Emergency Procedures Guide

This guide has been prepared to provide you with a quick reference guide that can be used in preparation for an emergency on campus. We encourage you to review and become familiar with this guide before an emergency occurs. People are most effective when they are PREPARED.

Recipients of this guide should become familiar with its contents and all new employees should be provided a copy during orientation. Additional copies of this guide are available from your Building Captain, Campus Safety or Plant Operations.

In some of the informational sections of this guide, there are blanks that you should research and fill in with information applicable to your department and/or building. Once you have filled in these blanks and the procedures have been reviewed, this guide should be kept in a readily accessible location, such as hanging on the wall near your desk or under your phone.

This document cannot cover every emergency that may arise. Additional emergency information covering sexual harassment and assault, obscene phone calls, campus escorts, silent witness forms, and crime prevention tips is available on the Campus Safety website at www.JudsonU.edu.

If you are unsure of what you need to do in your building, please ask your building captain, contact Campus Safety at 1-847-622-9999, or Plant Operations at 847-628-2480. Be sure to check with your building captain for building specific emergency guidelines and procedures.

Building Captain____________________________________       Ext. ________

Your Partners in Preparedness

Judson University
CAMPUS SAFETY
1151 North State Street
Elgin, IL 60123
(847) 622-9999
www.JudsonU.edu

Judson University
PLANT OPERATIONS
1115 North State Street
Elgin, IL 60123
(847) 622-2480
www.JudsonU.edu
Reporting Emergencies

WHEN TO CALL 911
You should call 911 in ALL emergencies.

WHAT IS AN EMERGENCY?
An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or Emergency Medical Services. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, feel free to call 911 when an immediate response is needed. In all situations, call Campus Safety at x9999 after you have called 911 or if an immediate response is not needed.

WHEN REPORTING AN EMERGENCY
- Stay on the line with the dispatcher.
- Provide the address, location and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident so appropriate resources are dispatched.
- Remain on the line until relieved by emergency personnel or directed to hang up.

Phone Numbers
The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TTY.

Police .............................................................................................. 847-289-2700 (non-emergency)
................................................................................................................................. www.cityofelgin.org

Elgin Fire Department ............................................................. 847-289-2700 (non-emergency)
...................................................................................847-289-2710 (non-emergency TDD & voice)
................................................................................................................................. www.cityofelgin.org

Elgin Dept. of Public Works ........................................................................................ 847-697-3160
................................................................................................................................. www.cityofelgin.org

Campus Safety ................................................................................................ 847-622-9999 (x9999)
.................................................................................................................................... www.JudsonU.edu

Plant Operations. ........................................................................................................... 847-628-2480
.................................................................................................................................... (After hours call x9999)
.................................................................................................................................... www.JudsonU.edu
Persons with Disabilities

Individuals who need assistance during an evacuation should identify and discuss with someone, in advance, who might assist them in leaving the building and/or who will inform emergency personnel of their presence and where they are located so that further assistance can be provided.

Persons with disabilities should inform their building captain of their regular presence in the building. Facility managers provide information to emergency personnel and first responders during emergencies on campus. Building captain names and contact information can be found at the Judson University website, www.JudsonU.edu.

Building Captain_____________________________ Ext. ________

In case of Building Evacuation
(Fire Alarm, Chemical Spill, Bomb Threat, etc…)

•EXIT the building immediately using the most direct route.
•If unable to do so on your own – Ask for assistance to the nearest EXIT or room near a stairway with a window. Note the room number.
•Ask someone leaving the building to notify emergency personnel of your location so that you can get the assistance you need.
•If a phone is available, call 911. Answer all the 911 operator’s questions and the police dispatcher will relay your location to first responders.

To Shelter in Place
(Tornado, Severe Weather, Building Intruder, etc…)

•Seek shelter in a room with no windows, on the interior of the building if possible and take note of the room number.
•Call 911. Answer all the 911 operator’s questions and the police dispatcher will relay your location to first responders.

Note: Lindner Tower has a Rescue Assistance area on each floor in both stairwells. If you need assistance proceed to this location and press the intercom button. Remain at this location until emergency personnel come to your aid. For more information about persons with disabilities and planning for emergency situations, visit: www.JudsonU.edu.

Criminal Activity

All staff have the responsibility of helping keep the campus a safe community. We are all asked to be aware of who is on campus and to report strange or suspicious people and/or vehicles to Campus Safety at x 9999. Be prepared to report the following items when you call:

•Description of Suspicious Vehicle
  (make, model, color, license, damage or unique features, driver)
•Description of Suspicious Person
  (gender, physical features, clothing, accessories)
Persons with Disabilities/Criminal Activity

Criminal Activity (Continued...)
If you observe a crime in process or behavior that you suspect is criminal, immediately notify Elgin Police (911) and Campus Safety (x9999). Please be prepared to provide as much of the following information as possible:

• Where is it happening?
• What is the person doing?
• How many people are involved?
• Physical and clothing description of those involved
• Are weapons involved?
• Vehicle description and license plate number
• Direction of travel if known
• Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information, until the police arrive.

Sexual Abuse/Sexual Assault
Sexual assault, sexual abuse and rape are violent crimes. No one has the right to touch your body in any way if you do not feel like being touched by that person. It is against the law. Victims of sexual abuse or assault may be male or female. Should you be a victim you should take immediate action to:

- Get to a safe place and seek medical attention
- Call 911 to report the act
- Preserve the evidence
- DO NOT SHOWER
- DO NOT BRUSH YOUR TEETH OR HAIR
- DO NOT CHANGE CLOTHES
- DO NOT DISTURB THE AREA WHERE THE ACT OCCURRED

Victims can receive assistance on campus from Resident Hall Staff, Public Safety x9999, Counseling Center x5052 and Health Services x2465. Services available off-campus include Elgin Police Department (911), Community Crisis Center 847-697-2380 (24/7), Sherman Hospital 847-742-9800 and St. Joseph Hospital 847-695-3200.

Emergency Blue Light Stations
There are three Emergency Blue Light ‘push to call’ stations on campus for student and staff emergency use. The stations are connected directly to Judson College Campus Safety and are activated by pushing the talk button. Persons needing assistance or reporting an emergency should remain at the location until a Campus Safety officer or emergency personnel arrives. The Blue Light stations are located at:

- The Brady entrance of the campus
- Midway between Barton House and the Library
- Along the walk between Tyler Creek and the Fine Arts Building.

Silent Witness
The Silent Witness form is NOT to be used to report an emergency situation, but to anonymously report situations or behaviors that are illegal, threatening, or have potential to be dangerous or make you feel uncomfortable and are available on the web.
Suspicious Packages

If a suspicious package is received, notify Campus Safety immediately at 847-622-9999 or extension 9999.
If you receive a bomb threat by telephone, here are some helpful things to keep in mind:

1. **Remain Calm.** When a bomb threat is received, the person taking the call must remain calm and obtain as much information as possible.
   a. **DO NOT put the caller on hold**
   b. **DO NOT attempt to transfer the call**

2. The person taking the call should immediately notify another staff person in the office, preferably while the caller is still on the line.

3. Pay close attention to the caller and his/her words and speech:
   a. Does the caller have any distinguishing voice characteristics such as an accent, stuttering, mispronunciation?
   b. Is the caller angry, excited, irrational or agitated?
   c. Is the caller a man or woman, young, middle-aged, old?
   d. If you have caller ID, please note the phone number of the caller.

4. Listen for background noises (traffic, train whistle, music, radio, TV, children, etc.).

5. It is important that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**.

6. Note if the caller indicates knowledge of the building by his/her description of the locations where the bomb may be.

7. If the call is on your voicemail, save it.

8. It is important that you document all that you know and hear. This should include filling out the **Bomb Threat Checklist**.

**CHECKLIST – WHEN YOU RECEIVE A BOMB THREAT**

Keep one under your phone or other accessible location at all times. Download the Bomb Threat Checklist at www.JudsonU.edu.

All personnel should become familiar with the Bomb Threat Checklist. It may become the only means of determining what happened and may be the only way to determine the validity of a call and could aid in identifying and apprehending the caller.

After receiving a bomb threat of any kind, immediately contact Campus Safety at x9999. Campus Safety will notify all appropriate officials and will assist in the evacuation as needed.
Know what to do in case of fire

Fire extinguishers
Understand the types and how to use them. Fire extinguishers are identified by letters indicating the types of fires that they are designed for;

Class A – burning wood, paper, cloth, trash, etc.
Class B – fires involving combustible liquids.
Class C – fires involving electrical equipment
Class D – fires involving combustible metals

Most campus buildings are equipped with universal ABC extinguishers except in areas requiring special system, i.e, kitchens. Locate the extinguishers in your work area and be aware of the types of fires they are designed for. To properly use a fire extinguisher follow the acronym PASS:

P – Pull the safety pin.
A – Aim the spout at the base of the fire.
S – Squeeze the handle to release spray.
S – Sweep slowly from side to side until empty.

Do not attempt to extinguish a fire larger than a waste basket as fires accelerate quickly. It is important to keep your back to the nearest unobstructed exit and back out keeping the fire in your field of vision.

Fire alarms
If an alarm is sounded immediately, it can protect property and save lives.

Fire exit
Know where they are and be sure they open easily and are free of obstructions. Each building on campus has a map that identifies the location of these and other safety features in your building. Check out the map and verify the locations for your building.

Upon discovering smoke, fire, or flames in the building:
- Evacuate and activate the fire alarm system by pulling the nearest fire alarm.
- Use nearest exit or alternate safe route.
- From a safe location (assembly point) call 911 and be prepared to give:
  - Building Name
  - Floor
  - Room Number
  - Type of Incident
- Do not use elevators during a fire emergency.
- When the fire alarm sounds, immediate evacuation of the facility is required.

Walk, do not run, to the nearest stairway exit and proceed to ground level. If the stairway contains smoke or fumes, use an alternative stairway exit. If it is safe to do so, close all doors and windows and turn off lights.
Fire discovered in the building (continued)...
Classroom teachers and resident hall directors should establish assembly locations, at least 100 feet away, where they will meet their charges following evacuation.

Teachers and resident directors should take their grade books and housing assignments with them when evacuating so they can verify all of their students are accounted for.

If the fire is in your room or work space:
- Feel the door and doorknob for heat.
- If not hot, open the door slightly and check for heat, smoke, or fire.
- If you can safely exit, alert others by knocking on doors as you exit.
- If you are away from your room do not attempt to go back.
- If you can not safely exit your room call 911, seal door to room with wet towels and seal other openings where smoke may enter.
- Open windows a few inches at top and bottom unless smoke coming from below.
- Do not break windows
- Wave something out windows to attract attention.
- Staying low to floor lessens the effect of smoke inhalation as you leave.

***NOTE*** The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- Leave the building and move at least 500 feet away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter building until given the all clear from the fire department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make themselves available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

Before a fire: planning & preparation
- Know the location of the nearest fire extinguisher.
- Know the location of the fire alarm pull stations in your area.
- Know the location(s) of the nearest exit.
- Know alternative evacuation routes out of building.
- Practice exiting your area by imagining you are in a dark, smoky environment – count doorways, turns, etc.
- Report potential hazards or refer fire prevention questions to the Campus Safety Department at 847-622-9999 (x9999).
- The nearest fire extinguisher is located at:
Medical Emergencies

- **DO NOT** approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- **DO NOT** move a seriously injured person unless they are in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.
- **DO NOT** bend or twist the injured person’s body.

**Call 911**

Remember Universal Precautions (Protect yourself from blood and bodily fluids).

Be prepared to give the 911 dispatcher the following information:

- Location of the emergency
- What happened?
- Number of persons injured
- Is the injured person conscious?
- Is the injured person breathing?
- Is there severe bleeding?
- After calling 911, stay with the victim until help arrives.
- Restore or maintain breathing and heartbeat.
- Stop severe bleeding with direct pressure when possible.
- Keep victim warm.

**Important Locations**

- Persons in your building trained in CPR:

  ____________________________________________

- A first aid kit is located at:

  ________________________________

- An Automatic External Defibrillator (AED) is located:

  ________________________________

**Suicide, Death and Loss**

In the event of a suicide threat or attempted suicide on campus, take the following action. Any note or verbalization should be taken seriously. Contact the Counseling Center at x5052 immediately. Also contact Campus Safety at x9999.

**Death Witnessed**

Call 911
Call Public Safety at x9999
Call Counseling Center at x5052 to activate Crisis Intervention Team
Preserve the area until medical personnel arrive.

**Not Witnessed**

Call 911
Call Public Safety at x9999
Preserve scene until police and medical personnel arrive.
DO NOT attempt to contain or clean up any chemical spill unless you know what the spilled material is, its hazards and you have been trained in safe cleanup methods.

**Minor Spills**
These are inside building, not escaping to drain and not an inhalation hazard. Anyone who knows what was spilled, its hazards and safe cleanup methods may clean up a minor spill. If you do not know how to clean it up, contact someone who does.

**Major Spills**
A major spill is one which you cannot safely clean up or one that has occurred outside of a building

**Chemical Spill Quick Reference Chart:**

- **Volatile?**
  - Contain and/or clean up the spill only if you are trained and can do so safely
  - Evacuate the room(s) where the spill occurred.
  - Call 911 from a safe place with as much information as possible about the material spilled and amount.
  - Meet emergency responders to provide information.

- **Flammable?**
  - In addition to the above information on volatile chemicals
  - Avoid any action that might create a spark.
  - If the spill is close to a source of ignition, activate the fire alarm to evacuate building.

- **Outside of Building?**
  - Contain and/or clean up the spill only if you have been trained and can do so safely.
  - Unless you can clean up the spill completely, call 911 from a safe place and provide as much information as possible about the material and amount spilled.
  - Notify Plant Operations (x2480) as soon as possible. Plant Operations will handle regulatory reporting and record keeping.

- **Entering a Drain?**
  - Block additional material from entering the drain if you can do so safely.
  - Call 911 from a safe place and provide as much information as possible about the material and the amount spilled.
  - Notify Campus Safety (x9999) as soon as possible. Campus Safety will handle regulatory reporting and record keeping.
Gas leaks or visible fire from gas cylinders or piping

- Evacuate the area and dial 911 to notify the Elgin Police of the incident and follow all instructions given to you by the 911 dispatcher.
- If it is an explosive gas (e.g., natural gas), DO NOT use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark, which could ignite explosive gas.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area, if you can do so safely as you evacuate). This will help limit the impact of the leak or fire.
- Notify others in the immediate area and, as you exit, knock on office doors and inform as many people as possible if you are unable to activate the building's fire alarm.
- Upon exiting the building, get a safe distance from the building (at least 100 feet away).
- Remain upwind of the leak.
- Leave adequate room for police and other emergency responders.
- Do not return to the building until given approval by fire or police personnel.
- If you have information about the source of the odor or leak, give the information to any police officer or firefighter at the scene.

Evacuation Due to Gas Leak

- If it is necessary to evacuate the building, activate the building's fire alarm and leave the building (Note: DO NOT activate the fire alarm if it is an explosive gas such as natural gas).
- If it is an explosive gas, such as natural gas, exit the building via the stairwell. Do not use an elevator.
- Confine any fire or gases to the extent possible by closing the doors behind you as you leave. This will help limit the impact of the leak.
- Notify others in the immediate area and, as you exit, knock on office doors and inform as many people as possible if you are unable to activate the building's fire alarm.

Hazardous Odors or Leaks

Report any hazardous gas leaks to Elgin Police by calling 911. Be prepared to provide the following information:

- Your name
- Building name
- Nature of the incident
- Floor or area which is affected
- Room number
- Type of incident
- The name of the chemical or gas (if known)

Suspicious Odors or Leaks

Should you detect any suspicious odors or a suspected slight odor of gas, dial 911 and report it to the Elgin Police. They will send someone to check on the problem.

Steam Leaks

If the steam leak is inside the building, evacuate the area and close the door behind you. Steam can cause severe burns, displace oxygen, and moisture from steam can conduct electricity. A steam leak may cause the building's fire alarm to sound. Even if you have determined the problem is a steam leak, exit the building immediately.

Gas leaks or visible fire from gas cylinders or piping

- Evacuate the area and dial 911 to notify the Elgin Police of the incident and follow all instructions given to you by the 911 dispatcher.
- If it is an explosive gas (e.g., natural gas), DO NOT use or activate items that can generate a spark in the general vicinity. Light switches, fire alarm pull stations, phones, elevator cars, etc., are all sources that can initiate a spark, which could ignite explosive gas.
- Confine any fire or fumes to the extent possible (close off any doors to the affected area, if you can do so safely as you evacuate). This will help limit the impact of the leak or fire.
- Notify others in the immediate area, if you can do so safely.
Electrical Failure:
The Judson University electricians will assess the situation and determine the appropriate course of action. In the event of a significant power failure, the building's emergency lighting system will provide limited electricity to crucial areas of the building, including emergency lighting.

• Turn off all electrical equipment including computers. Do not turn any electrical equipment back on until given the approval of your supervisor or building captain.
• Some buildings' emergency lighting power source is provided by battery and will have a limited amount of time the emergency lighting remains on. In this instance, you should evacuate the building when the emergency lighting comes on. This is especially important if there is limited or no natural lighting available along your path.
• DO NOT re-enter the building until all power has been restored.
• Remember: The elevators will not function in a power failure. Use the stairs if you evacuate the building.
• If trapped in an elevator, use the elevator’s emergency phone to notify Campus Safety. If there is no emergency phone in the elevator, trigger the elevator’s emergency alarm button.

Weather Emergencies
Know the location of the nearest emergency shelter for your facility. Check with your building captain or check building posting for the location of emergency shelters.

The shelter(s) for my building is: __________________________________________

Severe Weather: Thunderstorms
Watch: Conditions are right for a severe thunderstorm. Continue with normal activities, but continue to monitor the situation.

Warning: Severe thunderstorms are occurring. Be prepared to move to shelter if threatening weather approaches. Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek immediate shelter. Report any injuries or damage by Calling 911. Be prepared to give the following information:
• Your name
• Building Name
• Type of injury or damage
• The location of injured person(s) or building damage
• Room number you are calling from
Severe Weather: Tornado

Being prepared and knowing what to do in case of a tornado is very important. It is suggested that everyone on campus take the time to familiarize themselves with the shelter areas available in each campus building.

Watch: Conditions are right for a tornado to develop. Continue with normal activities, but continue to monitor the situation.

Warning: Radar or weather spotters have identified a tornado. The emergency sirens will sound a steady tone for three minutes or longer if there is danger in the immediate area.

Take the following action in case of a TORNADO:

- **SEEK IMMEDIATE SHELTER** (Individuals with disabilities follow the same procedures) When the warning siren sounds, seek shelter, preferably in a basement or below ground evacuation location. A steel formed or reinforced concrete building will provide some protection.

- In a multi-story building, seek shelter in an interior hallway or a lower floor or basement.

- Stay away from outside walls, exterior doors, and glass windows or partitions. DO NOT open windows.

- Basements and interior hallways or rooms on lower floors offer good shelter.

- In vehicles, get out and seek shelter in a nearby well-built structure. Do not seek shelter in an underpass. If you cannot find a well-built structure nearby, seek out a ditch or ravine, which can offer some protection. Lay face down, with hands covering your head.

- After the all clear, leave badly damaged buildings if it is safe to do so. Elevators may not work in damaged buildings (the electrical power may be out or there may be damage to the elevator equipment).

- If you are surrounded by debris, be aware that removing some of it can cause other debris or part of the building to collapse. If it is not safe or possible to leave the area, stay there until assisted out.

- **DO NOT attempt to return to the building unless directed to do so by emergency personnel.**

- **DO NOT attempt to turn on or off any utilities or other equipment.**

- **Report all injuries and damage to the Campus Safety by calling x9999.**

Disclaimer: Judson University provides this document, including information posted on its websites, for informational purposes only and makes every effort to post accurate and reliable information. Judson University makes neither warranties, guarantees, nor representations of any kind as to the content, accuracy, or completeness of the information contained in its print document, website, or any related links. Although the accuracy and timeliness of this document, it assumes no responsibility for any error, omissions, or other discrepancies between the electronic and printed versions of documents.
Additional Preparedness Resources

Elgin
Department of Emergency Management
151 Douglas Ave.
Elgin, IL 60120-5555
Phone 847-289-2776
Fax: 847-289-2750
www.cityofelgin.org/

Kane County
Office of Emergency Management
777 Fabyan Parkway
Geneva, IL 60134
Phone: (630) 232-5985
Fax: (630) 232-7408
www.kcoem.org/

Illinois Emergency Management Agency
2200 South Dirksen Parkway
Springfield, IL 62703
Phone: (217) 782-2700
www.state.il.us/iema/

American Red Cross of Greater Chicago
2200 W Harrison
Chicago, IL 60612
Phone: (312) 729-6100
Fax: (312) 729-6304
www.chicagoredcross.org

National Oceanic & Atmospheric Administration (NOAA)
14th Street & Constitution Avenue, NW
Room 6217
Washington, DC 20230
Phone: (202) 482-6090
Fax: (202) 482-3154
www.noaa.gov

Federal Emergency Management Agency (FEMA)
500 C. Street SW
Washington, DC 20472
Phone: (800) 621-FEMA (3362)
www.fema.gov/

U.S. Department of Homeland Security
Washington, DC 20528
Phone: (202) 282-8000
Comment Line: (202)282-8495
www.dhs.gov/dhspublic/

We would like to thank Officer Michael Newton the University of Wisconsin-Madison
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Material Compiled by
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Judson University Plant Operations
847-628-2498

Additional Preparedness Resources

Special thanks to:

Shales McNutt Construction
425 Renner Drive
Elgin, IL 60123
847.622.1214
www.shalesmcnutt.com
Emergency Response Guide Quick Reference

**Emergency Phone Numbers**
- Police: 911
- Non-emergency: 847-289-2700
- Fire: 911
- Poison Control: 1-800-222-1222

**General Principles**
- **Protect Yourself**
  - General Principles When Calling 911 or x9999
    - Speak slowly and clearly.
    - Tell officer your location (Include building and room number).
    - Answer all the officer's questions.
    - Do NOT hang up until told to do so.
    - Follow all directions given by emergency personnel.

**Acts IN PROGRESS**
- **Criminal Acts**
  - Medical Emergency
    - If trained, begin first aid.
  - Call 911.
  - Have another person meet and guide emergency personnel to incident location.

**Acts NOT IN PROGRESS**
- **Medical Emergency**
  - Fire in building
    - Fire alarm or strobes
      - Call 911.
    - Call from assembly point or alternate building.
    - Stay 100 feet away from building on fire.
    - Wait for all clear before returning to building.
  - Natural Disasters / Inclement Weather
    - Warning: Severe weather has actually been sighted.
    - Conditions are favorable for development.
  - Wait for all clear before returning to building.

**Judson University Campus Safety**
1151 North State Street
Elgin, IL 60123
On campus: x9999
Off campus: 847-622-9999
www.JudsonU.edu