

EMERGENCY RESPONSE GUIDE



Note from the president

The Illinois State University campus is located in McLean County, a community of approximately 165,000 residents. For more than 150 years, the University has provided an environment for our students to live, learn, and study; for our faculty to teach, research, and provide public service; for our staff to work; and for the public to enjoy cultural activities and other university services without cause for concern regarding their safety or security. However, tragic events over the course of the last few years at colleges, universities, elementary and secondary schools, places of business, and other public venues underscore the importance for the University to be prepared to act in the event of an emergency.

The Emergency Management Plan is dedicated to ensuring that our organization remains in a constant state of readiness to address any act of violence or emergency situation that might occur on our campus. We will continue to fine-tune our level of emergency preparedness in our relentless effort to safeguard all students, staff, and visitors on our campus.

This brochure was developed to provide the campus community with information on response actions that should be taken relative to various types of emergencies. This information is important to ensuring that we can continue to enjoy the comfort of a safe and secure campus, yet be prepared to respond in the wake of the unexpected.

A handwritten signature in black ink, appearing to read "Al Bowman".

Sincerely,
Al Bowman
President, Illinois State University



OFFICE OF
**ENVIRONMENTAL
HEALTH AND SAFETY**
Illinois State University

This document is available in alternative formats upon request by contacting the Office of Environmental Health and Safety at (309) 438-5367.

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CAMPUS SAFETY AND SECURITY

Violence prevention on campus

Illinois State University is committed to a safe and secure environment for all employees, students, and visitors.

Conduct that threatens the health or safety of any person or creates a reasonable fear that such a result will occur, including but not limited to: acts of violence, threats of violence, possession of weapon(s) on university controlled property without proper written authorization, threatening behavior, and/or reckless disregard for the health or safety of any person are not acceptable conduct at Illinois State University and will not be tolerated. Violation of this policy and/or the Code of Student Conduct will result in disciplinary action up to and including termination of employment and/or dismissal from the University.

Campus Violence Prevention Committee

The Campus Violence Prevention Committee is charged with providing support, assistance, research, and policy review on issues related to violence prevention on campus. The committee is chaired by the chief of police and includes representatives from many campus units.



Report threatening or dangerous behavior

Threatening or dangerous behavior cannot be tolerated on campus and needs to be reported in order for appropriate and deliberate actions to be taken. Examples of behavior that warrant your attention and subsequent reporting to the ISU Police include, but are not limited to:

- Threatening the safety of self or others
- Stalking
- Acting in a frightening or threatening manner
- Refusing to leave a classroom or a workplace after being asked to leave
- Reporting or initiating a threat or bomb scare

In such situations, the ISU Police should be contacted.

Emergency.....dial 911

Non Emergencydial (309) 438-8631

Additional situations that warrant your attention and reporting to an appropriate University official include, but are not limited to:

- Intimidating faculty, students, and/or staff
- Acting significantly out of character
- Acting peculiar and causing alarm
- Displaying unhealthy or dangerous patterns of behavior
- Exhibiting behaviors that are disruptive to the educational and/or work community

If such behaviors are exhibited by a student, contact the Student Behavioral Intervention Team at (309) 438-5451 or complete the online concerned person report at www.saoweb.ilstu.edu/SBIT.

If such behaviors are exhibited by a faculty or staff member, report the behavior to your supervisor or contact Human Resources at (309) 438-3200.

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ILLINOIS STATE
UNIVERSITY
Illinois' first public university

Evacuation

When a fire alarm sounds or an evacuation is directed:

- Evacuate in a safe, orderly manner via the closest exit.
- Help others who may need assistance.
- Do not use elevators in the case of a fire.
- When outside, report to the designated assembly area.
- Do not leave the assembly area until you have been released by an Illinois State University police officer, or other University official.

Bomb threat

Receipt of:

- Remain calm and secure as much information as possible.
- Try to keep the person on the line.
- Do not hang up.
- Use another phone line or have someone else call 911.

Responding to:

The police department will respond to all bomb threats and direct personnel in appropriate actions to take. If directed to evacuate, report to the designated evacuation assembly area unless advised otherwise by an Illinois State University police officer.

Chemical spill

Immediately request that all bystanders leave the area. If the chemical comes in contact with any person:

- Remove contaminated clothing.
- Rinse eyes with water for at least 15 minutes.
- Skin exposure; rinse with water, wash with soap and water.
- Call 911 and inform the operator of the type and amount of chemical spilled.
- Do not clean the spill without proper training.

Fire

- Evacuate the building.
- Assist anyone needing help.
- Pull the fire alarm on your way out of the building.
- Call 911 from a safe place.
- Go to the designated assembly area.

If trapped in the building:

- Remain in your room.
- Try to seal the base of your door to prevent smoke from entering.
- Call 911 and let them know your situation.
- Open a window and signal for help.

Crime in progress

If you discover a crime in progress:

- Call 911 or use one of the emergency call boxes at various locations on campus.
- Remain where you are until contacted by an Illinois State University police officer.
- DO NOT ATTEMPT TO APPREHEND OR INTERFERE WITH A CRIMINAL EXCEPT IN SELF-DEFENSE.
- If it is safe to do so, try to get a detailed description of the criminal.
- If the criminal enters a vehicle, note the license number.

Tornado warning

- If you are outside, immediately take shelter inside a building or low-lying area.
- Once you are inside, go to the basement, lowest level interior hallway, or designated shelter area. www.ehs.ilstu.edu/emergency/index.shtml
- Remain in the shelter area until an "All Clear" has been issued

Illinois State University Emergency Alert

- Immediately respond in accordance with direction provided via the alert.
- Communicate by word-of-mouth to others who may have not yet received the alert.
- If possible, check the Illinois State website at IllinoisState.edu page for more detailed information and updates.
- Try and remain calm. Make wise decisions relative to your safety.

To register for the Illinois State University Emergency Alert visit iCampus.ilstu.edu.

Earthquake

Take action quickly.

- Get under a desk, table, or other heavy furniture. Hold on and move with it.
- Brace yourself in a doorway in a position where a swinging door cannot hit you.
- Move against an interior wall and kneel or sit and cover yourself.

After an earthquake

- Beware of structural damage, broken glass, etc. If necessary, leave the building using caution.
- Call 911 if there is structural damage to your building or if anyone is hurt.
- Help others in need.

Medical emergency

- Call 911
- Provide assistance consistent with your level of knowledge/training.
- Do not attempt to move a person with suspected spinal injury unless imminent danger is present.
- Remain with the individual until medical personnel arrive. Share whatever pertinent information you may know.
- If blood was involved in the incident and you believe you had contact with it, consult with Illinois State University Police Department for follow-up care.

Threats of violence

If you suspect someone may pose a threat to the safety and security of the campus, it is your obligation to report this to a competent authority. In cases where there

appears to be a potential for violence, you should notify the University Police.

If for any reason you feel threatened by someone else, you should flee the area and immediately contact the Illinois State University Police Department by dialing 911 or utilizing a campus emergency phone.

If you are confronted with a weapon (firearm, knife, or other weapon) you should attempt to flee from the area to a place of safety. Once you are safe, you should contact the Illinois State University Police department immediately. If you cannot flee from the area and are confronted with weapons in the workplace, please keep the following in mind:

- Stay calm.
- Avoid rushing the person, step back.
- Focus on the person, not the gun.
- Negotiate.
- Buy time.

Suspicious letter/package

- Call 911.
- DO NOT handle the package.
- Leave the room and close the door.
- Wash your hands.
- Identify and isolate anyone who came in contact with the item.
- DO NOT go to the emergency room.

Shelter in place

When a shelter-in-place order has been issued, it means that conditions are deemed to be safer inside of your office/classroom/room than anywhere else in the building. A shelter-in-place order may be given for a hazardous materials incident, sustained police action, or an active shooter scenario.

A shelter-in-place will be ordered by the University Police or other competent authority based on the nature of the crisis.

When a shelter-in-place order is issued you should:

- Remain calm.
- Select a small, interior room with no or few windows.
- If not assigned to a room, go to the nearest room where you can secure yourself.
- Close and lock windows and exterior doors.
- Barricade doors if possible.
- Turn off all fans, heating, and air conditioning units.
- Keep quiet and silence cell phones (maintain on vibrate).
- Remain out of view from any interior windows or block the view through the window.
- If directed, use duct tape and plastic sheeting to seal all cracks around the door and any vents in the room.
- Wait for further instructions from the police or the Environmental Health and Safety Office.

Building specific emergency information

Building: _____

Designated tornado shelter area: _____

Designated evacuation assembly area: _____