

1st Edition

# Emergency Reference Guide



## GENERAL EMERGENCY INFORMATION

Campus Security Emergency 815-740-3200

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Fire Emergency 911

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Police Emergency 911

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Poison Control 800-942-5969

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Please tune into **WJOL 1340 AM** on your radio for emergency information.

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*EVACUATE TO THE NEAREST EXIT*

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**GENERAL EMERGENCY INFORMATION**

## FIRE

1. Sound Fire Alarm. If time allows, call Security at **815-740-3200** to notify of fire. Otherwise, keep the telephone lines open.

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2. Trained personnel may fight small fires with the fire extinguishers located throughout the buildings.

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3. Evacuate to the nearest exit. Remember to turn out lights and close doors as you go. Do not lock doors.

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4. *DO NOT USE THE ELEVATOR.*

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5. Do not return to the building until the Fire Department declares the building safe. While outside the building, keep the streets and walkways clear for emergency vehicles and personnel.

## HAZARDOUS MATERIALS OR CHEMICAL SPILLS

1. Immediately report the chemical or hazardous material spill to Security at **815-740-3200**. Be specific about the location and nature of spill. Do not return to the affected area.

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2. Anyone who may have potential exposure (contamination) to the spill should avoid contact with all surfaces and other persons.

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3. Persons not trained in spill techniques should evacuate the area. Make note of persons in the room with the materials/spill. Evacuate to a safe area.

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4. *DO NOT USE ELEVATORS* in case of fire.

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5. Do not light a match or smoke in case of flammable gas.

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6. While outside the building, keep the streets and walkways clear for emergency vehicles and personnel. Do not return to building until notified the building is safe.

# ASSAULT

## General Safety

1. Recognize general safety on campus. Do not give out personal information, and do not inform others that you are alone.

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2. If you are working after hours, please notify Security: **815-740-3200**. Keep your door locked.

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3. If you have an active Order of Protection, please notify Security. This will help Security's awareness of any potential danger.

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4. When leaving the campus, walk to cars with a friend, stay in well-lit areas, and have your key ready to unlock your vehicle. Walk in the middle of the aisles and avoid walking between closely parked cars. Check the back seat of your car before getting in.

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5. If leaving for your vehicle after hours, contact Security: **815-740-3200**, for an escort to your vehicle.

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6. If assaulted or threatened, call Security immediately.

# SEXUAL ASSAULT

## If you are the victim of sexual assault

A person who experiences an incident of sexual misconduct should consider the following immediate actions:

1. Contact Campus Safety and Security at **815-740-3200** or law enforcement at 911.

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2. Seek medical attention. Presence St. Joseph Medical Center is at 333 Madison St. or **815-725-7133**.

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3. Contact the 24 hour USF Crisis Center at **815-207-9353** or Counseling Services at **815-740-3598/ Motherhouse 318**.

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4. Report the situation to the Title IX Coordinator at St. Clare Campus, **815-740-5076**.

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5. Contact a trained, experienced counselor.

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6. Contact parents, relatives or close friends for support.

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7. You don't have to choose a course of action immediately, but consider preserving evidence in case you choose later to pursue charges. Possible evidence might be physical (clothing, etc.) or not (photos, texts, etc.)

## BOMB THREAT

1. If you observe a suspicious object that may be a potential bomb/explosive on campus, *DO NOT HANDLE OR MOVE THE OBJECT*. Clear the area and call Security immediately at **815-740-3200**.

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2. Two-way radios, cell phones and pagers should not be used near the area in which the object was received or threatened. Some radios or telecommunication equipment may set off the device.

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3. When receiving a telephone call announcing that a bomb or explosive device has been placed on campus, follow the Checklist above to gain accurate and complete information. Be sure to include information if possible:
  - A *Exact location of device*
  - B *Time set for detonation*
  - C *What the package or object looks like*
  - D *What the explosive is composed of*
  - E *Reason the explosive was placed on campus*

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4. Evacuate to a safe area.

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5. *DO NOT USE ELEVATORS* in case of fire.

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6. While outside the building, keep the streets and walkways clear for emergency vehicles and personnel. Do not return to building until notified the building is safe.

## CRIMINAL ACTIVITY, GUNS/WEAPONS ON CAMPUS

1. Be aware of any suspicious persons or activity on campus and report to Security at **815-740-3200**. Call **911** if any weapon/gun is seen.

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2. If you are a victim or witness to any on-campus violation of the law, call Security immediately. Security will call the appropriate response teams.

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3. Be prepared to describe:
  - *The nature of the incident.*
  - *Location of crime.*
  - *Description of persons involved.*
  - *Description of vehicle involved.*
  - *Description of property involved.*
  - *Type of weapon used.*

### **Gun/weapon threat on campus**

1. After calling Security, remain calm.

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2. If at all possible, get away.

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3. If shots are fired, take cover and avoid the line of sight through windows. Remain under cover until police or Security officers direct otherwise.

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4. Keep phone lines open for emergency use.

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5. Authorities will give the "all clear" once the situation has been resolved.

**Crisis intervention counseling will be made available if necessary.**



## SEVERE WEATHER/TORNADO

**TORNADO WATCH** means that conditions are favorable for tornadoes to develop.

**TORNADO WARNING** means that a tornado has been sighted.

1. Be aware of tornado sirens, which warn of a tornado sighting. The civil defense sirens are tested at 10 a.m. the first Tuesday of each month.

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2. *IF INDOORS*, direct people to go to the lowest level of the building. Stay in interior rooms and/or hallways away from glass windows.

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3. *IF OUTDOORS*, go to the nearest ditch or depression away from power lines, buildings and trees. **DO NOT STAY IN YOUR CAR** or attempt to outrun the tornado.

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4. After the tornado has passed, evaluate the damage and situation. Call **815-740-3200** for Security or **911** if emergency assistance is needed. Be aware of damage to structure and dangerous conditions.

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5. **DO NOT USE ELEVATORS.**

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6. **DO NOT SMOKE, LIGHT A MATCH OR USE A LIGHTER.**
  - a. Gas leaks and power failures create hazards including possible fires.

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7. If safe to do so, evacuate according to established plan to a designated safe area. Keep streets and walkways clear for emergency vehicles and personnel. Keep phone lines clear for emergency use.

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8. Do not return to building until notified the building is safe.

# UTILITY EMERGENCY

1. In the event of a utility failure call Security at **815-740-3200**, immediately.

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2. *DO NOT ATTEMPT TO USE ELEVATORS.*

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3. Evacuate the area as necessary.

**Electrical/Light Failure:** An emergency lighting system will provide enough light for exiting the building.

**Elevator Failure:** If trapped in an elevator, activate the elevator alarm. Never attempt to exit an elevator stopped between floors.

**Plumbing Failure/Flooding:** *DO NOT USE ANY ELECTRICAL EQUIPMENT.* Notify Security immediately.

**Gas Line Break:** Evacuate the area to designated safe areas. *DO NOT SWITCH ON LIGHTS OR USE ANY ELECTRICAL EQUIPMENT.* Do not smoke, light a match or use a lighter. Do not use elevator.

**Steam Line Break:** Notify Security immediately. Evacuate the area to designated safe areas.

**Ventilation Problem:** Notify Security immediately. Vacate the area if any fire or odor comes from the ventilation system or any ventilation equipment.

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Security	<b>815-740-3200</b>
Maintenance	<b>815-740-3427</b>

## MEDICAL EMERGENCY AND FIRST AID

IF IT IS A LIFE-THREATENING EMERGENCY, DIAL 911 FIRST!

1. If serious injury or illness occurs, call Security at **815-740-3200** immediately. Security officers are trained in basic First Aid and will call paramedics for medical attention if necessary.

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2. In case of minor injury or illness, First Aid should be administered. First Aid materials are located at Health Services, the Security Desk, the Command Center, Maintenance, and the Sullivan Recreation Center.

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3. For serious injuries be sure to remember the following:
  - A *Use gloves and appropriate safety equipment to protect yourself from body fluids.*
  - B *DO NOT MOVE VICTIM.*
  - C *Call to victim, "Are you okay?" (Check for response to verbal communication)*
  - D *CHECK A,B,Cs (Airway, Breathing, Circulation)*
  - E *Control serious bleeding by applying direct pressure on wound.*
  - F *Look for any Medical Alert bracelets.*

**Poisoning And Overdose:** Stay with victim until ambulance arrives. If vomiting and choking, place victim on their side and keep airway open.

**Burns: Thermal And Chemical:** Flush site of chemical burn with cool water. Apply cold water or cold wet compress to thermal burn for 10–40 minutes until pain stops.

**Severe Bleeding:** Apply firm, direct pressure on wound using a clean cloth or gauze. Do not remove. If gauze becomes saturated, add more layers of cloth or gauze.

**Fractures And Sprains:** Keep the victim still and keep injured area immobilized to prevent further injury. If suspected head, neck, or back injury, keep victim from twisting spine.

**Heart Attack:** Check ABCs (Airway, Breathing, Circulation). Keep in a position of comfort. If necessary, provide CPR if trained to do so.

**Choking:** If victim is coughing, let them continue. Check victim's mouth and clear of any foreign matter. Use abdominal thrusts if appropriate, and if trained to do so.

## SUSPICIOUS LETTERS OR PARCEL

### Be suspicious of a parcel if:

- It has a powdery substance on the outside.
- It is unexpected or from someone unfamiliar to you.
- It has excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- It is addressed to someone no longer with your organization or is otherwise outdated.
- It has no return address, or has one that can't be verified as legitimate.
- It is of unusual weight, given the size, or it is lopsided or oddly shaped.
- It has an unusual amount of tape, string or protruding wires or foil on it.
- It is marked with restrictive endorsements, such as "Personal" or "Confidential."
- It has strange odors or stains.
- It shows a city or state in the postmark that does not obviously align with the return address.

### What should I do if I receive an anthrax threat by mail?

- Do not handle the mail piece or package suspected of contamination.
- Make sure that damaged or suspicious packages are isolated and the immediate area secured.
- Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- Notify Security at **815-740-3200** and your local law enforcement authorities (**911**).
- List all persons who have touched the letter and/or envelope. Include contact information and have this information available for the authorities.
- Place all contaminated items, including contaminated clothing, in plastic bags and have them available for law enforcement agents.
- As soon as practical, shower with soap and water.