



ILLINOIS

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

**Division of Public Safety**

Office of Campus Emergency Planning

[www.dps.uiuc.edu](http://www.dps.uiuc.edu) | [www.ocep.uiuc.edu](http://www.ocep.uiuc.edu)

**Emergency Response Guide**

For Faculty, Staff, and Students

## **To report any police, fire, or medical emergency, call:**

**From campus: 9 - 911**

**Off campus or from a cell phone: 911**

In the event of a fire, activate the building's fire alarm system BEFORE calling 911. Evacuate the building immediately!

When calling 911:

- Stay on the line with the dispatcher.
- Provide the address of the building involved and your exact location. This is especially critical if you are calling from a cell phone.
- Provide a thorough description of the incident to ensure that proper resources are dispatched.
- Do not hang up until the dispatcher tells you to do so.

**NOTE:** Building or department-specific information may differ from the details offered in this guide. Please see the back section of this guide for details.

## **Emergency Phone Numbers**

## **In case of imminent or actual flooding:**

Flooding can occur due to major rainstorms, water main breaks, or loss of power to sump pumps.

1. If you can do so safely:
  - Secure vital equipment, records, and hazardous materials by moving to higher, safer ground.
  - Shut off all non-essential electrical equipment.
  - Wait for instructions from Public Safety or Facilities and Services.
2. Move all personnel to a safe area, away from the building in danger. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
3. Do not return to the building until instructed to do so by Public Safety or Facilities and Services.
4. Call Facilities and Services for assistance with flood clean-up.

## **Flooding**

Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.

**In the event of a civil disturbance:**

- Call 9-911 from any campus phone or 911 from a cell phone or from off campus.
- If the event is in its initial stage and has not reached a critical point, call Public Safety at 333-1216.
- Provide the address, location, and all possible details to the dispatcher.
- Do not provoke or become involved in the disturbance.
- Secure your work area, log off computers, and secure sensitive files, if safe to do so.
- If the disturbance is outside, stay away from doors and windows. Remain inside.

**Civil Disturbance**

**If you detect natural gas, fumes or vapors:**

- Call 9-911 from any campus phone or 911 from a cell phone or from off campus to report the situation.
- Clear the area immediately if instructed to do so by the emergency dispatcher, providing assistance to those with special needs.
- Provide your location and the location of the odor to the dispatcher.
- Provide as many details as possible to the dispatcher.

**If a building or area evacuation is ordered by the emergency responders:**

- Leave all ventilation systems operating unless instructed otherwise by emergency responders.
- Leave the area immediately, avoiding the use of elevators unless necessary.
- Identify those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Report to your department's designated gathering point to be accounted for.

**Gas Leak - Fumes - Vapors**

## **PERSONAL SAFETY TIPS – ACTIVE SHOOTER/THREAT**

The following safety tips from the Division of Public Safety are offered as a response guide for use during incidents of active shooter threats.

- 1.** The first step in personal safety is to maintain an awareness of the situation and environment around you; be prepared to take appropriate action if a threat presents itself.
- 2.** Evacuate the area (whether inside or outside a building) if you know that it is safe to do so – seek shelter in a nearby building if the threat is exterior to a campus building;
- 3.** If a threat presents itself, seek cover and barricade yourself (with others if possible) by placing as much material between you and the threat – remain quiet and turn off lights to make the area appear unoccupied;
- 4.** As soon as it is safe to do so, notify authorities by calling 911 (or 9-911 from a campus phone) and provide as much information as possible;
- 5.** Do not approach emergency responders – let them come to you;
- 6.** Remain under cover until the threat is passed or you have been advised by law enforcement that it is safe to exit;
- 7.** Activate cell phones to receive campus emergency notification that may be sent through the “UI-Emergency” System.<sup>1</sup>

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<sup>1</sup> The University is implementing an emergency notification system which is called “UI Emergency”. In order to receive “UI Emergency” alerts, go to [emergency.illinois.edu](http://emergency.illinois.edu) to register your personal contact information. This system will be used to notify you of any critical life safety issues on campus.

**For more information about this subject please contact the Division of Public Safety at 333-1216.**

### **Active Shooter / Active Threat**

**If you receive or discover a suspicious package or device:**

**DO NOT TOUCH IT, TAMPER WITH IT, OR MOVE IT!**

**IMMEDIATELY CALL 9-911 FROM A CAMPUS PHONE OR 911 FROM A CELL PHONE\* OR OFF-CAMPUS PHONE.**

\*Do not use a cell phone within 300 feet of the suspicious package.

**What constitutes a suspicious letter or parcel?**

- Some typical characteristics which ought to trigger suspicion include letters or parcels that:
- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

**What to do if you receive a suspicious package or parcel:**

- Handle with care. Do not shake or bump.
- Isolate it immediately.
- Don't open, smell, touch, or taste.
- Treat it as suspect. Call local law enforcement authorities.

**Suspicious Package**

In the event of a power outage, many campus facilities are equipped with emergency generators to power critical operations. Most buildings are provided with emergency lighting to aid in the safe evacuation of the building.

To report a localized power outage, contact Facilities and Services at 333-0340. After normal business hours, this number will be answered by the Division of Public Safety.

### **Be prepared:**

- Keep a flashlight with spare batteries immediately accessible.
- Know how to locate the closest exit.

### **In the event of a large-scale power outage:**

- Remain calm.
- Follow directions provided by Public Safety through the established campus communications systems. Check the University website, or listen to AM 580.
- If building evacuation becomes necessary, seek out persons with special needs and provide assistance if possible. If additional assistance is necessary, contact Public Safety at 333-1216.
- Secure all vital equipment, records, experiments, and hazardous materials if safe to do so. Store all chemicals in their original or marked containers and fully open all fume hoods. If this is not possible, or natural ventilation is not adequate, evacuate the area until power is restored.
- Do not light candles or other types of flames for lighting.
- Unplug electrical equipment, including computers, and turn off the light switches.

### **If people are trapped in an elevator:**

- If you are able to communicate with them, let the passengers know help has been summoned.
- Call 9-911 from any campus phone or 911 from a cell phone or off-campus phone.
- Provide specific location information and number of individuals involved to the dispatcher.
- Stay near the passengers if safe to do so, until emergency responders are on site and the elevator is identified.

## **Power Outage**

**Tornado Watch** means tornadoes are possible in your area. Remain alert for approaching storms, and be prepared to seek shelter.

**Tornado Warning** means a tornado is imminent or has been indicated by Doppler radar or reported by storm spotters. Move to your pre-designated place of safety immediately!

**Severe Thunderstorm Watch** means severe thunderstorms are possible in your area.

**Severe Thunderstorm Warning** means a severe thunderstorm is imminent or has been indicated by Doppler radar or reported by storm spotters.

Tornado sirens are sounded for those areas in the path of the tornado throughout Champaign, Urbana, and Savoy. These sirens are intended to be heard outside of buildings and are not designed to be heard inside every building. It is recommended that each building and/or department purchase a NOAA Weather Radio with a battery backup and tone-alert feature that automatically alerts you when a Watch or Warning is issued. Purchase a battery-powered commercial radio and extra batteries as well.

### **What to do during a tornado warning:**

When the tornado sirens sound or a tornado has been sighted, go to a safe shelter immediately.

1. Move to a pre-designated shelter, such as a basement. Assist those with special needs in getting to the shelter area.
2. Put as many walls as possible between you and the outside. Get under a sturdy table and use arms to protect head and neck. Stay away from windows and open spaces. Stay there until the danger has passed.
3. If there is no basement, go to an interior room on the lowest level (closets, interior hallways, or restrooms). Do not open windows.
4. In a high-rise building, go to a small, interior room or hallway with no windows on the lowest floor possible.
5. Get out of vehicles, trailers, and mobile homes immediately and go to the lowest floor of a sturdy nearby building or a storm shelter.
6. If caught outside with no shelter, lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of potential for flooding.
7. Never try to outrun a tornado in a car or truck; instead, leave the vehicle immediately for safe shelter. Tornadoes are erratic and move swiftly.
8. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

Do not call 911 unless you need to report an emergency, such as a fire, medical emergency or severe building damage. 911 lines need to be kept open and available for emergency calls.

## **Tornado and Weather Emergencies**

**If it appears an individual may cause harm to themselves or to others, call 911 immediately. From a campus phone call 9-911.**

**Available Resources for students, faculty and staff include the following:**

**Crisis Line.** This 24-hour telephone counseling service is available for individuals experiencing crisis and seeking counseling, support and/or referral for additional services. Call (217) 359-4141. This service is available 24 hours a day, 365 days a year.

**Faculty/Staff Assistance Program Crisis Phone.** FSAP provides a 24-hour crisis phone number to all employees at the University of Illinois/Champaign-Urbana and their immediate family and household. This is for mental health emergencies such as suicidal threat or situations where someone may be emotionally distraught and in need of immediate attention. Supervisors, managers, deans, directors, department heads, and administrators can also offer it as a resource to employees that may be in an emotional crisis needing immediate attention. The Crisis Phone is answered by FSAP Monday through Friday, 8 a.m. to 5 p.m., and by staff at the Mental Health Center of Champaign County after working hours, on weekends, and holidays. The crisis phone number is (217) 244-7739.

**Psychological Emergency Service (PES).** This resource is for University professional staff who wish to consult with a mental health professional regarding a student. PES is a jointly sponsored service of the Counseling Center, McKinley Mental Health Department and the Crisis Team of Champaign County Community Health. In addition to phone consultation, depending on availability, it is possible to conduct assessments of students in the residence halls and other University facilities as well as off-campus facilities throughout Champaign County. The Psychological Emergency Service is available 24 hours a day at (217) 244-7911.

**Trauma Response Team.** The Trauma Response Team is a resource for students, faculty, and staff following an accident, death or other traumatic event. This team is staffed by professionals of the Counseling Center who are available through the Office of the Dean of Students, Emergency Dean at (217) 333-0050.

**Emergency Dean.** The Emergency Dean provides information and follow-up services to students and families in an emergency situation. The Emergency Dean also acts as a resource to community and University law enforcement agencies, hospitals, and crisis centers. The Emergency Dean may be reached 24 hours a day, 7 days a week by calling (217) 333-0050.

## **Suicide Threat - Psychological Emergency**

**Enrollment in “UI-Emergency” will ensure that you receive critical information regarding life-threatening emergencies in the most efficient manner possible.**

[emergency.illinois.edu](http://emergency.illinois.edu)

### **What is “UI-Emergency”?**

“UI-Emergency” is a software program that allows University officials to notify the campus community of life-threatening emergencies in a timely and concise manner. This is just one of a number of means to convey this information, but one that can provide information directly to you.

### **What means of communication does the system use?**

Text messages and email will be used to provide information to large groups of people. Calls to land lines and cell phones will be capable of reaching smaller groups of emergency responders.

### **When will the “UI-Emergency” system be used?**

The system will be used to convey information related to life-threatening emergencies with the potential to adversely affect our campus community.

### **How to enroll:**

Access “UI-Emergency” at [emergency.illinois.edu](http://emergency.illinois.edu).

Provide the email address(es) that you use most frequently.

Provide your cell phone number to receive text messages.

You can change, update, or remove your contact information anytime you wish.

## **“UI-Emergency” Notification System**

### **If you witness a crime:**

- If you witness a crime or become the victim of a crime, call 911 (9-911 from a campus phone) to report the incident to the police.
- If you observe a perpetrator commit a crime, do not block their avenue of escape. Instead, get a good description of the perpetrator, note their direction of travel, and obtain vehicle information if pertinent.
- Do not follow the perpetrator. Let the perpetrator leave the scene. If followed, the perpetrator may panic and cause you harm.

### **Personal safety tips:**

- Do not let people into a locked building or office unless you work with them or they have been properly identified. If the person gives you any problems, call the police.
- In the event that a suspicious person is seen roaming around, or suspicious calls are received, contact the police department immediately.
- Always keep the door to your room locked when you are working alone.
- Don't investigate a suspicious person or noise outside by yourself.
- Keep a list of emergency numbers with you.
- Never walk alone at night. Walk in an alert and confident manner, and actively pay attention to your surroundings.
- Choose the best lit, most traveled paths when walking.
- Take a self-defense course.

### **Resource information:**

- |                                   |          |
|-----------------------------------|----------|
| ■ Emergency:                      | 911      |
| ■ Emergency from a campus phone:  | 9-911    |
| ■ Police non-emergency:           | 333-1216 |
| ■ Safe Rides:                     | 265-7433 |
| ■ Student Patrol Walking Escorts: | 333-1216 |
| ■ Crime Prevention Programs:      | 333-1835 |
| ■ Self-defense courses:           | 333-1835 |

## **Crime Prevention and Resources**

**If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel, or oil) spill, incident, or release for which assistance is needed:**

- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.
- From a safe area, call 9-911 from a campus phone or 911 from a cell phone or off-campus phone.
- Be prepared to provide the following information regarding the spill or release:
  - Name of the material
  - Quantity of material
  - Time of the incident
  - Location of the incident
  - If anyone is injured or exposed to material
  - If a fire or explosion is involved
  - Your name, phone number, and location
- Follow instructions provided by the emergency responders.
- Arrange for someone to meet the emergency responders.
- Evacuate, if necessary. Remain in a safe designated area until released by emergency responders.
- Present the Material Safety Data Sheet of involved substances to emergency responders if this information is available.

***Do not attempt to clean up a spill or release unless you are trained to do so and have the proper equipment.***

**If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:**

- Clear the area immediately if instructed to do so by the emergency providers, providing assistance to those with special needs.
- When evacuating, move crosswind, never directly with or against the wind.
- Take roll call of your unit, and report headcounts to your unit head.

**If you observe what you believe to be an unauthorized release of any pollutants to the environment, call the Division of Public Safety immediately at 333-1216.**

## **Hazardous Materials - Pollutants Incident**

**Call 9-911 from any campus phone or 911 from a cell phone or off-campus phone.**

**DO NOT MOVE the victim unless there is an immediate threat to life or you need to move the victim to provide care.**

**In an emergency use universal precautions (i.e. gloves and rescue masks).**

### **Cardiopulmonary resuscitation (CPR)**

1. Assess the situation:
  - Is the person conscious or unconscious?
  - If the person appears unconscious, tap or shake his shoulder and ask loudly, “Are you OK?”
  - If the person doesn’t respond, call 9-911 from a campus phone or 911 from a cell phone or off-campus phone.
2. Locate an Automatic External Defibrillator (AED) if one is immediately available.
  - Use the AED as you have been trained to do and as outlined on the device.
3. Perform CPR if trained to do so.

### **To Control Bleeding**

1. **Have the injured person lie down.** If possible, position the person’s head slightly lower than the trunk or elevate the legs if you do not suspect a head, neck, or back injury. If possible, elevate the site of bleeding above the heart.
2. **Apply pressure directly to the wound.** Use a sterile bandage, clean cloth, or even a piece of clothing. If nothing else is available, use your hand.
3. **Continue with pressure until paramedics arrive.**
4. **Don’t remove the gauze or bandage.** If the bleeding continues and seeps through the gauze or other material you are holding on the wound, don’t remove it. Instead, add absorbent material to stop it.

**Medical emergency information continues on the next page.**

## **Medical Emergencies**

## Chemical Burns

If the chemical burns the skin, follow these steps:

1. **Remove the cause of the burn** by flushing the chemicals off the skin's surface with cool, running water for 20 minutes or more. If the burning chemical is a powder-like substance such as lime, brush it off the skin without exposing yourself before flushing.
2. **Remove clothing or jewelry** that has been contaminated by the chemical.
3. **Wrap the burned area** loosely with a dry, sterile dressing or a clean cloth.
4. **Rinse the burn again** for several more minutes if the victim complains of increased burning after the initial washing.

Minor chemical burns usually heal without further treatment.

### Seek emergency medical assistance if:

- The victim has signs of shock, such as fainting, pale complexion, or breathing in a notably shallow manner.
- The chemical burned through the first layer of skin and the resulting second-degree burn covers an area more than 2 to 3 inches in diameter.
- The chemical burn occurred on the eye, hands, feet, face, groin, or buttocks or over a major joint.

If you are unsure whether a substance is toxic, call the poison control center at (800) 222-1222. If you seek emergency assistance, bring the chemical container or a complete description of the substance with you for identification.

**Medical emergency information continues on the next page.**

## Medical Emergencies

## Burns

To distinguish a minor burn from a serious burn, the first step is to determine the degree and the extent of damage to body tissues. These three classifications will help you determine emergency care:

### First-Degree

The least serious burns are those in which only the outer layer of skin (epidermis) is burned. The skin is usually red, with swelling and pain sometimes present. The outer layer of skin hasn't been burned through. Treat a first-degree burn as a minor burn unless it involves substantial portions of the hands, feet, face, groin, or buttocks or a major joint.

### Second-Degree

When the first layer of skin has been burned through and the second layer of skin (dermis) also is burned, the injury is termed second-degree burn. Blisters develop and the skin takes on an intensely reddened, splotchy appearance. Second-degree burns produce severe pain and swelling.

If the second-degree burn is no larger than 2 to 3 inches in diameter, treat it as a minor burn. If the burned area is larger or if the burn is on the hands, feet, face, groin, or buttocks or over a major joint, get medical help immediately.

**For Minor Burns**, including second-degree burns limited to an area no larger than 2 to 3 inches in diameter, take the following action:

**Cool the burn.** Hold the burned area under cold running water for 15 minutes. If this is impractical, immerse the burn in cold water or cool it with cold compresses. Cooling the burn reduces swelling by conducting heat away from the skin. Don't put ice on the burn.

**Consider a lotion.** Once a burn is completely cooled, apply an aloe vera lotion, a triple antibiotic ointment, or a moisturizer to prevent drying and increase comfort.

**Medical emergency information continues on the next page.**

## Medical Emergencies

**Cover the burn with a sterile gauze bandage.** Don't use fluffy cotton, which may irritate the skin. Wrap the gauze loosely to avoid putting pressure on the burned skin. Bandaging keeps air off the area, reduces pain, and protects blistered skin.

**Caution:**

**Don't use ice.** Putting ice directly on a burn can cause frostbite, further damaging your skin.

**Don't break blisters.** Fluid-filled blisters protect against infection. If blisters break, wash the area with mild soap and water, then apply an antibiotic ointment and a gauze bandage. Clean and change dressings daily. Antibiotic ointments don't make the burn heal faster, but they can discourage infection. Certain ingredients in some ointments can cause a mild rash in some people. If a rash appears, stop using the ointment. If it's a major burn, don't apply any ointment at all (see below).

**Third-Degree**

The most serious burns may be painless and involve all layers of the skin. Fat, muscle and even bone may be affected. Areas may be charred black or appear dry and white. Difficulty inhaling and exhaling, carbon monoxide poisoning, or other toxic effects may occur if smoke inhalation accompanies the burn.

**For Major Burns,** dial 9-911 from a campus phone or 911 from a cell phone or non campus phone or call emergency medical assistance. Until an emergency unit arrives, follow these steps:

1. Don't remove burnt clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat.
2. Make sure the burn victim is breathing. If breathing has stopped or you suspect the person's airway is blocked, try to clear the airway and, if necessary, do cardiopulmonary resuscitation (CPR) if trained to do so.
3. Cover the area of the burn. Use a cool, moist sterile bandage or clean cloth.

**For additional first aid information:**

<http://www.mayoclinic.com/findinformation/firstaidandselfcare/index.cfm>.

**Medical Emergencies**

## **If a bomb threat is received:**

- Stay calm.
- If your phone has Caller ID, record the number displayed.
- Gain the attention of someone else close-by, *point to this information*, and have that person call 9-911 from any other campus phone or 911 from a cell phone. This call should be made out of hearing range from the caller.
- Try to keep the caller on the phone long enough to complete the Bomb Threat Check Sheet located on the next page.
- Ask check sheet questions.
- Work with arriving emergency personnel to assist them in evaluating the situation.
- Assist emergency responders with a search of the area if requested.
- Provide for an orderly evacuation **only** when ordered by emergency personnel.

**Bomb Threat Check Sheet is provided on the next page.**

**Bomb Threat**

# BOMB THREAT CHECK SHEET

Exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

## Questions to ask:

1. When is bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

Caller's voice: (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

**Report call immediately to 9-911 from a campus phone, or 911 from your cell phone or off campus phone.**

## Bomb Threat Check Sheet

## **EARTHQUAKES**

**The following are some helpful tips that should be practiced daily to help prepare for an earthquake:**

- Identify what equipment you should shut down if time permits.
- Look around your area and decide where the safe spots are, under sturdy tables, desks or against inside walls.
- Determine where the danger areas are: near windows, hanging objects, tall unsecured furniture (bookcases, cabinets, appliances), chemical sites. Most casualties in earthquakes result from falling materials.
- Store flammable and hazardous chemicals in proper cabinets.
- Keep breakables and heavy objects on lower shelves whenever possible.
- Make sure latches on cabinets, process tanks, storage tanks, and closets are secured.

### **Safety Tips**

- Stay indoors if already there. If you're in a high-rise building, do not use elevators.
- If you're outdoors, stay in the open, away from buildings, trees, and power lines. Don't go near anything where there is a danger of falling debris.

### **Emergency Procedures**

**After an earthquake, follow these guidelines:**

- Check for injuries and follow first-aid procedures.
- Be prepared for aftershocks. Earthquakes sometimes occur in a series of tremors, which could last for a period of several days. Aftershocks, or even a series of aftershocks, are common after earthquakes and may last for a few seconds to perhaps as long as 5 minutes or more.
- Don't re-enter damaged buildings. Aftershocks could knock them down.
- In the event of a fire or personal injury, go to the nearest safe telephone to call for help.
- Be alert for gas and water leaks, broken electrical wiring, downed electrical lines, or ruptured sewer lines. Whenever possible, turn the utility off at the source.

If you do enter a building, use atmospheric testing equipment to check for leaking chemical or gas lines.

If problems are detected, leave the building immediately and notify your supervisor, an emergency responder (fire or police), or incident command. If phones are working you may also call 9-911 from a campus phone or 911 from a working cell phone or off campus land line phone.

- Know your shutdown procedures.

## **Earthquakes**

**Immediately activate the building's fire alarm system.**

**Evacuate the building unless otherwise notified.**

**Call 9-911 from any campus phone. Call 911 from a cell phone or from off campus.**

**If you discover a fire:**

1. Manually activate the building's fire alarm system.
2. Immediately evacuate the building, closing doors and windows behind you.
3. **DO NOT USE THE ELEVATORS.**
4. Locate those persons with special needs, and provide assistance if possible. Otherwise, provide their location to emergency responders.
5. Report to your department's designated gathering point to be accounted for.
6. Call 9-911 from any campus phone or 911 from a cell phone or from off campus.

**Once the fire alarm is activated:**

1. Walk quickly to the nearest exit. Do not use the elevators.
2. If you are able, help those who need special assistance.
3. Notify fire personnel if you believe someone may still be in the building.
4. Gather away from the building and emergency responders at a pre-designated location. DO NOT re-enter the building until the fire department has cleared the scene.

**If caught in smoke:**

1. Do not breathe the smoke!
2. Drop to your knees and crawl to the closest safe exit.
3. Breathe through your nose, and use a shirt or towel to breathe through, if possible.

**If trapped in a building:**

1. Close all doors and windows.
2. Wet and place cloth material around and under the door to prevent smoke from entering.
3. Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

## **USING A FIRE EXTINGUISHER:**

1. Report the fire first (Call 9-911 from any campus phone, or call 911 from a cell phone or off campus).
2. Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
3. If you have any doubt of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method.

**P**ull the pin. This will break the tamper seal if one is provided.

**A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

**S**queeze the handle to release the extinguishing agent.

**S**weep from side to side at the base of the fire until the fire is out. Watch the area.

If the fire re-ignites, repeat the steps above.

## **Fire / Fire Extinguisher Use**

**Reporting Emergencies: Dial 9-911 from any campus phone or dial 911 from a cell phone or off campus phone**

The designated safe area(s) in this building for tornado sheltering is:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

For assistance in designating safe shelter areas in your building please contact the F&S Code Compliance and Fire Safety Section at 333-9711 or the Office of Campus Emergency Planning at 333-1491.

**Evacuation - in the event it becomes necessary to evacuate this facility, the designated gathering point is:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Specific hazards/controls for this location include:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Department / Building-Specific Information / Resources**

**The Office of Campus Emergency Planning website at [www.ocep.uiuc.edu](http://www.ocep.uiuc.edu) contains valuable information which will assist campus departments or individuals with emergency planning and preparedness. Following is a summary and/or description of the information contained on various pages of this site:**

- 1. Campus Emergency Operations Committee - (CEOC)** – This link provides information on the relationship of the CEOC to the National Incident Management System (NIMS) in addition to emergency operations plan templates, checklists, evacuation planning information, and suggestions on conducting exercises.
- 2. National Incident Management System/National Response Plan** – This link provides information on the federal mandates outlined in the National Incident Management System and the National Response Plan. Site includes the UIUC NIMS compliance assessment.
- 3. Avian Flu** – This page is designed for infectious disease planning and preparedness. It contains instructional PowerPoints, the campus incident action plan for infectious disease, recommendations for individual health, links to government sites, cough etiquette videos and frequently asked questions about the potential effects of a pandemic outbreak.
- 4. Tornado Preparedness** – This site contains information about individual tornado safety and preparedness steps for departments and student organizations in addition to information on tornado warning guidelines.
- 5. Templates / Policies** – The templates/policies page contains numerous templates to assist departments with emergency planning activities. Examples include an “all hazards” template, a template to address an active shooter/active threat situation, evacuation planning templates and information, instructional PowerPoint to share with your unit, information on tornado preparedness and infectious disease planning as well as a link to the Campus Administrative Manual regarding access to UIUC building information.
- 6. Building Documents Information** – This is a link to the CAM manual policy regarding access to UIUC building information.
- 7. Emergency Response Guide** – This is a downloadable pdf file of the emergency response guide flip chart which can be printed and distributed to departmental personnel.
- 8. Continuity of Operations Planning** – This page provides information and URL links to assist departments with business continuity and continuity of operations planning.
- 9. Division of Public Safety** – This is a link to the UIUC Division of Public Safety where individuals and departments can obtain information and/or learn about the additional resources available for campus crime prevention, personal and pedestrian safety, risk management, criminal investigation, and rape aggression defense classes.
- 10. Informational Brochures and Documents** – There are 4 pdf files of brochures on this site that can be downloaded and printed for distribution within the department. The brochures cover a wide array of subjects including infectious disease planning, tornado preparedness, and various other elements of emergency planning.
- 11. Personal/Family Disaster Planning & Preparedness** – Information on this site is intended to aid campus students, their parents, and campus faculty and staff with their individual disaster planning and preparedness needs at home and at work.