GENERAL INFORMATION

SHELTER-IN-PLACE (Stay where you are) is when the situation outside the immediate area is more hazardous than the immediate area.

- Close entrances, blinds, and shades to the room/space
- Turn off all lights and equipment
- Avoid windows
- Assist others, if safe to do so
- Remain quiet
- Wait for help and/or further instructions

LOCKDOWN is when the situation outside of a room or building is more dangerous than inside.

- Lock doors to prevent anyone from entering
- Block the view into the room
- Complete all Shelter-in-Place actions above

EVACUATION is when the situation inside of a building poses a greater risk than the environment outside of the building.

- When ordered, evacuate building to a safe area
- Classes should remain together until a full account of the building occupants can be completed
- Follow instructor’s directions

EMERGENCY PHONE NUMBERS:

ALL EMERGENCIES......................911
CAMPUS SECURITY.............Ext. 314
or 815-739-1290
FACILITIES.........................Ext. 300
MEDICAL EMERGENCY

CALL 911 or Campus Security (ext. 314 or 815-739-1290) if a serious injury or illness occurs.

DO NOT MOVE THE VICTIM unless the person is in danger. Keep the victim as calm as possible.

CONTINUE to assist the victim until help arrives.

REPORT all medical emergencies and accidents to Campus Security (ext. 314 or 815-739-1290) immediately.
REMAIN CALM

**CONTROLLABLE FIRE:** Immediately contact Campus Security (ext. 314 or 815-739-1290) if a controllable fire appears or smoke is detected.

- If trained and possible to do so safely, use a fire extinguisher and direct it toward the base of the flame
- If the fire becomes large and uncontrollable, evacuate all rooms, closing the doors to confine the fire and reduce oxygen — DO NOT LOCK DOORS!

**UNCONTROLLABLE FIRE:** Immediately contact the fire department by calling 911 from any phone.

- Activate a fire alarm
- Evacuate all rooms, closing all doors to confine the fire and reduce oxygen — DO NOT LOCK DOORS!
- Be prepared to provide the following: exact location of the fire, any injured or trapped persons, and any hazardous materials in the area.

**FIRE ALARMS:** Walk quickly to the nearest marked exit and ask others to do the same.

**DO NOT USE ELEVATORS**

**ASSISTANCE:** If you are unable to exit without assistance, report to the Areas of Assistance located on the upper level of each stairwell and activate the intercom to request assistance.

**OUTSIDE:** Move to a safe area at least 500 feet upwind and away from the affected building(s).

- GO TO an assembly point (parking lot 6; parking lot 7 for East Campus) and seek others from your class or office to determine accountability of all persons affected.

**DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by College or local emergency response personnel.
REMAIN CALM

TAKE SHELTER: Go to designated shelters:
- Lower level of Buildings B, D, and E, away from outside doors and windows
- Building G Locker Rooms
- East Campus – Building H

AVOID areas with long, expansive roofs or glass windows (Gym; Cafeteria; Learning Commons; English, Math, & Writing Center)

NOTIFY others of the warning.

REMAIN in the shelter area until you receive an “all clear” from a College official.

ACCOUNT for all students and employees and notify Campus Security (ext. 314 or 815-739-1290) of any unaccounted for persons.
REMAIN CALM

If you are INDOORS, STAY INDOORS!

DROP, COVER, and HOLD ON!

- Drop to the floor
- Take cover under a sturdy desk or table
  - Make your body as small as possible, cover your head & ears, close your eyes
- Hold on to the furniture and move with it.

Stay away from windows, shelving, or anything that can fall on you.

If you are OUTDOORS:
  Move away from buildings and structures.

When the earthquake is over:
ASSESS the situation
ADMINISTER first aid, if you are qualified
ASSIST others
EVACUATE the building, if necessary
IDENTIFY hazards
REPORT damage to Facilities or Campus Security
COMMUNICATE with your family and friends
BOMB THREAT

REMAIN CALM

CALL 911 and notify Campus Security (ext. 314 or 815-739-1290) of the threat.

PHONE THREAT
• What exactly did the caller say?
• Where is the bomb?
• When is it set to explode?
• What did the caller’s voice sound like?
• What background noises did you hear?

WRITTEN THREATS
• Leave the threat where it is and protect the area as a crime scene.

EVACUATE, IF ORDERED:
• Do not move or touch anything.
• Do a quick visual inspection of the area to look for things out of the ordinary.
• Leave all lights and electronic devices in the mode they are in, i.e., either on or off.
• Open all doors and windows.
• Do not use radios, cellular phones, or any electronic device until at least 500 feet from the building or vehicles.
• Go to the assembly point (Softball field) and seek others from your class or office to determine accountability of all persons affected.
• Avoid vehicles and parking lots.
• Notify Campus Security (ext. 314 or 815-739-1290) of any suspicious items.

SUSPICIOUS PACKAGE/ENVELOPE:
• Do not shake or empty the package/envelope
• Contact Campus Security, x314 or 815-739-1290
• Leave the area and try to prevent others from entering
HAZARDOUS MATERIALS RELEASE

STOP the source of the spill or release, if possible to do so safely.

CONTAIN the spill, if it can be done safely.

EVACUATE AND ISOLATE:
  • Evacuate the affected area immediately and secure the site to prevent others from entering.
  • Isolate anyone potentially contaminated and wait for instructions from the fire department.

REPORT any spillage or release of hazardous materials immediately to Campus Security (ext. 314 or 815-739-1290) or local emergency response agencies (911).
  • Note the material involved, estimated quantities, and exact location.
DISRUPTIVE OR POTENTIALLY VIOLENT SITUATIONS

NOTIFY Campus Security (ext. 314 or 815-739-1290) of any situations which appear to be potentially violent.

DECIDE

- Remove yourself from the area if you feel threatened.
- Stay where you are for protection from potentially escalating violence until assistance arrives.
ACTIVE SHOOTER

REMAIN CALM

NOTIFY 911 immediately and provide all available information. Remain on the phone until directed to hang-up or you can no longer do so safely.

FOLLOW POLICE INSTRUCTIONS

AVOID THE AREA OF THE SHOOTING
  • Keep away from windows facing the incident or potentially near the incident.

DECIDE: Evacuation or Lockdown, taking into consideration what can be done safely for you and others.

EVACUATE OR LOCKDOWN DECISION FACTORS:
  • How close are you to the shooter?
  • Can the shooter see you?
  • Is the shooter moving and, if so, to where?
  • Is the shooter targeting certain people or shooting indiscriminately?
  • What are the building materials shielding you from the shooter?
  • Do you have access to a place of safety?

LOCKDOWN:
  • Lock doors to prevent anyone from entering
  • Block the view into the room
  • Close entrances, blinds, and shades
  • Turn off lights and equipment
  • Avoid windows
  • Assist others, if safe to do so
  • Remain quiet
  • Wait for help and further instructions

IF CONFRONTED BY THE SHOOTER:
  • Focus on reducing tension
  • Be aware of your non-verbal communications
  • Stay calm and rational
  • Avoid rushing the shooter unless absolutely necessary
  • Focus on the person, not the weapon
  • Try to stall or buy time
HOSTAGE SITUATION

REMAIN CALM

CALL 911 and provide available information:
- Your name, extension, and location
- Incident location (i.e., building, floor, room)
- Description of person(s) involved
- Description of surroundings
- Weapons involved

- All doors should be locked.
- Students and staff should remain out of sight and stay low to the ground.
- The lights should be turned off and blinds drawn.
- Everyone should stay quiet until further instructions are given by authorized personnel.
- Cell phone usage should be minimized.

EVACUATE – If the order is given to evacuate, follow evacuation procedures calmly.

GO TO an assembly point (parking lot 6; parking lot 7 for East Campus) and seek others from your class or office to determine accountability of all persons affected.