

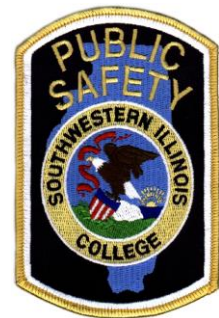
Southwestern Illinois College

Department of Public Safety

EMERGENCY RESPONSE GUIDE

Contains information on:

911 & NON-EMERGENCY NUMBERS
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911 & NON-EMERGENCY NUMBERS

To report any police, fire, or medical emergency, call:

911

In the event of a fire, pull manual fire alarm BEFORE calling 911. Evacuate the building immediately!

When calling 911:

- Remain calm, speak slowly and clearly.
- Stay on the line with the dispatcher.
- Follow all instruction provided by the dispatcher.
- Provide the building involved and your exact location.
- Provide a thorough description of the incident.
- Do not hang up until the dispatcher tells you to do so.

Emergencies can also be reported to SWIC Police by calling: (618) 222-5555

Non-Emergency Services

ACTIVE SHOOTER/ACTIVE THREAT

An active threat is defined as any incident which by its deliberate nature creates an immediate threat or presents an imminent danger to the campus community.

Only follow these actions if safe to do so. When in doubt, follow your instincts – you are your best advocate!

If the Active Shooter/Active Threat is inside your building:

- Remain calm.
- Immediately exit building via safest possible route, away from the threat if possible, and seek refuge away from the immediate area inside another building.
- If you cannot evacuate, find the nearest location that provides safety, barricade/block doors by any means possible, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible. Turn cell phones to silent mode.
- As soon as it is safe to do so, notify authorities by calling 911.
- Stay focused on survival and keep others around you focused.
- Do not open the door until a KNOWN law enforcement officer advises it is safe to do so or some other credible information, such as SWIC Alert, is received advising the threat is over.

If the Active Shooter/Active Threat is NOT inside your building:

- Remain calm.
- Find the nearest location that provides safety.
- Close and lock doors; if doors cannot be locked, barricade/block the door with anything available.
- Do not open the door until a KNOWN law enforcement officer advises it is safe to do so or some other credible information, such as SWIC Alert, is received advising the threat is over.

For more information about this subject please contact the Department of Public Safety at 618-222-5512.

BOMB THREAT/SUSPICIOUS PACKAGE

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists.

If a bomb threat is received:

- Remain Calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, point to this information, and have that person call 911 from another landline telephone. This call should be made out of hearing range of the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located on the next page.
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area, if requested.

Bomb Threat Check Sheet is provided on the next page.

If you receive or discover a suspicious package or device: **DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT!**

IMMEDIATELY CALL 911 FROM A LANDLINE TELEPHONE.

The following constitutes a suspicious letter or parcel:

- Any powdery substance on the outside.
- Unexpected or from someone unfamiliar to you.
- Excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Addressed to someone no longer with your organization or are otherwise outdated.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given the size, or is lopsided or oddly shaped.
- Unusual amount of tape.
- Marked with restrictive endorsements, such as "Personal" or "Confidential."

What to do if you receive a suspicious package or parcel:

- Handle with care. Do not shake or bump and isolate it immediately.
- Do not open, smell, touch or taste.
- Treat it as suspicious and call local law enforcement authorities.

BOMB THREAT CHECK SHEET

Exact time of call:

Exact words of caller:

Questions to ask:

1. When is bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Callers voice: (circle)

Calm	Disguised	Nasal	Angry	Broken	Stutter	Slow
Sincere	Lisp	Rapid	Giggling	Deep	Crying	Squeaky
Excited	Stressed	Accent	Loud	Slurred	Normal	

If voice is familiar, whom did it sound like?

Where there any background noises?

Remarks:

Person receiving call:

Telephone number call received at:

Date:

Call 911 from any landline telephone.

CIVIL DISTURBANCE

Civil disturbance includes riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

In the event of a civil disturbance:

- Call 911 if the disturbance escalates into a situation that poses imminent threat to health, life or safety (provide the address, location, and all possible details to the dispatcher).
- If the event is in its initial stage and has not reached a critical point, call Public Safety at 618-222-5512.
- Do not interfere, interrupt or become involved in the disturbance.
- Secure your work area, log off computers, secure sensitive files, if appropriate and safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.
- If the disturbance is inside, evacuate or shelter-in-place, as necessary.

EARTHQUAKES

An earthquake is defined as a trembling or sudden movement of the earth's crust.

The following are some useful tips to help prepare for an earthquake:

- Look around your area and decide where the safe spots are: under sturdy tables, desks or against inside walls.
- Determine where the danger areas are: near windows, hanging objects, tall unsecured furniture (bookcases, cabinets, appliances), chemical sites. Most casualties in earthquakes result from falling materials.
- Store flammable and hazardous chemicals in proper cabinets.
- Keep breakables and heavy objects on lower shelves whenever possible. Make sure latches on cabinets, process tanks, storage tanks, and closets are secure.

During an earthquake:

- **DROP** to the ground; take **COVER** under a sturdy table or other furniture; and **HOLD ON** until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the room/building.
- Do not run out of the building during the shaking as objects may be falling off the building and cause serious injuries or death.
- Stay indoors if already there. If you are in a high-rise building, do not use elevators.
- If you are outdoors, stay in the open away from buildings, trees, and power lines. Do not go near anything where there is a danger of falling debris.

After an earthquake:

- If it is safe to do so, help those who are injured or in need of special assistance.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks, or even a series of aftershocks, are common after earthquakes and may last for a few seconds to perhaps as long as 5 minutes or more.
- Do not re-enter damaged buildings. Aftershocks could knock them down.
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source.

EVACUATION & SHELTER-IN-PLACE GUIDELINES

These recommendations are provided by the Department of Public Safety. There are two actions that individuals can take during emergency situations: Building Evacuation (**Get Out**) and Shelter-In-Place (**Stay In**).

Only follow these actions if safe to do so.

When in doubt, follow your instincts – you are your best advocate!

Building Evacuation (Get Out) –

Action taken to leave an area for personal safety.

- Take the time to learn the different ways to leave your building **before** there is an emergency.
- Evacuations are mandatory for fire alarms when directed by authorities! **No exceptions!**
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for **Exit** signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance if you can.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location.
- Remain at Evacuation Assembly Area until additional instruction are given.
- Alert authorities to those who may need assistance.

Shelter-in-Place (Stay In) –

Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.

Severe Weather

- If you are outside, proceed to the nearest protective building.
- If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.

Security Threat

- If you cannot safely evacuate, find a secure area within your building to stay and await further information.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Once within a safe place, attempt to secure the space (i.e.; lock doors, close windows/blinds).
- If unable to lock the door, secure it by any means possible.
- Remain quiet, unless making noise would be beneficial to your safety (i.e.; rescue recovery).
- Do not open the door until a **KNOWN** law enforcement officers advises it is safe to do so or some other credible information, such as SWIC-Alert, is received advising the threat is over.

EXPLOSION

An explosion is defined as a violent and destructive shattering or blowing apart of something.

- Pull manual fire alarm if not already activated to initiate evacuation.
- Call 911 immediately.
- Evacuate immediately. Assist those who need help, but carefully consider whether you may put yourself at risk.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Personnel may briefly delay evacuating if needed to shut down electrical and other equipment, especially and that involves flame, explosive vapors, or hazardous materials.
- If you are not able to evacuate, go to an Area of Rescue Assistance or shelter-in-place.
- Evacuate to an Evacuation Assembly Area. If not known, exit building and find a safe place.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

If unable to evacuate and threat of fire is imminent:

- Close all doors and windows.
- Wet and place cloth material around and under the door to prevent smoke from entering.
- Call 911 for help and attempt to signal people outside the building.

FIRE

If you discover a fire:

- Manually activate the building's fire alarm system immediately.
- Evacuate the building, closing doors and windows in your immediate area.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Evacuate to an Evacuation Assembly Area. If not known, exit building and find a safe place.
- If you are not able to evacuate, go to an Area of Rescue Assistance or shelter-in-place.
- Call 911.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

If a fire alarm is activated:

- Evacuations are mandatory for fire alarms and when directed by authorities. **No exceptions!**
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Evacuate to an Evacuation Assembly Area. If not known, exit building and find a safe location.
- If you are not able to evacuate, go to an Area of Rescue Assistance or shelter-in-place.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

If caught in smoke:

- Drop to your knees and crawl to the closest safe exit.
- Breathe through your nose, use a shirt or towel to breathe through, if possible.

If trapped in a building:

- Close all doors and windows.
- Place something under the door to prevent smoke from entering.

Using a fire extinguisher:

- **Report the fire first.** Call 911 before attempting to use an extinguisher.
- Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
- If you have any doubt in your ability to fight the fire, exit immediately.
- If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
- To use the fire extinguisher, follow the **PASS** method:
 - **P**ull the pin. This will break the tamper seal if one is provided
 - **A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.
 - **S**queeze the handle to release the extinguishing agent.
 - **S**weep from side to side at the base of the fire until the fire is out. Watch the area.

FLOODING

Flooding is defined as an overflowing of water, often sudden, from an uncontained source.

In case of imminent or actual flooding:

Only follow these actions if safe to do so:

- Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
- Shut off all non-essential electrical equipment.
- Move all personnel to a safe area, away from the building in danger. Locate those persons with functional needs, and provide assistance if safe to do so. Otherwise, provide their location to emergency responders.
- Do not return to the building until instructed to do so by Public Safety or Physical Plant.
- Call Physical Plant for assistance with flood clean-up.

GAS LEAKS – FUMES – VAPORS

A gas leak is defined as a leak of natural gas, from a pipe or other containment, into a living area where the gas should not be present.

If you detect natural gas, fumes or vapors:

- Call 911 from any landline telephone. Avoid using cell phones as any type of spark could cause an ignition or explosion.
- Immediately abandon any equipment being used in or near the area – do not shut down a motor vehicle or electrical equipment. Your personal safety should be your first concern.
- Leave all doors and windows in the area open behind you.
- Evacuate the area immediately, avoiding the use of elevators unless necessary.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- If you are not able to evacuate, go to an Area of Rescue Assistance or shelter-in-place.
- Evacuate to an Evacuation Assembly Area. If not known, exit building and find a safe location.
- Alert authorities to those who may need assistance.
- Do not re-enter building until informed by emergency response personnel that it is safe to return.

In these conditions, DO NOT:

- Use cellular telephone, computers, appliances, elevators or other electronic devices.
- Touch electrical outlets, switches or doorbells.
- Smoke, use a lighter, match or other open flames.
- Position or operate vehicles or powered equipment.
- Re-enter the building to open doors or windows.

*Do not attempt to work on equipment or relight a pilot light.
Qualified personnel will perform that function when it is safe to do so.*

HAZARDOUS MATERIALS

A hazardous material is defined as a material that would be a danger to life, health or the environment if released with precaution.

If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel or oil) spill, incident or release for which assistance is needed:

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area, call 911.
- Be prepared to provide the following information regarding the spill or release:
 - Name of the material
 - Quantity of material
 - Time of the incident
 - Exact location of the incident
 - If anyone is injured or exposed to material
 - If a fire or explosion is involved
 - Your name, phone number and location
- Follow instructions provided by emergency responders.
- Present the Material Safety Data Sheet of involved substances to emergency responders.
- Evacuate or shelter-in-place, as appropriate. Remain in a safe area until released by emergency responders.

Do not attempt to clean up a spill or release unless you are trained to do so and have the proper equipment.

If you are notified of a hazardous materials incident, follow the instructions provided by emergency response personnel:

- Evacuate immediately if instructed to do so, providing assistance to those with functional needs if possible.
- Evacuate to an Evacuation Assembly Area. If not known, exit the building and find a safe location.
- Do not re-enter area until informed by emergency response personnel that it is safe to return.

If you observe what you believe to be an unauthorized release of any hazardous material to the environment, call the Department of Public Safety immediately at 618-222-5221.

MEDICAL EMERGENCIES

Call 911

DO NOT MOVE the victim unless there is an immediate threat to life or you need to move the victim to provide care.

In an emergency use universal precautions (i.e. gloves and rescue masks).

Cardiopulmonary resuscitation (CPR)

Assess the situation:

- Is the person conscious or unconscious?
- If the person appears unconscious, tap or shake their shoulder and ask loudly, “Are you OK?”
- If the person does not respond, call 911.

Locate an Automatic External Defibrillator (AED) if one is immediately available.

- Use the AED as you have been trained to do and as outlined on the device.

Perform CPR if trained to do so.

To Control Bleeding

Have the injured person lie down. If possible, position the person’s head slightly lower than the trunk or elevate the legs if you do not suspect a head, neck, or back injury. If possible, elevate the site of bleeding above the heart.

Apply pressure directly to the wound. Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.

Continue with pressure until paramedics arrive.

Do not remove the gauze or bandage. If the bleeding continues and seeps through the gauze or other material you are holding on the wound, do not remove it. Instead, add absorbent material to stop it.

Chemical Burns

If the chemical burns the skin, follow these steps:

Remove the cause of the burn by flushing the chemicals off the skin’s surface with cool, running water for 20 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin with exposing yourself before flushing.

Remove clothing or jewelry that has been contaminated by the chemical

Wrap the burned area loosely with a dry, sterile dressing or a clean cloth.

Rinse the burn again for several more minutes if the victim complains of increase burning after the initial washing.

Minor chemical burns usually heal without further treatment.

Seek emergency medical assistance if:

- The victim has signs of shock, such as fainting, pale complexion, or breathing in a notable shallow manner.
- The chemical burned through the first layer of skin and the resulting second-degree burn covers an area more than 2 to 3 inches in diameter.
- The chemical burn occurred on the eyes, hands, feet, face, groin, or buttocks or over a major joint.

If you are unsure whether a substance is toxic, call the poison control center at 800-XXX-XXXX. If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.

Burns

To distinguish a minor burn from a serious burn, the first step is to determine the degree and the extent of damage to body tissues. These classifications will help you determine emergency care.

First-Degree

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present. The outer layer of skin has not been burned through. Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin, or buttocks or a major joint.

Second-Degree

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned, the injury is termed second-degree burn. Blisters develop and the skin takes on an intensely reddened, splotchy appearance. Second-degree burns produce severe pain and swelling.

For Minor Burns, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

Cool the burn. Hold the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Cooling the burn reduces swelling by conducting heat away from the skin. Do not put ice on the burn.

Consider a location. Once a burn is completely cooled, apply an aloe vera lotion, a triple antibiotic ointment, or a moisturizer to prevent drying and increased discomfort.

Cover the burn with a sterile gauze bandage. Do not use fluff cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on the burned skin. Bandaging keeps air off the area, reduces pain, and protects blistered skin.

Caution:

Do not use ice. Putting ice directly on a burn can cause frostbite, further damaging your skin.

Do not break blisters. Fluid-filled blisters protect against infection. If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and a gauze bandage. Clean and change dressing daily. Antibiotic ointments do not make the burn heal faster, but they can discourage infection. Certain ingredients in some ointments can cause a mild rash in some people. If a rash appears, stop using the ointment. If it is a major burn, do not apply any ointment at all (see below).

Third- Degree

The most serious burns may be painless and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

For Major Burns dial 911 or call emergency medical assistance.

Until an emergency unit arrives, follow these steps:

- **Do not remove burnt clothing.** However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
- **Make sure the burn victim is breathing.** If breathing has stopped or you suspect the person's airway is blocked, try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR) if trained to do so.
- **Cover the area of the burn.** Use a cool, moist sterile bandage or clean cloth.

POWER OUTAGE

A power outage is defined as a temporary interruption of electrical supply or service.

To report a localized power outage, contact Physical Plant at 618-222-XXXX. After normal business hours, contact Department of Public Safety at 618-222-5512.

In the event of a large-scale power outage:

- If building evacuation becomes necessary, seek out persons with functional needs and provide assistance if possible. If additional assistance is necessary, contact Department of Public Safety at 618-222-5512.
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting or heat purposes.
- Unplug electrical equipment, including computers, and turn off the light switches.
- Follow directions provided by Department of Public Safety through the established Emergency Notification Systems, i.e. **SWIC-Alert**.

If people are trapped in an elevator:

- Contact Department of Public Safety at 618-222-5512.
- If you are able to communicate with them, let the passengers know help has been summoned.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.

TORNADO & WEATHER EMERGENCIES

Tornado Watch means tornadoes are possible in your area. Remain alert for approaching storms, and be prepared to act quickly if a warning is issued. Review and discuss your emergency plans with others.

Tornado Warning means a tornado is imminent and an immediate danger to life and property. A tornado has been sighted or indicated by weather radar. Move to your pre-designated storm refuge area immediately!

Severe Thunderstorm Warning means a severe thunderstorm is imminent and has been sighted or indicated by weather radar. Severe Thunderstorms are imminent and have been sighted or indicated by weather radar. Severe Thunderstorms are capable of producing large hail, dangerous winds and tornadoes without warning.

Tornado sirens are sounded for those areas in the path of the tornado. Tornado sirens are intended to be heard outside of buildings and are not usually heard inside. A NOAA Weather Radio with a battery backup and tone-alert feature that automatically alerts you when a Watch or Warning is issued is recommended.

What to do during a tornado warning:

When the tornado sirens sound or a tornado has been sighted, go to a place of protection immediately.

- The safest place to be is underground. Move to a pre-designated storm refuge area, or a small window-less interior room on the lowest level possible.
- Assist those with functional needs in getting to protective areas.
- Put as many walls as possible between you and the outside. Crouch down or get under sturdy furniture and use arms to protect head and neck. Stay away from windows and open spaces.
- If you are caught outdoors, seek safety in the closest sturdy building. If that is not possible, lie flat in a nearby ditch or depression and cover your head and your hands. Be aware of potential flooding.
- Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.
- There are no “all clear” sirens. If you continue to hear tornado sirens, there is still a threat. Utilize emergency notification systems, such as SWIC-Alert to receive updated information.

Do not call 911 unless you need to report an emergency such as a fire, medical emergency or severe building damage. 911 lines need to be kept open and available for emergency calls.