, or Manager on duty will initiate the notification.

Emergency Evacuation Drills:

Green Street Campus – August 1, 2013, 10:46 AM, Fire Drill, Unannounced, Ended 10:57 AM. Evacuation response was deemed satisfactory by Coyne administrators.

Monroe Street Campus – December 19, 2012, 7:30AM-2PM, Fire Alarm and Life Safety Test, Announced to Staff, Unannounced to Students. Chicago Fire Department monitored the drill and reported Coyne College's response was satisfactory.

If you have any questions regarding the school's emergency and evacuation plan, please contact the school Director.

CrimeReport2013Loop