

EMERGENCY RESPONSE GUIDE

Armed or Hostile Intruder

1. Immediately shut the classroom door and lock students/staff and yourself in the room. If possible, cover any windows or openings with a direct line of sight into the hallway. Barricade doors with desks, tables, etc.
2. **Call 911, if possible.** Remain calm. If you are unable to speak, leave the phone line open so that the 911 dispatcher can hear what is taking place.
3. Lock windows, close blinds, and stay away from the windows.
4. Turn off lights and all audio equipment. Silence the ringtones on your cell phone.
5. Keep everyone together, or in certain circumstances, spread out across the room so as not to make an easy target for the intruder.

IF YOU ARE CAUGHT IN THE OPEN, YOU MUST DECIDE WHAT YOU WILL DO; THIS IS A VERY CRUCIAL TIME AND IT CAN MEAN LIFE OR DEATH.

1. You can try to hide, but make sure you are well hidden. Determine if the room can be locked. If so, follow instructions listed above.
2. If you think you can make it safely out of the area by running, then do so. If you decide to run, do not run in a straight line, zigzag. Use cover such as desks, cabinets, etc.
3. If you feel you are unable to run or hide, you may choose to play dead if other victims are around you.
4. Your last option if caught in the open is to fight back. This is dangerous, but depending upon your situation it could be your last option.
5. If you are caught by the intruder and are not going to fight back, obey all commands.
6. Once the police arrive, remain calm and obey all commands. This may involve keeping your hands in the air. This is done for safety reasons. Once circumstances are evaluated, the police will give you further instructions.

Fire

1. If you observe or smell smoke immediately go to the nearest fire alarm pull station and activate the fire alarm. Fire alarms are located near emergency exits at the front and rear of the suite, and by each stairwell exit in hallway.
2. **Call 911 immediately.** The campus address is on the emergency evacuation maps near each classroom and exit doorway. Notify campus staff on duty at the front reception desk, if possible.
3. Extinguish the fire only if you can do so safely and quickly. Extinguishers are located near the front and rear exit doorways and in the main hallway next to Room 207.
4. Faculty and campus staff shall assume responsibility for those people in their charge and evacuate their classrooms and offices in an orderly manner to the nearest designated evacuation route noted on the evacuation maps located near each classroom doorway and suite exit.
5. Faculty and staff shall direct students outside of the building and assemble them at the farthest point in the parking lot area on the north side of the building along Capital Street.
6. Faculty will take attendance and ensure that all students are present. Faculty will notify campus staff immediately if anyone is missing and campus staff will coordinate with the emergency personnel when they arrive.
7. Faculty and campus staff are responsible for keeping all students in the assembly area until recalled to the building or advised by emergency personnel where to go.
8. If students want to leave, or are dismissed, it is the responsibility of the instructor / campus staff to obtain the name(s) and document it.

IF YOUR CLOTHING CATCHES FIRE:

Remain calm and immediately **STOP, DROP AND ROLL** on the ground to extinguish the flames.

IF TRAPPED IN A ROOM:

1. Place cloth material around the bottom of the door to prevent smoke from entering.
2. Close as many doors as possible between you and the fire.
3. **DO NOT BREAK GLASS UNLESS NECESSARY.**
4. **Notify 911 if possible.** Signal from a window if possible.

If caught in smoke: Drop to your hands and knees, and crawl. Hold your breath as long as possible. Breathe shallowly through your nose and use clothing as a filter.

If forced to advance through flames: Hold your breath and move quickly. Cover your head and hair. Lower your head and close your eyes often.

Emergency Phone Number
For Police or Fire: 911

Tornado

If the National Weather Service issues a Tornado Warning, the City of Elgin and/or the Kane County Tornado Warning System will activate outdoor sirens.

If the announcement is made that a TORNADO WARNING has been issued, or a tornado has touched down or we are in the path of one, notifications will be made and all students and staff will move to the nearest designated safe area / shelter for that area.

If an actual tornado hits without warning:

1. Remain calm.
2. If there is enough time, use the emergency exits and evacuate to the lower level of building. If not, go to the area of safety / shelter designated on the evacuation maps. Do not use the elevators.
3. Stay clear of windows, corridors with windows or large free-standing expanses. Stairwells, bathrooms, or interior rooms/hallways are often areas clear of windows.
4. Close all doors.
5. If you can't reach the lower level or designated shelter, move to the innermost (center) of the building, away from windows. Crouch near the floor with your hands covering the back of your head and neck.

Bomb Threat

If you receive a bomb threat by telephone:

1. Remain calm.
2. Immediately refer to the staff bomb threat checklist.
3. Pay attention to your telephone display (if applicable) and record the information shown in the display window.
4. Keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time.
5. Pay attention to background noises or distinctive sounds, such as machinery, traffic, other voices, music, TV, etc.
6. Note any characteristics of the caller's voice (gender, age, accent, education, etc).
7. Attempt to obtain the location of the device (building, floor, room, etc.). Attempt to obtain information on the time and type of detonator.
8. **Notify Police at 911** and keep the information confidential.

Be suspicious of mail packages with the following:

- Mail bombs may bear restricted endorsement, such as "personal" or "private".
- Addressee's name or title may be inaccurate.
- Return address may be fictitious or not available.
- Distorted handwriting, cut-and-paste lettering.
- Protruding wires, aluminum foil, oil stains, or emitting a peculiar odor.
- Cancellation or postmark may show a different location than return address.
- Mail bombs may have excessive postage.
- Mail may feel rigid, uneven or lopsided.
- **If you are suspicious, DO NOT OPEN MAIL. Isolate package and evacuate the immediate area. Do not put in water or in a confined space. Call 911.**

Earthquake

If indoors:

1. Stay indoors, do not go outside.
2. Move away from windows, shelves and heavy objects.
3. Take cover under a desk, table or strong doorway.
4. If you cannot reach a designated safe area, move to an interior wall.
5. Turn away from windows, kneel alongside the wall, cover your head with your elbows and clasp your hands behind your neck.
6. Stay alert.

If outdoors:

1. Move to an open space.
2. Stay away from telephone poles and power lines.
3. Move away from buildings.
4. Lie down or crouch low to the ground.
5. Stay alert.

After the earthquake:

1. Do not light fires or smoke.
2. Do not touch wires and do not enter buildings until they have been checked.
3. Evacuate via the evacuation routes posted for that area. Assemble at the designated assembly area and await further instructions from emergency personnel.
4. Faculty and staff should make sure everyone is accounted for.

Chemical Spill

For accidents posing immediate fire hazard or requiring medical attention:

1. **Call 911 immediately.**
2. Evacuate the area.
3. Assist others with first aid and evacuation.

If the spill does not pose immediate danger:

1. Isolate the spill.
2. Evacuate the area.
3. Limit access and notify the area supervisor.

For life threatening exposure to hazardous materials:

1. **Call 911 immediately.**
2. Perform rescues and emergency first aid.
3. Keep people as far away from the scene as possible.
4. Avoid contamination.
5. Keep all persons isolated until they can be examined.

Explosion

1. Exit the building as quickly and calmly as possible.
2. **Call 911.** Move to designated evacuation areas.
3. If items are falling from ceiling or shelves, get under a sturdy table or desk.
4. If there is fire, stay low and exit the building.
5. If you are trapped in debris, tap on a pipe or wall so rescuers can locate you.