

Introduction

University Center of Lake County Emergency Preparedness Guide has been developed to provide you with practical guidelines to follow before, during, and after an emergency. While this guide does not cover every conceivable situation, it does supply basic guidelines and direction necessary to cope with most campus emergency and safety situations.

All requests for procedural changes, or recommendations, will be submitted in writing to Brian.

Remember: Prevention, preparation, and knowing what to do and who to call in an emergency can save lives.

All Emergencies (Medical, Fire, Security, Etc.) 9-911
From Campus Phones

Grayslake Police Department Non-Emergency (847) 223-2341

Grayslake Fire Department Non-Emergency (847) 223-8960

Lake County Sheriff PoliceGeneral Information (847) 549-5200

Midwest Poison Control Center(800) 942-5969

EMERGENCY TELEPHONE NUMBERS

Building Evacuation

Building evacuation will occur when an alarm sounds and / or upon notification by Receptionist or Staff.

- Leave by the nearest marked exit. Follow the ***EXIT*** signs and alert others to do the same. If evacuation is for only a part of the building or campus grounds, immediately vacate the site in question and relocate as directed.
- Staff/Safety Coordinators should make sure that their area is clear and then close the door. (Do **NOT** lock the door.) Faculty should clear their classrooms and close the door.
- Assist any disabled persons exiting the building. Remember that elevators are reserved for disabled persons. If elevator is not available, inform another staff or faculty member, that you will be at the closest safe fire exit route stairwell, proceed to that point and wait for fire department assistance. ***DO NOT USE ELEVATORS IN CASE OF FIRE OR EARTHQUAKE.*** In the event of a fire or earthquake notify the receptionist to assist a disabled person exiting the building.
- Once outside, proceed to a clear area that is at least 100 feet away from the building. Staff/Safety Coordinators should keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. (If possible, headcounts should be taken.)
- ***DO NOT RETURN TO AN EVACUATED BUILDING UNLESS TOLD TO DO SO BY A COLLEGE OFFICIAL OR STAFF MEMBER.*** Staff/Coordinators should assist in preventing individuals from returning to the building. (Do not dismiss employees or students unless told to do so by college administrators. In most cases we will return to the building.)

BUILDING EVACUATION

Chemical / Radiation Spill

- Any spillage of a hazardous chemical or radioactive is to be reported IMMEDIATELY to the Grayslake Fire Department at 9-911 from a campus phone.
- When reporting, be specific about the nature of the involved material and the exact location. The University Center of Lake County will contact the necessary specialized authorities and medical personnel.
- The key person on site should vacate the affected area at once and seal it off to prevent further contamination of the other areas until the arrival of emergency personnel.
- Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their name to emergency officials. Required first aid and clean-up by specialized authorities should be started at once.
- If the building evacuation order is given, follow the Building Evacuation Procedures.

Explosion or Aircraft Crash

In the event a mishap occurs such as an explosion or a downed aircraft (crash) on campus, take the following action:

- Immediately take cover under tables, desk, and other objects which will give protection against falling glass or debris.
- After the effects of the explosion and/or crash have subsided, notify the Grayslake Fire Department at 9-911 using a campus phone. Give your name and the location and nature of the emergency.

When the building evacuation is given, follow the Building Evacuation Procedure.

CHEMICAL/RADIATION SPILL & EXPLOSION OR AIRCRAFT CRASH

Violent or Criminal Behavior

For on-campus emergencies, dial 9-911 from a campus phone.

- Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
- If you are a victim or witness to any on-campus offense, AVOID RISKS.
- Promptly notify Grayslake Police at 9-911 as soon as possible and report the incident, including the following:
 - Nature of the incident
 - Location of the incident
 - Description of the person(s) involved
 - Description of the property involved
- If you observe a criminal act or whenever you observe a person behaving in a threatening manner on campus, immediately notify Grayslake Police at 9-911, using a campus phone, and report the incident.
- Assist Grayslake Police when they arrive by supplying them with all additional information, and ask others to cooperate.
- Should gunfire or discharged explosives hazard the campus, you should take cover immediately. After the disturbance, seek emergency first aid, if necessary.

VIOLENT OR CRIMINAL BEHAVIOR

Emergency Response

This procedure is designed to assist the college staff in knowing the proper steps to take when a response is needed to an emergency situation and to coordinate the activities of the faculty and staff, and other members in dealing with emergencies.

The campus building may be evacuated in order to protect the health and safety of occupants from a real possible threat; i.e.; fire, utility failure, flooding, bomb threat, chemical spills, noxious/toxic fumes, and campus disorders. Occupants may also be directed to a different location, if that location is more secure.

During the period of any campus emergency, the Dean and Director, or in the absence of the director, the senior official on duty shall place into effect the appropriate actions to meet the emergency, safeguard persons and property, and maintain the integrity of buildings, equipment, and property.

While the Dean and Director, or the designee as defined above, shall declare an emergency and take charge of operations, he/she shall inform and consult with administrative personnel as necessary. Individuals to be contacted would include the Manager of facilities, night coordinator, and evening administrator.

Staff/Safety Coordinators will serve as the custodian of the health and safety manual for his/her work area and encourage work area personnel to be familiar with the policies and procedures contained within the manual (such as this one). When present, they will direct evacuation of their areas and aid in official communications during an emergency.

EMERGENCY RESPONSE

Utility Failure

In the event of a major utility failure occurring during the regular working hours of 8:00 a.m. – 4:30 p.m., Monday through Friday, immediately notify Facilities at 847-543-2080 or Campus Safety at 847-543-2081.

- If there is potential danger to building occupants, or if the utility failure occurs after regular working hours, on weekends or holidays, notify Campus Safety at 847-543-2081.
- When the building evacuation order is given, follow the Building Evacuation Procedure.

Additional Information and Procedures.

Electrical / Light Failure: At present time there is minimal emergency lighting to provide sufficient illumination in corridors and stairs for safe exiting. Do not evacuate or dismiss employees or students unless told to do so and if no other danger exists. In most cases, power will be restored or classes will be relocated to another section with power.

Elevator Failure: If you are trapped in an elevator, press the emergency alarm located on the front panel which will signal for help. **NOTE: REMAIN CALM.**

Plumbing Failure / Flooding: Do not use any electrical equipment. Notify Campus Safety at 847-543-2081. If necessary, evacuate the area.

Gas Leak: Cease all operations. **DO NOT TURN ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.** Remember, electrical arcing can trigger an explosion. Notify Campus Safety immediately.

Ventilation Problems: If smoke odors come from the ventilation system, immediately notify Campus Safety or Facilities, and if necessary, cease all operations and evacuate the area.

Water Supply Failure: In the event of water supply failure notify Campus Safety immediately at 847-543-2081. Facilities should also be notified at 847-543-2080, Monday through Friday, 7:30 a.m. – 4:30 p.m.

UTILITY FAILURE

Fire Response

In all cases of fire, the Grayslake Fire Department must be notified **IMMEDIATELY**. Activate fire alarm and then dial 9-911 from a campus phone.

- Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them.
- If a minor fire appears controllable, **IMMEDIATELY** activate the fire alarm and contact Grayslake Fire Department at 9-911 from a campus phone.
- If an emergency exists, activate the fire alarm and also report the fire by phone.
- In the case of large fires that do not appear controllable, **IMMEDIATELY** notify the Grayslake Fire Department, then evacuate all rooms, closing all doors to confine the fire and reduce oxygen - **DO NOT LOCK DOORS!**
- When the building evacuation order is given, follow the Building Evacuation Procedures. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.

EARTHQUAKE

During an earthquake remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a hallway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment
- If outdoors, move quickly away from buildings, utility poles, and other structures.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in your vehicle for the shelter it offers.
- After the initial shock, evaluate the situation, and if emergency help is necessary call Grayslake Fire Department at 9-911 from a campus phone. Protect yourself at all times and be prepared for after-shocks.
- Damaged facilities should be reported to staff and maintenance. **NOTE:** Gas leaks and power failures create special hazards. Please refer to the section on Utility Failures.

When the building evacuation order is given follow the Building Evacuation Procedure.

Tornado Response

Tornado Watch: When a tornado watch for Lake County has been issued by the National Weather Bureau, the Staff will notify College Administrators, Faculty, and Safety Coordinators via the telephone or in person. Staff/Safety personnel shall monitor the weather through the National Weather Bureau, the local law enforcement data network, and by placing spotters out on the campus. (The L.E.A.D.S. Network has spotters throughout Northern Illinois.)

NOTE: A tornado Watch means conditions are favorable for a tornado to exist.

Tornado Warning: When a Tornado Warning for Lake County has been issued by the National Weather Bureau, the Staff shall make an announcement vial bullhorn to activate the Emergency Resource Procedure.

NOTE: A Tornado Warning means that a funnel cloud was sighted in the sky or has actually touched down on the ground.

Announcement to be made via bullhorn.

“Attention – May I have your attention please. A tornado warning has been issued for Lake County. At this time we would like the occupants of the second and third floors of the building to go to the lowest floor quickly and calmly. Safety Coordinators should help direct others to the lower level. Occupants should go to the inner rooms with no windows or inner hallways away from glass.”

“Attention: - Occupants of the first floor of the main building. If you are in a classroom with a window, go to an inner room or inner hallway away from glass.”

“All occupants should stay away from objects that may fall. Take cover under tables and desks if available. Crouch on your knees and cover the back of your head until the all clear is given.”

NOTE: If the campus sustains damage where occupants are no longer safe, building evacuation procedures as already related will be enacted and followed.

Bomb Threat

If you observe a suspicious object or potential bomb on campus, ***DO NOT HANDLE THE OBJECT.*** Clear the area and ***IMMEDIATELY*** call Grayslake Police at 9-911.

- Telephone Bomb Threat: Any person receiving a telephone call bomb threat should ask the caller:
 - When is the bomb going to explode?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does it look like?
 - Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of call.
- Age and sex of caller.
- Speech pattern, or detectable accent.
- Emotional state of caller.
- Background noise.

Immediately notify Grayslake Police at 9-911 and report the incident.

- Police Department personnel and staff will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and report the location to Staff. ***DO NOT TOUCH THE OBJECT!*** Do not open drawers, cabinets, or turn lights on or off. ***NOTE: DO NOT USE RADIO COMMUNICATIONS. USE OF THE RADIOS MAY ACTIVATE SOME TYPES OF EXPLOSIVES.***
- If the building evacuation order is given, follow the evacuation procedure outlined in Building Evacuation Procedure.

BOMB THREAT

Emergency Notification System

Notification of an emergency and the response to it can occur by three (3) means; either individually or in conjunction with one another:

- Visual/ Audible Fire Alarm
- Telephone with In-Person Check
- In-Person (Bullhorn)

Before starting the message, users should attempt to get the occupant's attention. An example announcement form is as follows: (Evacuation)

"Attention Please ... Attention Please"

"Will the occupants of Building follow the Exit Signs."

"Will the occupants of Building please exit the building immediately. Follow the Exit Signs."

(State what the problem is and the area of concern at this time.)

"Please remain outside, away from the building, until instructed to return. Faculty and staff should assist disabled individuals in exiting the building. Staff/Safety Coordinators should evacuate their areas."

- When the visual and audio signals of the Fire Alarm Systems sound, all occupants should follow the evacuation procedures as outlined. Fire Alarms will include instructions via bullhorn.