



# UNIVERSITY SAFETY AND EMERGENCY PROCEDURES

*The University is committed to the welfare and safety of its students, faculty, staff and visitors.*

*This guidebook has been compiled to assist you in responding to different emergencies that might confront you in the course of your employment or while attending classes at SIUE. Please become familiar with the contents. In the event of an emergency, it will serve as a quick reference for effective action.*

*University Police are available seven days a week, 24 hours a day, to respond to any emergency which might occur. Your understanding and compliance with these policies and procedures is critical to the maintenance of a safe University environment.*

*Thank you for your cooperation.*

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**(e-Lert)** Register for emergency text messages at [www.siu.edu/e-lert](http://www.siu.edu/e-lert).

# BOMB THREAT

Although most bomb threats are hoaxes, all bomb threats must be taken seriously. The most important actions that can be taken are proper handling of the threatening call and the identification of any device or suspicious package or article.

If, at any time, you observe a suspicious object which you suspect might be a bomb:

- Call University Police at 911. Do NOT use cell phone, as the radio frequency could possibly trigger the explosive device.
- Do not handle the object. Also, do not open drawers, cabinets or turn lights on or off as such actions may trigger a bomb.
- Follow Police directions regarding evacuation.

## A. Handling a Telephoned Bomb Threat:

- Try to remain calm
- Listen closely to the caller's voice; attempt to record the conversation verbatim
- If time permits, try to keep the caller talking until you have obtained as much of the following information as possible:

### 1. Ask the caller the following:

- When is the bomb going to explode?
- Where is the bomb located?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Why did you place the bomb?

### 2. Note and record the following:

- Phone number – outside or inside call.
- Sex and approximate age of the caller.
- Speech pattern, accent, distinctive characteristics, possible nationality, etc.
- Emotional state of the caller.
- Background noise.

## B. After the Call:

- Immediately notify University Police of the threat by calling 911, providing that unit with any information you were able to gather. Include your name, location and telephone number.
- If you should observe a suspicious object, package, etc., report it to University Police, but under no circumstances should you touch, tamper with or move it in any way. Do not open drawers, cabinets or turn lights on or off, as this may trigger a bomb.
- Inform your supervisor or department head.

## C. Evacuation:

- University Police will advise occupants when to evacuate the building. If requested, evacuate immediately. Move to a clear area at least 500 feet away from the building.
- Assist persons with disabilities in exiting the building.
- Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you are asked and if you wish to do so, assist the emergency crews.
- Unless University Police personnel direct you to an alternate location, you should report to the following facilities to await instructions:

### Edwardsville

1. Morris University Center
2. Lovejoy Library (if Morris University Center is included in the threat)

### School of Dental Medicine

1. Building 273, Administration/Student Union Building
2. Building 279-lower level, Science Building (if Building 273 is included in the threat)

### East St. Louis Higher Education Campus

1. Building D
2. Building B (if Building D is included in the threat)

From these locations, you will be advised when it is safe to re-enter the evacuated building.

**Do not re-enter an evacuated site unless directed to do so by University Police.**

## **CRIME IN PROGRESS**

It is imperative that all crime and suspicious activity be reported to University Police promptly. By working together, the University community and the police can reduce crime on campus.

Hopefully, you will never be the victim of or witness to a crime of any sort. If you should be involved in or witness one, however, your personal safety and that of others is the number one priority.

“I didn’t know I should call the police” and “When should I call the police?” are the two most common statements police officers hear when speaking to students, staff and faculty members. To help clear up any uncertainty, here are a few tips:

1. **TRUST YOUR INSTINCTS!** If you suspect something is wrong, or a situation seems dangerous, you may be right. Don’t dismiss suspicious people, cars or situations. If you observe or have knowledge of any dangerous, suspicious or criminal activity, don’t hesitate; call University Police by dialing 911. **DON’T** delay. Call the police first, others second. Do not attempt to apprehend or interfere with the criminal except for self protection. Do not touch anything or disturb the crime scene.
2. Providing a good description of the criminal is the best way to help with catching that person. Note height, weight, sex, race, approximate age, clothing, method and direction of travel. If possible, obtain license plate information, make and model of vehicle, color and outstanding characteristics.
3. Once you have contacted the police, you will be asked to provide the following information: The nature of your call, any information detailed above, your name, location and department.
4. In the event of a civil disturbance, move to a safe location and contact the police immediately. If the disturbance is outside, stay away from doors and windows, and find a safe place to remain until police arrive and secure the situation. Do not interfere with those persons creating the disturbance or with authorities at the scene.

University Police offers programs dealing with personal safety, protecting your property, and criminal activity on campus. If the police can help you in any way, give them a call at 650-3324. We welcome the opportunity to serve you and work with you to make your time at SIUE both safe and enjoyable.

# EARTHQUAKE

For Missouri, Illinois and neighboring states, earthquakes originating in the New Madrid Fault Zone pose the potential for massive destruction and injury within the Central Mississippi Valley. Seismologists concur that there is the probability that a Richter Scale Magnitude 6.0 to 6.5 quake could occur there at any time, or that a moderate-to-severe quake could occur sometime during the next 15 to 50 years.

During an earthquake, remain calm and quickly do the following:

## ***A. Indoor Procedures:***

- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture, shelves, heavy equipment and outdoor walls.
- Do not use elevators.
- Be prepared for aftershocks.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- If telephones are working, call University Police at 911 if emergency help is needed after the initial shock.
- Report physical damage to Facilities Management.
- If there is a related emergency, such as a fire or gas leak, activate any available building alarm.

*After the shaking subsides, evacuate the building in the following manner:*

- Assist persons with disabilities in exiting the building.
- Walk to the nearest exit and ask others to do the same.
- Do not use elevators; do not panic.
- Once outside, watch for falling debris and move to a clear area at least 500 feet away from the affected building(s). Stay away from power lines, utility poles and trees.
- Keep roadways, fire lanes, hydrants and walkways clear for emergency crews.
- If you are asked and if you wish to do so, assist emergency crews.
- Keep clear of any emergency command posts unless you have official business.
- Do not re-enter an evacuated site unless directed to do so by University Police.

## ***B. Outdoor Procedures:***

- Move away from buildings, trees and utility poles. Remain at least 500 feet away from such structures.
- Avoid power or utility lines.
- Lie or sit down to avoid being thrown about the quake.
- If you are in an automobile, pull over to the side of the road and stop. Avoid power lines, trees, overpasses and masonry or high rise buildings. Stay in the vehicle for the shelter it offers.

## EVACUATION OF PERSONS WITH DISABILITIES

It is the responsibility of all unit managers to ensure that plans are in place for assisting persons with disabilities within their operations in the event of evacuation. Plans should be in writing, provide appropriate levels of backup and be distributed to all individuals working in the unit. Persons with disabilities must have significant input into the plans, as they are best aware of the level and type of assistance needed.

### ■ Assisting Students with Disabilities:

When reviewing your syllabus, announce that in the event of an emergency, all persons who may need additional help should ask for assistance. Please know that persons with disabilities, either unobservable or observable (i.e. medical conditions, learning differences, etc.) who may be self-sufficient under normal circumstances, may still need assistance in an emergency situation. If a student self-identifies, set aside a time to physically show them the evacuation route and discuss how you might be able to assist them in emergency scenarios. The level of assistance or need may vary depending on the particular limitations:

#### ■ **Visual Impairment**

- Describe the nature of the emergency.
- Offer your arm for guidance. Do NOT grasp a visually impaired person's arm.
- As you walk, inform the individual of any obstacles in their path and tell them where you are as you go. If possible, someone should follow from behind to protect the individual from being pushed down in the event of crowding.
- When you reach safety, ask if there is any need for further assistance.

#### ■ **Hard of Hearing**

- Know that persons who are deaf or Hard of Hearing may not be able to hear an alarm go off. An alternative warning technique may be needed to gain the attention of such individuals (i.e. turning the lights on and off or using hand gestures).
- Once you have the person's attention, continue to use appropriate communication (this may include the assistance of an interpreter, or writing a brief note with evacuation instructions, time permitting). This may also require offering the individual materials to write with and communicate if possible.

#### ■ **Mobility Impairment**

- If located on an upper level floor, individuals may be assisted to an area of assistance located in a stairwell landing to await evacuation or further instruction from first responders or rescue personnel.
- Ask specifically how you can best assist them, there may be individuals with specific limitations and ability for whom lifting and or moving may be dangerous to their well-being.
  - If a person with a mobility impairment cannot be lifted, they should move to an identified Area of Rescue.
  - Know that if the individual cannot be lifted or has difficulty communicating clearly or easily, it may be necessary for someone to stay with that person to assist in communicating with first responders or rescue personnel.
  - If a person prefers to be removed from their wheelchair, always ascertain their preference in terms of how they will be removed (i.e. whether to extend extremities, whether a seat cushion or pad must be used, being carried forward or backward on stairs, etc.)
- If in immediate danger and cannot wait in a designated area of rescue, it may be necessary to evacuate them using a carry technique or evacuation chair where available. Please only attempt rescue evacuation as a last resort if you have had training or if the person is in a life-threatening situation and cannot wait for assistance.

#### ■ **What to do in the event of an evacuation:** Check the intended evacuation route for obstacles, if possible.

Remember: smoke, debris, flooding, loss of electricity, or other impediments may be present.

- Move people who are unable to leave the building to a designated or identified area of rescue. An **area of rescue** is a building location where people can wait for emergency assistance when evacuation may not be safe or possible. Possibilities include: most enclosed stairwells, an adjoining building behind fire doors, an office with a closed door located a safe distance from the hazard, or exit balconies and corridors.
- Emergency exit corridors and smoke-protected stairwells are resistant to fire and smoke for approximately 2 hours. They are the safest areas during an emergency evacuation. Rescue personnel are instructed to check all exit corridors and stairwells first for any stranded persons.
- Assist individuals who are able to leave the building, following your planned evacuation route, if possible. Do not use elevators unless authorized to do so by police or fire personnel.
- Report to your designated assembly area for a head count.
- **Notify emergency responders immediately** about the location and condition of any people remaining in the building.
- Do not re-enter the building until authorized to do so by an appropriate authority such as police, fire department, etc.

# FIRE

The University has written agreements with the Cities of Edwardsville, Alton and East St. Louis for assistance in the event of fire.

*Anyone detecting smoke or fire in a building should:*

- Sound the nearest alarm.
- Call University Police at 911. Give your name, department and location of the fire.
- Initiate evacuation procedures:

*When an alarm is sounded:*

- Assist persons with disabilities in evacuating the building.
- Close the office or classroom door if you are the last person to leave.
- Leave the building by using the nearest exit; do not use elevators.
- If the alarm stops (alarms may not sound continuously), continue to evacuate. Warn others who may attempt to enter the building when the alarm is not sounding.
- If the corridors or stairways are filled with smoke, or are extremely hot, remain in your room and keep the doors tightly closed. Go to the balcony or window to await rescue.
- Once outdoors, move to a clear area at least 500 feet away from the building.
- Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you are asked and if you wish to do so, assist the emergency crews.
- Unless University Police personnel direct you to an alternate location, you should report to the following facilities to await instructions:

## **Edwardsville**

1. Morris University Center
2. Lovejoy Library (if Morris University Center is included in the threat)

## **School of Dental Medicine**

1. Building 273, Administration/Student Union Building
2. Building 279-lower level, Science Building (if Building 273 is included in the threat)

## **East St. Louis Higher Education Campus**

1. Building D
2. Building B (if Building D is included in the threat)

From these locations, you will be advised when it is safe to re-enter the evacuated building.

***Do not re-enter an evacuated site unless directed to do so by University Police.***

## **FLOODING AND WATER DAMAGE**

Serious water damage can occur from a number of sources such as broken pipes, clogged drains and broken skylights or windows.

*If a water leak occurs:*

- Remain calm.
- Call University Police at 911 IMMEDIATELY. Advise the dispatcher of exact location and severity of the leak. Indicate whether any valuables, art collections or books are involved, or are in imminent danger. University Police will notify the appropriate authorities and dispatch officers to assist.
- Notify your supervisor of the extent and location of the leak.
- If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
- If you know the source of the water and are confident of your ability to stop it (i.e. unclog the drain, turn off water, etc.) do so cautiously.

## **HAZARDOUS MATERIALS/SPILLS**

If a chemical or biohazardous material is spilled and unit personnel are not familiar with its properties, the unit manager or his or her designee should report the incident immediately to University Police providing as much information as possible. Unit personnel should make no attempt to contain or clean up the spill unless they are familiar with the chemical or biohazardous material and its properties. If toxic chemicals come into contact with your skin, immediately flush the affected area with clear water for at least 15 minutes. Use chemical showers if available.

Environmental Health and Safety will make arrangements for clean up of the spill, and, depending upon the nature of the chemical or biohazardous material involved, may order an evacuation of the site. Members of the University community located in the affected area must heed any such evacuation order, which may be coupled with the sounding of the building alarm.



## HOSTILE INTRUDER

*Call University Police*

*Designated Emergency Response Number: 911*

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building or on Campus grounds, it is recommended that the following procedure be implemented. While the guide refers primarily to academic areas, these procedures are also relevant to all areas of the University and University property including the Residence Halls and Cougar Village.

- If possible, faculty should immediately lock the students and themselves in the classroom and cover any windows or openings that have a direct line of sight into the hallway. Barricade the doors with desk, tables, etc. If communication is available, immediately call the University Police at the designated emergency response number (911). Do not assume that someone else has called the Police.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Lock the windows and close blinds or curtains.
- Stay away from the windows. Do not try to “see what’s happening”.
- Turn off lights and all audio equipment.
- Try to remain as calm as possible.
- Keep everyone together.
- Keep classrooms secure until University Police personnel arrive and give you directions.
- If you are not in a classroom, try to get to a classroom or an office, and close and lock the doors.
- Stay out of open areas and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, etc., you must decide what you are going to do. This is a very crucial time and it can possibly mean life or death.
- You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building or area looking for victims. Take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If you think you can safely make it out of the building or area by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, fixtures, etc., between you and the hostile person(s). Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the intruder’s view. When away from the immediate area of danger, summon help (911) any way you can and warn others.
- If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
- Your last option if you are caught in an open area in a building may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and don’t look the intruder(s) in the eyes.
- When the University Police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons and once the police evaluate circumstances, they will give you further directions to follow.

## **MECHANICAL/ELECTRICAL SYSTEM FAILURE**

Should an electrical or mechanical system failure occur in a University building, it may become necessary to evacuate the facility. University Police will seek input from Facilities Management prior to making a decision.

- If you are in an area where power has failed, call 911, providing the dispatcher with your name, location and department. Describe the nature of the problem and any additional locations that are without power.
- If the lights are out, proceed cautiously to an area that has emergency lights.
- If you are trapped in an elevator, remain calm and use the emergency telephone or call button.
- University Police will advise you when to evacuate the building. If requested, evacuate the building immediately. Move to a clear area at least 500 feet away from the building.
- Assist persons with disabilities in exiting the building.
- Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If you are asked and if you wish to do so, assist the emergency crews.
- Unless University Police personnel direct you to an alternate location, you should report to the following facilities to await instructions:

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From these locations, you will be advised when it is safe to re-enter the evacuated building.

***Do not re-enter an evacuated site unless directed to do so by University Police.***

## **MEDICAL EMERGENCY**

In case of serious injury or illness at the University, observe the following procedures:

- Contact University Police by dialing 911.
- Give your name, describe the nature and severity of the medical problem and the location of the victim. Provide as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
- Do not move the injured except for protection from further injury (i.e. fire, chemical hazard).
- Stay with the victim until the police and ambulance arrive.
- If blood is present, contact Facilities Management; do not attempt to clean the area yourself, as specialized handling is required.
- Flush any chemical and/or fire burns with cold water or immerse the affected area in cold water if possible.

# TORNADO/THUNDERSTORMS AND LIGHTNING

Civil defense sirens are sounded in the event of enemy attack or in the event of threatening weather. The City of Edwardsville and the Edwardsville Campus operate civil defense sirens. University sirens will be activated when a tornado is imminent in the area. The East St. Louis Higher Education Campus has interior storm alert sirens.

## **A. Tornado:**

Illinois is geographically located at the northeast edge of the most tornado prone region of the world. Since 1950, an average of 25 tornadoes have touched down across the state annually. The months of April, May and June account for more than 50 percent of these tornadoes.

A tornado is a particularly dangerous severe storm with rotary winds that can exceed 300 miles-per-hour, usually accompanied by hail, severe thunderstorms and often times dangerous lightning. Flying debris may become deadly missiles that injure and kill.

Most tornadoes move from southwest to northeast and generally occur in late spring, but they can happen any time. When a tornado threatens, immediate action can SAVE LIVES.

### **1. Indoor Procedures:**

#### **Edwardsville** (Central campus and outlying locations)

- The tornado alert is a long, wavering, intermittent blast of sirens located both outside and within the core buildings.
- Go immediately to safe areas as designated by “Storm Shelter” signs.
- Assist persons with disabilities.
- If safe areas are not posted, go immediately to the basement or to an inner hall of a lower floor. Stay away from windows and protect yourself from flying debris by seeking shelter under a sturdy table or desk and covering your face.

Remain in safe areas until instructed by University Police that all is clear. Speakers have been installed in the basements of core buildings so that the police may make announcements during the progress of the storms as well as the “all clear.”

## **School of Dental Medicine**

### **A. Main Clinic**

- Go immediately to safe areas as designated by “Storm Shelter” signs.
- Assist persons with disabilities.
- If safe areas are not posted, shelter areas will be central corridors not opening into the direction of the storm, central rooms having no exterior walls, or the side of the building away from the storm. Stay away from windows and protect yourself from flying debris by seeking shelter under a sturdy table or desk and covering your face.

### **B. Mini Clinics**

- Go immediately to safe areas as designated by “Storm Shelter” signs.
- Assist persons with disabilities.
- If safe areas are not posted, go to the dispensing areas and lie on the floor. Cover your face to protect it from flying debris.

### **C. Gymnasium**

- Go immediately to safe areas as designated by “Storm Shelter” signs.
- Assist persons with disabilities.
- If safe areas are not posted, go to the basement of the building. Protect yourself from flying debris by seeking shelter under a sturdy table or desk and covering your face.

#### D. *Other Buildings*

- Go immediately to safe areas as designated by “Storm Shelter” signs.
- Assist persons with disabilities.
- If safe areas are not posted, personnel in buildings having basements must move to the basement. Personnel in buildings without basements must go to the lower floors and lie on the floors of the central corridors or rooms away from the direction of the storm. Protect yourself from flying debris by seeking shelter under a sturdy table or desk and covering your face.

Remain in safe areas until instructed by University Police that all is clear. Speakers have been installed in the basements of core buildings so that the police may make arrangements during the progress of the storm as well as the "all clear."

#### **East St. Louis Higher Education Campus**

- Go immediately to safe areas as designated by “Storm Shelter” signs.
- Assist persons with disabilities.
- If instructions or safe areas are not posted, go immediately to the lower floors and lie on the floors of the central corridors or rooms away from the direction of the storm. Protect yourself from flying debris by seeking shelter under a sturdy table or desk and covering your face.

#### **2. Outdoor Procedures:**

- Take cover, lie face down in the nearest ditch, culvert or ravine. This procedure is preferable to remaining in a vehicle, mobile home or lightweight structure. Remember that tornadoes move swiftly and are often erratic. Remain in safe areas until instructed that all is clear.

#### **B. THUNDERSTORMS AND LIGHTNING:**

Thunderstorms affect relatively small areas when compared with hurricanes and winter storms. The typical thunderstorm is 15 miles in diameter and lasts an average of 30 minutes.

Despite their small size, all thunderstorms are dangerous. Every thunderstorm produces lightning, which kills more people each year than tornadoes. Heavy rain from thunderstorms can lead to flash flooding. Strong winds and hail are also dangers associated with some thunderstorms.

#### ***Indoors:***

- Remain calm.
- Avoid water fixtures, telephone lines and any electrical conducting materials, such as computer network communication cables.

#### ***Outdoors:***

- Go to the nearest ditch or ravine and lie down. In a wooded area, go to a low area of smaller trees and bushes.
- Do not stand in an open area or underneath a tall tree or structure.
- Stay away from metal objects and open bodies of water.
- If you are in a motor vehicle, remain there. You are generally safe from lightning strikes since the tires act as effective electric insulators.

## **(e-Lert)**

For specific situations affecting SIUE, an Emergency Notification System known as **(e-Lert)** is now available to students, faculty, and staff members of SIUE. **(e-Lert)** is a text messaging service that will be used to quickly notify enrolled members through their cell phones when an urgent situation, such as bomb threat or hostile intruder, affects the campus. There is no cost to register to begin receiving alerts; however, standard rates may apply if your cell phone plan does not include text messaging.

If you are a student, faculty, or staff member at SIUE, you can register for **(e-Lert)** by going to [www.siue.edu/e-lert/](http://www.siue.edu/e-lert/) and clicking on the “Sign-up Now!” button located on the right side of the webpage. In addition, each time you are notified to change your e-id password, you will also be given an opportunity to enroll, update your cell phone number if it has changed, or cancel your registration with the system.