Southwestern Illinois College

Belleville Campus

Emergency Response Guide

Sign up for SWIC Alert to receive emergency texts or email.

as of March 2013

Public Safety - BC	**5555**
EMERGENCY (St. Clair County)	**911**
711 TDD Operator Service	**9-711**

If no answer: Call 5221 (Non-Emergency Line) or 618-954-8217 (Cellular)

Disability & Access Center (8-4, M-F)	**5368**
After Hours	**5221**
Evening Administrator	**5325**
	CP 618-210-6836
Weekend Administrator	**5260**
	CP 618-623-2662

WHEN REPORTING AN INCIDENT:

- Stay on the line with the dispatcher.
- Provide address, location and incident description.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

REMEMBER:

YOU may be the first line of defense, the eyes and ears watching out for the safety of SWIC.

Report things that are unusual or suspicious!

EMERGENCY PHONE NUMBERS

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WHEN REPORTING AN EMERGENCY/INJURY/ILLNESS:

- Stay on the line with the dispatcher.
- Provide address, location and incident description.
- Provide the phone number at your location.
- Tell the dispatcher exactly what the incident involves:
  - What is the chief complaint?
  - What is the sex and age of the victim, if available?
  - How many victims are involved?
  - Is the victim conscious?
  - Is the victim breathing?
  - Does the victim have a pulse?
  - Is there severe bleeding?
- Do not move an injured person unless absolutely necessary to prevent additional injury. If the victim must be moved, pull the body lengthwise. When lifting a victim, support each section of the body so "jackknifing" does not occur.
- Make the victim as comfortable as possible until professional help arrives:
  - Cover the victim with a blanket or coat to keep him/her warm.
  - If there is no breathing or pulse, begin mouth-to-mouth resuscitation or CPR (if trained to do so).
  - If vomiting occurs in an unconscious person, turn the victim to one side to prevent choking.
  - To stop bleeding, apply pressure and elevate (if bleeding from an extremity). **NOTE:** Attempt to wear some type of personal protective equipment (i.e., rubber gloves, etc).
  - If shortness of breath occurs, elevate the head.
- Clear the room of all nonessential people.

MEDICAL EMERGENCY/INJURY/ILLNESS

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PHONES IN ELEVATORS RING DIRECTLY TO PUBLIC SAFETY.

WHEN REPORTING AN INCIDENT:

- Give location of the elevator.
- Estimate the number of people trapped.
- Report any injuries.
- Report any noises or occurrences that preceded the event.
- Continue to talk to people trapped until help arrives.

PERSON(S) TRAPPED IN ELEVATOR

You must evacuate when ordered to do so. This includes both the activation of an audible/visible fire alarm and/or verbal orders from police or emergency response team members.

IN CASE OF EVACUATION

- Do not evacuate unless told to do so or danger is imminent.
- Do not use elevators.
- Remain calm, walk – do not run. Keep noise to a minimum.
- Move in an orderly manner to the nearest exit. Exit signs are located throughout the buildings and evacuation routes are posted near public entrances and within each classroom.
- If smoke is in the air, stay as close to the floor as possible, crawling, if necessary.
- Cover your nose and mouth with a wet cloth/paper towel, if possible.
- With back of hand, feel any closed doors for heat:
    - If not hot, brace yourself against the door and open it slowly.
    - If hot, **DO NOT OPEN**. Seek an alternate escape route.
- Do not use elevators.
    - Do not push or crowd. Hold onto hand rails in stair wells.
    - Assist people with disabilities.
- If relocating outside building (Safe Refuge Area):
    - Move to an assembly area at least 300 feet from the building and watch for falling debris.
    - Do not re-enter the building until notified by Public Safety or other emergency response personnel.

ALL CLEAR SIGNAL

An announcement will be made on the SWIC Emergency Public Address System or by Public Safety officers.

BUILDING EVACUATION

ASSISTING STUDENTS WITH DISABILITIES

- Persons with disabilities who are self-sufficient under normal circumstances may need assistance during an emergency situation.
- Persons with unobservable and/or undisclosed disabilities, such as a medical condition or a learning disability, may need extra assistance during an emergency. Request that all persons who may need additional help ask for assistance.
- When offering assistance, always ask the person with a disability how you can help them.
- Do not use elevators unless authorized to do so by police or fire personnel.

Persons with a Visual Impairment

- Describe the nature of the emergency to the person.
- Offer your arm for guidance.
- As you walk, tell the person where you are and inform them of obstacles.
- When you reach safety, ask the person if they need additional assistance.

Persons with Hearing Impairment

- Persons who are deaf or have a hearing impairment may not hear audible alarms.
- Get the person's attention and use appropriate communication (i.e. assigning someone to assist, such as an interpreter, or write them a brief note describing the nature of the emergency and the evacuation instructions, if time permits.)
- Offer the person some paper and a writing instrument, if the situation permits.

Persons with Mobility Impairment

- Ask the person with a mobility impairment how you can best assist them.
- Be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being.
- If a person with mobility impairment cannot exit or be lifted, they should move to an **area of rescue assistance**, such as a fire-safe stairwell/landing; exit balcony or corridor; emergency exit stairwell.
- If a person cannot exit or be lifted and cannot communicate clearly or easily, it may be necessary for someone to stay with that person to assist them in communicating their location to rescue professionals.
- Notify rescue personnel of the location of any people remaining in the building.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or carry technique.

  Attempt a rescue evacuation only if you have had rescue training or the person is in immediate danger and cannot wait for assistance

ASSISTING STUDENTS WITH DISABILITIES

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When reporting an incident:

- Stay on the line with the dispatcher.
- Provide address, location and incident description.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

Evacuate using the NEAREST EXIT. If possible, avoid using the elevators.

REMEMBER:

- **R**escue persons in immediate danger.
- **A**ctivate nearest fire alarm. Call 5555 or 911.
- **C**onfine the fire by closing doors, windows, etc.
- **E**xtinguish fire, if trained to do so, using appropriate extinguisher.

Crawl under Smoke: The cleanest air will be several inches off the floor.

Stop, Drop, & Roll: If your clothes catch on fire, stop where you are, drop to the floor, and roll over and over to smother flames. Cover face with hands to prevent inhaling fumes.

Fire Alarm Activation: Continuous tone(s) or audible instructions from the fire alarm system.

ALL CLEAR SIGNAL

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FIRE/EXPLOSION

TORNADO WATCH	TORNADO WARNING
Conditions are favorable for the development of tornados.	A tornado has been sighted or indicated by radar.

The Public Safety department will make notification by SWIC Emergency Public Address announcement.

IF INDOORS:

- If a tornado watch exists, be prepared to go to an inside hallway at the lowest level. If a tornado warning exists, go to designated shelter(s), or to an inside hallway at the lowest level. Do not leave the building. Use your arms to protect head and neck.
- Avoid pole buildings or similarly structured buildings.
- Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways.
- Stay away from main corridors/windows. Get under a piece of sturdy furniture, such as a workbench, heavy table or desk and hold on.
- Take all personal belongings.
- People in the modular buildings, IM Gym, Horticulture building or storage buildings should move to the Main Complex, Information Sciences or Liberal Arts buildings during watch.

IF OUTDOORS:

- If possible, get inside a building. If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding.
- Use arms to protect head and neck.

IF IN A VEHICLE:

- Never try to out drive a tornado in a car or truck. Tornados can change direction quickly and can lift up a car or truck and toss it through the air.
- Get out of the car immediately and take shelter in a nearby building.
- If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

ALL CLEAR SIGNAL

- An announcement will be made on the SWIC Emergency Public Address System or by Public Safety officers.

TORNADO WATCH/WARNING

IN THE EVENT OF AN EARTHQUAKE

IF INDOORS:

- Stay inside.
- Take cover under a piece of heavy furniture or against an inside wall and hold on.
- The most dangerous thing to do during the shaking of an earthquake is to try to leave the building because objects can fall on you.

IF OUTDOORS:

- Move into the open; away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops.

IF IN A MOVING VEHICLE:

- Stop quickly and stay in the vehicle.
- Move to a clear area away from buildings, trees, overpasses, or utility wires.
- Once the shaking has stopped, proceed with caution.
- Avoid bridges or ramps that might have been damaged by the quake.

EARTHQUAKE

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WHEN REPORTING AN INCIDENT:

- Stay on the line with the dispatcher.
- Provide address and location description.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

BE PREPARED:

- To rescue persons in immediate danger.
- To report the number and type of vehicles involved.
- To report the number and type of injuries (if any).
- To report whether the road is blocked or not.

VEHICULAR ACCIDENTS

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WHEN REPORTING AN INCIDENT:

- Stay on the line with the dispatcher.
- Provide address and location description.
- Provide the phone number at your location.
- Explain the situation to the dispatcher in detail including any injuries incurred.

PAY CLOSE ATTENTION TO:

- How many people are involved?
- Do you see any weapons?
- Is anyone injured?

IS SOMEONE RUNNING AWAY FROM THE SCENE?

- Direction of travel?
- Description of individual, vehicle if appropriate?

HELP CLEAR AWAY BYSTANDERS IN DANGER.

STAY AWAY FROM THE FIGHT AREA.

REMEMBER THAT WEAPONS MAY BE INVOLVED.

VIOLENCE/FIGHTING

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WHEN REPORTING AN INCIDENT:

- Stay on the line with the dispatcher.
- Provide address and location description.
- Provide the phone number at your location.
- Tell the dispatcher exactly what the threat caller said and write down the information. Do not rely on memory.
    - What campus is the bomb on and where is it located?
    - When is the bomb going to explode?
    - What does it look like?
    - What kind of bomb is it?
    - What will cause it to explode?
    - Did you place the bomb?
    - Why?
    - What is your address?
    - What is your name?

BE PERCEPTIVE. LISTEN FOR AND TRY TO DETECT:

- Age of caller
- Gender of caller
- Race of caller
- Any unusual voice characteristics

EVACUATION NOTIFICATION

- An announcement will be made on the SWIC Emergency Public Address System or by Public Safety officers.

BOMB THREAT

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WHEN REPORTING AN INCIDENT:

- Stay on the line with the dispatcher.
- Provide address and location description.
- Provide the phone number at your location.
- Explain the situation to the dispatcher in detail.

REMEMBER

- Take the person seriously.
- Acknowledge that a threat of, or attempt at suicide is a plea for help which you simply cannot ignore.
- Discuss your concern that a person might be suicidal.
- Assist the person in formulating a plan of action in response to suicidal intention.
- Keep your own safety in mind.
- Most people who attempt suicide are neither “crazy” nor psychotic.

PSYCHOLOGICAL CRISIS/SUICIDE THREAT

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WHEN REPORTING AN INCIDENT:

- Stay on the line with the dispatcher.
- Provide address and location description.
- Provide the phone number at your location.
- Explain the situation to the dispatcher including details of spill, vapor cloud, etc.
- If you know the name of the spilled product, report it to the dispatcher.

CHEMICAL AGENTS

- Chemical agents are poisonous gases, liquids or solids that have toxic effects on people, animals and/or plants. Most chemical agents cause serious injuries or death.
- Severity of injuries depends on the type and amount of the chemical agent used, and the duration of exposure.
- Were a chemical agent attack to occur, authorities would instruct citizens to either seek shelter where they are and seal the premises or evacuate immediately.
- Follow instructions given by Public Safety, law enforcement, or fire department personnel.

BIOLOGICAL AGENTS

- Biological agents are organisms or toxins that have illness-producing effects on people, livestock and/or crops.
- Because biological agents cannot necessarily be detected and may take time to grow and cause a disease, it is almost impossible to know that a biological attack has occurred.
- A person affected by a biological agent requires the immediate attention of professional medical personnel. Some agents are contagious, and victims need to be quarantined.
- Follow instructions given by Public Safety, law enforcement, health department, or fire department personnel.

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ACTIVE SHOOTER RESPONSE:

- When the BC dispatcher becomes aware of an "Active Shooter" situation or similar occurrence they will call 911 and advise the police of all available information.
- Individuals should call 5555 or 911 from a land line phone or 911 from a cell phone and advise them of all available information.
- Answer the questions asked by the 911 operator or BC dispatch
- Provide the location, incident description. Tell them you are at SWIC-Belleville Campus.
- Provide the phone number at your location or your cell phone.
- **What to Report:** Tell the dispatcher/911 operator exactly what the incident involves:
  - What is the complaint and location?
  - What is the description of the subject(s), if available? (race, gender, clothing, description)
  - How many subject(s) are involved?
  - Number of people at your specific location
  - Injuries, number injured, type of injuries.
- Do not expose yourself or others to any unnecessary danger while reporting the incident.
- Take the appropriate action to safe guard yourself and others:
  - Secure yourself/others in place if you are able to, lock the room you are in, and barricade the door if possible.
  - If you are unable to secure/lock the door to the room you are in, then evacuate the area.
  - If you are unable to evacuate attempt to hide if possible.
  - If no other options are available and your life and the lives of others are at stake, take whatever actions you are capable of to prevent the shooter from making you a victim.
  - Take adequate cover/protection (ie concrete walls, thick desks, file cabinets)
  - Turn off light.
  - Close blinds and block windows if possible.
  - Turn off radios, computer monitors.
  - Silence cell phones.
  - Keep occupants calm, quiet and out of sight.
  - Place signs in exterior windows to identify the location of injured persons.
  - The police will respond but it will take several minutes. Protect yourself and others until they arrive using whatever means available.
- Remember either:
  - Hide out
  - Get out, or
  - Take out!

ACTIVE SHOOTER INCIDENT