



ILLINOIS STATE
UNIVERSITY
Illinois' first public university

Emergency Guide

General information

The Illinois State University Emergency Guide provides information on how to respond to a variety of potential campus emergencies. Response actions are available in more detail on the Campus Safety and Security site: Security.IllinoisState.edu.

This guide is intended to help members of the University community make the best individual decisions during an emergency. However, the University recommends that you become familiar with this information before an emergency occurs to better protect yourself and others.

In the event of a major campus emergency, an ISU Emergency Alert will be issued by the University Police Department. The ISU Emergency Alert is a multimodal communications tool that is the primary method of alerting the campus community to an emergency. To sign up for ISU Emergency Alert, scan the Quick Response (QR) code below or go to IllinoisState.edu/Alert.

In addition to reading this guide, you are encouraged to become familiar with the designated Evacuation Assembly Areas and Tornado Shelter Locations for the buildings you frequent. These are found on Designated Emergency Assembly Area stickers posted in campus classrooms or in Departmental Emergency Response Plans.



Emergency contacts

IN AN EMERGENCY, DIAL 911

University Police: (309) 438-8631
Environmental Health and Safety: (309) 438-8325

Tornado

If a tornado warning is issued

1. Take shelter immediately. Move to the predesignated tornado shelter area (identified in your Departmental Emergency Response Plan and on the Designated Emergency Assembly Area stickers posted in campus classrooms). If you are unsure of a shelter location, move to an inner hallway, stairwell, underground structure, restroom, or an area directly supported and relatively free from exterior windows/glass. If you are the last one out, close the doors as you exit.
2. Avoid the top floor of a building and areas such as an elevator, lobby, gym, auditorium, or dining center.
3. Keep a cell phone with you to receive the all-clear message via ISU Emergency Alert. If possible, take a flashlight with you in case of a power outage.
4. Remain sheltered until the all-clear message is received via ISU Emergency Alert. Use caution exiting, as storm damage is possible (downed power lines, damaged buildings, downed tree limbs, etc.).

Tornado

Armed robbery

- An armed robbery is NOT an active shooter situation.
- A person committed an armed robbery or home invasion with a gun/weapon and is believed to be on or near campus.
- The person is not yet apprehended and is believed to be armed and dangerous.
- There is the potential of an immediate threat.

If an armed robbery is reported on campus

1. Remain aware and alert of surroundings.
2. Call 911 if you see any suspicious, threatening, or alarming behavior. Move away from the person before calling.

If confronted by an armed person who is NOT actively shooting

1. Follow the person's directions.
2. Do not get into a power struggle over personal items/valuables.
3. Get a good description, and call 911 as soon as possible.
 - Tell the 911 operator your name, location, and whether you need medical attention.

Armed robbery

Cardiac arrest/medical emergency

If you witness a medical emergency (i.e. heart attack, stroke, etc.)

1. Dial 911 immediately. Identify this is an Illinois State University campus emergency. Stay on the phone until you are released by the dispatcher.
2. Be prepared to provide the following information:
 - Name of victim, if known
 - Nature of illness or injury
 - Location
 - Location where someone will meet an ambulance crew
 - Other pertinent information that may be requested
3. Check the area for anything dangerous that could make rescue hazardous (electrical wires, broken glass, chemicals).
4. Administer CPR/first aid/AED (automated external defibrillator) if you have the appropriate training. Provide assistance that matches your knowledge/training level. Use personal protective equipment when rendering aid.
5. Do not move a person with injuries, unless danger is imminent.
6. Stay with the individual until emergency personnel arrive, if it is safe to do so.
7. If you have contact with blood or other bodily fluids, wash the affected area thoroughly. Ask the University Police Department for directions on whom to contact for blood-borne exposure management.

Cardiac arrest/medical emergency

Fire

If you see smoke or fire

1. Activate the nearest fire alarm pull station.
2. Exit the building as explained below.

Evacuation procedure

3. Use the nearest exit route to leave immediately.
4. Be alert for smoke as you identify an exit path.
 - a. Check doors and handles with the back of your hand. If hot to the touch or smoke is present, don't open the door. Find an alternate exit path.
 - b. DO NOT use elevators.
5. Assist anyone needing help, if safe to do so.
6. Call 911 once you are safely out of the building. Identify the fire as an Illinois State University campus emergency.
7. Go to the designated Evacuation Assembly Area so that an accountability process can be started.
8. Remain at the designated Evacuation Assembly Area until you are released.
9. Let the police or fire department know if someone is missing or trapped inside, and/or needs assistance.
10. Stay out of the way of emergency personnel and equipment.
11. Do not re-enter the building until you are approved to do so by University Police or Environmental Health and Safety staff.

If trapped in a room

1. Seal the base of your door. Use a wet towel or cloth, if possible, to prevent smoke from entering.
2. Call 911 to report your situation and location.
3. Move to a window and signal for help if possible.

Fire

Bomb threat/suspicious package

If you receive a bomb threat by phone

1. Remain calm and secure as much information as possible.
2. Try and keep the person on the line. Do not hang up.
3. Use another line, or have someone else call 911.
4. Follow directions of the police. If directed to evacuate, report to the designated Evacuation Assembly Area, unless told to do otherwise by police.

If you receive a suspicious package

1. Call 911.
2. Do not handle the package.
3. Leave the room and close the door.
4. Wash your hands.
5. Identify and isolate anyone who came in contact with the package.
6. Do not go to the emergency room.
7. Follow directions of the police. If directed to evacuate, report to the designated Evacuation Assembly Area, unless told to do otherwise by police.

Bomb threat/suspicious package

Person with weapon

- A person with a weapon is NOT an active shooter situation.
- A person is believed to be armed and dangerous on or near campus.
- There is the potential of an immediate threat.

If a person with a weapon is reported on campus

1. Remain aware and alert of surroundings.
2. Call 911 if you see any suspicious, threatening, or alarming behavior. Move away from the person before calling.

If confronted by an armed person who is NOT actively shooting

1. Follow the person's directions.
2. Do not get into a power struggle over personal items/valuables.
3. Get a good description, and call 911 as soon as possible.
 - Tell the 911 operator your name, location, and whether you need medical attention.

Person with weapon

Shot(s) fired

- A person reportedly discharged a firearm on or near campus.
- The person may be armed/dangerous.
- There is the potential of an immediate threat.

If shots are reported on campus

1. Know that the incident may be a result of fireworks, other loud noises, or a self-inflicted injury that is not a campus threat.
2. Remain aware and alert of surroundings.
3. Call 911 if you see any suspicious, threatening, or alarming behavior. Move away from the person before calling.

If confronted with an active shooter in your immediate area:

1. Response depends on the situation, which is unpredictable. If possible, run to a safe area and take precautions until an all-clear is issued.
2. If you can't run, hide in what you believe to be a safe place. Get down, take cover, turn off lights, close blinds and, if possible, lock/barricade the door.
3. If you can't run or hide, fight with everything you have.

Shot(s) fired

Active shooter

- A shooting is occurring/has occurred on campus.
- The shooter is not yet caught.
- There is an immediate threat.

If an active shooter is reported on campus

1. If possible, run to a safe area and take precautions until an all-clear message is issued. Response depends on the situation, which is unpredictable.
2. If you can't run, hide in what you believe to be a safe place. Get down, take cover, turn off lights, close blinds and, if possible, lock/barricade the door.
3. If you can't run or hide, fight with everything you have.

Active shooter

Hostage situation

If a hostage situation is unfolding on campus

1. Avoid the area until an all-clear is issued.
2. Remain aware and alert of your surroundings.
3. Call 911 if you see any suspicious, threatening, or alarming behavior. Move away from the person before calling.

If you have been taken hostage

1. Try to remain calm.
2. Follow directions.
3. Avoid sudden movements.
4. Maintain eye contact, but do not stare.
5. Don't act in a way that is too assertive or too passive.
6. Personalize yourself to the aggressor.
7. Don't argue.
8. Don't be a nuisance.
9. Don't turn your back.
10. Wait for authorities to resolve the situation.

Hostage situation

Chemical spill/hazardous material incident

If there is a significant chemical spill

(A significant spill is one that by volume and/or because of its characteristics cannot be cleaned up safely with supplies and equipment immediately available.)

1. If safe to do so, isolate the area by closing doors to prevent others from entering.
2. Notify others in the area/building of the need to evacuate. Report to the designated Evacuation Assembly Area.
3. Call 911. Identify this is an Illinois State University campus emergency. If known, state the type and amount of chemical spilled.
4. Do not attempt to clean up any chemical spill without the proper training or without consulting Environmental Health and Safety staff at (309) 438-8325.
5. Isolate any potentially contaminated person until first responders arrive.

If an individual has been contaminated

1. Remove contaminated clothing.
2. Use eye wash, emergency shower, or other means of continuous water irrigation for 15 minutes to flush affected area.
3. Call 911. Arrange for someone to meet emergency responders.

If a hazardous materials incident occurs in the community

An Emergency Alert System (EAS) public service announcement will be issued via radio and television. An ISU Emergency Alert will also be sent, including instructions on what to do if you are in an impacted area.

Chemical spill/hazardous material incident

Explosion

If there is an explosion

1. Immediately take cover under sturdy tables, desks, or other objects that will give protection against a secondary explosion, flying glass/debris, etc.
2. Remain inside the building until it is considered safe to exit.
3. Evacuate by following the nearest exit routes. Do not use elevators. Activate the fire alarm pull station as you leave.
4. Assist anyone needing help, if safe to do so.
5. Once safely out of the building, call 911. Identify this is an Illinois State University campus emergency.
6. Go to the designated Evacuation Assembly Area so that an accountability process can be started.
7. Remain at the designated Evacuation Assembly Area until you are released.
8. Let the police or fire department know if someone is missing or trapped inside, and/or needs assistance.
9. Stay out of the way of emergency personnel and equipment.
10. Do not re-enter the building until you are approved to do so by University Police or Environmental Health and Safety staff.

Explosion

Earthquake

If there is an earthquake

1. Remain calm.
2. Seek refuge under a desk, table, or stable item. Face away from windows/glass.
3. Cover the back of your neck and head. Hold onto the object to remain protected, should it move.
4. If outside, get to the nearest open space. Stay away from buildings, overhangs, utility poles, and power lines.

After the earthquake stops

1. Evaluate the severity. Check for personal injuries. Protect yourself at all times and be prepared for aftershocks.
2. Call 911 to report injuries/immediate health hazards.
3. Go to the designated Evacuation Assembly Area so that an accountability process can be started. Take keys, wallet, purse, and emergency supplies, and use the exit routes that are closest and safest. Do not use elevators.
4. Let the police or fire department know if someone is missing or trapped inside, and/or needs assistance.
5. Remain at the designated Evacuation Assembly Area until you are released.
6. Stay out of the way of emergency personnel and equipment.
7. Do not re-enter the building until you are approved to do so by University Police or Environmental Health and Safety staff.

Earthquake

Helping students get help

Student's

- Communication indicates loss of touch with reality
- Writings reflect suicidal thoughts, actions, sexual assault, relationship violence, or difficulty in dealing with death of a loved one



Student Counseling Services
(309) 438-3655
320 Student Services Building

Student

- Has not attended class for an extended period of time
- Is overwhelmed by problem with the University
- Is debilitated or overwhelmed by family emergency



Dean of Students, Dean on Duty
(309) 438-2008
144 Bone Student Center

Student conduct that

- Substantially impairs, interferes with, or obstructs orderly processes and functions of the University
- Deliberately interferes with instruction
- Is lewd or indecent
- Breaches the peace



Community Rights and
Responsibilities
(309) 438-8621
120 Student Services Building

Student

- Does something significantly out of character
- Acts peculiarly and causes alarm
- Displays unhealthy or dangerous patterns of behavior



Student Behavioral Intervention Team
(309) 438-5451
Complete online *Student Behavioral
Intervention Team Concerned
Person Report*
Report person at www.saoweb.ilstu.edu/SBIT

Student is

- Threatening the safety of self or others
- Acting in frightening or threatening manner
- Not leaving the classroom after being asked to leave
- Reporting or initiating a threat or bomb scare



Illinois State University
Police Department
Nonemergency: (309) 438-8631

Helping colleagues get help

Have you seen behaviors demonstrated by colleagues that have concerned you about their or others' well-being, such as

- Discussing intent to harm self or others
- Creating a disruption in the work environment
- Intimidating or threatening other faculty, staff, and/or students
- Stalking or following someone to harass, intimidate, harm, or cause other malicious activity
- Acting in a frightening or threatening manner

If you observe any of the above behaviors, it is important that you always report them. If in doubt, it is better to report.

Reporting concerns

- If there is an immediate threat of danger, call 911 from a campus phone or (309) 438-8631 to contact the Illinois State University Police Department. After reporting the issue to the police, you may contact the Faculty Staff Threat Assessment Team (FSTAT) at FSTAT@IllinoisState.edu or by contacting Human Resources at (309) 438-8311 during regular business hours.
- If you observe behaviors that are concerning, but are not of an urgent nature, you may contact the FSTAT to report the behavior. If you need information about reporting a crime, see Security.IllinoisState.edu. While we do not have an anonymous method for reporting concerns, the FSTAT will keep information reported confidential to the extent possible.



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

This document is available in alternative formats upon request by contacting at (309) 438-8325.

An equal opportunity/affirmative action university encouraging diversity

UNIVERSITY MARKETING AND COMMUNICATIONS 14-0514 printed on recycled paper