



Ohio Media School, Illinois Media School,
Colorado Media School, and Miami Media School

Chicago Campus

The Jeanne Clery Act

Annual Safety & Security Report 2026

Reporting Period: October 1, 2026 – September 30, 2027

Crime statistics for calendar years 2023, 2024 and 2025

Published October 1, 2026

Contents

Introduction and Purpose..... 3

Campus Security..... 3

Campus Security Assistance..... 3

Crime Reporting Procedures..... 3

Timely Warnings Policy Statement..... 4

Emergency Response and Evacuation..... 4

Facilities Security and Access..... 5

Basic Crime Prevention Steps..... 5

Substance Abuse Policy..... 5

Substance Abuse Assistance..... 6

Title IX Compliance, Sexual Misconduct & Dating Violence..... 6

Institutional Protective Measures..... 8

Violence Against Women Reauthorization Act of 2013 (VAWA)..... 8

Hate Crimes..... 8

Campus Crime Statistics..... 9

Arrests & Disciplinary Actions..... 11

Emergency Quick Reference Sheet..... 11

Phone Numbers by Agency..... 12

Appendices..... 12

Contact Us:
Illinois Media School
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Chicago, IL 60602
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Introduction and Purpose

The safety of students, associates and visitors is an important concern of Illinois Media School. We prepared this report to increase your awareness of several programs and provide information to protect your safety and well-being.

Illinois Media School prepares the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Institutions participating in federal student financial aid must present to current and future students and employees certain crime statistics and policies in accordance with the Clery Act. The purpose of this report is to provide information relating to campus safety and security in an effort to aid future and current students and employees in making informed decisions regarding our institution. The School's Campus Director has primary responsibility for collecting and publishing crime statistics related to campus operations and obtains statistics from the Local Police Department.

The Annual Security Report is published on an annual basis by October 1st and contains three years of campus crime statistics and campus security policy statements in accordance with the Clery Act. This report covers calendar years 2023, 2024 and 2025. The Illinois Media School administrators prepare this report, which includes campus crime, arrest and referral statistics reported to local law enforcement agencies and designated campus officials.

The Illinois Media School does not provide residential dormitories or any other facilities for on-campus student housing, so the information reported herein relates to the school's campus itself as well as the sidewalk adjacent to the front door. Therefore, no crime statistics or policies pertaining to student housing are included in this report. Dissemination of the report includes email notifications to students, staff, and faculty providing the website address of the Annual Security Report. Potential students and employees are notified that they have access to the report on our web page at www.beonair.com. The current report is posted at <https://beonair.com/wp-content/uploads/2025/09/The-Jeanne-Clery-Act-2026-Report-Chicago.pdf>. A printed copy of the report is also available upon request from the Campus Director.

Campus Security

As a small institution, the School does not employ dedicated security personnel. However, all staff members are empowered to take action in case of natural disasters, medical emergencies, or criminal activity by immediately involving campus administration as well as the local police. The campus also maintains a closed-circuit TV (CCTV) system which monitors many parts of the campus and records activity that may help to prevent criminal activities or apprehend the perpetrators using the video recordings maintained by the School. Staff members are also responsible for securing the campus after hours and for unlocking the campus facilities at the beginning of the day.

Campus Security Assistance

All staff members are instructed to assist in the prevention of and/or investigation of on-campus crimes, and to immediately report these matters to the Campus Director and, where situations require immediate outside assistance, to summon local police and/or emergency services.

Crime Reporting Procedures

Reporting Crimes or Incidents On Campus

All students and staff members are encouraged to promptly contact and report on-campus crimes to the Campus Director and to the Chicago Police Department by dialing 911 from a cell phone or from any telephone within the campus. In any such reporting, students and staff are encouraged to furnish all pertinent information when reporting a crime or incident. Local police, working in conjunction with School staff, investigate incidents and prepare the required police reports. Such efforts include identification of responsible parties, violations of the School's Code of Conduct (as printed in the School Catalog), and

encourage resolution and restitution of property as appropriate. Crimes or incidents occurring on campus may be reported to any staff member, including instructors and administrative staff members. All crimes reported to campus officials are also included in the campus's crime statistics and are also reviewed for compliance with the timely warning policies listed below.

Local Law Enforcement Agency	Local Phone Number	Emergency Number
Chicago Police Department	(312) 742-4194	9-1-1

In addition, students, faculty and staff should report a crime to the following:

Campus Director	Lee Mueller	(312) 884-8000 ext. 103
Education Coordinator	Tony Lopez	(312) 884-8000

The Illinois Media School works cooperatively with local law enforcement agencies when necessary; however, there are no written memorandum of understanding agreements between the School and local law enforcement agencies to investigate alleged crimes. The Illinois Media School does, in a good-faith effort, contact local law enforcement agencies to obtain data on Clery Act crimes that occurred on or near the campus. Not all agencies respond to our requests for data. The Illinois Media School does not have a police or security department and no School employee or staff member possesses arrest authority.

Timely Warnings Policy Statement

The Campus Director collects, assembles and maintains the yearly crime statistics presented in this Report, and is also charged with providing timely warnings to students and staff members with respect to criminal activity. While the School undertakes diligent efforts towards providing a safe and secure campus, occasional incidents may occur on campus or in the immediate vicinity of the campus which are considered potentially threatening (or the School learns of activity in the immediate area of the School from local law enforcement). When the school is made aware of such information, the Campus Director (or if the Campus Director is absent, the Education Coordinator or senior staff member present) will make the campus aware of the situation by various means, including but not limited to making an announcement over the school's paging system, dispatching staff members to convey information in person to each class, or in some circumstances notifying campus stakeholders via cell phone, text or email. Timely warnings withhold the names and identifying details of victims. If any student or staff member knows of a crime or other serious incident, they should report the matter as soon as possible to the Campus Director or by dialing 911 so that a timely warning may be issued.

Emergency Response and Evacuation

Response and Evacuation Procedures

Upon confirmation to the Campus Director or senior administrative staff member present of an imminent threat to health or safety (tornado, individual carrying a firearm, hazardous material spill, etc.), that individual will provide an emergency notification immediately by notifying campus staff members who will directly address classes in session, or by other means that provide immediate communication with those within the campus facility, unless issuing a notification would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

When notified via the paging system or other method, students and staff members will be given immediate instructions as to the action to be taken to ensure health and safety (e.g., directions on where to seek shelter inside the building, to evacuate the building, or to remain in place pending further instructions). Other emergency notification methods may include the posting of flyers and the use of text messaging, email or cellular phone calls. Because the campus is a single location, notifications are ordinarily directed to the entire campus community.

When an evacuation is ordered, all persons leave the building by the stairs and nearest exits and proceed to the evacuation assembly area — the sidewalk directly across the street from the front entrance, at least 200 feet from the building — where instructors account for their students, department heads for their staff, and Admissions personnel for visitors. No one re-enters the building until an "all clear" is given by the official in charge.

More specific Emergency Response and Evacuation instructions are contained in the School's Chicago Campus 2026–2027 Campus Safety & Emergency Management Plan (Rev. October 1, 2026), which is reproduced in full at Appendix F, provided to all students at orientation, and available on the School's website, in the Campus Director's office and in the Learning Resource Center. The Plan is reviewed and reissued each October to reflect best practices and new information. The School tests its emergency response and evacuation procedures at least annually through an evacuation drill conducted with the building's property management; each test is documented with its date, time and whether it was announced or unannounced. The most recent evacuation drill was conducted on September 24, 2026.

Facilities Security and Access

The School's campus is secured and locked at the conclusion of each day's classes and student activities. Where campus facilities require access via key card, appropriate key cards will be provided to staff and students. All students must leave campus at the conclusion of the day's activities. When closed, the campus is protected by wired and wireless motion and glass-break sensors, door and window triggers, and monitoring via the School's CCTV system. Students are not permitted on campus unless staff members are also present. Other than prospective students visiting campus, only students and staff members are permitted to be on campus. Neither students nor staff members may have family or friends accompany them without first receiving approval from the Campus Director.

Basic Crime Prevention Steps

Crime prevention is the responsibility of all students and staff members. Taking the time to think about vulnerabilities will allow us to take simple steps to reduce the risk of being the victim of a crime. Common-sense steps can make a big difference:

- Keep your car locked, and do not leave valuables in plain sight within your car
- Mark valuable possessions (headphones, tablet computers, etc.) with identifying information
- Never leave your purse or other valuables unattended in a classroom, studio or the LRC
- Let a staff member know if you desire an escort to your car or to public transit when leaving at night
- Report all crimes and suspicious activities to School authorities
- If you witness an immediate threat, call 911 immediately (or 911 from an on-campus phone).

New students receive an overview of the Campus Safety & Emergency Management Plan and these crime prevention steps during orientation, and the School makes available, as needed, information programs related to crime prevention and any additions to campus security procedures.

Substance Abuse Policy

The School maintains a Drug Free Policy which is distributed to all students and staff at time of employment or enrollment, and at least annually thereafter. The School prohibits the possession, use, manufacture or distribution of illegal substances (regardless of quantity) or drug paraphernalia of any kind. The use of alcohol while on campus is also strictly prohibited by this Policy. Marijuana remains illicit under the federal Controlled Substances Act regardless of Illinois law, and possession, use, distribution and being under the influence of marijuana are included in the School's ban. Students or staff who violate the Drug Free Policy are subject to disciplinary action, including dismissal from the School, and also face prosecution under local, state and federal laws. A copy of the School's Drug Free Policy is appended to this Report along with the School's crime statistics.

Substance Abuse Assistance

Any student or staff member seeking help with a substance abuse problem, or obtaining assistance for someone they know who has a substance abuse problem, can bring these concerns to the Campus Director (for employees) or the Education Coordinator (for students) to receive a timely referral. Additional resources are available in the Campus Student Services Binder and from the SAMHSA National Helpline, (800) 662-4357.

Title IX Compliance, Sexual Misconduct & Dating Violence

"No person in the U.S. shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and 34 C.F.R. Part 106 (Title IX).

The School does not discriminate on the basis of sex in its educational programs, regardless of an individual's real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence.

The School's Title IX Coordinators manage the policies and procedures related to Title IX, ensure compliance with respect to Title IX, and investigate and respond to complaints of sex-based discrimination and/or crimes.

NATIONAL TITLE IX COORDINATOR

Corporate Campus Director, Janet Garcia

7955 NW 12th Street Suite 119, Doral, FL 33126 • Email: jgarcia@beonair.com • (305) 728-1120

LOCAL TITLE IX COORDINATOR – CHICAGO CAMPUS

Corporate Campus Director, Lee Mueller

9 W. Washington St., Chicago, IL 60602 • (312) 884-8000 ext. 103

For the local campuses, complaints or concerns relating to sexual harassment or discrimination should be submitted to the National Title IX Coordinator, who provides information and assistance to students. The National Title IX Coordinator collaborates with and informs the Local Title IX Coordinator immediately of any report relating to Title IX compliance. This process ensures a prompt and appropriate response to the concern.

The School makes consistent efforts to assure that campus is free of sexual misconduct (including sexual harassment and sexual assault/rape) and all forms of sexual intimidation, exploitation and dating violence including stalking and domestic violence.

The School's policies regarding sexual misconduct and dating violence are outlined below. Sexual misconduct will not be tolerated at the Ohio Media School, Illinois Media School, Colorado Media School, and Miami Media School, and students, staff, and visitors should expect the School to be an environment free of sexual misconduct. Such misconduct is not only a violation of the School's policy but also can be criminal conduct and discrimination under Title VII of the Federal Civil Rights Act of 1964 (as amended).

The following definitions apply to the identification and investigation of sexual misconduct:

- Consent – the voluntary, positive agreement between participants to engage in a specific sexual activity.
- Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of this type of relationship is determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved.
- Domestic Violence – a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats that influence the other person. This includes behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, blames, hurts, injures, or wounds someone.

- Stalking – a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for his/her safety or for the safety of those around them, or suffer substantial emotional distress.
- Sexual Assault/Rape – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Sexual Harassment – unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for academic achievement or promotion. While women are more commonly victims of sexual harassment, it can happen to both men and women.

Sexual harassment may occur when a person in a position of power, control or influence over the other person's academic career, grades, or job uses this authority and power to gain sexual advantages and threatens or punishes the victim for refusal to engage in certain activities. Sexual harassment may also occur between peers (such as student to student, or staff member to staff member) if similar conditions as noted above are present.

An individual who feels he or she is the victim of sexual misconduct should immediately report the incident to the Title IX Coordinator, Campus Director, or any other administrative staff member with whom the victim is comfortable. Formal charges may also be made directly to local law enforcement, and in either case, staff will assist in the investigation of the incident. Victims may also decline to notify law enforcement.

If any staff member or student observes or is made aware of an incidence of dating violence, domestic violence, sexual assault, or stalking occurring on campus, this matter should be immediately reported to the Campus Director. Individuals immediately witnessing such an incident and believing that immediate police intervention is needed should call 911.

Other safe intervention options for the observer include the following:

- Notify a School staff member immediately
- Be honest and direct in attempting to defuse the situation – do not use violence
- Recruit the assistance of those nearby
- Keep oneself safely away from the incident

If you are sexually assaulted, it is extremely important that any physical evidence be preserved. The following are recommended steps:

- Find a safe place sufficiently away from the attacker and call 911 immediately! If possible, ask a trusted friend to stay with you until help arrives.
- As soon as possible, write down everything you can remember about the incident including the details of what happened and the physical description of the assailant. Take photos of any physical evidence, including any visible injuries.
- If the incident occurs on the School's campus, immediately dial 911 and seek staff member assistance. Staff members will provide immediate assistance including contacting law enforcement on your behalf.
- You should immediately seek medical attention, even if you do not believe that you have been injured. It will still be important to test for sexually transmitted diseases and/or pregnancy. Hospitals should be asked to conduct a "rape exam," and also to obtain a urine or blood sample if you believe that you may have been drugged.

Contact an agency for counseling and support, including:

- Chicago Rape Crisis Hotline (24 hours): 888-293-2080
- Illinois Domestic Violence Helpline (24 hours): 877-863-6338

- National Sexual Assault Hotline: 800-656-4673
- National Domestic Violence Hotline: 800-799-7233

Institutional Protective Measures

The School will assist victims of sexual misconduct and dating violence to avoid potential contact with the perpetrators to the fullest extent possible, by reassigning staff members or altering student class sessions or schedules, whether or not the victim chooses to report to law enforcement. The School will also assist in enforcing any On-Campus No Contact Order that is issued, prohibiting communication among involved parties (this includes contacts that are in person, via telephone, text message, social media, etc.), and honors orders of protection issued by Illinois courts. The School protects the confidentiality of victims by completing publicly available recordkeeping, including this report, without identifying information.

Violence Against Women Reauthorization Act of 2013 (VAWA)

The Violence Against Women Reauthorization Act of 2013 (VAWA) amended the Clery Act and requires the Illinois Media School to compile statistics for additional crimes that are reported to the School or to local police agencies. These additional crimes include sexual assault, domestic violence, dating violence, and stalking. Reports of these offenses are resolved through a prompt, fair and impartial process conducted by officials who receive annual training; both parties may have an advisor of their choice present, and both are notified simultaneously in writing of the outcome and of any appeal procedures.

Hate Crimes

A Clery Act hate crime is committed when the victim was intentionally targeted because of bias. Bias for the purpose of Clery Act hate crime reporting is a preformed negative opinion or attitude toward a group of persons based on their race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability.

Campus Crime Statistics

In compliance with Federal laws, Ohio Media School, Illinois Media School, Colorado Media School, and Miami Media School make the following information available to all students, staff and applicants.

Reporting of Criminal Activities and Emergencies:

Any criminal activity or emergency on school property is to be reported immediately to the Campus Director, or any other staff member. School officials will immediately notify the appropriate local law enforcement officials or authorities.

Campus Criminal Activity

Campus Security Authorities and/or local police agencies have received the following reports on criminal activities on campus within the last three (3) years. Statistics for 2025 were obtained from the Chicago Police Department (District 1, Beat 112) and from reports made to Campus Security Authorities.

ILLINOIS MEDIA SCHOOL Crime Statistics 2023-2025 Criminal Offenses & VAWA						
	On Campus			Public Property		
Offense	2023	2024	2025	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	3	0	0
Aggravated Assault	0	0	0	1	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic Violence (VAWA)	0	0	0	0	0	0
Dating Violence (VAWA)	0	0	0	0	0	0
Stalking (VAWA)	0	0	0	0	0	0
Totals	0	0	0	4	0	0

Non-campus property: none. The School does not own or control any non-campus buildings or property.

Hate Crimes

ILLINOIS MEDIA SCHOOL Crime Statistics 2023-2025 Hate Crimes						
	On Campus			Public Property		
Offense	2023	2024	2025	2023	2024	2025
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction, Damage, Vandalism of Property	0	0	0	0	0	0
Totals	0	0	0	0	0	0

Arrests & Disciplinary Actions

ILLINOIS MEDIA SCHOOL Crime Statistics 2023-2025 Arrests						
	On Campus			Public Property		
Offense	2023	2024	2025	2023	2024	2025
Liquor Law Violations	0	0	0	1	0	0
Drug Law Violations	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0
Totals	0	0	0	1	0	0

ILLINOIS MEDIA SCHOOL Crime Statistics 2023-2025 Disciplinary Actions						
	On Campus			Public Property		
Offense	2023	2024	2025	2023	2024	2025
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0
Totals	0	0	0	0	0	0

ILLINOIS MEDIA SCHOOL Crime Statistics 2023-2025 Unfounded Crimes						
	On Campus			Public Property		
Offense	2023	2024	2025	2023	2024	2025
Unfounded Crimes	0	0	0	0	0	0

Emergency Quick Reference Sheet

Situation	Action	Action
Blood and Bodily Fluids	Notify Administration	Secure area. Wash hands.
Bomb Threat	Notify Administration / if Administration is not available call 911	If evacuation is ordered, avoid use of cellular phones, portable radios, pagers, etc. Do not turn off lights.
Child Abuse/Neglect	Notify Administration	Contact Children Services.
Communicable Disease / Public Health Emergency	Notify Administration	Follow instructions from the Campus Director and current public-health guidance.
Fire & Explosion	Call 911 – Evacuate and pull nearest fire alarm on the way	Follow directional instructions in each room.
Hazardous Materials Emergency	Call 911	Evacuate students in area. Notify Administration. Follow SDS instructions in room.
Hostage Situation	Call 911	Evacuate students in area if possible. Notify Administration.
Intruder/Unauthorized Visitor	Notify Administration	Direct/escort subject to office.

Situation	Action	Action
Lock-down Procedures	Notify Administration	Follow lockdown process.
Natural Gas Odor	Call 911 – Evacuate; do not use phones, fire alarms or elevators inside the building	Follow instructions to evacuate the building.
Suicide/Suicide Attempt	Call 911	Notify Administration.
Tornado/Severe Weather	If you spot a funnel cloud notify Administration	Proceed to designated safety zones listed.
Weapon	Notify Administration	Follow A.L.I.C.E. process.

Phone Numbers by Agency

Agency	Number
Chicago Police Department	(312) 742-4194
Chicago Fire Department	(312) 745-3705
Commonwealth Edison	(800) 334-7661
Peoples Gas	(866) 556-6001
Poison Control Center	(800) 222-1222 Nationwide
American Red Cross – Greater Chicago	(312) 729-6100
Chicago Department of Public Health	(312) 747-9884
Illinois DCFS Child Abuse Hotline	(800) 252-2873
Any Emergency	Call 9-1-1

Appendices

Appendix	Title
A	Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
B	Health Risks Associated with Alcohol
C	Drug Free Policy (with Campus Crime and Security statement and Certification)
D	Illinois Laws and Penalties
E	Federal Drug Offenses: Maximum Fines and Terms of Imprisonment
F	Chicago Campus 2026–2027 Campus Safety & Emergency Management Plan

APPENDIX A: 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 \$1,000.00, but not more than \$100,000.00, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined \$2,500.00, but not more than \$250,000.00, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000.00, but not more than \$250,000.00, or both.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, if that offense is punishable by more than 1 year imprisonment.

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000.00.

21 U.S.C. 862

Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1st offense, up to 5 years for 2nd and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g., pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

*****NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions do apply.**

APPENDIX B: HEALTH RISKS ASSOCIATED WITH ALCOHOL

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car 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 symptoms 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 liver.

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

As described in What Works: Schools Without Drugs (1989 Edition, Department of Education).

APPENDIX C: DRUG FREE POLICY



ILLINOIS MEDIA SCHOOL

9 W. Washington St.
Chicago, IL 60602
Tel: (312) 884-8000

Owned, operated and staffed by
professional broadcasters
Robert Mills, President
www.BeOnAir.com

ILLINOIS MEDIA SCHOOL Drug Free Policy

Dear Employee/Student:

Federal Regulations require that, as a condition of the Illinois Media School receiving any form of financial assistance under any federal programs, the school must certify to the Federal Government that it has implemented a drug prevention program which will include:

- The annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit regardless of the length of the student's program of study.
- A copy of the Illinois Media School's Drug Free Program to prevent the illicit use of drugs and the abuse of alcohol by students and employees, and Crime Awareness and Campus Security Policies and Statistics.

It is imperative that each employee and student acknowledge and agree to the terms and conditions of the Illinois Media School's Drug Free Policy.

Read through the following carefully and sign the attached certification.

Sincerely,

Robert Mills
President

DRUG FREE POLICY

All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited at the Ohio Media School, Illinois Media School, Colorado Media School and Miami Media School.

For conditions of this statement, the Illinois Media School includes: the Campus and the public property immediately adjacent to it.

For conditions of this statement, illegal drugs include the following non-prescription substances:

A. NARCOTICS	Opium, Heroin, Morphine and synthetic substitutes
B. DEPRESSANTS	Chloral hydrate, Barbiturates, and Methaqualone
C. STIMULANTS	Cocaine (and derivatives such as crack) and Amphetamines
D. HALLUCINOGENS	LSD, Mescaline, PCP, Peyote, Psilocybin and MDMA
E. CANNABIS	Marijuana and Hashish

INSTITUTIONAL SANCTIONS

- For any violation of the codes of conduct, the Illinois Media School will require appropriate sanctions on students or employees, including:
 - Expulsion or Termination and referral to the proper authorities for prosecution when appropriate, or
 - Requiring such employee or student to participate satisfactorily in an alcohol and/or drug abuse rehabilitation program approved for such purpose by a Federal, State, Health, Law Enforcement or other appropriate agency.
- For any second violation of the codes of conduct the employee or student will be immediately terminated and referred to the proper authorities.
- Extreme cases may be treated differently and will be judged strictly on an individual basis, solely at the discretion of the Campus Director.

**Refusal to abide by institutional sanctions will result in termination of the student or employee and referral to the proper authorities.*

A description of the health risks associated with the use of illicit drugs and abuse of alcohol is set out in Appendix B.

ALCOHOL EFFECTS

Low dose	Impaired judgment, significantly decreasing the ability to drive a car and making an accident more likely.
Low to moderate	Increased aggressiveness, including spouse and child abuse.
Moderate to high	Impairment in higher functions affecting memory and learning abilities.
Very high	Death.
Repeated use	Sudden cessation produces withdrawal symptoms – severe anxiety, tremors, hallucinations and convulsions; long-term consumption can lead to permanent damage of vital organs such as the brain and liver.

Legal sanctions for unlawful possession, use or distribution of alcohol and/or drugs can range from fines to imprisonment or both, depending on the seriousness of the offense. Any individual found committing an offense on the School grounds will be prosecuted to the fullest extent of the law. Applicable Federal and Illinois laws for the unlawful possession, use and distribution of alcohol and/or drugs are set out in Appendices A, D and E.

When it is deemed necessary for a student or employee to seek treatment for an alcohol or drug problem, the School will assist, when possible, in recommending options for counseling, treatment or rehabilitation programs. Employees or students can either see the Campus Director directly or pick up the brochures readily available in the Learning Resource Center for local program centers.

CAMPUS CRIME AND SECURITY

In compliance with Federal laws, the Illinois Media School makes the following information available to all students, staff and applicants.

1. Reporting of Criminal Activities and Emergencies: Any criminal activity or emergency on school property is to be reported immediately to the Campus Director, Education Coordinator, or any other staff member. School officials will immediately notify the appropriate local law enforcement officials or authorities. Any student or staff member found guilty of any criminal action on campus will be dismissed.
2. The Illinois Media School will make available, as needed, information programs related to crime prevention, as well as any additions to campus security procedures.

Campus Criminal Activity

Campus Security Authorities and/or local police agencies have received the following reports on criminal activities on campus within the last three (3) years:

Criminal Offense — total occurrences on campus	2023	2024	2025
a. Murder/Non-negligent manslaughter	0	0	0
b. Rape, fondling, incest, statutory rape	0	0	0
c. Robbery	0	0	0
d. Aggravated assault	0	0	0
e. Burglary	0	0	0
f. Motor vehicle theft	0	0	0
g. Arson	0	0	0
h. Negligent manslaughter	0	0	0

Hate Offense — on campus	2023	2024	2025
a. Murder/Non-negligent manslaughter	0	0	0
b. Aggravated assault	0	0	0
c. Sex offenses	0	0	0
d. Arson	0	0	0
e. Negligent manslaughter	0	0	0
f. Simple assault	0	0	0

Arrests — on campus	2023	2024	2025
a. Liquor law violations	0	0	0
b. Drug abuse violations	0	0	0
c. Weapons possession	0	0	0

Disciplinary Actions/Judicial Referrals — on campus	2023	2024	2025
a. Liquor law violations	0	0	0
b. Drug abuse violations	0	0	0
c. Weapons possession	0	0	0

CERTIFICATION

I CERTIFY THAT I HAVE RECEIVED AND READ A COPY OF THE ILLINOIS MEDIA SCHOOL DRUG FREE POLICY AND I HEREBY ACKNOWLEDGE AND AGREE TO ALL STATEMENTS LISTED ON ALL PAGES OF THIS DRUG FREE POLICY AND HAVE READ THE APPLICABLE FEDERAL, STATE AND CITY LAWS ENCLOSED.

I HEREBY ALSO ACKNOWLEDGE RECEIVING THE ILLINOIS MEDIA SCHOOL CRIME STATISTICS.

PRINT NAME

DATE SIGNED

SIGNATURE

APPENDIX D: ILLINOIS LAWS AND PENALTIES

Illinois Drug Laws

CRIME	PUNISHMENT
PRESCRIPTION FORGERY — 720 ILCS 570/406(b)(3)	1st offense, felony: up to \$100,000 fine and/or 1 to 3 years in penitentiary. 2nd offense, felony: up to \$200,000 fine and/or 2 to 5 years.
POSSESSION OF DRUG PARAPHERNALIA — 720 ILCS 600/3.5	\$750 to \$2,500 fine and/or up to 1 year in jail.
POSSESSION of heroin, cocaine, morphine, methamphetamine, lysergic acid or LSD — 720 ILCS 570/402	15–100 grams: felony, up to \$200,000 fine and/or 4 to 15 years. 100–400 grams: up to \$200,000 or street value and/or 6 to 30 years. 400–900 grams: up to \$200,000 or street value and/or 8 to 40 years. 900+ grams: up to \$200,000 or street value and/or 10 to 50 years.
PEYOTE, BARBITURIC ACID, AMPHETAMINE (more than 200 grams) — 720 ILCS 570/402	Felony, up to \$200,000 fine and/or 4 to 15 years in penitentiary.
CANNABIS (more than 5,000 grams) — 720 ILCS 550/5	Felony, up to \$200,000 fine and/or 6 to 30 years in penitentiary.
MANUFACTURE/DELIVERY of cocaine (1–15 g), heroin (10–15 g), morphine (10–15 g), methamphetamine (5–15 g) — 720 ILCS 570/401	Felony, up to \$250,000 and/or 4 to 15 years in penitentiary.
MANUFACTURE/DELIVERY of cocaine, heroin, morphine, methamphetamine, LSD — 720 ILCS 570/401	15–100 grams: felony, up to \$500,000 fine and/or 6 to 30 years. 100–400 grams: up to \$500,000 or street value and/or 9 to 40 years. 400–900 grams: up to \$500,000 or street value and/or 12 to 50 years. Over 900 grams: up to \$500,000 or street value and/or 15 to 60 years.
NITROUS OXIDE — 720 ILCS 5/24.5-10	Felony, up to \$25,000 fine and/or 2 to 5 years in penitentiary.
FIREARM DURING COMMISSION OF OFFENSE	Use: 15 years added to sentence. Discharge: 20 years added. Discharge causing death or injury: 25 years to natural life added.
MISDEMEANORS — 730 ILCS 5/5-9-1 & 5/5-8-3	Class A: up to \$2,500 fine and/or up to 1 year in jail. Class B: up to \$1,500 fine and/or up to 6 months. Class C: up to \$1,500 fine and/or up to 30 days.
FELONY CONVICTION — 730 ILCS 5/5-8-1 & 5/5-9-1	Class X: up to \$25,000 fine and/or 6 to 30 years. Class 1: up to \$25,000 and/or 4 to 15 years. Class 2: up to \$25,000 and/or 3 to 7 years. Class 3: up to \$25,000 and/or 2 to 5 years. Class 4: up to \$25,000 and/or 1 to 3 years.
ENHANCEMENTS	If possession or sale of any drug is within 1,500 feet of a school, church, public park, or movie theater, the court may double the fine and the sentence. If a firearm is in possession at the time of a drug arrest, at conviction the court may double the fine and the sentence.

Source: Illinois Compiled Statutes as summarized at https://www.iwu.edu/counseling/Illinois_Drug_Laws.htm. Penalties are subject to change; consult the current statute.

APPENDIX E: FEDERAL DRUG OFFENSES: MAXIMUM FINES AND TERMS OF IMPRISONMENT FOR VIOLATION OF THE FEDERAL CONTROLLED SUBSTANCES ACT

Please refer to the Congressional Research Service Report: Drug Offenses: Maximum Fines and Terms of Imprisonment for Violation of the Federal Controlled Substances Act and Related Laws (Brian T. Yeh, Legislative Attorney, January 20, 2015).

<https://fas.org/sgp/crs/misc/RL30722.pdf>

APPENDIX F: CHICAGO CAMPUS 2026-2027 CAMPUS SAFETY & EMERGENCY MANAGEMENT PLAN

*Rev. October 1, 2026 • Effective October 2026 through October 2027 • Reproduced in full on the following
pages.*



Chicago Campus 2026–2027 Campus Safety & Emergency Management Plan

9 W. Washington St., Chicago, IL 60602

Effective October 2026 through October 2027

Rev. October 1, 2026 · Supersedes Rev. September 15, 2025

Table of Contents

1.1 Statement of Emergency Plan Goals.....	3
1.2 Campus Personnel Responsibilities.....	3
1.3 Aid to Individuals Requiring Assistance.....	3
2.1 Evacuation Procedures.....	4
2.2 Emergency Scenarios.....	4
2.3 Fire.....	4
2.4 Earthquake.....	6
2.5 Severe Storm or Tornado.....	6
2.6 Bomb Threat.....	7
2.7 Workplace/School Violence.....	8
2.8 Serious Medical Emergencies.....	9
2.9 Civil Unrest and Demonstrations.....	10
2.10 Suspicious Activities/Individuals.....	10
2.11 Gas Leak.....	11
2.12 Communicable Disease and Public Health Emergencies.....	11
3.1 Emergency Contact Information.....	11
Summary of 2026–2027 Revisions.....	13

1.1 Statement of Emergency Plan Goals

This emergency plan was created with the goals of assuring that all school personnel (full and part time) are provided with the basic training necessary to respond to a wide range of emergency situations that may occur on campus, both inside and outside of scheduled class time. This Plan conveys basic instructions so that stakeholders can respond to such emergencies with a known plan of action. While this Plan attempts to incorporate best practices in how to deal with various types of emergencies, no attempt is made to provide an exhaustive list of responses: common sense measures should always prevail. It is the school's belief that the information in this Plan will assure that stakeholders can respond more promptly when faced with an on-campus emergency.

This edition of the Plan is effective from October 2026 through October 2027 and is reviewed and reissued annually by the Campus Director each October. Students receive an overview of the Plan during orientation, and the current Plan is available on the School's website and in the Learning Resource Center on campus.

1.2 Campus Personnel Responsibilities

Campus Director

As the leader of the school, the Campus Director is charged with not only providing updated details to this Plan, but also with assuring that all campus personnel and students have a basic understanding of how to respond to the various emergency situations covered in this Plan. With respect to various campus shifts (day and evening), the Campus Director should assure that the senior administrative person on campus, including department heads, has a clear understanding of the material contained in this Plan. In addition, the Campus Director should assure that students are provided with timely instructions and/or precautions in the event of an emergency.

Supervisors

All campus department heads are considered to be supervisors with respect to their departmental staff, and instructors are considered to be supervisors with respect to the classes they are teaching at any given time.

Employees

All employees on campus are considered to be "supervisors" with respect to visitors who could be present on campus when an emergency occurs. As supervisors, these individuals should have a good understanding of the "do's and don'ts" contained herein and be prepared to communicate with those they supervise at the time of an emergency.

1.3 Aid to Individuals Requiring Assistance

Supervisory personnel who are aware that a particular employee, co-worker or student may require assistance are charged with providing whatever assistance may be needed for that individual. For example, an instructor who is aware that a student has a breathing difficulty may focus attention on and provide assistance to that student in the event of an evacuation by fire.

2.1 Evacuation Procedures

Evacuation Procedures and Employee/Visitor Accountability

Several of the emergencies listed in this Plan call for an evacuation of the campus. When an evacuation is required, there are two key elements:

- o Assuring that all individuals calmly and quickly exit the premises; and
- o Assuring that, after the evacuation, all individuals, including those who may be visiting campus, are accounted for (that no one was left in the building).

The following sections detail procedures related to each type of emergency.

General Evacuation Procedures

- o All individuals are to evacuate the building and proceed to the evacuation assembly area.
- o Education Department personnel (including Graduate Assistants) should sweep the studio areas of the campus to assure that everyone has received the notice to evacuate.
- o Upon exiting the building, all individuals are to be directed to the evacuation assembly area by the school's supervisors.

The evacuation assembly area is the sidewalk directly across the street from the front entrance of Illinois Media School. Proceed at least 200 feet away from the building and wait for roll call.

- o The Campus Director is to account for Department Directors/Coordinators' presence in the evacuation assembly area; Department Directors are to account for their department's personnel; instructors are to account for the students attending class at the time of the evacuation; Admissions personnel are to account for any visitors who are on campus at the time of the evacuation. Any individuals not accounted for should be reported to official first responders on scene or, if no first responders are yet present, to the Campus Director or senior staff member present.
- o An "all clear" message will be given to authorize safe re-entry into the building. No staff member, student, or visitor is to re-enter the building until told to do so by competent authority.

2.2 Emergency Scenarios

Sections 2.3 through 2.12 set out the procedures for each type of emergency covered by this Plan.

2.3 Fire

Detection and Notification

In the event of a fire in the building the smoke detectors will likely provide automatic detection; if you discover a fire, pull the nearest manual pull box alarm. While this system is monitored, anyone discovering smoke or fire in the building is instructed to activate a manual pull box AND call 911 for the Fire Department.

Evacuation

When the alarm sounds, all personnel must evacuate the building, unless otherwise instructed. Evacuation must be done in a brisk and orderly manner. If the situation and time permit, close

all doors as the interior offices are vacated (but avoid locking any doors). Proceed to the designated assembly area to check in.

Stand ready for instructions as to re-entry or other action. Do not re-enter the building until the "all clear" is given by the Official in Charge at the scene. When moving to the designated assembly area, employees and students are not to impede the progress of emergency personnel or equipment entering the area in front of the building. Approaches to the building must remain free of obstructions during evacuation. Stay clear of all emergency vehicles.

Supervisors will check to verify that all students, employees and visitors are safely evacuated from the building. If persons are missing, unaccounted for, or refuse to evacuate, the Official in Charge and the Fire Department should be notified immediately. Supervisors should also inform Fire Department officials of information regarding the fire, including its location if they know this information.

Assembly Area

Unless other specific instructions are issued with the evacuation order, building occupants are to assemble in the designated assembly area, which is the sidewalk directly across the street from the front entrance of Illinois Media School.

Stairways/Stairwells

Stairways are to be used for evacuation unless they have been determined to be unsafe due to fire, smoke, damage, or otherwise present an imminent danger to evacuating personnel.

Elevators

Elevators are not to be used in a fire emergency.

Personal Belongings

If time permits, personnel may quickly take wallets, purses, and other similar valuables with them when evacuating. No one will be allowed to re-enter an evacuated area to obtain such items.

Procedures

- o Activate manual pull box (make sure the alarm sounds!).
- o When the alarm sounds, the building must be evacuated immediately using the stairs and nearest exits.
- o All building occupants must assemble in the assigned area.
- o Call 911 from a safe area and explain the nature of the emergency.
- o If properly trained and confident in their use, activate the portable fire extinguisher. Fire extinguishers are located in main hallways throughout the campus. Do not attempt to extinguish a fire larger than trash-can size.
- o Assist any persons who are disabled or injured even if evacuating them is not possible; safely move them to a location as far away from the fire as possible.

Fire Prevention Rules

- o Keep stairway doors closed at all times to minimize the spreading of fire.
- o Keep room and corridor doors closed in case of fire to provide a temporary barrier against the spread of fire (all corridor walls and doors, and stairwell doors, are fire-resistant).
- o Do not store equipment or materials in corridors – escape/evacuation hazard.

- o Do not plug excessive numbers of electrical equipment/appliances into outlets. Continuous loading of electrical lines causes insulation to become friable and fall away from the wire; the hot wiring can readily ignite wall partitions or other structures. Multiple plugs or unrated power strips should be avoided, and never plug appliances such as coffee pots, microwaves, etc., into surge suppressor strips (this will melt the solenoid and create an extremely hot fire, quickly).
- o Maintain good housekeeping in all areas of the campus.
- o If you use electronic equipment such as cup warmers, fans, coffeemakers, etc., make sure to turn them off before leaving the building – especially over weekends!

2.4 Earthquake

Although rare, some areas are occasionally subject to earthquakes. Obviously, there is no advance warning of an impending earthquake.

Procedures in Case of Earthquake

- o Do not run out of the building!
- o If possible, move to an interior hallway. The hallways are the strongest portion of the building.
- o Stay away from unstable, tall furniture and bookcases, windows, and overhead light fixtures.
- o Take precautions against aftershocks, which can happen immediately or many minutes after the initial shock.
- o Once advised that it is safe to leave the building, watch for falling debris, downed electrical wires, etc. Proceed to a safe area, away from danger of being struck.
- o Notify the Fire Department of any fires and/or gas leaks. Remember, they already know about the earthquake.

Immediately following the earthquake:

- o Administer first aid and assist in rescue operations, as needed (move the seriously injured to an emergency treatment center, if possible, or at least to a safe area).
- o The Official in Charge or the Building Manager will ensure that utilities (gas, electric) are turned off.
- o Extinguish any small fires, if possible.
- o Reserve telephones for emergency use only.
- o Turn on radios for information about local situations.

2.5 Severe Storm or Tornado

Severe storms and possibly tornados are possible at any time of the year.

Procedures in Case of Severe Storm or Tornado

Once alerted of an impending severe storm or tornado, the Campus Director (or designee) will make a decision as to the emergency action to be taken. If the decision is made to relocate employees to another part of the building, an announcement will be made, and the following steps will be initiated immediately:

- o If time permits, employees should be directed to close the doors as interior offices, studios and classrooms are evacuated. Employees should remain calm.
- o If there is no access to the designated gathering area, all personnel, students, and visitors should relocate to interior offices and/or the main hallway (preferably on the lowest accessible floor) as the hallways are the strongest part of the building and have no window exposure. As a last resort, personnel may seek shelter under heavy furniture.
- o Keep away from windows, tall and unstable furniture, and exterior walls. If time permits, electrical equipment should be turned off/unplugged.
- o Do not use the elevators.
- o Telephones should not be used except for calls involving an extreme emergency.

2.6 Bomb Threat

Unfortunately, any business or school may be subject to a bomb threat. Any call, note, recording or other means of conveying a threat should be taken very seriously, and reported to the Campus Director or his/her designee immediately. All staff should be familiar with the following procedures:

Procedures in Case of a Bomb Threat

- o The Campus Director or a Supervisor should be informed immediately about a bomb threat – regardless of the method in which the threat is conveyed (note, recording, video, etc.).
- o If the threat is made on a live phone call, the person to whom the threat is made should make every attempt to gather as much information as possible from the caller. The following form gives examples of how to handle the call.

Procedures for a Bomb Threat Phone Call

If a bomb threat call is received, remain calm and LISTEN.

1. Obtain the following information if possible. Do not interrupt the caller except to ask:
 - a. When is it set to explode?
 - b. Where is it?
 - c. What kind is it?
 - d. What does it look like?
 - e. Who are you?
 - f. Why are you doing this?
2. If possible, try to take down the exact language of the threat.
3. Be alert to the characteristics of the caller:
 - a. Male or female, adult or juvenile?
 - b. Voice characteristics: loud, soft, high pitched, deep, raspy, pleasant, or intoxicated?
 - c. Speech characteristics: fast, slow, distinct, distorted, stutter, nasal or slurred?
 - d. Language characteristics: good, fair, or poor use of language; use of foul language; foreign accent detectable; repeated use of certain words or phrases?
 - e. Accent characteristics: local, not local, foreign, etc.?
4. Try to discern the emotional state of the caller:

- a. Calm vs. angry
 - b. Rational vs. irrational
 - c. Coherent vs. incoherent
 - d. Emotional vs. flat
 - e. Righteous
 - f. Laughing vs. crying
5. Be alert for clues as to the caller's location:
- a. Street traffic
 - b. Office/office machine sounds
 - c. Trains/airplane noises
 - d. Factory sounds
 - e. Animal sounds
 - f. Music or party atmosphere

After reporting to the designated official, the person taking the call should be isolated until they can be interviewed by the appropriate authorities.

Based on the best information available, the Campus Director should immediately involve authorities and evacuate the campus (follow fire emergency evacuation procedures).

2.7 Workplace/School Violence

Our campuses have historically been free of incidents of workplace violence and follow the Clery Act campus safety and security procedures published in the School's Annual Security Report (see website). However, the school cannot ignore the fact that acts of violence or threats of violence could occur.

Violence or threatening behavior on the campus can generate from various sources, including current and former employees, students, family members and friends, or members of the public. Violent and threatening behavior, including threats, whether verbal or written, and physical attacks are strictly prohibited both in the School's Employee Handbook and in the School Catalog provisions to be adhered to by students. The possession of firearms, ammunition, and dangerous or deadly weapons is prohibited on campus.

All employees are required to promptly report violent or threatening behavior by notifying their supervisors and/or appropriate management officials. In cases requiring immediate emergency assistance, employees should call 911.

Managers and supervisors are held accountable for providing a safe working environment for all employees. They are responsible for identifying actual violent and threatening behaviors, as well as striving to identify potential violent or threatening behaviors and taking appropriate action when such situations are identified.

Procedures in the Event of Campus Threats/Violence

Be familiar with the following guidelines for dealing with violence or threats of violence:

For an angry or hostile student or co-worker:

- o Stay calm.
- o Listen attentively.
- o Be courteous.

- o Be patient.
- o Keep the situation in your control.

For a person shouting, swearing, and threatening:

- o Signal a co-worker or supervisor that you need help (use a pre-arranged signal).
- o Do not make any calls yourself.
- o Have someone call the Chicago Police Department (911).

For someone threatening with a gun, knife, or other weapon:

- o Stay calm.
- o Quietly signal for help (use the campus code word).
- o Maintain eye contact.
- o Stall for time.
- o Keep talking – but follow instructions from the person with the weapon.
- o Don't risk harm to yourself or others.
- o Never try to grab for the weapon.
- o Be alert – watch for a possible chance to escape to a safe area.

EMERGENCY CONTACT INFORMATION

Police Department	911
Fire Department	911
HR / Personnel	Campus Director – Lee Mueller (312-884-8000) Yamile Ruiz, Corporate Liaison (786-583-8345)
Campus Address for Authorities	9 West Washington Chicago, IL 60602

2.8 Serious Medical Emergencies

In the event of a serious medical emergency on campus – ALWAYS immediately dial 911 for help. When calling 911, be ready to tell the operator:

- o What is happening with the patient?
- o What triggered the medical emergency (if known)?
- o Is the patient breathing? Conscious?
- o Your exact location within campus (floor and room).
- o Have personnel meet the emergency crew at the entry doors and escort them to the exact location.

If you, or another immediately available staff member, are so qualified, provide cardio-pulmonary resuscitation (CPR) and/or first aid until emergency medical services arrive. Notify the Campus Director as soon as possible, but do not notify the patient's family or others (the Campus Director will make all appropriate notifications).

2.9 Civil Unrest and Demonstrations

No single, standard procedure can be issued to cover all types of demonstrations, since they vary in their origin and nature and the resulting problems they present. The following general procedures will apply:

Procedures for Civil Unrest and Demonstrations

- o Remain calm and do not attempt to give views or advice to the crowd. Do not enter a personal or face-to-face discussion or confrontation with any of the demonstrators. Avoid physical contact.
- o Stay inside the building and do not attempt to leave, unless directed to do so by your supervisor.
- o Stay away from windows and doors – keep a low profile.
- o If just arriving at the building, do not attempt to enter the building during this time – remain a safe distance away and contact your supervisor via cell phone, or return home and contact your supervisor, for instructions.
- o Employees must maintain a law-abiding posture and refrain from initiating any actions.
- o Call the Chicago Police Department, if necessary.

2.10 Suspicious Activities/Individuals

If you observe suspicious activities or individuals in or around campus, it is important to remember that "if you see something, say something." The following procedures should be utilized, depending on the nature of the activity(ies) or individual(s) involved.

Procedures for Suspicious Activities

- o Notify a manager or your supervisor. If you believe that harm to a person or property may ensue, also call 911 and give authorities a clear description of the situation.
- o If possible, jot down identifying characteristics such as a license number, car type and color, and descriptions of individuals involved including clothing, to share with police.
- o Individuals who are not authorized to be on campus should be approached as to their reason for being there – in a calm and friendly manner. However, if the person has no legitimate business on campus, they should be asked to leave.
- o If a person refuses to leave, immediately contact the authorities. Do not attempt to physically remove the person from the premises. If this activity occurs in an area near one of the campus security cameras, point out the existence of the camera to the person and notify them that "these cameras record 24/7."
- o If a person threatening physical violence to any staff member or student can be prevented from entering campus by locking the doors – do so and immediately call authorities.
- o If the concern involves a suspicious package – a possible bomb or biological threat – do not touch or move the package, clear the immediate area, notify the Campus Director or a supervisor, and call 911. Follow the evacuation procedures in Section 2.6 if directed by the Campus Director or authorities.

2.11 Gas Leak

If any staff member or student detects the smell of natural gas, or other toxic odor, campus staff should be notified immediately.

Procedures for Gas Leaks

- o Stop what you are doing and caution others to stop. Immediately stop using any equipment which might cause a spark, but do not take the time to shut down computers, fans, etc.
- o Do not use phones, fire alarms, and/or elevators, as this could lead to an explosion.
- o Advise any available supervisor of the presence of toxic odors. He/she will determine the appropriate action. Inform everyone around you of the gas leak and be ready to start the evacuation process.
- o Evacuate to the designated assembly area.
- o When outside the building, use a cell phone to call 911.
- o Stop anyone from attempting to enter the building.

2.12 Communicable Disease and Public Health Emergencies

The School follows the recommendations of the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health and the Chicago Department of Public Health in responding to communicable disease outbreaks and declared public health emergencies. In the event of such an emergency, the Campus Director (or designee) will determine, in consultation with network leadership, whether to continue face-to-face instruction, modify campus operations, or move instruction to remote delivery.

Because the campus operates with a small number of administrative staff and small class sections, the School is able to conduct instruction and meetings with students in small-group settings and to increase physical distancing when public health guidance calls for it. When such measures are in effect, the following apply:

- o Classrooms, labs and studios are monitored for compliance with any distancing, facial-covering or screening measures then recommended by public health authorities.
- o High-touch surfaces are wiped down with disinfectant throughout the campus multiple times per day, and soap and hand-sanitizer supplies are refilled as needed.
- o Students and staff who are ill are asked to stay home; the Education Department will work with affected students on make-up work in accordance with the catalog.
- o All confirmed cases of, or known exposure to, a reportable communicable disease should be immediately reported to the Campus Director, who will make any notifications required by public health authorities.

3.1 Emergency Contact Information

Emergency Rescue / Police	911
Police – Non-Emergency	311
Medical Services (Paramedics / Ambulance)	911

City Animal Control	311
Illinois State Police	630-241-6800 ext. 5028
American Red Cross – Greater Chicago	312-729-6100
Poison Control	800-222-1222
Campus Director – Lee Mueller	312-884-8000
Corporate Liaison – Yamile Ruiz	786-583-8345

Campus address for authorities: 9 West Washington St., Chicago, IL 60602